



## **NJPA Heavy & Utility Equipment Contract # 070313-KBA**

**State of Arkansas Contract # 4600031466**

Expiration Date: 8/20/2017

### ***Arkansas State Agencies/Political Subdivision User Instructions***

**SCOPE:** This is a cooperative contract for Kubota Heavy & Utility Equipment catalog products made available at discounted pricing to State agencies and political subdivisions.

### **How to Get Started**

1. Go to the Kubota website here: <http://www.kubota.com/>
2. On this website you can browse products, shop and compare items, print or download specs, and use the dealer locator.
3. When placing an order, you will need to contact your local Kubota dealer to get instructions for issuing a purchase order. Be sure to tell him you want to purchase off the State's, NJPA contract.

**ORDERING PROCEDURES:** If purchase is over \$10,000, state agencies must create a purchase requisition (PR) in AASIS and tie it to the purchase order.

Purchase orders are best submitted by email but they can also be submitted by fax or U.S. mail.

For questions or assistance, go to this link: <http://www.njpacoop.org/national-cooperative-contract-solutions/contracts-fleet/landscape-grounds-maintenance/070313-kba/>

### **Vendor Contact Information**

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### **State Contact Information**

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