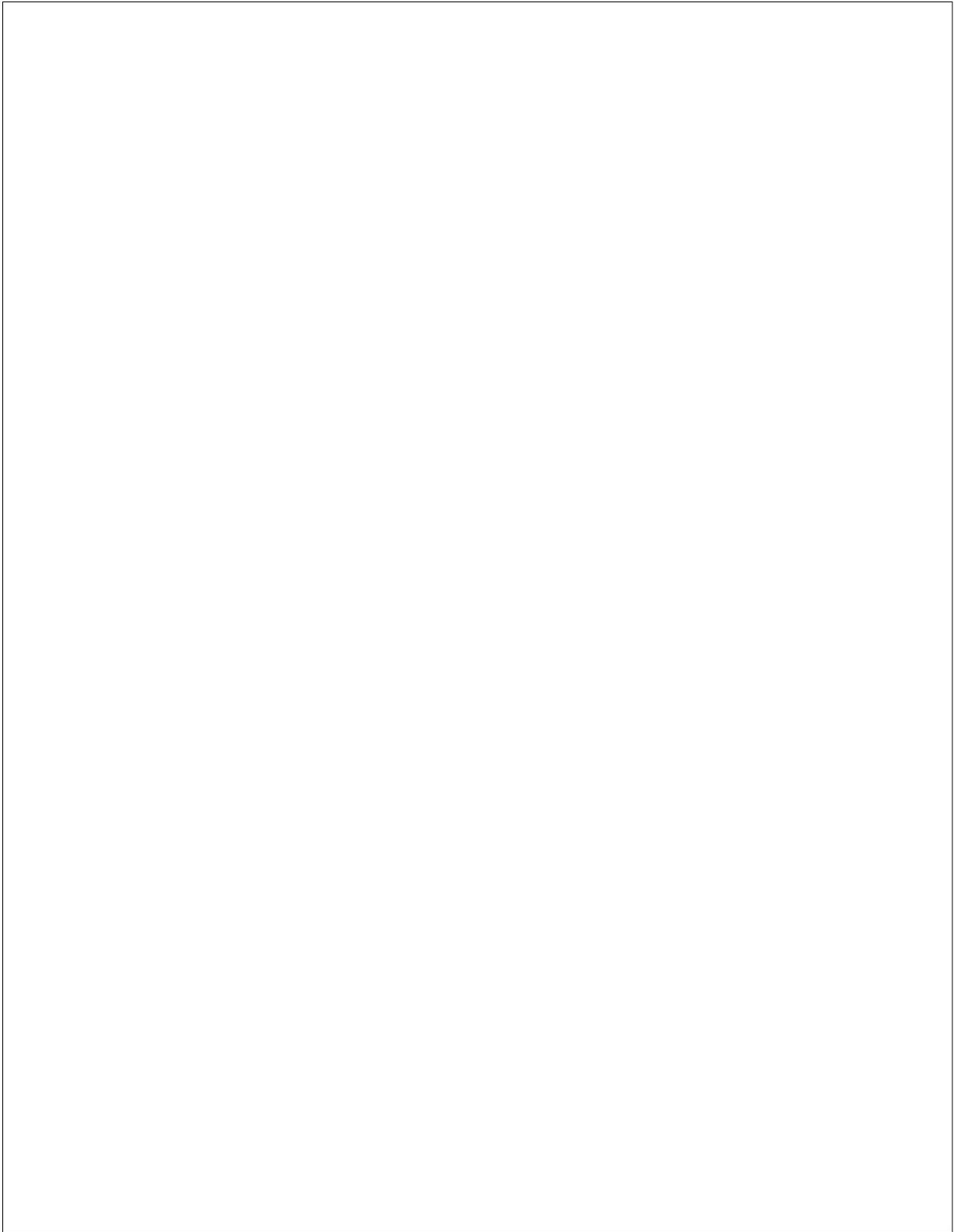


This appendix contains the forms to complete when visiting the manufacturer's factory and following the delivery of a vehicle purchased with grant funding.

- [Pre-Award Audit Checklist](#)
- [Pre-Award Factory Visit Checklist](#)
- [Mid Construction Factory Visit Inspection Checklist](#)
- [Visual Documentation & Visual Inspection Form](#)
- [Road Test Form](#)
- [Post-Delivery Purchaser's Requirements Certification
\(Twenty or Fewer Vehicles\)
\(More than Twenty Vehicles\)](#)
- [Post-Delivery Buy America Compliance Certification](#)
- [Post-Delivery Federal Motor Vehicle Safety Standards Compliance Certification](#)
- [Regional Mobility Grant Program Bus Purchase Self Certification](#)

Electronic versions of these forms can be found on the CD that accompanies this guide.

- [Pre-Award Audit Checklist](#)
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Pre-Award Audit Checklist
Page 1 of 1

Pre-Award Factory Visit Checklist

Grantee Name: _____ Agreement # _____

Vendor Name: _____ Date of Visit: _____

Type of Vehicle Bid: _____ Location: _____

Is the factory visit being conducted for your agency only? Yes No

If the factory visit is also being conducted on the behalf of other agencies, please list the agencies' names.

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

The critical part of the factory visit is to ensure that the factory is able to build your vehicle to specifications. **You must use your vehicle specifications** as a checklist while inspecting your vehicle production. Be sure to ask questions to learn about the production of your vehicle. Please complete the following checklist while conducting your factory visit.

Yes No

- Is the factory a certified Transit Vehicle Manufacturer (TVM)?
- Is the factory a Qualified Vehicle Modifier (QVM)?
- Does the factory implement quality control during the production of the vehicle?

How does the factory conduct final inspection of the vehicle? _____

What process does the factory take to correct errors? _____

- Did you meet with the factory representative to thoroughly review your final vehicle specifications?
- Were there any discrepancies found in your vehicle specifications and the factory's understanding of your order? If yes, please identify:

How did the manufacturer resolve discrepancies in your vehicle specifications? _____

- Was the factory production manager available to answer your questions or concerns?

Please list name(s) _____

When is your vehicle scheduled for production? Est. Date _____

When is your vehicle scheduled for delivery to the dealer? Est. Date _____

Does the manufacturer anticipate any problem with on-time delivery?

Please list reason(s) _____

Describe how the factory monitors the production of your vehicle? _____

Does the manufacturer have all vehicle parts and supplies readily available for the production of your vehicle? If no, explain _____

Was the facility clean and orderly?

Comments: _____

Signature of Individual Conducting Factory Visit Date

Please file a completed original checklist in your procurement file and send a copy to WSDOT.

Pre-Award Factory Visit Checklist
Page 2 of 2

Mid-Construction Factory Visit Inspection Checklist

The following is a suggested checklist to be used to conduct a mid-construction factory visit. A mid-construction factory visit is required when purchasing 10 or more vehicles through a single bid. Grantees are urged to modify this checklist (as needed) to reflect their actual vehicle specifications.

- Chassis (vehicle chassis model i.e., 200X *Ford Model E-450 Super Duty*)
 - Engine (engine specification i.e., 6.8 liter *Ford Triton*, V-10, direct fuel injected)
 - Transmission (transmission specification i.e., Automatic, 4R 100 4 speed overdrive)
 - Dimensions (vehicle dimension, actual measurement)
 - Wheel Base: 158 inches
 - Overall Length: 276 inches maximum
 - Overall Exterior Height: 11 5 inches maximum
 - Overall Exterior Width: 98 inches maximum
 - Interior Height: 74 inches minimum
 - Interior Width: 91 inches minimum
 - Wheels, Wheel Wells And Related Items
 - Tire *OEM*, minimum 10 ply LT225/75R/16E BSW mounted on wheels
 - Shock Absorbers and Stabilizers
 - Front and rear HD Double Acting Shock Absorbers: 1.375 inch diameter, gas filled.
 - Front Stabilizer Bar: 1-inch diameter.
 - Rear Stabilizer Bar: 1.25-inch diameter
 - Braking system
 - HD dual Hydraulic Power Assisted
 - Four Wheel Anti-Lock, Disc Type
 - HD Cable-Actuated Parking With Warning Light
 - Exhaust System
 - Steering Power assisted with OEM Tilt Steering Wheel And Cruise Control
 - Electrical system
 - Alternator
 - Audible Reverse Alarm
 - Dual OEM 12-Volt Batteries With A Minimum Combined CCA of 1, 250 amps
-

- Flooring material
 - Type (Non-slip)
 - Color (Gray)
 - Mirrors (*Metagal* Convex Rear View Mirror)
 - Instrument Panel
 - Gauges, Warning Light etc.
 - Illumination
 - Seating
 - Driver Seat (type of seat)
 - Passenger Seat (number of seats, seating configuration)
 - Heating, Air Conditioning And Ventilation
 - Heating (OEM)
 - Rear Air Conditioning (40,000 BTU)
 - Body Exterior
 - One-inch Rub Rails Composed Of Flexible, Resilient Material
 - Install Lockable Fuel Cap Access Door
 - Ground Clearance
 - 12 inches Clearance From Ground To First Step
 - 13 inches Clearance Form Ground To Battery Box
 - Body Interior
 - Raised Floor Design
 - Metal Deck Shall Be Covered With Minimum 0.625-Inch Marine Grade Plywood
 - 125 inch Black Smooth Transit Type Matting With Anti-Skid Properties
 - Interior Entrance Steps Are Metal Backed
 - Handrail
 - Stanchion
 - Door and Doorways
 - OEM Driver Door
 - Transit Door Type for Passenger Door
 - Wheel Chair Lift Access Door
 - Windows
-

Mid-Construction Factory Visit Inspection Checklist
Page 2 of 3

- Tinted Laminated Safety Glass And Sun Visor Tinting Windshield
- Two Of The Side Windows Shall Be Emergency Kick-Out Type
- Rear Window
- Wheelchair Lift
 - Mount Braun Model #919
 - Control Switch Location
 - Grab Rail
 - Interlocking System
 - Wheelchair Securement
 - Two Wheelchair Securement Station
 - Tie-Down System
 - L Track
- Miscellaneous Items
 - First Aid Kit
 - One set of Cable Type Tire Chains
 - Fire Extinguisher
 - Emergency Seat Belt Cutter

60% Buy America Vehicle Component Content Requirement

Did your organization’s representative conduct Buy America verification to ensure compliance on the vehicle’s major subsystems listed below? Yes No If No, please explain

Please identify which of the following vehicle components were used to meet the Buy America requirement: Chassis Engine Transmission HVAC Other (please specify) _____

Comments: _____

Signature of Individual Conducting Factory Visit _____ Date _____

Please file the completed original checklist form in your organization’s procurement file and send a copy to WSDOT.

Visual Inspection Form

Organization Name _____ GCA # _____

Vehicle Manufacturer: _____ VIN: _____

Inspection Location: _____ Vehicle Type: _____

The following items must be inspected on each vehicle received under your grant.

Item	Requirement	Instruction	Result	Date	Remarks
Curb Weight	Maximum curb weight of _____ lbs	Measure on certified scale	Weight _____ lbs		
Buy America	Received Final American Content Report	Check to see if received, review for compliance	yes/no		
FMVSS Stickers	Affixed to the vehicle	Locate sticker	yes/no		
FMVSS Test Report	Received prior to or upon delivery of the vehicle	Check to see if received, review report	yes/no		
Altoona Testing Report	Received copy of report for vehicle make/model	Check to see if received, review report prior to vehicle acceptance	yes/no		
Finish and Color	Smooth body surfaces and paint	Visually inspect all surfaces for flaws	Pass/Fail		
Interior Panel Fastening	Absence of rough edges or surfaces	Visually inspect for proper installation	Pass/Fail		
Towing Devices	Provision of towing eyes (front/rear)	Verify presence of towing eyes	Pass/Fail		
Door Control	Opening time of _____ seconds	Verify door opening time frame	Pass/Fail		
Interior Lighting	Lighting operable without engine	Switch on all interior lights while engine is not running	Pass/Fail		
Exterior Lights & Turn Signals	All exterior lights and turn signals operable	Switch on and verify all lamps and turn signals are working properly	Pass/Fail		
Emergency Exits and Signs	Emergency exit signs include operating instructions	Emergency exit operates with ease, clearly marked and fully accessible	Pass/Fail		
Fuel Tank	Fill rate and filler location	Inspect filler for easy access and check fill rate	Pass/Fail		
Chassis	Welds, axles, suspension, steering, wheels, and brakes	Inspect for leaks and interference. Check fluid levels, welds, undercoating, air lines, brake slack, and lug nuts	Pass/Fail		
Electrical	Wiring and junction boxes	Inspect for loose or stretched wires	Pass/Fail		
Batteries	Secured and polarized wiring access for jump start	Inspect compartment and jumper cable access	Pass/Fail		
HVAC	Capacity and performance	Operate HVAC, check compressor, condenser, flow, and temperature	Pass/Fail		
ADA Accessibility	Doors & aisles ADA accessible	Measure door way and aisle clearance	Pass/Fail		
Wheelchair Access	Compliant wheelchair lift or ramp doors and securement areas	Inspect and operate wheelchair lift or ramp, inspect operation, and measure securement areas	Pass/Fail		
Power Plant	Mounting and arrangement	Check for loose lines, leaks, and noises. Check fluid levels, belt alignment, and cap fit	Pass/Fail		

Signature and Title

Date

Road Test Form

Organization Name _____ GCA# _____
 Vehicle Manufacturer: _____ VIN: _____
 Location test was conducted: _____ Vehicle Type: _____

The following items must be inspected on each vehicle received under your grant.

Item	Requirement	Inspection Instruction	Result	Date Inspected	Remarks/Notes
Engine	N/A	Record low idle, fast idle, and high idle speeds	Low _____ Fast _____ High _____		
Service Brakes	Stopping Distance	Verify function and indicator, check for pulling to either side	Pass/Fail		
Parking Brake	N/A	Verify indicator and no movement when on	Pass/Fail		
Turning Effort	Steering wheel torque	Check effort with coach stopped	Pass/Fail		
Turning Radius	Not to exceed _____ at corner of body	Verify turning radius in both directions	Pass/Fail		
Acceleration	____ rate from 0 to _____ mph	Verify acceleration on smooth road	Pass/Fail		
Resonance	Absence of audible and/or visible vibrations	Operate vehicle at various speeds, check for vibrations and rattles	Pass/Fail		
Windshield wipers	Operational and evenly deposited wash fluid	Operate vehicle at safe speeds over 40 mph, check coverage, parking position, and wiper frequency	Pass/Fail		
Audible reverse alarm and lights	Audible reverse alarm and lights operable	Safely back up vehicle, check back up lights and alarm	Pass/Fail		
Power Plant	N/A	Check for leaks under vehicle and in engine compartment, check for abnormal noises	Pass/Fail		
HVAC	Interior temperature	Operate system, check internal and ambient temp	Pass/Fail		
Door Control	Accelerator and brake interlocks	At speeds less than 10 mph, verify accelerator and brake interlocks with door open	Pass/Fail		
General	N/A	During testing, observe and abnormalities in ride and handling of vehicle	Pass/Fail		

Signature and Title

Date

Post-Delivery Purchaser's Requirements Certification

(More than Twenty Vehicles)

As required by Title 49 of the CFR, Part 663 – Subpart C, _____
(the Grantee) certifies that a resident inspector, (name of the inspector, who is not an agent or employee of the
manufacturer) _____ was at _____
(name of the manufacturer) manufacturing site throughout the period of manufacture of the vehicles listed below
(add additional lines as necessary):

Grantee's Vehicle No.	Vehicle Identification Number	Vehicle Description
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____

The inspector monitored manufacturing and completed a report on the manufacture of the vehicles providing accurate records of all vehicle construction activities. The report addresses how the construction and operation of the vehicles fulfill the contract specifications. After reviewing the report, visually inspecting and road testing the vehicles, the Grantee certifies that the vehicles meet the contract specifications.

_____ <i>Signature</i>	_____ <i>Title</i>	_____ <i>Date</i>
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POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C,

(the recipient) certifies that it is satisfied that the buses received,

(number and description of buses) from

(the manufacturer), meet the requirements of Section 165(b)(3) of the
Surface Transportation Assistance Act of 1982, as amended. The recipient , or its appointed
analyst _____

(the analyst – not the manufacturer or its agent), has reviewed documentation provided by the
manufacturer, which lists (1) the actual component and subcomponent parts of the buses identified
by the manufacturer, country of origin, and cost; and (2) the actual location of the final assembly
point for the buses, 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 BUY AMERICA EXEMPTION CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C,

(the recipient) certifies that there is a letter from FTA, which grants a
waiver to the buses received,

(manufacturer, number and description of buses), from the Buy America requirements under
Section 165(b)(1), (b)(2), or (b)(4) of the Surface Transportation Assistance Act of 1982, as
amended.

Date: _____

Signature: _____ Title: _____

POST-DELIVERY FMVSS COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart D, _____
_____(the recipient) certifies that it received, at the post-delivery stage, a copy of

's (the manufacturer) self-certification information stating that the buses, _____
_____(number and description of buses), 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: _____

POST-DELIVERY FMVSS EXEMPTION CERTIFICATION

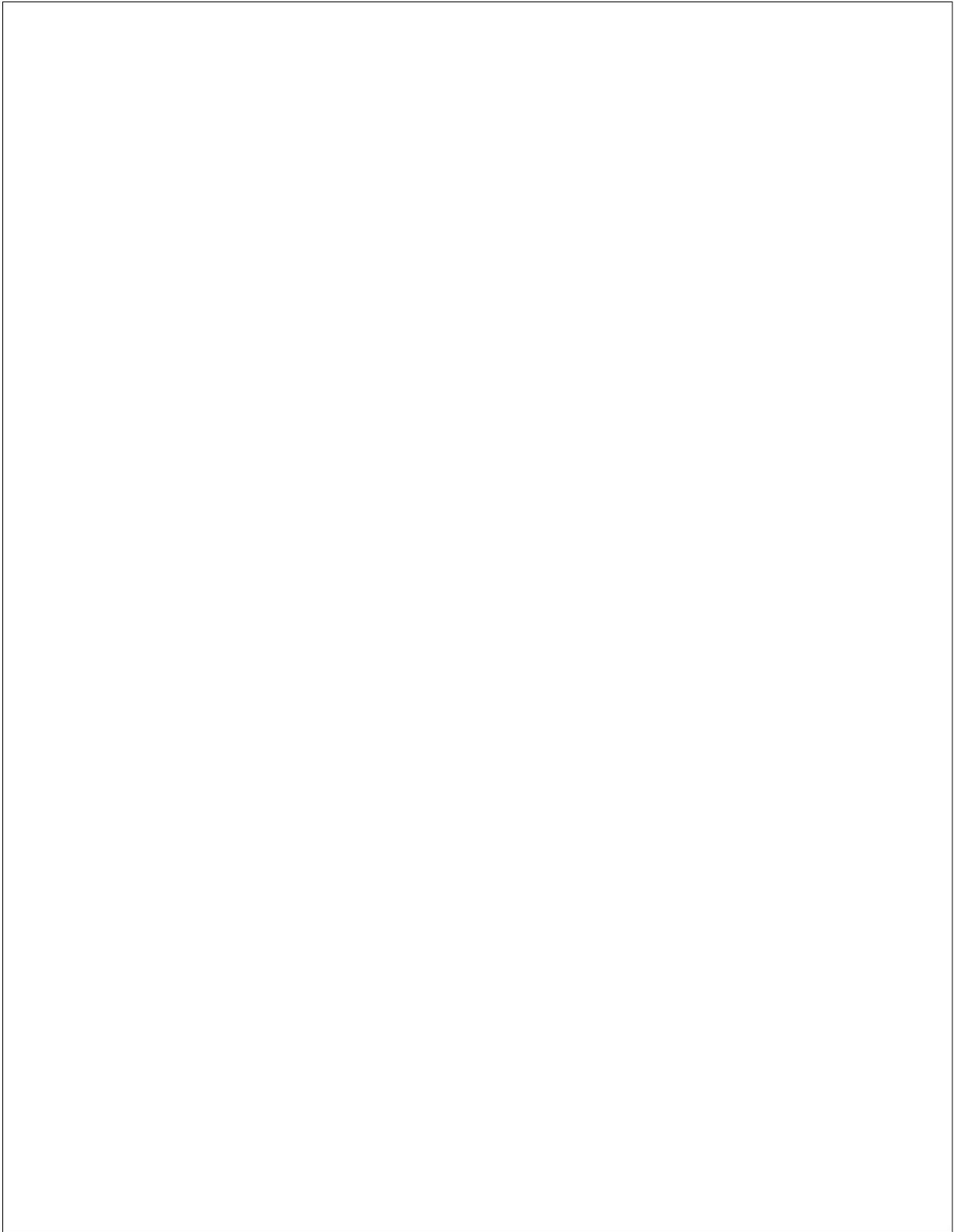
As required by Title 49 of the CFR, Part 663 – Subpart
D, _____
_____(the recipient) certifies that it received, at the post-delivery stage, a statement from

's (the manufacturer) indicating that the buses, _____

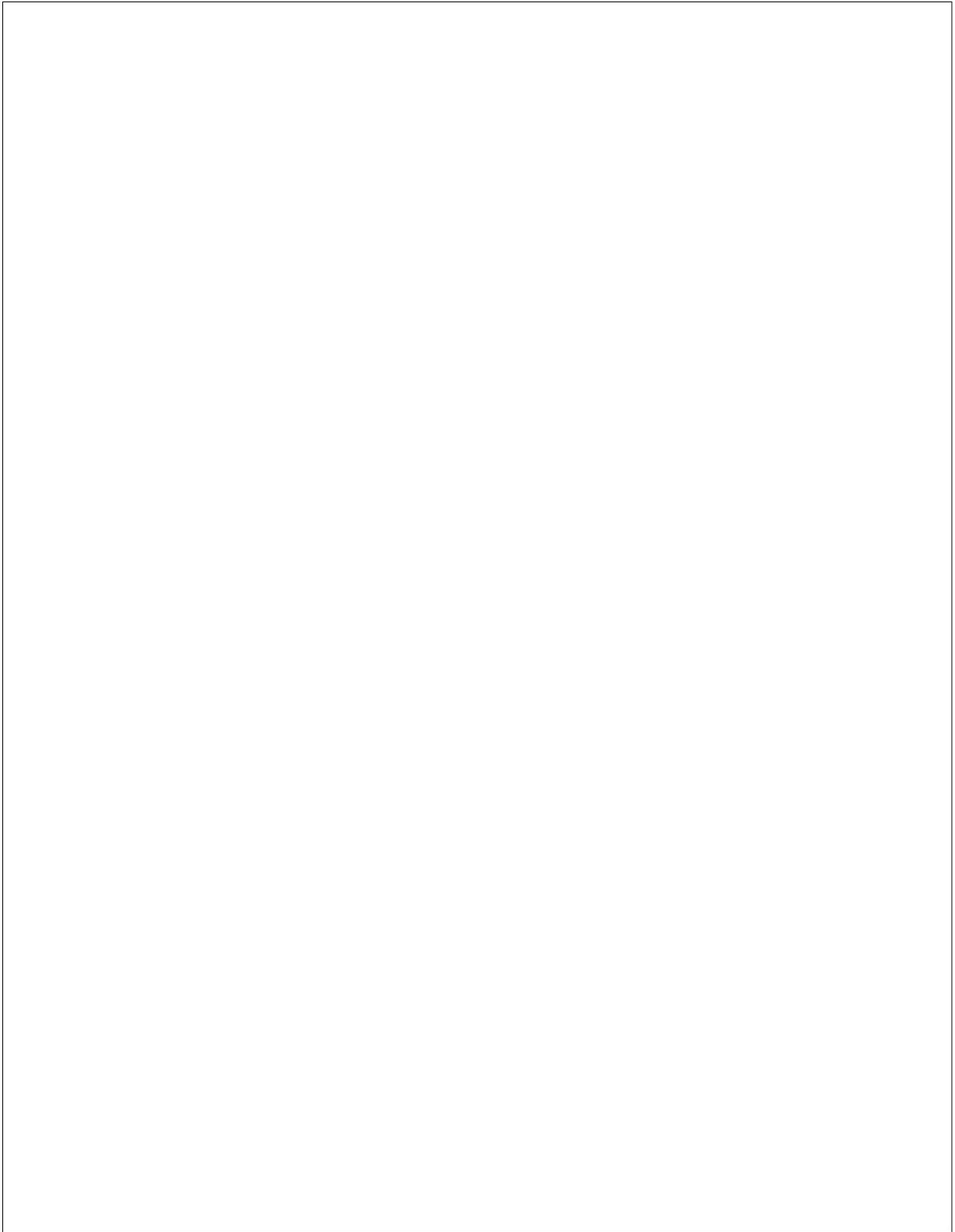
(number and description of buses), are not subject to the Federal Motor Vehicle Safety Standards
issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal
Regulations, Part 571.

Date: _____

Signature: _____ Title: _____



Post-Delivery Federal Motor Vehicle Safety Standards Compliance Certification
Page 1 of 1



Regional Mobility Grant Program Bus Purchase Self Certification
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