

# TIPS VENDOR AGREEMENT

Between Master's Transportation Inc. and  
(Company Name)

## THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

RFP 180502 School Buses New and Used (including parts & repairs)

### General Information

The Vendor Agreement (“Agreement”) made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as “TIPS” respectfully) a government cooperative purchasing program authorized by the Region 8 Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This Agreement consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

The vendor Agreement shall include and incorporate by reference this Agreement, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation as posted, including any addenda and the awarded vendor’s proposal. Once signed, if an awarded vendor’s proposal varies or is unclear in any way from the TIPS Agreement, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor’s proposals, task orders, purchase orders and any adjustments which have been issued. If deviations are submitted to TIPS by the proposing vendor as provided by and within the solicitation process, this Agreement may be amended to incorporate any agreed deviations.

The following pages will constitute the Agreement between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final Agreement.

A Purchase Order, Agreement or Contract is the TIPS Member’s approval providing the authority to proceed with the negotiated delivery order under the Agreement. Special terms and conditions as agreed to between the vendor and TIPS Member should be added as addenda to the Purchase Order, Agreement or Contract. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addenda possible.

# Terms and Conditions

## Freight

All quotes to members shall provide a line item for cost for freight or shipping regardless if there is a charge or not. If no charge for freight or shipping, indicate by stating "No Charge" or "\$0" or other similar indication. Otherwise, all shipping, freight or delivery charges shall be passed through to the TIPS Member at cost with no markup and said charges shall be agreed by the TIPS Member.

## Warranty Conditions

All new supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be legally permitted to sell, or an authorized dealer, distributor or manufacturer for all products offered for sale to TIPS Members. All equipment proposed shall be new unless clearly stated in writing.

## Customer Support

The Vendor shall provide timely and accurate customer support to TIPS Members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

## Agreements

**All Agreements and agreements** between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

**Agreements for purchase** will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

**Davis Bacon Act** requirements will be met when Federal Funds are used for construction and/or repair of buildings.

## Tax exempt status

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter:(1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States;(4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309. Most TIPS Members are tax exempt and the related laws of the jurisdiction of the TIPS Member shall apply.

### **Assignments of Agreements**

No assignment of Agreement may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned company.

### **Disclosures**

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this Agreement.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with Members in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this Agreement.

### **Renewal of Agreements**

The Agreement with TIPS is for three (3) years with an option for renewal for an additional one (1) consecutive year. Total term of Agreement can be up to the number of years provided in the solicitation, if sales are reported through the Agreement and both parties agree. The scheduled Agreement termination date shall be the last date of the month of the last month of the agreement's legal effect. **Example:** *If the agreement is scheduled for to end on May 23, the anniversary date of the award, it would actually be extended to May 31 in the last month of the last year the contract is active.*

### **Automatic Renewal Clauses Incorporated in Awarded Vendor Agreements with TIPS Members Resulting from the Solicitation and with the Vendor Named in this Agreement.**

No Agreement for goods or services with a TIPS Member by the awarded vendor named in this Agreement that results from the solicitation award named in this Agreement, may incorporate an automatic renewal clause with which the TIPS Member must comply. All renewal terms incorporated in an Agreement by the vendor with the TIPS Member shall only be valid and enforceable when the vendor receives written confirmation by purchase order or executed Agreement issued by the TIPS Member for any renewal period. The purpose of this clause is to avoid a TIPS Member inadvertently renewing an Agreement during a period in which the governing body of the TIPS Member has not properly appropriated and budgeted the funds to satisfy the Agreement renewal. This term is not negotiable and any Agreement between a TIPS Member and a TIPS awarded vendor with an automatic renewal clause that conflicts with these terms is rendered void and unenforceable.

## **Shipments**

The Vendor shall ship ordered products within a commercially reasonable time after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

## **Invoices**

The awarded vendor shall submit invoices or payment requests to the TIPS Member participating entity clearly stating "Per TIPS Agreement # xxxxxxx. Each invoice or pay request shall include the TIPS Member's purchase order number or other identifying designation as provided in the order by the TIPS Member. If applicable, the shipment tracking number or pertinent information for verification of TIPS Member receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS Member.

## **Payments**

The TIPS Member will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice or in compliance with applicable statute, whichever is the lessor time or as otherwise provided by an agreement of the parties.

## **Pricing**

The Vendor agrees to provide pricing to TIPS and its participating governmental entities that is at least equal to the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the Agreement.

Price increases will be honored according to the terms of the solicitation. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the participation fee, as provided in the solicitation, to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. Failure to render the participation fee to TIPS shall constitute a breach of this agreement and shall be grounds for termination of this agreement and any other agreement held with TIPS.

## **Participation Fees**

The Participation Fee that was published as part of the Solicitation and the fee published is the legally effective fee, along with any Fee conditions stated in the RFP. Vendor or vendor assigned dealer Agreements to pay the participation fee for all Agreement sales to TIPS on a monthly scheduled report. Vendor must login to the TIPS database and use the "Submission

Report” section to report sales. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement.

Failure to pay the participation fee will result in termination of Agreement. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

### **Indemnity**

The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS Member(s), officers and employees from and against all claims and suits by third parties for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and reasonable attorney’s fees, arising out of, or resulting from, Vendor’s work under this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and hold harmless and defend TIPS, TIPS Member(s), officers and employees, from and against all claims and suits by third parties for injuries (including death) to an officer, employee, agent, subcontractors, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor’s work under this Agreement whether or not such claims are based in part upon the negligent acts or omissions of the TIPS, TIPS Member(s), officers, employees, or agents. Parties found liable shall pay their proportionate share of damages as agreed by the parties or as ordered by a court of competent jurisdiction over the case. Per Texas Education Code §44.032(f), reasonable Attorney’s fees are recoverable by the prevailing party in any dispute resulting in litigation.

### **Multiple Vendor Awards**

TIPS reserves the right to award multiple vendor Agreements for categories when deemed in the best interest of the TIPS Membership. Bidders scoring the solicitation’s specified minimum score or above will be considered for an award. Categories are established at the discretion of TIPS.

### **State of Texas Franchise Tax**

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

### **Miscellaneous**

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the Agreement or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS Members will submit any orders at any time. TIPS reserves the right to request additional proposals for items or services already on Agreement at any time.

### **Purchase Order Pricing/Product Deviation**

If a deviation of pricing/product on a purchase order or contract modification occurs, TIPS is to be notified within 48 hours of receipt of order.

### **Termination for Convenience**

TIPS reserves the right to terminate this agreement for cause or no cause for convenience with a thirty-day written notice. Termination for convenience is required under Federal Regulations 2 CFR part 200. All purchase orders presented to the Vendor by a TIPS Member prior to the actual termination of this agreement shall be honored at the option of the TIPS Member. The awarded vendor may terminate the agreement with ninety (90) days written notice to TIPS 4845 US Hwy North, Pittsburg, Texas 75686.

### **TIPS Member Purchasing Procedures**

Purchase orders or their equal are issued by participating TIPS Member to the awarded vendor indicating on the PO "Agreement Number". Order is emailed to TIPS at tipspo@tips-usa.com.

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS Member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

### **Form of Agreement**

If a vendor submitting an Proposal requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

In response to submitted supplemental Vendor Agreement documents, TIPS will review proposed vendor Agreement documents. Supplemental Vendor's Agreement documents shall not become part of TIPS's Agreement with vendor unless and until an authorized representative of TIPS reviews and approves it.

### **Licenses**

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Agreement. TIPS reserves the right to stop work and/or cancel Agreement of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

### **Novation**

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the Agreement obligations of awarded vendor.

### **Site Requirements (when applicable to service or job)**

Cleanup: Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

Preparation: Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

Registered sex offender restrictions: For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are, or reasonably expected to be, present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.

Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Safety measures: Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

### **Smoking**

Persons working under Agreement shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

### **Marketing**

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this Agreement by awarded vendor must have prior approval from TIPS.

### **Supplemental agreements**

The TIPS Member entity participating in the TIPS Agreement and awarded vendor may enter into a separate supplemental agreement or contract to further define the level of service requirements over and above the minimum defined in this Agreement i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement or contract developed as a result of this Agreement is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS Members and employees shall not be made party to any claim for breach of such agreement.

### **Survival Clause**

All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Agreement shall survive the expiration or termination of the Agreement. All Orders, Purchase Orders issued or contracts executed by TIPS or a TIPS Member and accepted by the Vendor prior to the expiration or termination of this agreement, shall survive expiration or termination of the Agreement, subject to previously agreed terms and conditions agreed by the parties or as otherwise specified herein relating to termination of this agreement.

### **Legal obligations**

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this Solicitation and any awarded Agreement thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

### **Audit rights**

Due to transparency statutes and public accountability requirements of TIPS and TIPS Members', the awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Agreement. TIPS and Region 8 ESC each reserve the right to audit the accounting of TIPS related purchases for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In order to ensure and confirm compliance with this agreement, TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm to investigate any possible non-complying conduct. In the event of an audit, the requested materials shall be reasonably provided in the format and at the location designated by Region 8 ESC or TIPS.

### **Force Majeure**

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

### **Scope of Services**

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is permitted for the TIPS Member to provide a general scope, but the awarded vendor should provide a written scope of work to the TIPS Member as part of the proposal. Once the scope of the job is agreed to, the TIPS Member will issue a



Purchase Order and/or an Agreement or Contract and/or an Agreement with the estimate referenced as an attachment along with required bond and any other special provisions agreed to for the TIPS Member. If special terms and conditions other than those covered within this solicitation and awarded Agreements are required, they will be attached to the Purchase Order and/or an Agreement or Contract and shall take precedence over those in the base TIPS Vendor Agreement.

### **Project Delivery Order Procedures**

The TIPS Member having approved and signed an interlocal agreement, or other TIPS Membership document, may make a request of the awarded vendor under this Agreement when the TIPS Member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person. Upon notification of a pending request, the awarded vendor shall make contact with the TIPS Member as soon as possible, but must make contact with the TIPS Member within two working days.

### **Scheduling of Projects**

Scheduling of projects (if applicable) will be accomplished when the TIPS Member issues a purchase order or other document that will serve as “the notice to proceed”. The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS Member inspect the work for acceptance under the scope and terms in the PO. The TIPS Member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS Member will issue a completion notice and final payment will be issued.

### **Support Requirements**

If there is a dispute between the awarded vendor and TIPS Member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

### **Incorporation of Solicitation**

The TIPS Solicitation, whether a Request for Proposals, the Request for Competitive Sealed Proposals or Request for Qualifications solicitation, the Vendor’s response to same and all associated documents and forms made part of the solicitation process, including any addenda, that resulted in the execution of this agreement are hereby incorporated by reference into this agreement as if copied verbatim.

### **SECTION HEADERS OR TITLES**

THE SECTION HEADERS OR TITLES WITHIN THIS DOCUMENT ARE MERELY GUIDES FOR CONVENIENCE AND ARE NOT FOR CLASSIFICATION OR LIMITING OF THE RESPONSIBILITIES OF THE PARTIES TO THIS DOCUMENT.

**NEW STATUTORY REQUIREMENT EFFETIVE SEPTEMBER 1, 2017.**

Texas governmental entities are prohibited from doing business with companies that fail to certify to this condition as required by Texas Government Code Sec. 2270.

By executing this agreement, you certify that you are authorized to bind the undersigned Vendor and that your company (1) does not boycott Israel; and (2) will not boycott Israel during the term of the Agreement.

You certify that your company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

You certify that if the certified statements above become untrue at any time during the life of this Agreement that the Vendor will notify TIPS within 1 business day of the change by a letter on your letterhead from an authorized representative of the Vendor stating the non-compliance decision and the TIPS Agreement number and description at:

Attention: General Counsel  
ESC Region 8/The Interlocal Purchasing System (TIPS)  
4845 Highway 271 North  
Pittsburg, TX, 75686.  
And by an email sent to [bids@tips-usa.com](mailto:bids@tips-usa.com)

**Insurance Requirements**

The undersigned Vendor agrees to maintain the below minimum insurance requirements for TIPS Contract Holders.

General Liability	\$1,000,000 each Occurrence/ Aggregate
Automobile Liability	\$300,000 Including owned, hired, & non-owned
Workers' Compensation	Statutory limits
Employers' Liability - if you employ people besides the owners <b>AND</b> provide ON-SITE services or on-site delivery, not just goods.	\$1,000,000
Umbrella Liability	\$1,000,000

When the contractor or its subcontractors are liable for any damages or claims, the contractors' policy must be primary over any other valid and collectible insurance carried by the District. Any immunity available to TIPS or TIPS Members shall not be used as a defense by the

contractor's insurance policy. The coverages and limits are to be considered minimum requirements and in no way limit the liability of the Contractor(s). Insurance shall be written by a carrier with an A-; VII or better rating in accordance with current A.M. Best Key Rating Guide. Only deductibles applicable to property damage are acceptable. "Claims made" policies will not be accepted. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled, non-renewed or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested has been given to TIPS or the TIPS Member. Upon request, certified copies of all insurance policies shall be furnished to the TIPS or the TIPS Member.

## Special Terms and Conditions

It is the intent of TIPS to award to reliable, high performance vendors to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Agreements:** All vendor Purchase Orders and/or Agreements/Contracts must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
  - **Promotion of Agreement:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS Agreement is a violation of the terms and conditions of this Agreement and will result in removal of the Vendor from the TIPS Program.
  - **Daily Order Confirmation:** All Agreement purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS Member (customer) within 24 business hours.
  - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1<sup>st</sup> of each month.
  - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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Page 12 of 12 will be the TIPS Vendor Agreement Signature Page

# TIPS Vendor Agreement Signature Form

RFP 180502 School Buses New and Used  
(including parts & repairs)

Company Name Master's Transportation Inc

Address 660 Highway 902

City Sherman State Tx Zip 75090

Phone 8007833613 Fax 8163189998

Email of Authorized Representative bschamma@masterstransportation.com

Name of Authorized Representative Brian Schamma

Title Regional Sales Manager

Signature of Authorized Representative Brian Schamma

Digitally signed by Brian Schamma  
DN: cn=Brian Schamma, o=Master's Transportation Inc., ou=Sales,  
email=bschamma@masterstransportation.com, c=US  
Date: 2018.06.01 13:41:38 -0500

Date 6/1/18

TIPS Authorized Representative Name Meredith Barton

Title Vice-President of Operations

TIPS Authorized Representative Signature Meredith Barton

Approved by ESC Region 8 David Wayne Fitts

Date 7/16/18

# The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Rick Powell General Counsel/Procurement Compliance Officer	Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	rick.powell@tips-usa.com	Contact	Kristie Collins, Contracts Compliance Specialist	Contact
Phone	(903) 575-2689 x	Department		Department Building
Fax		Building		
Bid Number	180502 Addendum 1	Floor/Room		Floor/Room
Title	School Buses New and Used (including parts & repairs)	Telephone	+1 (866) 839-8477 x	Telephone
Bid Type	RFP	Fax	+1 (866) 839-8472 x	Fax
Issue Date	5/3/2018 08:05 AM (CT)	Email	bids@tips-usa.com	Email
Close Date	7/10/2018 03:00:00 PM (CT)			

## Supplier Information

Company	Master's Transportation, Inc.
Address	800 Quik Trip Way  Belton, MO 64012
Contact	Accounts Receivable
Department	
Building	
Floor/Room	
Telephone	(800) 783-3613
Fax	(816) 318-9998
Email	accountsreceivable@masterstransportation.com
Submitted	7/5/2018 10:33:49 AM (CT)
Total	\$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature BRIAN SCHAMMA

Email bschamma@masterstransportation.com

## Supplier Notes

Master's Transportation will negotiate lower pricing when possible. Please contact us to discuss options, stock units and pricing.

## Bid Notes

## Bid Activities

## Bid Messages

**Bid Attributes**

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	NO
2	Yes - No	Historically Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB as defined by the State of Texas at <a href="https://comptroller.texas.gov/purchasing/vendor/hub/">https://comptroller.texas.gov/purchasing/vendor/hub/</a> or in a HUBZone as defined by the US Small Business Administration at <a href="https://www.sba.gov/offices/headquarters/ohp">https://www.sba.gov/offices/headquarters/ohp</a> Proof of one or both may be submitted. Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	
5	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	New Collins bus dealer for Ar. Ia. Ks. Mo. Ne. Tx. ///Used school bus dealer for all 50 states ///Used motorcoaches, church buses, and shuttles/// Rental of buses, short and long term leasing
6	Primary Contact Name	Primary Contact Name	BRIAN SCHAMMA
7	Primary Contact Title	Primary Contact Title	Regional sales Manager
8	Primary Contact Email	Primary Contact Email	bschamma@masterstransportation.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	4172426913
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8163189998
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	4172426913
12	Secondary Contact Name	Secondary Contact Name	John Hatman
13	Secondary Contact Title	Secondary Contact Title	Vice President
14	Secondary Contact Email	Secondary Contact Email	Jhatman@masterstransportation.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	4172426910
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8163189998

17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	4172426910
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Jennifer Beasley
19	Admin Fee Contact Email	Admin Fee Contact Email	jbeasley@masterstransportation.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8169793481
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Brian Schamma
22	Purchase Order Contact Email	Purchase Order Contact Email	bschamma@masterstransportation.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	4172426913
24	Company Website	Company Website (Format - www.company.com)	www.masterstransportation.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	47-0754839
26	Primary Address	Primary Address	660 Highway 902
27	Primary Address City	Primary Address City	Sherman
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	Tx
29	Primary Address Zip	Primary Address Zip	75090
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	bus, school bus, MFSAB, motor coach, motorcoach, coach, shuttle, van, TypeA, Type A, Thomas, Bluebird, IC, International, Collins, lift bus, Handicap bus, mobility, used bus, buses,
31	Yes - No	Most of our members receive Federal Government grants and they make up a significant portion of their budgets. The members need to know if your company is willing to sell to them when they spend federal budget funds on their purchase. There are attributes that follow that are provisions from the federal regulations in 2 CFR part 200. Your answers will determine if your award will be designated as Federal or Education Department General Administrative Regulations (EDGAR)compliant. Is it your intent to be able to sell to our members regardless of the fund source, whether it be local, state or federal?	Yes
32	Yes - No	Certification of Residency (Required by the State of Texas) The vendor's ultimate parent company or majority owner:  (A) has its principal place of business in Texas;  OR  (B) employs at least 500 persons in Texas?	Yes
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Sherman
34	Company Residence (State)	Vendor's principal place of business is in the state of?	Tx

35	Felony Conviction Notice:	<p>(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 36 - 37) Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034.</p> <p>Following is an example of a felony conviction notice:  State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district or ESC 8/TIPS must give advance notice to the district or ESC 8/TIPS if the person or an owner or operator of the business entity has been convicted of a felony.</p> <p>The notice must include a general description of the conduct resulting in the conviction of a felony."  Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."</p>	(No Response Required)
36	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
37	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony?	No
38	If your firm is owned or operated by the following individual(s) who has/have been convicted of a felony:	Please provide details of the conviction. This is not necessarily a disqualifying factor and the details of the conviction determines the eligibility. Providing false or misleading information about the conviction is illegal.	
39	Pricing Information:	Pricing information section. (Questions 39 - 43)	(No Response Required)
40	Discount Offered	<p>CAUTION: BE CERTAIN YOU CAN HONOR THIS MINIMUM DISCOUNT PERCENTAGE ON ANY OFFERED SERVICE OR GOOD. What is the MINIMUM percentage discount off of any item or service you offer to TIPS Members that is in your regular catalog (as defined in the RFP document), website, store or shelf pricing? This is a ceiling on your pricing and not a floor because, in order to be more competitive in the individual circumstance, you may offer a larger discount depending on the items or services purchased and the quantity at time of sale. Must answer with a number between 0% and 100%.</p>	0%
41	TIPS administration fee	By submitting a proposal, I agree that all pricing submitted to TIPS shall include the participation fee, as designated in the solicitation or as otherwise agreed in writing and shall be remitted to TIPS by the Vendor as agreed in the Vendor agreement. I agree that the fee shall not and will not be added by the vendor as a separate line item on a TIPS member invoice, quote, proposal or any other written communications with the TIPS member.	(No Response Required)
42	Yes - No	<p>Vendor agrees to remit to TIPS the required administration fee?</p> <p>TIPS/ESC Region 8 is required by Texas Government Code § 791 to be compensated for its work and thus, failure to agree shall render your response void and it will not be considered.</p>	Yes



43	Yes - No	Do you offer additional discounts to TIPS members for large order quantities or large scope of work?	Yes
44	Start Time	Average start time after receipt of customer order is ____ working days?	30
45	Years Experience	Company years experience in this category? This is an evaluation criterion worth a maximum of 10 points. See RFP for more information.	25
46	Resellers:	<p>Does the vendor have resellers that it will name under this contract? Resellers are defined as other companies that sell your products under an agreement with you, the awarded vendor of TIPS.</p> <p>EXAMPLE: Walmart is a reseller of Samsung Electronics. If Samsung were a TIPS awarded vendor, then Samsung would list Walmart as a reseller.</p> <p>(If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.</p>	No
47	Prices are guaranteed for?	Vendor agrees to honor the pricing discount off regular catalog (as defined in the RFP document), website, store or shelf pricing for the term of the award?	YES
48	Right of Refusal	Does the proposing vendor wish to reserve the right not to perform under the awarded agreement with a TIPS member at vendor's discretion?	Yes
49	NON-COLLUSIVE BIDDING CERTIFICATE	<p>By submission of this bid or proposal, the Bidder certifies that:</p> <ol style="list-style-type: none"> <li>1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;</li> <li>2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;</li> <li>3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;</li> <li>4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf. Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.</li> </ol>	(No Response Required)

- 50 Texas HB 89- Texas Government code §2270 compliance YES  
Texas 2017 House Bill 89 has been signed into law by the governor and as of September 1, 2017 will become law codified as Texas Government Code § 2270 and 808 et seq.
- The relevant section addressed by this form reads as follows:  
Texas Government Code Sec. 2270.002. PROVISION REQUIRED IN CONTRACT. A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.
- I verify by my "YES" response to this attribute that, as a company submitting a proposal to this solicitation, that I am authorized to respond for the company and affirm that the company (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future. I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that TIPS will be notified in writing by email to TIPS@TIPS-USA.com within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall result in a "no award" determination by TIPS and if a contract exists with TIPS, be grounds for immediate contract termination without penalty to TIPS and Education Service Center Region 8.  
**FAILURE TO RESPOND "YES" WILL RESULT IN NO CONSIDERATION OF YOUR PROPOSAL.**  
I swear and affirm that the above is true and correct by a "YES" response.
- 51 CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ No  
If you have a conflict of interest as described in this form or the Local Government Code Chapter 176, cited therein- you are required to complete and file with TIPS, Richard Powell, 4845 US Highway 271 North, Pittsburg, Texas 75686
- You may find the Blank CIQ form on our website at:  
Copy and Paste the following link into a new browser or tab:  
<https://www.tips-usa.com/assets/documents/docs/CIQ.pdf>
- Do you have any conflicts under this statutory requirement?
- 52 Filing of Form CIQ  
If yes (above), have you filed a form CIQ as directed here?
- 53 Regulatory Standing Yes  
I certify to TIPS for the proposal attached that my company is in good standing with all governmental agencies Federal or state that regulate any part of our business operations. If not, please explain in the next attribute question.
- 54 Regulatory Standing  
Regulatory Standing explanation of no answer on previous question.

55 Antitrust Certification Statements (Tex. Government Code § 2155.005)

By submission of this bid or proposal, the Bidder certifies that: (No Response Required)

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law;

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

## Instructions for Certification:

1. By agreeing to the Attribute question #56, the vendor and prospective lower tier participant is providing the certification set out herein in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participants," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this

transaction originated may pursue available remedies, including suspension and / or debarment.

57 Suspension or Debarment Certification

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

By submitting this offer and certifying this section, this bidder:  
Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract as described above.

58 Non-Discrimination Statement and Certification

In accordance with Federal civil rights law, all U.S. Departments, including the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). (Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities) All U.S. Departments, including the USDA are equal opportunity provider, employer, and lender.

Not a negotiable term. Failure to agree will render your

proposal non-responsive and it will not be considered. I certify that in the performance of a contract with TIPS or its members, that our company will conform to the foregoing anti-discrimination statement and comply with the cited and all other applicable laws and regulations.

59 2 CFR PART 200 Contract Provisions Explanation

Required Federal contract provisions of Federal Regulations for Contracts for contracts with ESC Region 8 and TIPS Members:

(No Response Required)

The following provisions are required to be in place and agreed if the procurement is funded in any part with federal funds.

The ESC Region 8 and TIPS Members are the subgrantee or Subrecipient by definition. Most of the provisions are located in 2 CFR PART 200 - Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards at 2 CFR PART 200. Others are included within 2 CFR part 200 et al.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

60 2 CFR PART 200 Contracts

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Notice: Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.  
Does vendor agree?

Yes

61 2 CFR PART 200 Termination

Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)  
Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the ESC Region 8 and TIPS Members. Any award under this procurement process is not exclusive and the ESC Region 8 and TIPS reserves the right to purchase goods and services from other vendors when it is in the best interest of the ESC Region 8 and TIPS.  
Does vendor agree?

Yes

62	2 CFR PART 200 Clean Air Act	<p>Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).</p> <p>Pursuant to the Clean Air Act, et al above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires that the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting from this procurement process the vendor agrees to comply with all of the above regulations, including all of the terms listed and referenced therein.</p> <p>Does vendor agree?</p>	Yes
63	2 CFR PART 200 Byrd Anti-Lobbying Amendment	<p>Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.</p> <p>Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term and during the life of any contract with ESC Region 8 and TIPS Members resulting from this procurement process the vendor certifies to the terms included or referenced herein.</p> <p>Does vendor agree?</p>	Yes
64	2 CFR PART 200 Federal Rule	<p>Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)</p> <p>Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of \$100,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).</p> <p>Does vendor certify that it is in compliance with the Clean Air Act?</p>	Yes

- 65 2 CFR PART 200 Procurement of Recovered Materials A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. Does vendor certify that it is in compliance with the Solid Waste Disposal Act as described above? Yes
- 66 Certification Regarding Lobbying Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. The undersigned certifies, to the best of his or her knowledge and belief, that:  
 (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.  
 (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.  
 (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly. I HAVE NOT Lobbied per above
- 67 If you answered "I HAVE lobbied per above to the previous question. IF you answered "I HAVE lobbied" per above Attribute #66, you must download the Lobbying Report "Standard From LLL, disclosure Form to Report Lobbying" which includes instruction on completing the form, complete and submit it in the Response Attachments section as a report of the lobbying activities you performed or paid others to perform. (No Response Required)



68	Federal Requirements for Procurement and Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.	Federal Requirements for Procurement and Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. Do you ever anticipate the possibility of subcontracting any of your work under this award if you are successful?	NO
69	YES or NO	<p>If yes to #68 OR if you ever do subcontract any part of your performance under the TIPS Agreement, do you agree to comply with the following federal requirements?  Federal Regulation 2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a)The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.</p> <p>(b) Affirmative steps must include:(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;  (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;  (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;  (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;  (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and  (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs(1) through (5) of this section.</p>	YES
70	Indemnification	<p>The ESC Region 8 and TIPS is a Texas Political Subdivision and a local governmental entity; therefore, is prohibited from indemnifying third parties pursuant to the Texas Constitution (Article 3, Section 52) except as specifically provided by law or as ordered by a court of competent jurisdiction. A provision in a contract to indemnify or hold a party harmless is a promise to pay for any expenses the indemnified party incurs, if a specified event occurs, such as breaching the terms of the contract or negligently performing duties under the contract. Article III, Section 49 of the Texas Constitution states that "no debt shall be created by or on behalf of the State ... " The Attorney General has counseled that a contractually imposed obligation of indemnity creates a "debt" in the constitutional sense. Tex. Att'y Gen. Op. No. MW-475 (1982). Contract clauses which require the System or institutions to indemnify must be deleted or qualified with "to the extent permitted by the Constitution and Laws of the State of Texas." Liquidated damages, attorney's fees, waiver of vendor's liability, and waiver of statutes of limitations clauses should also be deleted or qualified with "to the extent permitted by the Constitution and laws of State of Texas."</p>	Yes

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

71 Remedies

The parties shall be entitled to exercise any right or remedy available to it either at law or in equity, subject to the choice of law, venue and service of process clauses limitations agreed herein. Nothing in this agreement shall commit the TIPS to an arbitration resolution of any disagreement under any circumstances. Any Claim arising out of or related to the Contract, except for those specifically waived under the terms of the Contract, may, after denial of the Board of Directors, be subject to mediation at the request of either party. Any issues not resolved hereunder must be referred to non-binding mediation to be conducted by a mutually agreed upon mediator as a prerequisite to the filing of any lawsuit over such issue(s). The parties shall share the mediator's fee and any associated filing fee equally. Mediation shall be held in Camp or Titus County, Texas. Agreements reached in mediation shall be reduced to writing, and will be subject to the approval by the District's Board of Directors, signed by the Parties if approved by the Board of Directors, and, if signed, shall thereafter be enforceable as provided by the laws of the State of Texas. Do you agree to these terms?

Yes, I Agree

72 Remedies Explanation of No Answer

73 Choice of Law

This agreement and any addenda or other additions and all contracts or awards resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles. Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

Yes

- 74 Jurisdiction and Service of Process
- Any Proceeding arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Venue clauses in contracts with TIPS members may be determined by the parties. Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?
- Yes
- 75 Alternative Dispute Resolution
- Prior to filing of litigation, the parties may select non-binding mediation as a method of conflict resolution for issues arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction. The parties agree that if nonbinding mediation is chosen as a resolution process, the parties must agree to the chosen mediator(s) and that all mediation venue shall be at a location in Camp or Titus, County, Texas agreed by the parties. The parties agree to share equally the cost of the mediation process and venue cost. Do you agree to these terms?
- Yes, I Agree
- 76 Alternative Dispute Resolution Explanation of No Answer
- 77 Infringement(s)
- The successful vendor will be expected to indemnify and hold harmless the TIPS and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights attributed to or claims based on the Vendor's proposal or Vendor's performance of contracts awarded and approved. Do you agree to these terms?
- Yes, I Agree
- 78 Infringement(s) Explanation of No Answer

79 Acts or Omissions	<p>The successful vendor will be expected to indemnify and hold harmless the TIPS, its officers, employees, agents, representatives, contractors, assignees and designees from and against any and all liability, actions, claims, demands or suits, and all related costs, attorney's fees and expenses arising out of, or resulting from any acts or omissions of the vendor or its agents, employees, subcontractors, or suppliers in the execution or performance of any agreements ultimately made by TIPS and the vendor. Do you agree to these terms?</p>	Yes, I Agree
80 Acts or Omissions Explanation of No Answer		
81 Contract Governance	<p>Any contract made or entered into by the TIPS is subject to and is to be governed by Section 271.151 et seq, Tex Loc Gov't Code. Otherwise, TIPS does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.</p>	Yes
82 Payment Terms and Funding Out Clause	<p>Payment Terms: TIPS or TIPS members shall not be liable for interest or late payment fees on past due balances at a rate higher than permitted by the laws or regulations of the jurisdiction of the TIPS Member.</p> <p>Funding Out Clause: Vendor agrees to abide by the laws and regulations, including Texas Local Government Code § 271.903, or any statutory or regulatory limitations of the jurisdiction of any TIPS Member which governs contracts entered into by the Vendor and TIPS or a TIPS Member that requires all contracts approved by TIPS or a TIPS Member are subject to the budgeting and appropriation of currently available funds by the entity or its governing body. See statute(s) for specifics or consult your legal counsel. Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?</p>	Yes
83 Insurance and Fingerprint Requirements Information	<p>Insurance If applicable and your staff will be on TIPS member premises for delivery, training or installation etc. and/or with an automobile, you must carry automobile insurance as required by law. You may be asked to provide proof of insurance.</p> <p>Fingerprint It is possible that a vendor may be subject to Chapter 22 of the Texas Education Code. The Texas Education Code, Chapter 22, Section 22.0834. Statutory language may be found at: <a href="http://www.statutes.legis.state.tx.us/">http://www.statutes.legis.state.tx.us/</a> If the vendor has staff that meet both of these criterion: (1) will have continuing duties related to the contracted services; and (2) has or will have direct contact with students Then you have "covered" employees for purposes of completing the attached form. TIPS recommends all vendors consult their legal counsel for guidance in compliance with this law. If you have questions on how to comply, see below. If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at <a href="mailto:NCJU@txdps.state.tx.us">NCJU@txdps.state.tx.us</a> and you should send an email identifying you as a contractor to a Texas Independent</p>	(No Response Required)

School District or ESC Region 8 and TIPS. Texas DPS phone number is (512) 424-2474.  
See form in the next attribute to complete entitled:  
Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

84 Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:

- (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

I certify that:

NONE (Section A) of the employees of Contractor and any subcontractors are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

OR

SOME (Section B) or all of the employees of Contractor and any subcontractor are covered employees. If this box is checked, I further certify that:

- (1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.
- (2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.
- (3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.
- (4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

85 Texas Business and Commerce Code § 272 Requirements as of 9-1-2017

SB 807 prohibits construction contracts to have provisions requiring the contract to be subject to the laws of another state, to be required to litigate the contract in another state, or to require arbitration in another state. A contract with such provisions is voidable. Under this new statute, a "construction contract" includes contracts, subcontracts, or agreements with (among others) architects, engineers, contractors, construction managers, equipment lessors, or materials suppliers. "Construction contracts" are for the design, construction, alteration, renovation, remodeling, or repair of any building or improvement to real property, or for furnishing materials or equipment for the project. The term also includes moving, demolition, or excavation. BY RESPONDING TO THIS SOLICITATION, AND WHEN APPLICABLE, THE PROPOSER AGREES TO COMPLY WITH THE TEXAS BUSINESS AND COMMERCE CODE § 272 WHEN EXECUTING CONTRACTS WITH TIPS MEMBERS THAT ARE TEXAS GOVERNMENT ENTITIES.

(No Response Required)

86 Long Term Cost Evaluation Criterion # 4.

READ CAREFULLY and see in the RFP document under "Proposal Scoring and Evaluation". Points will be assigned to this criterion based on your answer to this Attribute. Points are awarded if you agree not increase your catalog prices (as defined herein) more than X% annually over the previous year for years two and three and potentially year four, unless an exigent circumstance exists in the marketplace and the excess price increase which exceeds X% annually is supported by documentation provided by you and your suppliers and shared with TIPS, if requested. If you agree NOT to increase prices more than 5%, except when justified by supporting documentation, you are awarded 10 points; if 6% to 14%, except when justified by supporting documentation, you receive 1 to 9 points incrementally. Price increases 14% or greater, except when justified by supporting documentation, receive 0 points.

increases will be 5% or less annually per question

87	Texas Government Code 2270 Verification Form	<p>Texas Government Code 2270 Verification Form</p> <p>Texas 2017 House Bill 89 has been signed into law by the governor and as of September 1, 2017 will be codified as Texas Government Code § 2270 and 808 et seq. The relevant section addressed by this form reads as follows:</p> <p>Texas Government Code Sec. 2270.002. PROVISION REQUIRED IN CONTRACT. A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.engaged by ESC Region 8/The Interlocal Purchasing System (TIPS) 4845 Highway 271 North Pittsburg,TX,75686</p> <p>verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future. I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.</p> <p>AND</p> <p>our company is not listed on and we do not do business with companies that are on the the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 found at <a href="https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf">https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf</a></p>	YES
I swear and affirm that the above is true and correct.			
88	Logos and other company marks	<p>Please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the "Logo and Other Company Marks" section under the "Response Attachment" tab. Preferred Logo Format: 300 x 225 px - .png, .eps, .jpeg preferred</p> <p>Potential uses of company logo:</p> <ul style="list-style-type: none"> <li>* Your Vendor Profile Page of TIPS website</li> <li>* Potentially on TIPS website scroll bar for Top Performing Vendors</li> <li>* TIPS Quarterly eNewsletter sent to TIPS Members</li> <li>* Co-branding Flyers and or email blasts to our TIPS Members (Permission and approval will be obtained before publishing)</li> </ul>	(No Response Required)
89	Solicitation Deviation/Compliance	<p>Does the vendor agree with the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation?</p>	Yes

- 90 Solicitation Exceptions/Deviations Explanation If the bidder intends to deviate from the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation, all such deviations must be listed on this attribute, with complete and detailed conditions and information included or attached.  
TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.  
In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this Solicitation.
- 91 Agreement Deviation/Compliance Does the vendor agree with the language in the Vendor Agreement? Yes
- 92 Agreement Exceptions/Deviations Explanation If the proposing Vendor desires to deviate from the Vendor Agreement language, all such deviations must be listed on this attribute, with complete and detailed conditions and information included. TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any proposal based upon any deviations indicated below. In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Vendor Agreement.
- 93 Felony Conviction Notice Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." (c) This section does not apply to a publicly held corporation. The person completing this proposal certifies that they are authorized to provide the answer to this question. Select A., B. or C. A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable. OR B. My firm is not owned nor operated by anyone who has been convicted of a felony, OR C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony. (if you answer C below, you are required to provide information in the next attribute. B. Firm not owned nor operated by felon; per above
- 94 If you answered C. My Firm is owned or operated by a felon to #93, you are REQUIRED TO ANSWER THE FOLLOWING QUESTIONS. If you answered C. My Firm is owned or operated by a felon to #93, you must provide the following information.  
1. Name of Felon(s) 2. The named person's role in the firm, and 3. Details of Conviction(s).



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Line Items

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Response Total: \$0.00

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REFERENCES
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Please provide three (3) references, preferably from school districts or other governmental entities who have used your services within the last three years. Additional references may be required. DO NOT INCLUDE TIPS EMPLOYEES AS A REFERENCE.

You may provide more than three (3) references.

Entity Name	Contact Person	<b>VALID EMAIL IS REQUIRED</b>	Phone
Maize USD #266 Ks.	Becky Andrews	<a href="mailto:bandrews@usd266.com">bandrews@usd266.com</a>	316-722-
Lakeside school district Ar.	Robert Goodeaux	<a href="mailto:robert_goodeaux@lakesidesd.org">robert_goodeaux@lakesidesd.org</a>	501-844-6154
Blue Springs School district Mo.	Steve Brown	<a href="mailto:dbrown@bssd.net">dbrown@bssd.net</a>	816-985-7939

**Insert TIPS RFP # 180502**

**FAILURE TO PROPERLY COMPLETE THIS FORM AND SUBMIT WITH YOUR RESPONSE MAY RESULT IN A WAIVER OF YOUR RIGHTS UNDER THE LAW TO MAINTAIN CONFIDENTIALITY TREATMENT OF SUBMITTED MATERIALS.**

CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF EDUCATION SERVICE CENTER REGION 8 AND TIPS (ESC8) IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

If you consider any portion of your proposal to be confidential information and not subject to public disclosure pursuant to Chapter 552 Texas Gov't Code or other law(s), **you must make a copy of all claimed confidential materials within your proposal and put this COMPLETED form as a cover sheet to said materials then scan, name "CONFIDENTIAL" and upload with your proposal submission.** (You must include the confidential information in the submitted proposal as well, the copy uploaded is to indicate which material in your proposal, if any, you deem confidential in the event the receives a Public Information Request.) ESC8 and TIPS will follow procedures of controlling statute(s) regarding any claim of confidentiality and shall not be liable for any release of information required by law. Pricing of solicited product or service may be deemed as public information under Chapter 552 Texas Gov't Code. The Office of Texas Attorney General shall make the final determination whether the information held by ESC8 and TIPS is confidential and exempt from public disclosure.

**If you claim that parts of your proposal are confidential, complete the top section below.**

**I claim part of my proposal to be confidential and DO NOT desire to expressly waive** any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS. The attached contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 or other law(s) and I invoke my statutory rights to confidential treatment of the enclosed materials.

\_\_\_\_\_  
**Name of company claiming confidential status of material**

\_\_\_\_\_  
**Printed Name and Title of authorized company officer claiming confidential status of material**

\_\_\_\_\_  
**Address City State ZIP Phone**

ATTACHED ARE COPIES OF \_\_\_\_\_ PAGES OF CONFIDENTIAL MATERIAL FROM OUR PROPOSAL

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OR** -----

**If you do not claim any of your proposal to be confidential, complete the section below only.**

**Express Waiver: I desire to expressly waive** any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS.

**Brian Schamma**

**Regional sales Manager**

**Printed Name authorized company officer**

**Title of authorized company officer**

**660 Highway 902**

**Sherman**

**Tx 75090**

**1-800-8-783-3613**

Address

City

State

ZIP

Phone

Signature \_\_\_\_\_ Date **5/31/18**



**COLLINS**  
**BUS CORPORATION**

# **Warranty Policy and Procedures Manual**

For All Models Manufactured  
By Collins Bus Corporation

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Header Separator .....	B
Roof Hatch.....	B
Radio .....	B
Alternator .....	C
Mud Flaps .....	C
Seats and Barriers (18" to 45").....	C
Crack Above Window .....	C
Paint.....	C & D
Electrical .....	D
Air Conditioning .....	D
Riser front-Ford.....	E
Crossmember .....	E



## **INTRODUCTION**

In order to ensure the satisfaction of our customers and distributors, Collins Bus Corporation has developed this comprehensive warranty policy and procedures manual. Our goal is to establish policies that will enable consistent, prompt, and equitable processing of warranty requests.

Collins Bus Corporation's warranty policy and procedures manual enables our distributors to "know where they stand" in most warranty situations. In other words, the distributor can easily determine whether a service repair is warrantable. The distributor can then deal with the customer more effectively. We at Collins Bus Corporation want to make justified warranty a prompt, consistent, and equitable experience for our mutual customers.

It is vital that the warranty registration card be completed and returned to Collins Bus Corporation within 10 days of the receipt of the vehicle by the customer. This triggers the warranty in our system enabling the claim to be processed. Completion of the warranty registration card is also required by the National Highway Transportation Safety Administration in the event notification of the user is required.

Please consider each claim on its own merits, remembering that this is proportionate to your future ability to provide a quality product at a reasonable price.

We recommend that all people who are involved with warranty service and administration become familiar with the procedures in this manual.



## **WARRANTY PROCEDURES**

### **I. DETERMINATION OF WARRANTABLE SERVICE**

There is always the question as to whether a repair is actually a warrantable adjustment. This is included to help you make that decision. All warranty claims must be filed within 30 days of the repair and within the warranty period. A claim will not be honored if it does not meet this criteria.

### **II. WARRANTY AND CUSTOMER RELATIONS**

It is very important that the first contact with the customer be conducted properly. Remember, your goal should be to give the best possible service. Blanket statements and empty promises do not help the customer, the distributor, or Collins Bus Corporation.

We are not asking that you discourage the customer from expecting warranty adjustments. However, the customer deserves to know that warranty adjustment is not automatic, and you cannot insure approval of the claim. It is much easier to inform the customer of the procedures from the beginning. If this is done, the customer will probably be more reasonable if a claim is denied.

### **III. DETERMINING WARRANTY RESPONSIBILITY**

Even though the unit has a definite problem, the answers to a few questions must be established before you can determine if it is a warrantable problem.

- A. Does the complaint originate during the stated warranty period?
- B. Has the unit been maintained properly?
- C. Is the malfunction the result of abuse or misuse?

If there is evidence of abuse, tactfully convey your observation to the customer. The time to inform your customer is when you notice the possibility of abuse, not when Collins Bus Corporation denies the claim because of abuse.

- D. If the complaint originated during the warranty period, the unit has had proper maintenance, and there is no evidence of abuse or misuse, the distributor should proceed to file a warranty claim. This does not, however, insure that the claim will be approved.



#### IV. WHEN TO CONTACT THE FACTORY FOR WARRANTY AUTHORIZATION

Collins Bus Corporation strives to maintain a high level of quality and control warranty costs. **Any repair that will exceed \$100 will require prior authorization from the factory.** To obtain a warranty authorization number, call Collins Bus Corporation's Customer Service Department at 800-533-1850 extension 424. Please provide the Collins Bus Corporation unit number, mileage, and the following information:

##### Paint and body damage:

- A. Photographs of the damaged areas-Please provide digital photographs whenever possible.
- B. Description and exact location of repair needed.
- C. Two written estimates for parts and labor from reputable body shops.

##### Weld Damage

- A. Photographs of the damaged areas-Please provide digital photographs whenever possible.
- B. Two written estimates for parts and labor.

##### Leaks

- A. Photographs of the affected areas-Please provide digital photographs whenever possible.
- B. Complete explanation of repair needed.
- C. Estimated total cost.

##### Other

- A. Description of the failure.
- B. Estimated total cost of parts and labor.





## V. SUBLET WARRANTY REPAIR

Occasionally a needed repair or service cannot be performed at a distributor's location. In circumstances such as these, the distributor is required to get estimates prior to getting approval and an authorization number from the Collins Bus Corporation Service Representative.

Collins Bus Corporation will pay reasonable sublet repair service expenses provided the repair service meets every qualification for warranty consideration. Collins Bus Corporation reserves the right to determine whether a claim is reasonable based on established policy and standards. Consideration will be given to each sublet claim based on its own integrity. However, we will not pay excessive time or excessive labor rate charges for the repair.

The distributor must also assume the responsibility of monitoring the repair.

## VI. PERFORMING THE NEEDED SERVICE REPAIR

Once the decision has been made to submit a warranty claim, there are several procedures to consider. The necessary repairs are to be performed in the most economical manner that will insure proper quality. Manufactured body parts that must be replaced should be obtained from the factory.

From time to time the question arises "When to repair, when to replace?" Collins Bus Corporation's policy is very simple. When it is less expensive to repair a component, repair it. When it is less expensive to replace a component, replace it. Any exception to this statement will be made by Collins Bus Corporation.



## VII. THE WARRANTY CLAIM

Warranty claims submitted on any form other than the sample on page 6 (Form F-8.3.4) will **not** be considered.

The following is a step-by-step by box number explanation of the processing of the warranty claim form. The completed form must be submitted within thirty (30) days of the failure date to qualify for consideration. All repair orders and sublet invoices must be attached to the warranty claim and the preauthorization number must be noted on the claim form.

1. Fill in the distributor's name, address, and phone number.
2. Fill in the customer's name, address, and phone number.
3. Record the unit's vehicle identification number (VIN). The VIN can be found on the certification label (See page 7).
4. Indicate with an X in the pre-deliver box if the problems were discovered before delivery of the unit.
5. Indicate with an X which type of bus the claim is for.
6. Record the mileage at the failure date.
7. Record the Collins Bus Corporation unit number. The unit number can be found on the certification label (See page 7).
8. Record the manufacture date. The manufacture date can be found on the certification label (See page 7).
9. Record the date the failure occurred.
10. Record the date you are filing the warranty claim.
11. Record each problem separately and describe in detail.
12. Describe the repair of each problem identified in box 11.
13. Record the actual labor time each individual repair done.
14. Total the individual repair times and record the accumulated time.
15. List each part used in the repair.
16. A brief description of the parts used.
17. Record the quantity of each part used.
18. Record the unit cost for each part used.
19. Record the extended cost of the parts used (17 X 18=19).
20. Add and record the total cost of all parts used.
21. Summary:
  - A. Record the total parts cost from box 20.
  - B. Determine the total labor cost by multiplying the accumulated time (box 14) by the Collins Bus Corporation warranty labor rate and record.
  - C. Record the freight charge if applicable.
  - D. Add lines A+B+C and record for total claim

**NOTE: YOU MUST SIGN AND DATE THE SUMMARY (BOX21) VERIFYING THE CHARGES ARE CORRECT AND JUSTIFIED.**



**COLLINS**  
BUS CORPORATION  
P.O. BOX 2946  
HUTCHINSON, KS 67504-2946

SHIP TO: 415 W. 6TH SO. HUTCHINSON, KS 67505

**WARRANTY CLAIM**

REF. No 23972

<sup>1</sup> DISTRIBUTOR NAME ADDRESS PHONE

<sup>2</sup> CUSTOMER NAME ADDRESS PHONE

<sup>3</sup> CHASSIS VIN NO.      <sup>4</sup> PRE-DELIVERY \_\_\_\_\_      <sup>5</sup> SCHOOL BUS \_\_\_\_\_ COMMERCIAL BUS \_\_\_\_\_      <sup>6</sup> MILEAGE

<sup>7</sup> COLLINS UNIT NO.      <sup>8</sup> MANUFACTURE DATE / /      <sup>9</sup> FAILURE DATE / /      <sup>10</sup> FILING DATE / /

<sup>11</sup> DESCRIBE THE PROBLEM

<sup>12</sup> DESCRIBE THE REPAIR

<sup>13</sup> LABOR TIME PER REPAIR

<sup>14</sup> ACCUM TIME

**SAMPLE**

<sup>15</sup> PART #	<sup>16</sup> PARTS DESCRIPTION	<sup>17</sup> QTY	<sup>18</sup> UNIT COST	<sup>19</sup> EXTENDED COST	<sup>21</sup> SUMMARY
					A. PARTS (16) . . . . . \$ _____
					B. LABOR
					HRS. _____ ACCUM. LABOR TIME (14)
					X \$ _____ WARRANTY LABOR RATE
					EQUALS TOTAL LABOR . . . . . \$ _____
					C. FREIGHT. . . . . \$ _____
					D. TOTAL CLAIM. . . . . \$ _____
					SIGNATURE _____ DATE / /

<sup>20</sup> TOTAL PARTS

NOTICE .... PRIOR AUTHORIZATION REQUIRED FOR PAINT & STRUCTURE (SEE WARRANTY MANUAL)

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

ACCOUNT NO. \_\_\_\_\_ INVOICE/CREDIT # \_\_\_\_\_ WARRANTY REGISTRATION DATE / /

ACCT. MGR. / / CODE: AAS ADJ DEN CPA IRP CHK

GENERAL SALES MGR. / / CUSTOMER SERVICE MGR. / /

WHITE-COLLINS BUS OFFICE      GREEN-COLLINS BUS ACCOUNTING COPY      GOLDENROD-DISTRIBUTOR COPY  
Collins Bus Corporation      Form F-8.3.4 Revision 1



# Certification Labels

Prior to 1992

MANUFACTURED BY:  
COLLINS BUS CORPORATION  
P.O. BOX 2946 HUTCHINSON, KANSAS 67504  
DATE OF MANUFACTURE: \_\_\_\_mo\_\_\_\_yr  
INCOMPLETE VEHICLE MANUFACTURED BY:

DATE INC. VEH. MFD: \_\_\_\_mo\_\_\_\_yr

GAWR \_\_\_\_\_ with \_\_\_\_\_ tires,  
GAWR FRONT \_\_\_\_\_ with \_\_\_\_\_ tires,  
rims, @ \_\_\_\_psi cold  
GAWR INTERMEDIATE (1) \_\_\_\_\_ with \_\_\_\_\_ tires,  
rims, @ \_\_\_\_psi cold  
GAWR INTERMEDIATE (2) \_\_\_\_\_ with \_\_\_\_\_ tires,  
rims, @ \_\_\_\_psi cold  
GAWR REAR \_\_\_\_\_ with \_\_\_\_\_ tires,  
rims, @ \_\_\_\_psi cold


THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT IN: F2946SBL \_\_\_\_mo\_\_\_\_yr

VEHICLE IDENTIFICATION NUMBER: \_\_\_\_\_

VEHICLE TYPE: \_\_\_\_\_

Located on the driver's door "B" pillar

From 1992 thru February 2001

MFD BY:  THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT IN: MO. \_\_\_\_ YR. \_\_\_\_

P.O. BOX 2946 HUTCHINSON, KS. 67504-2946

DATE OF MANUFACTURE: MO. \_\_\_\_ YR. \_\_\_\_

INCOMPLETE VEHICLE MANUFACTURED BY: \_\_\_\_\_

DATE INCOMPLETE VEHICLE MANUFACTURED: MO. \_\_\_\_ YR. \_\_\_\_

GVWR \_\_\_\_\_ WITH \_\_\_\_\_ TIRES,  
GAWR FRONT \_\_\_\_\_ WITH \_\_\_\_\_ TIRES,  
RIMS, @ \_\_\_\_PSI COLD  
GAWR INTERMEDIATE (1) \_\_\_\_\_ WITH \_\_\_\_\_ PSI COLD  
GAWR REAR \_\_\_\_\_ WITH \_\_\_\_\_ TIRES,  
RIMS, @ \_\_\_\_PSI COLD

VEHICLE TYPE: \_\_\_\_\_

UNIT # F11202SBHWR

VIN# \_\_\_\_\_

Located above the driver on the interior of the bus.

From March 2001

MANUFACTURED BY:  THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE

P.O. BOX 2946 HUTCHINSON, KS 67504-2946

DATE OF MANUFACTURE: 04/2004

VEHICLE TYPE: SCHOOL BUS

INCOMPLETE VEHICLE MANUFACTURER: GENERAL MOTORS CORPORATION

INCOMPLETE VEHICLE DATE OF MANUFACTURE: 10/2003

GVWR: 12,000 LBS / 5,452 KG

FRONT GAWR: 4,300 LBS / 1,954 KG

REAR GAWR: 8,500 LBS / 3,907 KG

WITH: LT225/75R16D TIRES

WITH: LT225/75R16D TIRES

16 X 6.5J RIMS

16 X 6.5J RIMS

@ 65 PSI / 448 KPA COLD

@ 65 PSI / 448 KPA COLD

DUAL


DUAL

UNIT NUMBER: 22726 C066WR-120

VIN: 1GBJG31D341100029

Located above the driver on the interior of the bus.

From September 2005

MANUFACTURED BY:  THIS VEHICLE HAS BEEN COMPLETED IN ACCORDANCE WITH THE PRIOR MANUFACTURER'S IVD WHERE APPLICABLE. THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE: 04/2007

P.O. BOX 2946 HUTCHINSON, KS 67504-2946 620-662-9000

VEHICLE TYPE: MULTIFUNCTION SCHOOL ACTIVITY BUS

INCOMPLETE VEHICLE MANUFACTURER: GENERAL MOTORS CORPORATION

INCOMPLETE VEHICLE DATE OF MANUFACTURE: 03/2007

GVWR: 4,354 KG ( 9,600 LBS)

FRONT GAWR: 1,860 KG ( 4,100 LBS)

REAR GAWR: 2,760 KG ( 6,084 LBS)

WITH: LT245/75R16E TIRES

WITH: LT245/75R16E TIRES

16 X 6.5J RIMS

16 X 6.5J RIMS

AT: 345 KPA ( 50 PSI) COLD

AT: 552 KPA ( 80 PSI) COLD

UNIT NUMBER: 38184 CLB4-9G TX 07

VIN: 1GBHG31V271194131

38184

**TIRE AND LOADING INFORMATION**

SEATING CAPACITY	TOTAL 15	FRONT 1	REAR 14
------------------	----------	---------	---------

The combined weight of occupants and cargo should never exceed **1,148** kg or **2,532** lbs.

TIRE	SIZE	COLD TIRE PRESSURE	SEE OWNER'S MANUAL FOR ADDITIONAL INFORMATION
FRONT	LT245/75R16E	345 KPA, 50 PSI	
REAR	LT245/75R16E	552 KPA, 80 PSI	
SPARE	N/A	N/A	

Located above the driver on the interior of the bus.

From November 2007

 THIS VEHICLE HAS BEEN COMPLETED IN ACCORDANCE WITH THE PRIOR MANUFACTURER'S IVD WHERE APPLICABLE. THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE: 11/2007

MANUFACTURED BY: COLLINS BUS CORPORATION  
P.O. BOX 2946 HUTCHINSON, KS 67504-2946 620-662-9000

VEHICLE TYPE: SCHOOL BUS

INCOMPLETE VEHICLE MANUFACTURER: GENERAL MOTORS CORPORATION

INCOMPLETE VEHICLE DATE OF MANUFACTURE: 08/2007

GVWR: 5,579 KG ( 12,300 LBS)

FRONT GAWR: 1,950 KG ( 4,300 LBS)

REAR GAWR: 3,901 KG ( 8,600 LBS)

WITH: LT225/75R16D TIRES

WITH: LT225/75R16D TIRES

16 X 6.5J RIMS

16 X 6.5J RIMS

AT: 448 KPA ( 65 PSI) COLD

AT: 448 KPA ( 65 PSI) COLD

UNIT NUMBER: 39357 CSB58-13C

VIN: 1GBJG31K181T09076

EMPTY WEIGHT: 8844 LBS

39357

**TIRE AND LOADING INFORMATION**

SEATING CAPACITY	TOTAL 25	FRONT 1	REAR 24
------------------	----------	---------	---------

The combined weight of occupants and cargo should never exceed **1,636** kg or **3,606** lbs.

TIRE	SIZE	COLD TIRE PRESSURE	SEE OWNER'S MANUAL FOR ADDITIONAL INFORMATION
FRONT	LT225/75R16D	448 KPA, 65 PSI	
REAR	LT225/75R16D	448 KPA, 65 PSI	
SPARE	N/A	N/A	

Located above the driver on the interior of the bus.

Every Collins Bus Corporation bus has a certification label. This label includes the Collins Bus Corporation unit number and the vehicle identification number (VIN). When ordering parts or submitting warranty, refer to the Collins Bus Corporation unit number to assure accurate processing of your request.



## VIII. RETURN MATERIALS AUTHORIZATION PROCEDURES

Collins Bus Corporation will, at its discretion, require certain parts be returned to the factory for claim verification. Retain all warranty-replaced parts for 45 days following the submission of the warranty claim. If the parts are not required to be returned within that time you may dispose of them.

All parts must be authorized for return before they are shipped to Collins Bus Corporation. Any parts returned without a return materials authorization (RMA) will not be eligible for reimbursement.

### **To obtain an RMA number for:**

#### Warranty Parts

- A. Call Collins Bus Corporation Customer Service with the following:
  - 1. Part number of the parts to return.
  - 2. Description of the parts to be returned.
  - 3. Collins Bus Corporation replacement part invoice number.
  - 4. Reason or description of failure.
- B. After receiving the RMA, write the RMA number on the exterior of the box to be returned. Use the green copy of the RMA as the packing slip.
- C. Ship prepaid to: Collins Bus Corporation  
415 West 6th Street  
South Hutchinson, KS 67505

#### Misordered or Misshipped Parts

- A. Call Collins Bus Corporation Parts Department with the following:
  - 1. Part number of the parts to return.
  - 2. Description of the parts to be returned.
  - 3. Collins Bus Corporation's invoice number and your purchase order number.
  - 4. Reason you wish to return the part.
- B. After receiving the RMA, write the RMA number on the exterior of the box to be returned. Include a copy of the Collins Bus Corporation invoice for the part. Use the green copy of the RMA as the packing slip.
- C. Ship prepaid to: Collins Bus Corporation  
415 West 6th Street  
South Hutchinson, KS 67505

**Note: Misordered parts are subject to a 15% restocking fee.**



## **IX. WARRANTY CLAIM PROCESSING**

This section explains how your warranty claim is processed after you've submitted it to Collins Bus Corporation.

- A. The goldenrod copy is for your files. The green copy of the RMA is to be used as the packing slip when returning defective parts. The RMA number must be noted on the warranty claim when parts are to be returned.
- B. The warranty claim is received and stamped with the receipt date.
- C. The warranty claim is verified for completeness and accuracy. Adjustments are made to part pricing, labor rate, and allowed labor time if necessary. If the warranty claim is missing any information it will be returned to you.
- D. The warranty claim complaint and cause are analyzed.
- E. After the warranty claim is analyzed, the determination of approval or disapproval is made.
- F. If the warranty claim is approved, the amount is credited to your account.
- G. If the warranty claim is disapproved, it will be returned to you with an explanation.



**X. WARRANTY REQUEST NOT CONSIDERED**

- A. Claims will not be considered for any of the following:
  - 1. Unit is over the warranty period. (See Collins Bus Corporation Limited Warranty Page 16).
  - 2. Warranty claim was filed more than 30 days after the repair.
  - 3. Warranty Registration card is not on file.
  - 4. Incomplete information on warranty claim form.
  
- B. Paint or body damage resulting from exposure to climate conditions, ice, water spots, tree sap, and stone chips are not Collins Bus Corporations responsibility after the unit has been released at the factory.
  
- C. Normal maintenance including, but not limited to, lubrication, maintaining fluid levels, and proper changing of filters.
  
- D. Parts and labor involved in upfitting a bus to meet state specifications, unless explicitly defined in writing at the time of the order. The responsibility for interpreting state specifications falls solely on the distributor writing the order.
  
- E. Time or travel expenses incurred in making a service call or the expense of delivering the vehicle to a service center.
  
- F. Excessive time or labor rate expenses incurred on sublet warranty repairs.
  
- G. Parts or labor expenses when repair is necessitated by:
  - 1. Lack of lubrication.
  - 2. Abuse
  - 3. Misuse
  - 4. Modifications
  - 5. Lack of adjustments
  - 6. Improper installation unless installed at Collins Bus Corporations factory.
  - 7. Damage due to freezing temperatures to unprotected systems.
  
- H. Glass breakage or rock chips in glass after the unit is released from Collins Bus Corporations factory are to be covered by the distributors or customers insurance.



- I. In-transit damage after release of the unit from Collins Bus Corporations factory.
- J. Collins Bus Corporation will not warrant chassis or chassis parts including front-end alignment.
- K. All parts manufactured by Collins bus Corporation and sold as replacement items shall carry a thirty (30) day warranty. This warranty time shall be effective from the date of replacement. In the event that the replacement part is installed in a unit that carries an existing warranty, the warranty time of the greatest duration shall be honored.

Labor incurred in the replacement of defective parts under warranty will be paid only if installed by Collins Bus Corporation or one of our authorized distributors.

- L. Procedures for replacement part vary from those of new equipment only that a copy of the retail invoice, on which the part was originally sold must be included with the warranty claim form when the claim is submitted for parts credit consideration.





## XI. WARRANTY REGISTRATION

The warranty registration card must be completed, signed by the customer, and returned **within 10 days of delivery** of the bus. Receipt of the completed registration form activates the Collins Bus Corporation warranty.

Before any warranty consideration will be given, the warranty registration must be **on file** at Collins Bus Corporation, P.O. Box 2946, Hutchinson, KS. 67504-2946. It is suggested that each distributor take responsibility to insure that the warranty registration is properly completed upon the delivery of each unit to the retail customer.

Following are the instructions for filling out the warranty registration card as seen on page 13.

- A. List the Collins Bus unit number.
- B. List the date the unit was delivered to the end user.
- C. List the mileage.
- D. List the vehicle identification number (VIN).
- E. List the full distributor name and address.
- F. List the full customer name, address, and phone number.
- G. After the explanation of the function and safe operation of all the of the Collins Bus to the satisfaction of the person delivering the unit and the customer, note that information in the space provided. The customer and distributor then sign and date the card.
- H. The distributor is to fill in the lower portion of the warranty registration card and give it to the customer for their files.
- I. Mail the top portion of the warranty registration form to Collins Bus Corporation, P.O. Box 2946, Hutchinson, KS. 67504-2946.



# WARRANTY REGISTRATION

UNIT NUMBER \_\_\_\_\_ DATE OF DELIVERY \_\_\_\_\_ MILEAGE \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_

DISTRIBUTOR'S NAME \_\_\_\_\_ CUSTOMER'S NAME \_\_\_\_\_

STREET \_\_\_\_\_ STREET \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_ CITY, STATE & ZIP \_\_\_\_\_

CUSTOMER'S PHONE \_\_\_\_\_

# SAMPLE

THE FOLLOWING INFORMATION AND INSTRUCTION HAS BEEN PROVIDED TO THE CUSTOMER:

- Operator's manual & schematic
- Chassis warranty information
- Safe operation & maintenance
- Collins Bus / World Trans warranty
- Lift warranty registration (if applicable)
- Air conditioning warranty registration (if applicable)

DISTRIBUTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I HAVE RECEIVED THE ABOVE WARRANTY AND OPERATION LITERATURE, AND THE UNIT IN GOOD CONDITION.

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Collins Bus Corporation

Form F-8.3.7 Revision 0

DETACH HERE AND SEND UPPER PORTION TO COLLINS BUS CORPORATION, P.O. BOX 2946, HUTCHINSON, KS 67504-2946. RETAIN LOWER PORTION FOR YOUR RECORDS.



UNIT NUMBER \_\_\_\_\_ DATE OF DELIVERY \_\_\_\_\_ MILEAGE \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_

DISTRIBUTOR NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

Collins Bus Corporation

Form F-8.3.6 Revision 5



## **XII. NEW EQUIPMENT**

New equipment is a Collins Bus Corporation product, which is serialized as a complete Unit and is not a replacement part or subassembly.

## **XIII. RELEASE RECEIPT**

Items A-H on the Release Receipt (See page 14) are completed for you at the time the unit is invoiced. It is the responsibility of the Collins Bus Corporation release agent and the person signing for the distributor (purchaser) to make sure the items listed are correct. If a discrepancy is discovered, it must be so noted on the form and immediate action should be taken to correct the item(s) prior to the unit leaving Collins Bus Corporations facility.

When picking up a finished bus, follow these instructions:

- A. Verify the distributor's name.
- B. Verify the Collins Bus Corporation unit number.
- C. Verify the chassis vehicle identification number (VIN).
- D. Check all electrical equipment and installed options for proper operation.
- E. Verify that the Collins Bus Corporation release agent has signed and dated the form.
- F. Sign and date the release sheet as the authorized delivery service. By this signature, the distributor or distributor's receiving agent is verifying that the unit was accepted as ordered unless otherwise noted.
- G. The driver signs and dates the form upon delivery of the vehicle.
- H. The customer signs and dates the form upon receipt of the vehicle. (The pink copy is returned to Collins Bus Corporation by the delivery service, if applicable).


**RELEASE RECEIPT**

 CUSTOMER / DISTRIBUTOR           **A**            
 UNIT NO.:           **B**            
 VIN.:           **C**          

 SHIP TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE: \_\_\_\_\_

**MOUNTED OR LOAD LOOSE ITEMS**

	COLLINS	DELIVERY SVC.
	<b>D</b>	
STORAGE BOX	_____	_____
FIRE EXTINGUISHER	_____	_____
FIRST AID KIT	_____	_____
REFLECTOR KIT	_____	_____
HUBCAPS	_____	_____
SPARE TIRE & WHEEL	_____	_____
LUG WRENCH & JACK	_____	_____
FARE BOX VAULTS	_____	_____
<b><u>SECUREMENT DEVICES</u></b>		
RACHET BELTS	_____	_____
CAM BELTS	_____	_____
LAP BELTS	_____	_____
SHOULDER BELTS	_____	_____
TORSO RESTRAINTS	_____	_____
<b><u>FLUID LEVELS</u></b>		
BRAKE	_____	_____
COOLANT	_____	_____
OIL	_____	_____
POWER STEERING	_____	_____
TRANSMISSION	_____	_____
<b><u>FORMS</u></b>		
OWNERS MANUAL	_____	_____
LIFT MANUALS	_____	_____
WARRANTY PAPERS	_____	_____
TRIP REPORT	_____	_____

**LAMPS & REFLECTIVE DEVICES-FUNCTION CHECK**

	COLLINS	DELIVERY SVC.
	<b>D</b>	
HEAD	_____	_____
TAIL	_____	_____
STOP	_____	_____
DASH	_____	_____
LICENSE PLATE	_____	_____
PARKING	_____	_____
BACK UP	_____	_____
SIDE MARKERS	_____	_____
TURN SIGNALS	_____	_____
STEPWELL	_____	_____
DOME	_____	_____
IDENTIFICATION	_____	_____
CLEARANCE	_____	_____
WARNING	_____	_____
INTERIOR	_____	_____
STOP ARM FLASHERS	_____	_____
MONITOR	_____	_____
IGNITION KEYS (2 EA.)	_____	_____
PARTS ORDER No.	_____	_____
#	_____	_____

**INTERNAL USE ONLY**

White-CBC    Yellow-Customer/Distributor

**IMPORTANT NOTICE!**
**CHECK OUT THE BUS CAREFULLY.  
 YOUR SIGNATURE INDICATES RESPONSIBILITY  
 FOR THESE ITEMS.**

 MILEAGE ON PICKUP \_\_\_\_\_  
 COLLINS RELEASE AGENT           **E**           DATE \_\_\_\_\_  
 AUTHORIZED DELIVERY SERVICE           **F**           DATE \_\_\_\_\_  
 MILEAGE ON DELIVERY \_\_\_\_\_  
 DRIVER SIGNATURE           **G**           DATE \_\_\_\_\_  
 CUSTOMER SIGNATURE           **H**           DATE \_\_\_\_\_  
 Pink-Unit File    Goldenrod-Delivery Service



## **Limited Warranty (Effective 1/1/11)**

Collins Bus Corporation (Collins) warrants each new bus body to be free from defects in material and workmanship under normal use and service within the expressed time and mileage limits set forth herein.

1. **What is Covered by this Warranty.** Collins warrants to the original purchaser only, that the bus that is the subject of this sale and all other original components manufactured by Collins are free from defects in material and workmanship. The duration of warranties offered herein are as follows:
  - A. For a period of five (5) years from the date of delivery or 100,000 miles, whichever occurs first, Collins warrants the:
    - a. Body shell (including structural metal components welded or riveted together forming the floor, side walls, roof, front or end caps) to be free from defects in structural integrity, including rust-through.
    - b. School bus seat frames and barrier frames to be free from defects in structural integrity.
  - B. For a period of two (2) years from the date of delivery or 24,000 miles, whichever occurs first, Collins warrants all other components manufactured by Collins.
  - C. For a period of one (1) year from the date of delivery or 12,000 miles, whichever occurs first, Collins warrants all other components not covered by A and B above, except for the chassis, the wheelchair lift (if applicable), and the air conditioner system which are warranted by their manufacturers with copies of said warranties supplied with each new bus.

If the purchaser discovers within any of the applicable periods a defect in material or workmanship, they must notify Collins promptly in writing. In no event shall such notification be received by Collins later than one (1) month after the applicable warranty period or one month after the applicable mileage, whichever comes first. Within a reasonable time such notification, Collins will correct any defect in material or workmanship with either new or used replacement parts, at Collins' option. Such repair, including both parts and labor, is a Collins' expense. All warranty work is subject to the designated service center will be at the purchaser's expense and is not included as a cost of repair covered by this warranty. These remedies are the purchaser's exclusive remedies for breach of warranty.

2. **What is Not Covered by this Warranty.** Collins does not warrant (a) any product, components or parts not manufactured by Collins, including but not limited to the chassis or any chassis part, (b) damage caused by use of the bus body for purposes other than those for which it was designed, (c) damage caused by accident or the negligence of the purchaser or any third party or by disasters such as fire, flood, wind, and lightning, (d) damage caused by the purchaser's failure to provide normal preventive maintenance as customarily accepted in the industry or as set forth in maintenance guidelines, (e) filters, belts or other parts which are a part of normal maintenance replacement, (f) damage caused by unauthorized or improper installation of attachments, repairs, modifications or alterations, (h) damage caused by replacement of original parts or components with unauthorized substitutes, (i) damage during shipment, or (j) any other abuse or misuse by the purchaser (k) damage caused by exposure to contaminants, corrosives, salt, chemicals, irradiation or environmental or atmospheric conditions, (l) tires carry only the warranty of their manufacturer. Collins makes no warranty whatsoever concerning tires.
3. **Disclaimer of Warranty.** THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
4. **Limitation of Remedies.** In no case shall Collins be liable for any special, incidental, or consequential damages based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory. Such damages include, but are not limited to, loss of profits, loss of savings or revenue, loss of use of the bus body or any associated equipment, cost of capital, cost of any substitute bus body, equipment, facilities or services, downtime, the claims of third parties including customers, and injury to property. This limitation does not apply to claims for personal injury. Some states do not allow limits on warranties, or on remedies for the breach in certain transactions. In such states, the limits in this paragraph and in paragraph (3) may not apply.
5. **Warranty Claim Procedure.** The Purchaser must notify Collins in writing of a warranty claim prior to any warranty work. Collins will provide the purchaser with further instructions on how to proceed with such warranty claim. Any notice of a warranty claim and all other warranty correspondence must be sent to Collins Bus Corporation, P.O. Box 2946, Hutchinson, KS 67504-2946. Collins may designate new or additional addresses.
6. **Time Limit for Bringing Suit.** Any action for breach warranty must be commenced within 15 months following delivery of the vehicle or within the first three (3) months following the first 12,000 miles, whichever comes first.
7. **No Other Warranties.** Unless modified in writing and signed by both parties, this agreement is understood to be the complete and exclusive agreement between parties, superseding all the prior agreements, oral or written, and all other communications between the parties (including without limitation any terms and conditions contained in any purchase order or sales invoice issued pursuant to the sale of this bus body) relating to the subject matter of this agreement. No employee of Collins or any other party is authorized to make any warranty in addition to those made in this agreement.
8. **Warranty Registration.** This warranty is conditioned upon receipt by Collins of a completed and signed customer acceptance card within two weeks of delivery. It is the obligation of the purchaser to sign the customer acceptance card and return it to Collins within the two weeks following delivery. The customer acceptance card must be on file for any warranty claim to be considered.



## **LIMITED LIFETIME PAINT WARRANTY (Effective 1/1/11)**

**1. What is Covered By This Warranty.** Collins Bus Corporation (CBC) warrants, to the original purchaser only, that the bus body that is the subject of this sale is effectively painted and free from coating defects in material and workmanship and further warrants that the bus body will remain free of paint defects. The duration of the warranty is for the life of the vehicle, limited however to the original purchaser commencing with the date the bus is painted by CBC. The obligation of CBC is to provide paint material and application labor according to this schedule:

- (I) Material for life of vehicle
- (II) Cost of repair labor covered in full during the first three years of the vehicle's life
- (III) 50% of the cost of repair labor in year four of the vehicle's life
- (IV) 25% of the cost of repair labor in year five of the vehicle's life

The warranty provided herein shall cover and extend to the following properties of the paint system:

- (A) Loss of adhesion of the paint system resulting in rust (less than rust grade 5, ASTM D 610-85)
- (B) Cracking of the paint system (as set forth in ASTM D 661-86)
- (C) Loss of adhesion of any element of the paint system resulting in appearance below standards set out in ASTM D 1654-79A
- (D) Fading or loss of gloss below standards set out in ASTM D 659-86, value number 4 or lower

If within the warranty period, purchaser discovers a defect in material or workmanship, it must promptly notify CBC in writing. In no event shall CBC be obligated to accept such notification unless it is received by CBC not later than one month following the expiration of the warranty period. Within a reasonable time after such notification, CBC will correct any defect in material or workmanship. Such repair, including both paint materials and labor, is at CBC's expense according to the schedule listed. All warranty work is subject to CBC's or its agent's prior examination and approval and will be performed by CBC or its agents at service centers designated by CBC or its paint vendor. All transportation to and from the designated service center will be at the purchaser's expense and is not included as a cost of repair covered by this warranty. These remedies are the purchaser's exclusive remedies for breach of warranty.

**2. What is Not Covered By This Warranty.** CBC does not warrant (a) the exterior finish on trim or any fiberglass components, including but not limited to hardware moldings, windows, mirrors, lights and other appointments and accessories, (b) any product finishes, component finishes or finishes of parts not manufactured by CBC including the chassis, (c) damage caused by use of the bus body for purposes other than those for which it was designed, (d) damage caused by accident or the negligence of the purchaser or any third party or by disasters such as fire, flood, wind, lightning, acid rain, and industrial fallout, (e) damage caused by the purchaser's failure to provide normal preventive maintenance as customarily accepted in the industry or as set forth in maintenance guidelines, (f) damage caused by unauthorized or improper installation of attachments, repair, modifications or alterations, (g) damage caused by replacement of original parts or components with unauthorized substitutes, (h) damage during shipment (i) damage caused by abrasion or external foreign objects, (j) decals, stickers, name plates, pin stripes, or damage caused by application or removal of the same, (k) damage resulting from dissimilar metal contact corrosion, or crevice corrosion, (l) and other abuse or misuse by the purchaser, (m) damage caused by exposure to contaminants, corrosives, salt, chemicals, irradiation or environmental or atmospheric conditions

**3. Disclaimer of Warranty. THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

**4. Limitation of Remedies.** In no case shall CBC be liable for any special, incidental, or consequential damages based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory. Such damages include, but are not limited to, loss of profits, loss of savings or revenue, loss of use of the coach body, equipment, facilities or services, downtime, the claims of third parties including customers, and injury to property. This limitation does not apply to claims for personal injury. Some states do not allow limits on warranties, or on remedies for breach in certain transactions. In such states, the limits in this paragraph and in paragraph (3) may not apply.

**5. Warranty Claim Procedure.** The purchaser must notify CBC in writing of a warranty claim prior to any warranty work. CBC will provide the purchaser with further instructions on how to proceed with such warranty claim. Any notice of a warranty claim and all other warranty correspondence must be sent to Collins Bus Corporation, P.O. Box 2946, Hutchinson, Kansas 67504-2946. CBC may designate new or additional addresses.

**6. Time Limit for Bringing Suit.** Any action for breach of warranty must be commenced within three months following the expiration of the warranty period.

**7. No Other Warranties.** Unless modified in a writing signed by both parties, this agreement is understood to be the complete and exclusive agreement between the parties, superseding all prior agreements, oral or written, and all other communications between the parties (including without limitation any terms and conditions contained in any purchase order or sales invoice issued pursuant to the sale of this coach body) relating to the subject matter of this agreement. No employee of CBC or any other party is authorized to make any warranty in addition to those made in this agreement.

**8. Warranty Registration.** This warranty is conditioned upon receipt by CBC of a completed and signed customer acceptance card within two weeks of delivery. It is the obligation of the purchaser to sign the customer acceptance card and return it to CBC within the two weeks following delivery. The customer acceptance card must be on file for any warranty claim to be considered.



## Labor Rate for Warranty

### Rubrails

Paint rubrails floor level rear LH or RH	1 hr
Paint rubrails skirt level front LH or RH	1.5 hr
Paint rubrails seat level rear LH or RH	1.5 hr
Paint rubrails skirt level rear lift	45 mins
Replace rubrails floor level rear LH or RH	30 mins
Replace rubrails skirt level front LH or RH	30 mins
Replace rubrails seat level rear LH or RH	1 hr
Replace rubrails skirt level rear lift	30 mins

### Double Out Door (DOD)

DOD Bantam Chevy & Ford opener adjustment	15 min
Replace DOD tube brace	45 min
Replace DOD glass top & bottom each	30 min
Crack above the DOD	6 hrs
Paint DOD left hand	3 hrs
Paint DOD right hand	3 hrs

### Mirrors

Replace manual passenger bracket fasteners	15 mins
Replace electric passenger bracket fasteners	15 mins
Replace convex glass passenger & driver side	10 mins
Replace top flat mirror glass passenger & drive side	10 mins
Replace manual passenger & driver mirror head	10 mins
Replace electric passenger & driver mirror head	20 mins

### Windows

Install or replace kick out window	30 mins
Install or replace split sash window	20 mins
Replace glass kick out top	15 mins
Replace glass kick out bottom	25 mins
Replace glass split sash top	15 mins
Replace glass split sash bottom	15 mins
Replace glass rear left corner	10 mins
Replace glass rear right corner	10 mins
Replace glass rear emergency door	15 mins
Replace clamp in window rear emergency door	20 mins



## Labor Rate for Warranty

### Heaters

Replace floor mount heater	1 hr
Replace side wall or wall mount heater	1 hr
Replace heater motor	15 mins
Replace heater fan blade	15 mins
Replace heater core	30 mins
Flush air from heater hoses	30 mins

### Water Leaks

Removing old caulking & applying new caulk endcap	1 hr 30 mins
Removing old caulking & applying new caulk roof	1 hr 30 mins
Removing old caulking & applying new caulk roof hatch	45 mins

### Leaks - Air

Diagnosing air leak	30 mins
Replace rear door rubber	45 mins
Replace lift door rubber	45 mins
Remove cove molding & caulk	1 hr 30 mins

### Bumper

Replace bumper Ford & Chevy	1 hr
Paint bumper Ford & Chevy	1 hr 30 mins

### Roof Hatch

Install roof hatch	45 mins
Caulk roof hatch	15 mins

### Radio

Replace radio-Ford	30 mins
Replace radio-Chevy	1 hr 30 mins





## Labor Rate for Warranty

### Alternator

Replace alternator	1 hr
Replace voltage regulator	30 mins
Diagnosis	30 mins

### Mud Flaps

Replace front mud flaps Ford & Chevy – each	10 mins
Replace rear mud flaps Ford & Chevy	15 mins

### Seats & Barriers (18 – 45 inches)

Replace seat belt	15 mins
Replace back cover	20 mins
Replace cushion cover	30 mins
Replace back foam	20 mins
Replace cushion foam	30 mins
Replace barrier cover	45 mins
Replace barrier foam	45 mins
Replace or install grab handle	10 mins

### Crack Above Window

Driver's side front bow support	7 hrs
---------------------------------	-------

### Paint

Paint black eyes – each	30 mins
Paint wheels – each	15 mins
Paint rubrails length (5-39 inches)	30 mins
Paint rubrails length (40-90 inches)	45 mins
Paint rubrails length (121-182.50 inches)	1 hr 30 mins
Paint double out door left hand	3 hrs
Paint double out door right hand	3 hrs
Paint Rear bumper	1 hr 30 mins
Paint fender right hand 2 hours paint	
Materials Ford & Chevy	2 hrs 30 mins
Paint fender left hand 2 hours paint	
Materials Ford & Chevy	2 hrs 20 mins
Paint hood 1 hr 30 min paint materials	



## Labor Rate for Warranty

### Paint continued...

Ford & Chevy	2 hrs 15 mins
Paint sidewall right hand 3 hours paint	
Materials Ford & Chevy	5 hrs
Paint sidewall left hand 3 hours paint	
Materials Ford & Chevy	5 hrs
Paint corner rear right hand 1 hr	
Paint materials Ford & Chevy	2 hrs
Paint corner rear left hand 1 hr	
Paint materials Ford & Chevy	2 hrs
Paint rear door 1 hr paint materials	
Ford & Chevy	1 hr 30 mins
Paint left door 1 hr paint materials	
Ford & Chevy	1 hr 40 mins

### Electrical

Diagnosis	1 hr
Replace switch	15 mins
Replace relay	15 mins
Replace breakers	15 mins
Splicing wire at one location	15 mins
Replace alternator Ford & Chevy	1 hr
Replace voltage regulator	30 mins
Diagnosis for alternator & regulator	30 mins

### Air Conditioning

Diagnosis	1 hr
Replace condenser motor	15 mins
Replace sight glass	45 mins
Replace expansion valve	1 hr
Replace compressor	1 hr
Replace pulley	1 hr 30 mins
Vacuum time	30 mins
Recrimping loose fittings	30 mins



## Labor Rate for Warranty

### Riser front-Ford

Repair riser 4 hrs

### Crossmember spring-Chevy

Repair Crossmember 3 hrs

### Crossmember above tank-Chevy

Repair crossmember 2 hrs

### Crossmember wheelwell trim-Chevy

Trim crossmember 30 mins



# Master's *Transportation Inc.*





# Master's *Transportation Inc.*

Master's Transportation is one of the nation's leading providers of lease, lease to own, and distributors of transport vehicles. We have a full line of vehicles to fit your needs. With Master's you not only get a high quality vehicle, you also get value added upgrades at no additional cost. We want to make sure your vehicle is a comfortable ride for your guests and to ensure your vehicle fully represents your prestigious image.

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# Who We Are

With over 30 years of experience, our mission is to provide top quality passenger shuttles of exceptional value from the best manufacturers directly to our clients. We strive to deliver shuttle solutions to fit your specific needs and establish a partnership for an enduring relationship. You will notice this difference from the moment you are connected with one of our sales professionals who will act as your consultant and will guide you through the process. Exceptional customer service isn't just something our clients have come to expect — it's what fuels our company.

Master's Transportation is made up of more than 60 auto industry experts who work hard to make sure that our products and services meet or exceed your needs.

The true test of our exceptional customer service is our return rate for future purchases from our existing clients. Our client referrals provide a key component to our success.

We go the distance to make sure that we have tailored your vehicle to your needs while providing you with exceptional value.



# Our Featured Vehicles



## 12 Passenger + 2 Wheelchair Shuttle

Make: Ford E-350  
Engine: 6.8L

### Mechanical Specifications

Fuel: GAS  
Transmission: AUTOMATIC  
Exterior: WHITE  
Interior: GRAY  
Seat Material: VINYL

### Passenger Amenities

Mid Back Seats  
Seat Belts

### Safety Features

Dual Rear Wheels  
Hydraulic Brakes  
Tilt and Cruise  
All Steel Roll Cage  
Driver Air Bag  
Emergency Push-Out Windows  
Fire Extinguisher  
First Aid Kit  
Body Fluid Kit  
Tri Reflectors  
Roof Hatch  
LED Lights  
Back Up Alarm

### Exterior Features

Heated Mirrors  
Standard White Paint  
T-Slider Windows  
Chrome Front Bumper  
Chrome Wheel Liners  
Tinted Windows

### Interior Features

AM/FM Radio w/CD  
Electric Door  
Grab Handles Entry  
Gerflor Flooring  
Front and Rear A/C and Heat



## 15 Passenger Shuttle

Make: Ford E-350

Engine: 6.8 L

### **Mechanical Specifications**

Fuel: GAS

Transmission: AUTOMATIC

Exterior: WHITE

Interior: GRAY

Seat Material: CLOTH

### **Passenger Amenities**

Mid Back Recliner

Arm Rests

Seat Belts

Grab Handles

### **Safety Features**

Dual Rear Wheels

Hydraulic Brakes

Tilt and Cruise

All Steel Roll Cage

Driver Air Bag

Roof Hatch

Emergency Push-Out Windows

Fire Extinguisher

First Aid Kit

Tri Reflectors

Back Up Alarm

Body Fluid Kit

LED Lights

### **Exterior Features**

Standard White Paint

Chrome Front Bumper

Chrome Wheel Liners

Tinted Windows

### **Interior Features**

AM/FM/CD/DVD w/ TV's

Electric Door

Grab Handles Entry

Front and Rear A/C and Heat

Gerflor Flooring

Rear Luggage — 26" Deep

Kubota Door Switch

Power Windows and Locks





## 25 Passenger Shuttle

Make: Ford E-450

Engine: 6.8 L

### **Mechanical Specifications**

Fuel: GAS

Transmission: AUTOMATIC

Exterior: WHITE

Interior: GRAY

Seat Material: LEATHERMATE

### **Passenger Amenities**

High Back Recliner

Map Lights

Arm Rests

Map Pockets

Seat Side Sliders

Retractable Seat Belt

### **Safety Features**

Dual Rear Wheels

Hydraulic Brakes

Tilt and Cruise

All Steel Roll Cage

Driver Air Bag

Roof Hatch

Emergency Push-Out Windows

Fire Extinguisher

First Aid Kit

Tri Reflectors

Back Up Alarm

LED Lights

### **Exterior Features**

Heated Mirrors

Standard White Option

Chrome Front Bumper

Chrome Wheel Liners

### **Interior Features**

AM/FM/CD/DVD w/ TV's

Electric Door

Grab Handles

Tinted Windows

Dual Compressor HVAC

68,000 BTU Rear A/C

Front and Rear A/C and Heat

PA System

Overhead Luggage

Rear Luggage — 30" Deep

Gerflor Flooring

T-Slider Windows

Independent Reading Lights



## 35 Passenger Shuttle

Make: FORD F-650

Engine: 6.7 L

### **Mechanical Specifications**

Fuel: DIESEL

Transmission: AUTOMATIC

Exterior: WHITE

Interior: GRAY

Seat Material: BLACK "0"

### **Passenger Amenities**

High Back Recliner

Map Lights

Arm Rests

Seat Side Sliders

Retractable Seat Belt

### **Safety Features**

Dual Rear Wheels

Hydraulic Brakes

Tilt and Cruise

All Steel Roll Cage

Driver Air Bag

Roof Hatch

Emergency Push-Out Windows

Fire Extinguisher

First Aid Kit

Tri Reflectors

Back Up Alarm

LED Lights

Rear Back Up Camera

Air Ride

### **Exterior Features**

Heated Mirrors

Solid, Black Out Windows

Chrome Front Bumper

Chrome Wheel Liners

Remote-Power Mirrors

### **Interior Features**

AM/FM/CD/DVD w/ TV's

Electric Door with 36" Entrance

Kubota Door Switch

Grab Handles

Tinted Windows

Dual Compressor HVAC

135,000 BTU Rear A/C

Front and Rear A/C and Heat

PA System

Overhead Luggage

Altro Flooring

Air Drivers Seat

Rear Luggage — 40" Deep

Under Floor Luggage

Roof Mounted A/C

Independent Reading Lights

USB Ports at Each Row

# Motor Coaches



Master's Transportation partners with many high schools, colleges, universities, athletic departments, and individuals to deliver high quality, refurbished motor coaches in great condition. We can offer extended warranties on most motor coaches up to 10 years old.

We also offer flexible purchase and lease options, including low mileage and seasonal leases.

In addition to knowledgeable motor coach sales specialists, we offer trained technicians who are highly skilled in servicing motor coaches. Our full service body shop is capable of doing body work and painting on large motor coaches. Our parts department can find the needed parts for your motor coach and offers nationwide shipping.

We pride ourselves on building long term partnerships with our customers. Sleep easy knowing a motor coach purchase or lease made with Master's Transportation is the right choice.



**We specialize in offering high quality, refurbished motor coaches in great condition.**

# Motor Coach, Limo Bus, and Shuttle Refurbishing



Master's Transportation is one of a few dealerships in the Midwest that performs full scale refurbishing of motor coaches, limo buses, and shuttles. We have MCI, Prevost, Van Hool, Chevrolet, and Ford trained, certified technicians. We pride ourselves on performing quality work with a fast turn-around time.

We have been doing refurbishing since 2012. Our customers include the largest coach manufacturer in the world and one of the largest transportation line haul companies. We offer light refurbishing (interior to exterior body) to full refurbishing, including powertrain replacement.

We can visit your location to perform an on-site estimate. In addition, Master's Transportation will remove the hassle by picking up and delivering your vehicle back to you.

We put all of our refurbished vehicles through a

## 216 point inspection process

that includes:

- Powertrain
- Lighting
- Interior Items
- Heat and Air Systems
- Tires
- Emergency Equipment
- Chassis
- Fluid Levels
- Exterior
- Computer Codes Checked
- Road Test

**Full scale refurbishing of motor coaches. Quality work with a fast turn-around time.**

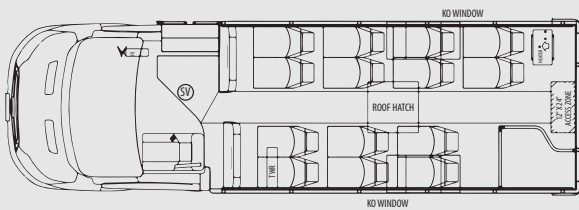
# School Buses/MFSAB's



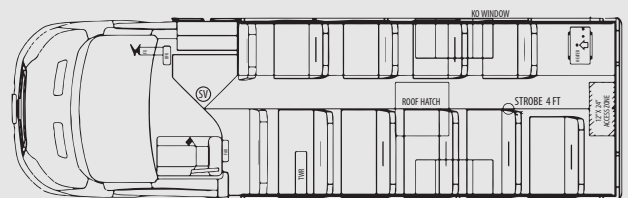
Master's Transportation offers new **Collins School Buses** and **Collins/Ford Transit Multi-Function School Activity Buses** to meet all your needs.

There are many different floorplans to choose from for School Buses and MFSAB's.

**Here are a couple of our most popular floorplans:**



14 Passenger Multi-Function School Activity Bus Floorplan



22 Passenger Transit School Bus Floorplan

We also have a wide selection of used school buses and experienced, knowledgeable salespeople familiar with district needs.

Let us help you find the right bus for your needs.

# High Quality, Used Buses



Master's Transportation has built a solid reputation on offering a wide selection of high quality, late model used buses to our customers. Our knowledgeable, experienced staff can answer all your questions and help you find the right bus to meet your needs.

We can also assist with handicap accessible units, extended warranties, financing, low mileage lease options and more.

Call us today and one of our bus specialists will be happy to assist you.



# Rental



Ford Transit Vans



12+2 Passenger Shuttles



15 Passenger Shuttles



25 Passenger Shuttles



35 Passenger Shuttles



Mercedes Benz Sprinter

Master's Transportation offers you the flexibility to rent 12–40 passenger shuttles. You can rent for a day, a week, or any amount of time you need! If your current shuttle needs service, bring it into one of our service facilities and drive away with a rental while we repair your shuttle.

**We can also help arrange delivery, if needed.**

## Our rental locations include:

### Kansas City

800 Quik Trip Way  
Belton, MO 64012  
800-783-3613

### Denver

1011 South Huron St.  
Denver, CO 80223  
303-627-4100

### Branson

171 Shady Oak Road  
Ozark, MO 65721  
417-443-2207

### Houston

12509 Gulf Freeway  
Houston, TX 77034  
800-783-3613

Master's Transportation is one of the leading providers of lease and lease to own passenger transport vehicles. With Master's you not only get our high quality vehicle, you also get value added upgrades and our preventative maintenance schedule included at no additional cost. We want to make sure your vehicle is a comfortable ride for your passengers and fully represents your company's image.

We also want to partner with you to ensure these vehicles come back to Master's at the end of your lease period in excellent condition to become part of our used inventory.

## Master's can handle all of your additional requests including:

- Graphics added to the outside of your vehicle, including full vehicle wraps
- Technology Additions: GPS tracking to monitor route consistency, track passengers counts, pre/post trip inspection to ensure DOT compliance, and maintenance alerts; Surveillance cameras
- Entertainment Packages: TVs, DVD player, WiFi enabled for passenger use
- Vehicle Tag and Titling
- Training Programs
- Maintenance Assistance

Our vehicle sizes include the uniquely designed MV-1, passenger vans, school buses, passenger shuttles, and full size motor coaches. Please reach out to us for more details. We look forward to serving you!

**We want to make sure your vehicle is a comfortable ride for your passengers and fully represents your company's image.**

## Operational Lease

- Equipment is provided; lessee operates vehicle
- Licensing options available
- Vehicles can be wrapped
- Cannot be painted
- Equipment does not reflect on your balance sheet
- Walk away from your equipment at lease expiration with no obligations
- Equipment may be purchased at lease expiration as well

## Short Term Lease

- Equipment is provided; lessee operates vehicle
- Vehicles arrive licensed and with DOT stickers
- Delivery available
- Flexible terms allow for weekly and/or monthly commitments

## TRAC Lease

- Equipment does not reflect on your balance sheet
- Lower rates available due to depreciation kept by the lessor
- Zero down payment available (depending on credit and payment)
- Purchase your equipment at an agreed upon residual at lease expiration or walk away
- Sales tax is billed monthly

## Financed Lease

- Keep the depreciation benefits
- Preserve your credit line
- Sales tax is paid at onset of lease
- You own the equipment at lease expiration by paying as little as \$1.00
- Municipal Leasing
- If you qualify as a municipality, we can offer you extremely low rates because of the tax exempt treatment that is provided to you.



# Master's Sales Experience

Master's Transportation is committed to ensuring you receive a custom fit vehicle based on your needs. Our process ensures your satisfaction through these outlined steps.



Delivery of your vehicle is just the beginning. We will continue to check in with you on a regular basis to make certain your vehicle continues to operate at its maximum potential. We want to ensure your satisfaction with your partnership with Master's Transportation.



We also have a centralized parts depot which houses parts for all makes and ranges of vehicles, including buses, shuttles, heavy-duty trucks, and much more! Our friendly, customer service representatives will be happy to help you with any and all of your parts needs.

At Master's Transportation, customer satisfaction is our top priority.

# Service

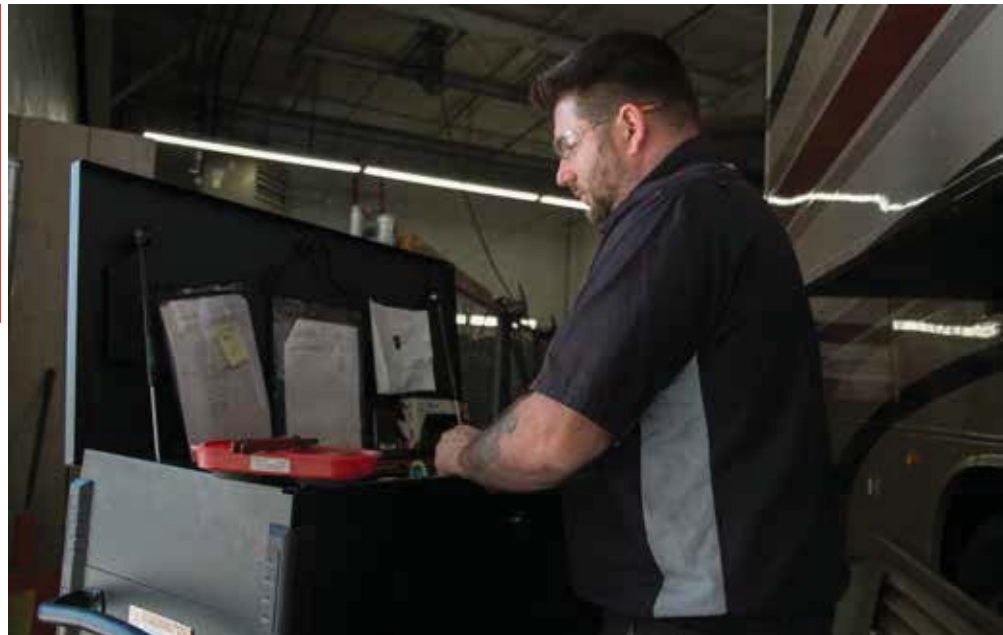


At Master's Transportation, we believe the purchase or lease of your vehicle is just the beginning of our partnership. Our full service bus dealerships are staffed with Cummins certified technicians who will address your service needs. This includes regular maintenance, air conditioning, electrical, mechanical, wheelchair lifts, and more. We can service all of your transportation vehicles, from your commercial shuttle to your heavy-duty truck and full-size motor coach. We offer same day service appointments on all of your transportation vehicles, from your commercial shuttle to your heavy-duty truck to full-size motor coaches.

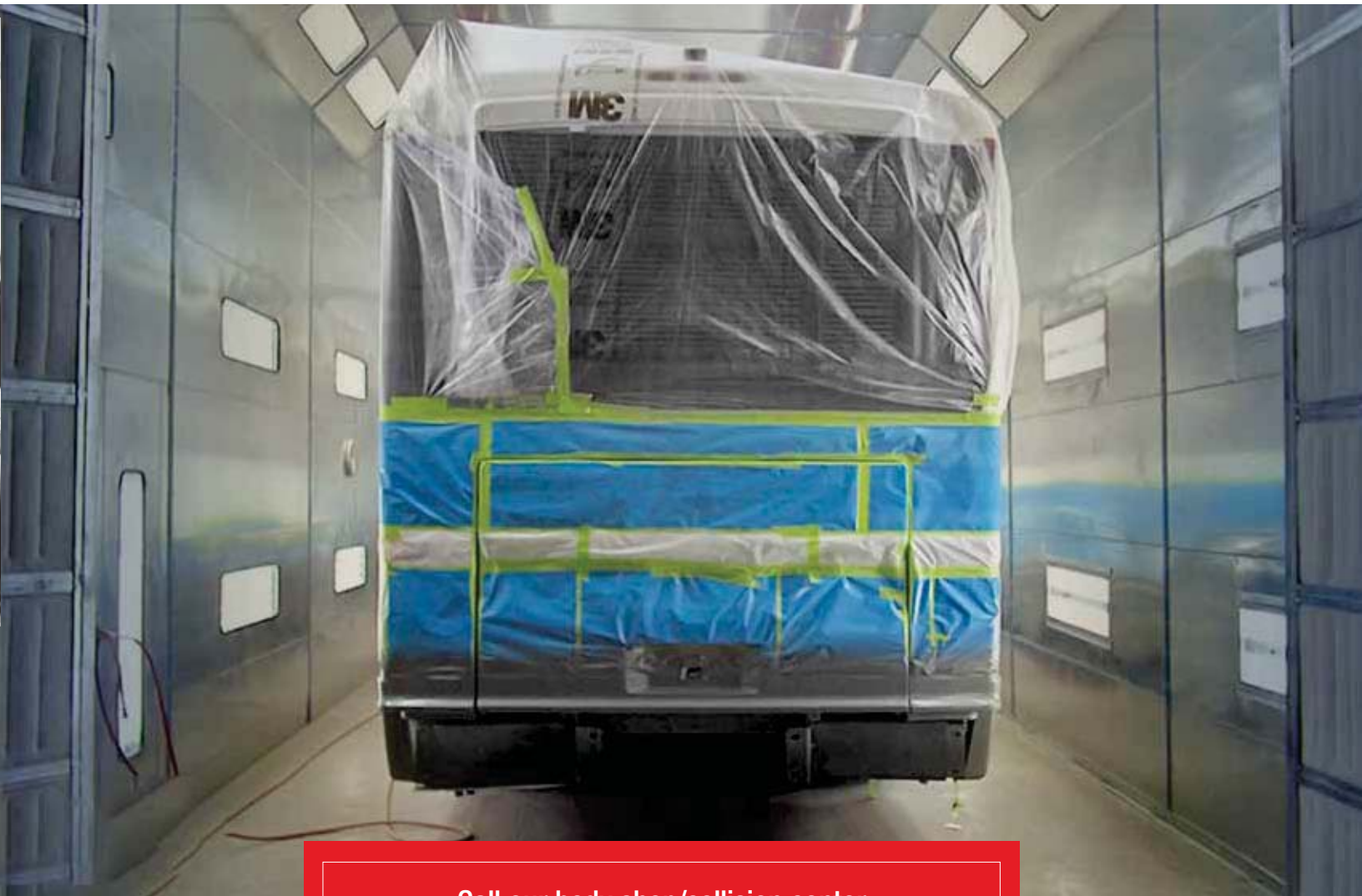


## Cummins certified technicians

- regular maintenance
- air conditioning
- electrical
- mechanical
- wheelchair lifts
- and more!



# Body Shop/Collision Center



Call our body shop/collision center  
today for your free estimate

**800-783-3613**

**[BodyShop@MastersTransportation.com](mailto:BodyShop@MastersTransportation.com)**

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**Master's Transportation  
can handle all your  
large projects:**

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- Sheet metal repair and replacement
- Fiberglass repair and replacement
- Plastic repair and replacement
- Aluminum repair and replacement
- Fabrication in any of the above
- MIG/TIG/Arc welding
- Sandblasting
- Multi-stage paint systems
- Frames and custom paint
- Wraps and decals available
- 8000 square foot shop
- 55 foot paint facility
- PDR (Paintless Dent Removal)/Hail Repair



Master's Transportation is the perfect partner for you. Our full line of vehicles will fill all your needs — shuttles, school buses, motor coaches and vans. Let one of our experienced sales professionals find the perfect vehicle for you! Our national presence gives us the ability to quickly respond to your needs. We have an established network of service and maintenance providers to keep your vehicles operating at superior levels. Our lease, lease to own, and financing options are built to make your vehicle purchasing experience as easy as possible. We want to partner with you today!

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**For more information, contact Master's Transportation**

Information@MastersTransportation.com

www.MastersTransportation.com

Toll free: 800-783-3613

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**Our Locations**

**Kansas City, MO**

800-783-3613  
800 Quik Trip Way  
Belton, MO 64012

**Denver, CO**

303-627-4100  
1011 South Huron St.  
Denver, CO 80223

**Springfield/  
Branson, MO**

417-443-2207  
171 Shady Oak Road  
Ozark, MO 65271

**Dallas**

**COMING SOON**

**Hot Springs, AR**

501-262-9714  
4364 Malvern Road  
Hot Springs, AR 71901

**Kearney, NE**

308-236-6363  
3710 Central Avenue,  
Suite 5  
Kearney, NE 68847

**Houston, TX**

800-783-3613  
12509 Gulf Freeway  
Houston, TX 77034



**Master's**  
*Transportation* Inc.

### Our Core Values Are:

- We Relentlessly Pursue Excellence
- We Demand A Culture of High Integrity
- We Have a Positive, Can-Do Attitude
- We Are Solution Oriented

**Moving People Forward**



**Moving People Forward**