

# ODOT TRANSIT PROGRAMS

## ROLLING STOCK & ACCESSARY PROCUREMENT PROCEDURES:

1. Go to the State Central Purchasing web site:

<https://www.ok.gov/dcs/solicit/app/contractSearch.php>

2. Enter Motor Vehicles in the Keyword Search.

act Search

### Statewide Contract Search

Enter Requisition Number:

Enter Keyword:

SW Number	Solicitation Number	Description	Amendments	Status	Closing
SW LISTING	00	PRINTABLE LIST STATEWIDE CONTRACTS	0	Awarded	01/04/2
SW035	SW035	Vehicles, Cars and Trucks.	0	Awarded	08/24/2

3. Select the corresponding Solicitation Number for ADA Transit Buses.

SW196	<u>SW196</u>	Agriculture, Trees and Brush Maintenance Equipment	0	Awarded
SW197	<u>SW197</u>	Garbage Trucks Addendum 3 added for last renewal	0	Awarded
SW240	<u>SW240</u>	SW240 Fire Trucks	1	Awarded
SW797	<u>SW797</u>	<u>ADA Transit Buses</u>	4	Awarded

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4. The Solicitation Detail attachments will have all of the information needed to purchase vehicle from a list of approved vendors to choose from as well as the vehicle specifications and amendments.

Attachment Title	Attachment Type	File Type	Comments
<u>SW797 - RFP</u>	Solicitation	pdf	Complete Solicitation Packet
<b>VEHICLE SPECS</b>	Solicitation	zip	Zip file containing the individual Specifications
<u>SW797-Amendment#1</u>	Amendment	pdf	The deadline for questions to be submitted is 5/20/14
<u>SW797-Amendment#1</u>	Amendment	pdf	Amendment announcing extension of closing date to 5/20/14
<u>SW797-Amendment#2</u>	Amendment	pdf	Extension of closing date to 5/20/14
<u>SW797 Contract Front Pages 04-14-2016</u>	Contract	pdf	Contract Front Pages including Vendor List
<u>Alliance - Section K Documents</u>	Contract	zip	Alliance Bus Group - Section K Documents
<u>Alliance - Sections M &amp; P Documents</u>	Contract	zip	Alliance Bus Group Sections M & P Documents
<u>Alliance - Altoona Tests</u>	Contract	zip	Alliance Altoona Test Documents (Bids)
<u>Creative Bus Sales</u>	Contract	zip	Creative Bus Sales Documents - Specifications
<u>John Vance Motors</u>	Contract	zip	John Vance Motors Award Documents
<u>Masters Documents and Section I</u>	Contract	zip	Masters Transportation Award Documents
<u>Masters - Section L and N</u>	Contract	zip	Masters Transportation - Sections L and N Documents
<u>Motor Coach Industries</u>	Contract	zip	Motor Coach Industries (MCI) Award Documents
<u>National Bus Sales &amp; Leasing</u>	Contract	zip	National Bus Sales & Leasing Award Documents
<u>SW797-Addendum#1</u>	Addendum	pdf	Addendum announcing cancellation of bids. All other award dealers remain the same.
<u>SW797-Addendum#2</u>	Addendum	pdf	Addendum to announce increase in bid amount
<u>SW797-Addendum#3</u>	Addendum	pdf	Renewal for 8/7/15 - 8/6/16 and announcement of award

5. The agency then builds and sends a copy of the purchase order to the vendor and their project manager at ODOT. (Example A)

### EXAMPLE A

From:

## PURCHASE ORDER

Agency Name  
Address  
Telephone Number

P.O. DATE	REQUISITIONER	State Contract #
07/20/2017	Name	XXXXX

The following number must appear on all related correspondence, shipping papers, and invoices: **P.O. NUMBER: XXXXXXXX**

TO:

**John Vance Motors**  
P.O. Box 400  
Guthrie, OK 73044

QTY	DESCRIPTION	UNIT PRICE	TOTAL
3	Accessible Minivans	\$38,453.00	\$115,359.00
	W/ Dual Power Doors	\$1,900.00	\$5,700.00
	W/Manual Ramp	0.00	0.00
	Fold Away Seat	\$1,172.00	\$3,516.00
	Back up monitor	\$991.00	\$2,973.00
	Interior Seating Darker		
3	Accessible Minivans	\$38,453.00	\$115,359.00
	W/ Dual Power Doors	\$1,900.00	\$5,700.00
	W/ Manual Ramp	0.00	0.00
	Back up Monitor	\$991.00	\$2,973.00
	Interior Seating Darker		
	Total		\$251,580.00

6. When the vendor contacts the agency that the vehicle(s) are ready to be delivered the agency will contact project manager at ODOT with the date of delivery and all updated information.
7. The project manager will schedule a time to come to the agency and conduct the post audit delivery.
8. When the post audit delivery is complete and corresponding paperwork is signed, the project manager will complete and file the necessary paperwork for payment.

9. The agency will input the newly procured vehicle information into MYLEOnet and their ODOT project manager with review, make any necessary adjustments and approve.