School Buses Ordering Instructions for Bid # 2017-02
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. A hard copy will be mailed to the bus dealer if required. **If you DO NOT receive confirmation for your order**, please contact the STMS at 850-245-9795.

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  
   (3) Location of the wheelchair lift, either in front of or behind rear wheels  
   (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.

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