



# School Bus Price and Ordering Guide

## ITB No. 2020-16

**SCHOOL BUS BID #2020-16 ORDERING INSTRUCTIONS**

**1. PURCHASE ORDER INFORMATION**

- a. **P.O.s should be sent electronically** in pdf format to [SCHTRANS@fldoe.org](mailto: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.

**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.

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