



Susquehanna Regional Transportation Authority

Serving Adams, Columbia, Cumberland, Dauphin, Franklin, Harrisburg City, Montour, Northumberland, Perry, Snyder, Union and York

20250716 - Statewide Cutaway Purchase Vehicle Purchasing Procedures

Please follow your agency's rules for purchases. These procedures allow your agency to order from the Consortium Contract lead by SRTA.

For questions, contact ahollenbach@rabbittransit.org and sbaldwin@rabbittransit.org.

1. SRTA is administering this contract and is responsible for compliance. If your agency fails to comply with regulations and requirements, your agency will not be allowed to order further vehicles from the Contract.
2. Only vehicles and options listed within the Contract may be ordered.
3. All pricing must match the Contracted prices. It is your agency's responsibility to ensure that the vehicles provided match the Contract pricing.
4. Your agency MUST use a Purchase Order for vehicles. The purchase order, quote, and invoice must be provided to SRTA.
5. Your agency must NOT order more of any vehicle type than were allotted for your agency. If you require more vehicles than were allotted, please contact SRTA to ensure that vehicles can be transferred from another agency to your agency.
6. Complete the manufacturer's workbook for each vehicle type you wish to order with each vehicle batch order. Send the completed workbook and resulting Purchase Order to the appropriate manufacturer. If you have questions on the workbook, please reach out to the manufacturer.
7. Complete the Transit Vehicle Award Report. Please be sure to complete each section. This can be found at <https://www.surveymonkey.com/r/vehicleawardreportsurvey>. Be sure to screen capture your entry and save for your Triennial Review or PennDOT Compliance Review. PennDOT instructions begin on page 3 of this document and are available on the Bureau of Public Transportation website.
8. Please send your agency's Purchase Order and the completed workbook to jlevitsky@pa.gov, splocinski@pa.gov, ahollenbach@rabbittransit.org and sbaldwin@rabbittransit.org.

By following all of these steps, we can ensure that your agency is compliant with purchasing requirements, has funding available to purchase vehicles, and allow other agencies to continue to purchase contracted vehicles.



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Manufacturers

SRTA awarded contracts by vehicle type to the following three vendors. It's strongly encouraged that you contact the representative listed to review and complete the order workbook (Excel):

E-450 - Coach & Equipment Bus Sales, Inc.

Ed Gallagher (Eastern PA)

585-369-5454

egallagher@coachandequipment.com

David Delforte (Western PA)

585-455-7715

ddelforte@coachandequipment.com

F-550 and Ford Transit Vans - Rohrer Bus Sales

Ken Ellenberger

800-735-3900 ext. 1353

kellenberger@rohrerbus.com

Accessible Minivans - Model1

Joseph Boyko (Eastern PA)

603-706-7118

jboyko@model1.com

Justin Brown (Western PA)

603-484-2213

jbrown@model1.com



TVM Award Reporting Instructions

March 2025

Disadvantaged Business Enterprise (DBE) regulations require Federal Transit Administration (FTA) recipients to report transit vehicle procurement awards (CFR 26.49(a)(4)). Recipients are required to use the online [Transit Vehicle Award Reporting Form](#) to submit the required information. Businesses that manufacture vehicles solely for personal use and for sale “off the lot” are not considered transit vehicle manufacturers (49 CFR 26.5).

Reporting Procedures

PennDOT subrecipients of Federal Section 5310/5311 funding are required to submit the [Transit Vehicle Award Reporting Form](#). The form must be:

- Completed for each purchase order
 - Minivans purchased using Federal Section 5310 funds do not require form to be completed
- Submitted within 30 days of executing the purchase order
- Retained until vehicle is disposed and updated in the [Capital Planning Tool](#)
 - PNPs must retain until vehicle is disposed and disposition information is provided to their assigned Bureau of Public Transportation (BPT) Program Manager

The completed forms (digital or printed) will be audited during an agency’s Federal Section 5310 and/or 5311 compliance review. The template below provides agencies information to properly complete the [Transit Vehicle Award Reporting Form](#).

Transit Vehicle Award Reporting Form Template

Vehicle Award Report

49 CFR 26.49(a)(4) requires FTA recipients to report vehicle procurement awards

Please submit the following information within 30 days of the award:

*** 1. Recipient Name**

Enter: Pennsylvania Department of Transportation

*** 2. Recipient ID #**

Enter: 1429

*** 3. Please select the FTA Regional Office that serves your transit agency**

Select: 3

*** 4. Select the Transit Vehicle Manufacturer (TVM) awarded the contract**

Select: Manufacturer

*** 5. Contract Award Dollar Amount (No commas, No dollar signs)**

Enter: Total purchase order

*** 6. Contract Award Date**

Enter: Signing date of purchase order

Please enter a valid date

Date

MM/DD/YYYY 

*** 7. Provide recipient point of contact**

Name

Enter: BPT Program Manager

Phone Number

Enter: BPT Program Manager #

Email Address

Enter: BPT Program Manager Email

8. Additional Information (Optional)

Enter: Subrecipient – Agency abbreviation – # of vehicles

STOP: Save/print as a PDF before selecting Done. You will not have access to this form after selecting Done.

Done