

The terms and conditions within this modification have been mutually agreed between the Parties for the SF-97's process and procedures. All other terms and conditions in IFB 33-3081, except as specifically noted below, remain in effect. The terms and conditions herein only apply to the SF-97's process and procedures.

The following General Statement paragraph #18 (pg. 11) is modified to say:

Purchaser will receive a Blank SF-97, "The United States Government Certificate to Obtain Title to A Vehicle" document for all vehicles prior to property removal. An SF-97 is not a title; it is documentary evidence that provides a purchaser the ability to obtain a Title at the appropriate Department of Motor Vehicles (DMV). The SF- 97 is accepted in all 50 states and US Territories. The Government makes no representation or claims as to the acceptance of this form outside of these areas. The SF-97 in no way serves as a waiver for payment of registration fees, nor county or State taxes assessed to the vehicle after its purchase from the Government. For further information, see Article 9, section E.9.4.

The following terms and conditions will apply to IFB Sale 33-3081:

1. Article Nine, Section 4 – United States Government Certificate to Obtain Title to a Vehicle, is modified as follows:

Purchaser will receive a Blank SF-97, "The United States Government Certificate to Obtain Title to A Vehicle" document for all vehicles prior to property removal. An SF-97 is not a title; it is documentary evidence that provides a purchaser the ability to obtain a Title at the appropriate Department of Motor Vehicles (DMV). The SF- 97 is accepted in all 50 states and US Territories. The Government makes no representation or claims as to the acceptance of this form outside of these areas. The SF-97 in no way serves as a waiver for payment of registration fees, nor county or State taxes assessed to the vehicle after its purchase from the Government.

If the vehicle is not intended for driving and its condition is poor and/or it is not road-worthy in its present condition the Vehicle may be sold as salvage or scrap. The Purchaser will NOT provide an SF-97 but will instead Issue a Bill of Sale under these circumstances. These provisions may also be applied to certain accident-damaged vehicles. Purchaser is also cautioned that some SF-97 documents will require "OFF ROAD USES ONLY" be stamped on the SF-97. The type of title issued will be determined at the discretion of each state's Department of Motor Vehicles (DMV). The Purchaser shall identify on the SF-97 following the Certificate number if the vehicle meets the following definitions:

OFF ROAD USES ONLY: Must be stamped on the SF-97 for all ATVs, UTVs and HMMWV's and any other designated vehicles that were not manufactured for use on federal highways or meet Federal Motor Vehicle Safety Standards (FMVSS)

It is the responsibility of the Agency to provide Blank SF-97s to the Purchaser for completion of each vehicle issued under IFB 33-3081 Sale. The Agency will validate completed SF-97s from the Purchaser are with the correct information and upon validation, an Agency representative will sign and return the SF-97 to the Purchaser.

The Agency will only provide one Signed SF-97 per vehicle completed by the Purchaser within a target date of 90 calendar days but not to exceed 365 calendar days from time of removal with

the information available on the vehicle. The Agency will only sign off on SF-97 documents that have the Purchaser's information in the Transferee block. The Agency will not sign off on a SF-97 for a 3rd-party buyer. Purchaser is solely responsible for issuing a re-assignment letter or Bill of Sale to subsequent purchasers and providing a copy of the original SF-97 issued from the Government to the purchaser. Any reassignment letter or Bill of Sale should include any restrictions on the original SF-97. If the Purchaser requires more time to provide an SF-97 to the Agency due circumstances beyond their control (i.e. influx of Rolling Stock Issued), the Purchaser will send an email to the SCO requesting an extension.

It is the responsibility of the Purchaser to secure in a locked cabinet the blank SF-97s, restrict access to only personnel authorized to create/complete SF-97s and to complete and validate the SF-97 is accurate. The Purchaser will submit completed SF-97's for signature to the Agency. Upon receiving completed SF-97s from the Purchaser, the Agency will validate the vehicle identified on the SF-97 was issued under this sale and all information on the SF-97 is correct. Validated and Signed SF-97s from the Agency will be mailed back to the Purchaser upon Purchaser providing shipping label. Any request for changes or modifications to the SF-97 must be submitted as soon as possible upon discovery that changes or modifications are needed and must contain evidentiary matter supporting the change with photographs or other documentation to support the change. The Agency will provide further details on the process for issuance and/or changes to SF-97s below.

It is the responsibility of the Purchaser to provide at a minimum, pictures of data plates/VIN tag, odometer reading and clear view picture of the vehicle and any other necessary documents to the Agency in order to validate the information on the SF-97. If there is no data plates/VIN tag or identifiable information in order to complete an SF-97, the Purchaser will NOT complete an SF-97 for that vehicle, but instead sell/auction the vehicle with a Bill of Sale. The Purchaser will provide via excel spreadsheet a running list of SF-97s submitted for Signature/correction to the Agency on weekly basis and or as needed. Formatting of the excel spreadsheet will be agreed upon via email and versions shared. The Purchaser will mark the original SF-97 "VOID" if a correction is needed, or a blank is damaged. All voided SF-97s will be provided on the excel spreadsheet as well.

It is the responsibility of the Purchaser to fill out/complete the SF-97 with the required information listed below:

Vehicle Identification No:  
Serial Number/VIN

Certificate Number:  
Certificate Number of SF-97

Note: The Certificate Number will begin with SALES. The certificate number must match the actual pre-printed certificate number at the bottom left-hand corner of the SF-97, Certificate to Obtain Title to a Vehicle. Additional information can be added, such as year, but must be before the actual certificate number. If the vehicle is identified as Off-Road Use Only, that definition will follow the certificate number. Example: SALES-21-D152788.

Year:

Year of vehicle identified on Data Plate or VIN Tag.

Make of Vehicle:

Make of vehicle identified on Data Plate or VIN Tag.

Series or Model:

Series or Model identified on Data Plate or VIN Tag.

Body Style:

Body Style of the vehicle.

Fuel:

Enter the type of fuel the vehicles use, i.e., gas, diesel.

No. of Cylinders:

Enter the number of cylinders.

Weight:

Enter the Weight of the vehicle.

GVWR:

Enter the Gross Vehicle Weight Rating (GVWR)

Purchase Price:

Enter the Purchase Price/Sales Price from the DO.

Note: Use the purchase price paid by the purchaser on the delivery order. If the DTID has multiple quantity, the purchase price used should be for 1 each, not the total purchase price.

Transferor:

DLA Disposition Services  
Federal Building  
74 Washington Ave, North  
Battle Creek, MI 49037

DTID:

Enter the DTID assigned to the vehicle on the DO under the Transferor address.

Note: If a DTID has a Qty greater than one, the Purchaser would list after the DTID 1 of X (i.e. 1 of 2, 2 of 2)

Transferee:

Enter Purchaser Name and address.

Date of Statement:

Enter the date the SF-97 is being created.

Transferors Name:

Enter DLA Disposition Services

Odometer Reading:

Enter the Odometer Reading. By signing the SF 97-1 as the transferee and entering the odometer reading, you are certifying to the best of your knowledge that the odometer it reflects the actual mileage of the vehicle/boat described above, unless one of the following statements is checked.

Check one of the following blocks if applicable:

(1) Block 1 – I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

(2) Block 2 – I hereby certify that the odometer reading is not the actual mileage:  
WARNING-ODOMETER DISCREPANCY.

Note: If Mileage/Odometer reading is unavailable, enter 1 for the odometer reading and check block 2.

Purchaser will then enter completed SF-97 information on the excel spreadsheet and email to the SCO and physically send SF-97(s) to the SCO for validation and signature.

It is the responsibility of the Purchaser to inform the SCO when Blank SF-97s are needed and or when the Purchaser is estimated to only have a minimum of 1,500 blank SF-97s remaining on hand.

Purchaser must retain copies of completed SF-97s for a minimum of six (6) years after contract expiration.

Purchaser understands that there will be no credits or other compensation provided for preparing SF-97s. It is also understood that these costs are not reimbursable under E.10.3 as "Emergency or Extraordinary costs." Purchaser is solely responsible for all costs associated with complying with the requirements in this modification.

2. All other terms and conditions in IFB sale 33-3081 remain in-place.