

**City of Cedar Rapids**  
**FLEET VEHICLE INSPECTION/RECEIVER REPORT**

*One (1) Fleet Vehicle Inspection/Receiver Report shall be filled out for each vehicle at the time of delivery/inspection/acceptance.*

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_  
Type of Vehicle:  Auto  Pickup  Cab & Chas VIN: \_\_\_\_\_  
Dealer Name: \_\_\_\_\_ Dealer Rep: \_\_\_\_\_  
Dept Name: \_\_\_\_\_ Dept Rep: \_\_\_\_\_

**A. NEW VEHICLE PRE-DELIVERY SERVICE**

Dealer hereby certifies that the following services were completed on said vehicle prior to delivery of vehicle to City Department to complete inspection and acceptance of vehicle:

1.  All fluid levels checked and maintained with the proper grade and type of fluids.
2.  Vehicle shall have a minimum of 10 gallons of fuel at the time of the delivery/inspection.
3.  Pre-delivery inspection and service on the vehicle.
4.  The interior of vehicle has been cleaned and the exterior washed.

**Dealer Representative**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. FLEET VEHICLE DELIVERY**

Delivery/ Inspection Date: \_\_\_\_\_ Delivery/ Inspection Time: \_\_\_\_\_

Delivery/Inspection Location: \_\_\_\_\_

The City of Cedar Rapids acknowledges that the above-referenced fleet vehicle has been delivered to the correct address for completion of inspection and acceptance.

**Department Representative**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**C. FLEET VEHICLE INSPECTION**

- Prior to acceptance, each vehicle shall be inspected by the City to determine its compliance with the specifications and/or to test its ability to perform its intended use.
- Upon acceptance of the vehicle by the City, Supplier shall obtain the signatures (printed and penned) of the City's receiving employees.
- If it is found that the vehicle does not conform to the specifications as written, the City reserves the right to reject the vehicle until such time as all corrections have been made by the Supplier so as to meet the specifications. If rejection of vehicle occurs, re-deliveries shall be at the expense of the dealership until the City finds vehicle fully acceptable according to determined and agreed upon specifications.

BID SUBMITTAL FORM NO. \_\_\_\_\_ was reviewed and vehicle inspected according to the specifications listed on said Bid Submittal Form.

Initial Inspection:  ACCEPT  REJECT Initial \_\_\_\_\_ 2<sup>nd</sup> Inspection:  ACCEPT  REJECT Initial \_\_\_\_\_

Reason for rejection (please be very specific – list specification number from Bid Submittal Form):

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

**Department Representative**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IF VEHICLE IS REJECTED FOR ANY REASON, DO NOT PROCEED ANY FURTHER WITH INSPECTION AND ACCEPTANCE UNTIL ALL DISCREPANCIES HAVE BEEN REMEDIED

**D. REQUIRED DOCUMENTATION AT TIME OF DELIVERY – DEPARTMENT REPRESENTATIVE**

Receive	Did Not Receive	Required Documentation
<input type="checkbox"/>	<input type="checkbox"/>	1. Four (4) operable keys shall be provided for each lock on said vehicle (unless otherwise specified on the Bid Specification Sheet as referenced above) <ul style="list-style-type: none"> <li>• Dept. Rep verify that all keys work</li> <li>• Dept. Rep will keep</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	2. Service Manuals (either CD-ROM or hard copy) <ul style="list-style-type: none"> <li>• Required manuals (1 workshop manual and one owner/operator manual)</li> <li>• Dept. Rep will keep manuals or give to the fleet manager</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	3. Warranty Data <ul style="list-style-type: none"> <li>• Dept. Rep verify that all information is present</li> <li>• Dept. Rep will keep</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	4. Certificate of Origin <ul style="list-style-type: none"> <li>• Dept. Rep verify information – Do not sign</li> <li>• Dealer Rep signs document</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	5. Purchase Agreement – <u>THIS IS YOUR INVOICE – IT IS DUE IN 15 DAYS</u> <ul style="list-style-type: none"> <li>• Dept. Rep verify that information on PO matches information on Purchase Agreement</li> <li>• Dept. Director shall sign document</li> </ul>
		6. Items to be sent immediately to department accountant <ul style="list-style-type: none"> <li>• This form completed and signed</li> <li>• Certificate of Origin – Controller-Auditor will sign this form</li> <li>• Purchase Agreement – Completely processed for payment</li> </ul>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	DEPT. REP WILL AUTHORIZE THAT VEHICLE MEETS CITY SPECIFICATIONS

**Department**

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ONCE ALL SIGNATURES HAVE BEEN OBTAINED PREVIOUS TO THIS POINT, IT IS THE RESPONSIBILITY OF THE DEPT REPRESENTATIVE TO IMMEDIATELY TAKE ALL PAPERWORK TO YOUR DEPARTMENTAL ACCOUNTING PERSON.

**E. ACCEPTANCE AND RECEIPT (SIGN IN THIS SPACE ONLY AFTER ALL REQUIREMENTS ARE MET)**

The vehicle, goods and materials itemized are received by the City of Cedar Rapids, subject to the terms and conditions of the City's Purchase Order, Request for Bid, and the Bid Specifications.

**Dealer Representative**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Controller/Auditor**

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_