

ADDITIONAL FLEET UNIT PURCHASES

I. PURPOSE:

The following guideline establishes policies and procedures for a systematic methodology for the acquisition of additional fleet units.

II. POLICY:

It is the policy of the City of Little Rock that additional fleet units will be purchased from funds other than replacement funds.

III. DEFINITIONS:

- A. Fleet Unit: A City-owned vehicle or piece of equipment of a value of \$1,000 or greater that is motorized, self-propelled and/or attached to or pulled behind a self-propelled unit.
- B. Customer: Any Department or contracting organization which utilizes the services of the Fleet Services Department.
- C. Additional Fleet Unit Purchases: Additional City of Little Rock fleet unit purchases, or commonly referred to as additional fleet units, may not be purchased from replacement funds. The user Department is responsible for locating a funding source.
- D. Service Center: A facility operated and managed by the Fleet Services Department providing any or all of the following functions: fueling service (major or minor); regionalized vehicle maintenance (major or minor); or specialized vehicle maintenance.
- E. Alternatively Fueled Vehicles (AFV): Fleet units capable of operating on any of the alternative fuels; may be dedicated or dual-fuel, including bio-fuel and flexible fuel.

IV. RESPONSIBILITY:

- A. The Fleet Services Department Director is responsible for the development of the policies and procedures set forth in this guideline.
- B. The Fleet Services Department is responsible for development of fleet unit specifications, scheduling of vehicular demos, pre-bids and making recommendations for bid award.

- C. The Customer Department is responsible for locating funds to purchase additional fleet units.
- D. When adding units to the total fleet count, Departments are required to turn in an old unit to the Fleet Services Department, or provide funds in an amount equal to the value of an old unit into the Fleet Replacement Fund.
- E. The Fleet Services Department is responsible for the administration of the entire City's rolling stock.
- F. The Customer Department is responsible for the safe and effective used and Operator maintenance of the units assigned to it by the Fleet Services Department, in order to extend each unit's useful life.
- G. The Customer Department is responsible for reporting any problems or potential repairs to assist and prevent downtime. The User Department is responsible for responding to preventative maintenance schedule request by the Fleet Services Department.

V. PROCEDURE:

A. Selection of Additional Fleet units:

- 1. Based on additional fleet unit needs and available vendor sources, the Fleet Services Department will develop draft specifications.
- 2. The Fleet Services Department will send a draft copy of specifications to Customer Departments for reviews, comment and/or approval.
- 3. Based on customer feedback, the Fleet Services Department will compile a bid package and submit to the Finance Department Purchasing Division to let a bid.
- 4. Where possible, alternatively fueled fleet units will be utilized if it is determined by Fleet Services that the AFV will meet the needs of the department without adversely affecting their mission.

B. Purchase of Additional Fleet units:

- 1. Based upon additional fleet unit fund approval, the Fleet Services Department and Customer Department will develop final specifications for additional fleet units.
- 2. The Finance Department Purchasing Division will process all fleet unit specifications and solicit competitive bids.
- 3. All bids are opened and tallied by the Purchasing Agent.
- 4. If the purchase is \$24,999.00, or less, it may be purchased from three (3) written quotes.
- 5. Purchases totaling \$25,000.00 and above require a formal bid.
- 6. Purchases of goods and services totaling \$1.00 to \$49,999.00 can be approved by the Purchasing Agent.
- 7. Bids of \$50,000.00 and above require Board of Directors approval.
- 8. If the item is listed on the State Procurement Contract, a purchasing package will be sent to the Purchasing Division to finalize the purchase process.

C. Receipt of Additional Fleet units:

1. All additional fleet units purchased by the City of Little Rock will be initially received by the Fleet Services Department and documentation properly processed.
2. Upon receipt, the fleet unit(s) will be inspected to ensure compliance with specifications listed by the successful vendor.
3. If it is determined that the fleet unit(s) does not meet specifications, the vendor will be contacted in order to take corrective action.
4. Pertinent information such as year, make, model, fleet unit identification number, etc., will be obtained from the additional fleet unit documents and the Fleet Management Information System will be updated.
5. Upon acceptance at Fleet Acquisition, additional fleet units will be made ready for use by the Customer Departments.
6. Upon receipt of additional fleet units, Customer Departments will turn in surplus fleet units, unless prior authorization to increase the fleet has been obtained from the City Manager.

Approved:



Bruce T. Moore
City Manager