

# Admin Minnesota

Office of State Procurement

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996  
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

## CONTRACT RELEASE: B-346(5)

**DATE:** APRIL 12, 2022

**PRODUCT/SERVICE:** BUSES: SCHOOL BUSES

**CONTRACT PERIOD:** NOVEMBER 1, 2021, THROUGH OCTOBER 31, 2022

**EXTENSION OPTIONS:** UP TO 48 MONTHS

**ACQUISITION MANAGEMENT SPECIALIST/BUYER:** KAREN MCINTYRE

**PHONE:** 651.201.3124    **E-MAIL:** [karen.mcintyre@state.mn.us](mailto:karen.mcintyre@state.mn.us)    **WEB SITE:** [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
<b>HOGLUND BUS CO., INC.</b> P. O. Box 249 116 Oakwood Dr. E Monticello, MN 55362	<b>201089</b>	<b>NET 30</b>	<b>120 DAYS ARO</b>

**VENDOR NO.:** 0000192666-001    **CONTACT:** Brenda Otto  
[brenda.otto@hoglundbus.com](mailto:brenda.otto@hoglundbus.com)    **PHONE:** 763.271.2956 or 800.866.3105  
**FAX:** 763-295-4992

[Click Here to View Hoglund Bus Fully Executed Contract](#)

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<b>NORTH CENTRAL BUS SALES</b> PO Box 1084 25112 22 <sup>nd</sup> Ave St. Cloud, MN 56301	<b>201091</b>	<b>NET 30</b>	<b>90 - 150 DAYS ARO</b>
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**VENDOR NO.:** 0000234132-001    **CONTACT:** Sandy Kiehm  
[sandyk@northcentralinc.com](mailto:sandyk@northcentralinc.com)    **PHONE:** 320.257.1209 or 877.485.9568  
**FAX:** 320.252.3561

[Click Here to View North Central Bus Fully Executed Contract](#)

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<b>TELIN TRANSPORTATION GROUP, LLC</b> 5121 212th St W Farmington MN 55024	<b>201092</b>	<b>NET 30</b>	<b>120 DAYS ARO</b>
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**VENDOR NO.:** 0000363255-001    **CONTACT:** Jamie Romfo  
[jromfo@telingroup.com](mailto:jromfo@telingroup.com)    **PHONE:** 952-435-9060 or 866-287-7278  
**FAX:** 952.435.9066

[Click Here to View Telin Transportation Group Fully Executed Contract](#)

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<b>UNITED TRUCK BODY CO., INC.</b> 5219 Miller Truck Highway Hermantown MN, 55811	<b>201093</b>	<b>NET 30</b>	<b>90 - 120 DAYS ARO</b>
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**VENDOR NO.:** 0000204972-001    **CONTACT:** Tim Herstad  
[tim@unitedtruckbody.com](mailto:tim@unitedtruckbody.com)    **PHONE:** 218.729.6000 or 800.232.0719  
**FAX:** 218.729.6001

[Click Here to View United Truck Body Co. Fully Executed Contract](#)

**CONTRACT USERS.** This Contract is available to the following entities as indicated by the checked boxes below

- State agencies
- Cooperative Purchasing Venture (CPV) members

**AGENCY ORDERING INSTRUCTIONS.** Orders are to be placed directly with the Contractor. The Contractor must submit separate invoices (one original and two copies) for each purchase order received. All chassis orders will be drop shipped per instructions from the purchaser. Any transportation charges must be listed as a separate cost on the invoice.

**CONTRACT FEEDBACK.** If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

### **SPECIAL TERMS AND CONDITIONS**

**SCOPE.** The purpose of the Contract is to provide a source for various styles and types of school buses for the Minnesota Department of Education.

**PRICES.** Prices shall be firm during the initial term of the Contract. After the initial term of the Contract, escalation will only be allowed based upon a demonstrable industrywide or regional increase in the Contractor's costs or manufacturer documented price increases.

Documentary evidence must be submitted prior to any proposed escalation of pricing. The exact amount of escalation, if any, will be governed by the validity of the documentary evidence submitted. No price increase will be effective until approved by the Acquisition Management Specialist and set forth in a fully executed amendment to the Contract.

All price reductions announced, and substantiated by the manufacturer, must be applied at the time of announcement for products that have been ordered and not delivered. If applicable during the term of this Contract, all published manufacturer's rebates and order incentives must be passed on to the State and notification must be sent to the AMS immediately. If a dealer is offered a manufacturer's discount that same discount must be offered to current and future orders made against this Contract.

In the event that the manufacturer discontinues the model offered in this Contract before the school year has ended, a new model may be offered at a cost not to exceed 3 percent of the previous model.

Lower prices may not be offered to any State agency or CPV member without prior notification sent to the AMS listed. Any price reductions must be offered to all State agencies and CPV members.

**ORDER PROCESSING.** The Contractor will acknowledge receipt of a purchase order and confirm to the purchase a firm delivery date of the completed vehicle(s). If requested by the purchaser, the Contractor must submit a detailed floor plan of the vehicle ordered.

**INVOICES.** The Contractor must submit two copies of any invoice to the Purchaser. The Contractor is to separate freight, if applicable, on the invoice.

**PAYMENT TERMS.** Per Minn. Stat. § 471.425, payments will be made to the Contractor within 35 days of receiving proof of delivery and acceptance of the completed bus to the purchasing district. The Contractor will be notified by the ordering agency within ten days of receipt of the bus, of any invoice errors, defects or improprieties, and of any features on the bus that do not meet specifications. The invoice payment will be due within 35 days of correction of the discrepancies.

If the purchase is for the Chassis only and the vehicle will be sent for further outfitting, the Chassis dealer may send an invoice for payment upon acceptance by the ordering agency.

**WARRANTY REPAIRS.** The Contractor shall be the single contact through which Purchasers will arrange warranty work. The Purchaser reserves the right to require the work to be subcontracted if it facilitates and expedites the completion of the repair. All costs will be borne by the Contractor on warranty repairs.

In the event that a delivered unit fails after it has been put in service and cannot be used, the Contractor will be solely responsible for providing resources to the Purchaser, or reimbursing any expenses incurred, to avoid any interruption of service by the Purchaser.

**1. General Requirements.**

- 1.1. The bus shall comply with all requirements of the State of Minnesota as to lighting equipment, air pollution control equipment, and all warning and safety devices.
- 1.2. The school bus must comply with all Federal, National and State regulations for School Buses in effect at the time of manufacture.
- 1.3. All the equipment furnished with the vehicle shall be completely installed and all adjustments shall be made that are required to prepare the vehicle and its equipment for immediate and continuous operation upon delivery.
- 1.4. Any equipment that is delivered which fails to meet specifications will be replaced or brought up to specification at no additional expense to the ordering entity.
- 1.5. All equipment must comply with all State and Federal regulations in effect on the date of manufacture that govern the construction of and relating to school transportation equipment. Winterization, pre-delivery, make-ready, and warranty provisions must be accomplished on all school buses.

2. **Service Area.** The State is divided into five geographical areas (see Appendix 1). A responder/Contractor may propose to service one or all of the five areas. If prices vary depending on the area being served, the responder/Contractor must submit separate price offers for each service area.

3. **Definitions.** For the purposes of this contract, the following definitions are noted:

**Model Year** – refers to the make and model year of the school bus.

**Model Design** – refers to the design of the bus that is offered in the response.

**National Standards** – refers to the most recent edition of the "National School Transportation Specifications and Procedures" adopted by the National Congress on School Transportation.

**Federal Standards** – refers to the Federal Motor Vehicle Safety Standards (FMVSS) for School Buses

**4. Delivery and Inspection Requirements.**

- 4.1. Each bus shall be delivered or be available for pickup within the time frame determined by the Contractor after receipt of an order (ARO) unless otherwise an alternate delivery date is mutually agreed upon in writing by the Contractor and the Purchaser. An additional 30 days will be permitted for vehicles in excess of 20 ordered on a single order.
- 4.2. Each bus shall be complete and ready for service, and all documents required by the specifications, e.g., schematics, floor plan, etc., must be provided with the bus upon delivery or pickup. The Contractor shall assume all responsibilities and liabilities incident to such a delivery or acceptance of the delivery.
- 4.3. The Contractor shall arrange for the complete correction of all defects occurring prior to acceptance of the vehicle. All defects occurring prior to acceptance of the vehicle shall be the responsibility of the Contractor and will be fully corrected at the Contractor's expense and/or under applicable warranty, including transportation costs. Substantial corrections may require particular recertification and/or extended warranties.

- 4.4. The recipient shall conduct acceptance tests on the delivered bus to identify defects that have become apparent. If payment has not been made by the Purchaser and defects have not been reconciled the Purchaser may hold payment, without penalty by the Contractor, until all corrections have been made. Receipt of equipment shall not release the Contractor for faulty materials or workmanship appearing after final payment has been made.
- 4.5. Name Plates. Dealer name plates, decals, etc., denoting a Contractor may not be affixed in any manner to any new equipment delivered without prior written approval from the ordering agency.
5. **Final Inspection.** The Contractor is responsible for all final inspections prior to delivery or release of any unit. The State reserves the right to receive, review and retain all inspection and quality control reports. The Contractor and manufacturer will comply accordingly with any such requests.

#### REVISIONS.

- 04/12/22 North Central Contract No. 201091 is amended to update fuel tank option pricing. All other prices, terms, conditions, and specifications remain unchanged.  
Hoglund Bus Contract No. 201089 is amendment to add \$6,000 Surcharge per bus. All other prices, terms, conditions, and specifications remain unchanged.
- 11/01/21 North Central Contract No. 201091 is amended to update the Transit (All American) Bus Price Schedule to Minimum Charge for delivery in lieu of Mileage to change to \$75.00. All other prices, terms, conditions, and specifications remain unchanged.

### HOW TO USE THIS MASTER CONTRACT

**STATE AGENCY ORDERING INSTRUCTIONS.** Orders are to be placed directly with the Contract Vendor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include his or her name and phone number. Orders may be submitted via fax.

**STATE AGENCY CONTRACT USE.** This Contract must be used by State agencies unless a specific exception is granted by the Buyer/Acquisition Management Specialist listed above.



#### Step 1: Request a Quote

Request a quote from one of the Contractors listed on this Contract Release. **Note that you should not request a quote from a Contractor whose contract is not fully executed or on a contract that is expired.**

##### At a minimum the quote must include:

1. Contract vendor's name.
2. Name of contract vendor's representative providing the quote.
3. Date of quote.
4. State Contract Release S-792(5) and Contract number.
5. Detailed description of the Contract product(s) or item(s) being provided. Individual price, quantity and the agreed upon ARO.
6. Detailed description of the products that will be order and the title of the person accepted the order. Price per product/service ordered and state the agreed upon ARO per order.
7. Total price for all products/services quoted.
8. Expiration date of quote.



**Step 2: The Ordering Entity is to verify the quote to confirm contract pricing and that the After Receipt of Order (ARO), offered meets the business need.**

##### The following information explains the methods for calculating and/or confirming the contract prices.

- For FIXED pricing, the pricing offered must match or be lower than that detailed on the price schedule of this release.
- Only accept Contractor quotes that provide itemized contract pricing (lump sum price quotes must be rejected and revised by the Contractor to show itemized State contract pricing).
- Prior to accepting an order and/or issuing an invoice, inspect the products received to ensure they match both the terms and pricing of the contract.
- Contact the AMS/Buyer detailed on the first page of this Contract Release to report any pricing discrepancies or for assistance in confirming/calculating contract pricing.

Contract Release: B-346(5)

**Step 3: Establish a Purchase Order.**

Once the ordering plan has been approved, a purchase order (PO) may be issue before any products is shipped by the Contractor.

State agencies issuing purchase orders should use a Contract Release Order (CRO) or a Blanket Purchase Order (BPC).

**Step 4: Paying the final Invoice**

Before issuing payment on an invoice, the Ordering Entity must inspect the contract products to ensure they match both the terms and pricing on the contract. Only accept invoices from Contractors that itemized contract products and delivery charges as stated in the Special Terms. Lump sum prices must be rejected and reworked by the Contract Vendor to show itemized State contract pricing. The invoice must include enough detail for the Ordering Entity to verify that the products were delivered on the invoice have been provided.

Note that the delivery method (Drop Ship or Inside Delivery) must be stated on the invoice.

**END OF HOW TO USE THIS MASTER CONTRACT**

**SWIFT CODES:**

00001 25101502  
00002 25101502

Bus - School  
Optional Equipment

**See next page for price schedules**

## CONTRACT AWARD

<u>VENDOR NAME SERVED</u>	<u>SCHOOL BUS TYPE</u>	<u>MANUFACTURER</u>	<u>REGION</u>
Hoglund Bus Company	Conventional	<a href="#"><u>IC Corporation – PB105</u></a>	1, 2, 3, 4 and 5
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North Central Bus	Transit Body and Chassis	<a href="#"><u>Blue Bird - All American</u></a>	1, 2, 3 and 4
North Central Bus	Conventional	<a href="#"><u>Blue Bird - Vision</u></a>	1, 2, 3 and 4

### Quantity Discounts Offered

Telin Transportation Group	Transit Body and Chassis	<a href="#"><u>Thomas Built Bus - Saf-T-Liner® EFX</u></a>	1, 2, 3, 4 and 5
Telin Transportation Group	Conventional	<a href="#"><u>Thomas Built Bus - Saf-T-Liner® C2</u></a>	1, 2, 3, 4 and 5
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United Truck Body	Transit Body and Chassis	<a href="#"><u>Blue Bird – All American</u></a>	5
United Truck Body	Conventional	<a href="#"><u>Blue Bird - Vision</u></a>	5

### Quantity Discounts Offered

**CONTRACT USERS MAY CONTACT THE AMS LISTED ON THE CONTRACT RELEASE FOR PRICE SCHEDULES OR MAY USE THE DEPARTMENT OF EDUCATION WEB PAGE AT:**

<https://education.mn.gov/MDE/dse/schfin/Trans/bus/>

**For questions on the Department of Education web page, please contact:**

Pupil Transportation  
Department of Education  
1500 Highway 36 West  
Roseville, MN 55113  
Phone: 651.582.8524  
E-mail: [Pupil Transportation \(pupiltransportation.mde@state.mn.us\)](mailto:pupiltransportation.mde@state.mn.us)



# Hoglund Bus Company

116 Oakwood Dr E, Monticello, MN 55362

P: (763) 295-5119

www.hoglundcompanies.com

**BILL TO**  
**EDINA IND SCHOOL DISTRICT 273**  
**5701 NORMANDALE RD**  
**MINNEAPOLIS, MN 55424**  
**P: (952) 848-4971**  
**F:**

**43906**

**DELIVER TO**  
**EDINA IND SCHOOL DISTRICT 273**  
**5701 NORMANDALE RD**  
**MINNEAPOLIS, MN 55424**  
**P: (952) 848-4971**  
**F:**

**SALES INVOICE: M226000032**

PRINT DATE	ORDER STATUS	DELIVERY DATE	INVOICE DATE	SALESPERSON	CUSTOMER REFERENCE
1/26/2023	QUOTE	1/5/2023	1/5/2023	DOUGLAS,E	

### UNIT(S) FOR SALE

YR - MAKE - MODEL	SERIAL NUMBER / ITEM DESCRIPTION	PRICE
<b>2024 - IC - CE</b>	<b>4DRBUC8P3RB786406</b> <span style="float: right;"><b>UnitId: 233825</b></span>	
	Vehicle - Price	96,566.00
	DOCUMENT FEE	100.00
	TAX - TITLE - LICENSE	6,354.12
	120 MONTH/2000,000 MILE EXTENDED WARRANTIES	4,150.00
<b>Total Price:</b>		<b>\$107,170.12</b>

YR - MAKE - MODEL	SERIAL NUMBER / ITEM DESCRIPTION	PRICE
<b>2024 - IC - CE</b>	<b>4DRBUC8P7RB786408</b> <span style="float: right;"><b>UnitId: 233826</b></span>	
	Vehicle - Price	96,566.00
	DOCUMENT FEE	100.00
	TAX - TITLE - LICENSE	6,354.12
	120 MONTH/2000,000 MILE EXTENDED WARRANTIES	4,150.00
<b>Total Price:</b>		<b>\$107,170.12</b>

YR - MAKE - MODEL	SERIAL NUMBER / ITEM DESCRIPTION	PRICE
<b>2024 - IC - CE</b>	<b>4DRBUC8P5RB786407</b> <span style="float: right;"><b>UnitId: 233827</b></span>	
	Vehicle - Price	96,566.00
	DOCUMENT FEE	100.00
	TAX - TITLE - LICENSE	6,354.13
	120 MONTH/2000,000 MILE EXTENDED WARRANTIES	4,150.00
<b>Total Price:</b>		<b>\$107,170.13</b>



# Iloglund Bus Company

SALES INVOICE: M226000032

Monticello, MN

Marshalltown, IA

Bloomington, MN

All sales taxes are the responsibility of the buyer.

Received above items in good condition.

x \_\_\_\_\_  
Buyer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

SALES PRICE		\$321,510.37
TAX	+	\$0.00
FEDERAL EXCISE TAX	+	\$0
TOTAL PRICE	=	\$321,510.37
LESS TRADE IN <i>(INCLUDES LIEN PAYOFF)</i>	-	\$0.00
LESS DOWNPAYMENT	-	\$0.00
UNPAID BALANCE	=	<b>\$321,510.37</b>

Please Remit Payment To:  
North Central International, LLC  
PO Box 993  
Willmar, MN 56201