



March 9, 2011

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 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 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 current Lease - Purchase Comparison for your review.

Sincerely,

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

Rhonda Caton
Director of Procurement/APO

VEHICLE LEASE APPROVAL SUMMARY SHEET

Agency: University Of Arkansas - Fort Smith

Agency Contact: Rhonda Caton, Director of Procurement/APO

Funding: 100% cash funds (non-credit tuition)

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

Contract Period: Three years from date of delivery of vehicle with option to renew three additional times in one-year increments

Cost: \$2,216.00 per month per 2500 miles and .075 per mile for excess miles over.

Vehicle: 2007 International 9400 Tractor and 1996 Utility 53' Trailer.

Vendor: Carco Rentals, Inc., 2801 Midland Boulevard, Fort Smith, AR 72904

Bid Information: Office of State Procurement posted bid # SP-11-0248 April 1, 2001 and received one response: Carco Rentals, Inc.

 Approval Date: 6/13/11

Jane Benton, Director

Office of State Procurement