



American Recovery and Reinvestment Act (ARRA) 5311 Capital Program

Instructions for Purchasing ADA Accessible Transit Vehicles

PURPOSE

The purpose of this document is to provide guidance to rural transit agencies for purchasing ADA accessible transit vehicles using ARRA funds. An ARRA specific purchase order (PO) will be used for all vehicles purchased with federal funds.

STANDARD

Authorized ODOT Public Transit Division employees coordinate the purchasing of ADA accessible transit vehicles on behalf of transit agencies. All purchases shall comply with the Federal Transit Administration (FTA), State of Oregon and Oregon Department of Transportation (ODOT) laws, rules, regulations, policies, and procedures. Transit agencies are required to purchase ADA accessible transit vehicles from those vendors having price agreements with the State of Oregon unless desired vehicles are not included in the price agreements.

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 contained in the Oregon Procurement Information Network (ORPIN). Transit agencies must be members of the State cooperative purchasing program prior to ordering vehicles. Grant recipients must purchase ADA accessible transit vehicles unless authorized in the grant agreement statement of work.

The PO shall include the following information:

- **P.O. #:** The Purchase Order number. This is a number assigned by the buyer to track all purchase orders.
- **Name of Ordering Agency:** The grantee requesting the vehicle order.
- **PO Date:** Date purchase order is created.
- **Delivery Date:** Estimated date vehicle(s) will be delivered (ask the vendor if you are uncertain).
- **Vendor Contract Number:** Select appropriate vendor contract number from drop-down box. Check crosswalk document for contract number.
- **Vendor Name and Address:** Select vendor who has the price agreement contract for the vehicle(s) selected.
- **Vendor Contact Name and Phone:** This section will automatically populate based on the vendor selected.



American Recovery and Reinvestment Act (ARRA) 5311 Capital Program

Instructions for Purchasing ADA Accessible Transit Vehicles

- **Ship To:** Agency name and address of where the vehicle(s) should be delivered to.
- **Bill to Name and Address:** 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 Person Name and Phone:** Grant recipient contact information.
- **ODOT/PTD Grant Agreement Number:** Grant agreement number.
- **Comments:** Insert any specific instructions or comments.
- **Item No.:** Enter number (example 1 – 10) for each vehicle type the grant recipient is ordering.
- **Category:** Select appropriate category of the vehicle(s) as specified in the Oregon Vehicle Description and Useful Life Standards/ORPIN Crosswalk. Use Oregon Public Transit Division categories A – D and E 1 – E 3.
- **Sub-Category:** Select appropriate sub-category per the Oregon Vehicle Description and Useful Life Standards/ORPIN Crosswalk. Use “Contracts Awarded” column.
- **Description:** Enter brief vehicle description including length, make/model, and fuel type (use the Oregon Vehicle Description and Useful Life Standards/ORPIN Crosswalk).
- **Total Seats:** Enter total number of seats available in the vehicle(s).
- **Total ADA Stations:** Enter total ADA stations available in the vehicle(s). (If purchasing non-accessible vehicles contact Joni Bramlett for instructions).
- **Total Seats with ADA Deployed:** Enter total number of seats available after ADA stations are deployed.
- **Quantity (Qty):** Enter quantity for each type of vehicle (sub-category) being ordered. Base price would be the same for each.
- **Vehicle Base Price:** Enter base price of vehicle(s) (use the Oregon Vehicle Description and Useful Life Standards/ORPIN Crosswalk).
- **Vehicle Options Total:** Enter options price total for all add-ons that increase the vehicle price beyond the base price. (Example: 3 vehicles with a base price of \$80,144. Options total for all 3 vehicles is \$25,000. Enter \$25,000 in Options Total). Supporting documents (vendor pricing list) will show options per vehicle and the cost.
- **Total Cost:** This section will automatically calculate the total cost.



American Recovery and Reinvestment Act (ARRA) 5311 Capital Program

Instructions for Purchasing ADA Accessible Transit Vehicles

- **Grand Total:** This section will automatically calculate the grant total cost.
- **Total Vehicles:** This section will automatically calculate the total quantity of vehicles.
- **Authorized Agent Print Name:** Type in name of authorized agent who issues the release of agency purchase order.
- **Authorized Agent Signature:** Signature of authorized agent who issues the release of agency purchase order.
- **Signature Date:** Enter date of authorized agent's signature.

Requirements:

1. Use ODOT's ARRA PO for all purchases using ARRA federal funds unless authorized by ODOT capital program manager.
2. Pre-approval by the capital program manager of all POs prior to vendor submittal.
3. The PO shall be attached to the 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.

PTD will provide technical assistance as needed to clarify the vehicle ordering process using ARRA federal funds.