

Attachment C

**VENDOR RESPONSIBILITIES FOR DELIVERY,
INSPECTION AND ACCEPTANCE
OF SECTION 5310 VEHICLES**

Wisconsin Department of Transportation (WISDOT) will approve properly submitted invoice for payment, upon receipt of written notification of vehicle acceptance from Recipient. Delivery of vehicles shall be directly to the Recipient as indicated on the purchase order. Recipient will inspect the vehicle upon delivery, and contact you directly to correct any deficiencies.

Before Delivery of Vehicle:

- Notify Bureau of Transit and Local Roads (P.O. Box 7913, Room 951, Madison, Wisconsin, 53707-7913) and Recipient of upcoming delivery 7 days prior to anticipated delivery.
- Assure that you have requested a State Patrol Inspection; it is completed, and request you have a copy of the report. Repair any deficiencies.
- Make appointment with recipient to arrange a time and place for delivery of the vehicle.

On Day Vehicle is Delivered:

- Instruct Recipient on vehicle operation and equipment.
- Show Recipient location of FMVSS sticker.
- Provide Recipient Buy America Documentation:
 - A final list of major components and sub-assemblies made in the U.S. and the calculated percentage for each item of total manufacturer's cost;
 - Actual final assembly location;
 - List of actual activities that took place during final assembly; and
 - Total cost of final assembly. (60% or more of the value of the components must be manufactured in the United States and final assembly must be made in the U.S). Note: For Daimler-Chrysler vans manufactured in Canada, *FTA Waiver* should be indicated

- Provide Recipient completed Application for Title (MV11).
 - Ensure Application for Title (MV11) has WisDOT listed as the Secured Party. The listing should read:
WisDOT Bureau of Transit and Local Roads, Hill Farms State Transportation Building, Room 951, P.O. Box 7913, Madison, Wisconsin, 53707-7913. Secured Party No. 039337. Phone (608) 266-0560
- Provide Recipient the original Manufacturer's Certificate/Statement of Origin.
- Provide Recipient a copy of HSV Inspection Report.
- Provide Recipient a copy of the vehicle invoice. Invoice each vehicle separately. Include on the invoice the Recipient name and address, purchase order number, VIN number(s) and WISDOT number(s).
- Provide Recipient Certification of Wheel Alignment
- Arrange for correction of identified defects.
- Provide recipient with temporary license plate(s).

After Vehicle is Delivered:

- Assure identified defects have been corrected.
- Provide Bureau of Transit and Local Roads original Vehicle Invoice.
- Provide Bureau of Transit and Local Roads a copy of HSV Inspection Report.
- Provide Bureau of Transit and Local Roads a copy of the Manufacturer's Certificate/Statement of Origin.