



ADMINISTRATIVE PROCEDURES

Procedure Number: 49-5

Effective Date: 10/10/2006

Revision Date: _____

C. Bullock

County Administrator

SUBJECT: **VEHICLE PURCHASES**

DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

PURPOSE

The purpose of this procedure is to set forth the responsibilities and procedural actions applicable to the acquisition of all vehicles that are purchased for use by Pima County and its employees.

BACKGROUND

The Pima County Board of Supervisors established the Fleet Services Department with the goal of providing a centralized county agency responsible for all on road, licensed, county vehicles as well as all off road heavy equipment. At the time of its creation, the Fleet Services Department was given the following list of objectives:

- *To maintain the County Fleet in such a manner as to achieve maximum operating efficiency and safety.*
- *To assure that user departments have the quantity and type of vehicles which best fit their operational requirements.*
- *To improve cooperation and communication with user departments in order to enhance the services provided by Pima County.*
- *To provide such auxiliary services as are requested and justified by user departments and approved by the Board of Supervisors.*
- *To achieve the lowest possible cost of operation.*

To improve and further develop an accounting and fleet management system which will provide the information necessary for efficient control, planning, and operation of the Fleet Services Department.

- *To remember at all times that the Fleet Services Department is a **service** organization – dedicated to providing courteous and timely response to users' needs.*

PROCEDURE

The Fleet Services Department and the Procurement Department will be the sole purchasing agents for any of the acquisition types listed below. Fleet Services may change or delete requested items and/or specifications as needed in order to maintain the standards of Pima County's fleet. Fleet Services, in conjunction with the Procurement Department, will coordinate all approved vehicle and vehicle-related purchases, as well as all required titling and licensing of those vehicles.

A Vehicle Purchase - Replacement Request Form needs to be completed and submitted to Fleet Services for approval for the following types of purchases:

- Purchases of cars, trucks, vans, sport utility vehicles, and trailers
- All purchases of heavy construction equipment generally used off road such as (but not limited to) loaders, graders, bulldozers, land fill compactors, rollers, brooms, and back hoes.
- All equipment accessories that are attached to the vehicle such as winches, power outlets, truck toolboxes, specialty bumpers, lift gates, and auxiliary fuel tanks.
- Utility vehicles (ATVs, Golf Carts, etc.)

Vehicle marking (except Sheriff's Department)

This form is available on both the Fleet Services Department web page and the Procurement Department web page.

Along with the Vehicle Purchase-Replacement Request Form a Requisition must be created and approved in Synergen. **The buyer code to use on the Requisition is "FLT."** The completed Vehicle Purchase – Replacement form must be attached to the approved Synergen requisition.

In most circumstances, the approved requisition will be satisfied by the release of a purchase order by the Fleet Services Department utilizing a blanket contract previously established by the Procurement Department at the request of, and per the specifications provided by, the Fleet Services Department. Requesting departments are not authorized to release orders from these blanket contracts. Should an existing contract not be available that satisfies an approved acquisition, the Fleet Services Department will coordinate their actions with the Procurement Department to establish an appropriate purchase agreement.

Any deviation from this procedure will be documented by the Fleet Services Department and reported to the County Administrator's office for appropriate action.

Email

Print

Synergen Requisition Number

Date Requested

Pima County Fleet Services Vehicle Purchase-Replacement Request

I. Requester Information (Complete all fields)

Name Title Department

Email Phone Number FAX Number

II. Current Vehicle Information (Vehicle being replaced - Complete all fields)

Licence Plate Year Make Model

PN Current Mileage VIN

Location

III. New Vehicle Information (Complete fields as required)

Vehicle Type If Other Enter Type Fuel Type Gas Diesel

New Vehicle Justification (Subject to Review)

New Vehicle Special Requirements (List any specifications and/or attachments required to accomplish mission)

Notes:
- A change in vehicle type (i.e. Sedan to Pickup) may require an additional charge to the requesting department.
- Any specifications and/or attachments that are not in compliance with Pima County Fleet standards and/or are not required to perform the mission of the vehicle may be altered or deleted.

IV. Accounting Information (Complete fields as required)

Fund Account Center Project Fund Project Code

Estimated Cost

V. Requesting Department's Authorized Signature

Director's Signature Date

Printed Name

Comments

Pima County Fleet Services

Vehicle Purchase-Replacement Request Instruction Sheet

The **Pima County Fleet Services Department Vehicle Purchase-Replacement Request** is used to request either additional or replacement vehicles for Pima County's Fleet.

Fields that are highlighted in yellow denote fields that must be completed.

Current Vehicle Information

All fields in this section are required fields.

The PN number is the property number of the vehicle being replaced.

Location refers to the location at which this vehicle is generally parked when not in use. If the vehicle being replaced is a take-home vehicle please indicate this in the "Location" field.

New Vehicle Information

Complete this area as follows:

The requested vehicle type and justification are required fields.

Any additional information with regards to the vehicle being requested is helpful but not necessary. Pima County FSD reserves the right to delete or modify any requested specifications.

If the new vehicle is to be a take home vehicle this should be indicated in the "New Vehicle Special Requirements" section.

Accounting Information

All fields in this section are required fields.

Requesting Department's Authorized Signature

Complete this area as follows:

The signature of the requesting department's Director or the Director's designee is required as is the printed name of the signer and the date of signature.

Any additional comments relevant to the requested purchase are optional.

Please Note:

A properly completed form must include the corresponding Synergen Requisition number for this purchase and must be digitally signed by an authorized signer. Once completed the form can be emailed to derek.shaw@fs.pima.gov by using the form's built in email button.

If the person completing the form is not an authorized signer for the requesting Department the form must be printed, signed by someone who is authorized to expend funds for this type of purchase, and then scanned and emailed to the above address.