

**MiDEAL Purchasing Program
VEHICLE PROCUREMENT PACKET
FOR
MEDIUM DUTY BUSES**

10 years/350,000 miles

**24 & 28 Passenger Non-lift buses - Lift buses with Alternate Seating
(26 & 29 Foot Buses, Respectively)**

GENERAL MOTORS CHASSIS/Steel cage with combination of fiberglass reinforced plastic and aluminum exterior panels



Photo courtesy of STARTRANS by Supreme and does not represent a State of Michigan specified bus.

Model – HD Senator

Manufacturer – STARTRANS by Supreme — Goshen, Indiana

Vendor – Midwest Transit Equipment, Inc. – Eaton Rapids, Michigan

Contract #: 591B9200189

From May 12, 2009 to May 11, 2011

STATE OF MICHIGAN



**Bureau of Passenger Transportation
Bus Acquisition and Intercity Transportation Section**

TABLE OF CONTENTS

I. MiDEAL Purchasing Program Guidelines (Vehicles).....	3
Transit Agency Checklist.....	7
II. State Contract Terms and Conditions	10
III. Specifications	11
IV. ORDERING AND SERVICE INFORMATION	12
V. Purchase Order Information	13
Medium Duty Bus Floor Plans.....	14
BUS COLOR SHEET	16
BUS TITLE AND DELIVERY INFORMATION.....	17
VI. Post Delivery Audit Worksheets.....	20

I. MiDEAL Purchasing Program Guidelines (Vehicles)

Purpose

Provide guidelines for public transit agencies purchasing public transit vehicles through the State of Michigan's MiDEAL Purchasing Program (Extended Purchase).

Information

1. These guidelines provide transit agencies with information for the procurement of public transit vehicles contracted by the State of Michigan at the same prices, terms and conditions as state agencies. Membership requirements for this program have been waived for vehicle procurement only.
2. Transit agencies will make vehicle purchases under State contracts for public use only. Vehicle purchases through this program for personal use or consumption by any individual, public employee, or official are prohibited. Transit agencies are prohibited from making purchases through State contracts and subsequently reselling the vehicles prior to the expiration of the vehicle's useful life to someone not eligible to participate in the program, including private companies.
3. All vehicles delivered under contracts awarded by the State should be inspected immediately by the transit agency for compliance with State contract specifications. Transit agencies should not accept vehicles which do not comply with the standard State contract terms/conditions and vehicle specifications.
4. Vehicles and/or equipment defects/problems, whether in warranty or not, should be called to the immediate attention of the vendor and MDOT.
5. State contracts may not be used as a price umbrella or mechanism to manipulate price. Attempts to manipulate price are detrimental to the integrity of the MiDEAL Purchasing Program and are in violation of sound purchasing practices.
6. When the transit agency receives an executed MDOT project authorization/local contract with the link to the procurement packet, they may proceed with the purchase of vehicles through the State of Michigan MiDEAL Purchasing Program.
7. The eligible costs in the MDOT project authorization/local contract includes the total cost of the vehicle and documented administrative expenses (inspection costs, costs associated with the billing/vendor payment process, etc.) attributed to the purchase of the vehicle(s). These administrative expenses may be up to one percent of the total cost of each vehicle.

8. The transit agency will be responsible for paying any additional cost for the vehicle(s) in excess of the eligible costs in the MDOT project authorization/local contract. The transit agency is not entitled to excess funds from the contract when the cost is less than the MDOT project authorization/local contract amount.
9. MDOT project authorization /local contract amendments and/or budget adjustments must be requested in writing to your MDOT project manager.
10. Nonurban and urban transit agencies that are not self-certified shall designate the State of Michigan Department of Transportation; Bureau of Passenger Transportation (BPT); 425 W. Ottawa; Lansing, Michigan, 48933, as the “First-Secured Party” on all vehicles purchased from state administered grants.
11. The costs for additional vehicle equipment options which are not listed on the “New Vehicle Order Form,” in this procurement packet, are not eligible for state/federal reimbursement. Local funds may be used to purchase these additional options; however, local procurement requirements should be followed.

Procedure

1. Transit agencies desiring to purchase via the State of Michigan’s MiDEAL Purchasing Program will indicate their intent on their annual application and/or during the vehicle verification process. Written authorization to proceed with the purchase, including a link to the *MiDEAL Purchasing Program Vehicle Procurement Packet*, will be mailed with the MDOT project authorization/local contract.

If a transit agency decides to purchase vehicles locally after the annual application and vehicle verification process, they must request in writing, to their **MDOT project manager prior to the procurement**. This request should include the following:

- a. The type of vehicle(s) including size and options.
- b. The state/local contract number and estimated price.
- c. If a procurement agent, other than the requesting transit agency purchases the vehicle(s), their name, address, and telephone number must be provided.

MDOT project manager reviews the request. If approved, **MDOT project manager** will provide the transit agency with an authorization letter to procure the vehicle(s) and a link to the *Guidelines for Local Vehicle Purchase for State Administered Grants*. The transit agency will proceed with the procurement following these local purchase guidelines. Failure to obtain approval for a local procurement may make the purchase ineligible for reimbursement.

2. Upon receipt of written MDOT authorization letter, the transit agency may order the vehicle from the vendor.
3. MDOT will provide periodic online vehicle inspections, at the manufacturing facility, throughout the life of each vehicle contract to assure compliance with state specifications. Transit agencies also have the option of performing an online inspection of their vehicle(s) at the plant during the manufacturing process. This online inspection should be arranged through the vendor.

4. Transit agencies will be responsible for final inspection and acceptance of the vehicle(s). The final inspection and acceptance can be performed by the transit agency or a contracted inspector hired by the transit agency. Transit agencies should not accept vehicles which do not comply with the standard State contract terms/conditions and vehicle specifications. The transit agency and vendor will mutually agree on the final inspection site. However, the final inspection of vehicles should occur in Michigan.
5. Prior to requesting payment, transit agencies must enter the vehicle(s) into the agency's PTMS inventory.
6. After acceptance of the vehicle(s), the transit agency will forward the following information to their **MDOT project manager** requesting payment:
 - a. For nonurban and urban transit agencies that are not self-certified:
 - i. The transit agency must provide a cover letter requesting reimbursement for any eligible project costs. The cover letter will include the agreement and project authorization numbers, the payment request number, identification of the payment as a partial payment or a final payment, the amount to be reimbursed, a statement that the vehicle was purchased off the MiDEAL purchasing program, and if applicable, the third-party contract number. If the request is for reimbursement for (a) replacement vehicle(s), the transit agency will include in the cover letter the identification number(s) of the vehicle(s) to be replaced.
 - ii. Copy of the vendor's invoice. The vendor's invoice shall have sufficient detail and include:
 - State Contract (eligible for reimbursement)
 - (1) Quantity of buses, vehicle information/seating (ie. 11+1 passenger with front passive lift)/unit cost.
 - (2) State contract options quantity/description/unit cost.
 - Additional options not included in state contract (not eligible for reimbursement)
 - (1) Quantity/description/unit cost.
 - iii. Completed Copy of Vendor's Vehicle acceptance form(s). This form acknowledges the transit agency's receipt and acceptance of the vehicle(s).
 - iv. Copy of application for Michigan Title (Form RD108 or TR-11L) processed by the Secretary of State or copy of the vehicle title.
 - v. Completed Post-delivery audit (final inspection) worksheets.
 - b. For urban transit agencies
 - i. The transit agency must provide a cover letter requesting reimbursement for any eligible project costs. The cover letter will include the agreement and project authorization numbers, the payment request number, identification of the payment as a partial payment or a final payment, the amount to be reimbursed, a statement that the vehicle was purchased off the MiDEAL purchasing program, and if applicable, the third-party contract number. If the request is for reimbursement for (a) replacement vehicle(s), the transit agency will include in the cover letter the identification number(s) of the vehicle(s) to be replaced.
 - ii. Copy of the vendor's invoice.
 - iii. Copy or application for Michigan Title (Form RD108 or TR-11L) processed by the Secretary of State or copy of the vehicle title.

- iv. Vehicles must be entered into the transit agency's PTMS inventory prior to requesting payment.

MiDEAL Purchase Program

Transit Agency Checklist

- _____ A. Receive copy of:
 - _____ 1. Fully executed MDOT project authorization/local contract along with authorization letter to purchase vehicles. (Go to step B.)

OR

- _____ 2. If MDOT project authorization/local contract was executed and the transit agency had elected to do a MiDEAL purchase and now prefers to do a local purchase then the transit agency must:
 - _____ a. Request this change in writing from their **MDOT project manager**. This request must include:
 - _____ i. Type of vehicle(s) including size and options.
 - _____ ii. The state/local contract number and estimated price.
 - _____ iii. If a procurement agent, other than the requesting transit agency, purchases the vehicle(s), their name, address, and telephone number must be provided.
 - _____ b. Receive authorization letter to procure the vehicle(s) locally that includes a link to the *Guidelines for Local Vehicle Purchase for State Administered Grants* from **MDOT project manager**. (Proceed with the procurement following local purchase guidelines).
- _____ B. Issue purchase order for the vehicle(s) to the vendor.
- _____ C. Vehicle delivery and acceptance.
 - _____ 1. Vendor notifies the transit agency that the vehicle is ready for delivery. The transit agency and vendor agree on new vehicle delivery site (may be at the transit agency, vendor's facility or any other mutually agreeable site).
 - _____ 2. Transit agency performs Post Delivery Audit (Final Inspection) which includes:
 - _____ a. Bus Inspection/Road Test Checklist.
 - _____ b. Inspection Write-up.

_____ i. If the vehicle(s) is acceptable, sign vendor's vehicle acceptance form.

OR

_____ ii. If vehicle is NOT acceptable send vehicle back to vendor for repair of deficiencies. **DO NOT SIGN THE ACCEPTANCE FORM.**

_____ D. Enter Vehicle(s) into transit agency's PTMS inventory.

_____ E. Payment Request:

_____ 1. Nonurban and urban transit agencies that are not self-certified must submit the following documents to **MDOT project manager** requesting payment:

_____ a. The transit agency must provide a cover letter requesting reimbursement for any eligible project costs. The cover letter will include the agreement and project authorization numbers, the payment request number, identification of the payment as a partial payment or a final payment, the amount to be reimbursed, a statement that the vehicle was purchased off the MiDEAL purchasing program, and if applicable, the third-party contract number. If the request is for reimbursement for (a) replacement vehicle(s), the transit agency will include in the cover letter the identification number(s) of the vehicle(s) to be replaced.

_____ b. Copy of the vendor's invoice. The vendor's invoice shall have sufficient detail and include:

State Contract (eligible for reimbursement)

(1) Quantity of buses, vehicle information/seating (ie. 11+1 passenger with front passive lift)/unit cost.

(2) State contract options quantity/description/unit cost.

Additional options not included in state contract (not eligible for reimbursement)

(1) Quantity/description/unit cost.

_____ c. Copy of the vendor's vehicle acceptance form. This form acknowledges the transit agency's receipt and acceptance of the vehicle(s).

_____ d. Copy of the application for Michigan Title (Form RD108 or TR-11L) processed by the Secretary of State showing MDOT as first-secured party or copy of vehicle title.

_____ e. Completed post-delivery audit (Final Inspection) worksheets.

_____ i. Bus Inspection/Road Test Checklist.

_____ ii. Inspection Write-up.

- _____ 2. Urban transit agencies must submit the following documents to their **MDOT project manager** requesting payment:
 - _____ a. The transit agency must provide a cover letter requesting reimbursement for any eligible project costs. The cover letter will include the agreement and project authorization numbers, the payment request number, identification of the payment as a partial payment or a final payment, the amount to be reimbursed, a statement that the vehicle was purchased off the MiDEAL purchasing program, and if applicable, the third-party contract number. If the request is for reimbursement for (a) replacement vehicle(s), the transit agency will include in the cover letter the identification number(s) of the vehicle(s) to be replaced.
 - _____ b. Copy of the vendor's invoice.
 - _____ c. Copy of application for Michigan Title (Form RD108 or TR-11L) processed by the Secretary of State or copy of vehicle title.
- _____F. Receive payment from MDOT and pay vendor for the vehicle(s).

II. State Contract Terms and Conditions

You may access State Contract Terms and Conditions at the following web address:

http://www.michigan.gov/mdot/0,1607,7-151-9625_21607-34189--,00.html

Then under Midwest Transit Equipment MiDEAL Contract, *click* on the contract components and appendices links.

III. Specifications

You may access State Specifications at the following web address:

http://www.michigan.gov/mdot/0,1607,7-151-9625_21607-34189--,00.html

Then Under Medium Duty Bus *click on* “Specification”

IV. ORDERING AND SERVICE INFORMATION

**Medium Duty Bus
24 & 28 Passenger Non-lift - Lift buses with Alternate Seating
(26 & 29 Foot Buses, Respectively)
Steel Cage Bus
HD Senator by STARTRANS**

Contract #: 591B9200189, Expiration Date: 5/11/2011

Vendor: Midwest Transit Equipment, Inc.

Order Contact: Tom Boldwin
Commercial Bus Sales Manager
Midwest Transit Equipment Inc. of MI
2080 S. Michigan Rd.
Eaton Rapids, MI 48827
(800) 933-2412 Extension 1423
Fax: (815) 933-3966
E-mail: tom.boldwin@midwesttransit.com

Service Contact: Tim Chamness
Operations Manager
Midwest Transit Equipment Inc. of MI
2080 S. Michigan Rd.
Eaton Rapids, MI 48827
(800) 933-2412 Extension 1276
Fax: (517) 663-6539
E-mail: tim.chamness@midwesttransit.com

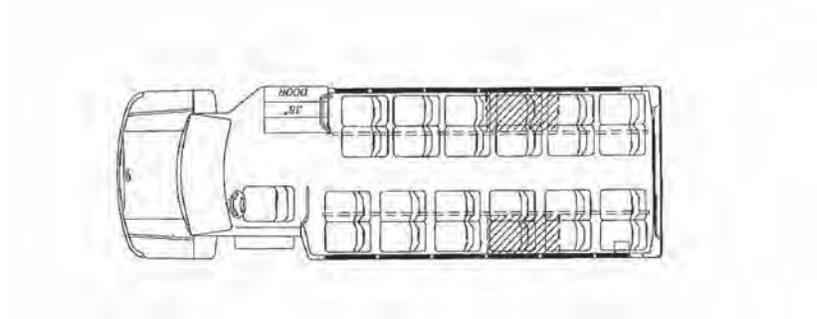
Manufacturer: STARTRANS by Supreme
2592 E. Kercher Rd.
Goshen, IN 46528
(877) 258-1391
Fax: (574) 642-4108
<http://www.StartransBus.com>

MDOT Contact: Michael Frezell
Bureau of Passenger Transportation
425 West Ottawa Street
P.O. Box 30050
Lansing, Michigan 48913
(517) 335-0904
Fax: (517) 373-7997
E-mail: frezellm@michigan.gov

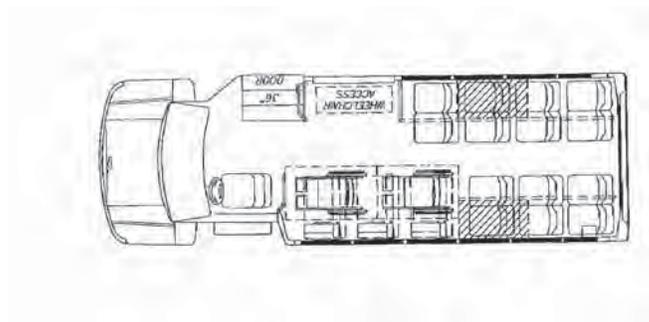
V. Purchase Order Information

**Medium Duty Bus Floor Plans
Bus Color Sheet
Bus Title and Delivery Information
New Vehicle Order Form**

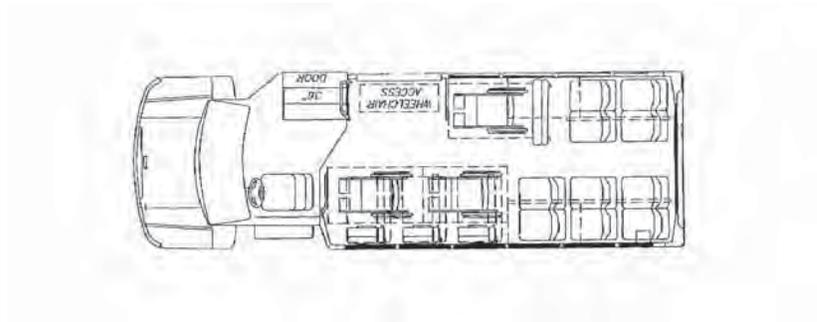
Medium Duty Bus Floor Plans
26 Foot Diesel Only



24 Passenger Bus w/o Lift

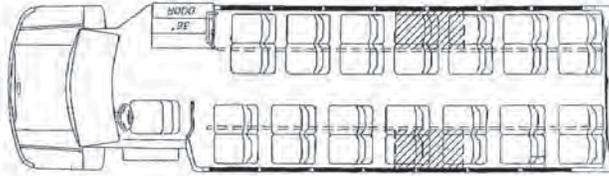


14+2 Passenger Bus with Active Lift

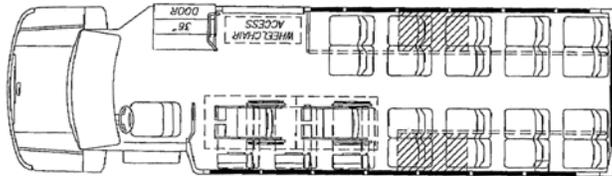


10+3 Passenger Bus with Active Lift

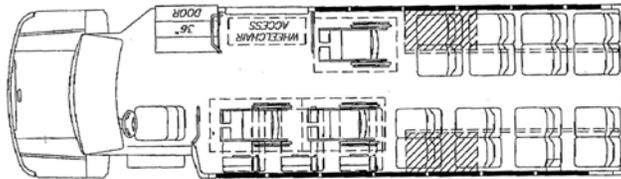
29 Foot Diesel Only



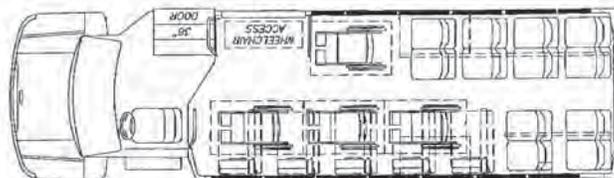
28 Passenger Bus w/o Lift



18+2 Passenger Bus with Active Lift

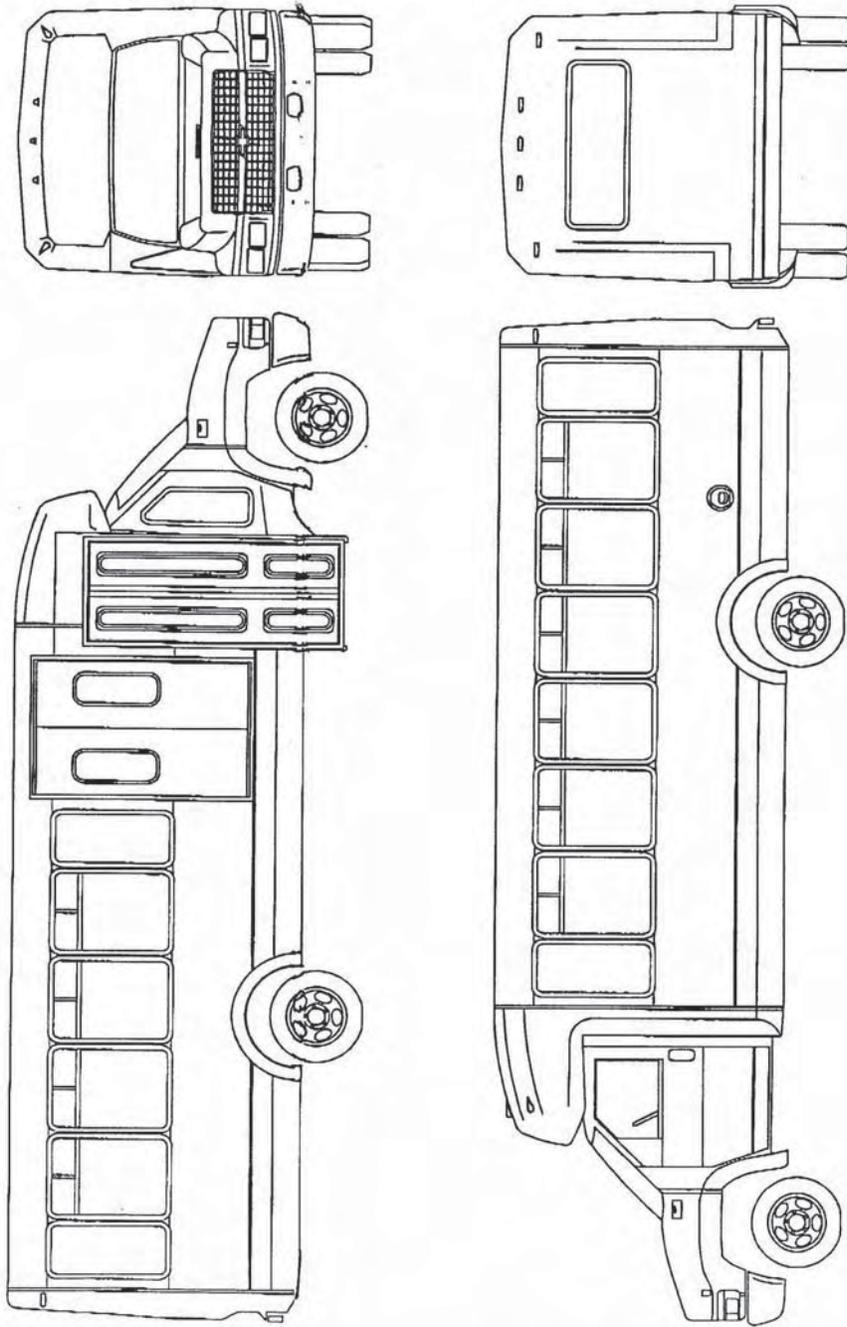


16+3 Passenger Bus with Active Lift



12+4 Passenger Bus with Active Lift

BUS COLOR SHEET



BUS TITLE AND DELIVERY INFORMATION

DATE _____

TRANSIT AGENCY _____

CONTRACT NO. _____ FED I.D. # _____

TITLE INFORMATION

Name of City, County, or Agency

Street Address (Post Office Box Not Acceptable)

City

Zip Code

DELIVERY ADDRESS

Name of Operating Transit Agency

Street Address (Post Office Box Not Acceptable)

City

Zip Code

County

Contact Person

Telephone Number

NEW VEHICLE ORDER FORM – PAGE 1
Medium Duty 24 & 28 Passenger Non-lift - Lift buses with Alternate Seating
(26 & 29 Foot Buses, Respectively)
10 Years/350,000 Miles

I.

Transit Agency

Name: _____

Contact Name: _____

Phone Number: _____ **E-mail:** _____

II. Contract and Funding Information

Program _____ Body Manufacturer: **STARTRANS by Supreme**

Agency Contract # _____ Vendor Contract #: **591B9200189**

Vendor Name: **Midwest Transit Equipment, Inc.**

III. Vehicle Information/Seating

Chassis Manufacturer: Chevrolet C5500

Body Type: Steel cage with combination of fiberglass reinforced plastic and aluminum exterior panels

Group A-G: Passenger seats with Vinyl seat covers

<u>Qty</u>	<u>Capacity</u>	<u>Unit Price</u>	<u>Total</u>
_____ Ea	A. 26 ft - 24 Passenger bus without lift	\$ <u>80,866.00</u>	\$ _____
_____ Ea	B. 26 ft - 14+2 Passenger bus with lift	\$ <u>85,205.00</u>	\$ _____
_____ Ea	C. 26 ft - 10+3 Passenger bus with lift	\$ <u>85,833.00</u>	\$ _____
_____ Ea	D. 29 ft - 28 Passenger bus without lift	\$ <u>82,473.00</u>	\$ _____
_____ Ea	E. 29 ft - 18+2 Passenger bus with lift	\$ <u>86,377.00</u>	\$ _____
_____ Ea	F. 29 ft - 16+3 Passenger bus with lift	\$ <u>87,695.00</u>	\$ _____
_____ Ea	G. 29 ft - 12+4 Passenger bus with lift	\$ <u>88,446.00</u>	\$ _____

Group H-N: Passenger seats with Fabric seat covers

<u>Qty</u>	<u>Capacity</u>	<u>Unit Price</u>	<u>Total</u>
_____ Ea	H. 26 ft - 24 Passenger bus without lift	\$ <u>81,154.00</u>	\$ _____
_____ Ea	I. 26 ft - 14+2 Passenger bus with lift	\$ <u>85,445.00</u>	\$ _____
_____ Ea	J. 26 ft - 10+3 Passenger bus with lift	\$ <u>85,949.00</u>	\$ _____
_____ Ea	K. 29 ft - 28 Passenger bus without lift	\$ <u>82,695.00</u>	\$ _____
_____ Ea	L. 29 ft - 18+2 Passenger bus with lift	\$ <u>86,665.00</u>	\$ _____
_____ Ea	M. 29 ft - 16+3 Passenger bus with lift	\$ <u>87,983.00</u>	\$ _____
_____ Ea	N. 29 ft - 12+4 Passenger bus with lift	\$ <u>88,734.00</u>	\$ _____

Subtotal \$ _____

Vehicle Colors:

Base _____ Stripe _____

Top _____ Width _____

Seating:

Color (Tan or Gray) _____ Flooring: Color (Tan or Gray) _____

Comments:

Options – Alternate Quote Prices on Page 2



NEW VEHICLE ORDER FORM - PAGE 2

IV. Options – Alternate Quote Prices

<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Total</u>
_____ Ea	1a. Air conditioning, Split unit 26 foot – Carrier AC71K3	\$ <u>5,312.00</u>	\$ _____
_____ Ea	1b. Air conditioning, Split unit 29 foot - Carrier AC71K3	\$ <u>5,312.00</u>	\$ _____
_____ Ea	1c. Rooftop AC with heat, 26 foot – Carrier C430MAXH	\$ <u>9,274.00</u>	\$ _____
_____ Ea	1d. Rooftop AC with heat, 29 foot - Carrier C430MAXH	\$ <u>9,274.00</u>	\$ _____
_____ Ea	2. Destination Sign – Luminator Vista front and side	\$ <u>3,850.00</u>	\$ _____
_____ Ea	3. Ceiling Handrails	\$ <u>240.00</u>	\$ _____
_____ Ea	4. Donation box in lieu of standard farebox (deduct) - Main	\$ <u>(500.00)</u>	\$ _____
_____ Ea	5. Farebox electrical prep only - less standard farebox (deduct)	\$ <u>(715.00)</u>	\$ _____
_____ Ea	6. Limited Slip Differential – Chevrolet G80 OEM	\$ <u>600.00</u>	\$ _____
_____ Ea	7. Rear emergency exit window (deduct)	\$ <u>(310.00)</u>	\$ _____
_____ Ea	8a. Paint – One strip	\$ <u>225.00</u>	\$ _____
_____ Ea	8b. Paint – Roof second color	\$ <u>550.00</u>	\$ _____
_____ Ea	8c. Paint – Different full body	\$ <u>2,000.00</u>	\$ _____
_____ Ea	9. Type II Lift, Passive (Platform) – Braun Millennium 2	\$ <u>165.00</u>	\$ _____
_____ Ea	10. Folding platform passive lift – Braun Vista 2	\$ <u>165.00</u>	\$ _____
_____ Ea	11. Two-way radio prep package	\$ <u>315.00</u>	\$ _____
_____ Ea	12. Shear Spring Front Suspension – MOR/Ryde	\$ <u>965.00</u>	\$ _____
_____ Ea	13. Air Ride Rear Suspension – Chevrolet OEM	\$ <u>4,900.00</u>	\$ _____
_____ Ea	14. Smooth anti-slip flooring- Altro Transflor	\$ <u>350.00</u>	\$ _____
_____ Ea	15. Entrance stepwell heater – Warm Welcome	\$ <u>135.00</u>	\$ _____
_____ Ea	16. Electric Driveline Brake (retarder) - Telma	\$ <u>5,800.00</u>	\$ _____
_____ Ea	17. Mirrors Heated Remote Control (remote standard)	\$ <u>STD</u>	\$ <u>STD</u>
_____ Ea	18a. Radio – AM/FM/CD w/speakers (2)	\$ <u>325.00</u>	\$ _____
_____ Ea	18b. Radio – PA/AM/FM/CD w/speakers (2)	\$ <u>500.00</u>	\$ _____
_____ Ea	18c. Public Address System Only	\$ <u>375.00</u>	\$ _____
_____ Ea	18d. Extra Speakers (total of four)	\$ <u>50.00</u>	\$ _____
_____ Ea	19a. Restraint – Q’Straint Pocket System – Per Location	\$ <u>525.00</u>	\$ _____
_____ Ea	19b. Restraint – Additional Systems	\$ <u>500.00</u>	\$ _____
_____ Ea	19c. Restraint - Q’Straint Storage Under Foldaway Seat Wheelchair Position	\$ <u>40.00</u>	\$ _____
_____ Ea	20. Extend Bus Body & Chassis (32 ft bus/246” wheelbase)	\$ <u>2905.00</u>	\$ _____
_____ Ea	*21a. Seating – Forward Facing Standard Double Seat	\$ <u>220.00</u>	\$ _____
_____ Ea	*21b. Seating – Forward Facing Double Fold-A-Way	\$ <u>790.00</u>	\$ _____
_____ Ea	*21c. Seating – Freedman Double w/Single ICS	\$ <u>575.00</u>	\$ _____
_____ Ea	*21d. Seating – Freedman Double w/Two ICS (38” wide)	\$ <u>815.00</u>	\$ _____
_____ Ea	*21e. Seating – Cloth Seat Covers per Passenger	\$ <u>15.00</u>	\$ _____
_____ Ea	*21f. Seating – Seatbelts per passenger	\$ <u>35.00</u>	\$ _____
_____ Ea	*21g. Seating – Grab Handles	\$ <u>25.00</u>	\$ _____
		Options Subtotal	\$ _____
		Page 1 Subtotal	\$ _____
		TOTAL	\$ _____

V. Authorized Signature:

Date:

VI. Notes:

***Seating Options – Seating is included on the base state bus.** Add optional seating only to the extended bus to achieve desired seating plans.

VI. Post Delivery Audit Worksheets

**Bus Inspection/Road Test Checklist
Bus Inspection Write-Up**

