

# NEW SCHOOL BUSES

## Statewide School Bus Contract # SP-15-0064 State of Arkansas Contract - Various Authorized Dealer Contracts

Expiration Date: 5/26/2016

### Arkansas State Agencies/Political Subdivision User Instructions

**SCOPE:** This is a State of Arkansas contract for New School Buses made available at discounted pricing to State agencies and political subdivisions.

### How to Get Started

1. Pricing sheets: These spreadsheets list the base bus and option prices for items 1-8 of the School Bus Contract.
2. Specification sheets: Base vehicle minimum specifications for items 1-8.
3. Vendor Awards Summary: Awarded vendors' contact information.

When placing an order with the vendor, refer to the **State School Bus Contract** to receive State Contract pricing. Contact the designated school bus dealer to get purchase order instructions.

Additional options, not found on the price sheets, will need to be approved by the local school district authorities, and must be submitted on a separate purchase order.

### ORDERING PROCEDURES

For state agency use: When utilizing this contract, if the total projected amount (TPA) of all items on a single purchase order is \$10,000 or greater, a purchase requisition (PR) must be created in AASIS. In addition, both your agency's purchase order and the outline agreement number must reference the purchase requisition number.

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

### QUESTIONS OR ASSISTANCE

#### OSP Contact Information:

#### John Leverett, Vehicle Buyer

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