



Department of Administrative Services
Improving efficiency, compliance and workforce performance

Fleet Day - 2023

Office of Fleet Management

Bobby Arrington

Seasoned Fleet Managers

Vehicle Acquisitions/MV1s/APD



Agenda

- Holman Insights Dashboard
- VR's using same vendor
- Missing VR Data (Vendor Order Sheet/BOR Approval/ TCSG Approval)
- Team Georgia Marketplace (<http://doas.ga.gov/state-purchasing/team-georgia-marketplace>)
- Compliance Issues (underutilized vehicle/no fueled vehicle/no maintenance vehicles)
- Justification questions on vehicle request
- Checklist for vehicle request and vehicle transfers
- Approval Workflow
- Asset Creation Form
- MV1 Form
- APD Form

Holman Insights Dashboard

Holman | Insights Show Me How? Welcome, BOBBY ARRINGTON DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

Search Vehicles Driver Ordering Customer Reporting Communication Telematics

Main Dashboard Maintenance Inventory ARI insights Training PM Coupon Schedules Cheat Sheet Trends

Important Contacts:

Who to Contact for:

Holman Insights Technical Assistance:
CIS Help Desk
(856) 439-7478 or cishelpdesk@holman.com

WEX Strategic Support:
Strategic.support@wexinc.com
(800) 726-0492

Holman Maintenance Technician:
(800) CAR-CARE
(800) 227-2273

Vehicle Requests/Vehicle Inventory/Transfers/MV1's:
Bobby Arrington – (404) 657-6908
Bobby.Arrington@doas.ga.gov

Damage to State Vehicles:
APD@doas.ga.gov

Windshield Claims and Questions:
Annita Myers-Jefferson – (678) 325-2586
Annita.Myers-Jefferson@doas.ga.gov

Claims from Folks We Hit:
Wade Damron 404-463-7982
Wade.Damron@doas.ga.gov

Your Inventory:

Inventory by Status
All Vehicles

Status	Count
Active	~15,000
On Order	~100
Out of Svc	~1,000
Sold	~10,000

7,745 Vehicle(s) Having Average Monthly Travel Less Than 500 Miles 39907

Vehicles Expenses:

Repair or Surplus?

Category	Count	Details
Vehicles With Life-Of-Vehicle Maintenance	5,505	Total Cost over \$7,500
Vehicles Meeting Replacement Criteria	8,871	exceeding: 144 MIS, 150,000 miles(km), \$7,500 in maintenance

Run these reports to help with Tier Report Scoring:

Desktop Intelligence Reports
Click on any report below to open it in a new window:

- SOG PM Overdue and Coming Due (1) (Found By Name)
- 5C95 Preventive Maintenance Dates (Found By Name)
- Last 6 Months Maintenance v2 (Found By Name)
- Mileage Exception Report V1.1 (Found By Name)
- Agency Annual Mileage V2 (Found By Name)
- Agency MV1 Detail Report V2-ISS (Found By Name)
- 5C95 Fixed And Operating Expenses (Found By Name)
- 5C95 Scorecard Fleet v2 (Found By Name)
- Assigned Vehicle by Mileage Listing Report V1-ISS (Found By Name)
- Fleet Total Cost Per Mile Report (Found By Name)
- Fuel Data by Agency Name and Transaction Date Range (Found By Name)

Odometer Reading & Fueling:

Is this vehicle used regularly? Have you fueled up in the last month?

Metric	Count	Filter
Vehicles with no Fuel Transactions in over 30 days	3,871	39907
Active Vehicles without an odometer entry in the last 31 days	3,841	39907

Saved Search Options:

DOAS created vehicle lists

Saved Searches
Click on any saved search below to open it in a new window:

- Vehicles with APD Coverage and Premium
- Vehicle List
- Vehicle Inventory and Mileage

Vehicle Request Form

Vehicle Request Form

 Expand All Sections

VR Header Information

VR# 4030-22746

Description* 2022 Ford-150

Site* 4030-Administrative Services, De

Status: Waiting for Requestor Addl Data

Status Date 09/09/2022

Total VR Cost \$0.00

Attachments (0)

Agency Contact Information

Requested By BOBBY ARRINGTON

Contact Email BOBBY.ARRINGTON@DOAS.GA.GOV

Requested Date 09/09/2022

Contact Fax

Contact Phone (404) 657-6908

Vendor Information

No Vendor?

Vehicle Delivery Method*

SWC Number*

Vendor*

Vehicle Request Lines (1)

Add New VR Line #1

VR Reason*

New Vehicle Information

Year*

Make*

Model*

Unit Cost*

Leased*

Driver Assigned*

Fuel Type*

Vehicle to be Replaced

Disposition Method*

State ID*

No Data Found for entered State ID

VIN


Current Odometer

Year

Make

Model

Vehicle Request **REPLACEMENT** VR Line with Justification Questions

New Vehicle Information	Vehicle to be Replaced
<p>Year * 2023</p> <p>Make * FORD</p> <p>Model * F250</p> <p>Unit Cost * \$54,223.00</p> <p>Leased * No</p> <p>Driver Assigned * Yes</p> <p>Fuel Type * Gas</p>	<p>Disposition Method * Turn in to State Surplus</p> <p>State ID * 484-4012853</p> <p>VIN 1FTNF20555EC24676</p> <p>Current Odometer 148658</p> <p>Year 2005</p> <p>Make FORD</p> <p>Model F250</p>
 Justification Questions	
<p>If an underutilized vehicle can not be used for the vehicle being replaced, explain why. * (1000 character limit, if more space is needed please attach PDF file in the attachment section) *</p>	<p>An under utilized unit cannot be used for a replacement due the expense of outfitting the unit would not be cost effective for the department.</p>
<p>Why is the replacement vehicle needed?* (500 character limit) *</p>	<p>This unit will be used as an emergency response unit.</p>
<p>How will this replacement vehicle be used if the vehicle type is different from the original vehicle? * (500 character limit) *</p>	<p>This unit will be used as an emergency response unit.</p>
<p>Please provide justification for the difference if the replacement vehicle is not a like kind. * (500 character limit) *</p>	<p>This unit will be outfitted with a plow and spreader to respond to emergency's for snow and ice and other natural disasters that occur in Georgia.</p>
<p>Explain any funding source other than state funds. (250 character limit) *</p>	<p>State Funds</p>
<p>How much has been spent on repairs/maintenance ? in the last 12 months? This is regardless of the number of miles on the vehicle (250 character limit). *</p>	<p></p>
<p>How is the current vehicle used? (250 character limit) *</p>	<p>The current unit is not being used to its potential because of the age and the unit and not being outfitted for emergencies.</p>
<p>Additional information. 0 (500 character limit) *</p>	<p></p>

Approval Workflow

Approval History (6)		
Date/Time	User	New Status
08/23/2022 10:57:12 AM	JAZZMIN RANDALL	Approved
08/18/2022 9:00:15 AM	BOBBY ARRINGTON	VR Waiting OFM Director Review
08/18/2022 8:48:44 AM	Ben Rushing	VR Waiting OFM Review
08/18/2022 8:48:39 AM	Ben Rushing	VR Waiting Fleet Coordinator Review
08/18/2022 8:48:33 AM	Ben Rushing	Waiting on Agency Approval
08/18/2022 8:37:21 AM	Ben Rushing	New

Checklist for Additonal/REPLACEMENT Vehicle Request

Greetings (Joe),

According to Policy 10 section 5.1.2 – Replacement Motor Vehicle Request

For each replacement vehicle requested, agencies shall demonstrate the following:

- The motor vehicle was totaled.
- No current motor vehicles are available to be reassigned based on the minimum utilization standard of 25% of the median miles driven by asset type per state entity as determined by OFM.
- The replacement motor vehicle will be "like kind" to the degree possible. If not, written justification outlining the need to meet new operating requirements must be submitted to OFM for approval.
- All active agency motor vehicles will have current fuel and maintenance recorded in the Fleet Management Database at the time of the request; and,
- The replacement motor vehicle meets the replacement criteria established each budget cycle as determined by OFM, with input provided by OPB. Criteria will be based upon the total cost of ownership exceeding the current book value of the motor vehicle.

You have selected **“Vehicle Replacement”** for your vehicle request type. The replacement vehicle is required to be selected from your state entity’s Replacement Cycle Analysis that is found on the [Fleet TCO Dashboard](#) unless the vehicle has been totaled. **If the vehicle selected for replacement is NOT listed on the Replacement Cycle Analysis (i.e. the vehicle has been totaled), please provide an explanation.**

We have identified **(18)** vehicles on the underutilized list of which **(10)** vehicles are of “like kind”. Please provide a written justification outlining why the vehicles on the underutilized list cannot be used in lieu of this replacement transfer vehicle request.

If the new vehicle selected in this request is not the same vehicle type as the vehicle you are replacing (i.e. “like kind”), **a written justification outlining the need to meet new operating requirements is required.**

As of today, there are **(6)** vehicles that have not fueled in the last 90 days, and **(6)** vehicles without a maintenance event in the last 12 months.

Thank You,

Office of Fleet Management

Fleet TCO Dashboard



Select Agency CSB-DEKALB

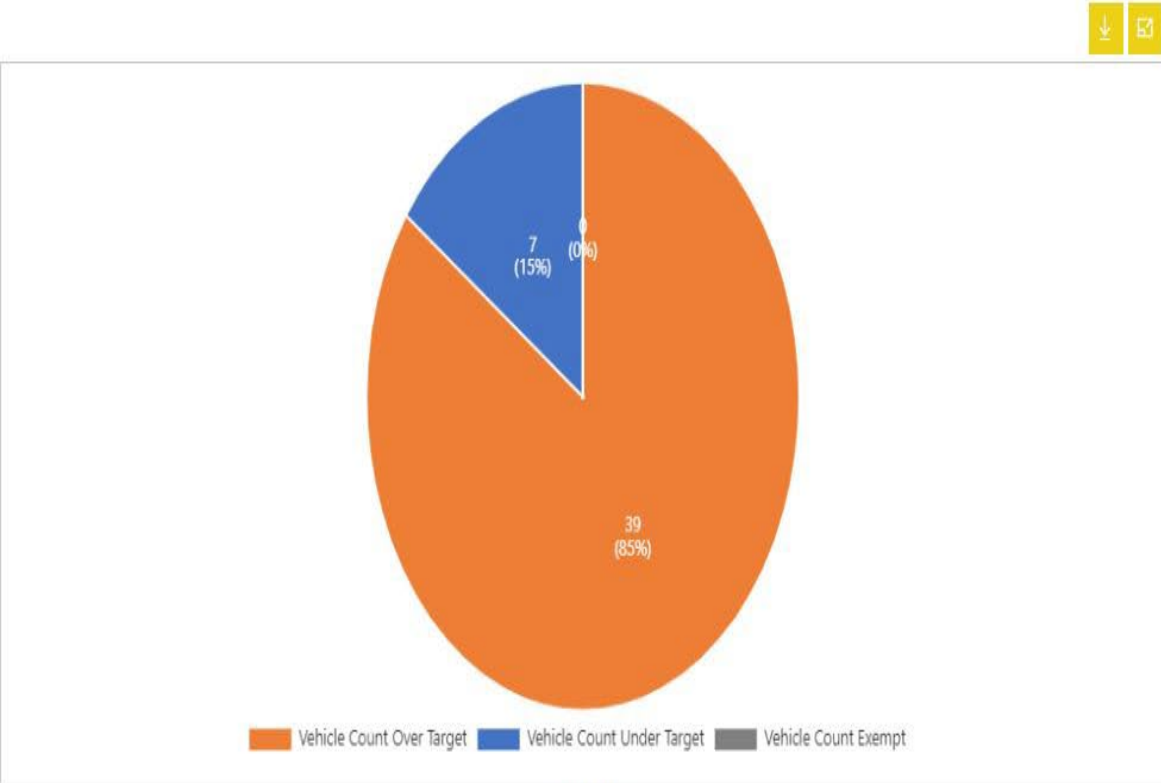
Agency Vehicle Count Under Percentage of Vehicles Over and Under Agency Target Miles By Vehicle Type

Displays the percentage of vehicles that are considered underutilized and drove less than 25% of the median miles driven by agency asset type.

Select Asset Type: All Selected Select Department: All Selected

To view the vehicles that are over and/or under the 25% median target miles, click the yellow boxes below.

Over Target Vehicle Count	Under Target \ Exempt	
39	7	0



CSB-DEKALB

Replacement Cycle Analysis

Vehicle Count

Across Ages

Across Odometers

Underutilized Vehicle Analysis

Agency Vehicle Count Un...

Percentage of Vehicles Ov...

Agency Target Miles By Ve...

Agency Rental Spend

Hertz Rental Spend

Enterprise Rental Spend

Agency Fuel Spend

Agency Maintenance Spend

Agency Acquisition Spend

Agency APD Premium Spend

Agency Active Vehicle Count

Agency Active Driver Count

Driver Fuel Card Acknowled...

How to determine fleet measures

Underutilized vehicles The Underutilized Vehicle Analysis looks at miles driven information over 3 years to determine whether or not vehicles are underutilized. A three-year time frame was selected in order to “iron out” any unusual usage situations that might occur with an agency’s needs or mission. The current analysis posted to the dashboard reviewed miles driven data from FY21, FY22, and FY23. A vehicle is considered underutilized if it drove less than 25% of the median miles driven per vehicle type.









Replacement Vehicles The Replacement Cycle Analysis looks at your vehicles’ total cost of ownership in relation to their book values. For this analysis, Total Cost of Ownership (TCO) = lifetime depreciation amount PLUS maintenance expenses over the two previous complete fiscal years (FY22 & FY23). A vehicle is an ideal candidate for replacement when its TCO is greater than its book value.

Vehicles without maintenance in the last 12 months Run the SOG MAINT report found inside Holman Insights’ Reporting Hub. There is a column with Y for Yes for vehicles that had a maintenance event over the last 12 months from the day the report is run. Any type of maintenance activity recorded in Holman Insights will count as a maintenance event.

VR using same Vendor

Vehicle Request Form

 Expand All Sections

VR Header Information			
VR# 5090-19143	Description*	1 Each Ford Transit Connect Wagon and 1 Each S12 Ford 	Site* 5090-BOR-Georgia State 
Status VR Waiting OFM Review	Status Date 09/16/2019	Total VR Cost \$57,219.00	
Attachments (3)			
Agency Contact Information			
Vendor Information			
No Vendor ? <input type="checkbox"/>	Vehicle Delivery Method * Delivery 		
SWC Number *	AdminVehs99999-SPD-ES40199373-0 		
Vendor *	Wade Ford 		
Vehicle Request Lines (2)			
			Add VR Line  Expand All VR Lines
VR Line #1 2019 FORD TRANSIT (Addition to Fleet) 			
VR Line #2 2020 FORD S12 TRANSIT WAGON (Addition to Fleet) 			
Additional Info (1)			
Audit Details			

VR last saved on Monday, September 16, 2019 at 11:46:12 AM by HARRICE MOORE [View printable report in a new window](#)

[Save](#) [Approve](#) [Request Additional Info](#) [Print](#) [Cancel](#) [Program Id / Name * 4180701 - Bridges and Roadways](#)

Asset Creation Form

VIN Enter 1st digit here -->

(Please note that several fields below have default values, you may update the field if needed)

NAC Status Information			
NAC #	3680-22238	Status	Completed
		Status Date	08/27/2022
Site/Agency Information			
Site/Agency Name	<input type="text" value="3680-CSB-DEKALB"/>	Site/LocationID	<input type="text" value="1"/>
Division	22	Location Name	DEKALB CSB
Requested By	ADONNA CRAWFORD (SOG4271)	Requested Date	08/26/2022
Vehicle Request Info			
VR Number	<input type="text" value="22662"/>	VR Description	2022 Ford Escape
New Vehicle Info - VIN DECODED			
New Vehicle VIN	1FMCU9F62NUB18502		
Year	<input type="text" value="2022"/>	Make	<input type="text" value="FORD"/>
GVWR	<input type="text" value="4001"/>	Fuel Type	<input type="text" value="Gas"/>
State ID#	368- <input type="text" value="8502"/>	Holman Vehicle	<input type="text" value="G18502"/>
Delivery Date	<input type="text" value="08/26/2022"/>	Book Value	<input type="text" value="22800"/>
APD	<input type="text" value="Yes"/>	RMS Customer#	00000191
Fuel Card Required?	<input type="text" value="Yes-Ship Overnight"/>	WEX Account#	<input type="text" value="0496002391043"/>
Report My Driving Sticker?	<input type="text" value="Yes"/>	Fleet Asset Type	<input type="text" value="FLEET"/>
Vendor	<input type="text" value="Acme"/>	Primary Use	<input type="text" value="Administrative"/>
Maintenance	<input type="text" value="ARI Maint"/>	Agencies	<input type="text" value="6032"/>
Client	<input type="text" value="SC95"/>	License Plate	<input type="text"/>
Capitol Hill Vehicle	<input type="text" value="Yes"/>	Vehicle Type	<input type="text" value="Car"/>
Asset Type	<input type="text" value="Sport"/>	PM Schedule	<input type="text" value="10K"/>
Fuel Capacity	<input type="text" value="16"/>		
Vehicle Contact Info			
First Name	REGINALD	Last Name	POWELL
Address Line 1	DEKALB COMMUNITY SERVICE BOARD	Address Line 2	445 WINN WAY
City	DECATUR	State	GA
Phone	4045087732	E-mail Address	REGINALD@DEKCSB.ORG
Address Line 3		Zip Code	30031
Additional Information			
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			



Vehicle Transfers

- Agencies wanting to acquire vehicle transfers offered through DOAS Surplus Property, must comply with Policy 10 requirements.
- We have a checklist for replacement vehicle transfer and additional vehicle transfer.

Checklist for Additonal/REPLACEMENT Vehicle Request/Transfer

Greetings (Joe),

According to Policy 10 section 5.1.2 – Replacement Motor Vehicle Request

For each replacement vehicle requested, agencies shall demonstrate the following:

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- All active agency motor vehicles will have current fuel and maintenance recorded in the Fleet Management Database at the time of the request; and,
- The replacement motor vehicle meets the replacement criteria established each budget cycle as determined by OFM, with input provided by OPB. Criteria will be based upon the total cost of ownership exceeding the current book value of the motor vehicle.

You have selected **“Vehicle Replacement”** for your vehicle request type. The replacement vehicle is required to be selected from your state entity’s Replacement Cycle Analysis that is found on the [Fleet TCO Dashboard](#) unless the vehicle has been totaled. **If the vehicle selected for replacement is NOT listed on the Replacement Cycle Analysis (i.e. the vehicle has been totaled), please provide an explanation.**

We have identified **(18)** vehicles on the underutilized list of which **(10)** vehicles are of “like kind”. Please provide a written justification outlining why the vehicles on the underutilized list cannot be used in lieu of this replacement transfer vehicle request.

If the new vehicle selected in this request is not the same vehicle type as the vehicle you are replacing (i.e. “like kind”), **a written justification outlining the need to meet new operating requirements is required.**

As of today, there are **(6)** vehicles that have not fueled in the last 90 days, and **(6)** vehicles without a maintenance event in the last 12 months.

Thank You,

Office of Fleet Management

MV1 Form

Header Information	
MV1# 4830-1017872	Status: Saved
Created Date: 09/09/2022	
Employee Information	
First Name: Bobby	Middle Initial: []
Last Name: Arrington	
Agency: 4030-Administrative Services, C	
Employee ID#: 900000	
Vehicle Assignment	
State ID*: []	Start Date: 09/12/2022
How many miles do you anticipate commuting to and from your office in a fiscal year? 2500	<input type="button" value="Add Vehicle"/>
Assigned Vehicle Use	
AV1: Does this assignment for a state employee require duties of a sworn POST-certified/registered officer, and the motor vehicle assigned to the employee is specifically equipped for law enforcement purposes and having the vehicle is essential for the state employee to carry out their job functions? <input type="button" value="Yes"/>	
SUV needed because of added equipment and officer needs vehicle to perform duties. ←	
AV2: Does the state employee travel to different work sites as part of routine duties? <input type="button" value="No"/>	
AV3: Does the vehicle have special equipment other than a radio or cellular telephone, is used to transport equipment, which is too large or heavy, or has special features which make it impractical to be transferred between motor vehicles or between a motor vehicle and a fixed location? <input type="button" value="No"/>	
AV4: Is the vehicle for emergency use or is specially equipped and used for a related mission - such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle - and the vehicle is rarely driven to a conventional worksite from state employee's home? <input type="button" value="No"/>	
AV5: Is the vehicle required to be driven to sites or under conditions that would endanger privately owned vehicles? <input type="button" value="No"/>	
To view a copy of policy 10: http://www.ga.gov/transport/204Management/204Policy/204Policy%20and%20Compliance/Policy/20400%20Division%2010%20Policy%2010-1-2020.pdf	
Comments	
Employee Certification	
I certify the above listed information is complete and accurate for the purpose of this request.	Approved Signature: Joe Jones 09/09/2022 ←
Agency Recommendation	
Employee is recommended for authorization of individual assignment of a vehicle <input checked="" type="checkbox"/> Yes	
Employee is recommended for authorization of overnight use of the vehicle on a routine basis <input checked="" type="checkbox"/> Yes	
Agency Approved Signature: Joe Brown 09/09/2022	Agency Head or Designee Signature: Joe Smith 09/09/2022
Email Address: []	Phone Number: []
OFM Director Authorization	
Employee is recommended for authorization of individual assignment of a vehicle <input checked="" type="checkbox"/> Yes	
OFM Director Signature: []	Title/Designation: [] 09/09/2022
Additional Info (0)	
Audit Details	
MV1 successfully saved on Friday, September 9, 2022 at 11:25:32 AM by BOBBY ARRINGTON	
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Exit"/>	

APD Pending Completion

APD Form

VIN Enter 1st digit here -->

Change VIN

Status Information			
APD#: 4660-11683	Status: Pending Completion	Status Date: 10/13/2023	
Contact Information			
Entered By	LORI BARMANN(SOG3346)	Created Date:	10/13/2023
Vehicle / Damage / Claim Information			
VIN	2C3CDXKT7LH127382	Date Of Loss	10/02/2023
State ID	466-0383B	Damages Under \$500	--Select--
Claim Number	134946282	Total Loss	--Select--
Repair Amount or If Total Loss enter Book Value		Repair Completion Date	
Risk Coordinator Email (optional-used as Fleet Contact)		Driver	HOLMAN
		At Fault	<input type="checkbox"/>
Email Notification Information			
	Date/Time Sent	Recipient Email	
30 Day Notification			
60 Day Notification			
90 Day Notification			
Audit Details			

APD Form last saved on Friday, October 13, 2023 at 10:15:52 AM by LORI BARMANN

Save

Complete

Exit

Contact info:

Bobby Arrington

Phone: 404-657-6908

Email: Bobby.Arrington@doas.ga.gov

Department of Administrative Services
Improving efficiency, compliance, and workplace performance

Fleet Day - 2023

State Purchasing Division



Welcome!

PRESENTERS



Dr. Carl A. Hall, Esq.
*Group Manager, Contract
Management &
Marketing*
Carl.hall@doas.ga.gov



Ms. Emily Harris
*Contract Management
Specialist*
Emily.harris@doas.ga.gov

Agenda

Introductions

Session Topics

- **Fleet Statewide Contracts**
 - **Review: Vehicle Availability Matrix**
- **Supply Chain Disruption (Impact on Auto Industry)**
- **Interim Modified Vehicle Ordering Process**
 - **Administrative Vehicles SWC**

FLEET STATEWIDE CONTRACTS

❖ Denotes Highly Utilized SWC

Contract Number	Contract Title
99999-SPD-ES40199373	❖ Administrative Vehicles
99999-001-SPD0000183	❖ Police Pursuit and Special Vehicles
99999-SPD-SPD0000212	Public Mass Transit and Transportation Related Vehicles
99999-SPD-SWL20200630	School Buses with Related Accessories, Supplies, Parts, and Services
99999-SPD-SPD0000155	Truck Chassis and Bodies
99999-SPD-ES40199376LS	Open & Closed Vehicle Leasing
99999-SPD-ES40199376BS	Bus Rentals
99999-SPD-SWL20201105	Customized Fleet Supply Chain & Parts Inventory Management
99999-001-SPD0000122	❖ AMIGI (Auto Mfg in GA)
99999-001-SPD0000203	❖ New Tires & Retread Tires
99999-001-SPD0000201-0002	❖ Auto Parts (Just-In-Time)

AUTOMOBILES MANUFACTURED IN GEORGIA INITIATIVE (AMIGI)

Convenience Statewide Contract

#99999-001-SPD0000122

Effective Date: 07/01/2015

Current Term Expires: 6/30/2025

This contract was specifically created to work with Georgia-based automobile manufacturers. KIA is the only eligible manufacturer to date. Around the state, 13 authorized AMIGI dealers are active for use with this contract.

Using only the list of authorized AMIGI dealers:

- Find the vehicle you want to purchase
- Obtain 3 written quotes
- Issue your purchase order



Remember that your 3 quotes and the vehicle(s) you purchase must be obtained from the list of authorized AMIGI dealers. You must also follow the Ordering Instructions (located on the Information Sheet), which can be found in [Team Georgia Marketplace](#) on the Supplier's Contract Summary Page under Attachments. There you will also find the list of authorized AMIGI dealers.

Pricing is established at the time of purchase.

Public Mass Transit Vehicles and Related Options, Equipment, & Accessories

Mandatory Statewide Contract

#Required 99999-SPD-SPD0000212

Effective Date: 07/01/2023

Current Term Expires: 6/30/2025

NEW

Category	Awarded Suppliers	
Category 1: Coach Buses (FTA/Non-FTA)	Motor Coach Industries, Inc.	ABC Bus, Inc.
Category 2: Transit Buses (FTA/Non-FTA)	Creative Bus Sales, Inc. Proterra Operating Company, Inc. Hometown Manufacturing, Inc	New Flyer America, Inc. ABC Bus, Inc
Category 3: Trolley Buses (FTA/Non-FTA)	Hometown Manufacturing, Inc.	
Category 4: Light Duty Cut Away Buses (FTA/Non-FTA)	Creative Bus Sales, Inc The Bus Center Atlanta, LLC Coach & Equipment Bus Sales, Inc. Transportation Equipment Sales Corporation (TESCO)	ABC Bus, Inc. Classic Bus Sales
Category 5: Medium Duty Cut Away Buses (FTA/Non-FTA)	ABC Bus, Inc. The Bus Center Atlanta, LLC Transportation Equipment Sales Corporation (TESCO)	Creative Bus Sales, Inc. Coach & Equipment Bus Sales, Inc.
Category 6: OEM Mobility Vans (Non-FTA)	Creative Bus Sales, Inc The Bus Center Atlanta, LLC Transportation Equipment Sales Corporation (TESCO)	
Category 7: Other Mobility Vans (FTA/Non-FTA)	ABC Bus, Inc. Creative Bus Sales, Inc.	The Bus Center Atlanta, LLC Master's Transportation, Inc

Vehicle Availability Matrix – Admin Vehicles

Statewide Contract Vehicle Availability - MY24

As of 10/3/23

Order Window Open and Close dates are subject to change.

Administrative Vehicles (SWC #99999-SPD-ES40199373)

Class	Contract #	Awarded Supplier	Vehicle model	2024 Price	Current Term	ePACT Compliant	Order Window Opens	Order Window Closes
SUV, Mid-Size	99999-SPD-ES40199373-002	Allan Vigil Ford Lincoln Mercury	Ford Explorer	\$ 37,908.00	Extension	<input checked="" type="checkbox"/>	10/17/2023	TBD
Truck, 3/4 Ton	99999-SPD-ES40199373-002	Allan Vigil Ford Lincoln Mercury	Ford F-250	\$ 42,950.00	Extension	<input checked="" type="checkbox"/>	7/24/2023	TBD
Truck, 1 Ton	99999-SPD-ES40199373-002	Allan Vigil Ford Lincoln Mercury	Ford F-350	\$ 45,375.00	Extension	<input checked="" type="checkbox"/>	7/24/2023	TBD
SUV	99999-SPD-ES40199373-002	Allan Vigil Ford Lincoln Mercury	Ford Edge	\$ 36,175.00	Extension	<input checked="" type="checkbox"/>	5/15/2023	10/13/2023
Van, Cargo	99999-SPD-ES40199373-002	Allan Vigil Ford Lincoln Mercury	Ford Transit Connect XL	TBD	Extension	<input checked="" type="checkbox"/>	TBD	TBD
Truck, 1/2 Ton	99999-SPD-ES40199373-007	Griffin Sylvester	Silverado (Regular Cab)	\$ 34,661.00	Extension	<input checked="" type="checkbox"/>	6/15/2023	5/10/2024
Truck, Compact	99999-SPD-ES40199373-007	Griffin Sylvester	Chevrolet Colorado	\$ 30,776.00	Extension	<input checked="" type="checkbox"/>	6/15/2023	5/10/2024
Sedan	99999-SPD-ES40199373-006	Kia Motors America Inc.	K5	\$ 25,287.37	Extension	<input checked="" type="checkbox"/>	6/1/2023	TBD

Vehicle Availability Matrix – Admin Vehicles

Statewide Contract Vehicle Availability - MY24

As of 10/3/23

Order Window Open and Close dates are subject to change.

Administrative Vehicles (SWC #99999-SPD-ES40199373)

Class	Contract #	Awarded Supplier	Vehicle model	2024 Price	Current Term	ePACT Compliance	Order Window Opens	Order Window Closes
12 Passenger Van	99999-SPD-ES40199373-005	Hardy Chevrolet Buick GMC Inc	Express PV	\$40,404	Extension	<input checked="" type="checkbox"/>	7/13/2023	TBD
Compact	99999-SPD-ES40199373-005	Hardy Chevrolet Buick GMC Inc	Equinox	TBD	Extension	<input checked="" type="checkbox"/>	3/23/2023	TBD
Mid-Size SUV	99999-SPD-ES40199373-005	Hardy Chevrolet Buick GMC Inc	Tahoe	\$52,559	Extension	<input checked="" type="checkbox"/>	9/7/2023	TBD
Full-Size SUV	99999-SPD-ES40199373-005	Hardy Chevrolet Buick GMC Inc	Suburban	TBD	Extension	<input checked="" type="checkbox"/>	9/7/2023	TBD
1/2 Ton	99999-SPD-ES40199373-005	Hardy Chevrolet Buick GMC Inc	Silverado Light Duty	TBD	Extension	<input checked="" type="checkbox"/>	4/20/2023	TBD
Cargo	99999-SPD-ES40199373-009S	Wade Ford	2023 E-Transit-350 Cargo RWD Low Roof Van 130" WB Base (W1Y)	\$ 52,390.00	Extension	<input checked="" type="checkbox"/>		TBD
Passenger	99999-SPD-ES40199373-009S	Wade Ford	Passenger Van	TBD	Extension	<input checked="" type="checkbox"/>		TBD
Full-Size SUV	99999-SPD-ES40199373-009S	Wade Ford	Expedition	\$ 51,087.41	Extension	<input checked="" type="checkbox"/>	6/19/2023	TBD
Cargo	99999-SPD-ES40199373-009S	Wade Ford	Transit Cargo Van	TBD	Extension	<input checked="" type="checkbox"/>		TBD
	99999-SPD-ES40199373-006	Kia Motors America Inc.	Rio				Discontinued	Discontinued

Where to Locate Vehicle Availability Matrix

<https://doas.ga.gov/state-purchasing/statewide-contracts>



Department of Administrative Services
Improving efficiency, compliance and workforce performance



Learn About DOAS ▾

Our Community

Need Help



Report of Vehicle Availability Under Statewide Contracts

Attached is a comprehensive overview of our Statewide Contracts for Administrative Vehicles, Police Pursuit Vehicles, and Truck Chassis and Truck Bodies with pricing as well as the Anticipated 2024 Order Entry Availability Date (Begin) and the Anticipated 2024 Order Window Close Dates. For any questions regarding Administrative Vehicles, Police Pursuit Vehicles, Georgia School Buses, Truck Chassis and Truck Bodies, or the AMIGI contracts, please contact Emily Harris at emily.harris@doas.ga.gov.

[Vehicle Availability Report Under the Statewide Contract.](#)



Market Updates



Supply Chain Disruptions

- Microchip and Steel shortages

UAW Strike

- GM is withholding price updates
- Ford Explorer and Police Utility Vehicle factory on strike
- GM and Stellantis have several parts factories on strike

Inflation

Driven by shortages and overall market trends

Interim Modified Vehicle Ordering Process

Applies to the Administrative Vehicles SWC - Only) 99999-SPD-ES40199373

Effective Date: July 11, 2022

State Entities are required to utilize the mandatory statewide contract to purchase vehicles. Awarded suppliers within each vehicle class/category must be used to purchase the vehicle desired by the Entity.



1. Retrieve documentation from suppliers of inability to fulfill orders.

- Suppliers in the awarded vehicle class/category have up to ten (10) business days to commit in writing their ability to fulfill orders received by Entity. If the awarded supplier cannot commit to fulfill orders received by the Entity Buyer within the ten (10) business day window, the Entity Buyer must receive written documentation that the order cannot be fulfilled.

- Documentation you will need:
 - Proof that the supplier in the awarded vehicle class/category was contacted and provided an opportunity to respond.
 - Documentation from the awarded supplier indicating it could not fulfill the order.
 - Most often provided as an email

2. Submit a request to use the Interim Modified Vehicle Ordering Process

- After the Entity has received documentation from the awarded supplier that the order cannot be fulfilled, the Entity can submit a Request to Utilize the Modified Vehicle Ordering Process Form to Contract Management at contract.management@doas.ga.gov requesting the ability to submit orders to any of the other statewide contract vehicle suppliers who were not in the awarded vehicle class/category to determine if they have available inventory
 - A list of awarded and non-awarded statewide contract suppliers by vehicle class/category is included on the Modified Vehicle Ordering Process Form).

A request must include the following:

- Proof that the supplier in the awarded vehicle class/category was contacted and provided an opportunity to respond.
- Documentation from the awarded supplier indicating it could not fulfill the order.

3. If approved, reach out to any vendor(s) not awarded for this category to get a quote.

- **If the request is approved by Contract Management, the Entity must then reach out to all the non-awarded statewide contract vehicle suppliers within the vehicle class/category to determine if they have available inventory to meet Entity needs. The non-awarded vehicle statewide contract suppliers can choose to respond to Entity request and offer to provide a vehicle at either the current awarded SWC price or provide their best available price**

4. Select the best alternative and submit form

- Decision to be based on pricing and time of delivery.
- Fill out Interim Modified Vehicle Ordering Process form and provide quote from supplier.

Additional Requirements to Know:

- This process change is effective beginning July 11, 2022 and will remain in effect until the State Purchasing Division determines the change is no longer needed.
- State Entities are required to utilize the mandatory statewide contract to purchase vehicles. Awarded suppliers within each vehicle class/category must be used to purchase the vehicle desired by the Entity.
- This process may be utilized by all Authorized Users provided its local laws, rules, and regulations allow.



STATE PURCHASING CONTACT

Clarence Ingram – Deputy State Purchasing Officer
clarence.ingram@doas.ga.gov

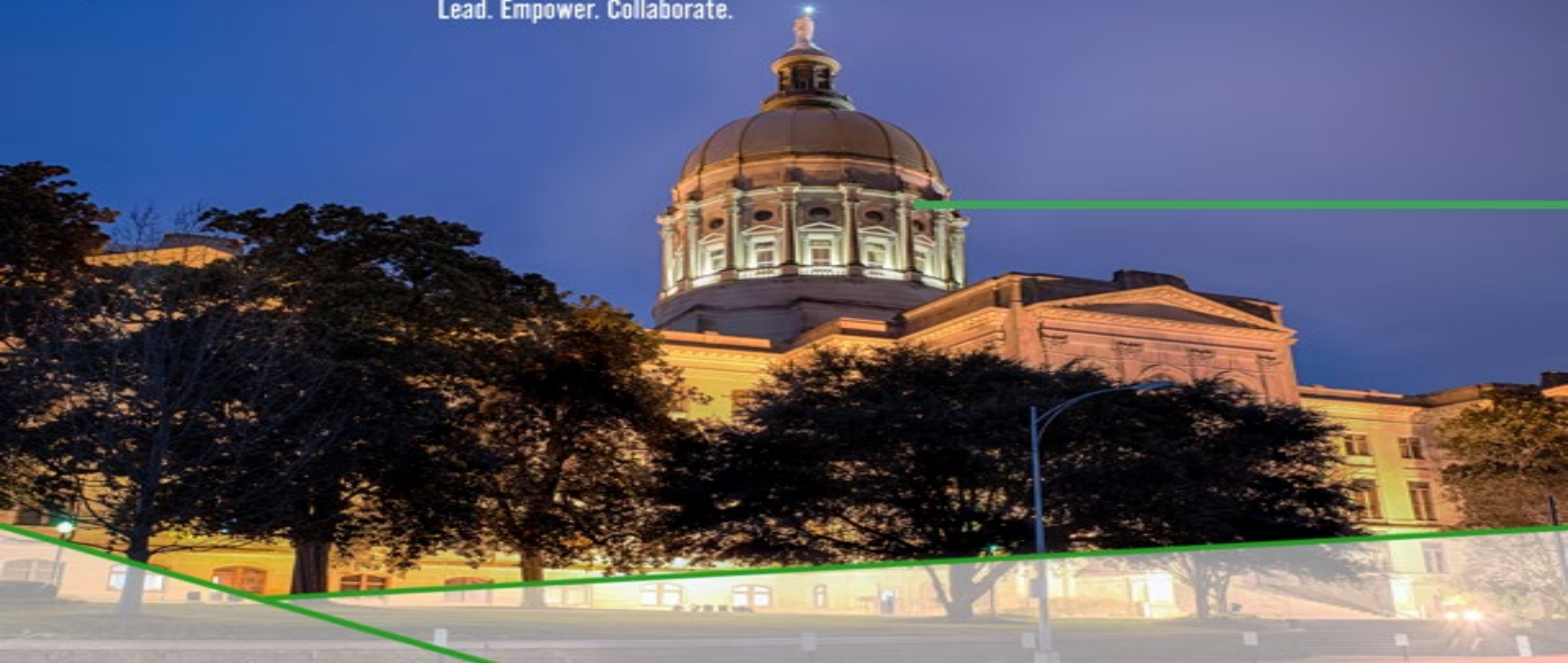
Dr. Carl Hall – Manager, Contract Management & Marketing
carl.hall@doas.ga.gov

Rick Beal – Group Category Manager, Goods
ricky.beal@doas.ga.gov

Tetchjan Simpson – Group Category Manager – IT
tetchjan.simpsondoas.ga.gov

Dr. Carol Kennedy-Sims – Group Category Manager – Services
Carol.kennedy-sims@doas.ga.gov

Emily Harris – Contract Management Specialist
Emily.harris@doas.ga.gov



Surplus Fleet Disposal

Presenter: Lauren Tyson

Title: Property Disposal Specialist

What is Surplus & Our Role

- ▶ Responsible for the disposal of all State-owned personal property.
- ▶ Create the audit trail.
- ▶ Official Code of Georgia Annotated (O.C.G.A.) 50-5-140 through 50-5-146.



Disposal Methods for Fleet

Redistribution

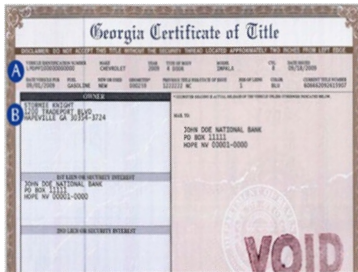
- Transfer (T) to GA State Agency
- Direct Negotiated Sale (DNS) To Local Gov/ Nonprofits
- Vendor Return (V) to vendor

Public Sale

- Internet Sale (IS) to online auction sites
- Vendor Live Auction(T) to IAAI

Required Disposal Information

For Surplus to process a fleet disposal request, the following is required depending on disposal type.



Proof of State ownership:

Always required regardless of disposal type.

- Title (must be in disposing agency name)
- Vehicle registration Only 1985 or older. See DOR website.
- Certificate of origin
- Donation letter
- Purchase Order
- Legal document showing State ownership.



Photos:

- Front Corner, shows front & drivers' side
- Back Corner, shows rear & passenger side
- Engine compartment
- Interior (front & back)
- Other photos with defects/damage

A 'Surplus Vehicle Inspection Form' from the Georgia Department of Transportation. The form is divided into sections for Agency Information, Mechanical Information, and Vehicle Condition. It includes checkboxes for various vehicle features and conditions, such as 'Engine', 'Transmission', 'Brakes', and 'Tires'. There are also fields for 'Mileage' and 'Year'.

Vehicle inspection form to list detailed condition of vehicle.

An email from an insurance vendor. The email body contains text about a claim, including the date of the accident and the amount of the claim. Below the text is a table with columns for 'Description of Loss', 'Amount', 'Date', and 'Status'. The table shows a total billing amount of 11,000.00.

Email from insurance vendor listing claim info and pick up details.

Transfer /IAAI (T)

Description: Year, Make, Model, VIN

- Title or Proof of State ownership for 1987 older
- Keys

Vendor Return(V)

- Description: Year, Make, Model, VIN/SN
- Title or Proof of State ownership for 1987 older
- Claims Number
- DOAS Risk/Insurance authorization email

Direct Negotiated Sale(DNS)

- Description: Year, Make, Model, VIN/SN
- Photos
- Title or Proof of State ownership for 1987 older

Internet Sale (IS)

- Description: Year, Make, Model, VIN/SN
- Title or Proof of State ownership for 1987 older
- Photos
- Inspection Form

Did you Sign Correctly?



Instructions for completing title are found in Surplus Property Manual section 13.5.

1. **Transferor (Seller's) first line-** Print Agency Name. ***Must match name on Title Front**
Transferor's (Seller's) Second line- Agency Authorized Rep signs.
2. **Buyer Info-** At time of pick up, fill in purchaser info (*legal name, address, county, & date of sale*). Please verify info with buyer. ***Name must match name on Bill of Sale**
3. **Buyer Signature-** Print purchaser name. **If sold to Company** put Buyer's name "for Company".
***Buyer must sign their own name.**

DO NOT SIGN in X

ASSIGNMENT AND WARRANTY OF TITLE BY OWNER

TO BE COMPLETED BY SELLER and delivered with the vehicle to the purchaser. Application for new Certificate of Title must be made by purchaser on title application form and filed within 90 days of date of purchase in order to avoid \$10.00 penalty. If the vehicle described hereon is junked or dismantled, this Certificate of Title must be returned to Motor Vehicle Services within 72 hours. FEDERAL and State Law requires that you state the odometer reading in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment. The undersigned hereby sells, assigns or transfers the vehicle described on the face of this certificate to:

ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.

NOTICE TO BUYER: DO NOT SIGN UNTIL YOU HAVE RECEIVED THE TITLE AND THE ODOMETER STATEMENT IS CORRECT.

PURCHASER'S LEGAL NAME: _____ **DATE OF SALE/TRANSFER:** ____/____/____
STREET OR R.F.D. NO.: _____ **COUNTY OF RESIDENCE:** _____
CITY, STATE & ZIP CODE: _____ **Any alteration or erasure of date of sale will result in a \$10.00 Penalty Fee.**

"We certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."
 ODOMETER READING: NO TENTHS **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK.** 1. The odometer reading stated is in excess of its mechanical limits 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL COUNTY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW:
Transferor's (SELLER'S) Printed Name: Dept. Of State **Transferor's (BUYER'S) Printed Name:** _____
Transferor's (SELLER'S) Signature: Julie Andrews (agent for) **Transferor's (BUYER'S) Signature:** _____

DEALER (COMPLETE ALL SPACES IN FULL) DO NOT USE RED INK

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW. We also warrant this Title and certify that the vehicle described herein has been transferred to the following:

Purchaser's Legal Name: _____ **Purchaser's Address:** _____ **County of Residence:** _____
Dealer's Permanent ID Number or Dealer's Master Tag Number: _____ **Unauthorized use may lead to prosecution** **Registered Dealer's Name:** _____

"We certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."
 ODOMETER READING: NO TENTHS 1. The odometer reading stated is in excess of its mechanical limits 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY** **Date of Sale/Transfer:** ____/____/____

Transferor's (SELLER'S) Printed Name: _____ **Transferor's (BUYER'S) Printed Name:** _____
Transferor's (SELLER'S) Signature: _____ **Transferor's (BUYER'S) Signature:** _____

Purchaser's Legal Name: _____ **Purchaser's Address:** _____ **County of Residence:** _____
Dealer's Permanent ID Number or Dealer's Master Tag Number: _____ **Unauthorized use may lead to prosecution** **Registered Dealer's Name:** _____

"We certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."
 ODOMETER READING: NO TENTHS 1. The odometer reading stated is in excess of its mechanical limits 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY** **Date of Sale/Transfer:** ____/____/____

Transferor's (SELLER'S) Printed Name: _____ **Transferor's (BUYER'S) Printed Name:** _____
Transferor's (SELLER'S) Signature: _____ **Transferor's (BUYER'S) Signature:** _____

Purchaser's Legal Name: _____ **Purchaser's Address:** _____ **County of Residence:** _____
Dealer's Permanent ID Number or Dealer's Master Tag Number: _____ **Unauthorized use may lead to prosecution** **Registered Dealer's Name:** _____

"We certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."
 ODOMETER READING: NO TENTHS 1. The odometer reading stated is in excess of its mechanical limits 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY** **Date of Sale/Transfer:** ____/____/____

Transferor's (SELLER'S) Printed Name: _____ **Transferor's (BUYER'S) Printed Name:** _____
Transferor's (SELLER'S) Signature: _____ **Transferor's (BUYER'S) Signature:** _____

LIEN OR SECURITY INTEREST HOLDER TO BE RECORDED ON NEW TITLE
 The lien/security interest holder must be shown on the title application

LIEN LIEN/SECURITY INTEREST HOLDER'S Name: _____
 LIEN/SECURITY INTEREST HOLDER'S Address: _____

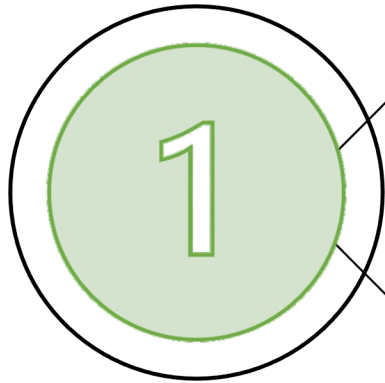
ATTN: DEALERS AND DISTRIBUTORS. Retain a copy of front and back of this document. Retention period: 3 years.

NOTICE: ANY ALTERATION OR ERASURE VOIDS THIS TITLE

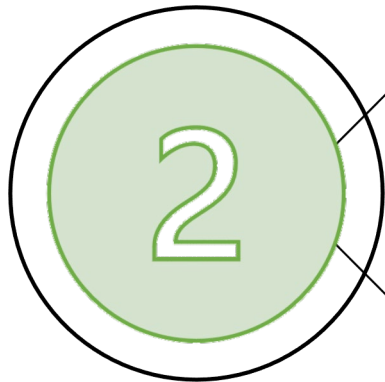
REMOVE YOUR TAG FROM THIS VEHICLE WHEN YOU ASSIGN TITLE TO THIS VEHICLE TO A NEW OWNER

MUST BE TRANSFERRED OR PURCHASED WITHIN 90 DAYS OF THE PURCHASE DATE OR THE OWNER WILL BE SUBJECT TO FINE UP TO \$100 BY LAW FOR DELAYED REGISTRATION

Surplus Submission Steps



Get DOAS Surplus required information.



Enter surplus request in AssetWorks with desired method and required attachments.

AssetWorks Example

Method:

- Transfer
- Direct Negotiated Sale
- Internet Sale
- Vendor Return



Property Location & Contact:

Enter physical address of vehicle.
Contact is person available for pickup.



Receiving Agency Section:

- T to State
- DNS
- V



Surplus Detail	
Surplus Number	ST-20-106653
Creation Date	09/09/2019
From Site	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT A
From Person	JONES, LAUREN
Method	IS
-- Property Location and Contact Information --	
Address 1	200 Piedmont Ave
Address 2	West Tower Loading Dock
City	Atlanta
State	GEORGIA
Zip	30334
County	FULTON
Contact Name	Lauren Jones
Contact Phone	404-656-8398
Contact Email	lauren.jones@doas.ga.gov
-- Receiving Agency --	
Agency Name	
Receiving Address	
Receiving Contact	
Receiving Phone	
Receiving Email	

AssetWorks Example

Insert Surplus Asset

Close Save & Same Save & New Save & Done Save & Add Images

Asset Number * [AUTO-ASSIGN]

NSN Group Code * 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSEI

Description * 1994 Ford Super Wagon Van 1FBJLK1G1789GH704 (4289)

Site * 46700000-037 - CORRECTIONS, DEPARTMENT OF - FLEE

-- Summary --

Condition * Fair

VIN * 1FBJLK1GR1789GH704

Make * Ford

Model * Super Wagon

Model Year 1994

Serial Number 4289

Odometer 20,000

Odometer UoM Miles

Claim Number

-- Acquisition --

Accounting Date * 10/15/2021

Accounting Method * IS

Accounting Description

Accounting Cost * 0.00

-- Web Surplus Notes --

Notes 1 title & keys on site.

Notes 2

-- Internal Notes --

Notes 3

Quantity * 1

UoM * EA

Date Available * 10/15/2022



Click **Save & Same** to add a 2nd asset line to attach the title & inspection form.

Required Pictures

- Front Corner, shows front & drivers' side
- Back Corner, shows rear & passenger side
- Engine compartment
- Interior (front & back)
- Other photos with defects/damage

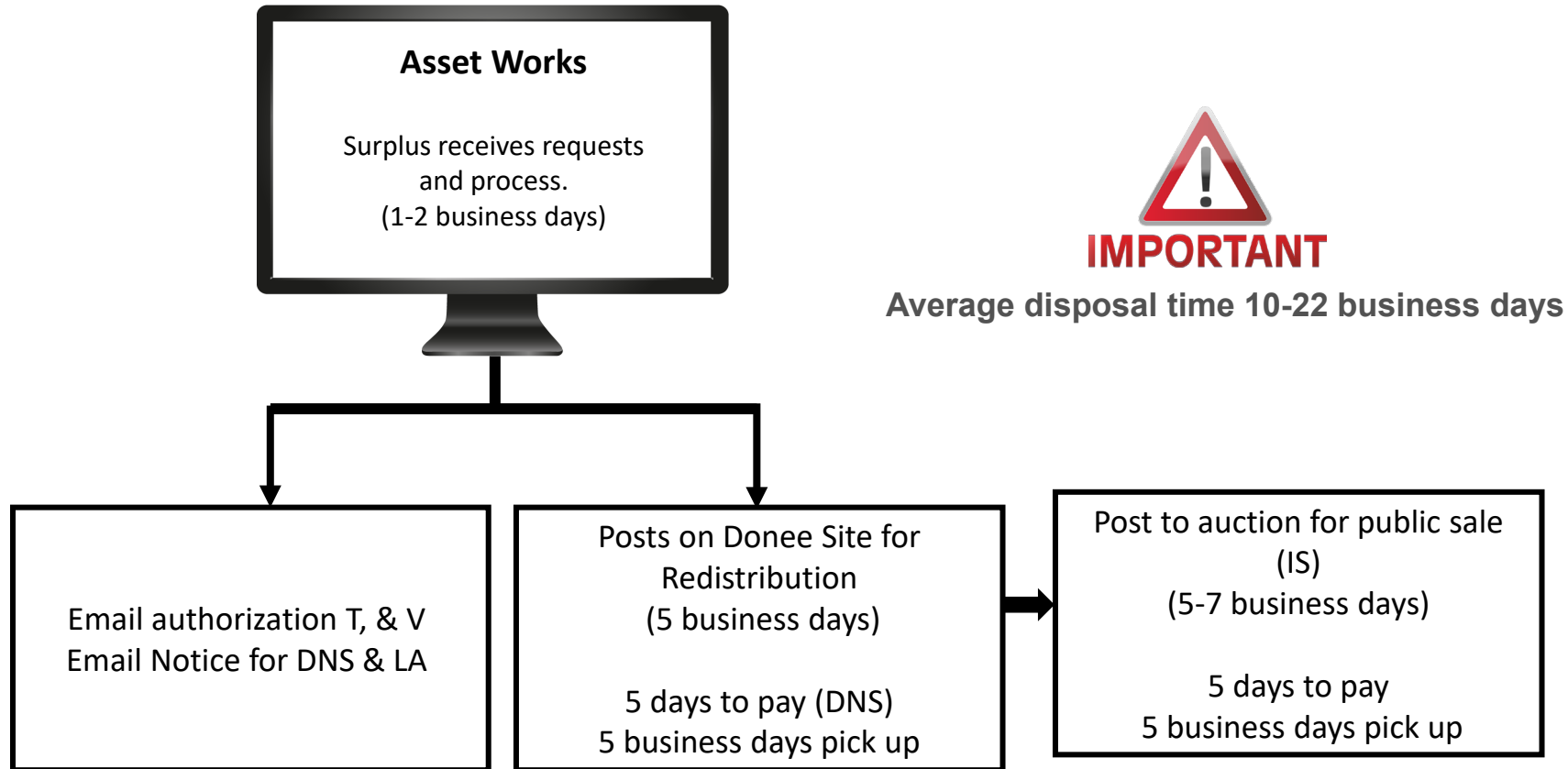
Required Docs

- Title (front & signed back)
- Vehicle Inspection form

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-22-123456-001-NT	1994 Ford Super Wagon Van 1FBJLK1G1789GH704 (4289)	1	-	-	-	In Transfer	-	-	-	<u>5</u>
	ST-22-123456-002-NT	ADDITIONAL PHOTOS & DOCUMENTS	1	-	-	-	In Transfer	-	-	-	<u>4</u>

Surplus Timeline



Property Pick-ups

- All Bill of Sales should be **signed and dated at pick up**. Email: public.surplussales@doas.ga.gov
- Transporters or Not Buyer: **Original POA required.**
- Do NOT copy Driver License on BOS. Verify only.
- **Notify us immediately:**
 - If the physical state of the item has changed since it was submitted to surplus.
 - Donee/Buyer says not as described.
- **Buyer responsible for removal:** Must pack & load. *Written in program orientation and auction terms/conditions.
- **Partial pick ups: **STRONGLY DISCOURAGED!**** If happens, Donee/buyer must initial by item removed, sign, and date. Agency schedule next pick up. 2-day limit. Once the remaining items have been removed the agency will email the completed Bill of Sale to Surplus.

You will receive an email from: scheduler@doas.ga.gov to schedule pickup.

Georgia Department of Administrative Services
Attn: Fiscal Service - AS
300 Piedmont Ave. SE, Suite 1000
West Tower, Atlanta, Georgia 30334-0010
Tel: (404) 657-8144 Fax: (404) 465-2912

STATE BILL OF SALE
Thursday, November 12, 2020

The State of Georgia certifies that the item(s) described herein are the property of the State and has been sold and transferred this date to:

ACCOUNT NO. XXXXXXXX-000

Representative: John Doe Telephone: (706) 889-5464 Email: johndoe@GMAIL.COM
Donee: PUBLIC SALES BUYERS
200 Merry Lane
Atlanta, GA 30615

State Tax ID#:
Tax Exempt Certificate #:

Lot No.	Transaction No.	Auction No.	Sales Vendor	County of Tax	City of Tax
	63465	27887	GOVDEALS	RICHMOND	AUGUSTA

Asset Number	Qty	Description of Property	Unit	Total
ST-2112245-001	1	Miller XMT304 Inverter Arc Welder		
ST-2112245-002	1	Milermatic wire feeder		
ST-2112245-003	1	Auction Sold Amount		\$525.00 \$525.00
ST-2112245-004	1	Buyers Premium		\$42.00 \$42.00

Payment Info			SubTotal
Method of Payment:		Tax	\$567.00
CK/Batch No.:			\$45.36
DDP No.:		Total Cost	\$612.36
Disposing Entity: 82400000-001		Amount Paid	\$612.36
Sale Staff: ROBIN			

Received: _____
Date: _____

All sales are conducted as is, where is, without any warranty and are final. Page 1 of 1

Department of Revenues - Motor Vehicle Division
of Attorney - Motor Vehicle Transactions

PRINT CLEAR Photo Tag Price: 1/10/20 Date and Mileage

These forms MUST be accompanied by a copy of the contract to transfer or provide desired identification for the selling and purchase from the Department of the Motor Vehicle... [unreadable text]

DRIVER LICENSE INFORMATION

Agency:	_____
Agency Identification Number (VIN):	_____
Name:	_____

DRIVER INFORMATION


Licensee's Full Name:	_____
Licensee's Address:	_____
Licensee's Phone Number:	_____

DRIVER LICENSE INFORMATION

Licensee's Driver's License Number:	_____
Vehicle as Used or Shown/Used:	_____
Year to and Identification tag No. (VIN):	_____
Notes: Public's Full Name:	_____
Notes: Public's Signature:	_____
Notes: Public's Phone Number:	_____
Notes: Public's Address:	_____
Notes: Public's Phone Number:	_____
Notes: Public's Driver's License Number:	_____

Note a question? Visit our website at www.dor.ga.gov for more information or call the DOR toll-free for more information.

Scheduler App



Scheduling pickup for Dell Computers
AW 12345-GD 27445

Greetings,

Thank you for using the DOAS Surplus Scheduler. Click below to schedule your appointment.

[Schedule Appointment](#)

Department of Administrative Services
Surplus Property
SurplusProperty.doas.ga.gov

Start Scheduling

Select Dates and Times Available

September 2020							October 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

10/01/2020

Time Slots (EST) - 10/01/2020 ⓘ Select time slot(s).

06:00 AM	06:30 AM	07:00 AM	07:30 AM	08:00 AM
08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM
11:00 AM	11:30 AM	12:00 PM	12:30 PM	01:00 PM
01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM
04:00 PM	04:30 PM	05:00 PM		

1 Please set your appointment time for 10/01/2020. You can add more dates after setting your time slots. To remove a date, click the selected date on the calendar. Once finished, you can confirm your selection(s) by clicking the box(es) below.

Surplus Scheduler

Confirmation of Appointment- Scheduling Pick Up of Dell Computers AW 122907 GD 27480

Greetings,

Your invitation for the appointment **Scheduling Pick Up of Dell Computers AW 12345 GD 27445** on **10/07/2020 11:00 AM Eastern Standard Time** has been confirmed by the buyer below.

If you need to cancel your confirmation, click [Scheduling Pick Up of Dell Computers AW 12345 GD 27445 appointment details](#).

Buyer Contact Information
Name: John Doe
Phone: 123-564-8968
Email: Johndoe@gmail.com

Need to know & Review

- ▶ State owned Fleet **must be** submitted to DOAS surplus for removal authorization or disposal. **Authorization can not be given after the removal.*
- ▶ Do not handle Leased, Missing, Stolen, or abandoned public property.
- ▶ Property is disposed of from your location. **IAAI excluded*
- ▶ Must have all required info for Surplus to process request. Surplus may contact for missing info or clarification. **Check your attachments for accuracy.*

Need to know & Review

- ▶ Proof of State ownership for vehicles is always required regardless of disposal type.
 - ❖ LEA: Confidential status must be removed from vehicle title before request submitted.
- ▶ Be available for customer questions, inspections, and pick up.
- ▶ Contact surplus for items not picked up.

Surplus Property

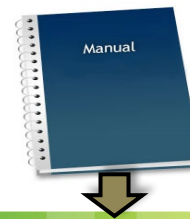


Department of Administrative Services
Improving efficiency, compliance and workforce performance

Resources



Surplus.Property@doas.ga.gov
DOASFedSur@doas.ga.gov



AssetWorks User Guide
Georgia Surplus
Property Manual
Intro to Surplus
Property Video.



PH: 404-657-8544
Option 1, 2, or 3