

**REQUEST FOR SPECIAL PROCUREMENT (SP) No. REQ-10700-00178703  
(Original SP-848-16), Amendment No. 1**

**PART A.** Requesting Agency must complete Items 1 through 13.

**1. Requesting Agency Name:** Department of Administrative Services, State Procurement Services (DAS SPS), on behalf of DAS Fleet & Parking Services (DAS Fleet) and State agencies

**2. Date of Request:** May 26, 2026

**3. Agency Number:** 107104

**4. Agency Contact Name:** Jordan Sim

**5. Phone:** 971-375-5154

**6. Type of Request:**  Class Special Procurement

**7. Amendment Time Period Requested:** From: September 1, 2026 To: August 31, 2036

**8. Total Estimated Cost for Amendment Time Period:** \$42,000,000

**9. Title: Supplies and/or Services to be acquired:** Repair and Maintenance Services (Services), including installation of replacement parts (Supplies) in motor vehicles owned and managed by DAS Fleet and State agencies.

**10. Amendment Request, Background, Current Need, and Proposed Contracting Procedure:**

**a. Amendment Request:**

DAS SPS, on behalf of DAS Fleet & State agencies, requests approval of this Special Procurement No. REQ-10700-00178703 (original SP-848-16), Amendment No. 1 (SP AMD-1) to extend this SP, the alternative contracting method of an Approved Vendor List, and the Best Value Analysis (BVA) process for selecting vendors to provide the Services and/or Supplies for an additional ten (10) years, ending on August 31, 2036.

**b. Background:**

DAS Fleet vehicles are assigned to various state agencies in locations throughout the State of Oregon (State). For many years, DAS Fleet has used small vendor and dealerships shops to maintain and repair vehicles in all areas of the state where they could not be serviced by a DAS facility. DAS Fleet is now down to one facility, located in Salem, which can provide these services.

DAS Fleet currently does business with over 700 active vendors and dealerships throughout Oregon. Some businesses are utilized more often than others. Usage depends on the location, expertise, and number of DAS vehicles in proximity to the vendor.

***For additional historical and background information see SP Attachment 1,  
Original SP-848-16.***

**c. Current Need:**

DAS Fleet’s current need is to continue doing business with the statewide auto shops and dealers to provide uninterrupted services for DAS vehicle repairs and maintenance services. This request is to extend the current SP from September 1, 2026 to August 31, 2036. DAS Fleet will be responsible for maintaining the Approved Vendor List and applications, for use by the State agencies listed below, and future State agencies who maintain their own fleet department:

- a) State Police (OSP)
- b) Department of Forestry (ODF)
- c) Department of Agriculture (Ag)
- d) Department of Transportation (ODOT)
- e) Military Department (OMD)
- f) Liquor and Cannabis Commission (OLCC)
- g) Travel Information Council
- h) Department of Emergency Management (OEM)
- i) State Fire Marshall (OSFM)
- j) State Lottery (Lottery)
- k) Corrections Enterprises (OCE)
- l) Department of Fish & Wildlife (ODFW)
- m) State Parks and Recreation Department (OPRD)
- n) Department of State Lands (DSL)
- o) Department of Corrections (DOC)
- p) Department of Public Safety Standards and Training (DPSST)
- q) Oregon Health Authority; Oregon State Hospital (OHA) (OSH)

Table 10.c.1 below represents the average annual spend from 2023-2025:

**Table 10.c.1**

Post COVID Spend	FY2023	FY2024	FY2025	3-year Average	10-year Estimate
	\$3,896,711	\$4,018,198	\$4,164,771	\$4,187,622	<b>\$41,876,224</b>
	Increase	3%	4%	4% added to 10-year average	

**d. Proposed Contracting Procedure:**

**Part I - Public Notice**

- a. As required by Oregon Administrative Rules (OAR) 125-247-0287, DAS SPS, on behalf of DAS Fleet, will issue a public notice (Notice) regarding approval of this SP AMD-1 request on the OregonBuys® eProcurement system for a period of seven (7) calendar days.
- b. The Notice will include provisions that any Affected Person(s) may protest the approval of this SP AMD-1 request.
- c. DAS SPS, in collaboration with DAS Fleet, will respond to and resolve all protests, if any.

- d. If no protests to this approved SP AMD-1 request are received or sustained, DAS SPS, on behalf of DAS Fleet, will proceed with Part II below.

## **Part II - Approved Vendor List**

DAS Fleet has established a vendor registration package and approval process for vendors who wish to be on its Approved Vendor List.

### **a. Opportunity**

DAS SPS intends to post an Approved Alternate Opportunity (Opportunity) on OregonBuys® inviting vendors to apply to be placed on the DAS Fleet approved list. The Opportunity will be advertised using the National Institute of Government Procurement (NIGP) code "928", Equipment maintenance and repair services for automobiles, truck, trailers, transit buses and other vehicles".

The Opportunity will remain open through August 31, 2036, unless DAS SPS and DAS Fleet determine it is in the best interest of the agency and State to discontinue the Opportunity. Vendors can apply at any time while the Opportunity is open.

### **b. Vendor Applications Process**

Vendors currently providing the Services, and new applicants, will be sent a vendor registration packet (Attachment 2 – Vendor Registration Packet). Applications can also be downloaded from the open Opportunity at any time.

Vendors wishing to be on the approved list and provide Services and/or Supplies must fill out and sign the registration form and submit it to DAS Fleet for review and approval. The application and form include business and insurance requirements, and terms and conditions from the purchase orders that will be issued by DAS Fleet at the time of Service or Supplies purchased.

Vendors meeting all the requirements will be placed on the Approved Vendor List to offer Services and/or Supplies.

### **c. Best Value Analysis (BVA)**

Vendors will be selected from the approved list using a BVA process described in the Opportunity which may include, but is not limited to, vendor location, price, and availability to provide Services and/or Supplies.

The vendor registration and application, approval and BVA process will be further described in the Opportunity.

**11. Justification for use of Special Procurement:** Describe the circumstances that justify the use of a Special Procurement. Attach relevant documentation.

With the approval of the Original SP (Attachment 1), the corresponding alternative contracting method and BVA process became subject to the terms of the SP. Any further extension of the SP

can only be requested and approved through a Special Procurement Amendment Request to the State Chief Procurement Officer.

***The same justification statements set out in SP Attachment 1 still apply.***

12. **Findings to Satisfy the Required Standards:** This proposed special procurement:

X (a) will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

***The same findings of facts set out in SP Attachment 1 still apply.***

and

X (b)(i) will result in substantial cost savings to the contracting agency or to the public because:

***The same findings of facts set out in SP Attachment 1 still apply.***

Or

X (b)(ii) will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted thereunder because:

***The same findings of facts set out in SP Attachment 1 still apply.***

13. **Signature:** The actual signature of the Agency Head or designee (e.g., Designated Procurement Officer) is not required on the Request submitted through OregonBuys®. Agency may elect to attach a signed Request as a pdf file through OregonBuys® or submit a signed hard copy Request.

Signature:           e.g. Electronically in OregonBuys®          

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PART B.**

**STATUTORY AND RULE AUTHORITY:**

ORS 279B.085(2) states the Director of the Department of Administrative Services may approve a special procurement if the Director finds that a written request submitted under ORS 279B.085(4) demonstrates that the use of a special procurement as described in the request, or an alternative procedure prescribed by the Director will:

- (a) Be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
- (b)(A) Result in substantial cost savings to the contracting agency or to the public; or
- (B) Otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

OAR 125-246-0170 delegates the authority of the Director of the Department of Administrative Services to approve special procurements to the State Chief Procurement Officer. OAR 125-247-0285 through 125-247-0288 implement ORS 279B.085.


OAR 125-247-0700(2) Protests and Judicial Review of Special Procurements designates the State Chief Procurement Officer as the Contract Review Authority.

**FINDINGS:** The findings are accepted, adopted, and incorporated by reference herein.

**CONDITIONS OF APPROVAL:**

1. **Notice Period.** The Authorized Agency shall post the Public Notice on OregonBuys®. The Special Procurement may not be used until after the completion of the seven (7) day notice period required pursuant to OAR 125-247-0287(4), and either:
  - a. No Written protests are received by the Contract Review Authority, State Chief Procurement Officer, from an Affected Person(s) in response to the notice, or
  - b. If any protest is received during the notice period, then not until:
    - i. the State Chief Procurement Officer or delegate issues a written disposition of the protest in accordance with ORS 279B.400 and OAR 125-247-0700 and OAR 137-047-0700, and
    - ii. confirms in writing the first possible date of use of the Special Procurement.
2. **ORS 279A.165 Requirements.** Authorized Agency shall comply with the requirements of ORS 279A.165 and OAR 125-247-0287(12) regarding a report about this Special Procurement. Agency shall use a form and follow the instructions provided by the State Chief Procurement Officer or delegate.

**APPROVED:**

  
\_\_\_\_\_  
Kathryn Jones, State Chief Procurement Officer  
Department of Administrative Services, State Procurement Services

6/30/26

\_\_\_\_\_  
Date: