

# **VEHICLE ORDER PACKET**

**FOR**

**STANDARD 7 PASSENGER MINIVAN**

**AND**

**STANDARD 15 PASSENGER VAN**

**STATE OF MICHIGAN**



**Bureau of Passenger Transportation**

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# I. Introduction

## **Purpose**

This packet contains vehicle ordering information and related forms for purchasing from the MiDEAL (Extended) Purchasing Program.

## **Instructions**

1. Please read the *MiDEAL Purchasing Program Guidelines* (available on the MDOT website) before ordering any vehicle. These *Guidelines* provide information, procedures, and a checklist to assist with a vehicle purchase.
2. Contact the dealer under “Ordering and Service Information” (section II) to order a vehicle.
3. After receiving the vehicle, complete the Post Delivery Audit Work Sheets (section III).

## II. Ordering and Service Information

- To order a vehicle, complete the separate New Vehicle Order Form (found on the MDOT State Vehicles & Contracts website under “Minivans” or “Standard Vans”) for the respective vehicle vendor. The form is a Microsoft Excel file and allows agencies to enter data while calculating costs.

### Minivans

<b>Vendor</b>	<b>Bill Snethkamps Lansing Dodge Inc.</b>
<b>Vehicle Type</b>	<b>Standard 7 Pass.</b>
<b>MiDEAL Contract No.</b>	071B1300010
<b>Specification No.</b>	3905-0042
<b>Contract Period</b>	<b>10/1/2010 – 9/30/2015</b>
<b>Funding Sources</b>	100% paid State and Federal except optional equipment purchased outside of the contract.
<b>Order Contact</b>	<b>Anthony Sasso</b> 6131 South Pennsylvania Avenue Lansing, Michigan 48911 (517) 394-1200 Fax: (517) 394-1282 Cell: (517) 490-7095 tsasso@snethkamp.com
<b>Manufacturer</b>	Chrysler Group LLC

### Standard Vans

<b>Vendor</b>	<b>Gorno Ford</b>	<b>Garber Chevrolet</b>	<b>Red Holman Buick GMC</b>
<b>Vehicle Type</b>	<b>Standard 15 Pass. Van</b>	<b>Standard 15 Pass. Van</b>	<b>Standard 15 Pass. Van</b>
<b>MiDEAL Contract No.</b>	071B1300005	071B1300004	071B1300007
<b>Specification No.</b>	3905-40	3905-40	3905-40
<b>Contract Period</b>	<b>10/1/2010 – 9/30/2015</b>	<b>10/1/2010 – 9/30/2015</b>	<b>10/1/2010 – 9/30/2015</b>
<b>Funding Sources</b>	100% paid State and Federal except optional equipment purchased outside of the contract.	100% paid State and Federal except optional equipment purchased outside of the contract.	100% paid State and Federal except optional equipment purchased outside of the contract.
<b>Order Contact</b>	<b>Jim Agney</b> 22025 Allen Rd. Woodhaven, MI 48183 (734) 671-4033 jagney@gornoford.com	<b>Brian Strong</b> 1700 N. Saginaw Rd. Midland, MI 48640 (989) 839-8980 bstrong@garberchevrolet.com	<b>Albert Li</b> 35100 Ford Rd. Westland, MI 48185 (734) 713-1065 aclixx@hotmail.com
<b>Manufacturer</b>	Ford Motor Company	General Motors	General Motors

### State of Michigan Contacts

<b>Department of Technology, Management and Budget (MiDEAL Program)</b>	<b>Laura Gyorkos</b> Purchasing Operations (517) 373-1455 E-mail: GyorkosL@michigan.gov	
<b>MDOT</b>	<b>Michael Frezell</b> Bureau of Passenger Transportation (517) 335-0904 Fax: (517) 373-7997 E-mail: frezellm@michigan.gov	<b>Rob Pearson</b> Bureau of Passenger Transportation (517) 335-2572 Fax: (517) 373-7997 E-mail: Pearsonr1@michigan.gov



### III. Equipment Options

**Information:** Certain MiDEAL vehicle equipment options are available based on Kelly Blue Book invoice prices. These equipment options qualify for 100% reimbursement from state/federal funding. The Kelly Blue Book invoice prices only apply to standard cars, trucks, vans, and SUV's and not MDOT specified buses and mobility vans. The costs for additional vehicle equipment options that are not listed on the "New Vehicle Order Forms", purchased outside of the MiDEAL contract or Kelly Blue Book prices 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. Contact your MDOT Project Manager for applicability.
2. Visit Kelley Blue Book's website at <http://www.kbb.com>.
3. Search for the specific vehicle you are purchasing.
4. Select the "price with options" under the "pricing" menu.

The screenshot displays the Kelley Blue Book website interface. The navigation bar includes links for Home, New Cars, Certified Pre-Owned, Used Cars, Research, Reviews & News, Dealers & Inventory, Used Cars For Sale, and Loans & Insurance. The main content area shows the vehicle details for a 2011 Ford E350 Super Duty Passenger 3-door XL Extended Van. The pricing section is highlighted, with the 'Price with Options' link circled in red. The pricing table is as follows:

	Fair Purchase Price	Invoice	MSRP
	33,874.00 (price will update)	31,862.00	34,565.00

Below the pricing table, the invoice details are shown:

	Invoice	MSRP
S3B/721A Extended Van 3D	30,882.00	33,585.00
Destination Charge	980.00	980.00
BASE MODEL PRICE WITH DESTINATION CHARGE	31,862.00	34,565.00

The 'Incentives' section shows a Customer Incentive of 0.9% - 4.9% Financing (Expires 4-4-11) for Models ex in Central Region.

5. Find the equipment option you need and look up the **invoice price**.

2011 Ford E350 Super Duty Passenger 3-door XL Extended Van > [Change Trim](#)

Overview		PRICE WITH OPTIONS		
Pricing:		Fair Purchase Price	Invoice	MSRP
Price with Options		34,324.00 (i) (price will update)	32,244.00 (i)	35,025.00 (i)
Rebates & Incentives		<i>(N/A XLT) (Std w/Interior Upgrade Pkg-18G on XL) (Last Character Refers to Interior Color)</i>		
Resale Value		<input checked="" type="checkbox"/> A* Seats, Vinyl Bucket • XL	N/C	N/C
Cost to Own		<i>(N/A XLT) (Last Character Refers to Interior Color)</i>		
Dealer Price Quote		<i>(Std XL) (Req's Floor Covering-162)</i>		
New Car Inventory		<input type="checkbox"/> 52S Switches, (4) Upfitter	71.00	85.00
Photo Gallery:		<i>(Req's Alternator-63N or 63M)</i>		
Photos		Roof and Glass		
360° Views		<input checked="" type="checkbox"/> 924 Glass, Privacy	382.00	460.00
Videos		<i>(Std w/Livery Pkg-18H &amp; 18J)</i>		
Colors		Lighting and Mirrors		
Specification:		<input type="checkbox"/> 942 Lights, Daytime Running	37.00	45.00
Highlights		<input type="checkbox"/> 54Q Mirrors, Dual Power • XL	100.00	120.00
Technical Specs		<i>(Std XLT) (Req's Door Locks/Windows-903)</i>		
Features		Exterior		
Safety		<input type="checkbox"/> 153 Bracket, Front License Plate	N/C	N/C
Std. Equipment		<input type="checkbox"/> 769 Bumper, Black Rear Step • XL	141.00	170.00
Reviews & Ratings:		<i>(N/A XLT) (N/A w/Exterior Upgrade Pkg-18A) Includes Class I Trailer Tow Pkg &amp; 4-Pin Trailer Adaptor.</i>		
Reviews				
Consumer Ratings				
Consumer Reviews				
Quality Ratings				
Compare Vehicles:				

6. Enter the quantity, item description, and invoice price on the vehicle order form. The form will automatically calculate the total costs.
7. Print a copy of the Kelly Blue Book price with options list and attach it to the order form.
8. **DO NOT** accept any optional equipment prices higher than the Kelly Blue Book invoice price.

### Sample OEM Equipment Options Available for Reimbursement

- Engine Block Heaters
- Upgraded Alternators
- Upgraded and Auxiliary Batteries
- CNG/LPG Preparation Packages
- Daytime Running Lights
- OEM Floor Mats
- Powered and/or Heated Mirrors
- Privacy Glass/Tinted Windows
- Power Windows
- Power Locks/Keyless Entry
- OEM Running Boards
- Snow Plow Preparation Packages (snow plow blades not included)
- Auxiliary Heaters
- Mobility/Transit Preparation Packages

### Sample OEM Equipment Options Not Available for Reimbursement

- XM/Sirius Satellite Radio
- Radio/Stereo Upgrades
- Trailer Towing Packages on Transit Vans
- Navigation Systems
- Certain exterior painting upgrades

## **IV. Post Delivery Audit Worksheets**

### **Standard Minivan and Van Acceptance Checklist/Writeup Inspection Write-Up**









