

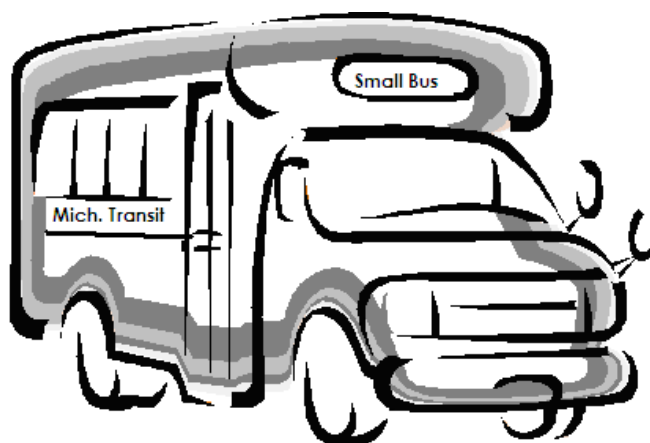
State Vehicle Purchasing Program Vehicle Procurement Packet

Small Class of Buses

Class I - 5 years/150,000 miles

Class II - 7 years/200,000 miles

18 & 22 Passenger Non-lift buses - Lift buses with Alternate Seating



From May 1, 2025 to April 30, 2027

STATE OF MICHIGAN



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](#) before ordering any vehicle. These guidelines provide information, procedures, and a checklist to assist with vehicle purchase.
2. Complete the Bus Color Sheet (if ordering stripes and/or colors), Bus Title and Delivery Information, and New Vehicle Order Form (found on the MDOT [State Revenue Vehicle Contracts and Vehicle Procurement](#) website under “Light-Duty Small” and “Small Bus”).
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 Light-Duty Small or Small bus, complete the separate New Vehicle Order Form (found on the MDOT State Vehicles & Contracts website under “Light-Duty Small” and “Small Bus”) for the respective bus vendor.

Vendor	Hoekstra Transportation Champion Class I & II Metal Gage Bodies	TESCO Glaval Class I & II Metal Gage Body	TESCO Turtle Top Class I & II Metal Cage Body
State Vehicle Purchasing Program Contract #	250000000580	250000000581	250000000581
Funding Sources	Low bidder. 100% paid State and Federal except optional equipment purchased outside of the contract.	State and Federal up to low bidder price. Balance paid locally along with optional equipment purchased outside of the contract.	State and Federal up to low bidder price. Balance paid locally along with optional equipment purchased outside of the contract.
Order Contact	Steve Bolin 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 SBolin@HoekstraInc.com	Blair Taseff Regional Account Manager/Contract Admin. Transportation Equipment Sales Corp. (TESCO) 6401 Seaman Road PO Box 167230 Oregon, OH 43618 (800) 227-3572 Office (440) 653-0193 Mobile (419) 836-8460 Fax btaseff@tescobus.com	Blair Taseff Regional Account Manager/Contract Admin. Transportation Equipment Sales Corp. (TESCO) 6401 Seaman Road PO Box 167230 Oregon, OH 43618 (800) 227-3572 Office (440) 653-0193 Mobile (419) 836-8460 Fax btaseff@tescobus.com
Service Contact	Matt Reiffer 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 MReiffer@HoekstraInc.com	Josh Wise Warranty Manager 6401 Seaman Rd Oregon, Ohio 43616 419-720-7471 1-800-227-3572 Jwise@tescobus.com	Josh Wise Warranty Manager 6401 Seaman Rd Oregon, Ohio 43616 419-720-7471 1-800-227-3572 Jwise@tescobus.com
Manufacturer	Champion Buses Mark Husted 2367 Century Dr Goshen, IN 46528 Office (800)348-7440, ext. 52115 mhusted@forestriverinc.com	Glaval Bus Mark Husted 2367 Century Dr Goshen, IN 46528 Office (800)348-7440, ext. 52115 mhusted@forestriverinc.com	Turtle Top Bus Shane Tom 67819 IN-5 New Paris, IN 46553 Office 574-831-4340 shaanet@turtletop.com

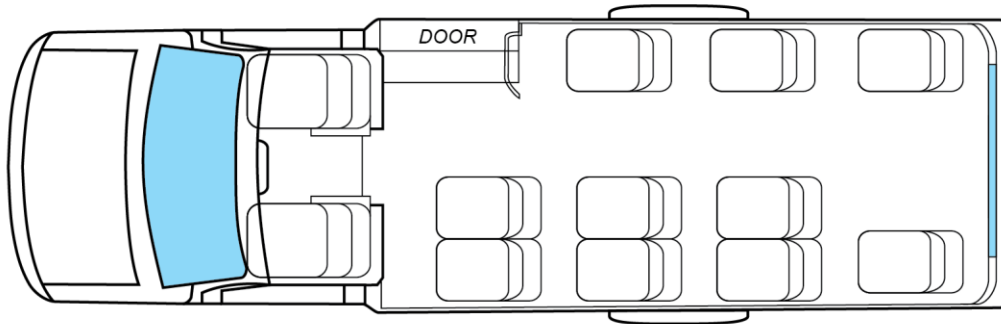
State of Michigan Contacts

MDOT	Jeff Turner Vehicle Procurement Analyst Office of Passenger Transportation (517) 335-3282 Fax: (517) 335-1702 E-mail: turnerj3@michigan.gov	Rob Pearson Supervisor BR&IU Office of Passenger Transportation (517) 930-3680 Fax: (517) 335-1702 E-mail: PearsonR1@michigan.gov
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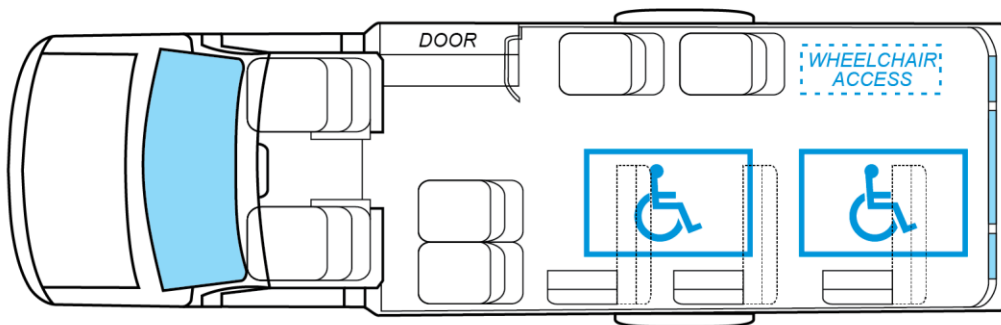
III. Vehicle Information

Light-Duty Small and Small Bus Floor Plans

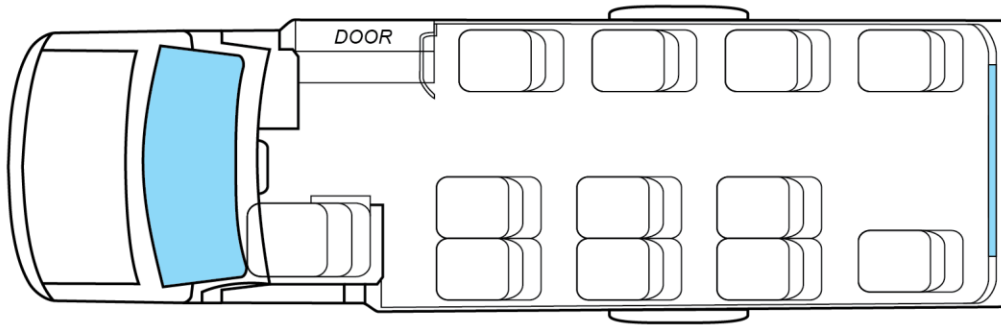
Class I Wheelbase 138" Minimum



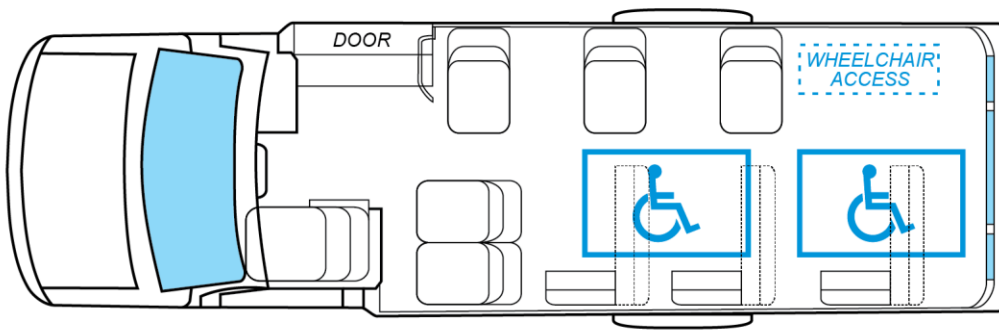
10 Passenger Bus without Lift



4 + 2 Passenger Bus with Lift

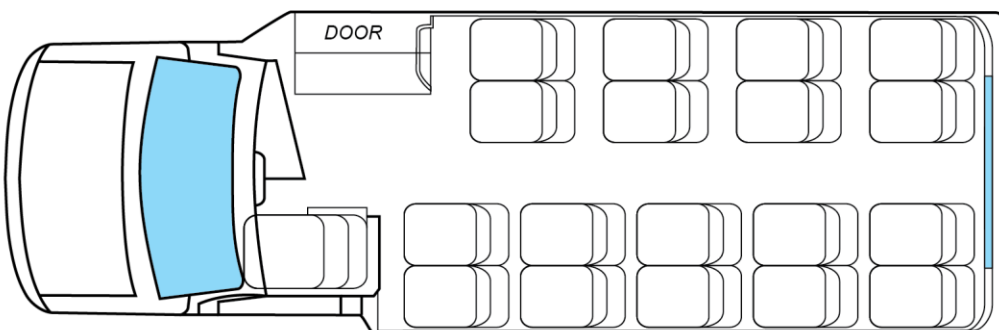


11 Passenger Bus without Lift

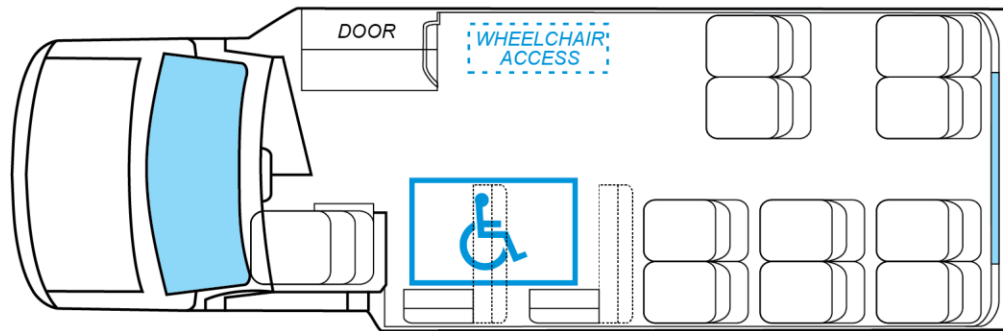


5 + 2 Passenger Bus with Lift

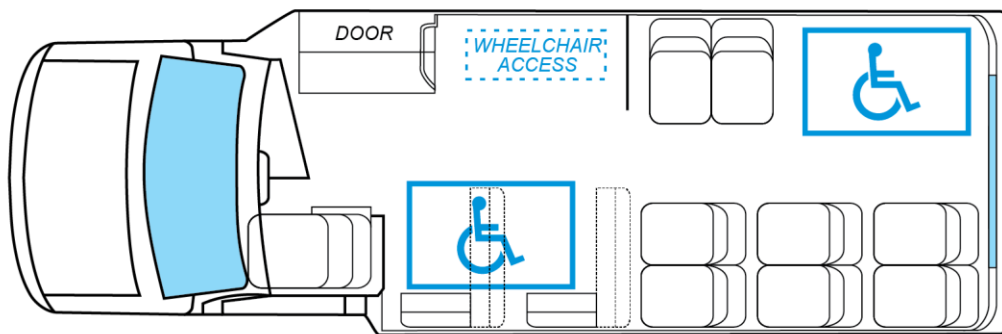
**Class II
Wheelbase 158" Minimum**



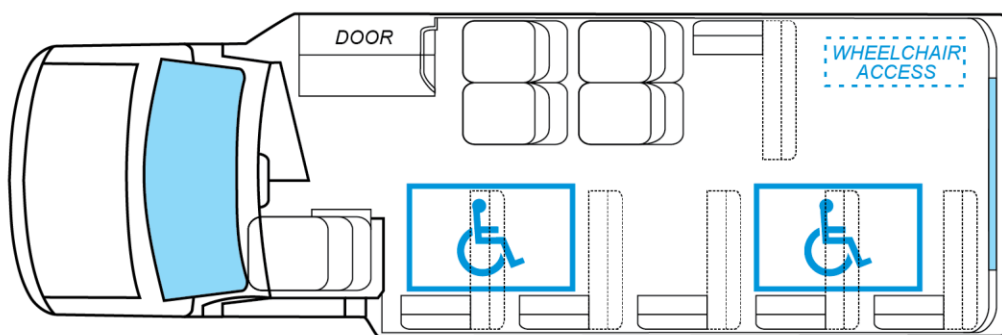
18 Passenger Bus without Lift



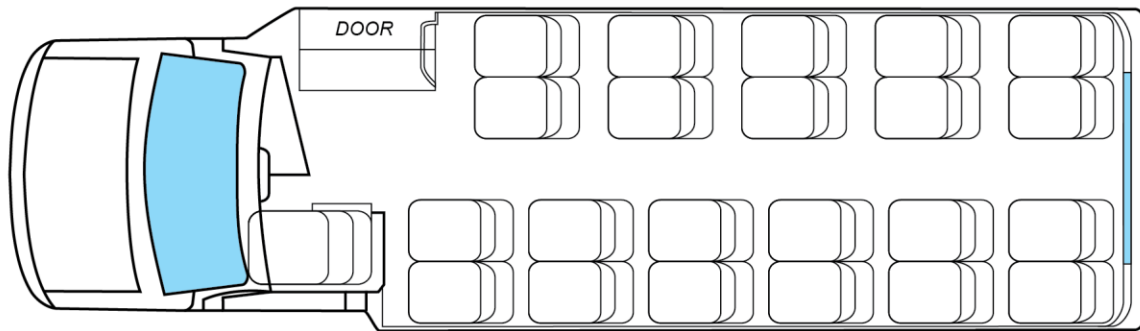
10 + 1 Passenger Bus with Lift



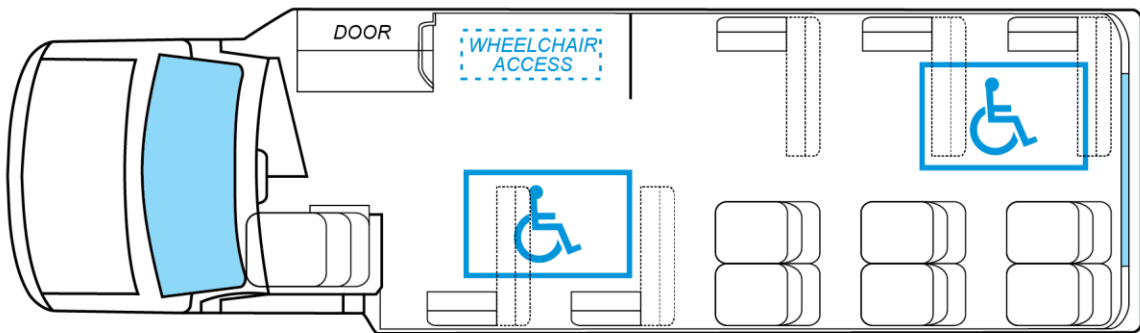
8 + 2 Passenger Bus with Lift



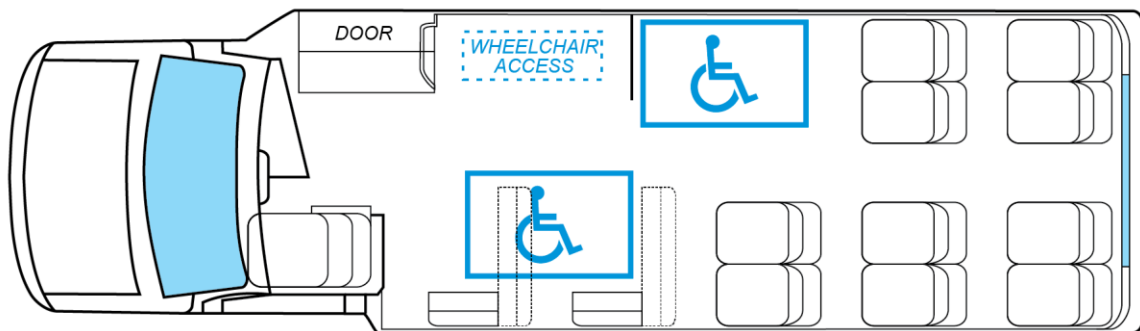
4 + 2 Passenger Bus with Lift



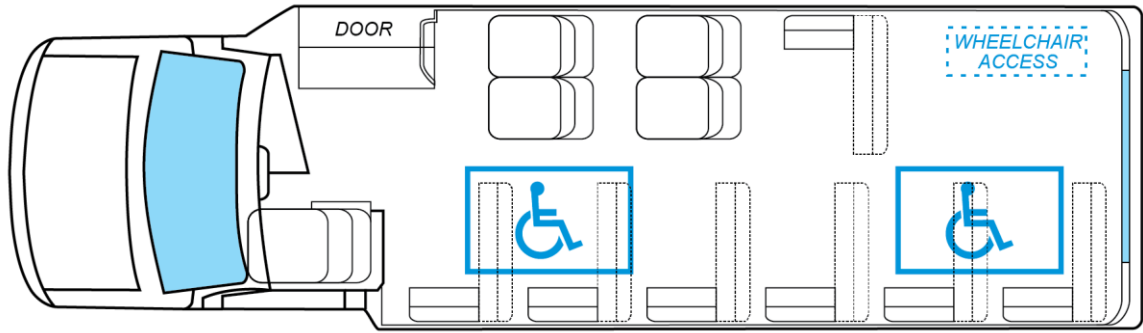
22 Passenger Bus without Lift



6 + 2 Passenger Bus with Lift

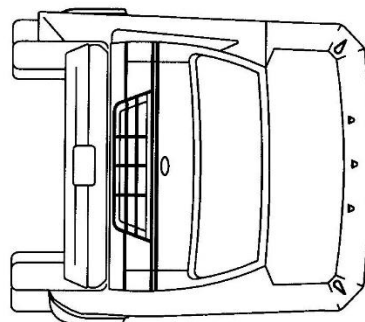
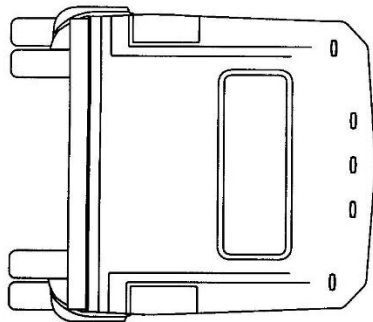
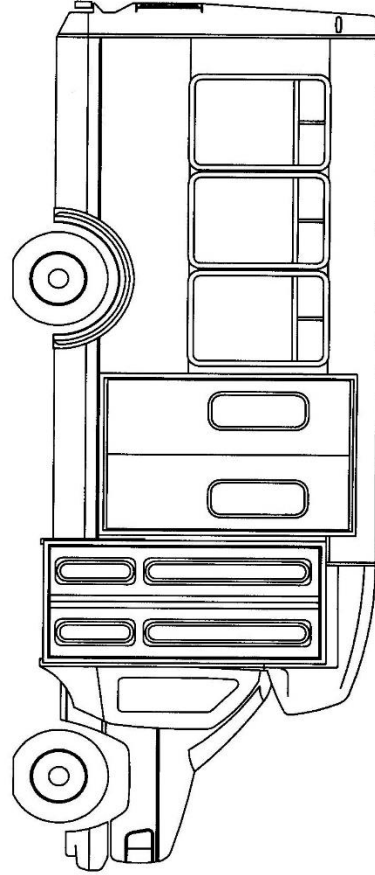
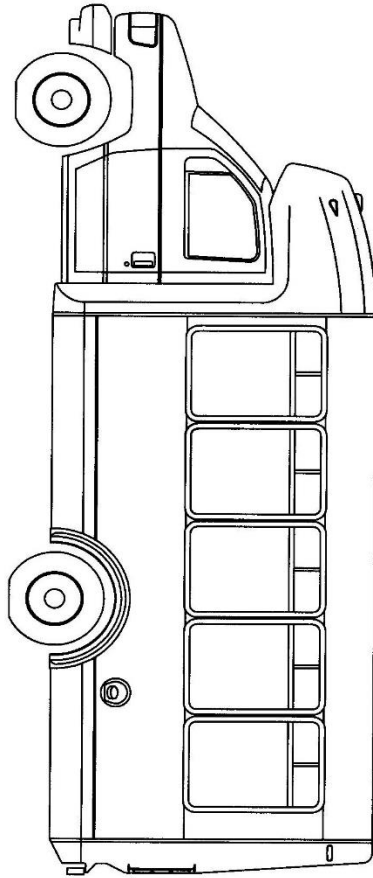


10 + 2 Passenger Bus with Lift



4 + 2 Passenger Bus with Lift

Bus Color Sheet



Bus Title and Delivery Information

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	Ford FIN Number
City	Zip Code

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

**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	Bid Certification		
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**

	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-12
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-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

IV. Acceptance/Inspection Checklist

[Small Light-duty Bus Vehicle Acceptance/Inspection Checklist](#)

[Small Bus Vehicle Acceptance/Inspection Checklist](#)

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 www.Michigan.gov/MDOT-ADA.