

# 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

- a) Agencies using ODOT PTD grant funds to purchase ADA-accessible vehicles should whenever possible 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. Agencies do not have to actually access the ORPIN system to obtain quotes from price agreement vendors.
- b) Use the forms (or equivalent) and instructions ODOT has created for requesting and evaluating quotes for vehicle purchases from the Oregon State Price Agreement contracts, or other sources. Please see links in the "Capital" page of the PTD website. These forms include:
  - ✓ Request For Quotes template (fillable Word format)
  - ✓ Forms and Instructions for Vehicle Purchase Comparison & Analysis (Excel worksheet)
  - ✓ Purchase Order fillable Adobe template
- c) Agencies must document all the bids solicited and received; the procurement methodology used (i.e. Lowest Cost Selection or Best Value Determination), and the analysis basis for decisions made in the procurement process. Please contact your Regional Transportation Coordinator (RTC) or the ODOT PTD Capital Program Coordinator for assistance.
- d) After making a selection, please submit your completed Vehicle Purchase Comparison/Analysis forms and copies of all quotes to your assigned RTC. Your RTC will review the documentation; may ask questions or seek clarification as needed; and respond back approving or suggesting modifications to your procurement process and selection. Your RTC will work directly with the PTD Capital Program Coordinator to review your order.
- e) After obtaining PTD approval from the RTC for your purchase, use the Purchase Order form on the PTD website to purchase from the price agreement contracts. Email the completed Purchase Order to the PTD Capital Program Coordinator, with a copy to

your RTC. If you have questions or need assistance, contact the PTD Capital Program Coordinator prior to completing and submitting your Purchase Order.

- f) The PTD Capital Program Coordinator will process the Purchase Order, and submit it to the vendor with copies back to you, and to your RTC.
- g) 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 Coordinator.
    - 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.

## **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 coordinator or DAS personnel on price agreements
- FTA contracting and purchasing requirements

## **Web Site Links to Resources (*cut-and-paste into your browser*)**

### **ODOT PTD links**

The ODOT Public Transit Division web site: <http://www.oregon.gov/ODOT/PT/>

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, Oregon Cooperative Procurement Program page is where you can register or renew your agency's membership and view vehicle contracts on state price agreements: <http://www.oregon.gov/DAS/EGS/PS/Pages/coop-menu.aspx>

Under Contract Information, click on the link "Vehicles & Equipment" to find the public transit vehicle price agreements, as well as agreements for other types of vehicles. 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/pages/rules/oars\\_100/oar\\_125/125\\_055.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_125/125_055.html)

### **FTA Links**

FTA Master Agreement: <http://www.fta.dot.gov/documents/17-Master.pdf> (see Section 15 – Procurement)

FTA Piggybacking requirements (excerpt from Best Practices Manual) click on Best Practices Manual from this link: [http://www.fta.dot.gov/13057\\_6174.html](http://www.fta.dot.gov/13057_6174.html)

FTA Piggybacking Worksheet:

[http://www.fta.dot.gov/12831\\_6210.html](http://www.fta.dot.gov/12831_6210.html)

FTA Circular 4220.1 F, Third Party Contracting Requirements can be downloaded at:

[http://fta.dot.gov/legislation\\_law/12349\\_8641.html](http://fta.dot.gov/legislation_law/12349_8641.html)

FTA Best Practices Manual for procurement:

[http://www.fta.dot.gov/grants/12831\\_6037.html](http://www.fta.dot.gov/grants/12831_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/legislation\\_law/12921\\_5423.html](http://www.fta.dot.gov/legislation_law/12921_5423.html)