I.   Vehicles are available to order annually.

    A.   Vehicles available through the Integrated Mobility Division (IMD) Specific Contracts:

        1.   Center-aisle vans under IMD Specific & Statewide Term Contracts (STCs)

        2.   Conversion vans with or without lifts under IMD Specific & STCs

        3.   22', 25' & 28' Light Transit Vehicles or "cutaways" under IMD Specific & STCs

        PLEASE NOTE: CHILD SAFETY SEATS MAY NOT BE USED ON ANY PERIMETER (SIDE) FACING SEATS.

    B.   Vehicles available through the **General Statewide Vehicle "Term" Contract:**

        1.   The following vehicles are available through the State's General Vehicle Contract. Only agencies of municipal governments can order from this contract. Orders can be placed directly with the vendors if the vehicles are budgeted only with state funds. Projects that have vehicles budgeted, in part, with Federal funds, will need to contact the vendor to see if the vendor will and can comply with the Federal requirements. If the vendor agrees, the Federal requirements must be attached to the P.O. issued for the project. The vendor, prior to ordering the vehicle, must sign the Transit Vehicle Manufacturers Certification (TVM).

            a)   Minivans

    C.   Local procurement option:

        1.   Any of these vehicle types can be ordered by conducting a local procurement. Please refer to the recently *REVISED* **PROCUREMENT PROCEDURES for PUBLIC ENTITIES and PRIVATE NON-PROFIT ENTITIES** originally issued in December 2005.

    D.   Eligible recipients that may order vehicles:

        1.   Category A projects are approved to order only the capital identified in their Approved Capital Budgets. The budgets and vehicle order forms (only vehicles on IMD Specific contract) will be mailed and/or sent electronically to projects.

        2.   Information on the vehicles available for purchase on the State contract may be accessed through the Internet https://ncadmin.nc.gov/statewide-term-contracts

        3.   Projects with vehicles identified in Category B **will not** be able to order this equipment until they are elevated to Category A status. Order

forms will be sent electronically when Contracts/Project Budgets are finalized.

E. Timeliness of ordering:

1. Projects should order their vehicles as soon as they receive their order information. The sooner the order is placed, the sooner the vehicle will be delivered.
    a) **ALL VEHICLE ORDERS MUST BE PLACED BY OCTOBER 31 of the current Fiscal Year**.
    b) This is critical so those vehicles can be delivered before the Period of Performance ends June 30 of the Fiscal Year.

II. Vehicle orders and title paperwork:

A. Order forms:

FY-21 and after Vehicle Orders will be sent to the grantees.

1. Complete order form for IMD contract vehicles:
    a) Assign a Purchase Order number **or** send cover letter with agency letterhead on it.
    b) Project (applicant) name/contact person/email address/phone and FAX numbers
    c) Select floor plan and base price.
    d) Select options:
        1) **FY-21 Vehicle Orders**:
            Only certain options are eligible for Federal and state participation. Participating options will be identified on the order form. All other options that are selected will be 100% local cost.
    e) Orders can be placed on the same form for multiples of the same type of vehicle.
    f) Vehicle color and interior:
        1) All vehicles will be White with Gray or Tan interiors.
    g) Lettering - **effective FY02**, *all new vehicles must be marked with the SYSTEM name and phone number.*
        1) If you choose the lettering option with the vendor, indicate the *SYSTEM* name and phone number on the form.
        2) *SYSTEM* name and phone must be marked on each side of the vehicle.
        3) Lettering may be completed locally after the vehicle is delivered; Do not select lettering option on Order Form if lettering is to be completed locally after delivery.
        a) 591, Vehicle Lettering and Logos:
            1) Maximum eligible cost is $500 for lettering and/or logos

2) If lettering is done locally, you must budget costs under object **591**

3) Logos are an eligible expenditure and can be completed by the vendor or locally after delivery.

4) Logos cannot replace lettering of the system name.

b) Lettering is to be completed within 30 days and prior to placing vehicle in service.

c) Reimbursement for cost of lettering must be requested within 30 days of having the vehicle marked.

h) Complete title information:

1) **VEHICLE <u>MUST</u> BE TITLED TO APPLICANT/GRANT RECIPIENT** – Please check your agreement or with our office for correct grant recipient name.

2) Street address only - <u>No Post Office Box numbers</u>

3) City, State, and Zip code

2. Place order directly with vendor:

a) FAX, email or mail P.O. and order form to vendor;

b) **IF YOU FAX or EMAIL ORDER, DO NOT MAIL HARDCOPY;**

c) Vendor shall acknowledge receipt of order within 2 weeks.

B. Preparation of title paperwork:

1. Title application (MVR-1)

a) Vendor will prepare the MVR-1 and send this along with Manufacturer's Certificate of Origin (MCO) and invoice in advance of delivery.

1) Applicable to Van Contracts ONLY.

2) LTV Contract - Vendor can only send invoice in advance. Two MCOs and title application will be delivered with vehicle or mailed within a few days after delivery.

b) The First Lien will be completed with NCDOT/IMD.
IMD listed as the Lienholder. All Community Transportation Program and State Capital grant purchased vehicles are required to have liens - the titles are held at IMD.

c) Complete MVR-1 by filling in "Owner's Certification for eligibility to register" with liability insurance information.

d) If the vehicle is leased, the operator of the vehicle is different than the titleholder and is providing the insurance, an MVR-330 form, application for registration must be completed. (see section II B-2)

e) "Owner's Signature"

f) Signature must be notarized

2. Application for a Registration Plate (MVR-330):

a) **MUST BE COMPLETED IF VEHICLE IS OPERATED BY AGENCY / FIRM OTHER THAN TITLEHOLDER;**

b) Operator/Lessee the same;

   c)   Owner/Lessor the same;
   d)   List Operator's liability Insurance;
   e)   Signatures of Lessee and Lessor;
   d)   This form is available on the Internet at:
        http://www.dmv.dot.state.nc.us/VehicleRegistration/forms/.
3.   Odometer Disclosure:
   a)   The vendor may use a separate form or use the section on back of
        the MCO;
   b)   Vendor will fill in mileage and sign;
   c)   Sign for Titleholder;
   d)   **PRINT NAME AND ADDRESS;**
   e)   Notary does not have to be completed by vendor.

4.   Highway Use Tax, Title and Tag Fees:
   a)   Checks made out to NC Division of Motor Vehicles (NCDMV);
   b)   Highway Use Tax is 3% of the sale price with <u>no ceiling</u>, except for
        commercial vehicles; $1,000 maximum on commercial vehicles
        with weight greater than 26,000 lbs.
   c)   This is the amount due to DMV. **DO NOT DROP THE CENTS**
        OFF THE AMOUNT DUE DMV FOR THE HIGHWAY TAX.

        Example:
        Sales price of a std/van: $20,923.56

                                           $20,923.56
                                              X   3%
                                           $ 627.71 (Hwy. Use Tax)

   d)   Tag fees:
        Permanent Plate: $6
        Private Plate $28/vans*****; $31/vehicles over 16 pass.*****
         *$5 TTA fee for vehicles in Wake, Durham and Orange Counties.
   e)   Title fees, $40*****, apply to <u>**all**</u> Private Nonprofit agencies.
   f)   <u>**ONLY**</u> Cities, Counties, Towns or Townships that are designated
        to receive Permanent Plates **DO NOT PAY A TITLE FEE**.

5.   File Title paperwork with N.C. Division of Motor Vehicles:
   a)   Title paperwork includes:
        Title Application (MVR-1) – Original;
        MCO – Original;
        Invoice (Bill of Sale) from vendor – Copy;
        MVR-330 (appl. for registration-if needed) – Original;
        Check made out to NCDMV for Highway Use Tax, Tag; and,
        Title Fee (if applicable);
   b)   Private Plate applications may be processed at local DMV offices;
   c)   Applications for Permanent Tags **MAY BE PURCHASED _IN_
        PERSON AT THE CHARLOTTE OFFICE:**

VEHICLE ORDERING PROCEDURES

6016 Brookshire Blvd.
Charlotte, N.C. 28216
(704) 399-8306   -   Hours: 8:30 - 5:00 M-F

OR IN PERSON AT THE RALEIGH OFFICE:

1100 New Bern Avenue
Raleigh, NC 27697-0001 -   Hours: 8:00 - 5:00 M-F

* DMV fees may increase

OR BY MAIL TO THE RALEIGH OFFICE:

Ms. Jilda McGee
N.C. Division of Motor Vehicles
3145 Mail Service Center
Raleigh, NC 27699-3145

d) Tags requested by mail will be returned by mail;
e) Certificates of Title for Community Transportation Program projects will be on held on file at the IMD office.

III. Preparation of Reimbursement Paperwork:

A. Vendor invoice (Vendor will send 3 copies):

1. Vendor will send invoice in advance of delivery for IMD contract vehicles.
2. **IMD CONTRACTS INDICATE THAT PAYMENT MUST BE MADE TO THE VENDOR WITHIN THIRTY (30) DAYS OF ACCEPTANCE OF THE VEHICLE.**

B. Reimbursement Request:

1. Reimbursement request needs to be sent to IMD prior to delivery of vehicle and include the following: (only 1 each);
   a) Transmittal cover letter (reference project no.) - Original signature;
   b) Completed request for reimbursement form – Original signature;
   c) Executed "Advance Payment Certification" - Original signature;
      1. Projects that are not on Request for Payment but want to receive reimbursement prior to payment will need to complete this.
      2. **CERTIFICATION ASSURES THAT THE PROJECT WILL MAKE PAYMENT TO VENDOR WITHIN 3 DAYS OF RECEIPT OF REIMBURSEMENT CHECK FROM IMD.**
   d) Vendor invoice – Original;

e) Copy of order form sent to vendor;
f) Copy of vehicle title application (MVR-1).

1. The reimbursement request will be reviewed by staff for accuracy and completeness. If request is in order, it will be held until the vehicle is delivered.

3. When the vehicle is delivered and inspected, a **completed, signed, and faxed inspection form** will initiate the reimbursement process:
   a) FAX a completed, signed, dated inspection form to IMD indicating that the vehicle has been accepted.
   b) Reimbursement process started.
   c) Reimbursement check should be sent out in 10-15 working days.
   d) DOT will mail checks; **NOTE: PAYMENT LETTERS WILL NO LONGER BE SENT TO PROJECTS**.

2. Payment to vendor:

   a) If project uses "ADVANCED" payment method, PAYMENT TO VENDOR MUST BE MADE WITHIN 3 DAYS after receipt of check.
   b) Check for vendor should be requested from local finance department when vehicle is accepted.
   c) If project chooses to incur costs prior to requesting reimbursement, a copy of the check must be included with the Request for Reimbursement. **CHECK MUST BE ISSUED TO VENDOR NO LATER THAN 30 DAYS FROM DATE OF ACCEPTANCE OF VEHICLE.**
   d) **NO MATTER WHICH PAYMENT METHOD IS SELECTED, VENDOR MUST BE PAID WITHIN 30 DAYS OF ACCEPTANCE OF VEHICLE**.

IV. Delivery of vehicles:

   A. IMD contract vehicles will be delivered directly to project sites.

   B. Project will be given at least three (3) days notice prior to delivery of vehicle.

   C. Delivery and acceptance of vehicle:

   1. Vehicle inspection:
      a) Inspection should be completed within 24 hours after delivery;
      b) A copy of the inspection form MUST BE faxed/sent to Vendor:
         1. Indicate on form problems or corrections needed on vehicle;
         2. If vehicle is accepted, sign and date; and,
         3. **MUST BE SENT TO VENDOR IMMEDIATELY**.

2. Acceptance of vehicle:
   a) Everything on vehicle meets specification and is operational;
   b) If a minor correction can not be taken care of immediately, vendor will issue a letter assuring correction will be made as soon as possible;
   c) When vehicle is acceptable, project signs and dates bottom of the inspection form;
   d) FAX copy of inspection report to the IMD Administrative Assistant at IMD at 919-733-1391 and to the vendor;
   e) IMD will process reimbursement request;
   f) Project mails payment (local check) to vendor upon receipt of reimbursement check from NCDOT

C. Lettering confirmation:

1. Indicate on Inspection form if vehicle was lettered by the vendor or it will be completed locally. Lettering must be completed within 30 days of delivery and prior to placing it in service.

VEHICLE ORDERING PROCEDURES

CHECKLIST

   1.   Complete order form(s) for vehicles approved in budget.

   2.   Issue Purchase Order or provide cover letter on agency letterhead.

   3.   FAX, email or mail order form and P.O./cover letter to vendor.

   4.   Invoice and Title paperwork received from vendor.

   5.   Complete Original Title Application (MVR-1) and mail to DMV or apply in person along with MCO, copy of invoice from vendor, MVR-330 (if needed), and a CHECK for the Highway Use Tax, Tag fee and Title fee (if applicable).

   6.   Complete and forward to IMD: one (1) original of the Cover letter, Request for Reimbursement form, "Advance Payment Certification", and vendor invoice; plus one (1) copy each of title application and order form sent to vendor.

   7.   Vendor notifies project, vehicle is ready to deliver.

   8.   Vehicle delivered, inspection completed within **24 hours**, the inspection checklist form completed.

   9.   If vehicle is acceptable, sign and date, and FAX immediately to the IMD Administrative Assistant at 919-733-1391, and FAX a copy to vendor. (If you do not have a FAX machine, call **919-707-4685** and tell the Administrative Assistant it is in mail.) **REMEMBER THE THIRTY (30)-DAY CLOCK STARTS TICKING WHEN YOU ACCEPT THE VEHICLE**. The request for reimbursement is *not* transmitted to DOT Fiscal for payment until the inspection form is received at IMD.

  10.   Make arrangements to have local check cut so that it is ready to be mailed upon receipt of reimbursement check from NCDOT.

  11.   If there are problems with vehicle, NOTIFY THE VENDOR IMMEDIATELY, indicate problem areas on inspection form. When the problem is corrected, sign and date, and follow step 9.

  12.   The reimbursement check should be sent to the project within 2 weeks after IMD receives inspection form. If you have not received it within this time frame, please call 919-707-4685.

  13.   Mail your local check to the vendor upon receipt of the reimbursement check, in any event no later than 3 days after receipt of check from NCDOT.