

PURCHASE CONTRACT

Whereas, the Oklahoma Department of Transportation has received a request from _____ **County** to Lease/Purchase road machinery or equipment through the County Road Machinery and Equipment Revolving Fund; and

Whereas, there are funds available for the purpose of purchasing road machinery or equipment, the Oklahoma Department of Transportation does hereby authorize _____ **County** an amount of \$ _____ for the purpose of purchasing

Date Department of Transportation

The Board of County Commissioners of _____ **County**, has advertised in accordance with 19 O.S. Supp. 1993, SS 1500 et al, and 69 O.S. Supp. 1993, SS 636.3 for county machinery or equipment, and awarded a bid for the following described machinery or equipment:

YEAR: _____ MAKE: _____ MODEL: _____

To: _____ Bid No. _____
Vendor Name Amount \$ _____
Address: _____ Date of Bid _____

The Board of County Commissioners of _____ **County**, will use the above allotted amount from the County Road Machinery and Equipment Revolving Fund to pay for the described equipment, with any amount of the bid price over the allotted amount to be paid for with county funds (attach copy of encumbered purchase order, if applicable).

This signed form will serve as an authorization to place the order for the above described equipment.

Date BOARD OF COUNTY COMMISSIONERS
_____ COUNTY

County Clerk
ATTEST: (Seal) _____
BOCC Chairman

UPDATED INSTRUCTIONS FOR ODOT/SA&I FORM-100 PURCHASE CONTRACT

Once you have decided to award the contract, fill in the lower portion of the ODOT/SA&I Form-100. Do not fill in the top portion. (Example follows)

1. Fill in your county in all appropriate spaces.
2. Fill in the description of the machinery or equipment. Be specific, listing all options, features, accessories, additional equipment, attachments, etc.
3. Fill in the **exact cost of the machinery or equipment**.
4. Fill in the bid number and the date the bid was sent out or note the number of the statewide contract.
5. Fill in the vendor's name and address.
6. Fill in the date at the bottom.
7. Obtain Commissioners' signatures
8. Obtain County Clerk's signature and County Seal stamp.
9. Email a pdf of the form to Fund Administrator at ODOT for completion.
10. Provide a copy of the vendor's quote for the requested equipment with this form.
11. Due to ongoing teleworking, please do not mail your information to ODOT.

When ODOT's portion is completed, the approved form will be emailed to the county. Once the county has received & reviewed their completed purchase contract from ODOT, they are to forward a copy to the successful vendor and keep a copy for their files.

NOTE: If the amount of the bid is over the authorized allowance by ODOT, a copy of the purchase order for the overage, issued by the county must accompany the contract.

If you have any questions or need additional information, contact the Fund Administrator or Shelly Williams, slwilliams@odot.org

EXAMPLE

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Whereas, the Oklahoma Department of Transportation has received a request from _____ **County** to Lease/Purchase road machinery or equipment through the County Road Machinery and Equipment Revolving Fund; and

Do not write in this area

Whereas, there are funds available for the purpose of purchasing road machinery or equipment, the Oklahoma Department of Transportation does hereby authorize _____ **County** an amount of \$ _____ for the purpose of purchasing

Date _____ Department of Transportation _____

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Date _____

BOARD OF COUNTY COMMISSIONERS
_____ **COUNTY**

County Clerk
ATTEST: _____
(Seal)

Commissioner

Commissioner