

MiDEAL Purchasing Program
VEHICLE PROCUREMENT PACKET
FOR
SMALL BUSES

7 years/200,000 miles

18 Passenger Non-lift buses - Lift buses with Alternate Seating
Steel cage with combination of fiberglass reinforced plastic and steel exterior panels



Photo courtesy of Coach & Equipment Manufacturing Corp. and does not represent a State of Michigan specified bus.

Model – Phoenix

Manufacturer – Coach & Equipment Manufacturing Corp. – Penn Yan, New York

Vendor – Shepard Bros., Inc. – Cincinnati, Ohio

Contract #: 071B9200172

From March 10, 2009 to March 9, 2011

STATE OF MICHIGAN



Bureau of Passenger Transportation
Bus Acquisition and Intercity Transportation Section

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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:

1. _____ 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:
 - 2. _____ 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.
 - 3. _____ 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 Small Bus *click on* “Shepard Bros./Coach & Equipment Contract”

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 Small Bus *click on* “Specifications”

IV. ORDERING AND SERVICE INFORMATION

Small Buses

**18 Passenger Non-lift bus – Lift bus with Alternate Seating
Steel Cage Frame with
Combination of Fiberglass Reinforced Plastic (FRP) and Steel Body Panels.**

Phoenix by Coach & Equipment

Contract #: 071B9200172, Expiration Date: 3/9/2011

Vendor: Shepard Brothers, Inc.

Order Contact: Jim Adams, Midwest Sales Manager
942 Surrey Way
Cincinnati, Ohio 45245
(513) 752-1311 or (513) 464-7707
Fax: (513) 752-4992
E-mail: jadams04@fuse.net

Bus Delivery Coordination: Barb Palese
20 Eastern Blvd.
Canandaigua, NY 14424
(585) 396-2690
Fax: (585) 396-1323
E-mail: bpalese@shepardbrosinc.com

Service and Technical Support: Terry Palese
20 Eastern Blvd.,
Canandaigua, NY 14424
(585) 396-2690
Fax: (585) 396-1323
E-mail: tpalese@shepardbrosinc.com

Payments, Billings, Invoices:

Robin Myers
20 Eastern Blvd.
Canandaigua, NY 14424
(585) 394-1000
Fax: (585) 394-6482
E-mail: rmyers@shepardford.com

Manufacturer:

Coach & Equipment Manufacturing Corp.
P.O. Box 36
130 Horizon Park Dr.
Penn Yan, New York 14527
(315) 536-2321 or 1-800-724-8464
Fax: (785) 823-9471

Warranty and Service:

Mike Hanna, Service Manager
(315) 536-2321 or 1-800-724-8464
E-mail: mhanna@coachandequipment.com

Parts:

Carli Allen
(315) 536-2321 or 1-800-724-8464
E-mail: callen@coachandequipment.com

Management and Production:

Bryan Hickman, President
(315) 536-2321 or 1-800-724-8464
E-mail: bryan.hickman@coach-equipment.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

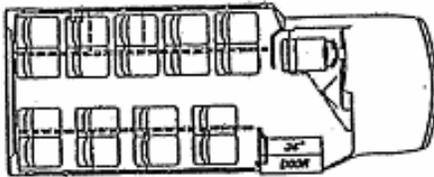
Small Bus Floor Plans

Bus Color Sheet

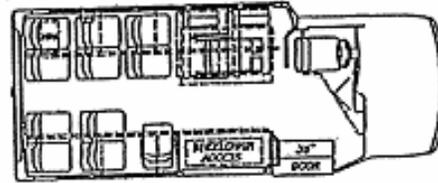
Bus Title and Delivery Information

New Vehicle Order Form

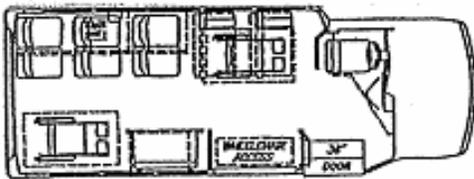
SMALL BUS FLOOR PLANS



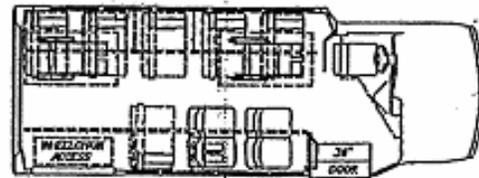
A. 18 Passenger Bus Without Lift



B. 11+1 Passenger Bus With Lift Forward of Rear Axle

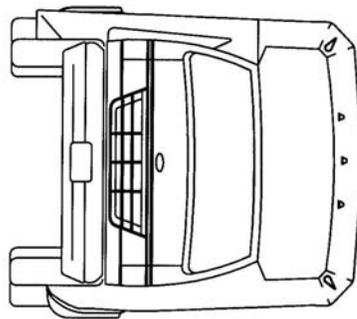
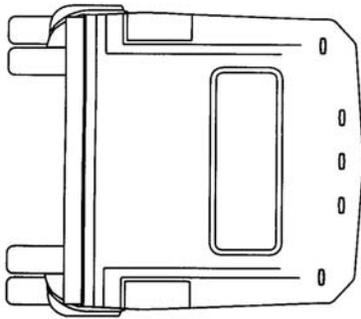
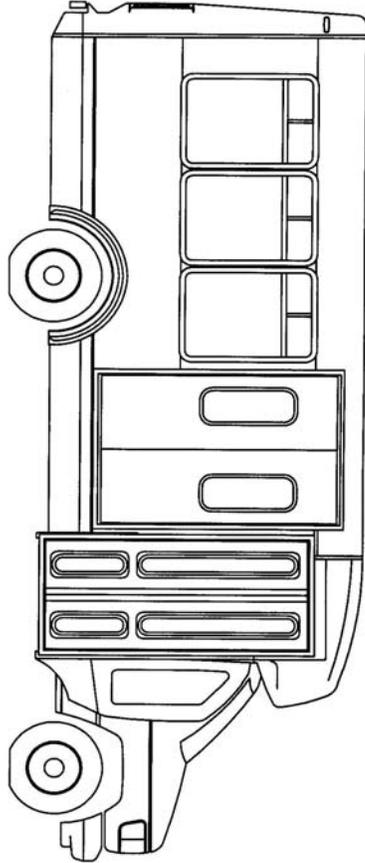
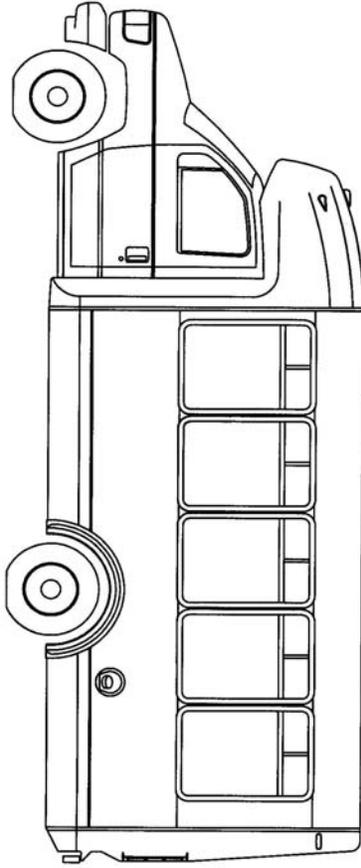


C. 8+2 Passenger Bus With Lift Forward of Rear Axle



D. 4+2 Passenger Bus With Lift Behind Rear Axle

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

Small Bus 18 Passenger Nonlift Bus

Lift Bus with Alternate Seating

7 Years/200,000 Miles

I.

Transit Agency Name: _____

Contact Name: _____

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

II. Contract and Funding Information

Program _____ Body Manufacturer: **Coach & Equip. Manufacturing Corp.**

Agency Contract # _____ Vendor Contract #: **071B9200172**

Vendor Name: **Shepard Bros., Inc.**

III. Vehicle Information/Seating

Chassis Manufacturer: Ford E450 SD

Body: Steel cage with combination of fiberglass reinforced plastic and 18 gauge steel exterior panels

Group A-D: Passenger seats with Vinyl seat covers

<u>Qty</u>	<u>Capacity</u>	<u>Unit Price</u>	<u>Total</u>
_____ Ea	A. 18 Passenger bus without lift	\$ <u>43,694.71</u>	\$ _____
_____ Ea	B. 11+1 Passenger bus with front passive lift	\$ <u>47,198.67</u>	\$ _____
_____ Ea	C. 8+2 Passenger bus with front passive lift	\$ <u>46,997.53</u>	\$ _____
_____ Ea	D. 4+2 Passenger bus with rear passive lift	\$ <u>48,512.39</u>	\$ _____

Group E-H: Passenger seats with Fabric seat covers

<u>Qty</u>	<u>Capacity</u>	<u>Unit Price</u>	<u>Total</u>
_____ Ea	E. 18 Passenger bus without lift	\$ <u>43,940.68</u>	\$ _____
_____ Ea	F. 11+1 Passenger bus with front passive lift	\$ <u>47,405.22</u>	\$ _____
_____ Ea	G. 8+2 Passenger with front passive lift	\$ <u>47,163.80</u>	\$ _____
_____ Ea	H. 4+2 Passenger bus with rear passive lift	\$ <u>48,731.79</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

<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Total</u>
_____ Ea	1a. Air conditioning system skirt mount	\$ <u>5,808.15</u>	\$ _____
_____ Ea	1b. Air conditioning roof mount	\$ <u>6,594.87</u>	\$ _____
_____ Ea	2. Manual entrance door (deduct)	\$ <u>(633.88)</u>	\$ _____
_____ Ea	3. Diesel engine 6.0, minimum (available until Dec 2009)	\$ <u>7,735.12</u>	\$ _____
_____ Ea	4a. Auxiliary air heater system-gas	\$ <u>2,239.64</u>	\$ _____
_____ Ea	4b. Auxiliary air heater system-diesel	\$ <u>2,239.64</u>	\$ _____
_____ Ea	5. Power seat base for driver's seat	\$ <u>374.00</u>	\$ _____
_____ Ea	6. Destination Sign	\$ <u>3,030.94</u>	\$ _____
_____ Ea	7. Ceiling Handrails	\$ <u>327.96</u>	\$ _____
_____ Ea	8. Donation box	\$ <u>(650.02)</u>	\$ _____
_____ Ea	9. Farebox electrical prep	\$ <u>31.43</u>	\$ _____
_____ Ea	10. Rear emergency exit window	\$ <u>(450.34)</u>	\$ _____
_____ Ea	11a. Paint – One strip	\$ <u>310.24</u>	\$ _____
_____ Ea	11b. Paint – Roof second color	\$ <u>603.21</u>	\$ _____
_____ Ea	11c. Paint – Different full body	\$ <u>2,321.64</u>	\$ _____
_____ Ea	12. Folding platform passive lift	\$ <u>233.88</u>	\$ _____
_____ Ea	13. Rear five place passenger seat	\$ <u>321.04</u>	\$ _____
_____ Ea	14. Two-way radio prep package	\$ <u>208.69</u>	\$ _____
_____ Ea	15. Smooth anti-slip flooring	\$ <u>455.66</u>	\$ _____
_____ Ea	16. Entrance stepwell heater	\$ <u>169.41</u>	\$ _____
_____ Ea	17. Mirrors Heated Remote Control (remote standard)	\$ <u>450.00</u>	\$ _____
_____ Ea	18. Fog Lights	\$ <u>850.00</u>	\$ _____
_____ Ea	19a. Radio – AM/FM/CD w/speakers (2)	\$ <u>600.00</u>	\$ _____
_____ Ea	19b. Radio – PA/AM/FM/CD w/speakers (2)	\$ <u>950.00</u>	\$ _____
_____ Ea	19c. Public Address System Only	\$ <u>900.00</u>	\$ _____
_____ Ea	19d. Extra Speakers (total of four)	\$ <u>200.00</u>	\$ _____
_____ Ea	20. Raised Floor Option (no wheel wells)	\$ <u>950.00</u>	\$ _____
_____ Ea	21a. Restraint – Q'Straint Pocket System – Per Location	\$ <u>385.00</u>	\$ _____
_____ Ea	21b. Restraint – Additional Systems	\$ <u>845.00</u>	\$ _____
_____ Ea	21c. Restraint - Q'Straint Storage Under Foldaway Seat Wheelchair Position	\$ <u>85.00</u>	\$ _____
_____ Ea	22. Driver's Side Running Boards	\$ <u>395.00</u>	\$ _____
_____ Ea	*23. Extended Bus Body & Chassis (176" wheelbase)	\$ <u>\$7,000.00</u>	\$ _____
_____ Ea	**24a. Seating – Forward Facing Standard Double Seat	\$ <u>475.00</u>	\$ _____
_____ Ea	**24b. Seating – Forward Facing Double Fold-A-Way	\$ <u>745.00</u>	\$ _____
_____ Ea	**24c. Seating – Freedman Double w/Single ICS	\$ <u>837.00</u>	\$ _____
_____ Ea	**24d. Seating – Freedman Double w/Two ICS (38" wide)	\$ <u>1,186.00</u>	\$ _____
_____ Ea	**24e. Seating – Cloth Seat Covers per Passenger	\$ <u>27.00</u>	\$ _____
_____ Ea	**24f. Seating – Seatbelts per passenger	\$ <u>63.00</u>	\$ _____
_____ Ea	**24g. Seating – Grab Handles	\$ <u>39.00</u>	\$ _____

Options Subtotal \$ _____

Page 1 Subtotal \$ _____

TOTAL \$ _____

V. Authorized Signature: _____

Date: _____

NEW VEHICLE ORDER FORM - PAGE 3

VI. Notes:

***Extended Bus Body & Chassis Note** - Front lift extended [176" wheelbase] Floor Plan is based on contract price of 8 + 2 Vinyl Bus at \$46,977.53 with the vinyl seating plan consisting of: a) three [3] Standard Double Seats, b) two [2] Double Fold-A-Way Seats, c) one [1] Double w/Single ICS, and d) two wheelchair passenger positions.

Rear lift extended [176" wheelbase] Floor Plan is based on contract price of 4 + 2 Vinyl Bus at \$48,512.39 with the vinyl seating plat consisting of a) one [1] Standard Double Seat, b) six [6] Double Fold-A-Way Seats, c) one [1] Double w/Single ICS, and d) two wheelchair passenger positions.

****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**

