

How to Purchase State Vehicles Using State Vehicle Contracts

1. Select a vehicle from the FY 2018 [state vehicle contract](#). To view options and more detailed information about the specs on a particular vehicle type, look at the [Specifications and Pricing spreadsheet](#).
2. Complete the [MV-6](#) on the last page of this handout. Use the image and text below as a guide for filling out the MV-6.

R _____
(Write the requisition number in top-right corner.)

**MV-6
STATE VEHICLE REQUEST**

AGENCY CODE: NAME OF AGENCY:

MAILING ADDRESS:

The Office of Administrative Services will purchase all vehicles where the Requested type and requesting Agency are covered by Act 493 of 1983. Vehicles not Covered by Act 493 will be ordered by the ordering agency. For each vehicle Requested, (including leased vehicles, those being obtained from Marketing and Redistribution, and Federal Surplus Property), a separate form must be submitted.

TYPE OF REQUEST:

VEHICLE REQUESTED: (COMPLETE EITHER A OR B)

A. Type from State Contract: OPTIONS:

NOTE: Either Type and Options from the State Contract, i.e., Type AA=Subcompact, 2-DR Hatchback Sedan, Option B=Automatic Transmission.

B. Other (Non-Contract)
(Describe vehicle and include number of cylinders)

Year/make/model of the used/non-contracted vehicle

Only fill out this section if you have previously talked to the Fleet Manager about purchasing a vehicle not on the state contract. The state vehicle contract is mandatory with few exceptions.

VEHICLE TO BE TURNED IN TO M&R (Within 30 days of receipt of new vehicle):

Year/Make/Model: Mileage:

Vin. No. License No.

NOTE: Substitutions for vehicles scheduled for replacement will not be made without prior approval from DFA-Office of Administrative Services.
MV-2 Forms covering at least the past twelve months must be attached.

JUSTIFICATION:

Justification letters are only required when:

- You are requesting an addition to fleet, or
- You are requesting a replacement vehicle that does not possess the same specs as the vehicle you're turning in.

Departmental/Division Approval:

Vice Chancellor, Finance & Administration:

Chancellor's Approval:

Dept. of Finance & Administration Approval:

Request Number:

3. Enter the requisition in BASIS/UPS using the regular RE type.

	Less than 1 Ton	1 Ton or greater
Vendor	Motor Vehicle Acquisition Revolving Fund PO Box 2485 Little Rock, AR 72203)	Dealership (Dealership Address) <i>See page 4 or go to State Vehicle Contract Awards Summary for details to match the Item # from the to the appropriate vendor and address.</i>
Handling Codes	C, H	P
Hold For	Kallie Tanner	(Leave blank)
Description	Three-letter vehicle type/alpha code with description of the vehicle <i>E.g. ADA 4-dr Mid-Size Sedan: Ford Fusion</i>	

- The vehicle type should be line 1, and if you are adding any options, enter one line for each option starting with line 2.
- Delete any FREIGHT, TAX, or TOLERANCE. The requisition should be for the exact amount.
- Fleet vehicles must have a white exterior.

Example:

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Action: V Requisition No: R [redacted] : 1 Screen 1
Req Type: RE Regular Status: P In PC
Tolerance: 0 %
Desc: Pcc 2016 Ram 1500 Crew Cab 4WD Vendor Item No:
Commodity: 99894 UNSPS Cd: Contract:
Contract Line No:
Tax Code:
Vendor Name: Motor Vehicle Acquisition Revolving Fund Est Freight:
Advance PO:
Qty: 1.000 UM: EA Unit Price: 26,232.00000 Extension: 26,232.00
Item Freight:
Item Tax:
External Contract No: Promotional Item Cd:
----- CCC No ----- Name ----- % - Amount - Category Pr
0143 [redacted] 100 Vehicles
Item Keywords: Dept Stock No:
Packed Quantity: Created on: 01/11/2017 by: [redacted]

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Action: V Requisition No: [REDACTED] : 2 Screen 1
Req Type: RE Regular Status: P In PC
Tolerance: 0 %
Desc: KO - skid plate - 8 speed transmission Vendor Item No:
Commodity: 99894 UNSPS Cd: Contract:
Contract Line No:
Tax Code:
Vendor Name: Motor Vehicle Acquisition Revolving Fund Est Freight:
Advance PO:
Qty: 1.000 UM: EA Unit Price: 150.00000 Extension: 150.00
Item Freight:
Item Tax:
External Contract No: Promotional Item Cd:
----- CCC No ----- Name ----- % - Amount - Category Pr
0143 [REDACTED] 100 Vehicles
Item Keywords: Dept Stock No:
Packed Quantity: Created on: 01/11/2017 by: [REDACTED]

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Action: V Requisition No: [REDACTED] : 3 Screen 1
Req Type: RE Regular Status: P In PC
Tolerance: 0 %
Desc: LS - Limited slip differential - 8 speed Vendor Item No:
Commodity: 99894 UNSPS Cd: Contract:
Contract Line No:
Tax Code:
Vendor Name: Motor Vehicle Acquisition Revolving Fund Est Freight:
Advance PO:
Qty: 1.000 UM: EA Unit Price: 325.00000 Extension: 325.00
Item Freight:
Item Tax:
External Contract No: Promotional Item Cd:
----- CCC No ----- Name ----- % - Amount - Category Pr
0143 [REDACTED] 100 Vehicles
Item Keywords: Dept Stock No:
Packed Quantity: Created on: 01/11/2017 by: [REDACTED]

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4. When the requisition is approved through the target chain in your department in BASIS, write the requisition number in the upper right-hand corner of the MV-6 request form and then email it to me.
5. I will enter the request into the DFA State Agency Vehicle Application (SAVA) system and send that to Little Rock for approval. Review by the DFA usually takes a week or so, unless there is pushback on the upgrade and a justification letter is needed.

For further assistance, contact:
Kallie Tanner, Fleet Manager
(479)575-8481
kmtanner@uark.edu

Last updated 11/06/2017

2018 State Vehicle Contract

Vendor/Address to select in BASIS if 1+ Ton	Item #	Vehicle Type	Description	Model	Price
AUTOMOBILES					
McLarty Nissan	1	ABA	4dr Sub-Compact Sedan	Nissan Versa	\$13,600.00
Mark McLarty Ford	2	ACA	4dr Compact Sedan	Ford Focus	\$15,890.50
Mark McLarty Ford	3	ADA	4dr Mid-Size Sedan	Ford Fusion	\$17,482.00
Mark McLarty Ford	4	AEA	4dr Large Sedan	Ford Taurus P2D	\$20,515.00
	5	SAA	Small Station Wagon	BID IN PROCESS	
TRUCKS					
McLarty Nissan	6	PAB	Small Pickup Truck Extended Cab	Nissan Frontier	\$21,920.00
Bale Chevrolet	7	PAD	Small Pickup Truck Crew Cab	Chevrolet Colorado	\$23,524.80
Magie Ford Lincoln	8	PAE	1/2T Full Size 4x4 Crew Cab	Ford F-150 XL	\$25,224.00
	9	PBA	1/2T Full Size; 4x2 Reg. Cab	BID IN PROCESS	
	10	PBB	1/2T Full Size; 4x2 Ext-Cab Medium Duty	BID IN PROCESS	
Mark McLarty Ford	11	PBC	1/2T Full Size; 4x2 Crew-Cab Medium Duty	Ford F-150	\$22,471.00
	12	PCA	1/2T Full Size; 4x4 Short Bed Reg. Cab	BID IN PROCESS	
	13	PCB	1/2T Full Size 4x4 Ex-Cab; Short Bed	BID IN PROCESS	
	14	PCC	1/2T Full Size 4x4; Crew-Cab; Short Bed	BID IN PROCESS	
	15	PJA	3/4T HD; 4x2 Reg. Cab Long Bed	BID IN PROCESS	
Mark McLarty Ford	16	PJB	3/4T HD; 4x2 Ex-Cab Long Bed	Ford F250	\$23,425.00
	17	PJD	3/4T HD; 4x2 Crew-Cab Long Bed	BID IN PROCESS	
	18	PEA	3/4T HD; 4x4 Reg. Cab Long Bed	BID IN PROCESS	
Magie Ford Lincoln	19	PEB	3/4T HD; 4x4 Ex-Cab Long Bed	F-250 XL Ext Cab	\$26,225.00
	20	PED	3/4T HD; 4x4 Crew-Cab Long Bed	BID IN PROCESS	
Steve Landers Dodge	21	PKA	1T 4x2 Reg. Cab Dually Long Bed Gas Eng.	Ram 3500 Dually	\$23,032.00
Steve Landers Dodge	22	PQB	1T 4x2 Chassis/Cab Single-Wheel, Crew Cab	Ram 3500	\$25,739.00
Mark McLarty Ford	23	PRA	1T 4x2 Chassis/Cab Reg. Cab Dually Gas Eng.	Ford F-350	\$24,488.00
Mark McLarty Ford	24	PRB	1T 4x2 Chassis/Cab Dually, Crew Cab Gas Eng.	Ford F-350 Crew Cab	\$27,250.00
	25	PKD	1T 4x2 Reg. Cab Dually Long Bed Diesel Eng.	BID IN PROCESS	
Mark McLarty Ford	26	PQD	1T 4x2 Chassis/Cab Crew Cab SRW Diesel Eng.	Ford F-350 Crew Cab XL	\$34,173.00
Mark McLarty Ford	27	PRC	1T 4x2 Chassis/Cab Reg. Cab Dually, Diesel Eng.	Ford F-350	\$31,897.00
	28	PRD	1T Chassis/Cab Crew-Cab Dually, Diesel Eng.	BID IN PROCESS	
VANS & SUV's					
Magie Ford Lincoln	29	VAA	1/2T Full Size Utility Van;	Ford Transit XL	\$21,157.00
Steve Landers Dodge	30	VAB	3/4T Full Size Utility Van;	Ram Promaster 2500	\$20,884.00
Steve Landers Dodge	31	VAC	1T Full Size Utility Van;	Ram Promaster 3500	\$23,176.00
Mark McLarty Ford	32	VBA	1/2T 8-Passenger Van	Ford Transit	\$23,200.00
	33	VGA	3/4T 8-Passenger Van;	BID IN PROCESS	
Mark McLarty Ford	34	VCA	1T 12-Passenger Van;	Ford Transit 350 Low Roof Wagon	\$26,980.00
Bale Chevrolet	35	VDA	1T 15-Passenger Van;	Chevrolet Express 3500 15 Passenger	\$27,722.70
McLarty Nissan	36	VEA	Compact Utility Mini-Van 2-Passenger	Nissan NV200	\$17,254.00
Steve Landers Dodge	37	VEB	Compact Utility Mini-Van 5-Passenger Wagon	Ram Promaster City	\$20,365.00
	38	VFA	Compact 7-Passenger Mini-Van	BID IN PROCESS	
	39	VHA	2WD 5-Passenger Small Sport Utility Vehicle	BID IN PROCESS	
Cavanaugh Dodge Jeep	40	VHB	4WD 5-Passenger Small Sport Utility Vehicle	Jeep Renegade 4WD	\$17,995.00
Cavanaugh Dodge Jeep	41	VHC	2WD 5-Passenger Small Sport Utility Vehicle	Dodge Journey 2WD	\$17,986.00
Steve Landers Dodge	42	VHD	4WD 5-Passenger Small Sport Utility Vehicle	Dodge Journey SE, AWD	\$20,719.00
	43	VIA	2WD 7-Passenger Standard Sport Utility Vehicle	BID IN PROCESS	
	44	VIB	4WD 7-Passenger Standard Sport Utility Vehicle	BID IN PROCESS	
Bale Chevrolet	45	VSA	2WD 8-Passenger Standard Sport Utility Vehicle	Chevrolet Traverse FWD	\$24,398.19
Bale Chevrolet	46	VSB	4WD 8-Passenger Standard Sport Utility Vehicle	Chevrolet Traverse AWD	\$26,238.19
Mark McLarty Ford	47	PMA	2WD 8-Passenger Standard Sport Utility Vehicle	Ford Expedition	\$33,989.00
HYBRID / ALTERNATIVE VEHICLES					
Steve Landers Toyota	48	HMH	Toyota Prius	Toyota Prius	\$23,108.00
Bale Chevrolet	49	HEA	Chevrolet Volt Plug-in Hybrid	Chevrolet Volt Plug-in Hybrid	\$29,850.00
McLarty Nissan	50	HEB	Nissan Leaf	Nissan Leaf	\$26,750.00
Mark McLarty Ford	51	HCX	Ford C-Max Hybrid	Ford C-Max Hybrid	\$21,691.00
Steve Landers Toyota	52	HMT	Toyota Camry Hybrid	Toyota Camry Hybrid	\$25,516.00
Steve Landers Dodge	53	HVA	Chrysler Pacifica Mini-Van	Chrysler Pacifica Hybrid	\$39,453.00
Bale Chevrolet	54	HCM	Chevrolet Malibu	Chevrolet Malibu Hybrid	\$24,623.00
Bale Chevrolet	55	HBE	Chevrolet Bolt	Chevrolet Bolt EV	\$31,754.00
Steve Landers Toyota	56	HMI	Toyota Prius Prime	Toyota Prius Prime Plug-In EV	\$26,007.00
POLICE VEHICLES					
McLarty Nissan	57	JAA	Campus Security Sedan	Nissan Sentra	\$15,950.00
Steve Landers Dodge	58	LAD	Dodge Charger Pursuit Sedan V8 Hemi, AWD	Charger Pursuit Sedan V8 Hemi, AWD	\$24,330.00
	59	LAA	Dodge Charger Pursuit V6	BID IN PROCESS	
	60	LAB	Dodge Charger Pursuit Sedan V8 Hemi	BID IN PROCESS	
Bale Chevrolet	61	PPV	Chevy Tahoe Police Package RWD	Tahoe Police Pursuit Package	\$31,863.00
Mark McLarty Ford	62	KAB	Ford Police Interceptor Sedan AWD	Police Interceptor Sedan	\$23,700.00
Mark McLarty Ford	63	PPW	Ford Police Interceptor Utility Vehicle AWD	Police Interceptor Utility	\$26,735.00
Bale Chevrolet	64	PSS	Chevrolet Tahoe Special Service Vehicle 4WD	Tahoe Special Service, (Not High Speed)	\$34,061.85
Bale Chevrolet	65	PFW	Chevrolet Police Pursuit Tahoe 4WD	Tahoe 4WD High Speed Police Pursuit	\$34,676.85
Bale Chevrolet	66	PST	Chevrolet Silverado 1500	Chevrolet Silverado 1500 SSV 4WD Crew Cab	\$26,783.45
Steve Landers Dodge	67	PRP	Ram 1500 SSV Crew Cab	Ram 1500 SSV Crew Cab	\$24,144.00
Mark McLarty Ford	68	PSV	Ford F-150 Super Crew SSV	Ford F-150 Super Crew SSV, 4x2	\$24,031.00
BI-FUEL & CNG VEHICLES					
	69	PRE	4x4 Ram 2500 Bi-Fuel 3/4 Ton Reg. Cab P/U	BID IN PROCESS	
	70	PRF	4x4 Ram 2500 Bi-Fuel 3/4 Ton Crew Cab P/U	BID IN PROCESS	
Magie Ford Lincoln	71	PRG	Ford F-250 Bi-Fuel Regular Cab	Ford F-250 Bi-Fuel Regular Cab	\$34,142.00
Magie Ford Lincoln	72	PRH	Ford F-250 Bi-Fuel Super Cab	Ford F-250 Bi-Fuel Super Cab	\$36,367.00
Magie Ford Lincoln	73	PRJ	Ford F-250 Bi-Fuel Crew Cab	Ford F-250 Bi-Fuel Crew Cab	\$37,456.00

MV-6

STATE VEHICLE REQUEST

AGENCY CODE: _____ NAME OF AGENCY _____

MAILING ADDRESS _____

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1 TYPE OF REQUEST: Replacement(____) OR Addition To The Fleet (____)

2 VEHICLE REQUESTED: (COMPLETE EITHER A OR B)

A. Type from State Contract (____) Options (_____)

NOTE: Either Type and Options from the State Contract, i.e., Type AA = Subcompact, 2-DR. Hatchback Sedan, Option B = Automatic Transmission.

B. Other (Non-Contract) (Describe vehicle and include number of cylinders):

3. VEHICLE TO BE TURNED IN TO M & R (Within 30 days of receipt of new vehicle):

Year/Make/Model (_____)

Vin. No. (_____) License No. (_____) Mileage (_____)

NOTE: Substitutions for vehicles scheduled for replacement will not be made without prior approval from DFA-Office of Administrative Services.

MV-2 Forms covering at least the past twelve months must be attached.

4. JUSTIFICATION: _____

Departmental/Division Approval _____ Date _____

Vice Chancellor, Finance & Administration _____ Date _____

Chancellor's Approval _____ Date _____

Dept. of Finance & Administration Approval _____ Date _____

Request Number (____) (____-____) -(____) [To be completed by DFA -Admin. Svs.]