



School Bus Purchase Order Instructions ITB No. 2022-01

SCHOOL BUS BID #2022-01 SCHOOL BUS ORDERING INSTRUCTIONS

1. PURCHASE ORDER INFORMATION

- a. **P.O.s should be sent electronically** in pdf format to SCHTRANS@fldoe.org, or may be mailed to the address listed below.

**Florida Department of Education
School Transportation Management Section
325 West Gaines Street, Room 834, Tallahassee, Florida 32399-0400**

- b. Once your P.O. is approved by the STMS, it will be sent electronically to the vendor and copied to your school district transportation director and finance manager. **If you DO NOT receive confirmation for your order**, please contact the STMS at 850-245-9795.
- c. Purchase Orders submitted for Electric School Buses purchased with funding from the Volkswagen Mitigation Trust Fund through the grant from the Florida Department of Environmental Protection (FDEP) are sent to FDEP for approval prior to submitting the purchase order to the school bus vendor.

2. BUS ORDERING CHECKLIST:

For all bus P.O.s, the following information must be included:

- (1) The bus vendor’s name and address and contact person
- (2) The quantity, capacity, body model number, engine type, unit price, total price and options.
Bus orders of different capacity, body type, manufacturer, etc. must be placed on separate purchase orders.
- (3) Wheelchair lift location, either in front of or behind rear wheels and lift model
- (4) Local school district bus numbers
- (5) Indicate whether buses are to be delivered or picked up by the district

3. REQUIRED DELIVERY DATE

The required delivery date will be 240 days from the date the bus dealer receives the district’s Florida Department of Education (FDOE) approved P.O. and will be specified on the FDOE cover sheet that is transmitted to the bidder. (Electric school buses are excluded from this delivery requirement).

BUS DEALER’S CONTACT INFORMATION	
IC Corporation Tulsa, Oklahoma	Sun State International Trucks, LLC 6020 Adamo Drive, Tampa, Florida 33619 Attn: Dianna Chesney, Sales Administrator 813-621-1331 Dianna.Chesney@sunstateintl.com
Blue Bird Corporation Ft. Valley, Georgia	Florida Transportation Systems, Inc. 7703 Industrial Lane, Tampa, Florida 33637-6775 Attn: Chris Rustman, President 813-980-0174 crustman@fts4buses.com
Thomas Built Buses, Inc. High Point, North Carolina	Matthews Bus Alliance, Inc. 4802 West Colonial Drive, Orlando, Florida 32808 Attn: Glenn Matthews, President 800-330-1175 gmatthews@matthewsbusesflorida.com