

VEHICLE PAYMENT CHECKLIST

(Extended Purchase)

Nonurban and Urban Agencies (When Federal funds are administered by MDOT)

- Enter new bus(s) in PTMS (complete all fields on both “Characteristics” and “Financial” pages)
- Confirm this type of bus is included in the Vehicle Maintenance Plan. If it isn’t in the plan, update the plan and send to your Project Manager for approval.
- Original cover letter/agency invoice requesting payment (include project authorization #, State Vehicle Purchasing Program contract #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- Copy of original signed New Vehicle Order Form from the vehicle order packet
- Copy of itemized vendor invoice (separate State Vehicle Purchasing Program options from added options not included in State Vehicle Purchasing Program specifications)
- If applicable, Kelly Blue Book “price with options list”, from <http://www.kbb.com>, that shows equipment options and invoice price(s)
- Vendor’s Vehicle Acceptance Form (vendor’s form that acknowledges the transit agency’s receipt and acceptance of the bus(s)).
- Copy of a signed/processed Application for Michigan Title (Form RD108) or actual vehicle title naming MDOT as first-secured party
- Post Delivery Audit (Final Inspection) Worksheets – 1. Completed FTA Road Test, 2. Completed Inspection Write Up
- Pre-delivery Audit checklists (A-2 through A-6)
- Complete Buy America Post-delivery audit checklists, certification and worksheets (A-7 through A-12, including Post-delivery FMVSS Certification) if over \$100,000 for grants awarded before Dec. 26, 2014, or over \$150,000 for grants awarded Dec. 26, 2014 or later
- Complete “Vehicle Purchase Specification Certification” form found under “Procurement Guidelines” website: http://www.michigan.gov/documents/mdot/2011-18_Rev_A_SpecificationChangeGuidelines_356764_7_392717_7.pdf
- Appendices (**NOTE:** latest version – http://www.michigan.gov/mdot/0,4616,7-151-9625_21607-250388--,00.html)
 - o Buses – Method of Procurement Decision Matrix and Price Analysis for State Vehicle Purchasing Program.

- o Paint, Lettering, Radios, etc...
 - Micro purchases (less than \$10,000) – Fair and Reasonable Price Determination only
 - Small purchases (more than \$10,000 to less than \$250,000) – written specifications, Method of Procurement Decision Matrix, Certification of Compliance with Federal Clauses, Independent Cost Estimate, Quotations, Fewer Than 3 Offers Received Evaluation & Price Analysis
 - If your local procurement policy has lower thresholds, you must follow the method per your policy.

- o Further instructions and forms can be found under the pull-down menu for “Procurements” website: http://www.michigan.gov/mdot/0,1607,7-151-9625_21607---.00.html

VEHICLE PAYMENT CHECKLIST (Extended or Local Purchase)

Urban Agencies (When direct recipient of Federal funds)

- Enter new bus in your vehicle inventory on PTMS (complete all fields on both “Characteristics” and “Financial” pages)
- Original cover letter/agency invoice requesting payment (include project authorization #, State Vehicle Purchasing Program contract #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- Copy of vendor’s detailed invoice.
- Copy of original signed New Vehicle Order Form from the vehicle order packet.
- Copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11)

VEHICLE PAYMENT CHECKLIST (Local Purchase)

Nonurban and Urban Agencies (When Federal Funds are Administered by MDOT)

- Enter new bus in your vehicle inventory on PTMS (complete all fields on both “Characteristics” and “Financial” pages)
- Original cover letter/agency invoice requesting payment (include project authorization #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- Copy of vendor’s detailed invoice
- Copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11)

- Copy of the cover page from Altoona Test for vehicle(s) being purchased
- Complete Buy America Pre-delivery audit checklist (A-2 – A-6)
- Complete Buy America Post-delivery audit checklists, certification and worksheets (A-7 through A-12, including Post-delivery FMVSS Certification) if over \$100,000 for grants awarded before Dec. 26, 2014, or over \$150,000 for grants awarded Dec. 26, 2014 or later
- Complete “Vehicle Purchase Specification Certification” form found under “Procurement Guidelines” website: http://www.michigan.gov/documents/mdot/2011-18_Rev_A_SpecificationChangeGuidelines_356764_7_392717_7.pdf
- Vendor’s Vehicle Acceptance Form (vendor’s form that acknowledges the transit agency’s receipt and acceptance of the bus(s)).
- Post Delivery Audit (Final Inspection) Worksheets – 1. Completed FTA Road Test, 2. Completed Inspection Write Up