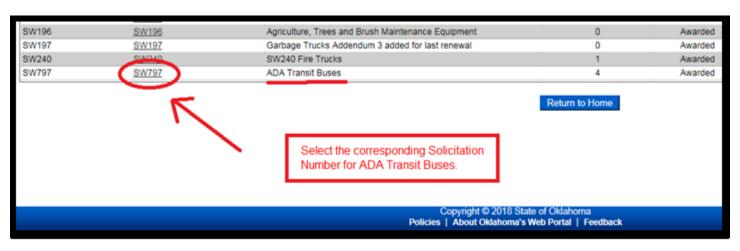
ODOT TRANSIT PROGRAMS

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.



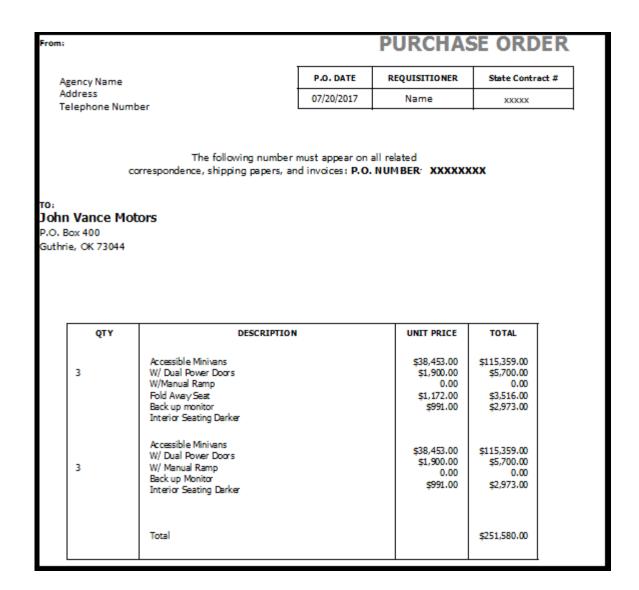
3. Select the corresponding Solicitation Number for ADA Transit Buses.



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
	SWIST - KEE	Solicitation	pdf	Complete Solicitation Packet
	VEHICLE SPECS	Solicitation	zip	Zip file containing the individual Spe
	214/797-Amendme .// 1	Amendment	pdf	The deadline for questions to be sul
	SW797-Amendment#1	Amendment	pdf	Amendment announcing extension
	SW797 Americanian2	Amendment	pdf	Extension of closing date to 5/20/14
	SW797 Contract Front Pages 84-14-2016	Contract	pdf	Contract Front Pages including Ven
N /	Alliance - Section K Documents	Contract	zip	Alliance Bus Group - Section K Doc
-	Alliance - Sections M & P Documents	Contract	zip	Alliance Bus Group Sections M & P
/	Alliance - Altoona Tests	Contract	zip	Alliance Altoona Test Documents (E
	Creative Bus Sales	Contract	zip	Creative Bus Sales Documents - Sp
	John Vance Motors	Contract	zip	John Vance Motors Award Docume
\	Masters Documents and Section I	Contract	zip	Masters Transportation Award Docu
\	Masters - Section L and N	Contract	zip	Masters Transportation - Sections L
	Motor Coach Industries	Contract	zip	Motor Coach Industries (MCI) Awar
	National Bus Sales & Leasing	Contract	zip	National Bus Sales & Leasing Awar
	SW797-Addendum#1	Addendum	pdf	Addendum announcing cancellation dealers remain the same.
	SW797-Addendum#2	Addendum	pdf	Addendum to announce increase in
	SW797-Addendum#3	Addendum	pdf	Renewal for 8/7/15 - 8/6/16 and ann
	PORTITE ASSASSIIMAN	a assessmen	IN SIX	LIPIAA IBARAAAA YAR KIIIABAA LIIIA AWAA

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



- 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.					