

## Vehicle Purchase Checklist

To purchase a vehicle the requestor must either provide the vehicle number being replaced or submit an exception form.

A CEO and ISD reviewed reviewed/signed exception form is required if any of the following applies:

- The vehicle being replaced is a part of future year VRP list
- The vehicle is not on any replacement list
- It's an increase in fleet
- The replacement is not an in-kind replacement
- Vehicle replacement was prior to VRP cycle/recommendation

### **Purchasing vehicles on agreement**

Information/Documents required:

- Replacement vehicle number # \_\_\_\_\_ or
- Exception form
- Specifications & Add ons list if needed (**REQUIRED FOR UTILITY BODY TRUCK PURCHASES**)

On the RQN identify the requested MA contract number / commodity line number for the requested vehicle and create the following lines:

1. Vehicle –
  - Agreement Vehicle make/model
  - MA commodity line number #
  - Vehicle number being replaced or identify if this is an exception
2. Fuel Focus (MA line #)
3. Tire fee (MA line #)
4. Add ons – if needed – for Vans and Trucks

### **Soliciting vehicles not on agreement**

Information/Documents required:

- Specifications (written by Daniel Martinez) **and**
- Replacement vehicle number **or**
- Exception form

On the RQN create the following lines and submit specifications created by ISD Spec writer, Mike Quan:

1. Vehicle –
  - Vehicle description
  - Vehicle number being replaced or identify if this is an exception
2. Tire fee

#### **VEHICLE PURCHASING ANALYST:**

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