

## **PROCEDURES FOR VEHICLE REPLACEMENT PLAN (VRP)**

### **Purpose:**

Provide the framework for ISD supported departments for vehicle replacement as specified in Board Policy 3.020.

### **Reference:**

Board Policy 3.020 Clean Fuel- Sustainable Fleet as approved by the Board of Supervisors on April 20, 2021.

### **Procedures:**

1. ISD Fleet will provide CEO with a proposed list of vehicles scheduled for replacement based on established vehicle replacement parameters and vehicle utilization reviews.

Note: If a vehicle has been sold within one year of list prep, it will remain on list for department review and replacement confirmation. If beyond one year, it will be assumed to be no longer needed and removed from the list.

2. CEO reviews the list of vehicles, specifies approval and funding components including NCC, and advises both ISD and departments. CEO will adjust Department budgets to allocate Capital Assets for vehicle purchases.
3. Departments to review list and confirm:
  - a. The vehicles listed are still needed.
  - b. If any exceptions are needed to replace with vehicles other than “all electric” and “in-kind”, those must be submitted to the CEO for approval (See Exception Form). ISD may be consulted for technical clarification.
  - c. Funding source – Capital Assets is standard funding method for vehicle replacement.
4. ISD Fleet will, upon request, prepare vehicle specifications unless vehicle replacements are on an existing purchasing agreement. Vehicle specifications will be standardized unless otherwise approved by CEO if department submits justification for waiver. Departments will work in conjunction with the Vehicle Specification Writer for any approved vehicle purchase exceptions.
5. Departments will submit requisitions to Purchasing via eCAPS for vehicle purchases and include corresponding vehicle specifications.

6. Purchasing will review the requisition and specifications once the requisition is finalized and submitted by each department in eCAPS to ensure they correspond to the approved vehicle replacement list.
  - a. Questions/concerns regarding requisitions/specifications will be reviewed with the applicable Department's Vehicle Coordinator; then any necessary revisions will be communicated to the Department for their review/approval (signature) before issuing the solicitation.
  - b. Once the solicitation closes, bids are evaluated and referred to the ISD Fleet for review and award recommendation. The lowest acceptable offer is generally awarded; however, if other than the low bid is deemed acceptable, then we will consult with the Department on why the lowest offer is not acceptable, etc. and ultimately submit a Low Bid Rejection document to Department management (SM and GM) for approval.
  
7. When vehicles are received at ISD Fleet receiving location, the Department's Fleet staff will inspect vehicles and complete final preparation for County operations (e.g. numbering vehicles, applying County decals, entry to Fuel and Fleet management systems, etc.). Once vehicles are ready for deployment, Fleet staff will contact department to arrange turn in of the replaced vehicle and receipt of new vehicle.
  - a. No replaced vehicles may be retained unless CEO approval has been obtained (See BOS Policy 3.020).

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Contact your department's CEO Budget Analyst.