



American Recovery and Reinvestment Act (ARRA) 5311 Capital Program

Procedures for Purchasing ADA Accessible Transit Vehicles

ODOT Public Transit Division (PTD) will be working with each grant recipient agency to streamline the ordering process and to ensure all information is accurate. In order to expedite vehicle orders the following steps need to be taken:

ODOT/PTD Completing Vehicle Purchase Orders on Behalf of Grant Recipients

1. Identify the vehicle(s) your agency has decided to purchase. The grant recipient must use the Oregon Vehicle Description and Useful Life Standards/ORPIN Crosswalk document that Joni Bramlett e-mailed out on Thursday, April 28, 2009 to identify available vehicles under contract. Please note that the crosswalk document contains **base prices**. Any options added will increase the price of the vehicle.
2. Determine which vendor(s) offer the vehicle(s) you've identified in your grant application.
3. Contact the vendor(s) and request the vehicle price quote based on the desired options.
4. Forward an electronic copy of the price quotes to Alina Aaron.
5. Ms. Aaron will prepare the purchase order (PO) and e-mail the PO and supporting documentation to the grant recipient to review. ODOT's ARRA PO **is required** for purchases using ARRA federal funds unless an agency is authorized to purchase vehicles that are not on the price agreement contracts. This must be approved before a Request for Proposal (RFP) is advertised, or if purchasing from an existing contract, prior to ordering. Any agency piggybacking on another agency's contract must get an authorizing letter from that agency prior to providing the information to ODOT Capital Program Manager for review.
6. Once the grant recipient receives the PO folder from Alina they will need to review the PO information, sign and date.
7. Maintain a copy of all documentation for purchases in procurement records as long as the vehicle remains in service plus three years.
8. The grant recipient will either e-mail or fax the signed PO to Alina as soon as possible.
9. Mrs. Bramlett will be approving **all** purchase orders prior to vendor submittal.

Grant Recipients Completing Vehicle Purchase Orders

1. Identify the vehicle(s) your agency has decided to purchase. The grant recipient must use the Oregon Vehicle Description and Useful Life Standards/ORPIN Crosswalk document that Joni Bramlett e-mailed out on Thursday, April 28, 2009 to purchase from the state price agreement contracts.
2. Determine which vendor(s) offer the vehicle(s) you've identified in your grant application. If vehicle(s) are not available on price agreement contracts, prepare an RFP for review by Mrs. Bramlett, Capital Program Manager.
3. Contact the vendor(s) and request the vehicle price quote based on the desired options.
4. Forward an electronic copy of the price quotes to Alina Aaron.



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5. Complete ODOT's ARRA purchase order (PO) using the *Guidelines for Purchasing ADA Accessible Transit Vehicles* document. The ODOT ARRA PO **is required** for purchases using ARRA federal funds.
6. Complete the PO, sign and date.
7. Either e-mail or fax the completed PO and supporting documentation to Ms. Aaron.
8. Mrs. Bramlett will be approving **all** POs prior to vendor submittal and must review/accept RFPs prior to ordering (if existing prior to issuing if new). She will work with agencies planning to bid with new RFPs.
9. Ms. Aaron will forward the approved PO to grant recipient and vendor(s).
10. The PO shall be attached to the invoice(s) with all supportive documentation. All invoices must note the PO number to ensure prompt payment.
11. Maintain a copy of all documentation for purchases in procurement records as long as the vehicle remains in service plus three years.

PTD will provide technical assistance as needed to clarify the vehicle ordering process using ARRA federal funds.