



Why we are recommending this bus

A one-page justification for the people who approve the purchase. Fill in the bracketed fields from the two quotes in front of you and hand it to the director, board, council or committee with the quotes attached. Every claim below is published at highlevelbus.com; the cost lines are yours.

The request

[Organization] requests approval to purchase [number] [HLE model] shuttle bus(es), [passenger count] passengers with [wheelchair count] wheelchair positions, from [dealer], at \$[price] each, delivered.

Why not the lowest quote

The lowest quote, \$[low price], is \$[difference] less on the day of purchase. That difference is the whole case for the low bid. Below is what it buys.

What matters over the life of the bus	A typical cutaway bus	The HLE bus
Steel body structure	Painted or partly coated; rusts from the inside	Every structural piece sandblasted and powder-coated
Sidewalls	Several panels with seams at the beltline and floor line	One panel, roofline to skirt, no seams
Floor	Plywood; rots when water reaches it	Composite sub-floor that does not rot, 7-year warranty
Roof	Thin fiberglass; weakens in the sun, cracks	One-piece composite that will not crack (a bat will not break the sample)
Wiring	Spliced in the shop; corrodes at the splices	Built in-house with sealed marine-grade connectors
Leak test before delivery	Varies	Every bus, 15 minutes in a rain booth with an inspector inside
Structural warranty	Workmanship-only clause	5 years / 100,000 miles on the structure itself
Independent durability test	Ask for the report	Current FTA Altoona 7-year test passed, 82.6 aggregate score, no road-call failures

What it costs to own

Over [hold period, e.g. 7] years, the difference between the two purchase prices is \$[difference ÷ years] per year, or \$[difference ÷ months] per month.

Against that, the items above are what put a shuttle bus in the shop or out of service: floor rot, roof leaks, corroded wiring, rust in the structure. Each of them is a repair bill or a replacement bus. [Add your own maintenance history here: what the current bus cost in repairs and days out of service in the last [x] years.]

The recommendation

Approve the purchase of the [HLE model] from [dealer]. It is the bus we expect to still be in service, without a major body repair, at the end of the hold period. The cost-of-ownership worksheet at highlevelbus.com/why-hle/cost-of-ownership can be attached with our own numbers.

Prepared by: [name, title] Date: [date]