



How to Use LYNX Contract (14-C09) Heavy Duty Buses

The following steps outline the process for using LYNX Contract 14-C09 for Heavy Duty Buses:

1. Determine if your Agency is listed in the Contract Documents. Agencies not listed in the Contract Document will be unable to utilize this contract. (See Contract, Exhibit A, Page 1 of 3 for a listing of Agencies and options available)
2. Determine if your agency has sufficient maximum quantities to fulfill your requirements. Please Contact LYNX Procurement first if your agency needs additional buses and has exhausted their individual available options (See the Contract, Exhibit A, Page 1 of 3 for a listing of Agencies and options available).
3. Contact the Manufacturer (Gillig representative Butch Sibley phone: (510) 589-9430; email: bsibley@gillig.com) and determine the length, fuel type, and other contract options and accessories that your agency requires, and request a quote from the manufacturer based on the available contract options and accessories.
4. Upon receipt of the manufacturers quote, review the quote and contract (provided by on this disk) to ensure that the options and pricing are in accordance with the contract documents. Based on your agencies' own internal procurement policies and procedures, execute a Purchase Order containing the pricing for any and all optional equipment and / or accessories listed in the Contract. **The Purchase Order must reference Contract 14-C09. DO NOT ISSUE PURCHASE ORDERS DIRECTY TO GILLIG.**
5. Scan in the Purchase Order along with any attachments (i.e. the Manufacturer's Quote) into one PDF Document. Save that document to the appropriate place on your system. Go to the online LYNX Bus Order Form located [HERE](#),¹ fill out the required information, and upload your Agency Executed Purchase Order PDF.
6. A Confirmation Email will be sent back to the email you provided in the form including a unique tracking and control number. Your information will be forwarded to the FPTA for invoice processing, and Gillig will be noticed that a PO has been submitted for review. Once an invoice has been issued, a Digital Copy of the PO will be forwarded to the Manufacturer with a courtesy copy to your agency.

NOTE: Under the terms of this Contract, Gillig will at **no time** accept a purchase order directly from any Procuring Agency. The Transaction Fee will be invoiced to the Procuring Agency by FPTA, and paid directly from the Procuring Agency to FPTA.

¹ <http://form.jotformpro.com/form/33353755882968?>