

## Purchasing Transit Vehicles from Washington State's Statewide Contracts

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This process addresses the purchase of transit vehicles under the [Department of Enterprise Services \(DES\) contracts](#) for Heavy-duty Mass Transit Vehicles, Light to Medium Duty Transit Buses, and ADA Vans, Mini vans, and specialty Vehicles.

For customers using WSDOT [Consolidated Grant](#) funds for vehicle purchases, all of the steps below (except Step 5) must be followed.

For customers using their own funds (or other state grant funds) for vehicle purchases, only Steps 1, 2, 5 and 6 apply.

Steps in the process are as follows:

1. Customer reviews the statewide procurement contracts and determines what type of vehicle(s) they want to purchase.
2. Customer contacts the contractor/vendor to request price quotes and floor plans (required for all transit bus purchases).
3. Customer sends an email to Public Transportation Division's Procurement mailbox, [PTDProcurement@wsdot.wa.gov](mailto:PTDProcurement@wsdot.wa.gov), requesting to purchase the vehicle(s), and attaching the detailed price quote(s) and floor plan(s). For bus purchases, the customer also attaches the DES/WSDOT Purchase Request Form. The Purchase Request form is to be completed with the contact information requested.
4. WSDOT validates the purchase request and sends a concurrence email to the customer. For bus purchases, WSDOT completes the DES/WSDOT Purchase Request Form and forwards the purchase request (including the price quote and floor plan) to the DES mailbox, [buspurchases@des.wa.gov](mailto:buspurchases@des.wa.gov) (copying the customer), within three (3) business days.
5. For customers *not* using WSDOT Consolidated Grant funds, the customer submits the Purchase Request Form with the price quote and floor plan to the DES mailbox, [buspurchases@des.wa.gov](mailto:buspurchases@des.wa.gov).
6. For vehicle purchases under the ADA Vans, Mini vans, and specialty Vehicles contract, the customer orders the vehicle(s) through the DES Contract Automobile Request System (CARS).
7. DES develops and drafts the Authorization Letter and sends it as an email attachment to the customer, copying [PTDProcurement@wsdot.wa.gov](mailto:PTDProcurement@wsdot.wa.gov), and the selected contracted vendor. DES processes purchase requests on Wednesdays and Fridays.
8. After the customer receives confirmation/Authorization Letter from DES, the customer sends a copy of their purchase order to WSDOT, at [PTDProcurement@wsdot.wa.gov](mailto:PTDProcurement@wsdot.wa.gov).