

Michigan Department of Transportation
Office of Passenger Transportation
PRE-AWARD AUDITS
ATTACHMENT A-1
Method of Procurement Decision Matrix

SMALL PURCHASE (Lowest Quote)	
Amount \$3,000 to less than \$250,000	
Multiple sources	
SEALED BID (IFB)	
Multiple sources	
Complete and adequate specifications or description	
Selection can be made on basis of price	
Suitable for firm, fixed price	
No discussion with bidders needed after receipt of offers	
COMPETITIVE PROPOSALS (RFP)	
Multiple sources	
Discussion needed with bidders after receipt of offers	
Fixed price can be set after discussion	
SOLE SOURCE	
Custom item	
Only one source	
Public urgency/emergency	
Competition is inadequate after public solicitation	
MDOT approval	

To be completed by Transit Agency during Local Purchase

Signature/Date: _____

Item being procured: _____

Project Authorization: _____

**Michigan Department of Transportation
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PRE-AWARD AUDITS
ATTACHMENT A-2
CHECKLIST**

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

Pre-Award Audit

	Item	Completion Date	Initials
1	Analysis of Manufacturer's list of component and subcomponent parts.		
2	Buy America Certification		
3	Bid Specification Certification of manufacturer's capability to produce vehicle as bid and that the vehicle proposed is same as the vehicle in the specifications.		
4	Federal Motor Vehicle Safety Standard's certification or its inapplicability.		

To be completed by Transit Agency during Local Purchase

**Michigan Department of Transportation
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PRE-AWARD AUDITS
ATTACHMENT A-3
BUY AMERICA CERTIFICATION
Pre-Award**

As required by 49 CFR part 663 – Subpart B, _____ (the recipient) is satisfied that the vehicles to be purchased, _____ (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 proposed component and subcomponent parts of the vehicles identified by the manufacturer, country of origin, and cost; and (2) the proposed location of the final assembly point for the vehicles, including a description of the activities that will take place at the final assembly point and the cost of final assembly.

Print Name	
Recipient Authorized Signature	
Position Title	
Date	

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Coach & Equipment Manufacturing Corporation
Pre-Award: Buy America Certification

As required by Title 49 of the CFR, part 661-Part 663, Coach & Equipment Manufacturing Corp. hereby certifies that its buses meet the requirements of Section 165(B)(3) of the Surface Transportation Act of 1982, as amended; specifically that final assembly of Coach & Equipment buses takes place in Penn Yan, New York, USA, and that at least 60% of the purchased materials and components used in the assembly of the buses are of USA content, as shown below:

Component

Chassis – Ford Econoline Super Duty Cutaway

Ford Motor Company certifies that the chassis is final assembled in the United States and has at least 66% domestic content on purchased components and 100% assembly content.

Coach & Equipment purchased body components and materials

		E350				E450							
		5 + 2	10 PA	11 PA	4 + 2	18 PA	10 + 1	8 + 2	4 + 2	22 P	6 + 2	10 + 2	4 + 2
Chassis	Ford	41.6%	58.8%	58.2%	42.9%	50.5%	46%	44.9%	43.8%	49.6%	45.5%	44.4%	41%
Steel	Lancaster Steel, Klein Steel & Vincent Metal Products	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%
Lift	Braun	7.8%			8.1%		8.1%	7.9%	7.7%		7.8%	7.6%	13.2%
Seats	Freedman	9.0%	9.3%	10.1%	8.3%	12.5%	9.9%	7.9%	12.7%	13.2%	12.3%	12.8%	7.0%
Securements	Q'Straint	2.6%			2.7%			2.6%					
Mirrors	Rosco	1.2%											
Total	Exceeds required 60%	71.1%	77.1%	77.3%	71.0%	72.0%	73.0%	72.3%	73.2%	71.8%	74.6%	73.8%	70.2%

Final Assembly, Prep and Delivery

The final assembly point is Coach & Equipment Manufacturing Corp., 130 Horizon Park Drive, Penn Yan, New York 14527, USA.
This is nearly 100% domestic content.

Final assembly activities:

- Chassis modifications to receive body
- Fabricate and mount steel sub-frame to chassis
- Install metal sub-floor and plywood floor
- Fabricate and mount sides, rear, and roof onto chassis
- Fabricate and install all doors and hardware
- Complete body with fiberglass transitions and molding
- Paint
- Install windows
- Install electrical components
- Install floor rubber and interior trim
- Install air conditioner
- Install seats, modesty panels, stanchions, etc.
- Quality control and final inspection
- Delivery

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ATTACHMENT A-6
BID SPECIFICATION AUDIT CERTIFICATION
Pre-Award**

I have reviewed the information provided to me by the manufacturer concerning the vehicles to be purchased. I certify that the vehicles proposed to be delivered under this contract are the same vehicles described in the bid specifications used for this solicitation.

In addition, I have also received information that assures me that the manufacturer has the capability to produce the specified product.

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

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**ATTACHMENT A-7
FMVSS COMPLIANCE CERTIFICATION
Pre-award**

As required by Title 49 of the CFR, Part 663 – Subpart D,
 _____ (the recipient) certifies that it received, at pre-award
 stage, a copy of _____’s (the manufacturer) self-certification
 information stating the the vehicles,
 _____, (number and description of
 vehicles) will comply with the relevant Federal Motor Vehicle Safety Standards issued by the
 National Highway Traffic Safety Administration in Title 49 of the CFR, Part 571.

Print Name	
Recipient Authorized Signature	
Position Title	
Date	

To be completed by Transit Agency during Local Purchase

PRE-AWARD PURCHASER'S REQUIREMENTS CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart B, _____
(Recipient)
certifies that the vehicles to be purchased, _____ from
(Number and Description of Vehicles)
_____, are the same product described in the recipient's
(Manufacturer)
solicitation specification and that the proposed manufacturer is a responsible manufacturer with the capability
to produce vehicles that meet the specifications.

RECIPIENT REPRESENTATIVE	TITLE
SIGNATURE <i>(Recipient Representative)</i>	DATE