In order to expedite your request, please answer all questions. Attach brochures, specifications, Material Safety Data Sheets (MSDS), test data, installation instructions and other pertinent information. **Do Not submit samples until advised.**

|  |  |
| --- | --- |
| **Submitted by** | |
| Company Name: |  |
| Address: |  |
| City, State, ZIP: |  |
| Contact: |  |
| Telephone: |  |
| E-mail: |  |

|  |  |  |
| --- | --- | --- |
| Item Description: |  | |
| Proposed Use: |  | |
| Alternate for what existing product: | |  |
| Existing OCTA part #: |  | |
| Series of bus currently used on: | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Additional installation steps or mounting hardware required over current product? | | | | | | | | |
|  | | | | | | | | |
| Advantages over current product? | |  | | | | | | |
| Approximate Lead Time: |  | | | | | | | |
| Approximate Cost Per Unit: |  | | | | | | | |
|  |  |  | |  |  | |  | |
| Is the product offered new to the transportation industry? | | | | | Yes |  | No |  | |
| List other Agencies & Contracts currently using product: | | | | |  | | | |
|  | | | | | | | | |
| Additional Comments to be considered: | | |  | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |

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| --- | --- | --- |
| **OCTA Approved Equal Application Check List** | | |
| Supplier: | Date: | |
| Material Description: | | |
| Application Number: | | |
| OCTA Stock number: | | |
| Supplier Stock Number: | | |
| Application Description: | | |
| *To expedite your request, please provide as much information as possible.*  *Listed below are the items required to expedite your request. Incomplete submittal of all items listed, will not necessarily result in a denial of your application.*  *The OCTA Technical Service Department will determine the level of supporting documentation based on the criticality of the part.* | | |
|  | | |
| ***Please Mark Items Included with Application*** | | |
| Detailed supplier information; web site, address, contact information. | |  |
| Detailed item description / Material specification sheets. | |  |
| Performance specification sheets. | |  |
| Warranty information. | |  |
| Approximate price per unit. | |  |
| Approximate lead time. | |  |
| OEM endorsement, certification or OEM approval. | |  |
| Customer references. | |  |
| Documented history of supplying transit agency/agencies with bus parts. | |  |
| Evidence of having an effective quality control process. | |  |
| Sample part/parts provided upon request. | |  |
| MSDS sheet as requested. | |  |
| *Note: In order for parts to be considered as equal, it must be standard or common to existing OCTA inventory.*  *No special installation tools, no required configurations or any additional changes should be made.* | | |
| Additional Comments to be considered: | | |
|  | | |
| Applicants Name: | | |
| Applicants Contact information: | | |