

# NEW VEHICLE AND EQUIPMENT DELIVERY REQUIREMENTS

The City of Austin has recently issued a Purchase Order to obtain vehicles or equipment from your company. Please take a moment to review our delivery requirements as described in section 3.2 of our Purchasing Specifications. New vehicles and equipment will no longer be accepted or allowed to be off loaded and/or left on City property without the proper documentation at time of delivery. The City of Austin does not have a loading dock or forklift available. All deliveries must be made with “wheels on the ground”.

**DELIVERY REQUIREMENTS** – Successful bidder shall provide all of the items listed below with each vehicle at time of delivery to the City of Austin. Delivery will not be accepted until these items are received. We are unable to provide any assistance with lifting or moving items at time of delivery (i.e. unloading vehicles from trailers). **NO EXCEPTIONS.**

- 1) MSO** – Manufacturer’s Certificate of Origin shall be presented at time of delivery. First Assignment on MSO must be made out to:  
City of Austin, Fleet Administration 1190 Hargrave St. Austin TX 78702  
Dealers located within the State of Texas must also include the TX DOT 130U (title transfer form) with the same assignment attached to the MSO.
- 2) Invoice**– An original invoice shall be dated on date of delivery and shall be presented at time of delivery. Invoice shall show appropriate Bid Item Number corresponding to Vehicle Identification Number (VIN), complete City of Austin Purchase Contract Reference Number, and purchase price. Invoices dated prior to delivery are not acceptable.
- 3) Warranty** – A copy of manufacturer’s new vehicle warranty for each unit.
- 4) Accessory Equipment Warranty**– Warranties shall also be supplied covering all accessory equipment supplied by the vehicle dealer. All accessory equipment warranties shall be effective the day the vehicles are placed in service.
- 5) Operating and servicing (Owner’s) Manuals:** copy of each per vehicle.
- 6) Texas State Inspection Sticker** – Required; Completed vehicles shall have a Texas State Inspection sticker at time of delivery. Weight certificate shall be required for each unit.

## DELIVERY LOCATION AND CONTACT:

Contact: Eddie Goebel (512) 978-2639  
[eddie.goebel@austintexas.gov](mailto:eddie.goebel@austintexas.gov)

Delivery Hours: Mon-Fri 7:00AM – 4:00PM  
City of Austin Fleet Services  
6400 Bolm Rd  
Austin, TX 78721

