

# ODOT Public Transit Division

## Buying Vehicles with ODOT PTD Grant Funds

### Tips

- If in doubt, ask first
- Check the regulations
- Keep complete and accurate records

### Transit Agency Responsibilities

- Agencies using ODOT PTD grant funds to purchase ADA-accessible vehicles must use the Oregon Department of Administrative Services state price agreement contracts. This web-based system is the Oregon Procurement Information Network (ORPIN). You must be a current member of the Oregon Cooperative Purchasing Program (ORCPP) or access the system through a current member organization, such as your county. The cost for membership depends on the size of the member agency's budget and the range is commonly from \$50-\$200 annually.
- Use the template Purchase Order form to purchase from the price agreement contracts. Agencies do not have to access the ORPIN system to place orders with vendors. However, your agency's membership must be current and you may be required to do this online. If you have questions, see the link below under Oregon Links.
- If you have questions or need assistance, contact Public Transit Division, Capital Program Manager prior to completing and submitting your Purchase Order.
- All orders for vehicles will be approved and submitted by ODOT PTD to ensure the vehicle ordered matches the grant agreement award.
- If the vehicle you want to purchase is not on the state price agreement contracts, you have these options (if approved in advance by ODOT PTD):
  1. Piggyback on another provider's contract (which means you get permission to buy from another agency's contract with no major changes—see FTA links below);
  2. Use Washington State's price agreement contracts (Oregon and Washington allow agencies from either state to purchase from the state bids);
  3. Request permission to do a Request for Proposal (RFP). If you do your own RFP, you must submit it for approval prior to release and provide the final procurement contracts to Public Transit Division, Capital Program Manager.
- In your RFP, bid for specific quantities and for specific delivery windows (may include annual extensions up to 5 years).
- Include all of the documentation for your purchase, whether you use the state contracts or do your own: FMVSS certification from the manufacturer, ADA

requirements, Altoona Bus Test Reports, Buy America manufacturer certifications. If you don't get them, don't accept the vehicle—vendors are required to provide these documents.

- When piggybacking on any other contracts (including the state price agreements), you must be sure to get all of the required documents from the vendor. If piggybacking on another agency's contract, complete the piggybacking worksheet (see FTA links below). You must receive a letter from the contracting transit agency allowing you to access the contract. These documents should be submitted with your reimbursement request.
- The Purchase Order form available on the Web site at: [http://www.oregon.gov/ODOT/PT/PROGRAMS/CAPITAL/Veh\\_PO\\_Form.pdf](http://www.oregon.gov/ODOT/PT/PROGRAMS/CAPITAL/Veh_PO_Form.pdf) must be used when ordering vehicles from the state price agreement contracts.
- Submit the completed Purchase Order and submit it to the Capital Program Manager along with the vendor's price quote for the vehicle and options you have selected.
- Make sure the authorized representative at your agency signs and dates the Purchase Order as indicated on the form.
- The ODOT Capital Program Manager will sign in the comment section and will submit the Purchase Order and vendor's price quote via e-mail to the appropriate vendor and the grant contact at your agency. This is to ensure the vehicle ordered is the same as the grant agreement scope allows and that the vehicle meets all federal requirements for funding (is on the ODOT ORPIN Crosswalk document).

## **What to Do**

- Get price quotes from all vendors offering a vehicle in the category you are purchasing
- Document all equipment, features and evaluation criteria in the request for price quotes, giving all vendors the same information/opportunity to bid
- Document the results and the analysis of the product selection (See vehicle procurement section of the Transit Provider Handbook available in spring 2011 at the link below).

## **What to Avoid**

- Buying without the proper bid process
- Not following FTA guidelines on such things as vehicle accessibility and specifications
- Not being exact in specifying equipment, components, etc.
- Not having on file all of the required documents
- Failing to order timely so that you can ensure the vehicle and all equipment is installed and delivered prior to the grant agreement expiration date.

## **Resources**

- DAS state price agreements are available for most accessible transit vehicles – see link below in Oregon links

- Experienced purchasers at transit agencies
- Piggyback on other bids (must get a letter from the agency to use their bid)
- ODOT capital program manager or DAS personnel on price agreements
- FTA contracting and purchasing requirements

## **Web Site Links to Resources**

### **ODOT PTD links**

The ODOT Public Transit Division web site:

<http://www.oregon.gov/ODOT/PT/index.shtml>

From the home page, the Transit Provider Handbook links to all available sections of this resource material. Information will be posted in sections as soon as they are available. Once several documents are completed, the Table of Contents will show all resources and the links will be activated as available.

The ODOT PTD Capital page:

[http://www.oregon.gov/ODOT/PT/PROGRAMS/capital\\_program.shtml](http://www.oregon.gov/ODOT/PT/PROGRAMS/capital_program.shtml)

### **Oregon links**

The DAS Web site, ORPIN, is where you can register or renew your agency's membership and view vehicle contracts on state price agreements:

<http://www.oregon.gov/DAS/PFSS/SPO/coop-menu.shtml>

Under Contract Information, click on the link "2010 Vehicles & Equipment" or "Contracts on ORPIN." Utilize the Contact Us feature if you can't get to the information you need.

ORS 279 Public Contracting & Purchasing Requirements:

<http://landru.leg.state.or.us/ors/279.html>

OAR 125-055-0000 State Purchasing Rules:

[http://arcweb.sos.state.or.us/rules/OARS\\_100/OAR\\_125/125\\_055.html](http://arcweb.sos.state.or.us/rules/OARS_100/OAR_125/125_055.html)

### **FTA Links**

FTA Master Agreement: <http://www.fta.dot.gov/documents/17-Master.pdf>

FTA Piggybacking requirements (excerpt from Best Practices Manual) click on Best Practices Manual from this link:

[http://www.fta.dot.gov/funding/grants\\_financing\\_6036.html](http://www.fta.dot.gov/funding/grants_financing_6036.html)

FTA Piggybacking Worksheet:

<http://www.fta.dot.gov/fta/library/admin/BPPM/appB16.html>

FTA Circular 4220.1F, Third Party Contracting Requirements can be downloaded at: [http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_8641.html](http://www.fta.dot.gov/laws/circulars/leg_reg_8641.html)

FTA Best Practices Manual for procurement:

[http://www.fta.dot.gov/funding/thirdpartyprocurement/grants\\_financing\\_6037.html](http://www.fta.dot.gov/funding/thirdpartyprocurement/grants_financing_6037.html)

Conducting Pre-Award and Post-Delivery Audits for Bus Procurements  
(document number FTA DC-90-7713-93-1, Revision B):

[http://www.fta.dot.gov/laws/leg\\_req\\_5423.html](http://www.fta.dot.gov/laws/leg_req_5423.html)

Follow the link by clicking on the title once.

### **Need Assistance?**

If you can't access any of the documents linked here, just let me know and I can provide it to you via e-mail or in the mail. Also, feel free to contact me with any questions. My e-mail address: [jeni.d.bramlett@odot.state.or.us](mailto:jeni.d.bramlett@odot.state.or.us), or phone at 503-986-3416.

Check the Public Transit Web site periodically for new information. Here is the link: <http://www.oregon.gov/ODOT/PT/index.shtml>