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Chapter 7

Procurement

State and federal regulations regarding procurement of goods and services are complex, detailed, and often change to reflect changes in legislation. Although complex, local governments who accept state and federal grants accept the responsibility of maintaining oversight of the procurement process and assuring its state and federal compliance. This chapter is not intended to be an “all inclusive” source of information. Instead, this chapter provides guidelines for conducting fair and equitable procurements. Additional resources that will provide assistance are listed below. FTA’s Best Practices Procurement Manual (BPPM) is an excellent resource containing requirements and guidance for procurements.

- FTA’s Best Practices Procurement Manual (BPPM) (FTA website)
- FTA Circular 4220.1D Third Party Contracting (FTA website)
- FTA circular 4220.1D Change 1 (FTA website)
- Master Agreement (FTA website)
- 49 USC Chapter 53, Federal Transit Laws
- 49 CFR Section 18.36, "Procurement."

Procurement Methods

A transit system may conduct its own procurement, join with other systems in a consortium procurement led by one of the participants, use a state-administered procurement conducted on behalf of one or more transit systems, or use an existing state contract if the procurement process satisfies FTA requirements.

Consortium

A consortium is a competitive procurement involving more than one transit system. Each transit system must agree on the specifications and work together, with one lead person to develop common specifications.

Piggy-backing

“Piggy-backing” is the post award practice of allowing someone who was not included in the original procurement to purchase the same supplies or equipment through the original contract is allowed under specific situations:

1. The original solicitation must include an assignability clause that provides for the assignment of all or part of the deliverables as originally advertised and competed;
2. The original solicitation and contract must contain both a minimum and maximum quantity;
3. No additional quantities can be added; and
4. Units must be as originally specified with no "cardinal changes."

State Bids
Each year the State of Ohio establishes contracts for purchases of vehicles, tires, radios, fuel and other items. To the extent that these state bids meet FTA procurement requirements, transit systems may purchase equipment from the existing state bids. The ODOT Office of Transit can provide you with information on whether equipment is available to purchase by this method.

State Term Contracts
State Term Schedules (STS) are established with vendors for various supplies and services. All Ohio state agencies, and properly registered counties, townships, municipal corporations, regional transit authorities, airport authorities, port authorities, school districts, conservancy districts, township park districts, park districts or other political subdivisions can use Ohio State Term contracts. State universities, community colleges, and other institutions of higher education may also use term contracts.

There are several types of STSs. General Services Administration-based STSs are based upon the federal government’s Supply Schedule Contract Program, administered by the General Services Administration (GSA). Contractors under the federal program have met rigorous qualification criteria in order to supply goods and services to the federal government under pricing, terms, and conditions negotiated in advance. Other STSs are not based upon GSA, but rather on most favored pricing for customers who are similarly situated as the state of Ohio. Such contracts are known as non-GSA based STSs, or State and Local Government contracts (S&LGs). As with all STSs, agencies are encouraged to compare the offerings of multiple vendors on similar items, and are encouraged to request quotes and/or negotiate to obtain the most favorable pricing, terms, and conditions on these schedules. In particular, discounts may be obtained for major purchases exceeding the Maximum Order Limitation (MOL).

Agencies may find STSs on the State Procurement web site by following this path:
- [www.ohio.gov/procur](http://www.ohio.gov/procur) (State Procurement home page)
- Select “Current Contracts”
- Under “Search by Contract Type,” use right down arrow to select “STS”
- On “Search for STS” page, further refine your search, or click on “Search” to view all contracts.
Federal and State Grantee Procurement Process Checklist

The following is a checklist of basic steps of the procurement process. Not all of the items in the checklist are required for every procurement. However, the checklist can serve as a useful framework for a grantee’s procurement process. In addition to FTA requirements, the framework includes a number of suggested elements based upon the “Standard Bus Procurements Guidelines” published by the American Public Transit Association (APTA) and from FTA’s “Best Practices Procurement Manual.”

To Do Before the Procurement Process

- Determine Scope of Procurement
- Identify Who Needs to be Involved
- Plan The Procurement Process
- Decide on the Method of Procurement: IFB or RFP

Procurement Packet Preparation

- Convene Review Committee
- Develop Draft IFB or RFP, including all required clauses
- Develop Technical Specifications and/or Scope of Work
- Identify Potential Bidders/Proposers
- Develop Evaluation Process and Criteria
- Develop Protest Procedures
- Finalize Draft of Bid Package

Conducting the Procurement

- Finalize IFB/RFP Package
- Advertising And Notifying Potential Bidders/Proposers
- Conduct Pre-Bid or Pre-Proposal Conference (Optional)
- Procedures for Approved Equals (if applicable)**
- Pre-Bid/Pre-Proposal Approved Equals Protests Procedures (if applicable)**
- Bid/Proposal Deadline and Acceptance by the Procuring Agency

**Approved Equals. Vendors are often given the opportunity to request changes or clarifications in the bid package. By allowing vendors this opportunity, you will enhance competition and improve the likelihood that your needs will be met. The transit system must also state when they will respond to the requests. The bid package should include instructions to bidders and explain the approved equals, exceptions, and clarifications procedure. The deadline for receipt of these requests must be specified.
Pre-Award Review and Concurrence Process
- Re-Convene Review Committee
- Review Evaluation Process and Criteria
- Evaluate Bids/Proposals for Required Elements/Responsiveness
- Notify Selected and Rejected Bidders/Proposers
- Handle Intent to Award Protests Using the Local Process

Post-Award and Post-Delivery Activities
- Issue Purchase Order or Service Contract to Selected Bidder/Proposer
- Monitor Contractor Activities (If Applicable)
- Post-Delivery Inspection of Capital Equipment Purchases
- Complete Required Post-Delivery Audit Forms
- Acceptance, Warranty and Service Arrangements Made with Contractor
- Vehicle Title/Registration
- Payment/Reimbursement of the Federal Share of Purchase Cost, and State (if Applicable)

Basic FTA Procurement Requirements

FTA grantees can use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement, and that the procedures conform to applicable federal law – including 49 CFR Part 18, and specifically Section 18.36 and FTA C 4220.1D, “Third Party Contracting Requirements.” Grantees must maintain a contract administration system that ensures that contractors perform in accordance with terms, conditions, and specifications of their contracts or purchase orders. All grantees must certify annually that their procurement systems meet FTA requirements and that they will abide by FTA rules and regulations with respect to the procurement of goods or services (see Chapter 10, Grantee Self-Certifications).

Policies and Procedures

Federal grantees must comply with the general procurement standards applicable to Third Party Procurements as described in FTA Circulator 4220.1D “Third Party Contracting Requirements.” As such, the grantee’s procurement procedures should provide for and/or address the following requirements:
Conformance with State and Local Law  Grantees shall use their own procurement procedure that reflect applicable state and local laws and regulations, provided that the procurements conform to applicable federal law, including the requirements and standards identified in Circulator 4220.1D Third Party Contracting Requirements;

Contract Administration System  Grantees must maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications contained in their contracts or purchase orders.

Written Standards of Conduct  Grantees are required to maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts supported by federal funds. (Ethics and conflicts of interest are also addressed in Chapter 2 of this manual.) The code of standards must preclude any employee, officer, or agent of the grantee or sub-grantee from participating in the selection, award, or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved (e.g., accepting or soliciting gratuities, favors, or anything of monetary value from contractors, vendors, etc.). To the extent permitted by state or local law or regulations, such standards must provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's/sub-grantee's officers, employees, or agents, or by contractors or their agents.

Ensuring Most Efficient and Economic Purchase  Grantees and sub-grantees must provide for a review of procurements to avoid purchasing unnecessary or duplicative items. During such a review, consideration should be given to consolidating or breaking out procurements or any other appropriate means to obtain a more economical purchase.

Intergovernmental Procurement Agreements  To foster greater economic and efficiency, grantees are encouraged to enter into State and local intergovernmental agreements for procurements or use of common goods and services. The requirements and standards of Circulator 4220.1D, “Third Party Contracting Requirements” apply to procurements entered into under such agreements using FTA funds.

Use of GSA Schedules and Excess or Surplus Federal Property  Once GSA develops procedures, State and local grantees may use Federal Supply Schedules (FSS) of GSA for the procurement of certain goods and services, 40 USC, Section 481 (b). Price lists will be available from GSA and may include an administrative fee for GSA in the price of items on the schedule. Grantees must contact GSA for guidance on using the GSA supply schedules.

Use of Value Engineering in Construction Contracts  Grantees are encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reduction.
Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lowest cost.

**Awards to Responsible Contractors** Grantees must make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

**Written Record of Procurement History** Grantees and sub-grantees must maintain records sufficient to detail the significant history of procurement. At a minimum, such records must include 1) rationale for the method of procurement, 2) selection of contract type, 3) reasons for contractor selection or rejection, and 4) the basis for the contract price. Procurement files should include each of the items mentioned above. For most grantees, the procurement file will be the official record of the procurement history. All official correspondence related to the procurement must be maintained by the grantee.

**Use of Time and Materials Type Contracts** Grantees will use time and material type contracts only: 1) after a determination that no other type of contract is suitable; and 2) if the contract specifies a ceiling price that the contractor shall not exceed except at its own risk.

**Responsibility for Settlement of Contract Issues/Disputes** Grantees alone will be responsible in accordance with good administrative practice and sound business judgment for the settlement of all contractual and administrative issues arising out of procurements.

**Written Protest Procedures** Grantees and sub-grantees must have written protest procedures to handle and resolve disputes relating to their procurements and must in all instances disclose information regarding any protest to FTA. All protest decisions must be in writing. A protester must exhaust all administrative remedies before pursuing a protest with FTA. Procurement policies and procedures should provide for written protest procedures. Procurement files also may contain written protest procedures. Copies of all documentation related to protests should be on file (e.g., disclosure to FTA, written protest decisions, etc.).

**Contract Period of Performance Limitation** Grantees must not enter into any contract with a period of performance exceeding five (5) year inclusive of options for rolling stock/replacement parts procurements, without prior written FTA approval. A maximum of five years’ requirements may be acquired under a single contract, even though delivery may occur beyond a five-year term. However, the maximum quantity specified in such multi-year contracts must represent the grantee’s reasonably foreseeable need. Typically, grantees use indefinite-delivery, indefinite-quantity (IDIQ) contracts for this type of purchase. While IDIQ contracts are permissible, they must meet the requirements described above.
For all other types of contracts (supply, service, leases of real property, revenue and construction, etc.) contract period of performance limitations should be based on sound business judgment. Grantees are expected to be judicious in establishing and extending contract terms no longer than minimally necessary to accomplish the purpose of the contract. Additional factors to be considered include competition, pricing, fairness and public perception. Once a contract has been awarded, an extension of the contract term length that amounts to an out of scope change will require a sole source justification.

**Full and Open Procurement**  
All procurement transactions must be considered in a manner providing full and open competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

- Unreasonable requirements placed on firms in order for them to qualify to do business;
- Unnecessary experience and excessive bonding requirements;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive awards to any person or firm on retainer contracts;
- Organizational conflicts of interest. An organization conflict of interest means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor’s objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;
- The specification of only a “brand name” produce without listing its salient characteristics and not allowing “an equal” product to be offered; and
- Any arbitrary action in the procurement process.

**Prohibition Against Geographic Preferences**  
Grantees are prohibited from the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals. The only exceptions are where applicable federal statutes expressly mandate or encourage geographic preference or in procurements for architectural and engineering (A&E) services provided, its application leaves an appropriate number of qualified firms to compete for the contract.

**Written Procurement Selection Procedures**  
Grantees and sub-grantees must have written selection procedures for procurement transactions. These procedures must ensure that all solicitations incorporate a clear and accurate description of the material, product, or services being procured as well as identify all requirements that the offerors must fulfill and all other factors to be used in evaluating bids or proposals. Descriptions must not contain features that unduly restrict competition. Detailed product specifications should be avoided. "Brand name or equal" descriptions should be avoided unless it is impractical or uneconomical to make a clear and accurate description of the technical requirements. The grantee's selection procedures are typically retained in its
procurement files (i.e., RFPs, IFBs or other solicitations). The grantee must have written selection procedures for procurement transactions.

Pre-Qualification Criteria Grantees are not required to prequalify potential bidders. However, grantees that place such a requirement on potential bidders must adhere to FTA's requirements. The grantee must ensure that all lists of prequalified persons, firms, or products that are used in acquiring goods and services are current and include enough sources to ensure maximum full and open competition. Grantees shall not preclude potential bidders from qualifying during the solicitation period.

For certain transit capital projects that are supported by State of Ohio funds, there is a requirement that certain services be provided by individuals and firms that are prequalified by the State of Ohio. Examples include prequalification of consulting engineering and environmental firms, and right of way acquisition individuals. For projects that do not include such services, for example, construction inspection, prequalification is not required. A consultant is required to submit a prequalification application to the ODOT Office of Contracts every two years.

Options Grantees may include options in contracts. An option is a unilateral right in a contract by which, for a specified time, a grantee may elect to purchase additional equipment, supplies, or services called for by the contract, or may elect to extend the term of the contract. If a grantee chooses to use options, the requirements below apply:

- **Evaluation of Options** – the option quantities or periods contained in the contractor's bid or offer must be evaluated in order to determine contract award. When options have not been evaluated as part of the award, the exercise of such options will be considered sole source procurement.

- **Exercise of Options** - 1) a grantee must ensure that the exercise of an option is in accordance with the terms and conditions of the option stated in the initial contract awarded; and 2) an option may not be exercised unless the grantee has determined that the option price is better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised.

Competition
FTA and ODOT requires full and open competition in procurements for goods and services and encourages grantees to award contracts to the lowest responsive and responsible bidder. However, sole-source, single-bid, and brand-name or equal awards can be used. In such situations, the grantee should have appropriate documentation for the award. In the case of a sole-source award, the documentation should be a sole-source justification, which includes a cost analysis. With a single-bid, the documentation should include a cost analysis, as well as an explanation as to why a single bid was obtained. For brand-name or
equal awards, the procurement specification should list the product’s salient characteristics and allow an equal product to be offered.

A recurring problem has been the procurement of professional services. Often these services are procured with little or no competition. While such services can be procured on a sole-source basis if justified, in general, a competitive environment does exist for all professional services and the grantee needs to follow the requirements of FTA C 4220.1D when federal funds are used to pay for these services. Note that grantees cannot consider such expenses ineligible and, therefore, not subject to FTA requirements.

Competitive Procurement Methods The following briefly summarizes federal competitive procurement methods. It is important to note that transit systems must follow all federal, state, and local procurement regulations. If those regulations should differ, the agency must follow the regulation that is most restrictive.

*Micro-purchases ($2,500 or less)* may be made without obtaining competitive quotations if the grantee determines that the price to be paid is fair and reasonable. These purchases should be distributed equitably among qualified suppliers in the local area, and should not be split to avoid the requirements for competition above the micro-purchase threshold.

*Small purchase (more than $2,500 but not more than $100,000)* procedures require that price or rate quotations be obtained from an adequate number of qualified sources (at least two). The solicitations and quotations may be either oral or written.

*Revenue contracts involving FTA-funded facilities or assets* (e.g., advertising on buses, at bus shelters, or at transit centers) must be awarded on a competitive basis. Income derived from such contracts must be used to offset program costs.

*For items exceeding the federal simplified acquisition threshold, currently fixed at $100,000*, sealed bids or competitive proposals generally are required. Procurement files should include all relevant information, including legal notices, solicitation documents, specifications, evaluation documents, contracts, correspondence and procurement officer’s notes, particularly for awards that exceed the simplified acquisition threshold of $100,000. Records for price and rate quotations for micro and small purchases also should be maintained.

Supplemental Federal Procurement Requirements

The following are supplemental federal procurement requirements that grantees must comply with. Most grantee procurements will involve one or more of these requirements.
**Procurement Procedures**  Grantees must have written procurement procedures. The procurement procedures must contain protest procedures. The procurement procedures must provide for a review of procurement to avoid duplicative or unnecessary purchases. The procurement procedures shall include all FTA procurement requirements or generally referenced FTA requirements. The purchase of extended warranties or ineligible service agreements with capital grant funds is prohibited. FTA accepts the warranty provisions contained in APTA's Standard Bus Procurement Guidelines as industry standard.

<table>
<thead>
<tr>
<th>Item</th>
<th>Warranty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Bus</td>
<td>1 year or 50,000 miles</td>
</tr>
<tr>
<td>Body and Chassis (structural integrity)</td>
<td>3 years or 150,000 miles</td>
</tr>
<tr>
<td>Body and Chassis (corrosion/fatigue)</td>
<td>12 years or 500,000 miles</td>
</tr>
<tr>
<td>Propulsion System (i.e., engine, transmission, axles)</td>
<td>5 years or 300,000 miles</td>
</tr>
<tr>
<td>Major Subsystems (i.e., brakes, signs, heat, A/C, doors, air compressor/dryer, W/C lifts, ramps, starter, alternator)</td>
<td>3 years or 150,000 miles</td>
</tr>
</tbody>
</table>

**Ethical Standards of Conduct**  The grantee must have written standards of conduct regarding potential conflicts of interest (see Chapter 2 for more details).

**FTA Required Clauses**  FTA required clauses must be included in the procurement process. In addition to ensuring adequate and open competition for federally funded purchases of goods or services, federal grantees must ensure bidder/proposer compliance with applicable federal regulations including, among others:

- Americans with Disabilities Act
- Buy America
- Clean Air
- Disadvantaged Business Enterprise
- Drug and Alcohol Testing
- Bus Testing
- Federal Motor Vehicle Safety Standards
- Davis Bacon Labor Standards
- Debarment and Suspension
- Lobbying
- Bonding Requirements
- Liquidated Damages
A current but not all inclusive and comprehensive list of statutory and regulatory requirements applicable to grantee procurements (such as those listed above) is contained in the FTA Master Agreement. Grantees are responsible for evaluating these requirements for relevance and applicability to each procurement. For example, procurements involving the purchase of iron, steel and manufactured goods will be subject to the "Buy America" requirements in 49 CFR Part 661. Further guidance concerning these requirements and suggested wording for contract clauses may be found in FTA's Best Practices Procurement Manual.

Construction Contracts Over $100,000  For construction contracts over $100,000 FTA-accepted local bonding requirements must be met.

Progress Payments  Progress payments are not allowed unless the grantee has obtained title or possession of the property or taken alternative steps to protect the grantee’s interest.

Cost or Price Analysis  Grantees must perform a cost or price analysis in connection with every procurement action, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent estimates before receiving bids or proposals. The methods of analysis include cost analysis and price analysis. Cost analysis must be performed for procurements requiring the offeror to submit estimates for labor hours, overhead, and materials; procurements where adequate price competition is lacking; and sole source procurements unless price reasonableness can be established based on market prices. Price analysis (i.e., catalog or market prices) may be performed for all other procurements.

Change Orders  Change orders must be approved by authorized grantee officials and supported by cost justification. Change orders are, in effect, sole source procurements. If project managers can approve change orders with minimal or no oversight, outside of normal procurement channels, potential problems may arise. Grantees may have written procedures for change orders. A larger grantee may have this information in a procedures manual or a procurement manual. Small grantees that have few procurements are less likely to have formal, written change order procedures, but should treat change orders like procurements. Even if formal procedures are lacking, individual project files should include approvals and justifications for any change orders.

Requirements Related to Purchase of New Buses

Buy America  The grant applicant intending to purchase new vehicles should review the “Compliance with Buy America Provisions.”
Warranties  A warranty that is an industry standard is an eligible capital cost as part of the acquisition of a bus or any other capital asset.

Bus Testing  Any new model bus, as well as models with significant changes, must be tested at the FTA-sponsored test facility in Altoona, Pennsylvania, before Federal funds may be expended to purchase them. This bus testing requirement at 49 U.S.C. Section 5323(c) applies to modified vans used in transit service as well as buses. The requirement applies also to new bus and van models using alternative fuels such as methanol, ethanol, and compressed natural gas.

FTA does not require a vehicle manufacturer to test its model before bidding. However, grant applicants acquiring any new bus model or any bus model with a major change in configuration or components must certify that the model will have been tested and the grant applicant will have received a copy of the test report prepared on the bus model before the final acceptance of the first vehicle.

FTA regulations, "Bus Testing," (49 C.F.R. Part 665) define a new model bus as one not used in mass transportation service in the United States before October 1, 1988, or one used in such service but which, after September 30, 1988, is being produced with a major change in configuration or components. A major change in configuration is defined as a change which may have a significant impact on vehicle handling and stability or structural integrity. A significant impact is an effect that could result in an unsafe vehicle characteristic, such as a dangerous operating condition or failure of a structural element. A major change in components is defined as a change in one or more of the vehicle's major components such as the engine, transmission, suspension, axle, or steering.

Partial testing is allowed for vehicle models that previously have been fully tested but are being produced with significant changes. Only those tests that affect specific components or parts of the vehicle and that may produce significantly different data from previous tests must be performed.

Vehicles are tested for maintainability, reliability, safety, performance, structural integrity, fuel economy, and noise. FTA and the manufacturer together pay the bus-testing fees.

Bus testing is not required for unmodified mass-produced vans. Unmodified mass-produced vans are vehicles manufactured as complete, fully assembled vehicles as provided by the original equipment manufacturer (OEM). This category includes vans with raised roofs or wheelchair lifts or ramps that are installed by the OEM or by someone other than the OEM, provided that the installation of these components is completed in strict conformance with the OEM modification guidelines.

The procurement files for a bus purchase should contain information from the manufacturer regarding the particular vehicle's testing status. If the vehicle has
been tested, the grantee should have a copy of the report in their files, regardless of whether or not the agency was the lead agency for the purchase, "piggy-backed" with another agency, or bought the vehicle off the state list.

A copy of the most recent list of models tested is available at the following web site: www.vss.psu.edu/index.htm. Alternatively, reports on new model buses or buses with significant changes can be obtained from the Altoona Bus Testing Center, 6th Avenue and 45th Street, Altoona, Pennsylvania 16602. The telephone number is (814) 949-7944.

**Pre-Award and Post-Delivery Review of Buses** FTA requires that grantees purchasing revenue passenger rolling stock undertake reviews of the rolling stock before award of the bid, during manufacture, and following vehicle delivery. Grant applicants seeking to acquire rolling stock must certify that they will comply with Pre-Award and Post-Delivery Review requirements.

The requirement to undertake the pre-award and post-delivery reviews arises from 49 U.S.C. Section 5323(m) and is specified in FTA regulations 49 C.F.R. Part 663. The reviews are intended to improve compliance with Buy America requirements, the grantee's bid specifications, and Government motor vehicle safety requirements. FTA has tried to carry out the intent of the law in a way that builds on current practices by many grantees and that improves the monitoring of compliance in the least burdensome manner. Reviews may be conducted by the grantee's staff or by a contractor for the grantee. The regulations require a resident inspector who is not an agent or an employee of the manufacturer to review specification compliance for the grantee at the manufacturing site, unless the procurement is for 10 or fewer buses or for an unlimited number of unmodified vans. The grantee must keep on file and make available to FTA upon request written reports resulting from the reviews.

When a state undertakes a consolidated state procurement on behalf of several subrecipients of FTA funds, the requirement for a resident inspector at the manufacturing site depends upon the number of buses in a subrecipient's order. That is, for example, although a state may order 30 vehicles, if no subrecipient expects to receive more than 10 of the vehicles, the state is not required to place an inspector on site. If more than 10 vehicles are ordered for a subrecipient, an on-site inspector is required, and may be provided by either the state or the subrecipient. In addition, if the on-site inspector is used on one subrecipient's order, then this meets the on-site inspection requirement for the state procurement even though there are other subrecipient orders of more than 10 vehicles.

In carrying out the reviews, it may be useful to obtain a copy of the manual, "Pre-award and Post-Delivery Reviews for Bus Vehicles," from the FTA Regional Offices (listed in Chapter 2). Also, for buses that have been tested at the Altoona Bus Testing Center, it may be useful to obtain a copy of the test report.
Intelligent Transportation System (ITS) Projects

As a result of TEA-21, FTA has developed a National Intelligent Transportation System (ITS) Architecture that defines the framework for ensuring compatibility of information exchange and interface of ITS applications. Examples of ITS applications include integrated traffic signal systems, automatic vehicle locations systems, traveler information systems, traffic management systems, etc. FTA-assisted projects that include ITS applications must conform to the National ITS Architecture.

Disadvantaged Business Enterprise (DBE) Requirements

Disadvantage Business Enterprise (DBE) provisions apply to all U.S. DOT (including FTA) assisted contracts. If your system intends to award a contract(s) totaling $250,000 or more in FTA capital and operating funds (exclusive of passenger service vehicles) or $100,000 in FTA planning funds, a formal DBE program is required. The requirements are passed on to the subrecipients. (The $250,000 threshold applies to all FTA funds used for contracting in a federal fiscal year, except projects awarded for the purchase of passenger service vehicles.)

To meet DBE requirements, a grantee must:

- Develop and implement a formal program for purchasing from DBE vendors;
- Establish annual DBE purchasing goals based on the projected use of federal funds;
- Obtain approval of your program from FTA (program must be submitted to FTA by August 1st of each year); and
- Submit semi-annual reports on DBE purchases and goal attainment.

DBE’s must have the opportunity to participate in contracts financed in whole or in part with federal funds. Frequently, a “Special Specifications” section of a procurement solicitation requires a contractor to ensure that DBE’s have equal opportunity to participate in whole or in part of a contract. In this regard, a contractor must take necessary and reasonable steps in accordance with the regulations to ensure that DBE’s have equal opportunity to compete for and perform subcontracts. The contractor must keep records and documents to indicate compliance. These records and documents must be made available at reasonable times and places for inspection by any authorized representative of the grantee and will be submitted to the grantee upon request. The grantee will provide affirmative assistance as may be reasonable and necessary to assist the contractor in implementing the programs for DBE participation. The assistance may include the following:

- Identification of Qualified DBE’s
- Available listings of Minority Assistance Agencies
- Holding bid conferences to emphasize requirements
The Ohio State Term Contract (The State of Ohio Cooperative Purchasing Program)

Eligibility

ORC Section 5513.01(B) provides the authority for political subdivisions and state universities or colleges to purchase machinery, materials, supplies or other articles from ODOT term contracts. The ODOT Cooperative Purchasing Program, therefore, extends to both rural and urban transit grantees which are political subdivisions (such as RTAs, County Transit Boards, cities or counties). Boards of Mental Retardation/Developmentally Disabled are eligible to purchase from the contract as well. In addition, Ohio Coordination Project Participants and private non-profit agencies that are locally designated rural transit grantees can participate in ODOT's term contracts.

ODOT Transit Vehicle Term Contracts

The ODOT Transit Vehicle Term Contracts are competitively bid contracts established for the purchase of vehicles under the FTA Section 5310 Program which ODOT administers. ODOT establishes these contracts and then issues purchase orders accordingly for vehicles awarded under the Section 5310 Program. However, other eligible entities (such as rural and urban transit grantees) can also purchase from these term contracts.

Procedure

Interested grantees must submit a written request to ODOT to purchase along with a resolution or ordinance requesting authorization to participate in contracts awarded by ODOT. A sample request letter is provided in Attachment 7-1 of this Chapter. Sample resolutions are provided in Attachments 7-2 & 7-3. The request must indicate the term contract from which the purchase will be made.

The request and resolution should be sent to the Ohio Department of Transportation, Coop Purchasing Coordinator, Office of Contracts, Purchasing Services, 1980 West Broad Street, 1st Floor, Columbus, Ohio 43223. Also, send a copy of all correspondence to the Urban Program Coordinator, Office of Transit, at the same address, 2nd Floor. Resolutions are good for two years from the date of execution. NOTE: Resolutions must name a purchasing agent for the political subdivision and must include a hold harmless provision or they will not be accepted.

Upon receipt of the request, the ODOT Director may permit the political subdivision to participate in a specific contract. If permission is granted, the participant will be notified in writing. This permission is not in effect until the written copy is received. ODOT will then forward a copy of the Director's written permission to the vendor. Purchase orders may then be issued. Please note that urban transit grantees may also take advantage of ODOT's term contracts for vehicles being purchased with local funds, however, the same purchasing process (resolution, written permission to purchase, etc.) must be followed.
Any eligible participant in the cooperative purchasing program must issue all purchase orders directly to the vendor by the authorized agent for the political subdivision (with a copy to ODOT). In Attachment 7-4 of this Chapter, a "Notice to Vendor" is included for your use when sending an order to a vendor. In addition, the political subdivision issuing the purchase order is responsible for paying the vendor. Only if ODOT has issued a purchase order on behalf of a private non-profit grantee, will ODOT initiate payment to a vendor. In this case, ODOT will also invoice the grantee for the local share.

Please note that contract periods vary and can be for as long as two years. Interested parties should check each individual contract for its expiration date. If you are planning to issue a purchase order and the expiration date is approaching, you should contact the vendor prior to actually issuing the purchase order to confirm vehicle availability and pricing.

ODOT requires that all participants complete a Vehicle Delivery Checklist and Vendor Performance Form. These forms help ODOT continually improve the term contract process, as well as assisting the grantee in the case of warranty work that may need to be performed. These forms are in Attachments 7-5 and 7-6 of this Chapter.

**Receiving State and Federal Reimbursement**

Grantees, which have placed an order directly for a vehicle on an approved grant, may request reimbursement for vehicles up to 30 days in advance of delivery.

For further information, contact ODOT's Office of Contracts, Purchasing Services, at (800) 459-3778 or (614) 644-7880, or visit the Office of Contracts web site at [www.dot.state.oh.us/contract/purchase.htm](http://www.dot.state.oh.us/contract/purchase.htm). Information is also available at the ODOT Office of Transit website at [www.dot.state.oh.us/ptrans](http://www.dot.state.oh.us/ptrans). For copies of the documents or other questions about the programs and vehicles contact:

**Term Contracts, Vehicles and Pricing:** Ms. Pat Pikula (614) 644-7237
**Urban Transit Program:** Mr. Michael Miller (614) 644-8436
**Ohio Coordination Program:** Ms. Barb Piper (614) 466-7410
**ODOT Cooperative Purchasing Program:** Mr. Tom Short (614) 644-7880
**Vehicle Specifications:** Mr. Gary Streator (614) 351-2809
ATTACHMENT 7-1

SAMPLE LETTER
REQUESTING PERMISSION TO PARTICIPATE IN THE ODOT TERM CONTRACT(S)

Office of Contracts, Purchasing Services
1980 West Broad Street
1st Floor
Columbus, Ohio 43223

Dear sir or madam:

On behalf of (LOCAL GOVERNMENT UNIT), I request permission to participate in the Ohio Department of Transportation's term contracts (INSERT TERM CONTRACT NUMBER). We would like to purchase (LIST NUMBER AND TYPE OF VEHICLE) from (INSERT VENDOR NAME).

Attached is the (LOCAL GOVERNMENT UNIT) resolution authorizing (INSERT NAME OR POSITION OF AUTHORIZED AGENT OF THE LOCAL GOVERNMENT UNIT CONSISTENT WITH THE ATTACHED AUTHORIZING RESOLUTION) to participate in the contracts on behalf of (LOCAL GOVERNMENT UNIT).

Your acceptance will be greatly appreciated.

Sincerely,

(SIGNATURE OF AUTHORIZED AGENT)

cc: ODOT office of Transit
Attachment 7-2

Model Resolution
Authorizing Political Subdivisions to Participate in the State of Ohio Cooperative Purchasing Program

WHEREAS, Ohio’s Cooperative Purchasing Act. (AM. Sub. H.B. No. 100), as signed into law on December 4, 1985; and

WHEREAS, effective March 6, 1986, Ohio’s Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; now therefore,

BE IT ORDAINED BY THE (LOCAL GOVERNMENT UNIT)

Section 1. That the (AUTHORIZED AGENT OF THE LOCAL GOVERNMENT UNIT) hereby requests authority in the name of the LOCAL UNIT to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. That the (AGENT) is hereby authorized to agree in the name of the (LOCAL UNIT) to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs, which the Department of Administrative Services incurs as a result of (LOCAL UNIT) participation in the contract. Further, that the (AGENT) does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to nonmembers of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the (AGENT) is hereby authorized to agree in the name of the (LOCAL UNIT) to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the (AGENT) does hereby agree to directly pay the vendor.

(RESOLUTION/ORDINANCE MUST BE DATED, CERTIFIED AND FILED WITH THE OFFICE OF COOPERATIVE PURCHASING PRIOR TO USE OF A CONTRACT. ADDITIONALLY, THE PAYMENT OF THE APPROPRIATE ANNUAL FEE MUST BE MADE PRIOR TO CONTRACT USE.)
Resolution No.____________

WHEREAS, Section 5513.01(B) provides the opportunity for State Universities or Colleges, counties, townships, municipal corporations, conservancy districts, township park districts, park districts created under Chapter 1545 ORC, port authorities, regional transit authorities, and county transit boards and local boards of mental retardation and developmental disabilities to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, materials, supplies, or other articles;

NOW, THEREFORE,

Be it ordained by (the State University or College or the Political Subdivision):

Section 1. That the (Authorized Agent) hereby requests authority in the name of (the State University or College or Political Subdivision) to participate in the Ohio Department of Transportation contracts for the purchase of machinery, materials, supplies, or other articles which the Department has entered into pursuant to Revised Code Section 5513.01(B).

Section 2. That the (Authorized Agent) is hereby authorized to agree in the name of (the State University or College or the Political Subdivision) to be bound by all terms and conditions as the Director of Transportation prescribes.

Section 3. That the (Authorized Agent) is hereby authorized to agree in the name of (the State University or College, or the Political Subdivision) to directly pay the vendor, under each such contract of the Ohio Department of Transportation in which (the State University or College or the Political Subdivision) participate, for items it receives pursuant to the contract.

Section 4. That (the State University or College or the Political Subdivision) agrees to hold the Director of Transportation and the Ohio Department of Transportation harmless for any claim or dispute arising out of participation in a contract pursuant to Ohio Revised Code Section 5513.01(B).

The undersigned duly qualified and acting (Title of Official) of the (Legal name of State University or College or the Political Subdivision) certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the (Governing Body of Applicant) held on ______, ____.

__________________   ___________
Signature                           Date
Attachment 7-4

Model Resolution Authorizing Participation in
DAS Cooperative Purchasing Program

In accordance with Ohio Revised Code (ORC), Section 5513.01 (B), the Director of Transportation may permit any political subdivision or State University or College to participate in selected contracts into which the Ohio Department of Transportation has entered for the purchase of certain machinery, materials, supplies, or other articles.

It is the intention of the Ohio Department of Transportation to allow political subdivisions or State Universities or Colleges in Ohio to participate in this term contract.

Therefore, vendors may receive purchase orders from the political subdivisions or State Universities or Colleges from a contract awarded pursuant to this Invitation-for-Bid.

The ODOT Administrator of Contracts shall notify the successful vendor under this contract of the names of those political subdivisions or State Universities or Colleges that have been authorized by the Director of Transportation to participate in this contract. The involvement of the Ohio Department of Transportation shall stop at this point within the ODOT Cooperative Purchasing Program.

The vendors shall then deal directly with any ordering political subdivisions or State Universities or Colleges that have been authorized to participate in this contract. All orders placed by a political subdivision or State University or College shall then be filled in accordance with the terms and conditions of this contract.

All invoices for such purchases shall be sent directly by the vendor to the ordering political subdivision or State University or College. Invoices for these political subdivisions or State Universities or Colleges which are sent to the State of Ohio shall be considered defective invoices and will be returned to the vendor.

All transactions regarding any purchases made under the ODOT Cooperative Purchasing Program and pursuant to Section 5513.01 (B) are the responsibility of the political subdivision or State University or College and the vendor. The Ohio Department of Transportation shall be held harmless for any claim or dispute arising out of the participation of a political subdivision or State University or College in this contract.

Note: Private non-profit agencies that are locally designated grantees must notify ODOT if they wish to participate in the ODOT Cooperative Purchasing Program. ODOT will purchase the vehicle on behalf of the non-profit agency.
Attachment 7-5

OHIO DEPARTMENT OF TRANSPORTATION
OFFICE OF TRANSIT
VENDOR PERFORMANCE FORM

Please Note: ODOT wants to meet the needs of its customers. This form will help us provide you with quality vehicles and serve you with quality, customer oriented vendors. Please complete and return this form to ODOT.

Please check all items that apply and sign. Use the comment section; positive comments are as valuable to us as your concerns. This is your chance to voice your opinions regarding the Vendor as well as ODOT.

<table>
<thead>
<tr>
<th>VENDOR:</th>
<th>Vehicle Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Serial Number:</td>
<td></td>
</tr>
</tbody>
</table>

| Agency Name: |
| Contact Person: | Signature: |
| Title: | Phone: |
| Address: |

**DELIVERY – Did the vendor…**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact you at least three weeks in advance to determine title language and delivery date?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact you at least three days in advance of delivery to set a specific time and location?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WARRANTIES/MANUALS - Did the Vendor provide the following?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator’s Manual</td>
<td>Wheelchair Lift Warranty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance/Inspection Schedules</td>
<td>Wheelchair Lift Maintenance/Inspection Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Chassis Warranty</td>
<td>Vehicle Body Warranty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Conditioner Warranty</td>
<td>Tire Warranty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of service representatives for vehicle and related equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Was an explanation provided for any other warranties? If yes, please list:
### DEMONSTRATIONS – Did the Vendor demonstrate use of the following?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheelchair Lift System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wheelchair Tie-Down System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Exit Windows/Hatch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sure-Lok by Kinedyne’s Safe and Secure Video</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Special Equipment (Please List):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the Vendor assist you in inspecting and test driving the vehicle?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TITLE WORK – Did the Vendor ....

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain the needed signatures to process the title?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide you with a memorandum title?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide you with 30 day temporary tags?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the Vendor answer any and all questions regarding the vehicle and related equipment to your satisfaction? If not, please address in the comment section below.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COMMENTS: All comments negative and positive, long or short regarding the Vendor and/or ODOT. Attach additional sheets if needed.

Please submit to Pat Pikula, ODOT, Office of Transit, 1980 W. Broad Street, 2nd Floor, Columbus, OH 43223.

(Vendor Performance Form rev. 8/2/2004)
x:special\vendor problems\vendor performance form
**Attachment 7-6**

**OHIO DEPARTMENT OF TRANSPORTATION**
**TRANSPORTATION PROGRAM**
**VEHICLE DELIVERY CHECKLIST**
**CONVERTED VANS (CV)**

<table>
<thead>
<tr>
<th></th>
<th><strong>Agency Name</strong></th>
<th><strong>State Term Invitation/Award No.</strong></th>
<th><strong>Vendor Name</strong></th>
<th><strong>Vehicle Manufacturer</strong></th>
<th><strong>Model</strong></th>
<th><strong>Color</strong></th>
<th><strong>Year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>252-04</td>
<td>Supreme Corporation</td>
<td>Ford</td>
<td>E350</td>
<td>Yea</td>
<td>re</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Company Delivering Vehicle</strong></th>
<th><strong>Driver’s Name</strong></th>
<th><strong>Date Notified of Delivery</strong></th>
<th><strong>Delivery Date</strong></th>
<th><strong>Delivery Mileage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inspection Instructions:** Place a check (✓) next to all items that are in satisfactory condition. Place an “x” next to items that are deficient and explain problems further in the “Comments” section.

**A. Lights**
- Head lights
- Back up lights
- Tail lights
- Turn Signals
- Hazard Warning
- Dash lights
- Interior lights
- Stepwell lights
- Wheelchair lift entry

**B. Accessory Items**
- Horn
- Windshield Wipers
- Air
- Heater
- Interior rearview
- Exterior (Passenger Side)
- Vehicle jack
- Lug wrench
- Seat belts
- Rear Emergency door opens
- Emergency windows open

**C. Gauges**
- Fuel
- Oil
- Temperature
- Battery

**D. Safety/Emergency Equipment**
- Metal first aid kit
- Fire extinguisher
- Triangle reflectors
- Vehicle jack
- Lug wrench
- Seat belts
- Rear Emergency door opens
- Emergency windows open

**E. Fluid levels**
- Oil
- Engine Coolant
- Brake Fluid
- Transmission
- Power Steering
- Windshield Washer
- Gas (Must be a minimum ½ full when delivered)
- Tire Pressure

**F. Road Test**
- Steering/Handling
- Acceleration
- Braking
- Back-up alarm
- Unusual Noises (rattles, squeaks, etc.)

**G. Accessories specific to vehicle**
| __| AM/FM Radio | CD Player | Full size spare tire |
| __| Emergency Exit Door/Windows | Cruise Control |
| __| Power windows | Owner’s Manual | Power locks |

**H. Wheelchair Equipment**
- Lift Operational
- Wheelchair tie-down tracks
- Occupant Restraint Belts
- Tie-down belts (4 per position)
- Sure-Lock Securement system or Q-Straint System
- Sure Lock Safe and Secure Video – or Q-Straint Video

**I. Driver Seat**
- Contoured high back bucket seat, forward and backward adjustable
- Driver's right side arm rest

**J. Miscellaneous Items**
- Two vertical stanchions
- International Accessibility Symbols
- Vehicle Clearance sticker

The following items are only available on public transit system vehicles.
- Public Information System
- Passenger call bell system
- Slip resistant flooring

**K. Warranties Provided**
- Air conditioning
- Heating
- Lift

The following items are only available on public transit system vehicles.
- Public information system
- Passenger call bell system

**L. Lift and Securement Demonstration**

Comments:

Certification: 
___________________________ certifies that the above vehicle has been inspected and upon initial examination, is complete and in working condition as ordered.
<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Please return this completed form by fax at (614)-466-0822 or by mail to ODOT, Office of Transit, 2nd Floor, 1980 W. Broad Street, Columbus, OH 43223. Specialized Program Delivery Receipts should be directed to Pat Pikula, and Rural Program Delivery Receipts should be directed to your transit representative.
Attachment 7-6

OHIO DEPARTMENT OF TRANSPORTATION
TRANSPORTATION PROGRAM
VEHICLE DELIVERY CHECKLIST
LIGHT TRANSIT VEHICLES (LTN)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Agency Name</td>
</tr>
<tr>
<td>2.</td>
<td>State Term Invitation/Award No.</td>
</tr>
<tr>
<td>3.</td>
<td>Vendor Name</td>
</tr>
<tr>
<td>4.</td>
<td>Vehicle Manufacturer</td>
</tr>
<tr>
<td></td>
<td>Model</td>
</tr>
<tr>
<td></td>
<td>Color</td>
</tr>
<tr>
<td>5.</td>
<td>Vehicle Serial Number</td>
</tr>
<tr>
<td>6.</td>
<td>Company Delivering Vehicle</td>
</tr>
<tr>
<td></td>
<td>Driver’s Name</td>
</tr>
<tr>
<td>7.</td>
<td>Date Notified of Delivery</td>
</tr>
</tbody>
</table>

Inspection Instructions: Place a check (✓) next to all items that are in satisfactory condition. Place an “x” next to items that are deficient and explain problems further in the "Comments" section.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Lights</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Head lights</td>
<td>+ Back up lights</td>
</tr>
<tr>
<td>+ Turn Signals</td>
<td>+ Hazard Warning</td>
</tr>
<tr>
<td>+ Interior lights</td>
<td>+ Stepwell lights</td>
</tr>
<tr>
<td><strong>B. Accessory Items</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ Horn</td>
</tr>
<tr>
<td>Mirrors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ Interior Review</td>
</tr>
<tr>
<td><strong>Air Conditioning</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ Front Air Conditioner</td>
</tr>
<tr>
<td></td>
<td>+ Rear Air conditioner</td>
</tr>
<tr>
<td><strong>C. Gauges</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ Fuel</td>
</tr>
<tr>
<td><strong>D. Safety/Emergency Equipment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ Metal first aid kit</td>
</tr>
<tr>
<td></td>
<td>+ Vehicle jack</td>
</tr>
<tr>
<td></td>
<td>+ Emergency Windows are openable</td>
</tr>
<tr>
<td><strong>E. Fluid levels</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ Oil</td>
</tr>
<tr>
<td></td>
<td>+ Transmission</td>
</tr>
<tr>
<td></td>
<td>+ Gas (Must be a minimum ½ full when delivered)</td>
</tr>
<tr>
<td><strong>F. Road Test</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ Steering/Handling</td>
</tr>
<tr>
<td></td>
<td>+ Back-up alarm</td>
</tr>
<tr>
<td><strong>G. Accessories specific to vehicle</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ AM/FM Radio</td>
</tr>
<tr>
<td></td>
<td>+ Emergency Exit Door/Windows</td>
</tr>
</tbody>
</table>
_____ Power windows  _____ Owner’s manual  _____ Power locks

H.  Wheelchair Equipment
   _____ Lift Operational
   _____ Wheelchair tie-down tracks
   _____ Occupant Restraint Belts
   _____ Tie-down belts (4 per position)
   _____ Sure-Lock Securement system or Q-Straint System
   _____ Sure Lock Safe and Secure Video or Q-Straint Video

I.  SEATING
   Driver’s Seat
   _____ Contoured high back bucket seat, forward and backward adjustable
   _____ Driver’s right side arm rest
   Passenger Seat
   _____ Distance between passenger seats

J.  Miscellaneous Items
   _____ Two vertical stanchions
   _____ International Accessibility Symbols
   _____ Vehicle Clearance sticker
   The following items are only available on public transit system vehicles.
   _____ Public Information System
   _____ Passenger call bell system
   _____ Slip resistant flooring

K.  Warranties Provided
   _____ Air conditioning
   _____ Heating
   _____ Lift
   The following items are only available on public transit system vehicles.
   _____ Public information system
   _____ Passenger call bell system

Comments:
   

Certification:
certifies that the above vehicle has been inspected and upon initial examination, is complete as ordered and all items except those noted above are in working condition.

Agency Rep: __________________________ Vendor Rep: ________________

Signature                                        Date        Signature                             Date

Please return this completed form by fax at (614)-466-0822 or by mail to ODOT, Office of Transit, 2nd Floor, 1980 W. Broad Street, Columbus, OH 43223. Specialized Program Delivery Receipts should be directed to Pat Pikula, and Rural Program Delivery Receipts should be directed to your transit representative.
OHIO DEPARTMENT OF TRANSPORTATION
VEHICLE DELIVERY CHECKLIST

SEDAN

1. Agency Name
2. State Term Invitation/Award No. 250-04
3. Vendor Name Interstate Ford
4. Vehicle Manufacturer Ford  Model Crown Victoria  Color  Year
5. Vehicle Serial Number
6. Company Delivering Vehicle  Driver’s Name
7. Date Notified of Delivery  Delivery Date  Delivery Mileage

Inspection Instructions: Place a check (✓) next to all items that are in satisfactory condition. Place an “x” next to items that are deficient and explain problems further in the “Comments” section.

A. Lights
   • Head lights
   • Back up lights
   • Tail lights
   • Turn Signals
   • Hazard Warning
   • Dash lights
   • Interior lights

B. Accessory Items
   • Horn
   • Windshield Wipers
   • Air conditioning
   • Interior rearview
   • Power exterior driver’s side
   • Power exterior passenger’s side

C. Gauges
   • Fuel
   • Oil
   • Temperature
   • Battery

D. Safety/Emergency Equipment
   • Metal first aid kit
   • Fire extinguisher
   • Triangle reflectors
   • Vehicle jack
   • Lug wrench
   • Seat belts

E. Fluid Levels
   • Oil
   • Engine Coolant
   • Brake Fluid
   • Transmission
   • Power Steering
   • Windshield Washer
   • Gas (Must be a minimum ½ full when delivered)
   • Tire Pressure

F. Road Test
   • Steering/Handling
   • Acceleration
   • Braking
   • Unusual Noises (rattles, squeaks, etc.)

G. Accessories Specific to Vehicle
   • AM/FM Radio
   • CD Player
   • Full size spare tire
   • Cruise Control
   • Power windows
   • Owner’s Manual
   • Power locks

H. Warranties
### Vehicle Warranty

**Comments:**

**Certification:**

___________________________ certifies that the above vehicle has been inspected and upon initial examination, is complete and in working condition as ordered.

Agency Rep: __________________________ Vendor Rep: _______________

Signature                                        Date        Signature                             Date

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## Attachment 7-6

**OHIO DEPARTMENT OF TRANSPORTATION**  
**TRANSPORTATION PROGRAM**  
**VEHICLE DELIVERY CHECKLIST**  
**LIGHT TRANSIT VEHICLES (LTN)**

1. **Agency Name**  
2. **State Term Invitation/Award No.** 254-04  
3. **Vendor Name** Whitworth Bus Sales  
4. **Vehicle Manufacturer** Ford  
   **Model** E450  
   **Color**  
   **Year**  
5. **Vehicle Serial Number**  
6. **Company Delivering Vehicle**  
   **Driver’s Name**  
7. **Date Notified of Delivery**  
   **Delivery Date**  
   **Delivery Mileage**

### Inspection Instructions:
Place a check (✓) next to all items that are in satisfactory condition. Place an “x” next to items that are deficient and explain problems further in the “Comments” section.

### A. Lights
- Head lights  
- Back up lights  
- Tail lights  
- Turn Signals  
- Hazard Warning  
- Dash lights  
- Interior lights  
- Stepwell lights  
- Wheelchair lift entry

### B. Accessory Items
- Horn  
- Windshield Wipers  
- Interior Review  
- Exterior (Driver’s Side)  
- Exterior (Passenger Side)

### C. Gauges
- Fuel  
- Oil  
- Temperature  
- Battery

### D. Safety/Emergency Equipment
- Metal first aid kit  
- Fire extinguisher  
- Triangle reflectors  
- Vehicle jack  
- Lug wrench  
- Seat belts  
- Emergency Windows are openable

### E. Fluid levels
- Oil  
- Engine Coolant  
- Brake Fluid  
- Transmission  
- Power Steering  
- Windshield Washer  
- Gas (Must be a minimum ½ full when delivered)  
- Tire Pressure

### F. Road Test
- Steering/Handling  
- Acceleration  
- Braking  
- Back-up alarm  
- Unusual Noises (rattles, squeaks, etc.)

### G. Accessories specific to vehicle
- AM/FM Radio  
- CD Player  
- Full size spare tire  
- Emergency Exit Door/Windows  
- Cruise Control
### Power windows
- Owner’s manual
- Power locks

#### H. Wheelchair Equipment
- Lift Operational
- Wheelchair tie-down tracks
- Occupant Restraint Belts
- Tie-down belts (4 per position)
- Sure-Lock Securement system or Q-Straint System
- Sure Lock Safe and Secure Video or Q-Straint Video

#### I. SEATING
**Driver’s Seat**
- Contoured high back bucket seat, forward and backward adjustable
- Driver’s right side arm rest

**Passenger Seat**
- Distance between passenger seats

#### J. Miscellaneous Items
- Two vertical stanchions
- International Accessibility Symbols
- Vehicle Clearance sticker
- Public Information System
- Passenger call bell system
- Slip resistant flooring

#### K. Warranties Provided
- Air conditioning
- Heating
- Lift

Comments:

Certification:
certifies that the above vehicle has been inspected and upon initial examination, is complete as ordered and all items except those noted above are in working condition.

Agency Rep: __________________________  Vendor Rep: _______________

____________________________        __________________________
Signature                                        Date        Signature                             Date

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OHIO DEPARTMENT OF TRANSPORTATION
TRANSPORTATION PROGRAM
VEHICLE DELIVERY CHECKLIST
LIGHT TRANSIT VEHICLES (LTN)

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<thead>
<tr>
<th>1. Agency Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. State Term Invitation/Award No.</td>
<td>255-05</td>
</tr>
<tr>
<td>3. Vendor Name</td>
<td>Shepard Brothers</td>
</tr>
<tr>
<td>4. Vehicle Manufacturer</td>
<td>Ford</td>
</tr>
<tr>
<td>Model</td>
<td>E450</td>
</tr>
<tr>
<td>Color</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>5. Vehicle Serial Number</td>
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</tr>
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- [ ] Tail lights
- [ ] Turn Signals
- [ ] Hazard Warning
- [ ] Dash lights
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- [ ] Stepwell lights
- [ ] Wheelchair lift entry

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- [ ] Horn
- [ ] Windshield Wipers
- [ ] Interior Review
- [ ] Exterior (Driver’s Side)
- [ ] Exterior (Passenger Side)

Air Conditioning
- [ ] Front Air Conditioner
- [ ] Rear Air conditioner

Heating
- [ ] Front Heater
- [ ] Rear Heater

C. Gauges
- [ ] Fuel
- [ ] Oil
- [ ] Temperature
- [ ] Battery

D. Safety/Emergency Equipment
- [ ] Metal first aid kit
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- Vehicle Clearance sticker

The following items are only available on public transit system vehicles.
- Public Information System
- Passenger call bell system
- Slip resistant flooring

**K. Warranties Provided**
- Air conditioning
- Heating
- Lift

The following items are only available on public transit system vehicles.
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**Comments:**

**Certification:**
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