

Purchasing off WisDOT Vehicle Contracts
For Public Transit Section 5311/5339 Grantees

STOP! If you are purchasing a vehicle that is not on a WisDOT contract, contact the Transit Procurement Manager.

ORDERING

1. Ensure you have available WisDOT capital grant funds or pre-award approval to order a vehicle. WisDOT should have notified your system of the award. If you do not have a copy of an e-mail stating that you have been awarded funds, please contact a WisDOT Program Manager before attempting to purchase a vehicle.
2. Review your 5311 capital grant agreement (5339 subrecipients do not have grant agreements, as they directly request reimbursement from FTA). If you do not yet have a grant agreement in place because the award was recently made, check the capital project information entered in the BlackCat.
 - Ensure that the Activity Line Item (ALI) code of your capital project on your grant agreement/in BlackCat is consistent with the type of vehicle you plan on purchasing. ***If your ALI code does not match the type of vehicle, please contact a Public Transit Program Manager before ordering.***
 - If your signed 5311 agreement expires within 6 months, contact a Public Transit Program Manager before ordering. 5339 subrecipients are bound by FTA's 3-year rule for spending obligated funds.
 - Review the reimbursement percentage and available grant balance so you are aware of the amount eligible for reimbursement. If you have questions about the expected reimbursement amount, contact a Public Transit Program Manager.
3. Ensure you have the available local share to match federal grant funds. Previous years' federal/state operating assistance may not be utilized as local share, so tax levy or other local sources must be available.
4. Create a purchase order (PO) using your local procedures and format, per the guidance below:
 - The PO must list the vendor, quantity and contract cost of the vehicle. You can find that information here: (<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure-hsv.aspx>):
 - You must complete a separate PO for every vendor from which you are purchasing a vehicle.
 - "Add-on" or additional items must be on a separate PO and are not reimbursable.
 - The point of contact you provide on your PO should be the person at your agency who will coordinate vehicle delivery and payment.
5. Email your PO(s) to WisDOT's Public Transit Program Manager.

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6. WisDOT will review your PO(s) for accuracy and forward it to the vendor.
7. Upon receipt of your PO(s), the vendor will contact you to coordinate vehicle configuration, delivery and cost.

DELIVERY

8. You are responsible for paying the complete vehicle invoice directly to the vendor upon delivery.
9. You must complete several documents upon delivery.
 - For 5311 applicants: see "5311 Grantee Vehicle Documents" at (<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure-hsv.aspx>).
 - For 5339 applicants: contact WisDOT Program Manager for delivery documents.
 - ***Carefully review/complete delivery documents. Reimbursement is not made until they are complete.***
10. Scan the completed documents and submit them to WisDOT via email to a Public Transit Program Manager.