

Oregon Department of Transportation

Public Transportation Division

Vehicle Purchase Guidance

When purchasing a vehicle with federal or state grant funds passed through the Oregon Department of Transportation (ODOT), Public Transportation Division (PTD), grantees must follow specific rules and processes, based on FTA guidance. This document contains the instructions associated with the procurement process. For more detailed information, please use the resources listed below or contact PTD's capital program coordinator or your regional transit coordinator.

Vehicle Purchases from State Price Agreement

Agencies using PTD grant funds will use the Oregon Department of Administrative Services state price agreement contracts. These contracts are accessed through Oregon Buys, a web-based system listing all state price agreements. <https://oregonbuys.gov>

To use Oregon Buys:

- You must be a current member of the Oregon Cooperative Purchasing Program (ORCPP), or you may access the system through a current member organization, such as your county.
- The cost for ORCPP membership depends on the size of the member agency's budget. The range is commonly from \$50-\$200 annually.
- When following the directions below, agencies will not have to access the Oregon Buys system directly to obtain quotes from price agreement vendors.

Use the forms and instructions created by the ODOT when procuring vehicles; these include:

- [Request for Quotes](#) template (fillable Word format)
 - [RFQ Vehicle Purchase Price Comparison](#) forms (Excel worksheet)
 - [Vehicle Purchase Order](#) (Cognito form)
- 1) After completing the Request for Quotes (RFQ) template, listing all vehicle specifications, procurement methodology (i.e. lowest cost selection or best value determination), send the complete RFQ to the PTD capital program coordinator for review and approval. The capital program coordinator will contact you with questions or seek clarification as needed.
 - 2) When the RFQ is approved by the capital program coordinator, agencies must send the RFQ to at least three vendors listed on the state price agreement.
 - 3) Using the RFQ Vehicle Purchase Price Comparison form agencies must document all bids solicited and received, even when receiving a “no-bid” response from a vendor.
 - 4) Submit your completed RFQ Vehicle Purchase Price Comparison form, including the analysis basis for vehicle selection made in the procurement process, and the RFQs

received to the capital program coordinator for review.

- 5) Once the vehicle purchase is approved send the signed and complete Vehicle Purchase Order form to the capital program coordinator.
- 6) The capital program coordinator will process the Vehicle Purchase Order and submit it to the vendor. Agencies will be copied on the email ordering the vehicle(s).

Vehicle Purchases not from State Price Agreement

Receive approval from the capital program coordinator prior to purchasing a vehicle not on the state price agreement contract. After receiving approval agency options are:

- a. Buy from another agency's contract with no major changes. This is called piggybacking. Agencies are responsible for obtaining and verifying the piggybacked contract meets all federal requirements.
 - o Complete the piggybacking worksheet and send to the capital program coordinator for approval. Agencies must receive an approval letter from the other transit agency that allows you to access the contract. Submit the worksheet and approval letter with your reimbursement request.
- b. Use Washington State's price agreement contracts. Washington allows other state's agencies to utilize their ADA vehicles price agreements.
 - o You must receive permission from PTD's capital program coordinator to use the WashDOT contract.
- c. Request permission to conduct your own Request for Proposal (RFP). If approved the agency is responsible for verifying the RFP meets all federal requirements. Only eligible Transit Vehicle Manufacturers are allowed to bid on FTA funded vehicle purchases. The RFP must include the specific quantities to be purchased and must list the delivery date within five years of ordering.

Documentation

Vehicle purchase documents are required to be saved in agencies procurement file and retained for three years after the disposal of the vehicle, whether agencies use the state price agreement or conduct their own procurement. Required purchase documents include:

- a. Manufacturer's Federal Motor Vehicle Safety Standards certification
- b. Altoona bus test reports
- c. Buy America manufacturer certifications
- d. Verify [Transit Vehicle Manufacturers](#) is eligible
- e. Pre-Award and Post-Delivery Certification

If you do not have any of these documents, do not accept the vehicle. Vendors must provide documents A-C to meet Federal Transit Administration requirements.

What to Avoid

- Buying without the proper bid process
- Not following Federal Transit Administration guidelines vehicle accessibility standards and other specifications
- Not specifying exact equipment, components, etc.
- Not having all required documents on file
- Failing to order in a timely manner to ensure the vehicle and equipment are installed and delivered prior to the grant agreement expiration date

Tips

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

Resources

- Oregon Department of Administrative Services state price agreements
- Experienced staff at other transit agencies
- Other Transit agencies procurements, piggybacking requires a letter from the agency to use their contract
- Rail and Public Transit Division capital program coordinator
- Oregon Department of Administrative Service personnel
- Federal Transit Administration contracting and purchasing resources

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

Rail and Public Transit Division

<https://www.oregon.gov/odot/PTD/Pages/index.aspx>

State of Oregon

The Oregon Cooperative Procurement Program (ORCPP) website. Register or renew your agency's membership and view vehicle state price agreement

<https://www.oregon.gov/das/Procurement/Pages/Orcpp.aspx>

Oregon Buys

<https://oregonbuys.gov/bso/> This new web-based eProcurement system will automate the state of Oregon's procurement process. The easy to use system will create efficiencies and transform the way the state does business.

ORS 279 Public Contracting and Purchasing Requirements

https://www.oregonlegislature.gov/bills_laws/ors/ors279a.html

OAR 125-055-0000 State Purchasing Rules

<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=31>

Federal Transit Administration

Piggybacking Requirements (excerpt from Best Practices Manual) click on Best Practices Manual from this link: <https://www.transit.dot.gov/funding/procurement/third-party-procurement/piggybacking>

Piggybacking Worksheet

www.transit.dot.gov/sites/fta.dot.gov/files/docs/BPPM_appB16.doc

Master Agreement: <https://www.transit.dot.gov/about/regional-offices/region-10/fy-2016-master-agreement> (see Section 16 – Procurement)

Circular 4220.1 F, Third Party Contracting Requirements at:

http://fta.dot.gov/legislation_law/12349_8641.html

Best Practices Procurement Manual

<https://www.transit.dot.gov/funding/procurement/best-practices-procurement-manual>

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

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/DRAFT_Pre-Award_and_Post-Delivery_Handbook_15-05-01_2.pdf