



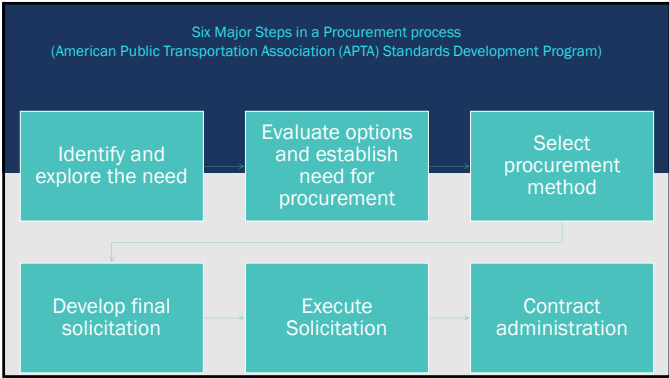
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Today's agenda


- Micro-purchase (Under \$15,000)*
(Review from RLS presentation)
- Small Purchases (Up to \$350,000)*
(Review from RLS presentation)
- Formal Procurement Methods (over \$350,000)*
(Review from RLS presentation)
 - Other Purchases
- Rolling Stock
 - Federal and State Requirements
 - State ~~Prime~~ Agreement
 - Request for Quote
 - Purchase Order
 - Delivery
 - Reimbursements
 - Disposal

*Numbers represent federal thresholds

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Procurement Materials


Micro-purchase, Small Purchase, Sealed Bids and Competitive Procurement was presented by RLS on May 14, 2025

For a more in-depth procurement review:
[Microsoft PowerPoint - ODOT Procurement RLS 2025\(v2\).pptx](#)

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Micro-Purchase (Up to \$15,000)

- An acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold (48 CFR Subpart 2.1)
- Do not split up larger procurements to fall under Micro-Purchase Thresholds
- May be made without obtaining competitive quotations if the subrecipient determines that the price is fair and reasonable and this practice is permitted by state and local laws (ICE should be used)
- OREGON law permits Micro-Purchases up to \$25,000 HOWEVER if any FTA funds are used, the \$15,000 threshold prevails



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Micro-Purchase (Up to \$15,000)

- These acquisitions are exempt from Buy America and Davis-Bacon Prevailing Wage Requirements except for construction contracts over \$2,000
- Best practice is to use the Public Transportation Micro Purchase Documentation [Form](#)

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Micro-Purchase (Up to \$15,000)

Public Transportation Micro Purchase Documentation

Definition:

Consistent with Federal Acquisition Regulation (FAR), FTA and ODOT consider micro-purchases to be those purchases of \$15,000 or less.

When Appropriate:

Property and services valued at less than \$15,000 may be acquired without obtaining competitive quotations if the price is reasonable. These purchases are exempt from FTA's Buy America requirements, two-bid/lowest prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even if using micro-purchase procurement procedures. 2 CFR 200-5.30(a).

Requirements:

Competition:

Micro-purchases shall be distributed among qualified suppliers.

Prohibited Divisions:

Procurements may not be divided or reduced to come within the micro-purchase limit.

Documentation:

FTA's only documentation requirement for micro-purchases is a determination that the price is fair and reasonable and a description of how that determination was reached (see next page). FTA does not require the rationale for the procurement method used, selection of contract type or reasons for contractor selection or rejection be provided, only retained in the procurement file.

Records:

Regardless of what procurement method is used, including micro-purchase, records must still be maintained for all purchase.

Item Proposed for Purchase:

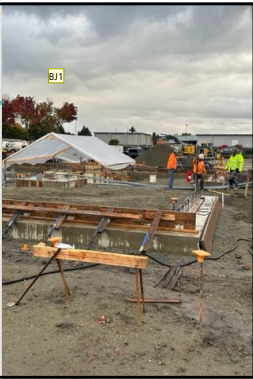
Requesting Party: _____ Estimated Cost: _____

Item Requested: _____


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Small Purchase (Up to \$350,000)

- Subrecipients must follow threshold established by ODOT, which may be lower than federal thresholds
- Must follow providers procurement policy
- Must obtain price or rate quotes from and adequate number of qualified sources
- Not allowed to divide or split the procurement to avoid additional procurement requirements that apply to larger acquisitions.
- Oregon Threshold \$250,000



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Competitive Proposals (Review of RLS presentation)

- When to use competitive proposals
 - Over \$350,000
 - If the nature of the procurement does not lend itself to a sealed bid
- Expectation that more than one source will be bidding and able to submit and offer or proposal
- Need for discussions with prospective offerors
- Basis for contract award is on factors other than price
- Uncertain number of sources

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Competitive Proposals (Review of RLS presentation)

- Methods
 - Request for proposal are publicly advertised
 - Use oregonbuys
 - Be prepared to broaden the notification/advertisement procedures
 - Include in urbanized area newspapers
 - Passenger Transport
 - Specify all evaluation factors in the solicitation
 - Numerical or percentage ratings or weights do not need to be disclosed
 - Solicit from and adequate number of qualified sources



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Competitive Proposals (Review of RLS presentation)



- Methods (Cont.)
 - Specific method is established and used to conduct technical evaluations of the proposals to determine the most qualified offeror
 - Award is made to the responsible offeror whose proposal is most advantageous to the subrecipient
 - Price and other factors considered
 - The evaluation factors for a specific procurement should reflect the subject matter and the most important elements
 - Examples include technical design, technical approach, length of delivery schedules, quality of proposed personnel, past performance and management plan


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Sealed Bid (review from RLS presentation)

- Publicly solicited
- Firm fixed price contract is awarded to responsible bidder whose bid, conforming to all the material terms and conditions, is lowest in price



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Sealed Bid (review from RLS presentation)

- Appropriate uses of sealed bid method
 - Procurement lends itself to a firm, fixed price contract AND the selection of the successful bidder can be made principally on the basis of the price
 - No discussion with bidders is needed
- Methods (Invitation for Bid)
 - MUST be publicly advertised (use oregonbuys)
 - Must be solicited from an adequate number of known suppliers
 - Must define the items or services sought in order for the bidder to be able to properly respond
 - Sufficient time allowed to prepare bids prior to the date set for opening the bids
 - Must open bids in public

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Sealed Bid (review from RLS presentation)

- Contract Type
 - Firm fixed price contract is usually awarded in writing to the Lowest Responsive and Responsible Bidder
- Does not preclude a price incentive contract or inclusion of an economic price adjustment provision
 - Must be specified in the bidding documents
- Transportation costs and life cycle costs affect the determination of lowest bid



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Sealed Bid or Competitive Proposals (review from RLS presentation)

- Two-Step Procurements are applicable in both sealed bids and competitive negotiations
 - Step 1 – Review of Technical Qualifications
 - Step 2 – Review of Bids or Proposals of offerors deemed most qualified

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Vehicle Procurement



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Vehicle Procurement State Funding Requirements

- Use of state funds (STIF) require meeting standards such as:
 - ❖ Altoona testing bus report received
 - ❖ Verifying Disadvantaged Business Enterprise (DBE) compliance
 - ❖ Federal Motor Vehicle Safety Standards (FMVSS) certification
 - ❖ Purchasing from Eligible Transit Vehicle Manufacturers
 - ❖ Verify Debarment and Suspension certification
 - ❖ Pre-Award & Post-Delivery inspection



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VEHICLE PURCHASES FEDERAL REQUIREMENTS



- Use of federal funds require meeting standards such as:
 - Altoona testing bus report received
 - Verifying Disadvantaged Business Enterprise (DBE) compliance
 - Federal Motor Vehicle Safety Standards (FMVSS) certification
 - Purchasing from Eligible Transit Vehicle Manufacturers
 - Verify Debarment and Suspension certification
 - Pre-Award & Post-Delivery inspection

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VEHICLE PROCUREMENT FEDERAL REQUIREMENTS


Buy America (49 U.S.C. § 5323(j); 49 C.F.R. Part)

- Requires all Vehicle (buses) final assembly must occur in the U.S. and
- Requires components and subcomponents produced in the U.S. must be more than:
 - 70% for FY2020 and beyond



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VEHICLE PROCUREMENT – USING THE STATE PRICE AGREEMENT AND USING ANY TYPE OF FUNDS PASSED THROUGH BY ODOT



- Your grant has been awarded, Now What??
- IF your funding source is federal funds
 - Your RTC will coordinate with you to ensure concurrence with NEPA regulations.
 - NEPA form – fillable and expandable to gather information regarding purchase
 - PTD will submit forms to the FTA for concurrence
 - WAIT for NEPA concurrence before starting **ANY** type of procurement activities

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VEHICLE PROCUREMENTS – USING THE STATE PRICE AGREEMENT AND USING ANY TYPE OF FUNDS PASSED THROUGH BY ODOT

How do you purchase Vehicle?

- Agencies must use Oregon's State price agreements to acquire Vehicle unless pre-approved by PTD
- If the category of vehicles you wish to buy are not included on a state price agreement, you need to receive approval from the Capital Program Coordinator before starting the procurement process
- If an agency wishes to use another state's price agreement, the agency shall contact the Capital Program Coordinator for permission
 - The agency must follow the rules of the price agreement – read them carefully for instructions




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VEHICLE PROCUREMENTS – USING THE STATE PRICE AGREEMENT AND USING ANY TYPE OF FUNDS PASSED THROUGH BY ODOT (CONT.)

- o Oregon Cooperative Purchasing Program (ORCPP) membership is required to use State Price Agreements
- o State Price Agreements for Vehicles can be found on [OregonBuys - /view/login/login.xhtml](#)
- o There are State Price Agreements for Non ADA vehicle (state funding). Contact RTC for more info

Have you been to the ODOT Public Transit Website, Buying and Managing Vehicles and Assets section?


- o [Oregon Department of Transportation : Buy a Vehicle : Public Transportation : State of Oregon](#)





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REVIEW THE TERMS OF THE STATE PRICE AGREEMENT FOR ADA VEHICLES

- You must adhere to all the terms and exhibits of the current state price agreement
- State price agreements- the contracts are on Oregonbuys.gov.
- At the time of this webinar, there are three state price agreements for certified ADA compliant transit vehicles
- Each vendor offers a selection of Category B thru E vehicles
- State price agreement for Category A buses is in progress at this time. Check before any procurement activities to reconfirm (Contract has been awarded and negotiation is complete as of December of 2025. New contract for Cat A vehicles should be in place by spring of 2026)
- Each state price agreement includes mandatory documents that you must use when procuring vehicles from them
- If not using a state price agreement, you may use your own procurement documents (after receiving approval from the capital program coordinator)

 Agreement #39442 (Schetky Northwest Sales, Inc.)

 Agreement #39441 (Northwest Bus Sales, Inc.)

 Agreement #39440 (Model 1)

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OTHER OREGON STATE PRICE AGREEMENTS - Complete Coach Works

- The State of Oregon has signed a state price agreement with Complete Coach Works
- This is for Remanufactured Heavy Duty Busses and Fuel Conversion Technology Services
- You must adhere to all the terms and exhibits of the current state price agreement
- This state price agreement includes mandatory documents that you must use when procuring vehicles from them

 Agreement #51497 – Complete Coach Works

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[illegible][illegible]

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VEHICLE PROCUREMENT

RFQ (INCLUDED IN THE STATE PRICE AGREEMENT AND [HERE](#))

Attachment 3

TRANSIT VEHICLE MANUFACTURER (TVM) CERTIFICATION

Pursuant to the provisions of Section 105(c) of the Surface Transportation Act of 1982, each bidder for this contract must certify that it has complied with the requirements of 49 CFR Part 26.49, regarding the participation of disadvantaged Business Enterprises (DBE) in FTA assisted procurements of transit vehicles. Absent this certification, properly completed and signed, a bid shall be deemed non-responsive.

Certification:

I hereby certify, for the bidder named below, that it has complied with the provisions of 49 CFR Part 26.49 and that I am duly authorized by said bidder to make this certification.

Name of Bidder/Company _____

Name Type or print _____

Signature of Authorized Representative _____

Date ____/____/____

Signature of notary and SEAL _____

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[illegible]

Vehicle Purchases RFQ – Vehicle Specifications

Additional Specifications to Consider

- Do you need a heavy-duty transmission? List it on your RFQ
- How many seats and ADA stations (2 ADA stations are required on buses over 22ft)?
- Do you want a high-floor or low-floor?
- Will you need chains or snow tires?
- Not sure what size air conditioner you'll need & forgot to ask during
- Market Research?
 - The New RFQ form has a vendor suggestion column, just for that purpose
 - If you're worried about the performance of a vendor, ask for references
 - Include all preferred options that you may choose to include on your vehicle
 - Do you need to have warranty work completed within 50 miles of your area?



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Vehicle Procurement RFQ – Vehicle Specifications

When Creating Vehicle Specifications, ask the experts!





Other Transit Managers

Capital Program Coordinator

The Vendors – When doing “**Market Research**” you may call or email the vendors and ask generalized questions **ALL**

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Vehicle Procurement RFQ

The RFQ is finally done!


- The RFQ must be approved prior to release
- Email the RFQ to the Capital Program Coordinator for approval to release it to the vendors (CC your RTC as well)
 - The Capital Program Coordinator will contact you with questions or to seek clarification as needed
- Once the RFQ is approved, send it to at least three of the vendors on the State Price Agreement
- Agencies must use the RFQ Vehicle Purchase Price Comparison form to document all bids solicited and received
 - If a vendor does not have the vehicle, they will let you know and you need to document a “no bid” from the vendor
 - If a vendor does not respond, they must be included in the Vehicle Purchase Price Comparison form

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The RFQ is finally done! (Cont.)

- Submit the completed RFQ Vehicle Purchase Price Comparison form, including the analysis basis for vehicle selection made in the procurement process, and the RFQ’s received to the Capital Program Coordinator for review
- After receiving approval from the CPC, complete the Cognito [form](#) Vehicle Purchase Order
- The CPC will process the Vehicle Purchase Order and submit it to the vendor
 - You will receive an email confirmation when Vehicle Purchase Order has been submitted



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Vehicle Procurement RFQ – Vehicle Price Comparison Analysis Form Lowest Cost Tab

| ODOT PUBLIC TRANSIT VEHICLE PURCHASE | | | | |
|---|--|--|--|--|
| Agency Name: | | Contact Person: | | |
| Grant Agreement No.: | | Date: | | Phone No.: |
| STATE PRICE AGREEMENT RFQ COMPARISON FORM - LOWEST COST SELECTION | | | | |
| Vehicle Useful Life Category: | No. of Vehicles To Be Purchased: | No. of Regular Seats: | No. of ADA Seats: | |
| Required Specifications: | <input type="checkbox"/> From RFQ (attach all RFQ's below this row) <input type="checkbox"/> Other (attach list or document) | | | |
| Additional Preferred Options: | <input type="checkbox"/> From RFQ (attach all RFQ's below this row) <input type="checkbox"/> Other (attach list or document) | | | |
| PLEASE LIST ALL OTHER VEHICLES (OTHER THAN VEHICLE NUMBER) IN Column Below: | | | | |
| Desired Options | Vendor: | Vendor: | Vendor: | Vendor: |
| Vehicle Make/Model Proposed: | | | | |
| Vehicle Base Price: | | | | |
| Cost of Required Specifications: | | | | |
| Total Vehicle Cost With All Required Specifications: | \$0 | \$0 | \$0 | \$0 |
| Cost of Additional Preferred Options (if any - enter zero if none): | | | | |
| Total Vehicle Cost With Required Specifications and Preferred Options: | \$0 | \$0 | \$0 | \$0 |
| Lowest Cost Vehicle Selected: | <input type="checkbox"/> Selected <input type="checkbox"/> Not Selected | <input type="checkbox"/> Selected <input type="checkbox"/> Not Selected | <input type="checkbox"/> Selected <input type="checkbox"/> Not Selected | <input type="checkbox"/> Selected <input type="checkbox"/> Not Selected |
| Comments: | | | | |
| AGENCY CONTACT INFORMATION | | | | |
| Agency Representative (enter printed name and title below): | | | Phone No. / E-mail address (enter below): | |
| Signature of Agency Representative: | | | Date of Signature: | |

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Vehicle Procurement RFQ – Vehicle Price Comparison Analysis Form - Best Value Tab

| ODOT PUBLIC TRANSIT VEHICLE PURCHASE | | | | |
|--|--|-----------------------|-------------------|---------|
| Agency Name: | | Contact Person: | | |
| Grant Agreement No.: | | Phone No.: | | |
| STATE PRICE AGREEMENT RFQ COMPARISON - BEST VALUE DETERMINATION SELECTION - Page 1 | | | | |
| Vehicle Useful Life Category: | No. of Vehicles To Be Purchased: | No. of Regular Seats: | No. of ADA Seats: | |
| Required Specifications: | <input type="checkbox"/> From RFQ (attach all RFQ's below this row) <input type="checkbox"/> Other (attach list or document) | | | |
| Additional Preferred Options: | <input type="checkbox"/> From RFQ (attach all RFQ's below this row) <input type="checkbox"/> Other (attach list or document) | | | |
| Best Value Factors (attach all RFQ's below this row): | <input type="checkbox"/> From RFQ (attach all RFQ's below this row) <input type="checkbox"/> Other (attach list or document) | | | |
| PLEASE LIST ALL OTHER VEHICLES (OTHER THAN VEHICLE NUMBER) IN Column Below: | | | | |
| Desired Options | Vendor: | Vendor: | Vendor: | Vendor: |
| Vehicle Make/Model Proposed: | | | | |
| Vehicle Base Price: | | | | |
| Cost of Required Specifications: | | | | |
| Total Vehicle Cost With All Required Specifications: | \$0 | \$0 | \$0 | \$0 |
| Cost of Additional Preferred Options (if any - enter zero if none): | | | | |
| Total Vehicle Cost With Required Specifications and Preferred Options: | \$0 | \$0 | \$0 | \$0 |

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Vehicle Procurement RFQ – Vehicle Price Comparison Analysis Form - Best Value Tab (Example from recent procurement)

- Agencies are able to select "Best Value" over "Lowest Price"
- Must have preapproval from Capital Program Coordinator
- Example on Right shows Criteria used on a recently approved RFQ

VEHICLE SELECTION INFORMATION

Selection of the vehicle and successful price quote will be based on:

☐ Lowest Cost With Required Specifications (if applicable costs may be considered in price determination and may affect award and determination)
☐ Best Value Determination (ODOT FTS pre-approval required)

The Best Value Determination criteria are as follows:

1. Meeting Minimum Requirements (30 Points)
2. Lowest Pricing (30 Points)
3. Lowest Total Cost (30 Points)
4. Agency's Financially Soundness (10 Points)
5. Agency's Financially Soundness - please provide 3 references in Oregon (10 Points)
6. Agency's Financial Soundness with Oregon (10 Points)
7. Cost information availability and cost for out of town service (10 Points)
8. Meeting fleet uniformity (10)

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Vehicle Procurements – If not using the Oregon Price Agreement or if Agency wishes to use another states Price Agreement

If approved to do your own procurement, the agency must conduct an open competitive bid process, usually via a Request for Proposal (RFP)

Agencies must verify DBE compliance; only eligible Transit Vehicle Manufacturers may bid on FTA funded procurements <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/eligible-tvms-list>

Agencies follow locally adopted purchasing policies and must meet state procurement laws when not in conflict with federal (e.g., cannot include geographic preference, must receive three bids)

If an agency is allowed to conduct its own RFP, this must be approved by PTD prior to release. The final purchase order must be approved by PTD prior to submittal (PTD signs the agency's Purchase Order & releases it)

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Vehicle Procurements – If not using the Oregon Price Agreement or if Agency wishes to use another states Price Agreement

Agencies may utilize a cooperative agreement from another state

- Agencies must get prior approval from PTD
- Once approved transit agencies are required to follow the rules of the other State

Washington Accessible Vehicle Contract

- With prior approval transit agencies may purchase from this price agreement
- Transit agencies are required to follow the Washington State price agreement rules



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Your Vehicles have arrived.... Now What?

- Do **NOT** accept the vehicles if you are not in possession of
 - Manufacturer's Federal Motor Vehicle Safety Standard Certification
 - Altoona bus test reports
 - Buy America manufacturer certifications
 - Verification that the Transit Vehicle Manufacturer is eligible
 - Pre-Award and Post-Delivery Certification
 - The vehicle is missing items from your PO



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Your Vehicles have arrived.... Now What?

- Review the Vehicle Purchase Reimbursement Instructions on the PTD [website](#) and attach to OPTIS Reimbursement Request
- Create a cover letter (sample available) on agency letterhead
- Fill out and attach ODOT – PTD Pre-Award and Post-Delivery Vehicle Purchase Certification Form completely and correctly
 - Initials are required next to each step
 - Sign and date the form

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YOUR AGENCY'S LETTERHEAD

(DATE) _____

(NAME) Regional Transit Coordinator for Region (Y)
ODOT Public Transportation Division
300 Capital Bldg. SE 66443
Salem, OR 97331

Re: Vehicle reimbursement request

Dear Mr. or Ms. (NAME):

(SUBSEQUENT AGENCY NAME) has received delivery of (Y number of) vehicle(s) and is requesting reimbursement for the purchase of this/these vehicle(s). The following information is provided as requested:

- The total cost for the purchase was \$(
• Total passenger capacity _____ number of ADA Stations _____ total passenger capacity with ADA equipment _____
• There was a rebate of \$() for each vehicle
• Rebates have not been deducted from the total amount listed above
• This reimbursement request is from ODOT Agreement # (XXXXXX)
• The vehicle(s) were accepted by subsequent on (MMDDYYYY)
• The vehicle(s) were put into transit service on (MMDDYYYY)
• The source of local matching funds for the purchase is (IDENTIFY – ex. STP, subsequent general funds, local bonds, donations)
• Copies of invoices for all expenses claimed are enclosed
• ODOT license and title registration expenses are NOT included in the costs to be reimbursed, and I understand they cannot be charged to the vehicle purchase agreement
• The Required Pre-Award and Post-Delivery Certification form for each vehicle is enclosed
• For vehicle replacements, VIN of vehicle being replaced _____

Please advise me if there is anything else required to process this request. Sincerely,
(NAME) (TITLE)
(Subsequent Agency Name)

ODOT – PTD Pre-Award & Post-Delivery Vehicle Purchase Certification Form

By the signature of the authorized representative, the undersigned certifies that the following:

A. PRE-AWARD PURCHASE REQUIREMENTS CERTIFICATION
As required by the ODOT Public Transportation Division, the agency has received delivery of the same product(s) as specified in the Request for Proposal (RFP) and the agency has received delivery of the same product(s) as specified in the Request for Proposal (RFP) and the agency has received delivery of the same product(s) as specified in the Request for Proposal (RFP).

B. PRE-AWARD BUS TESTING (all vehicle purchase requests except school, waste and maintenance)
The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing.

C. PRE-AWARD BUS TESTING (all vehicle purchase requests except school, waste and maintenance)
The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing.

D. DISADVANTAGED BUSINESS ENTERPRISE COMPLIANCE (DBE) (purchase with PTA funds)
As required by the ODOT Public Transportation Division, the undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing.

E. PRE-AWARD VEHICLE SAFETY & INSPECTION (PDS) CERTIFICATION (all vehicles)
The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing.

F. POST-DELIVERY VEHICLE REQUIREMENTS CERTIFICATION
As required by the ODOT Public Transportation Division, the undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing. The undersigned certifies that the vehicle(s) purchased were tested in accordance with the ODOT Public Transportation Division's requirements for bus testing.

Year, make, model, _____ VIN _____

For verification of multiple vehicles of the same year, make, and model, attach a list of the VINs for each vehicle.

REGISTERED OPERATOR _____ SUBSEQUENT _____

Is SECURITY INTEREST HOLDER (required) (ODOT Public Transportation Division) _____
Is SECURITY INTEREST HOLDER (if subsequent is not operator) _____
Grant Agreement No. _____ Subsequent Address _____ DATE _____
Grant Title _____ PTA _____

ODOT PTD Vehicle Reimbursement Instructions Page 1

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Your Vehicles have arrived.... Now What? (Cont.)

- Attach all certifications, cover letter and invoices to your OPTIS Reimbursement Request
 - If you are submitting the request before your Agency Periodic Report is submitted for the quarter, please contact your RTC for bypass
- Agency must deduct any rebates, discounts or pricing reductions from the total costs submitted for reimbursement
- Keep all documents in the vehicle procurement file
 - Must retain for three years after disposal

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Vehicle Disposal Process – Your trusty vehicle is at the end of its useful life

- Ensure that the vehicle is at the federally accepted Useful Life Benchmark [FTA Circular 5010.1F](#)
- Disposing of Used State or federally funded public Transportation Vehicles - [Microsoft Word - Selling Vehicles.doc](#)
- Complete Title Release Request (linked above)
- Sale by public auction is most common disposal method but other methods can be used
 - Sale or transfer to another public transit agency in your region
 - Sale directly to wrecking yard



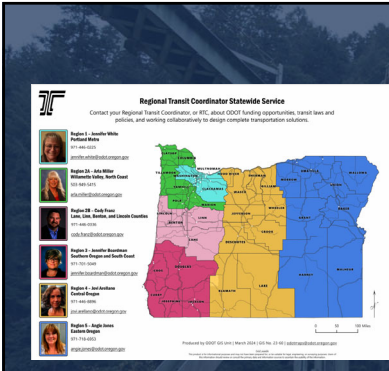
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Vehicle Disposal Process – Your trusty vehicle is at the end of its useful life

- If wanting to directly sell or transfer to another agency providing public transportation, contact the Capital Program Coordinator and CC your RTC
- Once vehicle has been disposed of, complete the Asset Disposal Notice (linked in document on previous slide)
- You are required to report on the vehicle until the Asset Disposal Notice has been completed and submitted to PTD

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Capital Program Coordinator – Joe Heberlein
971-357-3917
Joseph.K.Heberlein@odot.oregon.gov

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Resources used in this presentation

- [Microsoft PowerPoint- ODOT Procurement RLS 2025\(v2\).pptx](#)
- [eCFR :: 48 CFR Part 2 Subpart 2.1 -- Definitions \(FAR Part 2 Subpart 2.1\)](#)
- [Procurement 101](#)
- [Third Party Contracting Guidance \(Circular 4220.1G\)](#)
- [ODOT PTD Example Micro Purchase Template 2025.pdf](#)
- [ODOT Public Transit Division](#) (How to buy a vehicle)
- [ODOT Public Transit Division](#) (Vehicle Purchase Reimbursement Instructions)
- [FTA Website for Cost Estimates](#)

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Resources used in this presentation

- [Best Practices Procurement & Procurement Manual](#)
- [Oregon Department of Transportation : Sell a Vehicle : Public Transportation : State of Oregon](#) (How to dispose of a vehicle)
- [Microsoft Word - Selling Vehicles.doc](#)



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