



Memo to: Pennsylvania Public Transportation Authorities

From: David W. Kilmer  
Executive Director, SCTA

Subject: **Vehicle Line Inspection Services and Pre-Award/Post-Delivery Buy America Audits**

Date: July 7, 2020

SCTA and PennDOT are pleased to announce that an award has been made and a contract has been signed for the Vehicle Line Inspection Services and the Pre-Award/Post-Delivery Buy America Audits to support the Statewide Purchase of Paratransit Vehicles. TRC Engineering Services was awarded a contract to provide these services.

Attached to this memorandum are Instructions that should provide you with the information needed to procure these services with TRC Engineering Services.

Representatives from SCTA and PennDOT are available to answer your questions about this contract and the procurement process. Contact information is available on the last page of the attached Instructions.

In addition, SCTA is preparing a USB with all of the procurement information each authority will need to have in its files. The USB will be mailed in the near future.

Furthermore, both Shepard Bros. and Rohrer Bus Sales have listed additional optional equipment, including personal/passenger protective equipment. Descriptions and pricing of the optional equipment is listed on pages five through seven of this memorandum.

We look forward to your support and cooperation in the successful implementation of this contract.

**VEHICLE LINE INSPECTION SERVICES AND BUY AMERICA AUDITS**  
**GENERAL INFORMATION AND INSTRUCTIONS**

(July 7, 2020)

**Purchase Orders**

Procuring vehicle line inspection services and Buy America audits will generally follow the following process:

- 1) Each authority will be responsible for submitting a purchase order to TRC for the vehicle inspection services. An authority will contact TRC once a vehicle order has been placed with Shepard Bros. and/or Rohrer Bus Sales. Please submit individual purchase orders for each vehicle manufacturer. For example, if an order was placed to purchase three body on chassis vehicles from Shepard Bros., two body on chassis vehicles from Rohrer Bus Sales and one Transit van from Rohrer Bus Sales, please submit three separate purchase orders to TRC for each of these vehicle orders.

TRC's contact for orders is as follows:

Ilsa Stancheski  
Email: [ilsa@trcengineering.net](mailto:ilsa@trcengineering.net)  
P: 407.977.4500 x27  
F: 407.977.7333

- 2) Authority will issue a Purchase Order directly to TRC with a copy to SCTA and PennDOT. PennDOT will review the Purchase Order to confirm funding is approved to pay for the vehicle inspection services. An authority will be responsible for paying the cost of the inspection services under its grant for vehicle purchases; PennDOT will include this cost in the approved grants.

Purchase Orders must include the following information: Manufacturer, Type of Vehicles, Number of Vehicles for On-Line Inspections, a line indicating Pre-Award Buy America Audit and a line indicating Post-Delivery Buy America Audit

In addition, the Purchase Order issued by an authority will include the following language:

*Purchase Order # \_\_\_\_\_ includes by reference the July 1, 2020 contract between SCTA and TRC Engineering Services and all the applicable terms and conditions.*

A Sample Purchase Order form issued by SCTA to TRC is provided for reference. Please contact SCTA to receive the sample Purchase Order form in Word format.

- 3) When sending an email to TRC with the attached purchase order(s), please also include in the body of the email the production schedule and please state that the vehicle specifications will be supplied by either Shepard Bros. or Rohrer Bus Sales. Please contact Shepard Bros or Rohrer Bus Sales for the production schedule. In regards to the vehicle specifications, when placing an order for vehicles please inform Shepard Bros. or

Rohrer Bus Sales that TRC will be performing the vehicle inspections and instruct Shepard or Rohrer to send directly to TRC the vehicle specifications.

Please note if there are different vehicle specs, the pre-award and post-delivery Buy America audit reports will be provided for each different vehicle spec.

**Pricing**

TRC submitted pricing for the two-year base period to provide vehicle inspections and audit services as shown on the tables below by vehicle manufacturer:

**Body on Chassis Vehicles**

	TRC Engineering
<b>Coach &amp; Equipment – Shepard Bros</b>	
Pre-Award Buy America Audit	\$ 925.00
Per Vehicle On-Line Inspection	\$ 484.00
Post-Delivery Buy America Audit	\$ 925.00
<b>Champion – Rohrer Bus Sales</b>	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 375.00
Post-Delivery Buy America Audit	\$ 575.00

**Transit Vans**

	TRC Engineering
<b>MobilityTrans – Rohrer Bus Sales</b>	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 375.00
Post-Delivery Buy America Audit	\$ 575.00

Pricing was obtained for inspections of mini-vans in anticipation of soliciting and awarding a contract for the supply of mini-vans in the near future.

**Mini-Vans**

	TRC Engineering
Manufacturer to be determined	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 375.00
Post-Delivery Buy America Audit	\$ 575.00

Pricing submitted by TRC for each of the three option years to provide vehicle inspections and audit services are included as documents under Attachments A-C.

**Contract Term**

The contract awarded to TRC Engineering Services has a two-year base period for vehicle inspections and audit services. This two-year base period follows the two-year contract term for the vehicle procurement which began on April 1, 2020 and will end on March 31, 2022.

At the end of the two-year base period, SCTA, in consultation with PennDOT, has the option of extending the contract for an additional three (3) years.

**Procurement Files**

SCTA is preparing a USB with all of the procurement information each authority will need to have in its files.

**Questions and Contact Information**

For questions or if you need additional information regarding this procurement:

SCTA

Dave Kilmer  
Executive Director  
717.358.1920  
[dkilmer@sctapa.com](mailto:dkilmer@sctapa.com)

Jeff Glisson  
Director of Capital Projects/Planning  
717.358.1928  
[jglisson@sctapa.com](mailto:jglisson@sctapa.com)

Kevin Hessler  
Assistant Director, Capital Projects/Planning  
610.406.4507  
[khessler@sctapa.com](mailto:khessler@sctapa.com)

PennDOT

John Levitsky  
Manager, Urban Capital Division  
717.787.1206  
[jlevitsky@pa.gov](mailto:jlevitsky@pa.gov)

Robert Zolyak  
Projects Engineer  
717.787.1210  
[rzolyak@pa.gov](mailto:rzolyak@pa.gov)

**Attachments**

The following is a list of the documents attached as described above.

- 1) Attachment A - Option Year 1 Pricing
- 2) Attachment B - Option Year 2 Pricing
- 3) Attachment C - Option Year 3 Pricing
- 4) Sample Purchase Order Form for TRC Engineering Services

## AVAILABLE OPTIONAL VEHICLE EQUIPMENT

Shepard Bros. has made the following optional equipment available to the Body on Chassis Floor Plans #1 through #8:

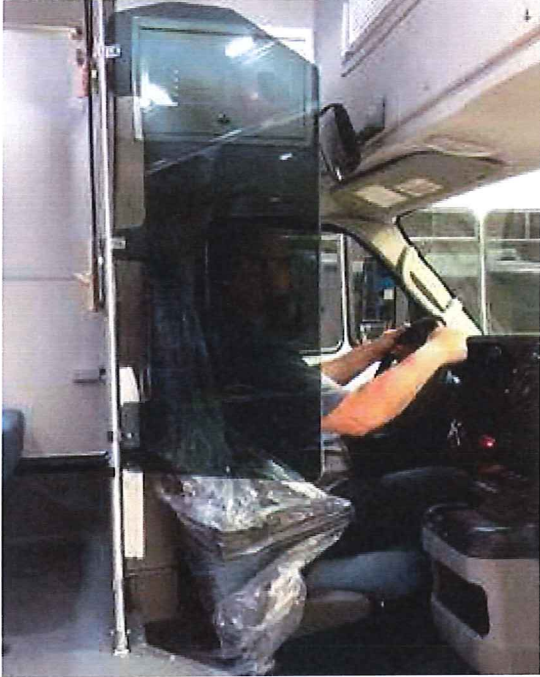
1. A TSI Camera Review Station for agencies that are not WIFI enabled. Price: \$2,940.00
2. The following optional personal/passenger protective equipment is available for Models E350 and E450:
  - a. Driver Protective Shield: Note: Custom pricing required until material availability stabilizes
  - b. Passenger Seat (Sneeze) Guard:  
Double seat with seat back grab handles on both seats or just aisle seat.  
Price: \$192.00  
Single seat with seat back grab handle. Price: \$119.00
3. Camira RhinoVinyl seat covering material is both anti-microbial and anti-fungal and is covered by a limited five year warranty.

Rohrer Bus Sales has made the following optional equipment available to the Body on Chassis Floor Plans #9 through #11:

1. A TSI Nexus-HVR video Review (Docking) Station for agencies that are not WIFI enabled. Price: \$2,250.00
2. The following optional personal/passenger protective equipment is available for Model F550:
  - a. As an alternative seat covering at no additional charge: Nanocide Antimicrobial Seat Fabric

b. Driver's Shield. Price: \$475.00

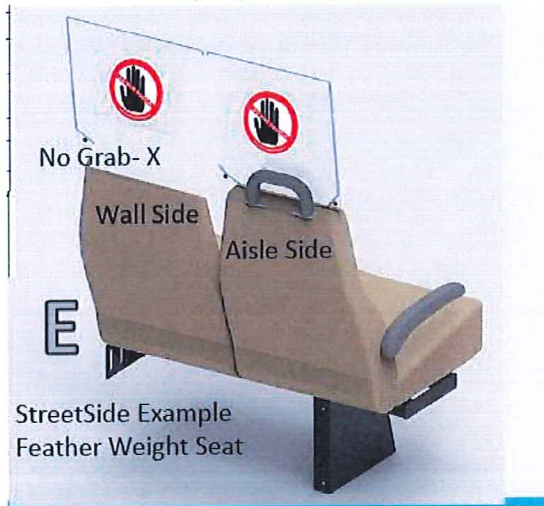
**Driver's Shield F550:**



Note: Picture for Transit Van not yet available

c. Passenger Seat (Sneeze) Guard. Price: \$345.00 (Per Double)

**Passenger (Sneeze) Guard:**



Rohrer Bus Sales has made the following optional equipment available to the Transit Van Floor Plans #1 and #2:

1. A TSI Nexus-HVR video Review (Docking) Station for agencies that are not WIFI enabled. Price: \$2,250.00
2. The following optional personal/passenger protective equipment is available for the Transit Van:
  - a. As an alternative seat covering at no additional charge: Nanocide Antimicrobial Seat Fabric
  - b. Driver's Shield. Price: \$575.00
  - c. Passenger Seat (Sneeze) Guard. Not Available

**ATTACHMENT A**

**Option Year 1 – April 1, 2022 to March 31, 2023**

**Body on Chassis Vehicles**

	TRC Engineering
Coach & Equipment – Shepard Bros	
Pre-Award Buy America Audit	\$ 925.00
Per Vehicle On-Line Inspection	\$ 508.20
Post-Delivery Buy America Audit	\$ 925.00
Champion – Rohrer Bus Sales	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 393.75
Post-Delivery Buy America Audit	\$ 575.00

**Transit Vans**

	TRC Engineering
MobilityTrans – Rohrer Bus Sales	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 393.75
Post-Delivery Buy America Audit	\$ 575.00

**Mini-Vans**

	TRC Engineering
Manufacturer to be determined	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 393.75
Post-Delivery Buy America Audit	\$ 575.00



**ATTACHMENT B**

**Option Year 2 – April 1, 2023 to March 31, 2024**

**Body on Chassis Vehicles**

	TRC Engineering
Coach & Equipment – Shepard Bros	
Pre-Award Buy America Audit	\$ 925.00
Per Vehicle On-Line Inspection	\$ 523.45
Post-Delivery Buy America Audit	\$ 925.00
Champion – Rohrer Bus Sales	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 405.56
Post-Delivery Buy America Audit	\$ 575.00

**Transit Vans**

	TRC Engineering
MobilityTrans – Rohrer Bus Sales	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 405.56
Post-Delivery Buy America Audit	\$ 575.00

**Mini-Vans**

	TRC Engineering
Manufacturer to be determined	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 405.56
Post-Delivery Buy America Audit	\$ 575.00

**ATTACHMENT C**

**Option Year 3 – April 1, 2024 to March 31, 2025**

**Body on Chassis Vehicles**

	TRC Engineering
Coach & Equipment – Shepard Bros	
Pre-Award Buy America Audit	\$ 925.00
Per Vehicle On-Line Inspection	\$ 539.15
Post-Delivery Buy America Audit	\$ 925.00
Champion – Rohrer Bus Sales	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 417.73
Post-Delivery Buy America Audit	\$ 575.00

**Transit Vans**

	TRC Engineering
MobilityTrans – Rohrer Bus Sales	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 417.73
Post-Delivery Buy America Audit	\$ 575.00

**Mini-Vans**

	TRC Engineering
Manufacturer to be determined	
Pre-Award Buy America Audit	\$ 575.00
Per Vehicle On-Line Inspection	\$ 417.73
Post-Delivery Buy America Audit	\$ 575.00



45 Erick Road  
Lancaster, PA 17601  
(p) 717-397-5613 (f) 717-397-2317

# PURCHASE ORDER

*The following number must appear on all related correspondence, shipping papers, and invoices:*

**P.O. NUMBER: TRC 2020-07-06 BARTA**

**To: TRC Engineering Services, LLC**  
2200 Winter Springs Blvd., Suite 106-344  
Oviedo, FL 32765

**Ship To: SCTA**  
Kevin Hessler  
1700 N 11<sup>th</sup> Street  
Reading, PA 19604

P.O. DATE	REQUISITIONER	SHIP VIA	F.O.B. POINT	TERMS
7/6/2020	Kevin Hessler			

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
7		On-Line Vehicle Inspection Services at Coach & Equipment for 7 – E450 15-passenger Body on Chassis vehicles	\$ 484.00	\$3,388.00
1		Pre-Award Buy America Audit Report	\$925.00	\$925.00
1		Post-Delivery Buy America Audit Report	\$925.00	\$925.00
		Purchase Order # TRC 2020-07-06 BARTA includes by reference the July 1, 2020 contract between SCTA and TRC Engineering Services and all the applicable terms and conditions		

SHIPPING & HANDLING	\$0.00
INSTALLATION	\$0.00
<b>TOTAL</b>	<b>\$5,238.00</b>

Procurements of \$150,000 or more are subject to the Federal Transit Administration (FTA) Buy American Requirements in 49 CFR 661. Acceptance of this order indicates compliance with 49 U.S.C. 5323 (j) and 49 CFR Part 661, which provides that Federal Funds may not be obligated unless steel, iron, and manufactured products used in FTA funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver.

*I determine the price to be fair & reasonable based on the following:*

\_\_\_ recent previous purchase; \_\_\_ current price list; \_\_\_ current catalog price; \_\_\_ personal knowledge of item;  
\_\_\_ state contract price; \_\_\_ price from comm. advertisement; \_\_\_ similar in related industry; X other (Statewide Contract)

Requisitioned by

Date

Authorized by

Date