**VEHICLE DELIVERY DOCUMENTS**

**FOR PUBLIC TRANSIT VEHICLES**

For vehicle capital projects funded with

**Federal Section 5310**

*Vehicles funded through the Public/Paratransit (5311) program utilize a separate form.*

***Review and complete the following document carefully.***

***Complete one set of documents for each vehicle received.***

***WisDOT is unable to accept documents that are incomplete.***

Complete all sections highlighted in yellow.

The most recently updated version can be found at the following link:

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure-hsv.aspx>

GRANTEE VEHICLE DELIVERY DATE

***This documentation was completed and submitted by:***

*NAME*   *DATE* 

*TITLE* 

*PHONE*   *EMAIL* 

|  |  |  |  |
| --- | --- | --- | --- |
| WisDOT Use Only | | | |
| Complete and accurate documents received by WisDOT | | | Date: |
| *Signatures* | Program Manager |  | Date: |
| Financial Manager |  | Date: |
| Program Manager | *Routed for Payment* | Date: |
| Procurement Manager |  | Date: |
| Asset Manager |  | Date: |

# 

# VEHICLE DELIVERY DOCUMENTS MUST BE COMPLETED AND RETURNED TO WISDOT TRANSIT STAFF IN TEN OR FEWER DAYS FROM DELIVERY TO ENSURE PROMPT PAYMENT TO VENDOR.

# VEHICLE CANNOT BE PUT INTO SERVICE UNTIL THE VEHICLE HAS BEEN APPROVED BY WISDOT.

# Instructions

This document outlines vehicle delivery responsibilities for vehicles funded with Federal Section 5310 funds.

The Federal Transit Administration (FTA) requires WisDOT to collect several documents from a grantee taking delivery of a federally-funded specialized transportation vehicle. These documents help the grantee, the vendor, and WisDOT comply with federal regulations, to efficiently manage public resources, and to ensure timely payment of vendors or timely reimbursement of the grantee. Complete and accurate documents are essential to meeting these objectives. WisDOT cannot send out payments until complete documentation is received. Thank you for taking the time to carefully review, complete and submit your documents.

STEP 1: **Review** the details of your grant agreement.

STEP 2: **Complete Attachment A** – Grantee Vehicle Acceptance Letter

This letter informs WisDOT that the grantee has accepted the vehicle to be in satisfactory condition.

STEP 3: **Complete Attachment B** – Vehicle Inspection Form

Attachment B represents minimum inspection requirements. You may have additional inspection procedures.

STEP 4: **Complete Attachment C** – Post-Delivery Buy-America Audit Certifications

Completing this document is a federal requirement. Vendors commonly provide grantees with materials needed to complete this attachment. However, the grantee, not the lessee or the vendor, must complete and sign the document. Separate documents must accompany each vehicle. Call your WisDOT Program Manager if you have any questions or problems.

STEP 5: Complete WisDOT’s **MV1 or MV11 title and license plate application**; WisDOT must be shown as a lien holder on the vehicle with Secured Party Number 039337.

The vendor typically will complete this form and supply it to the grantee at the time of vehicle delivery.

STEP 6: **Gather copies of the following documents** **from Vendor**

* + Copy of original Manufacturer's Certificate/Statement of Origin
  + Copy of original vendor’s Buy America Certification
  + Copy of vendor’s invoice showing VIN and grantee. Each vehicle should be invoiced separately.

**If vehicle is self-procured be sure to also include:**

* Copy of Proof of Payment to Vendor
* Copy of Purchase Order (include any change orders)

STEP 7: If the vehicle will be leased, you must enact a lease with the lessee. If a lease already exists between the two parties, ensure the lease lists the new vehicle’s VIN. Include the signed lease document with your vehicle delivery documents. Template lease documents and guidance are available on WisDOT’s website. A lease must be executed before your vehicle is transferred to the lessee.

STEP 8: **Ensure all documents are** **signed and complete**. **Make copies for your records.**

STEP 9: **Scan and email** all documents to WisDOT at: [specialized.transit@dot.wi.gov](mailto:specialized.transit@dot.wi.gov)

STEP 10: If you are disposing of a federally-funded vehicle, you [must review the information hyperlinked](http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/asset-disp.pdf) and process the disposal through the BlackCat Grants Management System.

# Documents Checklist

GRANTEE  VEHICLE DELIVERY DATE 

*Review and complete the following documents carefully. WisDOT is unable to accept documents that are incomplete. REMINDER: The grantee must review and sign the documents listed below even if they are completed by a third-party. This needs to occur in TEN OR LESS DAYS upon delivery of the vehicle.*

Copy of completed Documents Checklist

Attachment A – Grantee Vehicle Acceptance Letter

Attachment B – Vehicle Inspection Form

Attachment C – Post-Delivery Buy America Audit Certifications

Copy of MV1 or MV11 Application

Copy of original Manufacturer's Certificate/Statement of Origin

Copy of original vendor’s Buy America Certification *(must include supplier content certification)*

Copy of vendor’s invoice

Signed lease document (which is updated to include the new vehicle) if applicable

Copy of payment to vendor (if self-procured)

Check this box to confirm you have updated your vehicle maintenance plan to include the new

vehicle. **You do not need to submit the maintenance plan with the delivery documents.**

# Attachment A – Grantee Vehicle Acceptance Letter Template

GRANTEE  VEHICLE DELIVERY DATE 

Attach additional sheets if necessary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | | |  |
| VIN | | Click or tap here to enter text. | | | | | |
| Make/Model/Year | | Click or tap here to enter text. | | | | | |
| Mileage | | Click or tap here to enter text. | | | | | |
| Leased to a 3rd Party? | | Click or tap here to enter text. | | | | | |
| **5310 OPTIONS – Please include any additional options you paid out of pocket to place on the vehicles. Examples include upgraded driver’s seats, additional wheelchair positions, etc.** | | | | | | | |
| Option | COST | |  | | Option | COST | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |

The grantee confirms that the above vehicle(s):

was/were delivered and accepted,

passed a visual inspection and road-test,

has/have applicable insurance, and

conform(s) to the specifications in the applicable vendor contract.

Electronic Signature of grantee official: 

Date: 

Print Name: 

Title:  Phone: 

Email: 

# Attachment B - Vehicle Inspection Form

The vehicle inspection should be completed by an auto mechanic. This could be an employee of the transit grantee, a local government or a third-party mechanic.

Mechanic/Inspector Signature: 

Date: 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ITEM** | **REQUIREMENT** | **PASS/FAIL** | **NOTES** |
|  |
| VEHICLE INSPECTION | FMVSS Sticker | Affixed to Vehicle | P /  F |  |
| Interior Finish | Clean and adheres to contract specs | P /  F |  |
| Exterior Finish | Clean and adheres to contract specs | P /  F |  |
| Interior Lighting | Operable and adheres to contract specs | P /  F |  |
| Exterior Lighting | Operable and adheres to contract specs | P /  F |  |
| Accessible Lift / Ramp | Operable and adheres to contract specs | P /  F |  |
| Chassis / Frame | Inspect for leaks, damage, etc. | P /  F |  |
| Electrical | Inspect electrical system where applicable, including battery(ies) | P /  F |  |
| Engine | Inspect for leaks, loose components and noises | P /  F |  |
| Federal Title VI | Non-discrimination notice posted in vehicle | P /  F |  |
| HVAC | Run heater, AC, fan and inspect compressor / condenser | P /  F |  |
|  | | | | |
| ROAD TEST | Engine | Operates as expected, gauges read normal | P /  F |  |
| Brakes / Parking Brake | Tested and operate as expected | P /  F |  |
| Vibrations | No unexpected vibrations at varying speeds | P /  F |  |
| Speed | Vehicle tested at varying speeds and on a roadway with posted speed ≥ 55mph | P /  F |  |
| Wipers / windows / seats | Tested, operate as expected | P /  F |  |
| Safety | First aid kit, fire extinguisher, orange triangles | P /  F |  |
| Other | Report other tests or issues |  | |

# Attachment C - Post-Delivery Buy America Audit Certification and Report

Attachment C was completed by:

Print Name: 

Title:  Phone: 

Email: 

**BUY AMERICA CONTENT CERTIFICATION**

This certifies the Supplier’s status of compliance with FTA Buy America Regulations set forth in 49 C.F.R § 661.11. Vendors often provide materials necessary to complete Attachment C.

Attach additional sheets that list the Buy America location and domestic content by component to this document package. This will be provided to you by the vendor.

Supplier Signature: 

Date: 

Print Name: 

Title:  Phone: 

Email: 

For each component supplied for the Contract, the Supplier attests that **(CHECK ONE BOX)**:

The required percentage of subcomponents, by cost, are of U.S. origin/manufacture, and is manufactured in the U.S. The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated below. See 49 CFR 661.11(g).

Less than the required percentage of the subcomponents, by cost, are of U.S. origin/manufacture, and the component is manufactured in the U.S. (in such case, the cost of U.S. subcomponents is eligible for inclusion towards domestic content calculations). The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated in the attached documents. See 49 CFR 661.11(l).

The component contains subcomponents of domestic origin; however, the component is NOT manufactured in the U.S. (in such case, the cost of U.S. subcomponents is eligible for inclusion towards domestic content calculations only if the U.S. subcomponent(s) received a tariff exemption). The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated by the attached documents. See 49 CFR 661.11(j).

# ROLLING STOCK VEHICLE PROCUREMENT Post-Delivery Audit Report

Use the following template to complete the Post-Delivery Audit report. Additional comments and sheets may be added.

GRANTEE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DELIVERY DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following information can be obtained from the WisDOT Procurement or will supplied by the vehicle vendor.

WisDOT Procurement Line Item Number \_\_\_\_\_\_\_\_\_\_\_\_ (Find line item number [here](http://apwmad0p4145:37108/Documents/doing-bus/local-gov/astnce-pgms/transit/procurement/bid-tab.pdf))

Cycle/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST- DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION**

**Post-Delivery Buy America Compliance Certification for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(manufacturer name)** As required by Title 49 of the CFR, Part 663 – Subpart C, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee)** certifies that it is satisfied that the rolling stock vehicles received, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vehicle type)** from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(manufacturer)** meet the requirements of 49 U.S.C. 5323(m). The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **grantee, or its appointed auditor (name),** has reviewed documentation provided by the manufacturer, which lists (1) the actual component and subcomponent parts of the rolling stock vehicles identified by manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point for rolling stock vehicles, including a description of the activities that took place at the final assembly point and the cost of final assembly.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST-DELIVERY PURCHASER’S REQUIREMENTS CERTIFICATION**

**Post-Delivery Purchaser’s Requirements Certification for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(manufacturer)** As required by Title 49 of CFR, Part 663 – Subpart C, after visually inspecting and road testing the contracted rolling stock, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee**) certifies that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(vehicle type)** from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(manufacturer)** meet the contract specifications. After reviewing the report, visually inspecting the rolling stock, and performance testing the rolling stock, the grantee certifies that the rolling stock meets the contract specifications.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST-DELIVERY FMVSS COMPLIANCE CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart D, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee)** certifies that it received, at the post-delivery state, a copy(ies) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(manufacturer)** self-certification information stating that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vehicle type)** comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# 1.0 EXECUTIVE SUMMARY

Provide description of report including manufacturer, number, and vehicle type and references to key FTA guidelines.

Provide statement about whether rolling stock vehicle manufacturer is compliant with both (or all three) certifications reference FTA regulations (49 CFR parts 661 and 663).

Provide description how report is divided into two (or three) major sections in accordance with the regulation's requirements namely:

* + 1. Post-Delivery Buy America Compliance Certification
    2. Post-Delivery Purchaser's Requirements Certification
    3. Post-Delivery FMVSS Certification (if applicable)
    4. Include statement about the appendices of this report containing the relevant attachments to support the two (or three) major sections. Provide a statement that the Rolling Stock vehicle manufacturer meets requirements of 49 CFR part 663.

The Post-Delivery Audit was performed on the rolling stock \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vehicle type)** delivered by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vendor)** Post-Delivery Purchaser’s Requirements certification, Post-Delivery Buy America Compliance certification, and Post-Delivery FMVSS Compliance certification were obtained from the vendor and will be kept on file, along with the Manufacturer’s Certificate/Statement of Origin, the vendor’s Buy America Certification, the Buy America Content Certification, and other relevant documents.

Documentation provided by the manufacturer was reviewed to determine that Buy America requirements were met for the rolling stock, including component and subcomponent parts. Reviewed were manufacturer compliance, domestic content, and final assembly location. Also reviewed were Buy America compliance certifications found in the bid documents for the listed vehicle(s).

The review found sufficient evidence that the manufacturer/vehicle meets the Buy America requirements.

Appendices to be added by the subrecipient and included with this report:

\*Domestic Content Certification and Summary

# 2.0 POST-DELIVERY AUDIT PROCEDURES

Provide a brief description of the procedures used to perform overall audit including whether in-house staff or consultants were used. Include a brief statement about Post-Delivery Buy America documentation received from the rolling stock vehicle manufacturer and provide a brief overview of the review and analysis performed to determine compliance with Buy America Requirements including any onsite visits to the rolling stock manufacturer or component supplier sites. Include a brief statement about procedures used to verify Post-Delivery Purchaser’s Requirements Certification including the presence of a resident inspector and confirmation of receipt and review of resident inspector’s report to determine compliance with Post-Delivery Purchaser’s Requirements Certification.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee)** staff performed a Post-Delivery Audit on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vehicle type**) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vendor).** The documents reviewed included the Post-Delivery Buy America certification, the manufacturer’s documentation and certificate of compliance, listing of the vehicle components that included domestic content, and certification of final assembly site location. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee)** inspected and road tested delivered vehicle(s) to assure vehicle complies with bid specifications.

# 3.0 POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION

Provide a summary addressing the rolling stock vehicle manufacturer’s Post-Delivery Buy America documentation and whether the manufacturer meets or does not meet the domestic content and final assembly requirements. Provide a summary of documentation provided by the rolling stock vehicle manufacturer and reviewed by the recipient or its designated auditor.

**3.1 Verification of Domestic Content and Final Assembly cost**

Provide a detailed summary about auditor reviewing rolling stock vehicle manufacturer’s Buy America worksheet and if it includes all the typical components of the rolling stock being purchased per the 49 CFR § 661.11. State the total percent of domestic content claimed by the rolling stock vehicle manufacturer.

Include information about the documentation reviewed by the auditor to verify the domestic content, including, but not limited to, whether information about the breakdown of components, subcomponents, manufacture of origin, percent cost or actual cost of components and percent cost or actual cost of corresponding subcomponents. Provide a summary about the formulas and calculations used to determine domestic content and whether it is accurate. Provide any other unique details about the manufacturer’s Buy America worksheet. Provide a summary of the auditor’s review of the bill of material and whether it was used to verify components. Provide a summary of the auditor’s review of purchase orders or paid invoices of components and whether costs were traceable to the rolling stock manufacturer’s Buy America domestic content worksheet.

Provide a summary about whether manufacturer has signed certificates from all component suppliers certifying U.S. content and a statement about the sampling of the components supplier’s certifications.

Provide a summary about cost reasonableness of components and final assembly cost and summary on analysis used or experience that informs to determine cost reasonableness. Include any back up analysis of manufacturer’s Buy America worksheet in the Appendices section of report and briefly summarize the analysis performed. Provide a summary statement affirming the manufacturer’s claimed domestic content based on the independent analysis. Provide final statement about whether the Rolling Stock Manufacturer’s Buy America Worksheet is accurate and documented.

Domestic content documents were examined and were consistent with Pre-Award data.

Domestic content claimed is \_\_\_\_\_\_\_\_\_\_ **percent.** Document summaries include components, subcomponents, manufacture of origin, percent domestic, and manufacturing location.

\*Include Vehicle Manufacturer’s Post-Delivery Buy America Worksheet, auditor’s associated analysis and verification of final assembly cost.

# 3.1 Verification of U.S. Final Assembly Location and Activities

Provide a summary confirming U.S. final assembly location and how final assembly activities correspond to minimum final assembly activities in 49 CFR § 661.11. Refer to the Resident Inspector’s report that should detail this information (if applicable).

Final assembly of vehicle was in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(City)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(State)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Country)**

# 4.0 POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION

Provide a summary that this section addresses the manufacturer’s Post-Delivery Purchaser’s Requirements Certification. Provide a summary on methods of review and analysis to determine if the requirements were satisfied including presence of resident inspector, resident inspectors report and verification and results of visual inspection and test sheets.

Provide a summary statement on whether the Rolling Stock Vehicle Manufacturer meets the Post-Delivery Purchaser's Requirements as stated in 49 CFR Part 663 Pre-Award and Post-Delivery Audits of Rolling Stock Purchases.

**4.1 Assignment of Resident Inspector to Final Assembly Location Verification of Manufacturer’s Capability and Capacity (if applicable)**

Provide a summary of Resident Inspector’s report and how it demonstrates Rolling Stock Manufacturer’s Capability and Capacity. Include statements if full-time or part-time for resident inspector and number of resident inspectors at final assembly plant and type of inspections performed on vehicles as summarized in the resident inspector’s report (if applicable). Provide a summary of quality assurance and control processes and if they comply with the appropriate FTA elements.

**4.2 Inspection Testing and Commissioning to Show Vehicles Fulfill Contract Specifications**

Provide a summary of key inspection, testing, test witnessing and commissioning activities as summarized in the resident inspector’s report referring to sample inspection check sheets, testing procedures and reports and examples of how the results inspection and testing meet the technical specification requirement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee)** inspected and road tested delivered vehicle(s) to assure vehicle complies with bid specifications.

Resident inspector to final assembly location report is not applicable.

\*Attach Resident Inspector Report, if applicable.

# 5.0 FEDERAL MOTOR VEHICLE SAFETY STANDARDS (FMVSS)

Provide a summary statement that the rolling stock vehicle manufacturer’s actual FMVSS self-certification sticker information was obtained and reviewed against sample FMVSS sticker and was found to include the content required for the Post-Delivery Audit.

*Post-Delivery FMVSS Compliance Certification* is signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Vendor or Manufacturer)** and attached.

Attach a separate document with a copy or photo of the FMVSS sticker in the vehicle. (The sticker is typically located on the inside of the driver’s door. The VIN number on the sticker must match the VIN number on the vehicle title.) The copy of photo must include both the VIN number and the statement that indicates “This vehicle conforms to all applicable federal motor vehicle safety standards.”

# 6.0 POST-DELIVERY AUDIT CONCLUSION

Provide a summary regarding how the procedures used, analysis performed, and results found on the Post-Delivery Audit of the rolling stock manufacturer indicate that the Buy America Compliance and the Purchaser’s requirements are certified.

Buy America certifications were signed by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vendor).** Domestic content documents, final assembly location, and the FMVSS compliance certification sticker were reviewed and found to be compliant with the Buy America requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee)** inspected and road tested delivered vehicle(s) to assure vehicle complies with bid specifications.

Following the review of the documents, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vehicle type)** from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vendor or manufacturer)** is in compliance with the solicitation requirements and is in compliance with Buy America requirements.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attachment D - Additional Information

1. You must retain copies of certificates and supporting documentation provided to you by the vendor throughout the useful life of the vehicle and a minimum of three years following its retirement and disposal.
2. Invoices from the Vendor should not include title, lien or registration fees paid to the Wisconsin Department of Transportation.
3. Federal Title VI Non-discrimination Notice to the Public must be posted in federally-funded transit revenue service vehicles. More information: <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/compliance/title6.aspx>

# Attachment E - Insurance

* Vehicles must have insurance coverage before engaging in revenue service and as soon as possible after vehicle delivery. It is best practice to arrange for insurance before accepting delivery of the vehicle.
* Insurance is filed with the Wisconsin Department of Transportation Motor Carrier Insurance Office. (Telephone: 608-266-9900; FAX: 608-266-6689).
* The insurance coverage must show “Wisconsin DOT Bureau of Transit & Local Roads” as the Secured Party (lien holder). The secured party number is 039337.
* If the vehicle will be leased to a third-party, the lease must specify insurance coverage details. Please contact the WisDOT Transit Section Asset Manager with questions about the vehicle lease.

# Attachment F - Vehicle Registration (MV1 or MV11 Forms)

* The transit vehicle must be properly registered to operate in the State of Wisconsin by completing the MV1 or MV11 form. The vendor may have already partially completed this form. The grantee must sign the form and provide a copy to WisDOT.
* Verify: date, any tax-exempt codes, vehicle identification number, etc.
* Your grantee name on the MV1 or MV11 must be precisely the same as it appears on the insurance.
* Section C – Loan Information on MV1 or MV11 Form

“WisDOT Bureau of Transit, Local Roads, Railroads and Harbors” must be listed as Lien Holder #1.

P.O. Box 7913

6th Floor

Madison WI 53707-7913

Secured Party No. is 039337

Phone No. is 608-266-1535

* Section D - Fees on MV1 or MV11 Form
* Loan filling fee (for listing WisDOT as lien holder – required to be paid)
* Tax exemption code number is 8 followed by your state tax exempt number (example: 8 - ES1234) or for a local public body the code number is 4 followed by your state tax exempt number (example: 4 - ES2345)