

## Purchasing ADA Accessible Transit Vehicles Using State of Oregon Price Agreements

### PURPOSE

The purpose of this document is to provide guidance to transit agencies for purchasing Americans with Disabilities Act (ADA) accessible transit vehicles using federal funds. The Oregon Department of Transportation (ODOT) has created a vehicle Purchase Order (PO) for agencies to use to purchase vehicles from the state price agreement. The PO is posted on the Rail and Public Transit Division (RPTD) website at:

<https://www.oregon.gov/ODOT/RPTD/Pages/Buy-a-Vehicle.aspx>

ODOT recommends using the [Oregon State Price Agreement ODOT Vehicle Contract Crosswalk](#) (Crosswalk) to ensure vehicles ordered can be reimbursed with federally-funded grant awards. The Crosswalk is posted on the RPTD website.

### STANDARD

All purchases must comply with Federal Transit Administration (FTA), State of Oregon and ODOT laws, rules, regulations, policies, and procedures. Transit agencies should purchase ADA accessible transit vehicles from vendors with State of Oregon contracts unless a vehicle is not available from the state price agreement.

The Oregon Department of Administrative Services (DAS) issues price agreements on behalf of State agencies to achieve cost savings through volume purchasing. The State price agreements are available online at the Oregon Procurement Information Network (ORPIN) or copies may be obtained from vendors. Transit agencies must be members of the Oregon Cooperative Purchasing Program (ORCPP) prior to ordering vehicles. Information regarding ORCPP is located here: <https://www.oregon.gov/das/Procurement/Pages/Orcpp.aspx>

Grant recipients must purchase vehicles as described in the grant agreement statement of work.

Agencies may use their own purchase order form, or use the form on the RPTD website. If using the RPTD template, agencies must still assign their own unique purchase order number noted on the PO form.

**Whatever form is used, all purchase orders must be approved by the RPTD Capital Program Coordinator prior to submittal to vendors. All required information must be included as described below.**

### RPTD FORM INSTRUCTIONS

#### Purchase Order Required Information:

- **Email Address for Confirmation** - Enter the email address of the **person completing the form**.

- **Purchase Order #** - Enter the PO number. This is a number assigned by the transit agency to track all purchase orders.
- **Ordering Agency Name** - Enter the name of the **transit agency**. Note: A vehicle may be purchased for use by a transit agency other than the grant recipient.
- **Purchase Order Date** - Enter the date the PO was completed.
- **Delivery Date (est.)** - Enter the estimated date that vehicle(s) will be delivered. Check the vendor contract for number of days. This date may be negotiated for quicker delivery, although vendor contracts state the maximum number of days.
- **Purchase Method** – Select either Price Agreement (if using the State Price Agreement) or Direct Procurement.

### Vendor Information **(This will not be visible until you complete the Purchase Method.)**

- **Vendor Name** - Select the vendor from the drop-down and ensure the correct price agreement contract number is selected and appropriate vehicles are described from the Crosswalk. Only one vendor may be listed on a PO; several POs may be required for vehicle purchases from multiple vendors under one grant agreement.

### Agency Information

- **Bill To Name and Address** - Enter the grant recipient name and address. This is to where the vehicle invoice should be mailed, which may be different than the delivery/ship to agency address.
- **Agency Contact Name** - Enter the RPTD grant recipient contact name. This may be a different agency than the one to where the vehicle is being delivered. (Example: A county or transportation district receives the grant on behalf of a local transit agency.)
- **Agency Contact Phone** - Enter the RPTD grant recipient telephone number.
- **Ship To** - Enter the transit agency name and address to where the vehicle(s) should be delivered.
- **ODOT/RPTD Grant Agreement Number** - Enter the five-digit RPTD grant agreement number.
- **Comments** - Enter any specific instructions or comments regarding the purchase.

### Vehicle Information

- **Category** – From the drop-down, select the appropriate vehicle category(ies) as specified in the Crosswalk. Use RPTD categories (Examples: A – D and E 1 – E 3).
- **Description (Make, Model and Length)** - Enter a brief vehicle description that includes length, make, model, and fuel type using the Crosswalk as a reference.
- **Total Seats, Total ADA Stations** - Enter the total number of seats available (total capacity) in the vehicle(s) and the total number of ADA stations available in the vehicle(s) in this format: 20, 2.

- **Total Seats w/ ADA Deployed** - Enter the total number of seats available when all ADA stations are deployed.
- **Quantity** - Enter the quantity for each type (sub-category) of vehicle being ordered. Base price must be the same for all; otherwise, list as separate line items.
- **Base Price** - Enter the base price of vehicle(s) using the [Oregon State Price Agreement ODOT Vehicle Contract Crosswalk](#) document.
- **Vehicle Options** - Enter the total cost for all add-ons (optional equipment or features) that increase the base price as listed on the Crosswalk. (Example: Cost of required options is \$1,500 and the cost of vehicle preferred options is \$5,000. Enter \$6,500.) Supporting documents (vendor pricing quote) must show all options and the total cost per vehicle. If each vehicle cost is different, enter separate price quotes for each.
- **Total Cost** – This will auto calculate.
- **X** – Use this button if you need to remove an item.
- **+ Add Item** - Use this button if you need to add another vehicle.

## Purchase Authorization

### Agency 1:

- **Authorized Agent Printed Name** - Enter the name of the grant recipient agency representative who is authorized to approve the PO. If a different agency is designated for delivery, and two names are required by the grant recipient, click on Add Agency to access a secondary signature block and follow the instructions below for Agency 2.
- **Authorized Agent Signature** – Provide your signature electronically using your mouse (or touch screen if you have one) as the grant recipient agency representative who is authorized to approve the PO.
- **Signature Date** – Enter the date of the authorized grant recipient agency representative’s signature.

If you wish to add another agency, click the “Add Agency” button.

### Agency 2:

Clicking “Save” will automatically save the PO and brings up a box that will allow you to send the PO link to your email address. Enter your email address and click “Send”. If needed, that email can be forwarded to a secondary agency representative who is authorized to approve the PO.

## Submit Purchase Order

Click “Submit” to send a copy of the PO to the person who completed the form and to the Capital Program Manager for approval.

## TRANSIT AGENCY AND/OR GRANT RECIPIENT RESPONSIBILITIES

1. A PO is required for all purchases using federal funds. Please include all required information.

2. Approval by the Capital Program Coordinator is required on all POs prior to vendor submittal, regardless of whether ODOT's PO form is used or the local agency creates its own form.
3. For grant reimbursement, the PO must be attached to vendor invoice(s) with all supporting documentation. All invoices must note the PO number to ensure prompt payment.
4. Maintain a copy of all documentation for purchases in your procurement records as long as the vehicle remains in service plus three years.

**Please contact your RPTD Regional Transit Coordinator or the RPTD Capital Program Coordinator with any questions on the vehicle ordering process.**

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