

**Guidelines  
for  
Local Vehicle Purchase  
on State Administered Grants  
Checklist for Purchase**

*Revised July 8, 2015*



**Office of Passenger Transportation  
Financial Services Unit**

**I. Purpose**

To provide guidelines for public transit agencies desiring to locally purchase public transit vehicles using a combination of local, state, and federal funds.

**II. Information**

- A. These guidelines provide a uniform local procurement procedure for vehicles and should be used as a supplement to local procurement requirements.
- B. When a transit agency is given written authorization by the Michigan Department of Transportation (MDOT) Office of Passenger Transportation (OPT) to procure vehicles, they may choose to procure their own vehicles, participate in a vehicle procurement consortium (two or more transit agencies), work through a local governmental agency, or purchase vehicles through another transit agency's existing vehicle contract (piggyback). In all cases, the transit agency remains the responsible party, even when another agency is designated as the procuring agent.
- C. Transit agencies agree to adhere to the terms and condition of MDOT's annual master agreement with the Federal Transit Administration (FTA) when they execute their State/Local master agreement and project authorization.
- D. The federal requirements are extensive and the FTA has prepared detailed guidance on these requirements:

- **FTA Circular 4220.1F *Third Party Contracting Guidance*:**  
[http://www.fta.dot.gov/documents/FTA\\_Circular\\_4220.1F\\_-\\_Finalpub1.pdf](http://www.fta.dot.gov/documents/FTA_Circular_4220.1F_-_Finalpub1.pdf)

- **FTA *Best Practices Procurement Manual*:**  
[http://www.fta.dot.gov/funding/thirdpartyprocurement/grants\\_financing\\_6037.html](http://www.fta.dot.gov/funding/thirdpartyprocurement/grants_financing_6037.html)

- E. The transit agency will develop a bid package which will include the vehicle specification. A transit agency may use any specification as a guideline including OPT specifications, those of other transit agencies, and local government agencies, states, or the federal government. As a minimum, the vehicle specification must require the manufacturer to meet all applicable:
  - Michigan Motor Carrier Vehicle Codes
  - Federal Motor Vehicle Safety Standards (FMVSS)
  - American with Disabilities Act (ADA)
  - Any other federal requirements for vehicle specifications outlined in MDOT/FTA master agreement.

- F. Specifications shall be written with a clear and accurate description (salient characteristics) of the vehicle, components, and equipment options. When it is impractical or uneconomical to write a clear and accurate description of the technical requirements of the property or services to be acquired, a “brand name or equal” description may be used to define the performance or other salient characteristics of the property or services sought. The specific features or salient characteristics of the named brand which must be met by offerors of “an equal” proposal must be clearly stated.
- G. Agencies should conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This ensures the maximum amount of competition for federally funded programs.
- H. Federal contract clauses shall be incorporated in all federally-funded third party contracts; however, not all clauses apply to vehicle contracts. For instance, Buy America clause applies to contracts over \$100,000 while Davis-Bacon Act does not apply to vehicle contracts. Transit agencies should review each contract clause and verify applicability. MDOT has created specific vehicle procurement clauses and they are available online:
- MDOT :  
[http://www.michigan.gov/mdot/0,1607,7-151-9625\\_21607-34189--,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_21607-34189--,00.html)
  - FTA (complete list of federal clauses):  
[http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants\\_financing\\_6195.html](http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants_financing_6195.html)
- I. It is extremely important transit agencies contract only for their **reasonably anticipated needs** and do not add quantities or options to contracts solely to assign these quantities at a later date. Document, in the bid, other authorized transit agencies purchasing vehicle(s) from the contract (piggybacking). The lead transit agency **will provide** the vendor a letter authorizing specific agencies to purchase vehicles from their contract.
- J. The eligible cost in the state/local contract between the transit agency and MDOT should include the total cost of the vehicle and documented administrative expense (up to 2% of the total cost of the vehicle) attributed to the purchase of the vehicle.
- K. For third party contracts **\$3,000 - \$25,000**, transit agencies shall document competitive quotations and follow small purchase procedures **\$3,000 to less than \$25,000**. For third party contracts **\$25,000 up to less than \$100,000**, transit agencies shall utilize the competitive bid/solicitation process and follow small purchase procedures. For third party contracts **\$100,000 and over**, transit agencies shall utilize the competitive bid/solicitation process. Under this process, transit agencies are required to post a public notice, in a newspaper, trade publication, Internet Web Site, or a circulation that specifically targets the vehicles and equipment being purchased. Third party agreements in excess of \$25,000 require MDOT approval. Those transit agencies certified by FTA or MDOT are not required to obtain this approval. **It is also highly recommended that transit agencies notify potential vendors about the bid. This can be via mail, e-mail, telephone, or in-person. The ultimate goal is to get at least three (3) competitive bids from multiple vendors; otherwise, if only one bid is received then it will be considered sole source and will require further analysis per the FTA.**

- L. Nonurban transit agencies shall designate the **State of Michigan Department of Transportation; Office of Passenger Transportation; 425 W. Ottawa; Lansing, Michigan, 48909**, as the “**First Secured Party**” on all vehicles purchased locally from state administered grants.
- M. The transit agency will be responsible for paying any additional cost for the vehicle if the bid price is in excess of the eligible costs in the state/local contract between the transit agency and MDOT. The transit agency is not entitled to excess funds in the contract when a bid price is less than the state/local contract amount.
- N. The costs for additional vehicle options that are not contained in the local contract bid/award are not eligible for state/federal reimbursement. Local funds may be used to purchase these additional options; however, local procurement requirements should be followed.
- O. Transit agencies should use caution when making specification changes as it can affect prices, product quality, or even be considered a cardinal change. All these reasons can cause the procurement to no longer be competitive and/or federally compliant. Please see separate document titled *Guidelines for Rolling Stock Contract Specifications* as this has more information on contract changes and the required *Vehicle Purchase Specification Certification* form.
- P. **Written Record of Procurement History.** Transit agencies shall maintain records detailing the history of procurement. Keep a file of all procurement related actions and documentation. A good rule of thumb is “if you did not document it you did not do it!” At a minimum, these records shall include;
- The rationale for the method of procurement,
  - Selection of contract type,
  - Reasons for contractor selection or rejection, and
  - The basis for the contract price.

### **III. Procedure**

- A. Transit agencies desiring to purchase vehicles locally shall indicate their intent on their annual application and/or during the vehicle verification process. Written authorization to procure the vehicle(s) will be e-mailed and mailed along with the fully executed MDOT/Local contract.

***NOTE:*** *If a transit agency decides to purchase vehicles through the **Extended Purchase Program** after the annual application and vehicle verification processes, they must request approval from their **MDOT project manager**. This request should contain the following:*

1. *The quantity of vehicle(s) including size & type.*
2. *The state/local contract number.*

***MDOT project manager*** will provide the transit agency with an authorization letter to proceed with the vehicle purchase and the proper procurement packet.

- B. Urban transit agencies may proceed with the procurement (see section VII. Urban Transit Agency Payment Checklist).
- C. Nonurban transit agencies and urban transit agencies that are not self-certified must submit their bid/solicitation package for review and approval, in two approval stages, to their **MDOT project manager** prior to making an award.
  1. Stage A review consists of submitting the pre-bid/solicitation documents to MDOT (see section VI. Local Vehicle Checklist, subsection A). Following the MDOT review, the agency shall make any corrections or updates prior to bid. A stage A review does not apply if purchasing through a consortium (two or more transit agencies), another state purchasing program, a local governmental agency, or through another transit agency's existing vehicle contract (piggyback) as the contract is already executed.
  2. Stage B review consists of submitting the post-bid/solicitation and third party contract documents to MDOT (see section VI. Local Vehicle Checklist, subsection B).
- D. Bid packages/third party contracts shall be submitted to MDOT neat and organized. After MDOT approval, the nonurban transit agencies should proceed to execute the third party contract and provide a copy to **MDOT/OPT/Planning and Programming Section**.
- E. Upon the execution of the third party contract, the transit agency may submit a purchase order to the vendor.
- F. Pre-award and post-delivery audits shall be completed (see section VI. Local Vehicle Checklist, subsection C) utilizing attachments A-1 through A-12.
- G. After the acceptance of the vehicle(s), transit agencies shall forward required documentation to their **MDOT project manager** requesting payment. Please see section VI, subsection D "Local Vehicle Purchase Checklist" for required documentation.

**IV. Technical Assistance**

For additional assistance regarding the local purchase process or to arrange a meeting between MDOT and your agency, please contact:

Jeff Turner  
 Vehicle Procurement Analyst (VPA)  
 Office of Passenger Transportation  
 Michigan Department of Transportation  
 Phone: (517) 335-3282  
 e-mail: [turnerj3@michigan.gov](mailto:turnerj3@michigan.gov)

**V. Resources and Tools**

- A. MDOT Procurement Guidelines:  
[http://www.michigan.gov/mdot/0,1607,7-151-9625\\_21607-250388--,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_21607-250388--,00.html)

- B. FTA **Circular 4220.1F *Third Party Contracting Guidance***:  
[http://www.fta.dot.gov/documents/FTA\\_Circular\\_4220.1F\\_-\\_Finalpub1.pdf](http://www.fta.dot.gov/documents/FTA_Circular_4220.1F_-_Finalpub1.pdf)
- C. FTA ***Best Practices Procurement Manual***:  
[http://www.fta.dot.gov/funding/thirdpartyprocurement/grants\\_financing\\_6037.html](http://www.fta.dot.gov/funding/thirdpartyprocurement/grants_financing_6037.html)
- D. Pricing Guide for FTA Grantees:  
[http://www.fta.dot.gov/documents/Helpline\\_Price\\_Guide.doc](http://www.fta.dot.gov/documents/Helpline_Price_Guide.doc)
- E. FTA Procurement System Self-Assessment Guide (common procurement issues are listed here):  
[http://www.fta.dot.gov/funding/thirdpartyprocurement/grants\\_financing\\_6326.html](http://www.fta.dot.gov/funding/thirdpartyprocurement/grants_financing_6326.html)
- F. FTA Bus Testing Requirements:  
[http://www.fta.dot.gov/assistance/research\\_4584.html](http://www.fta.dot.gov/assistance/research_4584.html)
- G. FTA Conducting Pre-Award and Post-Delivery Audits for Bus Procurements:  
[http://www.fta.dot.gov/laws/leg\\_reg\\_5423.html](http://www.fta.dot.gov/laws/leg_reg_5423.html)
- H. Federal Excluded Party List System:  
<https://www.sam.gov/portal/public/SAM/>
- I. APTA Standard Bus Procurement Guidelines RFP (Model bus RFP included):  
<http://www.apta.com/resources/reportsandpublications/Documents/APTA-Bus-Procurement-Guidelines-2011.doc>
- J. APTA Standard Bus Procurement Guidelines: Terms and Conditions  
<http://www.apta.com/resources/reportsandpublications/Documents/comterms.pdf>
- K. RTAP ProcurementPRO  
<http://www.nationalrtap.org/WebApps/ProcurementPro.aspx>

## VI. Local Vehicle Purchase Checklist/Timeline

		<b>Nonurban and urban agencies that receive federal funds from MDOT</b>	
	<b>A</b>	<b>Pre-Bid/Solicitation - <u>Prior to going out for bid/solicitation</u></b> , the following steps shall be completed and appropriate documentation submitted to the <b>MDOT Project Manager</b> for review/approval:	
<input type="checkbox"/>	1.	*Fully executed MDOT/Local contract along with authorization letter to proceed with procurement	
<input type="checkbox"/>	2.	* If purchasing through a consortium (two or more transit agencies), another state purchasing program, a local governmental agency, or through another transit agency's existing vehicle contract (piggyback) then proceed to section B	
<input type="checkbox"/>	3.	*Method of Procurement Decision Matrix (Appendix A)	
<input type="checkbox"/>	4.	*Independent Cost Estimate (ICE) (Appendix E)	
<input type="checkbox"/>	5.	*Vehicle Specifications	
<input type="checkbox"/>	6.	*Federally required clauses found on the MDOT or FTA's Web Site: <a href="http://www.michigan.gov/mdot/0,1607,7-151-9625_21607-34189--,00.html">http://www.michigan.gov/mdot/0,1607,7-151-9625_21607-34189--,00.html</a> <a href="http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants_financing_6195.html">http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants_financing_6195.html</a>	
<input type="checkbox"/>	7.	Solicitation documents such as sealed bids/invitation for bids (IFB), competitive proposals/request for proposals (RFP), and sole source.	
<input type="checkbox"/>	8.	*A price schedule or cost model listing all vehicle features and equipment options. This form is used for bidders to complete.	
<input type="checkbox"/>	9.	*Updates and corrections made to documentation following MDOT review.	
<input type="checkbox"/>	10.	*Approval from <b>MDOT Project Manager</b> to proceed with the bid/solicitation.	
	<b>B</b>	<b>Post Bid/Solicitation - <u>Prior to making an award or purchase</u></b> , the following steps shall be completed and appropriate documentation submitted to the <b>MDOT Project Manager</b> for approval:	
<input type="checkbox"/>	1.	*Standard 3 <sup>rd</sup> party contract terms and conditions (Use "unit price" in Contract Price terms)	
<input type="checkbox"/>	2.	Advertisement or public notice in a newspaper, trade magazine, Internet website, or a circulation that specifically targets the vehicles and equipment you are purchasing.	
<input type="checkbox"/>	3.	*A minimum of <b>three (3)</b> responsive bidders or quotes. Responsive bidders shall possess the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract. Include a bid tabulation document for an RFP	
<input type="checkbox"/>	4.	Evaluation of all proposals responsiveness	
<input type="checkbox"/>	5.	Tabulation of Proposal documents including selection criteria	
<input type="checkbox"/>	6.	*A completed purchase order, price schedule, or cost model listing all vehicle features and equipment options (total costs must match terms in the third party contract). All prices shall match what was bid by the selected contractor.	
	7.	*Fair and reasonable price determination (small purchases only)	
<input type="checkbox"/>	8.	*Cost or price analysis (if required)	
<input type="checkbox"/>	9.	*Award selection and justification.	
<input type="checkbox"/>	10.	*Authorization to participate in a vehicle procurement consortium (two or more transit agencies), to purchase off another state purchasing program, to work through a local governmental agency, or to purchase vehicles through another transit agency's existing vehicle contract (piggyback) (if applicable).	
<input type="checkbox"/>	11.	*Responsibility Determination Form and evidence of bidder	

		debarment/suspension verification. Check the Excluded Party List System ( <a href="https://www.epls.gov">https://www.epls.gov</a> ) and include a copy of the search results.	
	<b>C</b>	<b>Award, Delivery, and Contract Administration</b>	
<input type="checkbox"/>	1.	*Receive approval from MDOT to proceed with executing the 3 <sup>rd</sup> party contract	
<input type="checkbox"/>	2.	*Execute third party contract and send a copy to <b>MDOT/OPT/Planning and Programming Section</b>	
<input type="checkbox"/>	3.	*Complete Pre-award Audit Checklist, Certifications and Worksheets (Attachment A-1 through A-6)	
<input type="checkbox"/>	4.	*Issue purchase order to vendor	
<input type="checkbox"/>	5.	*Issue a <i>Vehicle Purchase Specification Certification</i> form to the vendor.	
<input type="checkbox"/>	6.	*Prior to new vehicle delivery and acceptance, request Post Delivery Audit information from vendor (Attachment A-7 through A-12).	
<input type="checkbox"/>	7.	*New vehicle delivered. Complete Post Delivery Audit Checklists, Certifications and Worksheets (Attachment A-7 through A-12).	
<input type="checkbox"/>	8.	Document progress and challenges of project.	
<input type="checkbox"/>	9.	Document “Change Orders” and associated “Cost or Price Analysis.”	
	<b>D</b>	<b>Payment Request - The following documents shall be submitted to the MDOT project manager requesting payment:</b>	
<input type="checkbox"/>	1.	*Transit Agency letter/invoice (including budget summary) requesting payment. This should include the MDOT third party contract number (ie. 2010-####/Z1/S1) and amount of payment.	
<input type="checkbox"/>	2.	*Copy of the vendor’s invoice. The vendor’s invoice shall have sufficient detail and include: <u>Local Contract (eligible for reimbursement)</u> (1) Quantity of buses, vehicle information/seating (ie. 11+1 passenger with front passive lift)/unit cost. (2) Local contract options quantity/description/unit cost. <u>Additional options not included in local contract (not eligible for reimbursement)</u> (3) Quantity/description/unit cost.	
<input type="checkbox"/>	3.	*Copy of the Vendor’s Vehicle Acceptance form (provided by the vendor). This form acknowledges the transit agency’s receipt and acceptance of the vehicle(s)	
<input type="checkbox"/>	4.	*Application for Michigan Title (Form RD108), or if vendor is out of state, Application for Michigan Title (Form TR-11L) showing MDOT as secured party if non-urban agency	
<input type="checkbox"/>	5.	*Pre-award & Post-delivery Audit Checklist, Certifications & Worksheets (Attachment A-1 through A-12).	
<input type="checkbox"/>	6.	*Copy of cover page from Altoona Test for vehicle(s) being purchased	
<input type="checkbox"/>	7.	*Completed <i>Vehicle Purchase Specification Certification</i> form	
<input type="checkbox"/>	8.	*Receive payment from MDOT and pay vendor for vehicle(s).	
	<b>E</b>	<b>Contract Closeout</b>	
<input type="checkbox"/>		Begin physical and administrative closeout proceedings	
<input type="checkbox"/>		Review final project file for completeness and file away	
<input type="checkbox"/>		Request approval for project closeout	

\* Elements of a small purchase.

**VII. Urban Transit Agency That Receive Federal Funds From MDOT Payment Request Checklist**

	<b>A</b>	<b>Payment Request</b> - The following documents shall be submitted to <b>MDOT project manager</b> requesting payment:
<input type="checkbox"/>	1.	Transit Agency letter/invoice (including budget summary) requesting payment. This should include the MDOT third party contract number (ie. 2010-####/Z1/S1) and amount of payment.
<input type="checkbox"/>	2.	Copy of the vendor's invoice.
<input type="checkbox"/>	3.	Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11L).
<input type="checkbox"/>	4.	Copy of cover page from Altoona Test for vehicle(s) being purchased
<input type="checkbox"/>	5.	Completed <i>Vehicle Purchase Specification Certification</i> form
<input type="checkbox"/>	6.	Receive payment from MDOT and pay vendor for vehicle(s).

**Michigan Department of Transportation  
Office of Passenger Transportation  
PRE-AWARD POST-DELIVERY AUDITS**

**Attachment A-1:  
Method of Procurement Decision Matrix**

<b>SMALL PURCHASE (Lowest Quote)</b>	
<b>Amount \$3,000 to less than \$100,000</b>	
<b>Multiple sources</b>	
<b>SEALED BID (IFB)</b>	
<b>Multiple sources</b>	
<b>Complete and adequate specifications or description</b>	
<b>Selection can be made on basis of price</b>	
<b>Suitable for firm, fixed price</b>	
<b>No discussion with bidders needed after receipt of offers</b>	
<b>COMPETITIVE PROPOSALS (RFP)</b>	
<b>Multiple sources</b>	
<b>Discussion needed with bidders after receipt of offers</b>	
<b>Fixed price can be set after discussion</b>	
<b>SOLE SOURCE</b>	
<b>Custom item</b>	
<b>Only one source</b>	
<b>Public urgency/emergency</b>	
<b>Competition is inadequate after public solicitation</b>	
<b>MDOT approval</b>	

**Signature/Date:** \_\_\_\_\_

**Item being procured:** \_\_\_\_\_

**Project Authorization:** \_\_\_\_\_

**Michigan Department of Transportation  
Office of Passenger Transportation  
PRE-AWARD POST-DELIVERY AUDITS  
ATTACHMENT A-2  
CHECKLIST**

Contract #		Vehicle Description	
Dealer		Manufacturer	
Contract Term		Contract Admin.	

Pre-Award Audit

	Item	Completion Date	Initials
1	Analysis of Manufacturer's list of component and subcomponent parts.		
2	Buy America Certification		
3	Bid Specification Certification of manufacturer's capability to produce vehicle as bid and that the vehicle proposed is same as the vehicle in the specifications.		
4	Federal Motor Vehicle Safety Standard's certification or its inapplicability.		

Post Delivery Audit

	Item	Completion Date	Initials
1	Buy America Certification stating regulations are still being met.		
2	<b>Bid Certification</b>		
2.1	Vehicle sight inspection (Attach inspection report)		
2.2	Vehicle road test (Attach test)		
2.3	Were there 11 or more vehicles purchased? Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.4	If yes, obtain Inspectors report		
2.5	Certification vehicle meets bid specifications		
2.5	Federal Motor Vehicle Safety Standard's certification		

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Office of Passenger Transportation  
PRE-AWARD POST-DELIVERY AUDITS**

**ATTACHMENT A-3  
BUY AMERICA CERTIFICATION  
Pre-Award**

In Accordance with the "Buy America" regulations adopted by the Federal Transit Administration on January 9, 1991, I certify that the vehicles proposed to be delivered under this contract are in compliance with the requirements of section 165(b)(3), of the Surface Transportation Assistance Act of 1982, as amended, and the regulations of 49 CFR 661.11.

<b>Date</b>	
<b>Vehicle Description</b>	
<b>Manufacturer</b>	
<b>Contract Administrator Name</b>	
<b>Position Title</b>	

**Michigan Department of Transportation  
Office of Passenger Transportation  
PRE-AWARD POST-DELIVERY AUDITS**

**ATTACHMENT A-4  
BUY AMERICA PRE-AWARD AUDIT  
Component Parts**

	<b>Component</b>	<b>Supplier/Manufacturer</b>	<b>Address</b>	<b>Country of Origin</b>	<b>Cost or % of Domestic Origin</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

**Vendor:** \_\_\_\_\_

**Vendor's Signature:** \_\_\_\_\_

**PLEASE MAKE ADDITIONAL COPIES IF NECESSARY**

**Michigan Department of Transportation**  
**Office of Passenger Transportation**  
**PRE-AWARD POST-DELIVERY AUDITS**  
**ATTACHMENT A-5**  
**BUY AMERICA PRE-AWARD AUDIT**  
**Sub-component Parts**

	Subcomponent	Supplier/Manufacturer	Address	Country of Origin	Cost or % of Domestic Origin
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

**Vendor:** \_\_\_\_\_

**Vendor's Signature:** \_\_\_\_\_

**PLEASE MAKE ADDITIONAL COPIES IF NECESSARY**

**Michigan Department of Transportation  
Office of Passenger Transportation  
PRE-AWARD POST-DELIVERY AUDITS**

**ATTACHMENT A-6  
BID SPECIFICATION AUDIT CERTIFICATION  
Pre-Award**

I have reviewed the information provided to me by the manufacturer concerning the vehicles to be purchased. I certify that the vehicles proposed to be delivered under this contract are the same vehicles described in the bid specifications used for this solicitation.

In addition, I have also received information that assures me that the manufacturer has the capability to produce the specified product.

<b>Date</b>	
<b>Vehicle Description</b>	
<b>Manufacturer</b>	
<b>Contract Administrator Name</b>	
<b>Position Title</b>	

**Michigan Department of Transportation  
Office of Passenger Transportation  
POST-DELIVERY AUDITS**

**ATTACHMENT A-7  
CHECKLIST**

Contract #		Vehicle Description	
Dealer		Manufacturer	
Contract Term		Contract Admin.	

Post Delivery Audit

	Item	Completion Date	Initials
1	Buy America Certification stating regulations are still being met.		
2	<b>Bid Certification</b>		
2.1	Vehicle sight inspection		
2.2	Vehicle road test		
2.3	Were there 11 or more vehicles purchased? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2.4	If yes obtain Inspectors report		
2.5	Certification vehicle meets bid specifications		
2.5	Federal Motor Vehicle Safety Standard's certification		

To be completed by transit agency

**Michigan Department of Transportation  
Office of Passenger Transportation  
POST-DELIVERY AUDITS**

**ATTACHMENT A-8  
FEDERAL MOTOR VEHICLE SAFETY STANDARDS CERTIFICATIONS**

Check one that applies:

- The vehicles proposed under this contract are subject to the Federal Motor Vehicle Safety Standards (FMVSS) issued by the National Highway Traffic Safety Administration (NHTSA) in part 571 of this title.
  
- The vehicles proposed under this contract are not subject to the Federal Motor Vehicle Safety Standards (FMVSS) issued by the National Highway Traffic Safety Administration (NHTSA) in part 571 of this title.

As required by Title 49 of the CFR, Part 663 – Subpart D, I have received a copy of the manufacturer's self-certification information concerning these vehicles compliance with relevant Federal Motor Vehicle Safety Standards. I have had this certification in my possession at both the pre-award and post-delivery stages of the procurement.

	<b>Post-Delivery</b>
<b>Vehicle Description</b>	
<b>Manufacturer</b>	
<b>Agency Contact Name</b>	
<b>Date</b>	

To be completed by transit agency

Vendor to provide Post-delivery FMVSS Certification

**Michigan Department of Transportation  
Office of Passenger Transportation  
POST-DELIVERY AUDITS**

**ATTACHMENT A-9  
BUY AMERICA CERTIFICATION  
Post-Delivery**

In Accordance with the "Buy America" regulations adopted by the Federal Transit Administration on January 9, 1991, I certify that the vehicles delivered under this contract are in compliance with the requirements of section 165(b)(3), of the Surface Transportation Assistance Act of 1982, as amended, and the regulations of 49 CFR 661.11.

Date	
Vehicle Description	
Dealer	
Manufacturer	
Agency Contact Name	
Position Title	

To be completed by transit agency

**Michigan Department of Transportation  
Office of Passenger Transportation  
POST-DELIVERY AUDITS**

**ATTACHMENT A-10  
BUY AMERICA POST-DELIVERY AUDIT  
Component Parts**

	<b>Component</b>	<b>Supplier/Manufacturer</b>	<b>Address</b>	<b>Country of Origin</b>	<b>Cost or % of Domestic Origin</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

**Vendor:**

**Vendor's Signature:** \_\_\_\_\_

**PLEASE MAKE ADDITIONAL COPIES IF NECESSARY**

Completed by vendor – vendor can provide actual domestic content worksheet

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POST-DELIVERY AUDITS**

**ATTACHMENT A-11  
BUY AMERICA POST-DELIVERY AUDIT  
Sub-component Parts**

	<b>Subcomponent</b>	<b>Supplier/Manufacturer</b>	<b>Address</b>	<b>Country of Origin</b>	<b>Cost or % of Domestic Origin</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

**Vendor:**

**Vendor's Signature:** \_\_\_\_\_

**PLEASE MAKE ADDITIONAL COPIES IF NECESSARY**

Completed by vendor – vendor can provide actual domestic content worksheet

**Michigan Department of Transportation**  
**Office of Passenger Transportation**  
**POST-DELIVERY AUDITS**  
**ATTACHMENT A-12**  
**BID SPECIFICATION AUDIT CERTIFICATION**  
**Post-Delivery**

I have road tested and visually inspected the vehicle purchased. I certify that the vehicle delivered under this contract meets the contract specifications used for this solicitation.

- There were fewer than eleven vehicles procured under this solicitation.
- There were eleven or more vehicles procured under this solicitation. A copy of the inspector's report is attached.

Date	
Vehicle Description	
Dealer	
Manufacturer	
Agency Contact Name	
Position Title	

To be completed by transit agency