

## SPECIAL CONDITIONS OF BID

### 1. PURPOSE

The purpose and intent of this bid package is to cover needs for Human Service Vehicles through WISDOT for municipalities throughout the state of Wisconsin for the period of March 2009 through December 2009. Contracts are to be established for each line item on an as needed basis as determined by WISDOT. When a line item “# OF DAYS” has expired, or a line item is no longer covered by a WISDOT contract, the Wisconsin Department of Transportation (WisDOT or DOT), through its Purchasing Services Section, (Purchasing), may award to another originally received bid, request subsequent bids, or request extension of an existing contract.

### 2. SCOPE

The Wisconsin Department of Transportation (WisDOT or DOT), through its Purchasing Unit, (Purchasing), are requesting bids in accordance with:

- **Bid Document**, pages 1 – 10
- **Special Conditions Of Bid**, pages 11 – 22
- **Federal Requirements and Vehicle Specifications – Contents**
  - **General Requirements, Information, and required certifications**, pages 1 – 35
  - **Vehicle Specifications**, pages 36 – 100
  - **Appendix**, pages 101 – 128

<b>ITEM</b>	<b>Specification Pages</b>	<b>Bid Page / Line Item</b>
SEDAN - TAXI PACKAGE	37	Page 8 / Line Item 1
LOWERED FLOOR, RAMP EQUIPPED MINI-VAN	38 - 42	Page 8 / Line Item 2
MINI BUS-Gas	43 - 47	Page 8 / Line Item 3
MINI BUS-Diesel	43 - 47 & 48	Page 8 / Line Item 4
MINI BUS-ACCESSIBLE-Gas	43 - 47 & 49 - 51	Page 8 / Line Item 5
MINI BUS-ACCESSIBLE-Diesel	43 - 47 & 49 - 52	Page 8 / Line Item 6
MINI BUS-Single Rear Wheel-Gas	53 - 60	Page 8 / Line Item 7
MEDIUM BUS-Gas	61 – 67	Page 8 / Line Item 8
MEDIUM BUS-Diesel	61 – 67 & 68	Page 9 / Line Item 9
MEDIUM BUS-Gas-Fiberglass Body	69 – 75	Page 8 / Line Item 10
MEDIUM BUS-Diesel-Fiberglass Body	69 – 75 & 76	Page 9 / Line Item 11
MEDIUM BUS-Gas Hybrid-Fiberglass Body	69 – 75 & 76	Page 8 / Line Item 12
MEDIUM BUS-Diesel Hybrid-Fiberglass Body	69 – 75 & 76	Page 9 / Line Item 13
LARGE BUS-Diesel	78 - 84	Page 9 / Line Item 14
LARGE BUS-Diesel-Fiberglass Body	85 - 91	Page 9 / Line Item 15
LARGE BUS-Diesel Hybrid-Fiberglass Body	85 - 91 & 92	Page 9 / Line Item 16
CONVENTIONAL BUS ON COWL CHASSIS	93 - 99	Page 9 / Line Item 17
YELLOW SCHOOL BUS	93 - 99 & 100	Page 10 / Line Item 18

The attached Standard Terms and Conditions shall govern this bid unless specifically modified in the Special Conditions of Bid. Conditions of bid that include the word "must" or "shall," describe a mandatory requirement. All specifications are defined as mandatory minimum requirements unless otherwise stated. If no bidder is able to comply with a given specification or condition of bid, Purchasing reserves the right to delete that specification or condition of bid. Failure to meet a mandatory requirement shall disqualify your bid.

If you have any questions regarding the specifications, or special conditions of bid, please contact the Department of Transportation via e-mail on or before Tuesday, February 17, 2009. If the answer requires written notification to other bidders, purchasing will issue an official addendum dated on or before Friday, February 20, 2009.

Any correspondence, documents, price lists, etc. to support your bid, must include the bid number and be sent to:

**U.S. Mail:**

Purchasing  
WI Department of Transportation  
4802 Sheboygan Ave., Room 751  
PO Box 7396  
Madison, WI 53707-7396

**UPS, Fed Ex, Airborne, etc.:**

Purchasing  
WI Department of Transportation  
4802 Sheboygan Ave., Room 751  
Madison, WI 53705

Retain a copy of these Special Conditions of Bid for your files. Should you receive an award, these Special Conditions of Bid, and any addendums issued shall become your contract terms and conditions.

**Questions regarding this bid shall be answered by the following:**

Jane DeRosia at [jane.derosia@dot.state.wi.us](mailto:jane.derosia@dot.state.wi.us)

**3. PRODUCT SPECIFICATIONS / APPROVED EQUAL REQUESTS**

See attached SPECIFICATIONS (pages 35 – 100) for the minimum acceptable specifications for products desired. Bid must be clearly identified by manufacturer and catalog/model/stock number and/or appropriate identification as requested on the BID PRICE SHEET (on page 8, 9 and/or 10).

The specifications shown and the itemized price sheet are the minimum acceptable specifications for the vehicles desired. When a manufacturer name and product number are shown on the price sheet, those products are known to meet specifications.

When not bidding on all particulars as specified, the bidder may offer that product to be an “or equal” product. All “or equal” alternate bids shall be pre-approved by formal written bid amendment. **Requests for approved equals; clarification of specifications and protests of specifications must be received by purchasing in writing by 3:30 PM (CST) on Tuesday, February 17, 2009.** Any request for an approved equal or protest must be fully supported by technical data, test results, or other pertinent information or evidence that the substitute offered is equal or better than the specification requirement.

Failure to provide product information by **3:30 PM (CST) Tuesday February 17, 2009** will result in disqualification of your “or equal” alternative bid. The Department Of Transportation will be the sole judge of equivalency and acceptability.

No revisions to this bid may be made unless in the form of official addendum issued by the Department Of Transportation Purchasing Department.

**4. CONTRACT TERM**

An initial contract term shall not exceed or be greater than the “# OF DAYS” that a bidder offers for each line item bid. The “# of Days” entered on the bid price sheet shall start and begin counting as day 1 the following day after bid opening. The number of days between the bid opening date and the contract award will be subtracted to adjust the maximum contract length.

A contract resulting in award of multiple line items may have line items expire at different increments. The contract will reflect the expiration in accordance with the line item with the longest active “# OF DAYS”, however, contract line items may independently expire prior to the overall contract expiration. When a line item on a contract has expired in accordance with the “# OF DAYS”, the awarded vendor may be asked to offer an extension to WISDOT with all terms and conditions remaining the same. WISDOT reserves the right to extend a contract award for any and all line items with the mutual consent of the awarded vendor.

**5. QUALIFYING BIDDERS / SUBSEQUENT BIDDING**

When a contract line item is no longer covered by a WISDOT contract, WISDOT reserves the right to make an award to another previously received officially requested bid from a qualified responsive bidder or WISDOT may request subsequent bids from qualified bidders. All vendors who submit the required documentation of this bid

package that also demonstrates compliance in accordance with all the terms and conditions in this bid document will be considered a qualified bidder for subsequent bids. Subsequent bids will not be sought or accepted independently by WISDOT.

When determined by WISDOT that a subsequent bid is needed, all qualified bidders will be offered a chance to participate. Unsuccessful bidders who qualified with the terms and conditions of the bid shall be contacted for subsequent bids for the purpose to award new contracts for previously awarded items that are no longer covered under a WISDOT contract.

**6. # OF DAYS / FIRM CONTRACT PRICING (MIN 120 DAYS)**

A minimum of 120 days will need to be submitted in order to qualify for a contract award. For the purpose of the evaluation of bids and contract award, if the number of days entered for a “Bid Acceptance Period” (No. 11, on page 1) is different from any of the “# OF DAYS” entered for line items on the bid pages the highest or greater number of days shall be used.

**7. ORDERING**

Contract Release Orders, (Purchase Orders) will be issued to the successful bidder(s) awarded a contract by the Department Of Transportation personnel as needed during the contract term. The majority of WISDOT purchase orders will primarily be issued in early in the 2009 cycle.

Additional ordering from municipalities may result provided a contract is active. Piggyback ordering placed independently by municipalities through established contracts must obtain WisDOT written approval prior to vendor’s acceptance of an order.

**8. SUBCONTRACTING OR THIRD PARTY PAYMENTS**

All subcontracting shall be pre-approved by WisDOT. The prime contractor shall be responsible for all subcontractor(s) work and payment. The prime contractor shall remain the primary contact for resolving all issues resulting from this bid. The WisDOT will not pay any subcontractor or third parties directly.

**9. BIDDER INFORMATION**

**All issues concerning this bid and resulting contract, are the primary responsibility of the bidder.**

Contractors must clearly designate a person to provide on-going communication, coordinate servicing/warranty issues, answer questions and expedite/coordinate deliveries. It is a requirement of this bid to submit the “primary bidders” names and phone numbers for contact persons to be responsible for the following:

<u>Contact Persons For</u>	<u>Name</u>	<u>Phone Number</u>	<u>Fax Number</u>	<u>e-mail address</u>
<b>ORDER INFORMATION</b>				
<b>INVOICE QUESTIONS</b>				
<b>DELIVERY QUESTIONS</b>				
<b>SERVICING/WARRANTY</b>				

**10. DELIVERY**

In lieu of completing No. 9, on page 1, enter the delivery period for the item on the corresponding column on the bid page. Timeliness of delivery may be considered when making this award. Vendors will contact WISDOT in writing a minimum of 15 days prior to an expected delivery date if it is anticipated a delivery date cannot be met. Purchase Orders and Contracts may be cancelled without any cost or penalty to the ordering agency if delivery is late or not revised in writing from WISDOT.

**11. WARRANTY**

The bidder shall state the manufacturer’s warranty on all vehicles. A one-year minimum warranty, with no mileage limit, shall cover body construction and add-on components. See specification page 25, paragraph

11 for further warranty requirements. **All warranties shall start the date the vehicle is placed into service.** All bidders must have a Wisconsin location for warranty repair on all parts of the vehicle.

## 12. ESTIMATED QUANTITIES

Estimates for WISDOT's projected needs for the 2009 cycle 33 are shown on specification page 34 Cycle 33 Destination Chart.

The quantity of "1 each" listed for each line item on the bid price sheet (pages 8, 9 and 10) does not necessarily represent the quantity to be ordered and are listed as "1 each" for bid unit price evaluation purposes only. Final numbers are incumbent upon final bid prices obtained and grant approvals.

The needs of other state of Wisconsin municipalities may present piggyback ordering opportunities when a contract remains active (to participate see bid document, page 3, "Municipal Purchasing Agreement"). The Cycle 33 Destination Chart also includes a line estimation for piggyback orders. Piggyback estimations were based on various federal grant programs administered by WisDOT. These programs are ongoing and subject to change in quantities and types of vehicles needed.

## 13. INSPECTION AND ACCEPTANCE

**HUMAN SERVICE VEHICLE INSPECTION:** All vehicles specified in this document will be operated as human service vehicles. State standards covering the design, construction and equipment of these vehicles are stated in the Wisconsin Administrative Code, Chapter Trans 301, and for those vehicles ordered as Yellow School Buses, Chapter Trans 300.

All Vehicles (except line 1, Taxi) are to have an initial **HSV** inspection **PRIOR TO DELIVERY** by inspectors of the Wisconsin State Patrol. The dealer will be responsible for correcting defects or code violations cited by an inspector and a vehicle shall not be considered as being delivered until all defects are corrected. (Also see pages 19 and 20 of these Special Conditions Of Bid, "VENDOR RESPONSIBILITIES FOR DELIVERY, INSPECTION AND ACCEPTANCE OF SECTION 5310 VEHICLES")

## 14. REBATES

All bid prices are to be net to the Wisconsin Department of Transportation, including any applicable rebates or any price incentives. The WISDOT will assign any rebates to the dealer/bidder, but shall only sign any rebate form and shall not be responsible for any further activity in pursuit of the bidder receiving any rebate or incentive.

## 15. METHOD OF BID/RESPONSE REQUIREMENTS

Bidder must submit a total (1 EA) "**UNIT PRICE**" in accordance with the specifications, special conditions and bid document. Enter the unit price for each applicable line in the attached Bid Price Sheet (page 8, 9 and/or page 10). You must also include the number of days in the "**# OF DAYS**" column. The "**# OF DAYS**" cannot be less than 120 days and no greater than 340 days. The # OF DAYS will be the period of time the unit price submitted will remain firm. *It is not necessary to complete the individual page totals or bid total at the bottom of bid page 8, 9 or bid page 10.*

Any alterations to this bid schedule may be deemed as inconclusive to determine actual bid price. Do not include more than one bid, per item, per line on the itemized bid sheet. Do not include minimum order quantities on your bid.

Any alternate bids must be in compliance with the above paragraph 2, entitled Specifications. All alternate bids must be submitted on a separate itemized bid sheet, identified as an alternate, with vendor name and vendor identification number on each page submitted. **Any request for "or equal" should be received in purchasing by 3:30 PM (CST) on Tuesday, February 17, 2009.**

## RESPONSE REQUIREMENTS

In order for your bid to be considered, the following information must be provided. Fill out and submit one copy (unless stated otherwise) by the due date and time listed on the bid cover page. Include:

- Bid Cover (Signature)
- Addendum Cover (Signature), if applicable to this bid request
- Bid Price Sheet(s)
- Vendor Information Sheet
- References Sheet
- MBE Program Awareness, Compliance & Action Plan

Failure to provide these forms/information with your bid submittal may disqualify your bid.

**Because of increased building security, access to the WisDOT Purchasing Office is restricted and may cause delay if hand delivering your bid. Allow ample time for security clearance to room 751.**

NOTE: FACIMILE BIDS WILL NOT BE ACCEPTED FOR THIS BID.

## 16. METHOD OF AWARD

Award(s) shall be made on the basis of the lowest unit price per line item. Timeliness of delivery and contract length (# OF DAYS) may be considered when making this award when deemed in the best interest of the WISDOT.

## 17. CERTIFICATION FOR COLLECTION OF SALES AND USE TAX

The State of Wisconsin shall not enter into a contract with a vendor, and reserves the right to cancel any existing contract, if the vendor or contractor has not met or complied with the requirements of s.77.66, Wis. Stats., and related statutes regarding certification for collection of sales and use tax.

## 18. MINORITY BUSINESS PARTICIPATION

The Wisconsin Department of Transportation is committed to the promotion of minority businesses in the State's purchasing program. Authority for this program is found in Wisconsin Statutes 15.107(2), 16.75(3m), and 16.755.

Minority businesses will be encouraged to respond to public purchasing solicitation. A minority business means a business certified, or certifiable, by the Department of Commerce under Statute 560.036(2).

With this procurement and resulting contract, the department requests contractors utilize as subcontractors Minority Business firms certified by the Wisconsin Department of Commerce. Please contact the State's Minority Business Director for assistance in locating certified firms at (608) 267-3293. A listing of State of Wisconsin certified minority businesses, as well as the services and commodities they provide, is available from the WisDOT Purchasing Office. Contractors can also look at the State-certified minority businesses web site <http://www.doa.wi.gov/mbe>

The department reserves the right to verify with listed firms their involvement as subcontractors.

Quarterly reports, may be requested and are to be submitted to the Department of Transportation, Purchasing Unit, itemizing the deliveries and cost of items or services provided by certified firms. Reports should state the cost for the quarter and on a contract to date basis.

## 19. INVOICING REQUIREMENTS

WisDOT must meet a statutory mandate to pay or reject invoices within 30 days of receipt by WISDOT. Before payment is made, it also must verify that all invoiced charges are correct. Only properly submitted invoices shall be officially received for payment. Thus, your prompt payment requires that your invoices be clear and complete in conformity with the instructions below.

All invoices must be itemized showing:

- a. purchase order number
- d. complete product description as

- b. vendor name
- c. remit to address
- e. stated on your bid.  
prices

The original invoice and one copy must be sent to the Bill To address shown on the Purchase Order.

STATE OF WISCONSIN  
DOA-3477 (R05/98)  
ATTACHMENT A

**VENDOR INFORMATION**

1. BIDDING / PROPOSING COMPANY NAME \_\_\_\_\_  
FEIN \_\_\_\_\_ OR SS# \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Toll Free Phone ( ) \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip + 4 \_\_\_\_\_
2. Name the person to contact for questions concerning this bid / proposal.  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Toll Free Phone ( ) \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip + 4 \_\_\_\_\_
3. Any vendor awarded over \$25,000 on this contract must submit affirmative action information to the department.  
Please name the Personnel / Human Resource and Development or other person responsible for affirmative action in the company to contact about this plan.  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Toll Free Phone ( ) \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip + 4 \_\_\_\_\_
4. Mailing address to which state purchase orders are mailed and person the department may contact concerning orders and billings.  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Toll Free Phone ( ) \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip + 4 \_\_\_\_\_

## REFERENCES

### Attachment B

**VENDOR:** \_\_\_\_\_

Provide a minimum of two (2) company names, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for requirements similar to those included in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate bid/proposal page.

**Company Name** \_\_\_\_\_

Address (include Zip +4) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

Product(s) and/or Service(s) Used \_\_\_\_\_

\_\_\_\_\_

**Company Name** \_\_\_\_\_

Address (include Zip +4) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

Product(s) and/or Service(s) Used \_\_\_\_\_

\_\_\_\_\_

**Company Name** \_\_\_\_\_

Address (include Zip +4) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No \_\_\_\_\_

Product(s) and/or Service(s) Used \_\_\_\_\_

\_\_\_\_\_

Attachment C

**WisDOT MINORITY BUSINESS ENTERPRISE (MBE) PROGRAM  
AWARENESS, COMPLIANCE & ACTION PLAN**

As a matter of sound business practice, the Wisconsin Department of Transportation is committed to “supply diversity” by promoting the use of minority business whenever and wherever possible. Further, as an agency of the State of Wisconsin, WisDOT shares in the state goal of placing five (5) percent of its total annual purchasing dollars with state-certified minority businesses.

State of Wisconsin procurement policy provides that Minority Business Enterprises (MBE) certified by the Wisconsin Department of Commerce, Bureau of Minority Business Development should have the maximum opportunity to participate in the performance of its contracts/projects.

You, as a contractor, are strongly urged to use due diligence to further this policy by awarding subcontracts to minority-owned business enterprises or by using such enterprises to provide goods and services incidental to this agreement (second-tier suppliers), with a goal of awarding 5% of the contract cost to such enterprises.

Monthly or Quarterly reports are requested to be submitted to the Department of Transportation Purchasing Unit, itemizing the costs of services and goods provided by certified firms. Reports should state the costs for the previous contract/project month or quarter.

**Authority for the MBE program is found in Wisconsin Statutes 15.107(2), 16.75(4), and 16.755 and 560.036(2), and details about the program can be found at:**

<http://www.doa.state.wi.us/category.asp?linkcatid=677&linkid=113&locid=0>

**Your complete response on the following form must address the following components of your company's/organization's commitment/action plan:**

- a) Indication that you understand the **WisDOT's goal**,
- b) Listing of any **MBE vendors with which you intend to subcontract**,
- c) Description of the various **second tier MBE expenses** (goods and services procured that are incidental to the contract/project; *examples are:* specific office supplies to perform the contract, percentage of cost for uniforms for contract staff, travel to perform the contract/project, percentage of facility maintenance services for your facility used directly by your staff during the contract/project period) your company/organization will be able to report that are in direct connection with the administration of this contract,
- d) **Statement expressing your commitment** to complete the required monthly or quarterly reports that will reflect your subcontracts and second-tier expenditures for the period.

For information on certified State of Wisconsin Minority Business Enterprises, please contact:

**JoAnn Moore**

MBE Program Coordinator  
WisDOT Division of Business Management  
4802 Sheboygan Avenue, Room 751  
Madison, WI 53705  
Phone: 608-267-2886  
Fax: 608-267-4892  
[www.dot.wisconsin.gov/business/mbe](http://www.dot.wisconsin.gov/business/mbe)  
[joann.moore@dot.state.wi.us](mailto:joann.moore@dot.state.wi.us)

A complete listing of certified minority businesses, as well as the services and commodities they provide, is available on the web at: [www.doa.wi.gov/mbe](http://www.doa.wi.gov/mbe) and Information regarding certification of minority businesses is available at: <http://commerce.wi.gov/BD/BD-MBD-Index.html>

**ATTACHMENT C**

**WisDOT MINORITY BUSINESS ENTERPRISE (MBE) PROGRAM  
AWARENESS, COMPLIANCE & ACTION PLAN**

**Complete, sign, and include in your bid response.**

Failure to complete this form as a component of your bid may result in rejection of your bid.

Our company/organization is a Wisconsin-certified Minority Business Enterprise (MBE).  Yes  No

Our company/organization is a minority business but has not yet received Wisconsin certification (please provide details): \_\_\_\_\_  Yes  No

We are aware of the WisDOT's goal to spend at least 5% of their total annual purchasing dollars with state-certified MBE firms.  Yes  No

We are aware that if awarded this contract/project our company/organization will provide monthly or quarterly reports to WisDOT reporting all expenditure activity directed to MBE subcontractors or second-tier MBE suppliers that directly relate to this contract. (Any non-certified minority businesses could be a potential subcontractor/second-tier supplier--indicate these on your plan. WisDOT will work with those businesses for possible certification.)  Yes  No

**Subcontractors:** Our company/organization intends to subcontract at least 5% dollar volume with certified MBE firms listed below (names, addresses, telephone numbers):  Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Second-tier Suppliers:** In addition to direct subcontracting efforts, your company/organization can help WisDOT achieve the 5% goal by managing your second-tier minority purchases. Second-tier business refers to incidental business expenses your company may spend with Wisconsin-certified MBE firms as it pursues the normal course of business supplying the WisDOT-contracted products or services. Here are some *examples*:

- Percentage of your office supplies specifically used during the course of this contract/project.
- Percentage of uniform costs for staff performing this contract/project.
- If you travel to perform this contract/project, you could use a state-certified MBE travel agency and report that expense.
- Percentage of facilities maintenance services for facility(ies) directly used by your staff during the course of this contract/project.

These second-tier expenses can only be reported to the extent that they directly relate to your business with WisDOT. The percentage of the expense you can report is determined by the amount of your WisDOT sales as it relates to your total sales volume. Per the terms of your contract, you should actively pursue directing business towards these types of companies, and report your efforts in this regard on a monthly basis.

\*\*\*\*\*

In paragraph form, describe your company/organization's commitment/action plan with regard to the planned use of state-certified MBE businesses in subcontracting efforts, as well as developing MBE second-tier suppliers. Please list your specific commitments (attach sheet, if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME & TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**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).
- 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.