

Purchasing Transit Vehicles from Washington State's Statewide Contracts

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 Rebuilt, Refurbished, or Repowered Transit Buses.

For Washington State customers using WSDOT [grants](#) for vehicle purchases, a confirmation with WSDOT is required.

For customers using their own funds (or customers from other states using grant funds) for vehicle purchases they may require confirming with their respective jurisdiction for approval.

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 and contacts the contractor/vendor to request price quotes and floor plans as part of their purchase process (required for all transit bus purchases).
2. Customers using grants check approval with their respective jurisdiction. If the customer is not using state or federal grants, skip this step.
 - a. For Washington customers using WSDOT administered grant funds, send an email to Public Transportation Division's Procurement mailbox, PTDProcurement@wsdot.wa.gov, requesting to purchase the vehicle(s), and attach the detailed price quote(s), floor plan(s), and the DES/WSDOT Purchase Request Form. WSDOT will forward the request to DES for authorization.
 - b. For customers from other states, please check with your state's approving agency to secure any necessary approvals.
3. The customer (or WSDOT for grantees) submits the Purchase Request Form, price quote, floor plan, and any other important information related to the purchase to the DES mailbox, buspurchases@des.wa.gov.
4. DES reviews the submission, then upon approval develops and drafts the Authorization Letter and sends it as an email attachment to the customer (copying PTDProcurement@wsdot.wa.gov, if applicable) and the selected contracted vendor.
5. After the customer receives confirmation/Authorization Letter from DES, the customer sends a copy of their purchase order DES at buspurchases@des.wa.gov (and for Washington customers to WSDOT, at PTDProcurement@wsdot.wa.gov.)