



## 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](mailto:ahollenbach@rabbittransit.org) and [sbaldwin@rabbittransit.org](mailto: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. Please send your agency's Purchase Order and the completed workbook to [jlevitsky@pa.gov](mailto:jlevitsky@pa.gov), [splocinski@pa.gov](mailto:splocinski@pa.gov), [ahollenbach@rabbittransit.org](mailto:ahollenbach@rabbittransit.org) and [sbaldwin@rabbittransit.org](mailto: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](mailto:egallagher@coachandequipment.com)

David Delforte (Western PA)  
585-455-7715  
[ddelforte@coachandequipment.com](mailto:ddelforte@coachandequipment.com)

#### **F-550 and Ford Transit Vans - Rohrer Bus Sales**

Ken Ellenberger  
800-735-3900 ext. 1353  
[kellenberger@rohrerbus.com](mailto:kellenberger@rohrerbus.com)

#### **Accessible Minivans - Model1**

Joseph Boyko (Eastern PA)  
603-706-7118  
[jboyko@model1.com](mailto:jboyko@model1.com)

Justin Brown (Western PA)  
603-484-2213  
[jbrown@model1.com](mailto:jbrown@model1.com)