

	DEPARTMENT OF MANAGEMENT SERVICES Division of Specialized Services
TITLE: Fleet Acquisition, Lease & Rental, Donation & Transfers	POLICY NUMBER
EFFECTIVE: August 1, 2009 REVISED:	<b>Bureau of Motor Vehicle &amp; Watercraft Management  09-102</b>

PURPOSE

To set forth standardized procedures and guidelines for the acquisition, lease and rental, donation and transfer of mobile equipment, following state and federal laws.

SCOPE

This policy applies to authorized state agency personnel who request those designated commodities on purchase requisitions that are required to be reviewed and approved by the Department of Management Services (DMS), Specialized Services, State Fleet Approver.

AUTHORITY

Florida Statutes:

- Chapter 287.14 Purchase of motor vehicles by state officers and employees
- Chapter 287.15 Purchase or lease of motor vehicles, watercraft or aircraft; prior approval of the Department of Management Services
- Chapter 287.151 Limitation on classes of motor vehicles procured
- Chapter 287.155 Motor Vehicles; purchase by Department of Children and Family Services, Agency for Persons with Disabilities, Department of Health, Department of Juvenile Justice, and Department of Corrections
- Chapter 287.16 Powers and duties of the Department of Management Services
- Chapter 932.7055 Disposition of liens and forfeited property

Florida Administrative Code (F.A.C.) and Executive Order

- Chapter 60B-1F.A.C. Motor Vehicles and Watercraft Acquisition, Assignment and Use
- Florida Executive Order No. 07-126

Federal Law

- Energy Policy Act (EPACT) of 1992, Public Law No. 102-486

## RESPONSIBLE OFFICE

Bureau of Motor Vehicle & Watercraft Management

## DISTRIBUTION

The following individuals should be notified of this policy	Method of notification
All State Agency Purchasing Directors, Specialists and Agents, Administrators and Requestors	<ul style="list-style-type: none"><li>• E-mail and/or letter</li><li>• Meeting</li></ul>
Bureau of Motor Vehicle & Watercraft Management Employees	<ul style="list-style-type: none"><li>• E-mail and/or Inter-office mail</li><li>• Staff Meeting</li></ul>
Director of Specialized Services	<ul style="list-style-type: none"><li>• E-mail and/or Inter-office mail</li><li>• Staff Meeting</li></ul>
DMS Executive Leadership	<ul style="list-style-type: none"><li>• E-mail and/or Inter-office mail</li><li>• Staff Meeting</li></ul>

## POLICY

This policy outlines standard procedures and guidelines for the acquisition, lease and rental, donation and transfer of mobile equipment. The policy impacts all state agencies and departments under the direction of the governor.

## PROCEDURES

### I. Procedures for Fleet Acquisition of Mobile Equipment

#### A) DMS Form MP6301 requirements

1. All agencies must submit a purchase requisition by MyFloridaMarketPlace (MFMP) e-mail, other e-mail or formal written request, with a completed DMS Form MP6301 providing justification to support a need for the requested mobile equipment. You may use attachments to provide additional information.

Note: Failure to provide a completed DMS Form MP6301 delays the purchase requisition review and approval process. An updated DMS Form MP6301, Request for Purchase of Mobile Equipment is on the DMS Web site under Division of Specialized Services, Fleet Management.

2. All agencies must complete DMS Form MP6301 section C, "Status of Vehicle in Fleet." This identifies whether a purchase of mobile equipment is classified as an addition to the fleet and if specific Legislative approval was requested and approved.

For entries marked **YES**, provide a copy of one of the following current fiscal year budget funding authorizations: D3A; Legislative Budget Request Approval; Grant; Designated Federal Funding Appropriation for Acquisition of Mobile Equipment; Equipment & Furniture Document or, Schedule of values, Etc.

For entries marked **NO**, enter description of replaced equipment in section F.  
Note: Mobile equipment purchased from Federal Funding Appropriation funding can not be used as replaced equipment on future acquisition requests.

#### B) Purchase Requisition Procedures

- 1) Prior to submitting a purchase requisition, the requestor identifies non-contract items and requests the vendor provide a copy of the Manufacturer's Suggested Retail Price Sheet (MSRP) to validate pricing.
- 2) The DMS State Fleet Approver uses DMS State Purchasing, state term contracts, Chrome Carbook Fleet Edition software program and manufacturer equipment Web sites to evaluate requested mobile equipment.
- 3) Include attached competitive price quotes as per an agency's purchasing policies and procedures, rules and Statutes for non-contract acquisitions under \$25,000.
- 4) Prior to submitting a purchase requisition for watercraft purchases acquired through the State of Florida Counter Drug Procurement Program ("1122 Program"), the requestor must review the representative model in the GSA price catalog to determine which items are (GSA) contract or non-contract components. Approval is based on agency need and does not override your agency's purchasing policies and procedures, rules or Statutes for purchasing non-contract items.
- 5) DMS State Fleet Approver reviews and approves agency equipment specifications designated by commodity code prior to agency bid.
- 6) For purchase requisitions with mobile equipment purchases for \$25,000 or above and acquired from Invitation to Bid (ITB), provide copies of the following:
  - a) DMS Specialized Services approval letter to bid specified equipment.
  - b) Agency ITB document.
  - c) Awarded vendor ITB document.
  - d) ITB bid tab evaluation sheet.
  - e) ITB Number. Ensure the ITB Number is listed in line item one (1) detail description, on purchase requisition and in section B, under "Other" on the DMS Form MP6301.
- 7) For purchase requisitions for used mobile equipment provide copies of the following information attached as supporting documents:
  - a) Completed copy of the DMS Form MP6301. Year, Make, Model, V.I.N. and Mileage information must be entered in section B.

- b) Written statement from a qualified agency technical representative or a copy of an outside vendor evaluation sheet detailing used vehicle condition, warranty and needed repairs.
  - c) Used equipment values from NADA, Kelly Blue Book and Edmunds or other equipment representative source, provided by the State Fleet Approver, to justify that the mobile equipment pricing is in the best interest of the State of Florida.
  - d) Competitive used mobile equipment cost evaluations, based on condition when available, on medium and heavy trucks and heavy construction and agriculture equipment.
- 8) Provide a copy of the Manufacturer's Suggested Retail Price Sheet (MSRP) for purchase requisitions for mobile equipment, with non-specified option(s) discounts, with percentage of discount and date listed on the awarded State Term Contract commodity code.
  - 9) When a purchase requisition for contractual services is coded incorrectly in MFMP, the DMS State Fleet Approver provides recommended commodity code(s) when available with a brief explanation, in the comments section, to assist the Requestor. This is followed-up with a "Deny" response.
  - 10) The DMS State Fleet Approver requests additional information or provides recommendation(s) in the comments section of the purchase requisition. Exception purchase requisition requests require that the agency head representative in the MFMP approval flow provides follow-up comments. The comments must validate the need for an agency's exception request. Provide these comments after the DMS State Fleet Approver forwards a detailed explanation and alternative recommendation for a more appropriate and cost effective representative model of mobile equipment. Exception requests are evaluated on a case-by-case basis.
  - 11) Approval of formal written agency requests for State Term Contracts and Non-contract purchases follows the same guidelines as above. The State Fleet Approver sends an electronic approval letter response, by e-mail, followed by a mailed hard copy to the requesting agency. ***File and retain agency requests and approval letters for three years.***
  - 12) The DMS State Fleet Approver forwards a detailed explanation and/or alternative recommendation for more appropriate and cost-effective representative model of mobile equipment whenever sufficient justification cannot be provided. When an agency requests to override the recommended commodity code(s) and option(s), the DMS State Fleet Approver provides formal written DMS Approval Exception Letter response for state agencies not under the direction of the governor's office. Exception requests are evaluated on a case-by-case basis.

## II. Procedures for Lease & Rental of Mobile Equipment

- 1) Use the State Term Contract for time periods that exceed 31 days for agency requests for lease or rental of mobile equipment, unless special equipment needs

can not be met or a State Term Contract has not been awarded for the needed equipment. Include copies of competitive quotes, as per agency purchasing guidelines, for lease or rental requests fewer than 31 days to provide pricing justification unless exempted by agency purchasing policies and procedures, rules or Statutes.

- 2) The requesting agency should include a brief description of its equipment need and utilization with purchase requisitions. The DMS State Fleet Approver will review and approve requests for mobile equipment rentals based on an agency's need. DMS State Fleet Approval is not required for car and truck rental requests less than \$1,000. They are considered normal operations and will be reviewed and approved by a designated agency fleet approver within their purchasing policies and procedures, rules and Statutes. Requisition extensions are not approved for lease and rental amounts for mobile equipment that meet or exceed the purchasing bid threshold of \$25,000.
- 3) The DMS State Fleet Approver reviews and approves leases of mobile equipment, as per Chapter 287.15, Florida Statutes and Chapter 60B-1.001, F.A.C. on a case-by-case basis.
- 4) Purchase requisition information for the lease of mobile equipment and awarded DMS State Purchasing, state term contract commodity code(s) must coincide. Non-specified option(s) pricing is not listed on the state term contract for lease of mobile equipment.

### III. Procedures for Donation and Transfer of Mobile Equipment

- 1) The State Fleet Approver reviews and approves agency requests for the donation or transfer of mobile equipment. The requesting agency provides a request letter with intent and justification for equipment need. The requestor must provide a written statement from a qualified agency technical representative or a copy of an outside vendor evaluation sheet detailing vehicle condition and needed repairs. State agencies provide a completed copy of the DMS Form MP6301 on each requested donation or transfer unit of equipment. Entries in section B must include Year, Make, Model, V.I.N. and Mileage information for representative model.
- 2) City and county donations must include a letter of intent to donate the equipment, on official letterhead, with the year, make, model, V.I.N. and mileage information for representative model with an authorized signature. Donation of equipment requests by state agencies to political entities, cities and counties are reviewed and approved only for Law Enforcement and Emergency vehicles on a case by case basis.

Note: DMS's approval letter includes clause that requires equipment to be returned to donating state agency upon completion of its useful life. The donating state agency must continue to track equipment in its property inventory.

- 3) Submit the following information for transfer requests for seized or court-awarded equipment:

- a) Request letter with intent and justification of need for the requested equipment from requesting agency and public or nonprofit organization. Requestor must provide a written statement from a qualified agency technical representative or a copy of an outside vendor evaluation sheet detailing vehicle condition and needed repairs.
  - b) Completed copy of DMS Form MP6301. Entries in section B include year, make, model, V.I.N. and mileage information for representative model.
  - c) Copy of court-awarded document. Examples include: Default Final Judgment, Summary Judgment and Final Order of Forfeiture, Mediation Settlement Agreement; Etc.
- 4) The DMS State Fleet Approver provides a formal donation or transfer approval letter by e-mail, followed-up with a mailed hard copy.

### RESPONSIBILITIES

Individual or Group	Responsibilities
Engineering Specialist II, (State Fleet Approver)	<p>Researches current policy to determine whether a new policy, policy revision or policy rescission is required.</p> <p>Creates and amends policy in 'draft' and submits to the Director of Specialized Services.</p> <p>Ensures policy content is accurate.</p> <p>Develops and maintains procedures and forms for efficient and successful implementation of policy.</p> <p>Monitors policy compliance and elevates concerns, as appropriate.</p> <p>Performs periodic review of policies and recommends policy modifications.</p>
Director, Division of Specialized Services	Reviews and approves policy; submits to the Director of Administration

### DEFINITIONS

Word/Term	Definition
DMS	Department of Management Services
DMS Form MP6301	Request for Purchase of Mobile Equipment
GSA	General Services Administration
ITB	Invitation to Bid Document
MFMP	My Florida Market Place
MSRP	Manufacturers' Suggested Retail Price Sheet
SUV	Sport Utility Vehicle
V.I.N.	Vehicle Identification Number
Mobile Equipment	Mobile equipment as used in this section means vehicles (car,

	station wagon, truck, tractor, crawler, trailer or other class of mobile equipment) as defined per Department of Management Services, Administrative Rule 60B-1.002 Class Equipment
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**ASSOCIATED FORMS**

**ATTACHMENT A  
DMS Form MP6301**

DMS Fleet Management

Request for Purchase of Mobile Equipment

<b>A. REQUESTOR</b>	
Department: _____	Request #: _____
Division: _____	Date: _____
Name: _____	Title: _____
Address: _____	City: _____ Zip: _____
Phone: _____	Fax: _____
Email: _____	

<b>B. DESCRIPTION OF EQUIPMENT TO BE PURCHASED</b>
State Commodity Code: _____ Other: _____
Description: _____
Options Requested: _____

<b>C. STATUS OF VEHICLE IN FLEET</b>
Addition to fleet: <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Specific Legislative Approval if Additional: <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>D. ASSIGNMENT OF EQUIPMENT TO BE PURCHASED</b> (Name and title of person that will be driving the vehicle)
Assignee: _____ Title: _____

<b>E. SPECIFIC DUTIES OF THE ASSIGNEE AND EQUIPMENT JUSTIFICATION</b>					
(Include specific applications for this size, options and type of equipment)					
Max. Load Carried	% of Time Load Carried	Max. Number of People Carried	% of Time People Carried	Max Towed Load	% of Time Towed

<b>F. DESCRIPTION OF REPLACED EQUIPMENT</b>						
Tag/Prop. Number	Year	Make	Model	Vehicle Type (Sedan, Van/15p, Etc.)	Vehicle Identification Number	Miles/Hours
<b>1. Fuel Type:</b> Gasoline <input type="checkbox"/> Diesel <input type="checkbox"/> (Other <input type="checkbox"/> Describe: _____) <b>2. Engine Description:</b> 4-Cyl <input type="checkbox"/> 6-Cyl <input type="checkbox"/> 8-Cyl <input type="checkbox"/> (Other <input type="checkbox"/> Describe: _____) <b>3. Transmission:</b> Automatic <input type="checkbox"/> (Manual <input type="checkbox"/> Speeds: _____) <b>4. Drive:</b> Two Wheel Drive <input type="checkbox"/> Four Wheel Drive <input type="checkbox"/> Tandem <input type="checkbox"/> <b>5. Condition (Good, Fair or Poor):</b> (Body: _____) (Paint: _____) (Engine: _____) (Drive train: _____) (Tires: _____) <b>6. Status of Equipment:</b> Operational <input type="checkbox"/> Non-Operational <input type="checkbox"/> (Specify if: Wrecked <input type="checkbox"/> Bumed <input type="checkbox"/> Other <input type="checkbox"/> <b>7. Cab Model</b> (Trucks only): Regular <input type="checkbox"/> Extended <input type="checkbox"/> Crew Cab <input type="checkbox"/> <b>8. Other:</b> _____						

<b>G. AUTHORIZATION</b>	
Contact Name: _____	Phone: _____
Address: _____	City: _____ Zip: _____
Authorized Signature: _____	
I do hereby certify that all the above information is true and correct.	

## Procedure for completing DMS Form MP6301

1. Section A on the DMS Form MP6301 requires detailed requestor information.
2. Include the following in a purchase requisition: correct commodity code(s); option code(s); representative model description; and pricing and pertinent attachments.

The commodity code(s), representative model description and option code(s) listed on the purchase requisition must coincide with the requested commodity code(s), representative model description and option code(s) requested in section B. The requestor provides detailed justification for requested option(s).

Entries in section B for mobile equipment purchased off ITB must include ITB reference number, year, make, model, V.I.N. and mileage information of representative model.

3. Section C identifies whether a purchase of mobile equipment is classified as an addition to the fleet and if specific Legislative approval was requested and approved.

For entries marked **Yes**, provide a copy of one of the following current fiscal year budget funding authorizations: D3A; Legislative Budget Request Approval; Grant; Designated Federal Funding Appropriation for Acquisition of Mobile Equipment; or, Equipment & Furniture Document, Etc.

For entries marked **No**, enter description of replaced equipment in section F.

4. Section D provides assignment of the equipment to be purchased.
5. Section E requires detailed narrative entries of specific duties of the assignee and equipment justification, to include the following applicable information:
  - a) Provide the following minimum information for automobile requests: maximum number of people carried and percentage of time people carried. Provide the following information for automobile requests with selected towing options: maximum towed load and percentage of time towed.
  - b) Provide the following information for sport utility vehicle (SUV) and truck requests: maximum load carried (payload) and percentage of time load carried; maximum number of people carried and percentage of time people carried; and, maximum towed load and percentage of time towed if a towing option is requested.  
  
Note: Represent maximum payload, number of passengers, and load towed by the need and not populated with the maximum supplied by the representative manufacturer unless applicable.
  - c) Provide detailed narrative justification for need and utilization of requested mobile equipment and option(s).
6. Provide all information in section F when submitting description of replaced equipment. Data is cross referenced with DMS minimum equipment replacement criteria to ensure equipment meets minimum replacement standards. Include a copy of the accident report and competitive body damage repair estimates when

submitting wrecked vehicles as replaced equipment that are below the DMS minimum equipment replacement criteria to justify equipment condition and value. "Other" indicates further explanation of information, with pictures or attached vendor repair estimates, to validate requests for mobile equipment that do not meet the DMS minimum equipment replacement criteria.

7. Complete section G with authorizing signature or have authorizing person entered as an approver in the purchase requisition MFMP approval flow.