

## Consolidated Grant Program, Capital Checklist Vehicles, Equipment, and Construction Projects Only

Name & Location of Grantee: \_\_\_\_\_  
 Date of Site Visit: \_\_\_\_\_  
 Grantee Representatives: \_\_\_\_\_  
 WSDOT Staff: \_\_\_\_\_

| <i>Topic</i>   | <i>Follow-up</i>   |
|--|--|
| <b>Vehicle Procurement</b> <span style="float: right;"><input type="checkbox"/> N/A</span>   |  |
| 1. Which procurement method did your organization use to purchase the vehicle(s)?<br><input type="checkbox"/> Conducted its own procurement (skip a)<br><input type="checkbox"/> Purchased from the state GA-OSP procurement contract<br><input type="checkbox"/> Piggybacked on another transportation provider contract  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| a. If you purchased off a state contract or other contract, which one?   | <input type="checkbox"/>   |
| 2. Did WSDOT pre-approve your procurement process prior to initiation of bid advertisement (own procurement), placing an order (state contract), or entering into agreement with vendor (piggyback on another provider)? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/>   |
| 3. Do you have a complete procurement file containing all required documentation? (use the Procurement File Contents checklist to review procurement file) <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/>   |
| 4. Are all vehicles properly titled with WSDOT shown as the legal owner? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/>   |
| 5. If a vehicle was listed on the grant application as a replacement vehicle, is the replaced vehicle:<br><input type="checkbox"/> Currently shown in spare status (<30% use)?<br><input type="checkbox"/> Removed from inventory (vehicle disposed of, sold, or no longer owned by grantee)?<br><input type="checkbox"/> Still used in active service?<br><input type="checkbox"/> Not listed on application as a replacement vehicle | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| Vehicle procurement follow-up:<br><input type="checkbox"/> Required:<br><input type="checkbox"/> Recommended:<br>Other Comments:   |  |
| <b>Vehicle Inspection &amp; Maintenance</b> <span style="float: right;"><input type="checkbox"/> N/A</span>  |  |
| 6. Were any vehicles inspected during the site visit? <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/>   |
| a. If no, explain why:   | <input type="checkbox"/>   |
| b. List which vehicles were inspected:   | <input type="checkbox"/>   |
| 7. Do you have a certified transit Asset Management Plan (AMP) or approved Vehicle Maintenance Plan (VMP)? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/>   |
| a. Have you made any changes to your AMP or VMP since the plan was accepted by WDOT?<br><input type="checkbox"/> Yes <input type="checkbox"/> No (if no, skip i)   | <input type="checkbox"/>   |

| <i>Topic</i>  | <i>Follow-up</i>         |
|---|--------------------------|
| i Have you submitted the updated plan to WSDOT for review?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> |
| 8. What are the maintenance intervals for grant-funded vehicles?<br>Vehicle size/type: _____<br>Level A: _____ Level B: _____ Level C: _____ Level D: _____ Level E: _____<br>Vehicle size/type: _____<br>Level A: _____ Level B: _____ Level C: _____ Level D: _____ Level E: _____  | <input type="checkbox"/> |
| a. Do those levels fall within the manufacturer's recommendations? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, skip b)  | <input type="checkbox"/> |
| b. If the intervals are greater than the manufacturer's recommendations, have you gotten approval from the manufacturer to ensure continuity of the warranty? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> |
| 9. How do you keep track of when preventative maintenance servicing is due?   | <input type="checkbox"/> |
| 10. Do you maintain a vehicle maintenance file for each vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> |
| a. What information is retained in the files?   | <input type="checkbox"/> |
| b. Were checklists used for all PM inspections? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> |
| c. Do the checklists include maintenance on subsystems? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> ADA Equipment <input type="checkbox"/> HVAC <input type="checkbox"/> Other   | <input type="checkbox"/> |
| 11. Were maintenance records reviewed during this visit? <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> |
| a. If no, explain why:  |                          |
| b. Do the records show that the vehicles are maintained in accordance with the AMP or VMP, whichever is applicable/on file with WSDOT? <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> |
| c. Do the maintenance records show that accessibility features are properly inspected and maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> |
| 12. Are you conducting pre-trip inspections daily? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>a. Do you have written records of these inspections? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>b. Are drivers required to cycle lifts during pre-trip inspections? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> |
| 13. Have any vehicles that WSDOT retains title to been involved in an accident as defined below:<br><input type="checkbox"/> Yes <input type="checkbox"/> No (if no, skip a - c)<br><ul style="list-style-type: none"> <li>• One or more of the vehicles had to be towed from the scene, or</li> <li>• A fatality occurred, or</li> <li>• A person was transported from the scene for immediate medical care</li> </ul> | <input type="checkbox"/> |
| a. Was the accident reported to WSDOT? <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> |
| b. Has the vehicle been repaired? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> |
| c. If the vehicle was totaled, were the insurance proceeds forwarded to WSDOT for disposition? <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> |

**Topic**

**Follow-up**

|   |                              |
|---|------------------------------|
| Vehicle inspection/maintenance follow-up:<br><input type="checkbox"/> Required:<br><input type="checkbox"/> Recommended:<br>Other Comments:   |                              |
| <b>Facilities and Equipment Inventory Issues</b>  | <input type="checkbox"/> N/A |
| 14. Does your maintenance plans include preventative maintenance for your facilities and major equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No                                      | <input type="checkbox"/>     |
| 15. Does WSDOT still maintain an interest in any facilities or equipment purchased or constructed with grant funds administered through WSDOT? <input type="checkbox"/> Yes <input type="checkbox"/> No |                              |
| 16. Has the facilities / equipment sustained any damage that impaired its usage? <input type="checkbox"/> Yes <input type="checkbox"/> No, (if no, skip a) If yes, please explain:                      | <input type="checkbox"/>     |
| a. Was the facility and/or equipment repaired to pre-damage condition?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/>     |
| 17. Was any equipment inspected during the site visit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  | <input type="checkbox"/>     |
| a. If no, explain why:  | <input type="checkbox"/>     |
| b. If yes, list which equipment was inspected: (attach Equipment Inspection Sheets)   | <input type="checkbox"/>     |
| c. What kind of maintenance is performed to extend the life of the equipment and does it conform with your maintenance plans? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:  | <input type="checkbox"/>     |
| 18. Was any facility inspected during the visit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  | <input type="checkbox"/>     |
| a. If no, explain why:  | <input type="checkbox"/>     |
| b. If yes, list what facility was inspected: (attach Facility Inspection Sheet)   | <input type="checkbox"/>     |
| c. Are the facilities being maintained in accordance with your Asset Management Plan (transit only)? <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/>     |
| Facilities and equipment follow-up:<br><input type="checkbox"/> Required:<br><input type="checkbox"/> Recommended:<br>Other Comments:   |                              |

# Vehicle Procurement File Contents

Date of Procurement:

Equipment:

KEY : IH = In-house Procurement; GA = Purchased from Washington GA-OSP contract; PB = Piggyback

|   | IH                       | GA*                      | PB                       |
|---|--------------------------|--------------------------|--------------------------|
| Copy of advertising for bids or proposals and a complete bid document   | <input type="checkbox"/> | CD                       | N/A                      |
| Copy of the vendors' requests for approved equal and/or reconsideration   | <input type="checkbox"/> | CD                       | N/A                      |
| Copy of your agency' response to requests for equals and any related requests for reconsideration   | <input type="checkbox"/> | CD                       | N/A                      |
| Copy of protest or appeal and your agency's resolution documentations   | <input type="checkbox"/> | CD                       | N/A                      |
| Copy of vendors' bid submittal  | <input type="checkbox"/> | CD                       | N/A                      |
| Pre-Bid Award Certifications (Federal funded procurement only)**  | <input type="checkbox"/> | CD                       | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Original/copy of Certification of Lower-Tier Participants Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion signed by the vendor</li> </ul> | <input type="checkbox"/> | CD                       | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Original/copy of signed Lobbying Certification</li> </ul>  | <input type="checkbox"/> | CD                       | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Original/copy of signed Participation by Disadvantaged Business Enterprise in DOT Programs</li> </ul>  | <input type="checkbox"/> | CD                       | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Copy of vendor's Transit Vehicle Manufacturer (TVM) certification with 49 CFR Part 26 (a)</li> </ul>   | <input type="checkbox"/> | CD                       | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Original/copy of signed and dated Buy America (if over \$100,000)</li> </ul>   | <input type="checkbox"/> | CD                       | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Federal Motor Vehicle Safety Standards (FMVSS) Certifications</li> </ul>   | <input type="checkbox"/> | CD                       | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Copy of Altoona Test for the particular vehicle model and manufacturer</li> </ul>  | <input type="checkbox"/> | CD                       | <input type="checkbox"/> |
| Bid review and evaluation documentations  | <input type="checkbox"/> | CD                       | N/A                      |
| Report from pre-award factory visit (when applicable)   | <input type="checkbox"/> | CD                       | N/A                      |
| Original/copy of bid award letter and signed vendor contract(s)   | <input type="checkbox"/> | CD                       | <input type="checkbox"/> |
| Final vehicle price with a complete list of selected options with floor plan signed by vendor   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inter-local Agreement to Piggyback off and existing contract  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WSDOT written approval of your original purchase order or contract with vendor (for IH, GA and PB)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Report from post-award factory visit (when applicable)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Post-Delivery Certification (Federal funded Procurement only)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Buy America Compliance Certification (if over \$100,000)</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>FMVSS Compliance Certification</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Purchaser's Requirements Certification</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Confirmation that FMVSS Certification is physically attached to the vehicle</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Road Test Checklist (Guidebook, Appendix C)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visual Inspection Checklist (Guidebook, Appendix C)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Original Vendor Invoice(s)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Request for reimbursement from WSDOT with attachments   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\* GA-OSP will provide its purchasers a CD with a complete bid documents from the bid advertising to bid award process. The CD also contains post award certification forms to the purchasers to complete in order to comply with the procurement requirements.

\*\* If the Contract Originator had not signed the pre-award certifications on behalf of all purchasers, individual piggyback purchaser will need to complete the pre-award certifications for that procurement. Please refer to the *Guide to Managing Your Public Transportation Grant* for further instructions and requirements. Chapter 3 contains information specific to capital projects.