

# Vehicle Procurement

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# Session Overview

- Federal Transit Administration (FTA) Circular 4220.1F  
Third Party Contracting Requirement
- Type of transit vehicles
- Vehicle procurement roles and responsibilities
- Procurement requirements
- Bid and contract administration
- Procurement records

# Procurement Requirements

- FTA - Circular 4220.1F Third Party Contracting Requirements - Chapter 2.3

*Each recipient and subrecipient must comply with applicable Federal laws and regulations including, but not limited to, Federal transit laws at 49 U.S.C. Chapter 53, FTA regulations, and other Federal laws and regulations that contain requirements applicable to FTA recipients and their FTA assisted procurements.*

- WSDOT procurement policies
- Grantee procurement policies

# Type of Vehicles

# MV-1

Four (4) Years Useful Life



# ADA Conversion Minivans

## Four (4) Years Useful Life



# ADA Conversion Van

## Four (4) Years Useful Life



# Light-duty Minibus

## Five (5) Years Useful Life



# Minibus With Dual Rear Wheels

Up to 158" Wheel Base. Six (6) Years Useful Life



# Minibuses With Dual Rear Wheels

159" to 181" Wheel Base. Seven (7) Years Useful Life



# Bus or Trolley Configuration Dual Rear Wheels

Up to 19,000lbs. Eight (8) Years Useful Life



# Bus or Trolley Configuration Dual Rear Wheels

19,000 Lbs to 24,000 Lbs. Nine (9) Years Useful Life



# Bus or Trolley Configuration Dual Rear Wheels Greater Than 24,000 Lbs. Twelve (12) Years Useful Life



# WSDOT's Role and Responsibilities

- Administer grantees' procurement contracts to ensure that the procurement complies with FTA and State requirements
  - Competitive, no geographical reference
  - Incorporate applicable FTA terms and conditions
  - Meet all applicable Federal Motor Vehicle Safety Standards
  - Pre-award review
    - Debarment and Suspension
    - Buy America certification
    - Altoona bus testing report
    - ADA Requirements

# FTA Circular 4220.1F

## Chapter 4.2.a

*... The solicitation and the contract awarded thereunder must include a clear and accurate description of the recipient's technical requirements for the property or services to be acquired in a manner that provides for full and open competition.*

## Chapter 5.7.a.(1).1

*... If a contract has one or more options and those options were not evaluated as part of the original contract award, exercising those options after contract award will result in a sole source award.*

# What Are Your First Steps?

- Identify type of procurement best for you
  - Invitation for Bids (IFB)
  - Request for Proposals (RFP)
  - Piggyback with Oregon's contract or with an existing transit or non-profit agencies' contract
  - WSDOT and Washington State Department of Enterprises (DES) managed procurement
    - Contract number 06309 – Minibuses (cutaway)
    - Contract number 02511 – ADA Vans, Minivan and MV1

# Agency Conducts Procurement Directly

- Federal and State funds
  - FTA requirements, circular 4220.1F
  - WSDOT procurement requirements
  - Your agency's procurement policies
- Submit bid documentations to WSDOT for review and approval prior to advertise and issue your IFB/RFP
  - Copy of your procurement policies and procedures
  - Final IFB or RFP documents
  - Vehicles specifications
  - FTA Third Party Contracting clauses

# What Must the Bid Document Include?

- Purpose of the solicitation
- Solicitation schedule
- Appeal and protest procedures
- Technical Specifications
- Maximum and minimum number of vehicles
- Contract term
- Contract Terms and conditions
- Basis of bid award
- Contact information

# Vehicle Specifications Development

- Develop vehicle specifications
  - WSTA Maintenance Committee
  - Maintenance Managers
  - Vendors
  - WSDOT Capital Programs Staffs

# What are the Bid Processes?

- Advertise the solicitation
- Mail the solicitation to all known vendors
- Conduct review and approval for equals process
- Conduct bids opening
- Conduct pre-award review
- Award the bid

# Post Delivery Inspection

- Buy America certification
- FMVSS report for each vehicle
- Visual inspection
- Road test
- Sign the post-delivery purchaser's requirement certification

# Pre-acceptance Inspection

- Take your time
- Use your vehicle specifications
- Remember, once you put the vehicle in service, it constitutes acceptance

# Vehicle Acceptance

- Issue acceptance letter to vendor within 15 days from delivery
- Payment within 30 days from acceptance date
- Issue rejection letter to vendor within 15 days from delivery
  - Repair by vendor
  - Repair by purchaser

# FTA Circular 4220.1F

## Contract Administration System

### Chapter 3.3 Third Party Contracting Capacity

*... The Common Grant Rules require the recipient to maintain a contract administration system to ensure that it and its third party contractors comply with the terms, conditions, and specifications of their contracts or purchase orders and applicable Federal, State and local requirements.*

# Procurement Records

- Procurement file
  - Keep all pertinent procurement records
    - Procurement file checklist
  - Maintain procurement records throughout the useful life of the vehicle – plus 3-years
  - Keep records accessible

# Vehicles Title & Licensing

- Apply for title within 15 days from acceptance date
- Title shows WSDOT as legal owner and grantee as register owner
- WSDOT retains title through the useful life of the vehicle
- Rideshare plate (sales tax exemption)
  - [RCW 82.12.0282](#)
- Tribal plate (sales tax exemption)
  - [RCW 46.16A.175](#)

# Summary

- Be practical
- Freedom from conflict of interest
- Implementing all requirements
- Fully participating in the process
- Treating all parties fairly
- Practicing common sense

# Technical Assistance

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# Additional Resources

- Best Practices Procurement Manual
  - [www.fta.dot.gov/funding/thirdpartyprocurement/grants\\_financing\\_6037.html](http://www.fta.dot.gov/funding/thirdpartyprocurement/grants_financing_6037.html)
- FTA Circular 4220.1F
  - [www.fta.dot.gov/documents/FTA\\_Circular\\_4220.1F.pdf](http://www.fta.dot.gov/documents/FTA_Circular_4220.1F.pdf)
- Guide To Managing Your Public Transportation Grant, Chapter 3, Capital Project
  - <http://www.wsdot.wa.gov/Transit/Grants/Guidebook.htm>

# Thank you!

# Procurement 101: Vehicle Specifications

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**“Let's go on a field trip”**

# Procurement 101: Vehicle Specifications

- What should you consider when developing your vehicle specifications?
  - Intended use
  - Performance
  - Passenger capacity
  - Fuel type
  - Environment
  - Available funds
  - Vehicle options
  - Maintenance



# Procurement 101: Vehicle Options

- Engine Choice / Chassis
  - Gas, diesel, CNG, Hybrid electric, and Autogas (propane)
- Floor Design
  - Low- floor, high-floor, raised floor
- ADA Access
  - # of WC stations, lift or ramp, location of lift/ramp, WC restraint systems
- Seating
  - Low, mid & high-back seats
  - Choice of seating materials
  - Driver's seat!

# Procurement 101: Vehicle Options

- Heating & ventilation
  - Rear AC, BTU capacity, heat pump, Espar type (or equivalent)
- Electrical
  - Upgraded alternator, Exterior/interior lights, high idle, additional wiring for accessories
- Chassis – Brakes & Suspension
  - *Telma* brake retarder (or equivalent), *Mor/Ryde* suspension (or equivalent!), *Air systems (kneeling)*
- Safety & Security
  - Camera systems, flooring materials, backup warning systems, interlock systems
- Accessories
  - Remote controlled mirrors, radios, fare box, bike racks

# Procurement 101: Vehicle Specifications

Need help? What kind of resources are available?

- Vendors
- FTA / WSDOT / DES
- Other transportation providers
- Maintenance Staff

