

VEHICLE PACKET
FOR
MODIFIED MINI-VAN WITH RAMP



STATE OF MICHIGAN



Office of Passenger Transportation

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I. Introduction

Purpose

This packet contains vehicle ordering information and related forms for purchasing from the State Vehicle Purchasing Program.

Instructions

1. Please read the *Guidelines for State Vehicle Purchasing Program* (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 Information” (section II) to order a vehicle.
3. After receiving the vehicle, complete the Post Delivery Audit Work Sheets and MDOT forms 3188 and 3189 (section IV).

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 “**Accessible Passenger Vehicles**”). The form is a Microsoft Excel file and allows agencies to enter data while calculating costs.

Vehicle Type	Minivan with Ramp
Vendor	Mobility Transportation Services
Mini-van State Vehicle Purchasing Program Contract No.	180000000885
Contract Period	09/14/2018 - 09/13/2020
Funding Sources	100% paid State and Federal except optional equipment purchased outside of the contract.
Order Contact	Dave Brown 42000 Koppernick, A3 Canton, MI 48187 (800) 496-4280 Fax: (734) 453-6708 dave@mobilitytrans.com
Manufacturer	Braun

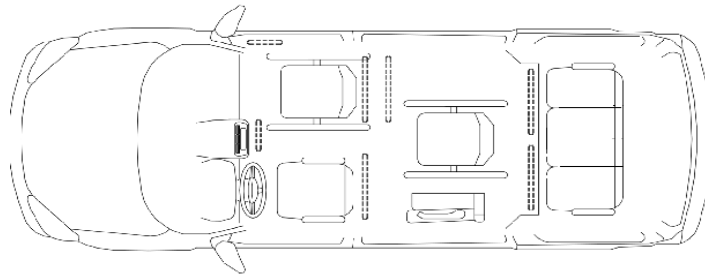
Vehicle Type	Minivan with Ramp
Vendor	Hoekstra Transportation Inc.
Mini-van State Vehicle Purchasing Program Contract No.	180000000886
Contract Period	09/14/2018 - 09/13/2020
Funding Sources	100% paid State and Federal up to low bid price on order form except optional equipment purchased outside of the contract.
Order Contact	Steve Bollin 3741 Roger B. Chaffee Memorial Drive Grand Rapids, MI 49548 (616)389-1130 Fax: (616) 245-7736 SBolin@HoekstraTruck.com
Manufacturer	Eldorado National

State of Michigan Contacts

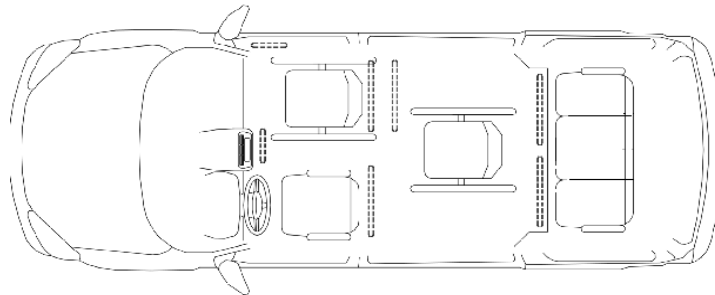
Department of Technology, Management and Budget	Yvon Dufour Purchasing Operations (517) 249-0455 E-mail: DufourY@michigan.gov
MDOT	Jeff Turner Office of Passenger Transportation (517) 335-3282 Fax: (517) 373-7997 E-mail: turnerj3@michigan.gov

III. Accessible Passenger Vehicle Floor Plans

Modified Minivan



3+2 Modified Chassis Vehicle with ramp and one double fold-away seat (vinyl).



3+2 Modified Chassis Vehicle with ramp – vinyl (less double fold- away seat).

**IV. TITLE/DELIVERY INFORMATION AND
POST DELIVERY AUDIT WORKSHEETS**

DATE _____

TRANSIT AGENCY _____

CONTRACT NO. _____ FED I.D. # _____

TITLE INFORMATION	
Name of City, County, or Agency	
Street Address (Post Office Box Not Acceptable)	
First Secured Party (if required)	
Tax I.D. Number	
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	

**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	Bid Certification		
2.1	Vehicle sight inspection		
2.2	Vehicle road 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		

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.

	Post-Delivery
Vehicle Description	
Manufacturer	
Agency Contact Name	
Date	

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 complete by transit agency

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

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

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

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

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

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

Complete MDOT Form 3188 – Post-delivery Purchaser’s Requirements Certification

Complete MDOT Form 3189 – Post-delivery FMVSS Compliance Certification

PDF Forms can be found at:

https://www.michigan.gov/mdot/0,4616,7-151-9625_21607-34189--,00.html

V. Acceptance/Inspection Checklist

Accessible Passenger Vehicle Acceptance/Inspection Checklist can be found on Office of Passenger Transportation web site:

http://www.michigan.gov/mdot/0,4616,7-151-9625_21607_54929-251519--,00.html