ACQUIRING A VEHICLE
FLOWCHART AND DETAILED STEPS

DEPARTMENT OF ADMINISTRATIVE SERVICES
Office of Fleet Management
Consider the Surplus Property Donee Websites (Click to see how)

Start

Funds? Check with the head of Finance at your agency

Do you have funds??

Yes

Adding a vehicle to fleet or replacing existing?

Adding to Fleet (OPB Vehicle Allocation)

Justify increase in State Agency vehicle allocation count

Obtain approval from the OPB to increase vehicle allocation count

Increase Approved?

No

Yes

Obtain Purchase Order(PO)

Obtain dealer information from Statewide Contract (Click to see how)

Consider the Surplus Property Donee Websites (State and Federal) (Click to see how)

Search for statewide contracts for vehicles in Team Georgia Marketplace (Click to see how)

No

Yes

Search for KIA certified dealers

Flowchart - How To Acquire A Vehicle

Have your Agency’s Surplus Coordinator surplus the vehicle

Enter new vehicle information in ARI Insights (Click to see how)

APO executes contract with supplier

Apply Lease versus Buy Chart to determine whether to buy or Lease Versus Buy Chart (Click to see chart)

APO bids for new vehicle in Team Georgia Marketplace

APO obtains waiver from State Purchasing Division to bid vehicle (Click to see how)

Document Vehicle Requirements

What type of vehicle does your agency need?

Sedan? Truck? Bus?

Replacing or Not OPB Vehicle Allocation

Review vehicle requirements with your Agency Procurement Officer (APO)

Consider the Surplus Property Donee Websites (State and Federal) (Click to see how)

Found vehicle in Statewide Contract?

No

Yes

Opt to obtain 3 bids from KIA? AMIGI

Have the APO select 3 KIA dealers and request a bid from each dealer

Select the bid that makes the best business decision

Obtain dealer information from Statewide Contract (Click to see how)

Obtain vehicle availability and pricing from dealer

Obtain approval from the OPB to increase vehicle allocation count

Yes

Increase Approved?

No

Obtain Purchase Order

Forward Purchase Order to OFM

Purchase Vehicle

Notify Dealer of Approval

ARI Insights will complete the request workflow: Review and Approval by...

- Your Agency
- Office of Fleet Management
- Office of Planning and Budget

Enter Vehicle Request in ARI Insights to obtain approval to buy vehicle from OPB (Click to see how)

Select the bid that makes the best business decision

Start

Opt to obtain 3 bids from KIA?

AMIGI

Search for KIA certified dealers

Yes

No

Purchase Approved

Enter new vehicle information in ARI Insights (Click to see how)

Have your Agency’s Surplus Coordinator surplus the vehicle

 Notify Dealer of Approval

Forward Purchase Order to OFM

Purchase Vehicle

Obtain Purchase Order(PO)
ACQUIRING A VEHICLE

Lease Versus Buy Chart

This chart provides you with guidelines for whether to buy or lease the vehicle.

When making a 'lease or buy' decision, you must look not only at financial comparisons, but also at your agency's situation and need. Ask questions to drive your decision.

- Is having a new vehicle every two or three years with no major repair risks more important than long-term cost?
- Does your agency have enough capital funding to purchase a vehicle?
- How many miles will you be driving the vehicle?
- For how long does your agency need a vehicle?
- Is it within your vehicle allotment?

Consider the following chart.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Personal Owned Vehicle</th>
<th>Rent</th>
<th>Lease</th>
<th>Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>Under 30 miles per day</td>
<td>Over 900 miles per month</td>
<td>14,000 per year</td>
<td>14,000 per year</td>
</tr>
<tr>
<td>Length of Time Needed</td>
<td>Depends</td>
<td>1-3 months</td>
<td>6 months – 3 years</td>
<td>3-5 years</td>
</tr>
<tr>
<td>Must be under allotment?</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Capital funding</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>Operating funding</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Per Policy 10 version 10- Section II subsection 5.5, requests for written approval shall include cost analysis comparing lease to purchase and demonstrating cost benefit. Lease terms must be included, including the number of years, obligation per year and whether the lease includes a lease to own option to help determine long-range costs versus a vehicle purchase.

Click to return to the Flowchart
Document Vehicle Requirements

Review Policy 10 version 10, Section II – Purchase, Operation and Disposal items. Review the following sub sections in Section 5.2 Motor Vehicles Authorized for Acquisition and 5.3 Ordering Motor Vehicles.

- **5.2.1 Alternative Fuel Vehicle Program**
  In consideration of federal, state and local regulations relating to the Energy Policy Act of 1992, all efforts will be made to ensure approximately 75% of new eligible motor vehicles purchased by state agencies are alternative fuel capable. Alternative fuel options will be made available through the State Purchasing Division’s vehicle contracts. Motor vehicle models identified for purchase and use in non-attainment areas that are not recognized as alternative fuel capable will require justification and approval by OFM prior to purchase.

- **5.2.2 Motor Vehicles Authorized for Acquisition**
  Agencies are encouraged, but not required, to acquire subcompact and compact automobiles wherever possible. If subcompact or compact automobiles for specific jobs are too small to satisfy the operating needs of those jobs, an agency is authorized to obtain mid-sized automobiles. Mid-sized automobiles are those typically defined as such by rental car companies. These automobiles are usually four-door, can accommodate up to four persons comfortably (with a maximum of five persons), and hold up to four pieces of luggage. Agencies have full discretion on the size of automobiles that they may obtain, up to and including mid-sized automobiles, light duty trucks, and heavy-duty trucks based on their own assessments of their individual needs. Agencies are required to maintain documentation of the assessment and make such documentation available for inspection upon request by OPB or DOAS. Agencies must obtain authorization from OFM to acquire any automobile larger than a mid-sized automobile or an automobile with options not included in the equipment shown on the state contract specification. The makes and models of the automobiles with the established options shall be placed on statewide contract by the DOAS State Purchasing Division through its established bidding procedure.

- **5.3 Ordering Motor Vehicles**
  All motor vehicles must be ordered through DOAS statewide contracts. Prior to ordering any vehicles, agencies must submit the associated procurement documentation to OFM through the Vehicle Request Form for certification that the size and optional equipment restrictions of this policy memorandum are being complied with. No motor vehicle may be ordered without the authorization of the appropriate DOAS official. Additionally, agencies that are replacing motor vehicles are required to provide information on each motor vehicle to be replaced, including type of motor vehicle, unique agency vehicle number, VIN, age, mileage, general operating condition, and other information as deemed necessary by OPB or DOAS. Motor vehicle orders must be submitted by May 15th of the fiscal year. Any orders received after May 15th will be deferred to the following fiscal year. Emergency requirements, which justify orders after the cutoff date (e.g., replacement of a totaled motor vehicle) or changes in the vendor(s) awarded the statewide contract, may be considered on a case-by-case basis. Motor vehicles shall not be purchased off-contract from dealer stock without the written approval of DOAS State Purchasing Division.
Consider the Vehicle Acquisition Matrix, available from Policy 10 Appendix, prior to acquiring a used vehicle.

Policy 10 – APPENDIX A – Vehicle Acquisition Matrix

The State of Georgia’s fleet includes several aged and/or high mileage vehicles. Reducing the average age and mileage of the fleet is a goal of the Office of Fleet Management (OFM). To allow these vehicles to be transferred from one agency to another defeats those efforts.

To reduce the number of these types of vehicles that can re-enter the vehicle inventory after replacement or disposal, we have established guidelines on state agency acquisition of vehicles. These guidelines will apply to vehicles proposed for acquisition from any source including donated and used vehicle purchases.

Effective January 1, 2019, the guidelines will apply to any state agency falling under the policies and procedures of Policy 10: Rules, Regulations and Procedures Governing the Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping. These may be rescinded or altered as determined by OFM and OPB.
### Vehicle Acquisition Matrix

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Not Available for Transfer or Purchase</th>
<th>Only Available to Police / Public Safety</th>
<th>Only available &lt; 175,000 Miles</th>
<th>Only Available &lt; 275,000 Miles (GAS) / &lt; 500,000 Miles (DIESEL)</th>
<th>Only Available &lt; 800,000 Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-2005 15 Passenger Vans</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ford Crown Victoria</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutaways and all vehicles from 10,000 to 26,000 Pounds Gross Vehicle Weight Rating (GVWR)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>All Vehicles with a GVWR greater than 26,000 Pounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

- No Vehicle Greater Than 15 Years Old (Difference Between Vehicle Model Year and Current Calendar Year) is Available for Purchase or Transfer
- No Vehicle with Broken or Rolled Over Odometers Unless Mileage can be Established by OFM Records is Available for Purchase or Transfer
- Exceptions:
  1. Technical Schools and Public Safety Training Center for Non-Road Worthy Vehicles Only
  2. Historical Vehicles Used for Display or Public Relations

[Click to return to the Flowchart]
ACQUIRING A VEHICLE

Access Team Georgia Marketplace

How to acquire a vehicle using the Team Georgia Marketplace Virtual Catalog?

1. Login to the Department of Administrative Services (DOAS) internet page at www.doas.ga.gov.
2. Click on State Purchasing under the BUSINESS SERVICES section in the middle of the page.
3. When the State Purchasing Division page displays, click on Statewide Contracts under AREAS OF FOCUS section.
4. Click on **State Contract Index** under the General Public section to display the **Team Georgia Marketplace** login screen.

5. Login to Team Georgia Marketplace with User Name: tgmguest and Password: tgmguest.
At this point, you can search Team Georgia Marketplace for the following:

- **How to Search for Administrative Vehicles Only**
- **How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles**
- **How to Search for Pursuit Vehicles**
- **How to Search for Long Term Lease Vehicles**
- **Information to Collect**

### How to Search for Administrative Vehicles

Administrative Vehicles includes the following:

- Sedans
- SUVs
- Crossover SUVs
- Trucks
- Passenger Vans
- Cargo Vans

These contracts do not include:

- Pursuit Vehicles (check **How to Search for Pursuit Vehicles**)
- Truck Stake Body, Dump Cab or Chassis Vehicles (check **How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles**)
- Lease Vehicles (check **How to Search for Long Term Lease Vehicles**)

You can only purchase the administrative vehicles listed on the contract.

1. To search for Administrative Vehicles, click on the **Administrative Vehicles** link located on the left side of the screen to display the list of all negotiated vehicle contracts.
2. Scroll down on the list of contracts available. To obtain additional information, click the **Contract Number** link for more details.

Clicking the Contract Number provides you with additional information. This page provides you with Contract Information, Dates and Renewals, Contract Manager’s details, attachments.

3. To obtain additional information, download attachments as needed. To do this, expand the **Attachment** section.

4. When the Attachment section opens, click on the **Master Index Vehicle Pricing document** to obtain ordering information and pricing.
5. Review the Master Index Vehicle Pricing document. Notice the tabs available for different types of vehicles available from the contract. Obtain the contact information and contract number.
6. Not all contracts contain the same type of attachments. You can also click on the Information Sheet available in all contracts to obtain additional information. Most importantly, Ordering Information.

<table>
<thead>
<tr>
<th>Supplier Contract Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide Contract Number</td>
</tr>
<tr>
<td>PeopleSoft Vendor Number</td>
</tr>
<tr>
<td>Vendor Name &amp; Address</td>
</tr>
<tr>
<td>Location Code</td>
</tr>
</tbody>
</table>

**DON JACKSON AUTOMOTIVE LLC**  
3950 JONESBORO ROAD  
UNION CITY, GA 30291

**Contract Administrator**  
C. MICHAEL DAVIS III  
Phone: 706-505-4834  
Fax: 7703063393  
Email: ozwizard@aol.com

<table>
<thead>
<tr>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordering Information</td>
</tr>
</tbody>
</table>

**DON JACKSON AUTOMOTIVE LLC**  
3950 JONESBORO ROAD  
UNION CITY, GA 30291

<table>
<thead>
<tr>
<th>Remitting Information</th>
</tr>
</thead>
</table>

**DON JACKSON AUTOMOTIVE LLC**  
3950 JONESBORO ROAD  
UNION CITY, GA 30291

<table>
<thead>
<tr>
<th>Delivery Days</th>
</tr>
</thead>
</table>

Orders will be shipped within 120 days after receipt of Purchase Order

<table>
<thead>
<tr>
<th>Discounts</th>
</tr>
</thead>
</table>

0%

<table>
<thead>
<tr>
<th>Payment Terms</th>
</tr>
</thead>
</table>

Net 30 days

<table>
<thead>
<tr>
<th>Bid Offer includes</th>
</tr>
</thead>
</table>

State and Local Governments

<table>
<thead>
<tr>
<th>Acceptable payment method</th>
</tr>
</thead>
</table>

Purchase Orders, EFT
7. When the Ordering Instructions page displays, take all necessary notes you need to proceed.

For other types of vehicles, check the following links.

- How to Search for Administrative Vehicles Only
- How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles
- How to Search for Pursuit Vehicles
- How to Search for Long Term Lease Vehicles
- Information to Collect

Click to return to the Flowchart

How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles

These contracts do not include:

- Pursuit Vehicles (check How to Search for Pursuit Vehicles)
- Busses (check How to Search for Buses)
- Lease Vehicles (check How to Search for Long Term Lease Vehicles)
- Administrative Vehicles (listed below) (check How to Search for Administrative Vehicles)
  - Sedans
  - SUVs
  - Crossover SUVs
  - Trucks
  - Passenger Vans
  - Cargo Vans

The steps that follow help you find Truck Stake Body, Dump Cab or Chassis Vehicles.

1. Once you access Team Georgia Marketplace, the Search Contract page displays.
2. Click the Truck Stake Body, Dump Cab or Chassis Vehicles link on the left side of the screen.
3. Click on the **Contract Number** to obtain additional information about the contract.

Clicking the Contract Number provides you with additional information. This page provides you with Contract Information, Dates and Renewals, Contract Manager’s details, attachments.

4. To obtain additional information, download attachments as needed. To do this, expand the **Attachment** section.

5. Not all contracts contain the same type of attachments. You can also click on the Information Sheet available in all contracts to obtain additional information. Most importantly, Ordering Information.
ACQUIRING A VEHICLE

For other types of vehicles, check the following links.

- How to Search for Administrative Vehicles Only
- How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles
- How to Search for Pursuit Vehicles
- How to Search for Long Term Lease Vehicles
- Information to Collect

Click to return to the Flowchart

How to Search for Pursuit Vehicles

These contracts do not include:

- Busses (check How to Search for Buses)
- Truck Stake Body, Dump Cab or Chassis Vehicles (check How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles)
- Lease Vehicles (check How to Search for Long Term Lease Vehicles)
- Administrative Vehicles (listed below) (check How to Search for Administrative Vehicles)
  - Sedans
  - SUVs
  - Crossover SUVs
  - Trucks
  - Passenger Vans
  - Cargo Vans

The steps that follow help you find Police Pursuit Vehicles.

1. Once you access Team Georgia Marketplace, the Search Contract page displays.
2. Click the Police Pursuit Vehicles link on the left side of the screen.
3. Click on the **Contract Number** to obtain additional information about the contract.

Clicking the Contract Number provides you with additional information. This page provides you with Contract Information, Dates and Renewals, Contract Manager’s details, attachments.

4. To obtain additional information, download attachments as needed. To do this, expand the **Attachment** section.

5. Not all contracts contain the same type of attachments. You can also click on the Information Sheet available in all contracts to obtain additional information. Most importantly, Ordering Information.
ACQUIRING A VEHICLE

For other types of vehicles, check the following links.

- How to Search for Administrative Vehicles Only
- How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles
- How to Search for Pursuit Vehicles
- How to Search for Long Term Lease Vehicles
- Information to Collect

Click to return to the Flowchart

How to Search for Long Term Lease Vehicles

These contracts do not include:

- Pursuit Vehicles (check How to Search for Pursuit Vehicles)
- Truck Stake Body, Dump Cab or Chassis Vehicles (check How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles)
- Administrative Vehicles (listed below) (check How to Search for Administrative Vehicles)
  - Sedans
  - SUVs
  - Crossover SUVs
  - Trucks
  - Passenger Vans
  - Cargo Vans

The steps that follow help you find Buses.

1. Once you access Team Georgia Marketplace, the Search Contract page displays.
2. Click the Open & Close Vehicle Leasing link on the left side of the screen.
3. Click on the **Contract Number** to obtain additional information about the contract.

Clicking the Contract Number provides you with additional information. This page provides you with Contract Information, Dates and Renewals, Contract Manager’s details, attachments.

4. To obtain additional information, download attachments as needed. To do this, expand the **Attachment** section.

5. Not all contracts contain the same type of attachments. You can also click on the Information Sheet available in all contracts to obtain additional information. Most importantly, Ordering Information.
For other types of vehicles, check the following links.

- How to Search for Administrative Vehicles Only
- How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles
- How to Search for Pursuit Vehicles
- How to Search for Long Term Lease Vehicles
- Information to Collect

Click to return to the Flowchart

Information to Collect

Collect the following information from the contract attachments:

- Contract Number
- Dealer contact information (name, phone number, address, etc.)
- Person to Contact (name, phone number, email, etc.)
Search for KIA Certified Dealers

The Georgia Department of Administrative Services, State Purchasing Division, has established a Statewide Contract for *Automobiles Manufactured in Georgia (AMIGI), Statewide Contract 99999-001-SPD0000122.*

This statewide contract exempts the purchase of new automobiles manufactured by a company that constructs or assembles vehicles in Georgia from the competitive bidding process. This allows your state agency to obtain competitive bidding from three dealers in order to purchase a vehicle that is manufactured in Georgia. However, only approved dealers qualify for this bidding exception.

1. Once you access Team Georgia Marketplace, the **Search Contract** page displays. You use this page to search for the list of certified KIA dealers that can participate in the AMIGI statewide contract.
2. Ensure you search among the active contracts. Click on **Contract Availability** to expand the section or click on **Expand All** (on the right side of the screen) to expand all sections.

3. Select **Active** from the drop down list to set the **Contract Status** field to all active contracts.
4. Type AMIGI in the **Contract Name** field to search for approved dealers to sell automobiles that are manufactured in Georgia.
5. Click the Search button.

6. The search displays contracts related to vehicles, including parts, etc. Scroll down to review the different contracts available.
   a. Review the Start Date and End Date to ensure it is still an active contract.
   b. Review that is Active for Shopping.

7. Click on the Contract Number to obtain additional details.
8. Expand the Attachment section and download the list of Approved Dealers.
Only dealers from this list are approved to participate in the bidding process. Your agency can purchase ANY vehicle from these dealers once the bidding process is complete.

Information to Collect

Collect the following information:

- Statewide Contract Number
- Vendor Name
- Vendor Address
- Vendor Phone Number

Click to return to the Flowchart
Obtain a Waiver from State Purchasing Division

Because state agencies must buy from the Statewide Contracts available, your agency must request an exception to this mandatory rule. To obtain this exception to allow your agency to purchase a vehicle from a non-statewide contract, your agency must obtain a waiver. The Agency Purchasing Office (APO) must make this request to the Department of Administrative Services (DOAS), State Purchasing Division (SPD). These are the steps to request a waiver.

1. Login to the Department of Administrative Services (DOAS) internet page at www.doas.ga.gov.
2. Click on State Purchasing under the BUSINESS SERVICES area in the middle of the page.
3. Click on Seven Stages of Procurement under the AREAS OF FOCUS section located on the bottom of the page.
4. Click on **Stage 1: Need Identification** under the AREAS OF FOCUS section.

5. Scroll down on the Stage 1: Need Identification page and click on Statewide Contract Waiver Request Form (Form SPD-NI005). You use this form to request a statewide contract waiver from the State Purchasing Division. Follow the instructions contained within the form on how to complete the form and submit it to processimprovement@doas.ga.gov.
ACQUIRING A VEHICLE

Click to return to the Flowchart
Consider The Surplus PropertyDonee Websites

Consider the Vehicle Acquisition Matrix, available from Policy 10 version 10 Appendix A, prior to acquiring a vehicle through the Surplus program.

As we all know, the State of Georgia fleet includes a number of aged and/or high mileage vehicles. Reducing the average age and mileage of the fleet is a goal of the Office of Fleet Management. To allow these vehicles to be sent to the Surplus Property system only to be brought back into the fleet inventory in another agency defeats those efforts.

In order to reduce the number of these types of vehicles that are allowed to re-enter the vehicle inventory after replacement or disposal, we have established guidelines on state agency acquisition of vehicles located at Surplus Property.

These guidelines will also apply to vehicles proposed for acquisition from any other source, to include donated and used vehicle purchases. Effective March 31, 2015, the guidelines will apply to any state agency falling under the policies and procedures of Policy 10: Rules, Regulations and Procedures Governing the Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping.
APPENDIX A

Vehicle Acquisition Matrix

The State of Georgia’s fleet includes several aged and/or high mileage vehicles. Reducing the average age and mileage of the fleet is a goal of the Office of Fleet Management (OFM). To allow these vehicles to be transferred from one agency to another defeats those efforts. To reduce the number of these types of vehicles that can re-enter the vehicle inventory after replacement or disposal, we have established guidelines on state agency acquisition of vehicles. These guidelines will apply to vehicles proposed for acquisition from any source including donated and used vehicle purchases. Effective January 1, 2019, the guidelines will apply to any state agency falling under the policies and procedures of Policy 10: Rules, Regulations and Procedures Governing the Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping. These may be rescinded or altered as determined by OFM and OPB.

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Not Available for Transfer or Purchase</th>
<th>Only Available to Police / Public Safety</th>
<th>Only available &lt;175,000 Miles</th>
<th>Only Available &lt; 275,000 Miles (GAS) / &lt; 500,000 Miles (DIESEL)</th>
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- No Vehicle Greater Than 15 Years Old (Difference Between Vehicle Model Year and Current Calendar Year) is Available for Purchase or Transfer
- No Vehicle with Broken or Rolled Over Odometers Unless Mileage can be Established by OFM Records is Available for Purchase or Transfer
- Exceptions:
  1. Technical Schools and Public Safety Training Center for Non-Road Worthy Vehicles Only
  2. Historical Vehicles Used for Display or Public Relations
Surplus Donee Website
The Surplus Property Donee Websites have items that are available for redistribution by and to state and local governments, eligible non-profits, and Federal Agencies. State agencies that use this program can access the websites to search for available items.

To access the Surplus Property Donee Websites, you must contact the Surplus Property representative for your agency as access to any of the Surplus Property websites require login credentials.

The Surplus Property program provides State and Federal Property for Donees. Access to these websites require different credentials. The Federal Property for Donees may provide vehicles with lower mileage than the State Surplus for Donees that can be purchased for a Federal Fixed Price and may provide considerable savings to the agency. However, all vehicles acquired through the Surplus Property Donee program are used vehicles that require careful consideration.

- Access to the Donee Website
- Access to the Federal Website
- Access Georgia Auctions and Sales Website

Access to the Donee Website
To access the Donee website in order to review vehicles available for surplus, follow these steps.

1. Login to the Department of Administrative Services (DOAS) internet page at www.doas.ga.gov.
2. Click on Surplus under the BUSINESS SERVICES section in the middle of the page.
3. Click on Surplus Property for Donees under the AREAS OF FOCUS section.
4. Once the Asset Management login screen displays, you can click on any of the Categories listed in the Category section. Vehicles or Automobiles is not listed under Categories because there are no vehicles available. Once you click on the item, you can review the list of items available.
Access to the Federal Website

To access the Federal website in order to review vehicles available for surplus, follow these steps.

4. Login to the Department of Administrative Services (DOAS) internet page at www.doas.ga.gov.
5. Click on Surplus under the BUSINESS SERVICES section in the middle of the page.

6. Click on Federal Property for Donees under the AREAS OF FOCUS section.

5. The screen below provides access to the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the General Services
ACQUIRING A VEHICLE

Administration. The Surplus representative at your state agency has the appropriate credentials to search and find vehicles available from the Federal program.

Access Georgia Auctions and Sales Website

In addition to the donee websites offered through the Surplus Property program, many surplused state vehicles are offered to the public through a contracted live auto auction service. The current vendor is America's Auto Auction in Atlanta which is a full service auto auction company combining auto auction market with national marketing. To place bids on these auction sites, your State Agency must first set up a user account.

It is important to highlight that the offered property is used and sold in as-is, where-is condition. Bidders are strongly encouraged to inspect the property before placing a bid. Because other Surplus Property policies and procedures may apply, contact your State Agency Surplus Representative to set this up for you.

To access the Georgia Auctions and Sales website in order to review vehicles available, follow these steps.

1. Login to the Department of Administrative Services (DOAS) internet page at www.doas.ga.gov.
2. Click on Surplus under the BUSINESS SERVICES section in the middle of the page.
3. Click on **Georgia Auctions and Sales** under the AREAS OF FOCUS section.

4. Click on **Live Auctions – Vehicles Only** under the AREAS OF FOCUS section.
5. Click on the **America's Auto Auction** button to see the locations where actions take place and gain access to their websites. Only Surplus representatives can participate in these auctions.

**Click to return to the Flowchart**
ACQUIRING A VEHICLE

Enter Vehicle Request

Prior to acquiring the vehicle, your agency must obtain the appropriate approvals to acquire the vehicle. You complete this step by login in to ARI Insights and submitting a request.

The Vehicle Request process goes through at least four submittal levels:

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fleet Manager/ Coordinator Request Process</td>
<td>Completes the initial request and provides new/replacement vehicle information, vendor information.</td>
</tr>
<tr>
<td>2</td>
<td>Agency Approval Process</td>
<td>Every agency has at least one person who approves the acquisition of the vehicle and ensures that all necessary agency procedures have been followed for acceptance and payment of the vehicle.</td>
</tr>
<tr>
<td>3</td>
<td>Office of Fleet (OFM) Approval Process</td>
<td>After the Vehicle Request has cleared the agency approval level, the OFM ensures that the agency has met fleet policy requirements.</td>
</tr>
<tr>
<td>4</td>
<td>Office of Planning and Budget (OPB) Approval Process</td>
<td>Lastly, OPB reviews the request to ensure adequate funding and justification for the purchase.</td>
</tr>
</tbody>
</table>

In order to complete the vehicle request, you need the following information:

- Type of vehicle request—replacement or addition
- If replacement, state-id of vehicle that will be replaced
- Desired vehicle information (year, make, model, fuel type, alternative fuel vehicle, GVW)
- Assigned status of new vehicle
- Statewide contract, if applicable
- Vendor information (address and contact information)
- Intended use of the vehicle
- Justification for vehicle purchase including maintenance cost of replacement vehicles
- Budget program information (this information can be obtained from agency budget officials)

1. Login to ARI Insights using your credentials at https://ariinsights.arifleet.com/AriAccessWeb/LoginForm.aspx?brandName=SOG.
2. At the main dashboard, click on Customer located on the Header at the top of the screen. Then, drag your cursor through State of Georgia Forms and click on Vehicle Request Form.

3. Click on the Description field. To enter a new Vehicle Request, use the requirements you collected earlier about the vehicle and enter selected items of this information in the Description field. For example, Ford, Focus, SUV, Automatic, etc.

4. Click in the Site/Agency field. It should auto populate with your agency name. If it does not populate automatically, start typing your agency organization number and it will automatically populate the Agency Code. For example, 4030-Administrative Services, Department of.

5. Annotate the VR# assigned to your request.
6. Click the Save button at the bottom of the form.

7. Start filling in the other sections of the form. To do this, click on the title of the section:
   - Attachments
   - Agency Contact Information
   - Vendor Information
   - Vehicle Request Lines
   - Additional Info
   - Audit Details
ACQUIRING A VEHICLE

8. Click on **Attachments** to add needed documentation.
   a. Click on the **Description** field and add a description of the document. For example, Vehicle Requirements.
   b. Click on the File to Upload field to browse for the file on your PC/Laptop and select the desired file. When you click this field, the Choose File to Upload window displays. Click the desired file. Then, click the **Open button** to select the file. *The file must be in PDF format.*

c. Click on the Upload button to upload the file.
The files you upload display in the Documents section and the number of documents you upload show next to the word Attachment. You can click the document name and view the document you uploaded. If you want to remove the document from the list of uploaded documents, click on the red X under the Delete column.

d. Continue to upload documents until you upload all needed documents.

Include the following information:
• Documentation of vehicle requirements
• Justification for the need to buy a vehicle
• If it is an increase in vehicle count, the approval from your agency and the Office of Budget and Planning (OPB) to add a new vehicle to the agency allotment count.
• If the vehicle is not being purchased from a Statewide Contract, the waiver obtained from the State Purchasing Division or the 3 bids obtained from KIA dealers.

9. Click on Agency Contact Information to open this section. The Agency Contact Information section should be auto populated. Ensure the information is correct.
10. Click on the **Vendor Information** section.
   a. Click the SWC Number field to drop down the list of Statewide Contracts available. Use the information you obtained from Team Georgia Marketplace.
   b. Then, choose the **Vendor** from the Statewide Contract you selected.
   c. Lastly, select the **Vehicle Delivery Method** from the drop down list (either Delivery or Pick Up)
   
   ![Image of Vendor Information section]

   d. If you did not find a Statewide Contract, click on No Vendor? And complete the new fields that display:
      - **Vendor**
      - **Address (of the vendor)**
ACQUIRING A VEHICLE

- City (of the vendor)
- State (of the vendor)
- Postal Code (of the vendor)

   e. Select the **Vehicle Delivery Method**.

11. Click the **Vehicle Information** section.
   a. Click the **Add VR Line** button on the right side of the form. This opens up this section.
   b. Click the **VR Reason** to drop down the list of choices. Then, select either **Addition to Fleet** or **Replacement Vehicle**.
Addition to Fleet

If you are adding a vehicle to the agency’s fleet, complete the fields that display due to your selection in the VR Reason field.

Fill out the new vehicle information, the justification questions, the EPact Information section and, Charge to information.
After completing all required fields, click on the **Save VR Line button** to save the Vehicle Request Line.

**Replacement Vehicle**

If you are replacing a vehicle, complete the fields that display due to your selection in the VR Reason field.
After completing all required fields, click on the **Save VR Line button** to save the Vehicle Request Line.

12. Click on the **Additional Info** section. Use this section to add any other information that might be useful in determining the need for the vehicle.

13. Once you fill all these sections, click the **Submit** button at the bottom of the page to submit the vehicle request for approval.

Once you click the Submit button, the vehicle request is routed for the appropriate approvals workflow based on how your agency is set up. ARI Insights emails notifications as follows:

- Next approval level within your agency (Agency Approver).
- Fleet Coordinator Approver.

You can always view the status of your vehicle request by using the Vehicle Request Search and the VR# assigned to your request.

**Click to return to the Flowchart**
Enter The New Vehicle Information – New Asset

1. Login to ARI Insights using your credentials at https://ariinsights.arifleet.com/AriAccessWeb/LoginForm.aspx?brandName=SOG.

2. At the main dashboard, click on Customer located on the Header at the top of the screen. Then, drag your cursor through State of Georgia Forms and click on Asset Creation Form.

3. Enter the VIN number and click on Process Vin.
4. Complete the rest of the fields. When finished, click on the **Submit button**.
   - Site/Agency Information
   - Vehicle Request Info
   - New Vehicle Info
   - Vehicle Contact Info
   - Additional Information

Click to return to the Flowchart