



**The Ohio LTAP Center's
Step-by-Step Guide to
Participating in ODOT's
Cooperative Purchasing Program**

The Ohio LTAP Center
1980 W. Broad Street, 2nd Floor
Columbus, OH 43223
1-877-800-0031
Email: ltap@dot.state.oh.us



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Section #1 - How to purchase from an ODOT contract through the Cooperative Purchasing Program

(see Section #2 for Rock Salt purchases)

Step 1 - Determine if your agency fits the definition of a political subdivision. In order to be a political subdivision, per Ohio law , your agency must be one of the following:

- Township
- County
- Municipal Corporation
- Conservancy District
- Township Park District
- Park Districts created under Ohio Revised Code ' 1545
- Port Authority
- Regional Transit Authority
- Regional Airport Authority
- Regional Water and Sewer District

- County Transit Board
- State University or Colleges as in Division (A)(1) of the Ohio Revised Code ' 3345.32
- The Ohio Turnpike Commission



If your agency meets this definition—move on to step #2 on page 6.



If your agency does NOT meet this definition—you do not qualify to participate in the ODOT Co-operative Purchasing Program and **can not** purchase from ODOT contracts.

Step 2- Your agency needs to pass an ordinance or resolution requesting authority to participate in purchasing from ODOT's Contracts and agreeing that your agency will be bound by the terms and conditions of the contracts the same as ODOT would be.

- Sample resolution available at:
http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Purchase/Purchase_CoOp_Process.pdf
(page 5 of the document at the link)
- **Keep in mind** that if your agency passes a resolution, it will need to be updated, passed and resubmitted every two years to the ODOT Office of Contracts in order to keep your agency in the Cooperative Purchasing Program. An ordinance submitted by your agency does not need to be updated if it is considered by the politi-

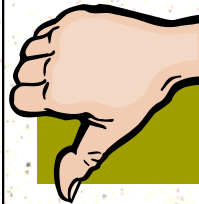
cal subdivision to be permanent legislation.

- **A certified copy** of the resolution/ ordinance must be submitted to the ODOT Office of Contracts at:

Ohio Department of Transportation
Co-op Purchasing Coordinator
1980 W. Broad Street, 1st Floor
Columbus, OH 43223



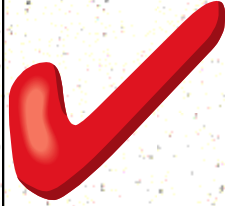
Once your agency passes the resolution/ordinance and submits it to the Co-op Purchasing Office—move on to step #3 on page 8.



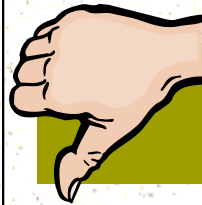
If your agency does NOT pass a resolution or ordinance and submit it—you do not qualify to participate in the ODOT Cooperative Purchasing Program and **can not** purchase from ODOT contracts.

Step 3 - As your agency finds a need to purchase items which would also be purchased by ODOT - i.e., cones, concrete pipe and concrete box culverts, rental of cold milling equipment, retroreflective sign sheeting, etc., it can then:

- Review the current cooperative contracts listing at: <http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Pages/Purch-CoOp.aspx> to determine if the needed item is available from an ODOT contract
- **NOTE:** The process for participating in ODOT's Annual Salt Contract is different from the process outlined here. Please see Section #2 of this document (page 14) for the process for participating in ODOT's Annual Salt Contract.



If the items are available and you wish to utilize the contract to purchase from—move on to step #4 on page 10.



If the items are not available on contract, your agency will need to proceed with your normal competitive bidding purchasing process.

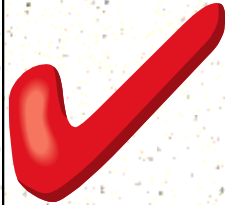
Step 4 - If the items to be purchased are available from a current ODOT contract, then your agency must:

- Submit a specific request to purchase from the identified contract.

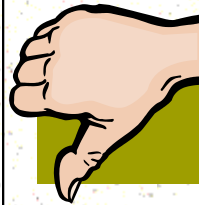
Mail requests to:

Ohio Department of Transportation
Co-op Purchasing Coordinator
1980 W. Broad Street, 1st Floor
Columbus, OH 43223

- Once the request is received, ODOT will:
 - confirm your agency's resolution/ ordinance is on file; and
 - issue to your agency a written authorization to purchase from the identified contract.
 - ODOT will also provide the contract's vendor a copy of the authorization letter.



If an authorization letter is received—move on to step #5 on page 12.



If an authorization letter is not received, your agency **can not** purchase from the contract.

Step 5- Once the authorization letter is received, your agency can then proceed with your normal purchasing process, utilizing the contract you were authorized to purchase from as a part of the ODOT Cooperative Purchasing Program.

PLEASE NOTE: Once ODOT issues the authorization letter, ODOT's involvement in the purchasing process **ENDS** and your agency is responsible for completing the remainder of the purchasing process. You have a contract with the Vendor directly.

Section #2 - How to participate in ODOT's annual term contract for Sodium Chloride (rock salt) through the Cooperative Purchasing Program

Step 1 - Determine if your agency fits the definition of a political subdivision. In order to be a political subdivision, per Ohio law , your agency must be one of the following:

- Township
- County
- Municipal Corporation
- Conservancy District
- Township Park District
- Park Districts created under Ohio Revised Code ' 1545
- Port Authority
- Regional Transit Authority
- Regional Airport Authority

- Regional Water and Sewer District
- County Transit Board
- State University or Colleges as in Division (A)(1) of the Ohio Revised Code ' 3345.32
- The Ohio Turnpike Commission



If your agency meets this definition—move on to step #2 on page 16.



If your agency does NOT meet this definition—you do not qualify to participate in the ODOT Co-operative Purchasing Program and **can not** purchase from ODOT contracts.

Step 2- Your agency needs to pass an ordinance or resolution requesting authority to participate in purchasing from ODOT's Contracts and agreeing that your agency will be bound by the terms and conditions of the contracts the same as ODOT would be.

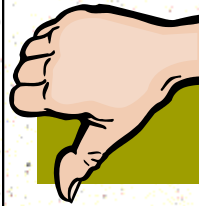
- Sample resolution available at:
<http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Purchase/Coop-Salt-ResolutionAgree.doc>
- **Keep in mind** that if your agency passes a resolution, it will need to be updated, passed and resubmitted annually to the ODOT Office of Contracts in order to keep your agency in the Cooperative Purchasing Program for sodium chloride/rock salt purchases.
- **A certified copy** of the resolution/

ordinance must be submitted to the
ODOT Office of Contracts at:

Ohio Department of Transportation
Co-op Purchasing Coordinator
1980 W. Broad Street, 1st Floor
Columbus, OH 43223



Once your agency passes the resolution/ordinance and submits it to the Co-op Purchasing Office—move on to step #3 on page 18.



If your agency does NOT pass a resolution or ordinance and submit it—you do not qualify to participate in the ODOT Cooperative Purchasing Program and **can not** purchase from ODOT contracts.

Step 3 - Prior to the issuance of the ODOT Office of Contract's issuance of the invitation to bid for the year, your agency needs to:

- Determine your salt requirements for the following winter season; and
- File the Cooperative Purchasing Program - Sodium Chloride (Rock Salt) resolution / ordinance stating your political subdivision's salt requirements for the following winter season with the ODOT Office of Contracts.
- Once your resolution / ordinance is received, your agency will be added to the list of agencies included in the salt bid at: <http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Purchase/salt.doc>
- **NOTE:** The agreement must be received by the Department prior

to the mailing of the invitation to bid so your requirements can be included in the Department's bidding document for the following winter season. This facilitates the bidders offering at a "bulk" sale price to the government entities on contract.



If your binding agreement is received in a timely manner and included in the ODOT Invitation to Bid—proceed to step #4 on page 20.



If your binding agreement was not received in time, your agency will have to proceed with your normal competitive bidding purchasing process.

Step 4 - Once the contract is awarded, the ODOT Office of Contracts will provide your agency a copy of the contract which was awarded, and post the results on their website: <http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Lists/PurchaseCurrentContracts/CurrentKs.aspx>

Note: Once your salt needs are included in the awarded contract, you must purchase your salt for the winter season from the successful bidder. You can not purchase from another source during the contract period. Your agency must also purchase the amount listed as your requirements, or you may not be permitted to participate in the program the following year.



Once the contract is awarded and you receive a copy, your agency can proceed with purchasing from the contract.

Section #3 - How to purchase equipment being disposed of by ODOT through the Department of Administrative Services On-Line Sale of Surplus Goods

Step 1 - Determine if your agency fits one of the following categories:

- state agencies;
- state-supported or state-assisted institutions of higher education;
- tax-supported agencies, municipal corporations, or other political subdivisions of this state, private fire companies, or private, nonprofit emergency medical service organizations; or

- nonpublic elementary and secondary schools chartered by the state board of education under section 3301.16 of the Revised Code.



If your agency fits one of these categories—move on to step #2 on page 24.



If your agency does **NOT** fit one of these categories, it may still bid on equipment being disposed of by ODOT, but only after all other categories listed above are given an opportunity to bid.

Step 2- Your agency will need to register for an account at Asset Auctions. (Link: <http://www.dot.state.oh.us/Services/Pages/EquipmentAuctionsandSales.aspx>) Depending on which category your agency falls into, you will receive either first or second priority to bid on items as they become available on the Asset Auctions website. (See chart on page 25.)

NOTE: The registration process is handled exclusively with asset auctions. If you are inquiring about an item posted for sale, under the picture will be a contact name and number to schedule an appointment to view the equipment, prior to the purchase. All payments are handled exclusively through asset auctions, not ODOT.

<p>First Priority for Bidding</p>	<ul style="list-style-type: none"> • state agencies • state-supported or state-assisted institutions of higher education
<p>Second Priority for Bidding</p>	<ul style="list-style-type: none"> • tax-supported agencies, municipal corporations, or other political subdivisions of this state, private fire companies, or private, nonprofit emergency medical service organizations • nonpublic elementary and secondary schools chartered by the state board of education under section <u>3301.16</u> of the Revised Code

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