



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
Little Rock, Arkansas 72201-4222
1509 West Seventh Street, Suite 300
Phone: (501) 324-9316
Fax (501) 324-9311
<http://www.arkansas.gov>

March 11, 2014

Senator David Sanders, Co-Chairman
Representative Jeffrey Wardlaw, Co-Chairman
Arkansas Legislative Council, Review Committee
State Capitol
Little Rock, AR 72201

RE: Vehicle Lease for Arkansas Tobacco Control

Dear Senator Sanders and Representative Wardlaw:

As required by Ark. Code Ann. § 22-8-102, Leasing and Renting of Vehicles by state agencies, I am submitting the attached information for the next Arkansas Legislative Council meeting.

Arkansas Tobacco Control wishes to lease five vehicles for the Food and Drug Administration (FDA) Enforcement Division to conduct federal tobacco inspections. All employees of this program must be certified law enforcement officers. These agents are tasked with the investigation and enforcement of federal laws and regulations regarding permitted outlets, wholesalers, and wholesale personnel. In this capacity, these agents travel the state conducting approximately 4,000 federal tobacco inspections a year.

The FDA has strict guidelines regarding the leasing and usage of these vehicles. One of its requirements is that a vehicle must be turned in to the lessor when not in use, which is not allowed in a standard vehicle lease without incurring a penalty. In addition, this program is federally funded annually and if the State does not receive its funding, all vehicles would have to be turned in. The state has the ability under the vehicle rental agreement with EAN Holdings LLC, d/b/a Enterprise Rent-A-Car, to lease vehicles at a monthly rate, which includes unlimited mileage, insurance and maintenance. This agreement allows for a vehicle to be turned in at any time without a penalty. The Office of State Procurement reviewed all the requirements for these vehicles and determined that the use of the EAN Holdings LLC contract was the most appropriate for a long term rental/lease of these five vehicles.

Your favorable review is requested. Should you have any questions or require additional information please contact Arkansas Tobacco Control Director J.R. Thomas at 501-682-9759.

Respectfully yours,

A handwritten signature in cursive script that reads "Jane T. Benton".

Jane T. Benton, CPPO
Director

VEHICLE LEASE APPROVAL SUMMARY SHEET

AGENCY: Arkansas Tobacco Control

AGENCY CONTACT: J.R. Thomas, (501) 682-9759

FUNDING: 100% FDA Funds (federal)

PURPOSE: To lease five (5) mid-size sedans for Arkansas Tobacco Control, FDA Enforcement Division to conduct federal tobacco inspections.

CONTRACT PERIOD: Approximately thirty-six (36) months.

COST: Five (5) mid-size sedans at \$824.98 per month which includes unlimited mileage, insurance and maintenance. Exact monthly cost may vary based upon the statewide contract.

TYPE OF VEHICLE: 2014 Camry or similar vehicle make and model

VENDOR: EAN Holdings LLC

ATTACHMENT(S): Justification Letter from Arkansas Tobacco Control

Approval Date: _____

Jane T. Benton, Director
Office of State Procurement



STATE OF ARKANSAS
TOBACCO CONTROL

101 E. Capitol Ave., Suite 401
Little Rock, AR 72201
Phone: 501-682-9736

Web Address: <http://www.arkansas.gov/atcb>



Mike Beebe
Governor

J.R. Thomas
Director

March 5, 2013

Mr. Larry Dahlberg
Office of Intergovernmental Services
1515 Building, Suite 400
Little Rock, Arkansas 72203

RE: Justification for Change in Fleet

Dear Mr. Dahlberg:

Arkansas Tobacco Control (ATC) is requesting to rent 5 vehicles from Enterprise. This request is to accommodate an existing contract with the Food and Drug Administration (FDA). All funds for these vehicles will come from this federal source which is attached to federal tobacco user fees.

The state contract agreement with Enterprise is the most cost effective system for vehicles that meets the federal requirements. The FDA has stated that any vehicles that are utilized within the program must be returnable when not in use as to not generate unnecessary expenses. This return requirement also applies in cases where a state contract is not renewed or funding becomes unavailable. Additionally, all vehicles must be gas efficient and must be insured. The state contract with Enterprise allows for us to meet all of the FDA requirements.

Additionally, all of these vehicles will be utilized by certified law enforcement officers to conduct federal tobacco inspections across the state. These officers average approximately 2,000 miles a month on the road. Their safety and protection is our highest priority. The state Enterprise contract allows us to provide these officers with cost effective means of transportation that is professionally maintained at no cost to the agency which allows for an additional cost savings.

We are requesting permission to rent vehicles for the duration of the program, so long as funding remains intact. In order to accomplish this objective, we are also requesting that our fleet number be increased to accommodate this request.

Thank you for your help in this matter. If you have any questions regarding this request, please give me a call.

Sincerely,

Dr. Casey Carder Rockwell
Deputy Director



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March 11, 2014

Senator David Sanders, Co-Chairman
Representative Jeffrey Wardlaw, Co-Chairman
Arkansas Legislative Council, Review Committee
State Capitol
Little Rock, AR 72201

RE: Vehicle Lease for University of Arkansas Fort Smith

Dear Senator Sanders and Representative Wardlaw:

As required by Ark. Code Ann. § 22-8-102, Leasing and Renting of Vehicles by state agencies, I am submitting the attached information for the next Arkansas Legislative Council meeting.

University of Arkansas Fort Smith wishes to renew an existing lease for a truck and trailer used in their Commercial Driver's License (CDL) driving program. The lease agreement provides a loaner truck should the vehicle be out of commission for repairs and servicing, which eliminates a delay of classes. Leasing allows the program to upgrade their training vehicle every three years.

Your favorable review is requested. Should you have any questions or require additional information please contact Rhonda Caton, Director of Procurement for UAFS at 479-788-7000.

Respectfully yours,

A handwritten signature in cursive script that reads "Jane T. Benton".

Jane T. Benton, CPPO
Director

VEHICLE LEASE APPROVAL SUMMARY SHEET

AGENCY: University of Arkansas at Fort Smith

AGENCY CONTACT: Rhonda Caton, 479-788-7000

FUNDING: State unrestricted educational and general funds

PURPOSE: To lease one (1) truck and trailer for the Commercial Driver's License Program

CONTRACT PERIOD: Thirty-six (36) months. July 1, 2014 – June 30, 2017.

COST: \$2216 monthly

TYPE OF VEHICLE: 2007, IHC 72" High Rise Sleeper/ 1996 Utility 53' Dry Van

VENDOR: Carco Rentals, Inc., Fort Smith, AR 72904

BID # SP-11-0248

ATTACHMENT(S): Justification Letter from UA Fort Smith

_____ Approval Date: _____

Jane T. Benton, Director
Office of State Procurement

UAFS | UNIVERSITY OF ARKANSAS
FORT SMITH

February 17, 2014

Mrs. Jane Benton
Director, Office of State Procurement
DFA Building
1509 W 7th St, Ste 300
Little Rock, AR 72201

Dear Mrs. Benton:

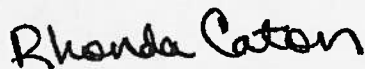
In accordance with 22-8-102, we respectfully request your permission for the Office of State Procurement to bid a motor vehicle lease for our Commercial Driver's License.

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 three years without the expense of purchase and refinancing.

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.

Attached is a Lease - Purchase Comparison for your review.

Sincerely,



Rhonda Caton
Director of Procurement



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March 11, 2014

Senator David Sanders, Co-Chairman
Representative Jeffrey Wardlaw, Co-Chairman
Arkansas Legislative Council, Review Committee
State Capitol
Little Rock, AR 72201

RE: Vehicle Leases for Arkansas Disability Determination for Social Security Administration

Dear Senator Sanders and Representative Wardlaw:

As required by Ark. Code Ann. § 22-8-102, Leasing and Renting of Vehicles by state agencies, I am submitting the attached information for the next Arkansas Legislative Council, Review Committee meeting.

The Arkansas Disability Determination for Social Security Administration wishes to lease two Chevrolet Equinoxes and two Impalas used to evaluate requests for Social Security Disability and to meet with claimants. The Equinoxes will also be used to conduct surveillance of suspected fraudulent recipients of disability benefits.

Your favorable review is requested. Should you have any questions or require additional information please contact Jeff Stearns, Director of Finance for the Arkansas Disability Determination for Social Security Administration at 501-682-7627.

Respectfully yours,

A handwritten signature in cursive script that reads "Jane T. Benton".

Jane T. Benton, CPPO
Director

Vendor Lease Approval Summary Sheet

Agency Name: Arkansas Disability Determination for Social Security Admin.

Agency Contact: Jeffrey Stearns, 682-7627, Jeffrey.Stearns@ssa.gov

Funding: 100% Federal Funds: Social Security Administration
04-1404ARD100
The Chevrolet Equinox will be used for Disability Determination's hearings and fraud units at locations that are not easily accessible by traditional 2wd vehicles. The fraud unit also has the need to carry bulky equipment that this vehicle provides space to accomodate.

Purpose:

Contract Period: Thirty-Six (36) months from date of delivery of vehicles and may be renewed one (1) additional time for a twenty-four (24) month period.

Cost: \$618.88 flat monthly rate

Vehicle Year, Model & Description: 2014 Chevrolet Equinox, AWD, 4-Door LS

Vehicle Dealership: Smart Auto Group, 515 W. 5th Ave. Pine Bluff, AR 71601

Bid Information: Office of State Procurement posted bid # SP-14-0078
Bid Opening Date: December 19, 2013. Apparent low bid meeting minimum specifications was submitted by Smart Auto Group.

Approved By: _____
Jane T. Benton, Director
Office of State Procurement

Approval Date: _____



STATE OF ARKANSAS
Disability Determination For Social Security Administration

701 PULASKI STREET
LITTLE ROCK, ARKANSAS 72201
TELEPHONE 501-682-3030

MIKE BEEBE
Governor

ARTHUR BOUTIETTE
Director

January 3, 2014

Ms. Jane Benton
Office of State Procurement
1509 W. 7th Street
Suite 300
Little Rock, AR 72201

Dear Ms. Benton:

Our Agency has been leasing a Chevrolet Equinox 4WD from Smart Chevrolet on State Contract SP-09-0158. The lease on this vehicle will expire at the end of March. The use of this leased vehicle is critical to the mission of the agency. The mission of the agency is to evaluate requests for Social Security Disability and to meet with claimants in a personal face-to-face hearing when an appeal is requested. To accomplish this mission our Hearing Officers travel around the State.

We are requesting a new lease contract for a four wheel drive SUV. This vehicle will be used by our Disability Hearing Officers to travel throughout the State to conduct hearings on disability claims for Social Security Administration benefits. The SUV will also be used to travel throughout the State to conduct surveillance of suspected fraudulent recipients of disability benefits. Often the surveillance involves traveling on back roads that have high centers and are not paved. The last thing an investigator needs is to get stuck at the site of an investigation. Also, the SUV will afford the fraud investigators the ability to carry bulky surveillance equipment to the surveillance site.

Our Agency is 100% federally funded and therefore the funds to pay for this lease will be provided from the Social Security Administration. No State funds are used to fund the activities of our agency. The Social Security Administration will not allow the agency to purchase vehicles. If you need any further information on this matter, please let me know.

Sincerely,

Jeff Stearns
Director of Finance

"AN EQUAL OPPORTUNITY EMPLOYER"

Vendor Lease Approval Summary Sheet

Agency Name: Arkansas Disability Determination for Social Security Admin.

Agency Contact: Jeffrey Stearns, 682-7627, Jeffrey.Stearns@ssa.gov

Funding: 100% Federal Funds: Social Security Administration
04-1404ARD100
The Chevrolet Equinox will be used for Disability Determination's hearings and fraud units at locations that are not easily accessible by traditional 2wd vehicles. The fraud unit also has the need to carry bulky equipment that this vehicle provides space to accomodate. The two Chevrolet Impalas will be used by the agency's hearings department who administer disability hearings in all parts of the state.

Purpose:

Contract Period: Thirty-Six (36) months from date of delivery of vehicles and may be renewed one (1) additional time for a twenty-four (24) month period.

Cost: \$1980.17 flat monthly rate for one Equinox and two Impalas

Vehicle Year, Model & Description: 2014 Chevrolet Equinox, AWD, 4-Door LS
2014 Chevrolet Impala, 1GY69

Vehicle Dealership: Bale Chevrolet, 13101 Chenal Parkway, Little Rock, AR 72211

Bid Information: Office of State Procurement posted bid # SP-14-0112
Bid Opening Date: February 24, 2014. Apparent low bid meeting minimum specifications was submitted by Bale Chevrolet.

Approved By: _____
Jane T. Benton, Director
Office of State Procurement

Approval Date: _____



STATE OF ARKANSAS
Disability Determination For Social Security Administration

701 PULASKI STREET
LITTLE ROCK, ARKANSAS 72201
TELEPHONE 501-682-3030

MIKE BEEBE
Governor

ARTHUR BOUTIETTE
Director

October 1, 2013

Ms. Jane Benton
Office of State Procurement
1509 W. 7th Street
Suite 300
Little Rock, AR 72201

Dear Ms. Benton:

Our Agency has been leasing two Chevrolet Impalas and a Chevrolet Equinox 4WD from Smart Chevrolet on State Contract SP-10-0184. The lease on these vehicles expired at the end of June. The use of these leased vehicles is critical to the mission of the agency. The mission of the agency is to evaluate requests for Social Security Disability and to meet with claimants in a personal face-to-face hearing when an appeal is requested. To accomplish this mission our Hearing Officers travel around the State.

We are requesting new lease contracts for two four door mid-size sedans and a four wheel drive SUV. The sedans will be used by our Disability Hearing Officers to travel throughout the State to conduct hearings on disability claims for Social Security Administration benefits. The SUV will be used to travel throughout the State as well. In addition, the SUV will be used to conduct surveillance of suspected fraudulent recipients of disability benefits. Often the surveillance involves traveling on back roads that have high centers and are not paved. The last thing an investigator needs is to get stuck at the site of an investigation. Also, the SUV will afford the fraud investigators the ability to carry bulky surveillance equipment to the surveillance site.

Our Agency is 100% federally funded and therefore the funds to pay for this lease will be provided from the Social Security Administration. No State funds are used to fund the activities of our agency. The Social Security Administration will not allow the agency to purchase vehicles. If you need any further information on this matter, please let me know.

Sincerely,

Jeff Stearns
Director of Finance

"AN EQUAL OPPORTUNITY EMPLOYER"