

<b>DEQ CONTRACT COVERSHEET</b>			Date: <b>08/05/2025</b>
<b>Contract No.:</b> 526011	Task Order No.:	Modification No.:	
Federal Grant / Catalog No.: / (Required if federally funded)			
<b>Requestor:</b> Neal Ullman (Contract/Project Manager) 444-6582 (Phone No)		Program: 50	
<b>Return Documents To:</b> Designated Contact Person for Program		Bureau: Energy	
Program: Vicki Clem (Designated Contact) 444-2929 (Phone No)		Division: AEMD	
Contract Purpose: Replacing old, high-polluting diesel shuttle bus.			
Procurement Justification: Request for applications			
<b>OVER \$200,000 - complete the following:</b>			
Requires OBPP Approval <input type="checkbox"/>	Approvals Received:	Director Approval <input checked="" type="checkbox"/> OBPP Approval <input type="checkbox"/>	Per Signature (Req. Form) <input checked="" type="checkbox"/> Per Email <input type="checkbox"/>
<b>Attach both Requisition Form and OBPP Approval Email</b>			
Previously Approved by OBPP <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Original Requisition Form & OBPP Approval Email attached <b>Attach copy of original Requisition Form and OBPP Approval Email</b>		
<b>Contractor Information:</b> (X the box for type of contractor.)			
<input type="checkbox"/> Owner	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corp
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Education Entity	<input checked="" type="checkbox"/> Gov't Entity	
Company: City of Billings-Logan International Airport			
Address: 1901 Terminal Circle			
City/State/Zip: Billings, MT 59101		**Tax Id No.: 81-6001237	
Signatory: Chris Kukulski		Title: City Administrator	
<b>Recipient Name/Email: kukulskic@billingsmt.gov</b>			
Start Date: <b>Upon Signature</b>	End Date: <b>20 months upon execution</b>	Account Code: 62169	
Organizational Units*	Fiscal Year: <b>2026</b>	Fiscal Year:	Fiscal Year:
ORG: 591411/08216/435V1	Amount: \$273,572.00	Amount: \$	Amount: \$
ORG:	Amount: \$	Amount: \$	Amount: \$
ORG:	Amount: \$	Amount: \$	Amount: \$
*Please use form: <a href="H:\FORMS\CSD\ContractForms\coversheet-more-ORGS.doc">H:\FORMS\CSD\ContractForms\coversheet-more-ORGS.doc</a> if more ORGs are required			
<b>TYPE OF MODIFICATION:</b> <input type="checkbox"/> Date Change		<b>Contract Total (with mods): \$273,572.00</b>	
<b>Funding:</b> <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Other (Language   Terms & Conditions)		Change to Funding: \$	

**PROGRAM/LEGAL/DIVISION APPROVALS**

DocuSigned by:	Date	DocuSigned by:	Date
 8AC2A5B8BF9D4AB... Project Manager/Officer	08/07/2025	 9C8C28D73EBB476... Fiscal Officer / Contracts Reviewer	08/06/2025
 50ABF3E208F74D4... Supervisor	08/07/2025	 97B03A9D7ECC4E3... Division Administrator	08/08/2025
 3E1D7DABE07D4AE... Bureau Chief / Authorizing Agent	08/07/2025	 CB4893424BCA43F... Financial Analyst	08/07/2025
 0136067AD0A4441... DEQ Legal Counsel	08/07/2025		

**FSB/Contractor Transmittal Dates Available in MTPi under "Date Tracking Tab"**



Montana Department of Environmental Quality

# \$200,000 and Higher PURCHASE REQUISITION

**INSTRUCTIONS: Complete this form and email it to the APO. Include names of who needs to sign.**

**Date:** June 6, 2025  
**Unit/Bureau:** Energy  
**Division:** AEM  
**Estimated Total Contract Value:** \$273,572.00  
**Funding Source:** Volkswagen Environmental Mitigation Trust  
**Federal Grant No.:** N/A **Federal Agency:** N/A  
**Intended Solicitation Method:** RFA

**Brief Project Name:** City of Billings-Logan International Airport shuttle bus replacement project  
**Meets program/agency statutory requirement:**  Yes  NO  
 If no, explain why below in "Additional Comments"  
**Can service be provided in-house?**  Yes  NO  
**Intended payment method:** Reimbursement

**In accordance with internal procedures, identify authorizations:**

Fiscal/Budget Analyst: Megan Robinson

Division Approval: Dan Walsh

**Is this a New Purchase/Service Request?**

**Yes**  
 If "Yes", complete the remainder of form and submit to Procurement staff.

**No**  
 If no, identify the following, complete the form, and submit it to Procurement staff.  
 Is funding being increased?  Yes  No  
 Is this prompted by a Change Order as allowed in the Scope of Work?  Yes  No  
 Is this a contract renewal (extension):  Yes  No

**DESCRIPTION OF SERVICES/CHANGE ORDER:** The Montana Department of Environmental Quality (DEQ) published a Request for Applications (RFA) to public and private entities to fund eligible projects that will reduce mobile emissions of nitrogen oxides (NOx). This RFA was issued in accordance with the Volkswagen Environmental Mitigation Trust (EMT) Agreement for State Beneficiaries. Montana is a beneficiary of the EMT, and the DEQ was designated as the lead agency to administer funds allocated to Montana. The purpose of the EMT is to fund actions with the goal of achieving reductions of NOx emissions. NOx is a family of poisonous gases that form when diesel and other fuel is burned at high temperatures. NOx pollution has been shown to irritate human respiratory function, exacerbate asthma conditions, and increase susceptibility of people to respiratory infections.

Through this RFA, DEQ awarded \$273,572.00 to fund the replacement of an older diesel shuttle bus with a new electric-powered shuttle bus for the City of Billings-Logan International Airport. DEQ is seeking OBPP approval for this project.

**PROCUREMENT JUSTIFICATION** (NOTE-This is the MCA, ARM, Delegation Authority, Contract section authorities. Do not include project description here.) DEQ complied with state procurement laws in publishing the RFA and awarding contracts under the RFA. The RFA included specific evaluation criteria to ensure a fair and equitable distribution of the available funding. The funding for this project is from a previous \$200,000 Requisition of \$7,392,000 approved by DEQ and OBPP on October 12, 2021.

**Total Contract Value Explanation** (provide additional information to address potential issues.)

I certify the funds are available and obligated OR if applied for a grant that the State has reasonable assurance of receiving the funding.

Signed by: Megan Robinson 06/17/2025  
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 Fiscal/Budget Analyst Date

I certify the items and/or Services specified in this requisition are absolutely necessary; that they are to be used for the benefit of the State of Montana; that there are proper authority of law and sufficient funds for this purchase; and that this purchase will not result in any request for additional funds from the Legislature.

Signed by: Dan Walsh 06/19/2025  
97B03A9D7ECC4E5...  
 Division Approval Date

Requisitions for a new solicitation and/or modification of existing Contract with estimated Total Contract Value over \$100,000 require Senior Leadership approval.

Signed by: James Felner, Deputy Director 06/20/2025  
C820D2E866C746F...  
 Deputy Director Approval Date

Requisitions for a new solicitation and/or modification of existing Contract with estimated Total Contract Value over \$200,000 require Office of Budget and Program Planning approval.

Signed by: Amy Sassano, OBPP Deputy Budget Director 2025  
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 OBPP Approval Date