

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 –
 - o Agreement Vehicle make/model
 - o MA commodity line number #
 - o 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 –
 - o Vehicle description
 - o Vehicle number being replaced or identify if this is an exception
2. Tire fee

VEHICLE PURCHASING ANALYST:

Karen Carrillo
(323) 267-2292 / KCarrillo@isd.lacounty.gov

Reina Ayala (PW, BH, DA)
(323) 881-8946 / Rayala@isd.lacounty.gov

ISD FLEET SPEC WRITER:

Daniel Martinez
DMartinez3@isd.lacounty.gov
P: (323) 267-2045

Renee Kith
(323) 881-3743
RKith@isd.lacounty.gov