



March 20, 2018 – (Revisions to request submitted February 28, 2018)

Mr. Ed Armstrong
Director, Office of State Procurement
DFA Building
1509 W 7th St, Ste 300
Little Rock, AR 72201

Dear Mr. Armstrong:

In accordance with § 22-8-102, we respectfully request your permission for the Office of State Procurement to initiate the bid process of a motor vehicle lease for our Commercial Drivers License.

This vehicle is utilized by our CDL program for educational training purposes only. In our current lease, the company includes normal maintenance and wear and tear on tires as part of the agreement. They also provide a loaner truck should the initial vehicle be out of commission for repairs and servicing. This is a valuable service that eliminates any delay of classes due to inoperable equipment. Leasing also affords the CDL program to upgrade their training vehicle every few years without the expense of purchase and refinancing.

UAFS offers the CDL classes year-round. The current lease expires June 30, 2018 and we will need a new lease in place by July 1, 2018 in order to avoid interruption for students. UAFS has adequate budget to pay for this lease. The funding for this lease is from 100 percent cash funds (non-credit tuition). The CDL program uses no state-appropriated dollars for this lease. This type of vehicle is not on state contract.

Attached are the following documents:

- Purchase-Lease Comparison
- Vehicle Specifications
- Vendor List
- State Vehicle Request Form

I would appreciate you letting me know as soon as possible if this has been approved or if you need additional information. As in the past, this is only a request to initiate the bid process.

Sincerely,

A handwritten signature in cursive script that reads "Rhonda Caton".

Rhonda Caton
Director of Procurement / Agency Purchasing Official

5210 Grand Ave. • PO Box 3649 • Fort Smith, AR 72913-3649 • 479-788-7000 • 888-512-5466 • uafs.edu

VEHICLE LEASE APPROVAL SUMMARY SHEET

AGENCY: University of Arkansas – Fort Smith

CONTACT: Rhonda Caton, Director of Procurement/APO Rhonda.Caton@uafs.edu

PURPOSE: To lease a vehicle for CDL educational training purposes only. (See attached justification letter).

COST: \$2,948.00 per month for a used International Prostar+ 122 6x4 Tractor Trailer Rig
Mileage Allowance: 2,500 miles per month with an additional charge of \$0.15 per mile over that amount.

VEHICLE: 2014 International Prostar+ 122 6x4 Tractor Trailer Rig

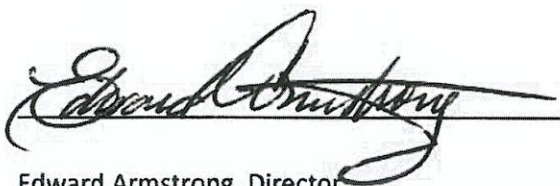
TERM: Contract period for the lease of this vehicle will be from July 1, 2018 through June 30, 2021.

VENDOR: Carco Rentals, Inc.
Attn: Patrick Jacobs
2801 Midland Blvd., Fort Smith, AR 72904
479-719-5385

FUNDING: 100% cash funds (non-credit tuition). The CDL program uses no state-appropriated dollars for this lease.

BID INFO: Office of State Procurement awarded bid # SP-18-0117

ATTACHED INFORMATION: Original bid tabulation and justification letter from University of Arkansas Fort Smith



Edward Armstrong, Director
Office of State Procurement

Approval Date:

4/25/18