



**Office of Passenger Transportation**

**Guidelines for State Vehicle Purchasing Program  
Checklist for Purchase**

Revised July 1, 2025

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at [Michigan.gov/MDOT-ADA](https://Michigan.gov/MDOT-ADA).



## Purpose

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

## Information

- A. 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.
- B. 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.
- C. **Federal Contract Clauses:** All applicable federal contract clauses were included and signed by the vendors for all vehicle contracts. Transit agencies do not need to attach federal contract clauses to their purchase orders; however, agencies should include the signed contract clauses in their procurement files. All federal clauses can be found in the respective contracts on the [State Revenue Vehicle Contracts and Revenue Vehicle Procurement](#) webpage.
- D. All vehicles delivered under contracts awarded by the State should be inspected immediately by the transit agency for compliance with State contract specification and within two business days return the inspection form to [MDOT-Vehicle-Procurement@Michigan.gov](mailto:MDOT-Vehicle-Procurement@Michigan.gov). Transit agencies should not accept vehicles which do not comply with the standard State contract terms/conditions and vehicle specifications.
- E. Vehicles and/or equipment defects/problems, whether in warranty or not, should be called to the immediate attention of the vendor and MDOT OPT Vehicle Procurement Analyst.
- F. 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 State Vehicle Purchasing Program and are in violation of sound purchasing practices.
- G. When the transit agency receives an executed MDOT project authorization they may proceed with the purchase of vehicles through the State Vehicle Purchasing Program.
- H. The eligible costs in the MDOT project authorization include the total cost of the vehicle, radios, decals, bike rack, video surveillance systems, and administrative fee as shown on the verification form submitted by the transit agency. The



purchase of other non-specified alternative options must follow MDOT procurement guidelines, and reimbursement will not exceed the price on the State Vehicle Purchasing Program vehicle order form. In addition, documented administrative expenses (inspection costs, costs associated with the billing/vendor payment process, etc.) attributed to the purchase of the vehicle(s) are reimbursable. These administrative expenses may be up to one percent of the total Federal/State cost of each vehicle.

- I. The transit agency will be responsible for paying any additional cost for the vehicle(s) more than the eligible costs in the MDOT project authorization. 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 if the funds are administered for a formula program by MDOT.
- J. MDOT project authorization revisions and/or budget adjustments must be requested in writing to your MDOT project manager.
- K. Rural and urban transit agencies using federal funds administered by MDOT must 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 vehicle titles.
- L. The costs for additional vehicle equipment options that are not listed on the "New Vehicle Order Forms", purchased outside of the State Vehicle Purchasing Program contract are not eligible for state/federal reimbursement. Local funds may be used to purchase these additional options; however, local procurement requirements should be followed.

## Eligibility

All transit agencies listed in [Michigan Transit Agency Listing](#) are eligible to purchase from the State Vehicle Purchasing Program. Only items purchased with 100% local funds are eligible for the [MiDeal Extended Purchasing Program](#) bid by DTMB. Membership requirements and related fees for this program have been waived for vehicle procurement only. Contact your MDOT project manager if your agency is not listed in this directory.

**Ford Fleet Identification Number (FIN):** Ford Motor Company requires government entities to obtain a FIN code to qualify for a special government rate when purchasing a Ford fleet vehicle (car, van, bus, truck, etc.). This FIN code is good for the life of the transit agency or government entity. To apply for a FIN code or verify if your agency has one, please contact Ford Fleet at 1-800-34-FLEET. A memo is attached, to this document, to provide authorization on obtaining a FIN code.



## Procedure

- A. Transit agencies desiring to purchase via the State Vehicle Purchasing Program will indicate their intent on their annual application and/or during the vehicle verification process. The awarded MDOT project authorization will serve as the written authorization to proceed with the purchase.
- B. MDOT will provide periodic onsite vehicle inspections, at the manufacturing facility, throughout the life of each vehicle contract to ensure compliance with state specifications. Transit agencies also have the option of performing an onsite inspection of their vehicle(s) at the plant during the manufacturing process. This onsite inspection should be arranged through the vendor.
- C. 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. Completed inspection forms must be e-mailed to [MDOT-Vehicle-Procurement@michigan.gov](mailto:MDOT-Vehicle-Procurement@michigan.gov) within two business days of delivery of the vehicle(s). 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.
- D. Post-delivery audit shall be completed utilizing attachments A-8 – A-13. The Buy America threshold changed for new grants executed after December 26, 2014, to \$150,000.
- E. Prior to requesting payment, transit agencies must enter the vehicle(s) into the agency's PTIMS inventory.
- F. After acceptance of the vehicle(s), the transit agency will forward all required documentation to their MDOT project manager requesting payment. Please refer to Section VI "State Vehicle Purchasing Program Checklist" under "Payment Request" for required documentation.
- G. PAYMENT NOTE: All payments will be made 30 days from the date MDOT receives a complete payment request submittal. If purchasing vehicles using the State Vehicle Purchasing Program, submit the vehicle payment request including all documents from the [Vehicle Payment Checklist – State Vehicle Purchasing](#) in Project Wise in a timely manner. MDOT will pay the invoice within 30 days of the date the vehicle(s) was accepted by the transit agency if the invoice and all required documentation is received by MDOT within five (5) calendar days of the date the vehicle(s) was accepted.



## State Vehicle Purchasing Program Checklist

	A	<b>Purchase</b>
<input type="checkbox"/>	1.	Agency receives fully executed MDOT project authorization to purchase vehicles.
<input type="checkbox"/>	2.	Complete the <a href="#">New Vehicle Order Form</a> and submit to vendor within 6 months of an awarded authorization. Cost increases to the state contract will not be covered if the vehicle is not ordered within 6 months of award.
<input type="checkbox"/>	3.	Issue a <a href="#">Form 3574 - Vehicle Purchase Specification Certification</a> to the vendor for signature.
	B	<b>Vehicle Delivery and Acceptance</b>
<input type="checkbox"/>		The vendor notifies the transit agency that the vehicle is ready for delivery. The transit agency and vendor agree on a new vehicle delivery site (may be at the transit agency, vendor's facility, or any other mutually agreeable site).
		Transit agency performs final inspection which includes:  Vehicle Inspection/Road Test Checklist found in each respective vehicle area. Forms found under "State Vehicle Contracts and Procurement" website: <a href="https://www.michigan.gov/mdot/travel/mobility/pub-transit/state-vehicle-contracts-and-procurement">https://www.michigan.gov/mdot/travel/mobility/pub-transit/state-vehicle-contracts-and-procurement</a> .  Inspection write-up – Copy to be sent to: <a href="mailto:MDOT-Vehicle-Procurement@Michigan.gov">MDOT-Vehicle-Procurement@Michigan.gov</a> within two business days of delivery.
<input type="checkbox"/>		<a href="#">Completed Post-Delivery Audit Checklists A8, A9, and A13</a>  NOTE: If the total vehicles ordered at one time exceeds \$150,000, the following additional Buy America forms are required to be completed:  Buy America Post-Delivery Audit Checklists <a href="#">A-10</a> , <a href="#">A-11</a> , <a href="#">A-12</a> , and the post-delivery components form showing the percentage of as built (VIN # specific) bus components manufactured in the U.S supplied by the vendor.
<input type="checkbox"/>		Complete <a href="#">Form 3188 - Post-delivery Purchaser's Requirement Certification</a> .



<input type="checkbox"/>		Complete <a href="#">Form 3189 - Post-delivery FVMSS Compliance Certification</a> (verify decal is in place on vehicle).
<input type="checkbox"/>		Complete <a href="#">Form 3574 - Vehicle Purchase Specification Certification</a> .
<input type="checkbox"/>		If the vehicle(s) is acceptable, sign vendor's vehicle acceptance form OR If vehicle(s) is <u>NOT</u> acceptable send vehicle back to vendor for repair of deficiencies. DO NOT SIGN THE ACCEPTANCE FORM.
<input type="checkbox"/>		Enter vehicle(s) into transit agency's PTIMS inventory, including "In-service date" when vehicle is put into service for passenger trips.
	C	Payment Request - Rural and urban transit agencies that <b>receive Federal funds from MDOT</b> must submit the following documents to MDOT project manager requesting payment:
<input type="checkbox"/>	1.	Complete <a href="#">Form 3194 - Project Wise Payment</a> form submitted in Project Wise requesting reimbursement for any including eligible project costs, 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, and if applicable, the replacement vehicle identification number.
<input type="checkbox"/>	3.	Copy of completed MDOT <i>New Vehicle Order Form</i> .
<input type="checkbox"/>	4.	Copy of the vendor's vehicle acceptance form. This form acknowledges the transit agency's receipt and acceptance of the vehicle(s).
<input type="checkbox"/>	5.	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.
<input type="checkbox"/>	6.	Completed <a href="#">Bus Inspection/Road Test Checklist and Inspection Write-up</a> . (From respective vehicle type.)



<input type="checkbox"/>	7.	If applicable, a copy of <a href="#">Completed Buy America Pre-delivery</a> (Attachments A-1 through A-7 MDOT completed forms located on the State Revenue Vehicle Contracts and Revenue Vehicle Procurement website under the corresponding vehicle type link) & <a href="#">Post-delivery audit checklists A8,A9, and A13</a> . <b>Note:</b> If the total vehicles ordered at one time exceeds \$150,000, the following additional Buy America forms are required to be completed: Buy America <a href="#">Post-delivery audit checklists A-10, A-11, A-12</a> , and the post-delivery components form showing the percentage of as-built (VIN number specific) bus components manufactured in the United States, supplied by the vendor.
<input type="checkbox"/>	8.	Pre-delivery & Post-delivery FMVSS certification from vendor.
<input type="checkbox"/>	9.	Completed <a href="#">Form 3574 - Vehicle Purchase Specification Certification</a> .
<input type="checkbox"/>	10.	Completed <a href="#">Form 3187 - Pre-award Purchaser's Requirement Certification</a> previously completed by OPT Vehicle Analyst.
<input type="checkbox"/>	11.	Complete <a href="#">Form 3188 - Post-delivery Purchaser's Requirement Certification</a> .
<input type="checkbox"/>	12.	Complete <a href="#">Form 3189 - Post-delivery FVMSS Compliance Certification</a> ( <i>verify decal is in place on vehicle</i> ).
<input type="checkbox"/>	13.	Receive payment from MDOT and pay vendor for the vehicle(s) WITHIN TEN DAYS OF PAYMENT RECEIPT.
	D	<b>Payment Request</b> - Urban transit agencies that receive <b>Federal funds directly from FTA</b> must submit the following documents to their <b>MDOT project manager</b> requesting payment:



<input type="checkbox"/>	1.	<p>Copy of the vendor's invoice(s), including invoices for radios, decals, bike racks, cameras and required procurement documentation found at <a href="#">MDOT Review of Payment/Compliance</a>.</p> <p>The vendor's invoice shall have sufficient detail and include:</p> <p>State Contract (eligible for reimbursement)</p> <ul style="list-style-type: none"> <li>• Quantity of vehicles, vehicle information/seating (i.e. 11+1 passenger with front passive lift)/unit cost, and equipment options.</li> <li>• State contract options quantity/description/unit cost.</li> </ul> <p>MDOT state vehicle contract number.</p> <p>Additional options not included in state contract (not eligible for reimbursement as shown as Local on the vendor invoice).</p> <p>Quantity/description/unit cost.</p>
<input type="checkbox"/>	2.	Copy of completed MDOT <i>New Vehicle Order Form</i> .
<input type="checkbox"/>	3.	Copy of application for Michigan Title (Form RD108 or TR-11L) processed by the Secretary of State or copy of vehicle title.
<input type="checkbox"/>	4.	Receive payment from MDOT and pay vendor for the vehicle(s) within ten days.



## Authorized Michigan Transit Agency Directory

### [Authorized Michigan Transit Agencies for Purchase on State of Michigan State Vehicle Purchasing Program](#)

March 7, 2019

#### **MEMORANDUM**

RE: MDOT Authorized Entities and State of Michigan – State Bus/Van Purchasing Program Contracts

This serves as formal authorization from the State of Michigan, Department of Management and Budget, Purchasing, for selected entities (see link below) who are eligible to purchase from State of Michigan, State Bus/Van Purchasing Program contracts.

These entities are approved by the Michigan Department of Transportation (MDOT) and are listed in the Guidelines for the State Bus/Van Purchasing Program. Approved entities are listed on the MDOT website included below. This website is updated as entities are approved by MDOT. Please refer to this website to verify eligible participants.

[www.michigan.gov/mdot/travel/mobility/pub-transit/state-vehicle-contracts-and-procurement](http://www.michigan.gov/mdot/travel/mobility/pub-transit/state-vehicle-contracts-and-procurement)

For a list of vehicle/bus contracts that these entities are authorized to purchase from, please refer to the website link below.

[www.michigan.gov/mdot/travel/mobility/pub-transit/state-vehicle-contracts-and-procurement](http://www.michigan.gov/mdot/travel/mobility/pub-transit/state-vehicle-contracts-and-procurement)

MDOT Authorized Entities must first contact Ford Fleet at 1-800-34-FLEET to submit an application for a Ford Government FIN (Fleet Identification Number) Code (referencing their eligibility under the State Bus/Van Purchasing Program) prior to contacting a Ford Dealership.

Typically, these applications are processed by Ford Fleet within two working days.

If you have any questions or need clarification regarding this correspondence, please contact Mary Hanses at (517) 388-4558 or via e-mail at [HansesM@Michigan.gov](mailto:HansesM@Michigan.gov)

Sincerely,

Yvon Dufour

Category Specialist,  
DTMB, Purchasing



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