

# 2015 VEHICLE ORDER INSTRUCTIONS

## For Non-LaGov Agencies and Political Subdivisions

### **VEHICLE PROCUREMENT PROCEDURES FOR NON-LAGOV AGENCIES**

Non-LaGov agencies shall forward a hardcopy of their vehicle requisition or purchase order, complete with all required supporting documentation, including LPAA approval number, to OSP for order placement. Prior approval from LPAA must be obtained before submitting documentation to OSP. LPAA will require a copy of the agency's check to ensure payment has been made prior to releasing the vehicle.

### **VEHICLE ORDERING INSTRUCTIONS FOR ALL POLITICAL SUBDIVISIONS**

Submit your Agency's purchase order directly to the awarded vendor shown, and submit a file copy to OSP for reporting purposes. If your Agency does not use a formal purchase order, submit your order on your Agency's letterhead.

Your order must contain the following minimum information: quantity, contract number, contract line number, make and model, any desired deviations from the basic contract specification (stated as an "Add" or "Delete"), Agency contact person and telephone number, complete Agency name and address in which the vehicle is to be titled, desired F.O.B. Point, any special handling requirements, and desired exterior/interior colors.

Prior to ordering your vehicle, check order cutoff dates for the vehicle you wish to order on OSP's website. This information will be posted on each line item as the dates become available from the vendor. The Office of State Procurement **strongly urges you to obtain an order confirmation or acknowledgement** from the vendor within ten (10) days after order is placed.

To capture contract usage data, please **forward a copy of your order to State Procurement**, via email at [Austin.bachman@la.gov](mailto:Austin.bachman@la.gov) via fax at (225) 342-6823 or via mail at P.O. Box 94095, Baton Rouge, LA 70804-9095, Attn: Austin Bachman.

Contact the vendor directly for availability and pricing of optional factory equipment. Be advised that optional equipment is available to you at published "Dealer's Invoice" cost.

If you elect to pick up your vehicle at the vendor's location, the vendor will notify your contact person upon receipt and forward the invoice (per your requirements) for payment.

You must present a check for payment at time of delivery. The vendor is not required to release any vehicle to you prior to payment. If you elect delivery to your Agency, any delivery and/or mileage charges will be negotiated between you and the vendor, and is not part of the contract.

Please note that purchase orders against the State of Louisiana vehicle contract must be issued solely to the vendor awarded the item as shown herein. Any order issued to other than the awarded vendor does not constitute a valid release against the State's contract.

If you have any questions concerning this contract, please contact the dealer or State Purchasing Officer Austin Bachman at (225) 342-9200 or by e-mail: [Austin.Bachman@la.gov](mailto:Austin.Bachman@la.gov).