

**State Vehicle Purchasing Program**  
**VEHICLE PACKET**  
**FOR**  
**Passenger Only Mini-vans and**  
**Full-size Vans**  
**Both Non-lift & Lift with Alternate Floor Plans**  
**4 years/100,000 miles**



**From February 28, 2023 to February 28, 2025**



**Office of Passenger Transportation**  
**Program Administration Section**

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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 *State Vehicle Purchasing Program Guidelines* (found on the [MDOT State Vehicle Contracts & Procurement website](#)) before ordering any vehicle. These *Guidelines* provide information, procedures, and a checklist to assist with a vehicle purchase.
2. Complete the Van Title and Delivery Information, and New Vehicle Order Form ([MDOT State Vehicle Contracts & Procurement website](#) under “Full-size Van”).
3. Submit the completed forms (section III) to the vendor.
4. After receiving the vehicle, complete the Post Delivery Audit Work Sheets (section IV).

## II. Ordering and Service Information

- To order a full-size van, complete the separate New Vehicle Order Form ([MDOT State Vehicle Contracts & Procurement website](#) under “Full-size Vans”).

<b>Vendor</b>	<b>Hoekstra Transportation</b>
<b>State Vehicle Purchasing Program Contract #</b>	
<b>Funding Sources</b>	<b>Low bidder.</b> 100% paid State and Federal except optional equipment purchased outside of the contract.
<b>Order Contact</b>	<b>Steve Bolin</b> Commercial Products Manager/Contract Admin. Hoekstra Transportation, Inc. 3741 Roger B Chaffee Blvd. Grand Rapids, MI 49548 (616) 389-1130 Office (616) 299-5170 Mobile (616) 245-7726 Fax <a href="mailto:Sbolin@HoekstraTruck.com">Sbolin@HoekstraTruck.com</a>
<b>Service Contact</b>	<b>Matt Reiffer</b> Service Manager 3741 Roger B Chaffee Memorial Dr Grand Rapids, Michigan 49548 (616) 245-7440 or (800) 444-4104 ext 1125 Fax: (616) 245-7726
<b>Manufacturer</b>	<b>MobilityTRANS</b> Dave Brown, President 42000 Koppernick Rd # A3 Canton, MI 48187 <a href="tel:8004964280">(800) 496-4280</a> <a href="mailto:Dave@MobilityTrans.com">Dave@MobilityTrans.com</a>

## State of Michigan Contacts

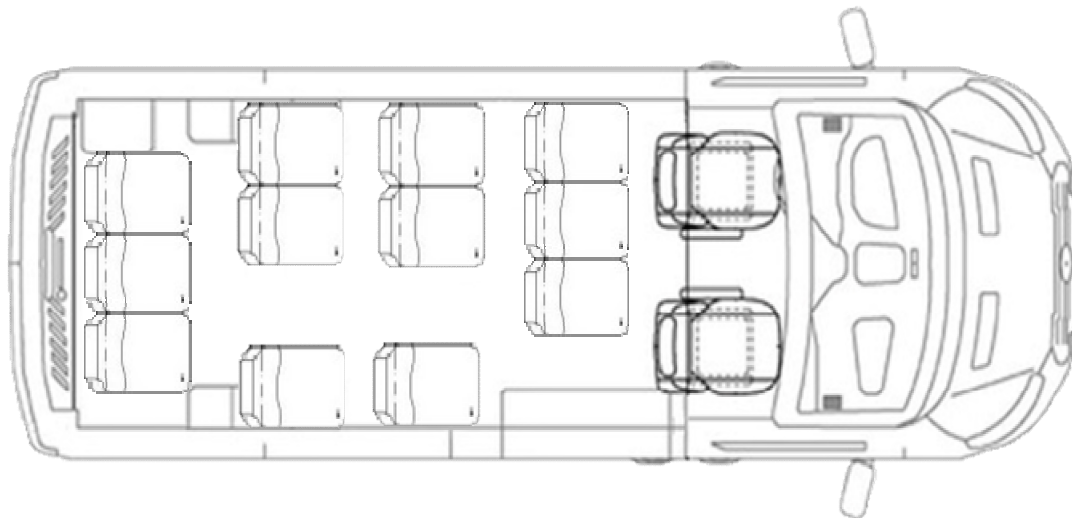
<b>Department of Technology, Management and Budget</b>	<b>Yvon Dufour</b> Purchasing Operations (517) 249-0455 E-mail: <a href="mailto:DufourY@michigan.gov">DufourY@michigan.gov</a>
<b>MDOT</b>	<b>Jeff Turner</b> Office of Passenger Transportation (517) 335-1700 Fax: (517) 373-7997 E-mail: <a href="mailto:turnerj3@michigan.gov">turnerj3@michigan.gov</a>

### III. Vehicle Information

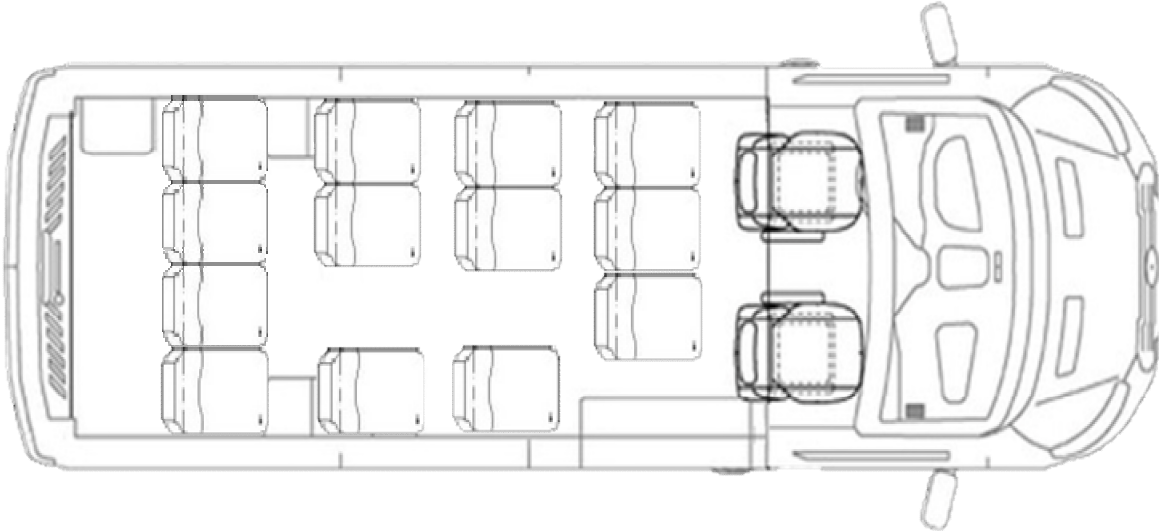
#### *Full-size Vans Floor Plans*

All examples are for base vans only. Varying seating arrangements can be selected by substituting seats, bus style doors, wheelchair securement positions, and lifts etc....from the options on the order forms.

Class III – 148” Wheelbase, Single Rear Wheels, Thirteen Passenger w/Driver



**Class IV – 148” Wheelbase, Dual Rear Wheels, Fourteen Passenger w/Driver**



### Vehicle Title and Delivery Information

DATE \_\_\_\_\_

TRANSIT AGENCY \_\_\_\_\_

CONTRACT NO. \_\_\_\_\_ FED I.D. # \_\_\_\_\_

<b>TITLE INFORMATION</b>	
<b>Name of City, County, or Agency</b>	
<b>Street Address (Post Office Box Not Acceptable)</b>	
<b>First Secured Party (if required)</b>	
<b>Tax I.D. Number</b>	<b>Ford FIN Number</b>
<b>City</b>	<b>Zip Code</b>

<b>DELIVERY ADDRESS</b>		
<b>Name of Operating Transit Agency</b>		
<b>Street Address (Post Office Box Not Acceptable)</b>		
<b>City</b>	<b>Zip Code</b>	<b>County</b>
<b>Contact Person</b>	<b>Telephone Number</b>	

**Michigan Department of Transportation  
Office of Passenger Transportation  
POST-DELIVERY AUDITS  
ATTACHMENT A-8  
CHECKLIST**

Contract #		Vehicle Description	
Dealer		Manufacturer	
Contract Term		Contract Admin. (MDOT or Agency)	

Post Delivery Audit

	Item	Completion Date	Initials
1	Total cost of vehicles purchased in this order: \$ _____ If less than \$150,000, skip to #2 below. Do not complete or submit Attachments A10-12		
1.1	Buy America Certification stating regulations are still being met, if required		
2	<b>Bid Certification</b>		
2.1	Vehicle inspection		
2.2	Vehicle road test		
2.3	Were there 11 or more (Urban over 200,000 population) or 21 or more for (Rural or Urban under 200,000 population) vehicles purchased? Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.4	If yes obtain Inspectors report*		
2.5	Certification vehicle meets bid specifications		
2.6	Federal Motor Vehicle Safety Standard's certification		

**To be completed by Transit Agency**

\*The resident inspector's (*Administrative Fee can be used to hire inspector*) report must include, at a minimum:

- Accurate records of all bus construction activities (such as component manufacturing processes, final assembly activities, and quality control data collected)

**and**

- A description of how the construction and operation of the bus(es) fulfills the contract specifications (the report should reference the above cited manufacturing processes, final assembly activities, and quality control data).



**Michigan Department of Transportation  
Office of Passenger Transportation  
POST-DELIVERY AUDITS  
ATTACHMENT A-9  
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.

Vehicle Description	
Dealer	
Manufacturer	
Recipient Contact Name	
Position Title	
Recipient Authorized Signature	
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-10  
BUY AMERICA CERTIFICATION  
Post-delivery**

As required by 49 CFR part 663 – Subpart C, \_\_\_\_\_ (the recipient) is satisfied that the vehicles to be received, \_\_\_\_\_ (the number and description of vehicles) from \_\_\_\_\_ (the manufacturer), meet the requirements of 49 U.S.C. 5323(j), as amended. The recipient , or its appointed auditor  \_\_\_\_\_ (the auditor – not the manufacturer or its agent), has reviewed documentation provided by the manufacturer, which lists (1) the actual component and subcomponent parts of the vehicles identified by the manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point for the vehicles, including a description of the activities that took place at the final assembly point and the cost of final assembly.

Print Name	
Recipient Authorized Signature	
Position Title	
Date	

**To be completed by Transit Agency**

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

**ATTACHMENT A-11  
BUY AMERICA POST-DELIVERY AUDIT  
Component Parts**

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

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

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

**Vendor:**

**Vendor's Signature:** \_\_\_\_\_

**PLEASE MAKE ADDITIONAL COPIES IF NECESSARY**

Completed by vendor – vendor can provide actual domestic content worksheet

**ATTACHMENT A-13**  
**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 purchase.
  
- There were eleven or more vehicles procured under this purchase. A copy of the inspector's report is attached.

Vehicle Description	
Dealer	
Manufacturer	
Recipient Contact Name	
Position Title	
Recipient Authorized Signature	
Date	

**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 on [MDOT Forms – Passenger Transportation-Procurement Forms](#)

## **IV. Acceptance/Inspection Checklist**

Complete Accessible Passenger Vehicle Acceptance/Inspection Checklist (found on the [MDOT State Vehicle Contracts & Procurement website](#) under “Full-size Vans”) and e-mail copy to [MDOT-Vehicle-Procurement@michigan.gov](mailto:MDOT-Vehicle-Procurement@michigan.gov) within two business days of delivery of vehicle(s).