



NJPA Heavy & Utility Equipment Contract # 062117-KBA

State of Arkansas Contract # 4600041718

Expiration Date: 8/18/2021

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, 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

For State agency use:

- Agencies must enter a purchase requisition in AASIS for all purchases with a total projected cost of more than \$20,000.
- A purchase requisition will be required for a PO when adopting from a cooperative contract.
- Submission Requirements Memorandum:
<http://www.dfa.arkansas.gov/offices/procurement/Documents/UpdatedSolicitationReviewRequirements.pdf>

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: <https://www.njpacoop.org/cooperative-purchasing/contracts-fleet/landscape-grounds-maintenance/062117-kba/>

Vendor Contact Information

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Pricing Information

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State Contact Information

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Vehicle Buyer

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