

NEW SCHOOL BUSES

Statewide School Bus Contracts SP-20-0104 State of Arkansas Contract - Various Authorized Dealer Contracts

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 1-10 of the School Bus Contract.
2. Contractor Awards Summary: Awarded Contractors' contact information.

When placing an order with the Contractor, 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.

State Agencies:

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.

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

QUESTIONS OR ASSISTANCE: <https://www.dfa.arkansas.gov/administrative-services/vehicle-fleet-management/>

OSP Contact Information:

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