

**FLEET MANAGEMENT
POLICY / PROCEDURE**

**SUBJECT: ACQUISITION OF VEHICLES AND
ROLLING STOCK**

**APPROVED: _____
MARILYN L. RAWLINGS, FLEET MANAGER**

DISTRIBUTION:

**Fleet Management
County Departments**

PURPOSE:

To establish, implement and administer a centralized system of equipment and vehicle procurement and life cycling replacement for; all categories of motorized equipment over five horsepower; licensed trailers; and all over the road vehicles.

Definitions: Hereafter the word “equipment” shall refer to all motorized equipment over five horsepower, all licensed trailers, and all over the road vehicles.

Hereafter the word “surplus” shall refer to equipment that has surpassed its useful service life and has been turned over to Fleet Management for sale or disposition.

Hereafter the word “Board” shall refer to the Lee County Board of County Commissioners.

Hereafter the phrase “Motor Pool” shall be synonymous with the old terminology “Surcharge”.

POLICIES:

- | | |
|--|-----------------|
| A. POLICY STATEMENT | Page 2 |
| B. RESPONSIBILITIES | Page 2-3 |
| C. EQUIPMENT LIFE CYCLING AND FINANCING | Page 3 |

PROCEDURES:

- | | |
|---|-------------------|
| EQUIPMENT & VEHICLE REQUESTS | Page 4 |
| PROCUREMENT – AUTOMOBILES & LIGHT DUTY VEHICLES | Page 5 |
| PROCUREMENT – EQUIPMENT AND MEDIUM & HEAVY
DUTY TRUCKS | Page 6-9 |
| COMMISSIONING EQUIPMENT FOR SERVICE | Page 10-11 |

A. POLICY STATEMENT:

The Fleet Manager shall have the overall responsibility for the implementation and administration of this policy.

B. RESPONSIBILITIES:

1. The Fleet Manager shall be responsible for maintaining, implementing, and administering this policy and procedure. The Fleet Manager shall:
 - a. Develop and maintain an "Equipment and Vehicle Request Form".
 - b. Process equipment requests in a timely manner.
 - c. Prepare equipment specifications in a timely manner.
 - d. Formally accept, prepare and release new equipment for service.
 - e. Administer and maintain an automated equipment life cycling and capital recovery system.
 - f. Sell and/or dispose of surplus equipment in a manner, which yield the highest returns as a percentage of the original purchase price.
 - g. Maintain a viable capital recovery program for the replacement of Motor Pool equipment. The program will assure availability of funds for timely equipment replacement to sustain a reliable equipment fleet to meet County operational requirements.
 1. Capital recovery for Fleet Management loaner equipment, Fleet Management service equipment, the cost of fund administration, cost of analysis software, and the salary and benefits of the Equipment Acquisition Specialist shall be collected from the sale of surplus equipment and annual interest earned on the recovery fund.
 - h. Prepare and maintain in place a Formal Quote for the purchase of automobiles, sport utility vehicles, passenger vans, light duty van, light duty trucks, and light duty cab/chassis through use of the Kelley Blue Book's New Car Pricing Software or a similar new car pricing software package.
 - i. Fleet Manager shall be responsible for the establishment of a dedicated equipment replacement, capital recovery, and sinking fund.
 - j. Department and Division Directors shall be responsible for complying with the requirements of this policy as outlined herein. All departments with assigned Motor Pool equipment shall budget for the capital recovery of that equipment.

1. Using Fleet Management calculations, departments shall budget for annual capital recovery of assigned Motor Pool equipment so that adequate capital is available in the recovery fund to replace each piece of equipment at the end of its projected service life.

C. EQUIPMENT LIFE CYCLING AND FINANCING

The Fleet Manager shall be responsible for determining the expected life cycle of all equipment. American Public Works Association life expectancy standards, other relevant industry standards and historical data shall be used to determine the initial equipment replacement schedule for each piece of equipment covered under this policy. Expected equipment life shall be projected annually using a computer generated rating system based upon equipment mileage or operating hours, equipment age, life to date equipment repair and maintenance costs and per gallon mileage data.

The Fleet Manager shall also establish the corresponding amount of capital recovery funds required for each department to be budgeted in the next fiscal year. This information shall be submitted to the Budget Office for subsequent data entry into appropriate user department budgets.

If a department purchases additional equipment, and that equipment is placed into the Motor Pool, the department shall be expected to pay capital recovery starting the month the equipment is put into service.

PROCEDURES:

D. EQUIPMENT REQUESTS

1. Requests to replace existing and/or purchase additional equipment can be initiated by any one supervisor level, going up the chain of command, using the latest version of the Equipment and Vehicle Request Form. Vehicles will be replaced to the same specification as the one being turned in, unless there is a request to do otherwise. If changes are made to vehicle being replaced, a vehicle request form must be completed.

The request form is to be forwarded through the appropriate chain of command for consideration, approval, and signatures. After the department director approves and signs the request, he/she shall forward the request form to the next appropriate level:

- a. If the estimated cost is less than \$25,000.00 the Equipment and Vehicle Request Form must be submitted to the Fleet Manager for consideration, approval, and signature.
- b. If the estimated cost is between \$25,000.00 and \$50,000.00 the Equipment and Vehicle Request Form must be submitted to the County Manager or designee for consideration, approval, and signature.
- c. If the estimated cost is greater than or equal to \$50,000.00 the Equipment and Vehicle Request Form must be submitted to the Fleet Manager for consideration, approval, and signature. Fleet Management staff in coordination with Purchasing Services, will prepare any Board agenda paperwork required. In addition the department director shall provide all appropriate language covering “Why the action is necessary?” and “What the action accomplishes?” on a separate sheet of paper.

- 2. The Fleet Manager shall process the request in the pursuant to the procedures prescribed herein upon receipt of the following three documents:
 - a. A completed and signed Equipment and Vehicle Request Form.
 - b. A completed and signed Fixed Assets Property Control form for the new equipment.
 - c. If applicable, a completed and signed Fixed Assets Property Control Form for the equipment being replaced.

E. PROCUREMENT – OVER THE ROAD AUTOMOBILES, SPORT UTILITY VEHICLES, PASSENGER VANS, LIGHT DUTY VAN, LIGHT DUTY TRUCKS, & LIGHT DUTY CAB / CHASSIS: ACQUISITION OF VEHICLES AND ROLLING STOCK

- 1. Upon receipt of approved and signed Equipment and Vehicle Request Form, the Fleet Manager shall review the request and either deny the request or approve it for further action.
 - a. If the request is denied, Fleet Management shall return it to the department with no further action.
 - b. If the request is approved, it shall be returned for processing and ordering, to the Equipment Acquisition Specialist.
- 2. The Equipment Acquisition Specialist (EAS) shall review the request and determine which type of equipment; production and/or dealer installed options best meet the needs of the equipment operator, the department, and the County. Then will proceed in the following manner:

- a. After the type of equipment has been determined, the EAS shall look up the current bid prices for Ford products. Per the established quote and Board action on 6-8-99 and to standardize at Management and Planning Meeting on 3/15/99.
- b. After the lowest bid price has been determined, the EAS shall create a Material Request form for the purchase of the equipment.
- c. The Material Request form shall be submitted to the Fleet Management Accounting Assistant for data entry into the purchasing system.
- d. After Fleet Management receives the hard copy of the purchase order, the Equipment Acquisition Specialist shall place the order with the vendor.

F. PROCUREMENT – EQUIPMENT, MEDIUM DUTY TRUCKS, & HEAVY DUTY TRUCKS:

1. Upon receipt of approved and signed Equipment and Vehicle Request Form, the Fleet Manager shall review the request and either deny the request or approve it for further action.
 - a. If the request is denied, Fleet Management shall return it to the department with no further action.
 - b. If the request is approved, it shall be returned to the Equipment Acquisition Specialist for processing.
2. The Equipment Acquisition Specialist shall review Federal GSA, State of Florida, Florida Sheriff's Association, other municipal and county contracts or recent bids for identical equipment.
3. If a contract is in place or there has been a recent bid for identical equipment, the EAS shall obtain the full specifications, including vehicle purchase options.
 - a. These specifications and the awarded make and model shall then be presented to the requesting department, the Fleet Management Shop Superintendent, and the appropriate lead mechanic. The purpose for this shall be to insure the equipment will best meet the needs of the equipment operator, the department, and the County. The Equipment Acquisition Specialist shall then proceed in the following manner:
 1. If it is determined the equipment does not meet the needs of the equipment operator, the department, or the County, the EAS shall begin writing specification pursuant to Section F.4. of this policy and procedure.

2. If it is determined the equipment can meet the needs of the equipment operator, the department, and the County, the EAS shall proceed in the following manner:
 - b. If the purchase price is less than or equal to \$24,999.99, the EAS shall create a Material Request form for the purchase of the equipment.
 1. After the Material Request form is completed and signed, the form shall be submitted to the Fleet Manager for approval to create a requisition for a purchase order.
 2. After the Fleet Manager approves the requisition, the Material Request form shall be submitted to the Fleet Management Accounting Assistant for data entry into the purchasing system.
 3. After Fleet Management receives the hard copy of the purchase order, the EAS shall place the order with the vendor.
 - c. If the purchase price is greater than \$25,000.00 but less than \$50,000.00, the EAS shall create a Material Request form and a memorandum to the Division of Purchasing to prepare an Ivory Sheet to include the requisition number for the purchase of the equipment.
 1. After the Material Request form is completed and signed, the form shall be submitted to the Fleet Manager for approval to create a requisition for a purchase order.
 2. After the Fleet Manager approves the requisition, the Material Request form shall be submitted to the Fleet Management Accounting Assistant for data entry into the purchasing system.
 3. After the Ivory Sheet has been routed and signed, Purchasing shall notify the Equipment Acquisition Specialist of the Purchase Order Number.
 4. After Fleet Management receives the hard copy of the purchase order, the Equipment Acquisition Specialist shall place the order with the vendor.
 - d. If the purchase price is greater than or equal to \$50,000.00, the EAS shall create a Material Request form and a memorandum to the Division of Purchasing to prepare a Blue Sheet to include the requisition number for the purchase of the equipment.

1. After the Material Request form is completed and signed, the form shall be submitted to the Fleet Manager for approval to create a requisition for a purchase order.
2. After the Fleet Manager approves the requisition, the Material Request form shall be submitted to the Fleet Management Accounting Assistant for data entry into the purchasing system.
3. After the Blue Sheet has been routed, signed, and approved by the Board, Purchasing shall notify the Equipment Acquisition Specialist of the Purchase Order Number.
4. After Fleet Management receives the hard copy of the purchase order, the Equipment Acquisition Specialist shall place the order with the vendor.

Section F.2.

4. If there are no acceptable contracts or no recent bids in place, the ESA shall proceed in the following manner:
 - a. If the estimated purchase price is less than or equal to \$24,999.99, the EAS shall prepare specifications as necessary in order to obtain informal telephone quotes.
 1. Specifications shall be prepared with the original requester and the appropriate lead mechanic. This may be as simple as identifying the exact make, model and options that best meet the needs of the equipment operator, the department, and the County.
 2. The specifications or exact make, model, and options shall then be submitted to the Fleet Management Shop Superintendent for approval.
 3. The EAS shall solicit written quotes from no less than three vendors.
 4. Upon receipt of no less than three written quotes, the EAS shall create a Material Request form for the purchase of the equipment.
 5. After the Material Request form is completed and signed, the form shall be submitted to the Fleet Manager for approval to create a requisition for a purchase order.
 6. After the Fleet Manager approves the Material Request form for the purchase order, the Material Request form shall be submitted to the Fleet Management Fiscal Officer for data entry into the purchasing system.
 7. After Fleet Management receives the hard copy of the purchase order, the Equipment Acquisition Specialist shall place the order with the vendor.

- b. If the estimated purchase price is greater than or equal to \$24,999.99 the EAS shall prepare specifications for submission to Purchasing for the formal quote process.**
- 1. The EAS in conjunction with the original requester and the appropriate lead mechanic shall develop the equipment specifications. As a minimum, specifications shall describe the type of equipment required, all pertinent performance data, and all equipment options desired for this particular application.**
 - 2. After the original requester approves the specifications, the EAS shall make all appropriate changes and submit a draft copy to the Fleet Management Shop Superintendent for review and approval.**
 - 3. When appropriate, a draft copy of the specifications shall be submitted to the original requester for review and approval.**
 - 4. After the Fleet Management Shop Superintendent approves the specifications, the Equipment Acquisition Specialist shall submit the final specifications to Purchasing. The process shall continue in the following manner:**
 - a. Purchasing shall prepare and obtain requests for quotation for the requested equipment.**
 - b. Subsequent to the quote opening, the Division of Purchasing, Fleet Management, and the requesting department shall review the responses and determine the lowest, most responsive quoter.**
 - c. After the lowest most responsive quoter has been determined, the EAS shall prepare a Material Request form for input into the purchasing system.**
 - d. After the Material Request form is completed and signed, the form shall be submitted to the Fleet Manager for approval to create a requisition for purchase order.**
 - e. After the Fleet Manager approves the requisition for purchase order, the Material Request form shall be submitted to the Fleet Management Accounting Assistant for data entry into the purchasing system.**
 - f. The Fiscal Officer shall then provide the EAS with the RPO number.**

- g. The EAS shall prepare a memorandum on behalf of the Fleet Manager to the Purchasing Director requesting purchasing prepare and process the appropriate sheet for approvals. This memorandum shall contain the RPO number.
- h. After all appropriate signatures are obtained, Purchasing shall notify the EAS of the Purchase Order Number.
- i. After Fleet Management receives the hard copy of the purchase order, the Equipment Acquisition Specialist shall place the order with the vendor.

G. COMMISSIONING EQUIPMENT FOR SERVICE

- 1. Delivery
 - a. New equipment shall be delivered Monday through Friday between the hours of 8:00 AM to 4:00 PM.
 - b. Deliveries cannot be made without 24 hours prior notice.
 - e. Deliveries are to be made to the Fleet Management Shop Superintendent.
 - f. The Fleet Management Shop Superintendent and the original requester, when necessary or appropriate, shall physically inspect the equipment to ensure that no damages occurred during shipment and to verify compliance with the specifications.
- 2. The Fleet Management Shop Superintendent (SS) shall be responsible for accepting the equipment from the vendor. The SS shall then process the equipment in the following manner:
 - a. Assign a fixed asset identification number and place the asset label in an appropriate location on the equipment.
 - b. Log the new asset number in the equipment asset book.
 - c. Create an equipment information and maintenance folder (a.k.a. service jacket). At a minimum the folder shall include information on any warranties, copy of original invoice, temporary license plate, and title work.
 - d. Enter this information into the Fleet Management Vehicle Maintenance System (FASTER).
 - e. Forward the new folder to the Fiscal Officer.

- f. **Assign a mechanic to affix the appropriate County decals, affix the equipment asset number, install the RNI2000 automated fuel system ring when appropriate and install any necessary warning devices when appropriate. The mechanic shall also make any other necessary preparations or inspections in order to ready the equipment for delivery to the end user.**
 - g. **Review the work order used to commission the equipment and make all appropriate corrections and credits.**
 - h. **Give the work order, manuals, videos, and equipment keys to the EAS.**
- 3. The Fleet Management Fiscal Officer shall:**
- a. **Process the invoice for payment.**
 - b. **Obtain a license plate and title, if applicable.**
 - 1. LICENSE PLATES AND TITLES FOR VEHICLES:**
 - A. **An "Application for Certificate of Title and/or Vehicle Registration" (form #HSMV 82040) will be completed and signed by the vendor. This paperwork requires the Fleet Manager's signature.**
 - B. **If using the old (82040 form) the "Certificate of Motor Vehicle Sales Tax Exemption" (form #DR-41A) also needs to be completed and signed by the Fleet Manager.**
 - C. **A new vehicle purchased from a Dealer requires a "Motor Vehicle Dealer Title Reassignment Supplement" (form #HSMV 82994) to be completed and signed by the dealer. This form needs to be signed by the Fleet Manager.**
 - D. **A vehicle acquired from Government Surplus or donated to the County requires the "Vehicle Identification Number and Odometer Declaration" (form #HSMV-82042). This form needs to be completed by the seller and notarized. The Fleet Manager's signature is also required.**

2. **LICENSE PLATES AND TITLES FOR TRAILERS:**
 - A. The "Certificate of Motor Vehicle Sales Tax Exemption" (form #DR-41A) needs to be completed by Fleet Management and signed by the Fleet Manager.
 - B. Trailers under 2,000 pounds do not have titles. Trailers over 2,000 pounds will have a MSO or title completed by the seller, which requires the signature of the Commission Chairman.
3. **OFF ROAD EQUIPMENT:**
 - A. Equipment that is trailered to a site, used only at a park, or not driven on roads may or may not have title work. If the vendor classifies the equipment as off-road, the equipment will not have a title. If the vendor classifies the equipment as road driven, the vendor will supply a title. This title will need the Fleet Manager's signature.
4. **TAG OFFICE:**
 - A. The completed forms are ready to be processed by the Lee County Tax Collector's Office, at the Dealer section on 3880 Colonial Blvd (Colonial Executive Center).
4. After receiving the completed work order and keys from the SS and the folder from the Fiscal Officer, the EAS shall proceed in the following manner.
 - a. Prepare the form BR8018 (if vehicle is being replaced) and if form BR8021 (if equipment is an addition to fleet) for signatures when the replaced equipment is surrendered and the new equipment is picked up.
 - b. Prepare the RNI2000 fuel card for equipment and as a backup for vehicles.
 - c. Notify the original requester the new equipment is ready for pick up. And advice him/her that if this is a replacement for an existing piece of equipment, the new equipment cannot be picked up until the old equipment is surrendered to Fleet Management.
 - d. Give the department the keys, RNI instructions, and any operators manuals or instruction books.

- e. **Forward the equipment folder to the Service Writer.**
- f. **Forward the Fixed Asset Property Control form along with the Fleet Auction Delivery Form to the Fiscal Officer.**

Revised: MAY 2003