

## Vehicle Purchase Checklist

Board Policy 3.020 - Clean Fuel / Sustainable Fleet mandates that all new non-emergency vehicles shall be zero emission vehicles. Any exception to this provision shall be made for cause and approved by the CEO (Budget Manager) in consultation with CSO and ISD. This applies to all plug-in hybrids, hybrids and gas vehicles.

### Purchasing vehicles on agreement

Information/Documents required:

- Replacement vehicle number (if applicable)
- Exception form (if applicable)
- Vendor quote based on MA pricing. Please work with Daniel Martinez on requesting quotes. Please make sure quote includes Asset Works Fuel Focus System, Roadside reflector kit, First aid kit mounted, one (1) 5 pound 1A:10B-C rating fire extinguisher and two extra keys.

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. Tire fee
3. Transportation fee (if applicable)

### Soliciting vehicles not on agreement

Information/Documents required:

- Specifications
- Replacement vehicle number (if applicable)
- Exception form (if applicable)

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

1. Vehicle –
  - o Vehicle description
  - o Vehicle number being replaced or identify if this is an exception
2. Tire fee (make sure quantity is correct and matches specifications)

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

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