

VEHICLE or EQUIPMENT PURCHASE, DISPOSITION, or TRANSFER REQUEST FORM

All grantees must obtain purchase or disposition approval for items having a unit acquisition cost of \$5,000 or more. This form is the mechanism for approval for purchase of vehicles or equipment using USDOE or EAPWX funds or disposition of non-expendable personal property purchased with DOE or EAPWX funds.

Grantees and sub-grantees must follow the standards found in 2 CFR 200, 2 CFR 225, 2 CFR 230, 2 CFR 200.313, 2 CFR 200.317-325, 10 CFR 440.18, 10 CFR 600, WPN 17-6, and *WAP Policy Manual Section 7.5* as applicable.

Send this completed form and *required attachments to Commerce at weatherization.commerce@state.mn.us. Please allow up to 6 weeks for processing.

Type of Request: Vehicle Disposition Vehicle Purchase Equipment Purchase

Agency Information

Agency Name (Sub-Grantee) Federal Tax ID

Address City State Zip

Vehicle or Equipment Disposition or Transfer Request

Disposition Transfer

Condition of Vehicle/Equipment Estimated Remaining Useful Life

Current Fair Market Value \$ Year Make Model

Vehicle ID Number Reason for Disposition/Transfer

Receiving Party (if Transfer)

Vehicle/Equipment Purchase Request

Equipment (Description) Grant Number

Vehicle (Description) Year Make Model

Reason for Purchase? Program Expansion Replacement Other (Explain)

Fund Source USDOE EAPWX Other (Explain)

Budgeted in your DOE or EAPWX plan? Yes No If Yes, Budgeted Amount \$

Percent of Time Used by Weatherization If less than 100%, explain who will use and how

Weatherization will be compensated for use (mileage charges, etc.) and how funds are returned for use in the Weatherization Program

Vehicle Trade In: Yes No (if No, skip this section)

Year Make Model VIN

Original Purchase Price \$ Current Fair Market Value \$

Condition of Vehicle Estimated Remaining Useful Life

Original Funding Source If originally purchased with DOE funds, explain what attempts have been made to transfer the vehicle to other agencies or elsewhere

By signing below, I confirm that my agency, MN Commerce, and Federal procurement guidelines were followed and met.

Authorized Agent Name Title

Signature Date

***Required Attachments for Purchase:**

1. A copy of the completed Vehicle or Equipment Purchase, Disposition, or Transfer Request Form.
2. A copy of the bid specification, request for proposals (RFP), or both.
3. List of the contractors/vendors who received the solicitation.
4. Copies of the solicitation documents such as newspaper ads, including the date and name of the publication.
5. Copies of all bids submitted by contractors/vendors.
6. Bid analysis indicating at a minimum, each bidder, their bid price, a determination whether each proposal met the bid specification, and a statement that the lowest responsive bid was selected or a sufficient justification of the "best value selection" if the lowest bid is not chosen.

Required Attachments for Disposition (\$5000 or higher):

The following must be completed when a Service Provider no longer has a use for property and

- Desires to sell the property after exhausting the above transfer procedure; or
 - Is trading in the property as part of a purchase transaction; or
 - Chooses to "buy-out" USDOE's share of the property:
1. A copy of the completed Vehicle or Equipment Purchase, Disposition, or Transfer Request Form.
 2. When vehicle is being sold out right, documentation must include:
 - a. Federal Disposition Form SF-428.
 - b. Federal Disposition Form SF-428-C.
 - c. Federal Disposition Form SF-428-S (only if funds will be returned to DOE).
 3. A minimum of two credible estimates of fair market value:
 - a. Estimates must come from reputable sources and based on visual inspection of the vehicle.
 - b. Blue Book estimates are not acceptable as estimate documentation.

State of Minnesota Department of Commerce Weatherization Assistance Programs Use Only

Approved	Denied	Comments
WAP Monitor Signature and Title		Date
WAP Manager Signature and Title		Date

SERVICE PROVIDER: Complete this section after purchased equipment/vehicle is received

Description of Vehicle/Equipment

Manufacturer Serial/VIN Year Make/Model

Name of Title Holder Purchase Date Purchase Price \$

Send a copy of this document along with a copy of the invoice and delivery receipt, if applicable, to weatherization.commerce@state.mn.us. All property records must be retained by the service provider.