



## Susquehanna Regional Transportation Authority

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

### **20250716 - Statewide Cutaway Purchase Inspection Service Instructions** **Project 20250306 - Vehicle Inspection Service**

Please follow your agency's rules for purchases. These procedures allow your agency to utilize TRC for Buy America Audits and on-line inspection services 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 further utilize the services detailed within the Contract.
2. Only services listed within the Contract may be ordered. The Pre/Post Award Buy America Audits and on-line inspections are a fixed price. Quotes may be obtained for additional services based on unit prices found within the Contract. Purchase Orders may be issued for additional, Quoted services based on Contracted unit prices. Your agency is responsible for ensuring Quotes are accurate.
3. All pricing must match the Contracted prices. It is your agency's responsibility to ensure that the services and invoices provided match the Contract pricing.
4. Your agency MUST use a Purchase Order for these services. The Purchase Order shall contain the ordered vehicle identification numbers. The purchase order must be provided to both TRC and SRTA .
5. Your agency must NOT utilize TRC for services not specified in the Contract.

#### 6. TRC Contacts

Name	Email	Telephone
Ilsa Stancheski (First Contact)	<a href="mailto:ilsa@transitresourcecenter.com">ilsa@transitresourcecenter.com</a>	407.379.2337
Tara L. Dawson	<a href="mailto:trc@transitresourcecenter.com">trc@transitresourcecenter.com</a>	407.379.2737

7. TRC Requirements follow on Page 2.

We do look forward to working with your agency to ensure a smooth process.



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### **TRC Vehicle Inspection Process**

1. For each vehicle order, the Agency Contact shall notify Isla Stancheski via email. This email shall contain at minimum the following information.
  - a. Name of Vehicle Manufacturer
  - b. Number and type of each vehicle on that order
  - c. Anticipated vehicle production dates. TRC shall be updated if the production date changes.
  - d. Agency Contact phone number.
2. Isla will prepare a Task Order for the provided information.
3. This Task Order will contain the following.
  - a. Agency Contact Information (Contact Name, Email and Phone Number)
  - b. TRC Contact Information on (Project Manager, Resident Inspector and Director of Operations)
  - c. Job Description
  - d. Production Dates (if available, if not, TBD will be placed until actual dates are available)
  - e. Costing for Vehicle Inspection and Buy America Audit (Bus quantity, unit price, and extended total cost)
4. Task Order to be submitted to the Agency
5. Agency will issue a Purchase Order which shall reflect the Task Order Total Cost.
6. The Agency shall send the Purchase Order to TRC (Isla)