



Contract Automobile Request System (CARS)

<https://fortress.wa.gov/ga/apps/CARS/ContractVehicleMenu.aspx>

Purchaser Instructions

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Quick Steps

To Build a Quote:

- Select the type of vehicle using the drop down box. A list will appear. Once you locate the specific vehicle you would like, click on "Create Quote" on the left side.
- Enter the information requested and select the vehicle color. Enter the quantity you are requesting. If you want multiple colors, enter the quantity for the first color you want, then click "Add Color." Add the quantity for the second color, and so on.
- Select the desired options.
- When fields are filled out, click on "Create Quote."

Your quote will be emailed to you. You can now build additional quotes for other vehicles for comparison purposes if desired.

Once you decide to purchase a vehicle(s), click on the "create purchase request" link in the email.

To Order the Vehicle:

- Enter your quote number and click "Go."
- Enter the information requested.
- Once you are satisfied with your order, click "Submit to Dealer."
- The dealer will contact you with any questions they may have. They will also request a purchase order to complete the sale.

Your vehicle is now on order.

Detailed Steps

To Quote a Vehicle

- Go to CARS link at <https://fortress.wa.gov/ga/apps/CARS/ContractVehicleMenu.aspx>.
- In the Contract Vehicle Menu, use the drop down menu in the vehicle category box to select the type of vehicle you would like a quote on.

Contract Vehicle Menu

Vehicle Category:

- Select --
- Automobiles - Compact, Midsize & Fullsize**
- Automobiles - Electric, Hybrid & Alternative Fuel
- Utility - Small, Midsize & Fullsize (2WD - 4WD)
- Vans - Cargo & Passenger (Mini, Regular & Extended)
- Police - Sedan & Utility
- Police - Motorcycles
- Trucks - Small, Midsize & Fullsize (2WD - 4WD)
- Trucks - 1/2 Ton, 3/4 Ton & 1 Ton (2WD - 4WD)
- Trucks - Cab & Chassis (2WD - 4WD)

- Review the list of available vehicles. If a “Create Quote” link is not available to the left, the vehicle is currently not in production and cannot be ordered. When selecting a vehicle please pay special note to the Cutoff Date and any comments. Click on “Create quote” link to the left of the vehicle that you would like a quote on.

Contract Vehicle Menu

Vehicle Category:

	Contract #	Vehicle Description	Year	Manufacturer	Dealer	Base Price	Cutoff Date	Available	In Stock	Comments
Create quote	03513	2014 Nissan Versa SV 4-Door Sedan	2014	Nissan	Columbia Ford Nissan	\$13,689.00		Yes	No	
Create quote	03513	2014 Nissan Versa Note SV 5-Door Hatchback	2014	Nissan	Columbia Ford Nissan	\$14,690.00		Yes	No	
Create quote	03513	2014 Ford Focus SE 4-Door Sedan (Gasoline)	2014	Ford	Columbia Ford Nissan	\$15,338.00		Yes	No	
Create quote	03513	Ford Fusion "S" 4-Door Sedan	2015	Ford	Columbia Ford Nissan	\$16,841.00		Yes	No	
Create quote	03513	2015 Ford Taurus "SE" 4-Door Sedan (Gasoline)	2015	Ford	Columbia Ford Nissan	\$18,455.00		Yes	No	
Create quote	03513	2014 Dodge Dart	2014	Dodge	Dwayne Lane's Chrysler Jeep Dodge	\$18,300.00	05-09-2014	No	Yes	
	03513	2014 Dodge Avenger	2014	Dodge	Dwayne Lane's Chrysler Jeep Dodge	\$16,645.00	01-01-2014	No	No	Avenger is no longer available
Create quote	03513	2014 Dodge Charger	2014	Dodge	Dwayne Lane's Chrysler Jeep Dodge	\$22,330.00	07-25-2014	Yes	Yes	

- On the Create Vehicle Quote page, select your organization and enter your email address. If your organization is not listed, click on the link for instructions on how to complete a Master Contracts Use Agreement (MCUA). You can view the standard options for the vehicle by clicking on the link under the vehicle description.

- Enter the quantity you are requesting. If you want multiple colors, enter the quantity for the first color you want, then click "Add Color." Add the quantity for the second color, and so on.

Contract Automobile Request System (CARS) Washington State Department of Enterprise Services

Create Vehicle Quote

Contract & Dealer Information

Contract #: 03513 - Vehicles, Automobiles [View Contract](#)

Dealer: Columbia Ford Nissan - W403
700 7th Avenue
Longview WA 98632

Dealer Contact: Marie Tellinghusen
Dealer Phone: (360) 423-4321 Ext. 187
Dealer Email: mariet@colford.com

Order Code	Vehicle Description	Base Price
2314-101-001	2014 Nissan Versa SV 4-Door Sedan(11214) View contract standard specifications	\$13,689.00

Organization Information

Organization: -- Select your organization -- [My org is not listed](#)

Email Address:

Color Options

Color Name	Qty	
-- Select vehicle color --	<input type="text"/>	<input type="button" value="Add Color"/>

Tax Exempt: Yes

Vehicle Options

- Now you can select the options you would like. Once you are done click on "Create Quote."

-- Select vehicle color --

Tax Exempt: Yes

Vehicle Options

Order Code	Option Description	Unit Price
<input type="checkbox"/> 2314-101-002	Credit for pickup from Dealer (Orders for Eastern Washington) (Deduct)	(\$130.00)
<input type="checkbox"/> 2314-101-003	Credit for pickup from Dealer (Orders for Western Washington) (Deduct)	(\$30.00)
<input type="checkbox"/> 2314-101-004	Keys, Set of 4 Instead of 2 (DLR)	\$360.00
<input type="checkbox"/> 2314-101-005	Floor Mats Delete (Deduct)(D L92)	(\$125.00)
<input type="checkbox"/> 2314-101-006	Stock vehicle Upcharge, dealer stock vehicle with all contract required equipment, color white, delivery 5 days	\$0.00
<input type="checkbox"/> 2314-101-007	SL Trim Package, Upgrade Includes SV equipment plus: 16" aluminum alloy wheels, P195/55HR-16 AS low rolling resistance tires, fog lights, Intelligent key w/ push button ignition, Bluetooth hands free phone system, AM/FM/CD audio system w/ 4.3" color display, MP3/WMA CD playback capability, USB port, steering wheel mounted audio controls, variable intermittent windshield wipers, front map light, passenger visor vanity mirror, foldable assist grips, Tricot fabric headliner, Tire Pressure Monitoring System w/ Easy Fill Tire Alert, Nissan Vehicle Immobilizer System. (11314/L93)	\$1,578.00
<input type="checkbox"/> 2314-101-008	Spare Tire, Full Size(DLR)	\$165.00
<input type="checkbox"/> 2314-101-009	Undercoating(DLR)	\$95.00
<input type="checkbox"/> 2314-101-010	SV Convenience Package (K01) Includes Bluetooth Hands free phone system, steering wheel audio controls, wide 2DIN audio, map light, front passenger vanity mirror, foldable assist grips (1 fr pass, 2 rear), 15" alloy wheels, Tricot fabric headliner. (NA with SL #11314)	\$659.00
<input type="checkbox"/> 2314-101-011	SL Tech Package (U01) Includes rear view monitor/camera, NissanConnect with Navigation SM (5.8" color touch screen display, voice recognition for audio & nav, Nav Traffic & NavWeather, POIs, Google Send-to-Car, Pandora radio capability, Bluetooth streaming radio, hands free text message assist)(Only available with SL #11314)	\$659.00

Quote Totals

Total Vehicles:	0
Sub Total:	\$0.00
8.3 % Sales Tax:	\$0.00
Quote Total:	\$0.00

- You will receive an email with all the information you entered as well as the Quote Number. Save this email for your records.

- You can now build additional quotes for other vehicles for comparison purposes if desired.

Vehicle Quote Number: 2014-6-28 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 03513	Dealer: Bud Clary Chevrolet (W262) 1030 Commerce Ave. Longview WA 98632	Dealer Contact: John Slater Dealer Phone: (800) 899-1926 Dealer Email: jslater@budclary.com
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Organization Information

Organization: OLYMPIA CITY OF - 23403 Email: phanna@ci.olympia.wa.us
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Color Options

Black - 1
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2314-110-001	Base Model, Impala Limited LS (1WF19)	1	\$18,135.00	\$18,135.00
2314-110-004	Keys, Set of 4 Instead of 2	1	\$36.00	\$36.00
2314-110-005	Manuals, Service (DLR)	1	\$0.00	\$0.00
2314-110-006	Remote Keyless Entry Additional Transmitter/Smart Keys (DLR)	1	\$125.00	\$125.00


Quote Totals

Total Vehicles:	1
Sub Total:	\$18,296.00
8.3 % Sales Tax:	\$1,518.57
Quote Total:	\$19,814.57

To Create a Purchase Request

- Locate the email quote for the vehicle(s) you would like to purchase. The vehicle quote number is located in the upper left hand corner. Next to the quote number is a link to “create a purchase request.” Enter the quote number and click “GO.”

Contract Automobile Request System (CARS)



Create Vehicle Purchase Request

Enter Quote Number:

- The vehicle you requested a quote for will be displayed with the options you selected. Enter the information requested. You can leave comments in the comments box for the dealer.

Create Vehicle Purchase Request

Organization Information

Status: Quote	Submitted To Dealer:
Quote Number: 2014-8-27	Quote Created By: sdwagaman@doc.wa.gov
Organization: CORRECTIONS DEPARTMENT OF - 310	
Order Contact: <input type="text"/>	Contact Email: <input type="text"/>
Contact Phone: <input type="text"/>	Organization Reference #: <input type="text"/>
Org Comments: <input style="width: 100%; height: 40px;" type="text"/>	

Contract & Dealer Information

Contract #: 03813 - Trucks	Dealer Contact: Jeff Mattson
Dealer: Toyota of Yakima	Dealer Phone: (800) 659-4580
2230 LONGFIBRE RD	Dealer Email: jmattson@toyotaofyakima.com
MAILING: P O BOX 9968, YAKIMA WA 98909	
UNION GAP WA 98803	

Color Options

Color Name	Quantity
Black	1

Tax Exempt: N

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2314-709-001	2014 Toyota Tacoma 4WD Extended Cab	1	\$28,650.00	\$28,650.00

Request Totals

Total Vehicles:	1
Sub Total:	\$28,650.00
8.0 % Sales Tax:	\$2,292.00
Request Total:	\$30,942.00

- Once you are ready to purchase the vehicle click on the "Submit to Dealer" button in the lower right hand. You will receive an email confirmation that your request has been sent to the dealer.

This is **NOT** a purchase order.
You must contact the dealer to discuss the purchase and provide a purchase order number before the vehicle will be ordered.

Contract & Dealer Information

Contract #: 03513 - Vehicles, Automobiles Dealer: Bud Clary Chevrolet 1030 Commerce Ave. Longview WA 98632	Dealer Contact: John Slater Dealer Phone: (800) 899-1926 Dealer Email: jslater@budclary.com
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Organization Information

Organization: [REDACTED] Order Contact: Fred Flintstone Contact Phone: 360-888-0000	Contact Email: Fred@rock.org Organization Reference #:
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Color Options

Black - 1 Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2314-110-001	Base Model, Impala Limited LS (1WF19)	1	\$18,135.00	\$18,135.00
2314-110-004	Keys, Set of 4 Instead of 2	1	\$36.00	\$36.00
2314-110-005	Manuals, Service (DLR)	1	\$0.00	\$0.00
2314-110-006	Remote Keyless Entry Additional Transmitter/Smart Keys (DLR)	1	\$125.00	\$125.00


Request Totals

Total Vehicles:	1
Sub Total:	\$18,296.00

- The dealer will contact you to confirm your request. The dealer may advise you on changing options or other sales options. Once you and the dealer have agreed on all aspects, they will request a Purchase Order. Your sale is not final until you provide them with a purchase order.

To Check the Status of an Order

- Your original quote for the vehicle has a link to “View Purchase Requests.” This will retrieve all of your agency’s orders. You can sort by Vehicle Category or Dealer. This screen will give you information on submit date, order date, expected date, and delivery date. If your vehicle remains in a submitted status for an extended period of time, please contact the dealer for an update.

Contract Automobile Request System (CARS) 

Organization Purchase Requests

Vehicle Category: Dealer:

Status	Ref #	PO #	Submit Date	Ordered	Expected	Delivered	Category	Dealer	Vehicle	Qty	PO Total
View	Submitted To Dealer		06-27-2014				Automobiles - Compact, Midsize & Fullsize	Bud Clary Chevrolet	Base Model, Impala Limited LS (1WF19)	1	\$19,814.57

- Click on the “View” link to the left of the vehicle you are inquiring about. This screen will give you detailed information about the order. The dealer can also include comments.

Organization Purchase Request Details

Organization Information

[Return to Org Requests](#)

Contract #: 03513 - Automobiles - Compact, Midsize & Fullsize Status: Submitted To Dealer Organization: 23403 - OLYMPIA CITY OF Order Contact: Paul Hanna Contact Phone: 360-753-8256 Contact Email: phanna@oi.olympia.wa.us	Submit Date: 06-27-2014 Order Date: Expected Delivery Date: Delivery Date: Cancel Date: Organization Reference #: Organization PO #:
Organization Comments: John, If there's one in stock, we'll happily take it. Dealer Reference #: Dealer Comments:	

Color Options

Color Name	Quantity
Black	1

Tax Exempt: N

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2314-110-001	Base Model, Impala Limited LS (1WF19)	1	\$18,135.00	\$18,135.00
2314-110-004	Keys, Set of 4 Instead of 2	1	\$36.00	\$36.00
2314-110-005	Manuals, Service (DLR)	1	\$0.00	\$0.00
2314-110-006	Remote Keyless Entry Additional Transmitter/Smart Keys (DLR)	1	\$125.00	\$125.00

Request Totals

Total Vehicles:	1
Sub Total:	\$18,296.00
8.3 % Sales Tax:	\$1,518.57
Request Total:	\$19,814.57