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: |       |

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| 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:      |