

VEHICLE ORDER PROCESS

For POLITICAL SUBDIVISIONS

- I) Political Subdivision determines need for new vehicle and researches available vehicles and options on the vehicle contract website: <http://fleet.la.gov>
 - A) View the order sheet for each vehicle for option availability and pricing. Only the configurations and options listed on the order sheet are available for order. A link to the order sheet for each vehicle can be found on the vehicle's information sheet located on the vehicle contract website. Contact Dealer for full option descriptions. Additional configurations and/or options may be added to the contract by OSP upon request. To request an addition, contact OSP or the Dealer.
 - B) Contact Dealer for delivery information. Contract vehicles are FOB Baton Rouge; additional delivery charges may apply for delivery to other areas. Any delivery charges must be negotiated between Political Subdivision and Dealer and are not part of the contract.
- II) Political Subdivision submits purchase order directly to awarded Dealer. If Political Subdivision does not use formal purchase order, submit order on letterhead.
 - A) Purchase order must contain, at a minimum:
 - 1) Contract number;
 - 2) Contract line number;
 - 3) Quantity;
 - 4) Make and Model;
 - 5) Any options;
 - 6) Vehicle interior and exterior color;
 - 7) Political Subdivision contact information;
 - 8) Political Subdivision address for titling purposes;
 - 9) Desired delivery address
 - B) OSP strongly suggests submitting a completed order sheet with the purchase order.
 - C) OSP strongly suggests obtaining an order confirmation or acknowledgement from Dealer.
- III) Dealer will notify you when vehicle is ready and will forward invoice for payment. Payment must be presented at pickup or delivery. Dealer is not required to release vehicle prior to receiving payment.
- IV) If using a "local" Dealer, according to the Attorney General, the Political Subdivision must furnish a copy of the purchase order to OSP for monitoring compliance. Purchase orders shall be submitted to OSP via email to amy.gotreaux@la.gov or via fax number 225-342-9200. Additionally, according to the Attorney General, the local Dealer must be located in the locale of that Political Subdivision.