



Public Transportation Division

## 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 Public Transportation Division (PTD) 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 the Federal Transit Administration (FTA), State of Oregon and Oregon Department of Transportation (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 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 [OregonBuys.gov](https://www.oregon.gov/das/Procurement/Pages/Orcpp.aspx) or copies may be provided from vendors. Transit agencies must be members of the Oregon Cooperative Purchasing Program prior to ordering vehicles. Information regarding ORCPP: <https://www.oregon.gov/das/Procurement/Pages/Orcpp.aspx>

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

**All purchase orders must be approved by ODOT PTD Capital Program Coordinator prior to submittal to vendors. All required information must be included as described below.**

### Purchase Order Required Information:

- **Email Address for Confirmation** - Insert the email address of the **person completing the form** here.
- **Purchase Order #** - The Purchase Order number. This is a number assigned by the transit agency to track all purchase orders.
- **Ordering Agency** - Insert the name of the **transit agency** here. A vehicle may be purchased for use by a transit agency other than the grant recipient.
- **Purchase Order Date** - Enter date the Purchase Order is completed.
- **Delivery Date (est.)** - Enter date 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 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 Purchase Method)**

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

### Agency Information

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

### Vehicle Information

- **Category** - Select appropriate category of the vehicle(s) as specified in the Crosswalk document. Use Oregon Rail & Public Transit Division 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 document.
- **Total Seats, Total ADA Stations** - Enter total number of seats available (total capacity) in the vehicle(s) and the total number of ADA stations available in the vehicle(s) (i.e. 20, 2).
- **Total Seats with ADA Deployed** - Enter total number of seats available when all ADA stations are deployed.
- **Quantity** - Enter 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 base price of vehicle(s) using the [Oregon State Price Agreement ODOT Vehicle Contract Crosswalk](#) (ADA Crosswalk) document.
- **Vehicle Options** - Enter total cost for all add-ons (optional equipment or features) that

increase the base price as listed on the Crosswalk document. (Example: Cost of Required Options is \$1,500 and the Vehicle Preferred Options of \$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, there must be separate price quotes for each.

- **+ Add Item** - Click this button if you need to add another vehicle.

## **Purchase Authorization**

### **Agency 1:**

- **Authorized Agent Printed Name** - Enter name of the grant recipient agency representative who is authorized to approve the purchase order. 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 instructions below for Agency 2.
- **Authorized Agent Signature** - Signature of the grant recipient agency representative who is authorized to approve the purchase order.
- **Signature Date** - Enter date of authorized grant recipient agency representative's signature.

### **Agency 2:**

Selecting "Save" will bring up a box with two options, "Copy your form link" or "Email me my link". Select "Email me my link" and send. That email can be forwarded to secondary agency representative who is authorized to approve the purchase order.

## **Submit Purchase Order**

Clicking Submit will send a copy of the purchase order to the person who completed the form and to the Capital Program Manager for approval.

## **Transit Agency and/or Grant Recipient Responsibilities:**

1. A Purchase Order document is required for purchases using federal funds. Make sure all required information is included.
2. Approval by the ODOT PTD Capital Program Coordinator is required on all POs prior to vendor submittal.
3. For grant reimbursement, the PO must be attached to vendor invoice(s) with all supporting documentation. All invoices must note the purchase order number to ensure prompt payment.
4. Maintain a copy all documentation for purchases in procurement records as long as the vehicle remains in service plus three years.

**Please Contact your ODOT PTD Regional Transit Coordinator or the PTD Capital Program Coordinator with any questions on the vehicle ordering process.**