



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

# Office of Fleet Management

Bobby Arrington  
Michael Marsh





# Bobby Arrington

# Fleet Days Atlanta

## Fleet Days Atlanta

- ARI insights Main Dashboard
- VR's using Same Vendor
- Missing VR Data (Vendor Order Sheet)
- Funding Source
- Team Georgia Marketplace (<http://doas.ga.gov/state-purchasing/team-georgia-marketplace>)
- VR Compliance Issues (No Fuel List/No annual Maintenance Event)
- New Regents Vehicle Acquisition Process  

As a reminder, USG institutions must now include approvals from the institution's Chief Business Officer and the USG Budget Office before submitting a motor vehicle request in ARI. Requests will not be considered by the Office of Planning and Budget without this approval. Instructions were sent to each institution's CBO and fleet manager earlier this summer. The instructions included the steps necessary to document the extra approvals, as ARI is not currently configured to include additional electronic workflows. If you need to receive a copy of the instructions, or have any questions about the procedure, please email the USG budget director at [jason.matt@usg.edu](mailto:jason.matt@usg.edu)
- Asset Creation Form (use correct Site/Location ID, use correct VR, input correct fuel capacity, primary use, book value, vendor info, vehicle contact info)
- Inventory Update Form (Annual Book Values Update)
- MV1's (What are Commute Miles)
- Surplus Vehicles (OFM and Surplus Property)

# ARI insights Main Dashboard

ariinsights.arifleet.com/AriAccessWeb/default.aspx

Apps Pages - Agency Res... Imported From IE New Tab Gmail

**ARI insights** Welcome, BOBBY ARRINGTON

DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

SEARCH VEHICLES ORDERING CUSTOMER REPORTING COMMUNICATION

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

### Important Contacts:

#### Who to Contact for:

**ARI insights Assistance:**  
ARI CIS HelpDesk  
(856) 439-7478 or [cis@arifleet.com](mailto:cis@arifleet.com)

**WEX Strategic Support:**  
[Strategic.support@wexinc.com](mailto:Strategic.support@wexinc.com)  
(800) 726-0492

**ARI 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](mailto:Bobby.Arrington@doas.ga.gov)

**Damage to State Vehicles:**  
[APD@doas.ga.gov](mailto:APD@doas.ga.gov)

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

**Claims from Folks We Hit:**  
Wade Damron 404-463-7982  
[Wade.Damron@doas.ga.gov](mailto:Wade.Damron@doas.ga.gov)

### Your Inventory:

#### Inventory by ARI Status

All Vehicles

ARI Status	Count
Active	10,000
On Order	100
Out of Svc	2,000
Sold	2,000

**7,278** Vehicle(s) Having Average Monthly Travel Less Than 500 Miles

#### Vehicles Expenses:

Repair or Surplus?

**4,034** Vehicles With Life-Of-Vehicle Maintenance Total Cost over \$7,500

**8,736** Vehicles Meeting Replacement Criteria exceeding: 144 MIS, 150,000 miles(km), \$7,500 in maintenance

#### Vehicles that should be on a maintenance program:

Policy 10 = 10 Years and older and/or 135,000 miles

**Vehicles Over 135,000 Miles**

### Run these reports to help with Tier Report Scoring:

#### Desktop Intelligence Reports

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

- 5045:5C95 Fixed And Operating Expenses (Not Found)
- 5040:5C95 Preventive Maintenance Dates (Not Found)
- 5029:5C95 Scorecard Fleet v2 (Not Found)
- 5036:5C95-Miles by Month in a Date Range wPromptsV1-2 (Not Found)
- 5019:Agency Annual Mileage V2 (Not Found)
- 5025:Agency MV1 Detail Report V2-ISS (Not Found)
- 5021:Assigned Vehicle by Mileage Listing Report V1-ISS (Not Found)
- 5005:Fleet Total Cost Per Mile Report (Not Found)
- 5026:Fuel Data by Agency Name and Transaction Date Range (Not Found)
- 5041:Last 6 Months Maintenance v2 (Not Found)
- 5034:Mileage Exception Report V1.1 (Not Found)

#### Odometer Reading & Fueling:

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

**3,549** Vehicles with no Fuel Transactions in over 30 days

**3,669** Active Vehicles without an odometer entry in the last 31 days

#### 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

# VR using same Vendor

## Vehicle Request Form

 Expand All Sections


<b>VR Header Information</b>		
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)		
		<a href="#">Add VR Line</a>  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](#) [Deny](#) [Cancel VR](#) [Send To OPB](#) [Exit](#) [Re Route](#)

# Missing Vendor Order Sheet

## 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)

#### Documents

Filename	Document Type	Size	Description	Added	Delete
<a href="#">Facilities S12 Transit Wagon 12-15 Passenger 2020.pdf</a>	Other	128 KB		08/15/2019 1:46:47 PM	
<a href="#">Board of Regents Approval VR 5090-19143.pdf</a>	Other	167 KB		09/03/2019 11:40:16 AM	
<a href="#">Corrected - S10 S11 Transit Wagon 8-10 Passenger rev 6.27.16.pdf</a>	Other	129 KB		09/16/2019 11:44:47 AM	

#### File Upload

Description

File to upload

Select

Upload

### Agency Contact Information

#### Vendor Information

No Vendor?

Vehicle Delivery Method \*

Delivery

SWC Number \* AdminVehs99999-SPD-ES40199373-0

Vendor \* Wade Ford

#### Vehicle Request Lines (2)

Add VR Line

 Expand All VR Lines

# Funding Source

VR Line #1 2019 FORD TRANSIT (Addition to Fleet)

**New Vehicle Information**

Year \* 2019  
 Make \* FORD  
 Model \* TRANSIT  
 Unit Cost \* \$24,306.00  
 Leased \* No  
 Driver Assigned \* No  
 Fuel Type \* Gas

**Justification Questions**

Why is the new/additional vehicle needed? How will the new vehicle be used if different from the one being replaced?  
 (1000 character limit, if more space is needed please attach PDF file in the attachment section)

Newly created campus security camera maintenance positions which require an additional vehicle to complete tasks assigned to the GSU downtown and Perimeter College campuses located in DeKalb, North Fulton and Newton Counties.

Explain any funding source other than state funds.  
 (250 character limit) \*

The acquisition, operation, and maintenance costs will be via state funding.

Additional information.  
 (500 character limit) \*

This vehicle will be assigned to Facilities. Based on the location of outlying campuses, this vehicle will log over 14,000 miles annually in highway mileage alone. Additional vehicle is needed for maintenance staff to mobilize across downtown and satellite campuses. Without the vehicle, it will be difficult to carry out security camera inspections and repairs in a timely manner.

EPACT Information	Charge To																
EPACT Primary Use * Administrative GVW * Under 8,500 lbs Domicile County * Fulton County	Budget Fiscal Year * 2020 Source of Funds <table border="1"> <thead> <tr> <th>Funds Types</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>Agency:</td><td></td></tr> <tr><td>Donation:</td><td></td></tr> <tr><td>Federal:</td><td></td></tr> <tr><td>Grant:</td><td></td></tr> <tr><td>Other:</td><td></td></tr> <tr><td>State:</td><td>100</td></tr> <tr><td>Total:</td><td>* 100</td></tr> </tbody> </table>	Funds Types	Percentage	Agency:		Donation:		Federal:		Grant:		Other:		State:	100	Total:	* 100
Funds Types	Percentage																
Agency:																	
Donation:																	
Federal:																	
Grant:																	
Other:																	
State:	100																
Total:	* 100																
Program Id / Name * 0000612 - Resident Instruction																	



# Team Georgia Marketplace

## TEAM GEORGIA MARKETPLACE

The Team Georgia Marketplace™ is a set of state-of-the-art electronic PeopleSoft procurement tools including virtual catalogs provided by SciQuest. Together these applications are designed to be the backbone of the State purchasing system of the 21st century. These tools will make many purchasing tasks easier and so much more!

Team Georgia Marketplace™ is a bustling community that includes you and state employees who request goods and services to do their jobs as well as supervisors who approve requests. TGM also includes hundreds of procurement professionals across the state who manages the purchasing of goods and services that are needed to operate the business of government. Of course, Team Georgia Marketplace™ must include the businesses, large and small, who sell goods and services to the state.


This vibrant community of people comes together using the computer software that is available 24 hours a day, seven days a week to request goods and services as well as approve the requests, manage the purchases and the contracts associated with the transactions between the State and the suppliers.

## CONTACT

### Team Georgia Marketplace

Phone  
404-657-6000

Email  
procurementhelp@doas.ga.gov

 Chat is not available at this time.

[View All Division Contacts](#)



## AREAS OF FOCUS



STATEWIDE  
CONTRACTS

WINDOW SHOPPER

SUPPLIER SELF-  
SERVICE

TEAM WORKS

ESOURCE



# New Regents VR Process

**RE: Vehicle Request # 5090-19143 - Georgia State University**

motor.vehicles <motor.vehicles@usg.edu>

Tue 9/3/2019 7:23 AM

To: Harrice Moore <hmoore@gsu.edu>

Good morning, these vehicles are approved. 

Jason Matt  
Executive Budget Director  
Board of Regents - University System of Georgia  
270 Washington Street, SW  
Atlanta, Georgia 30334  
404-962-3212  
[jason.matt@usg.edu](mailto:jason.matt@usg.edu)

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**From:** Harrice Moore <hmoore@gsu.edu>  
**Sent:** Wednesday, August 21, 2019 12:39 PM  
**To:** motor.vehicles <motor.vehicles@usg.edu>  
**Subject:** Vehicle Request # 5090-19143 - Georgia State University

Please see attached Vehicle Request signed by Jerry J Rackliffe, Senior VP for Finance & Administration, Georgia State University.

Thanks,

Harrice (Horace) Moore  
Assistant Director  
Business Services & Purchasing

# Asset Creation Form

## Asset Creation Form








VIN Enter 1st digit here -->


Expand All Sections

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

NAC Status Information			
NAC #	2390-16994	Status	Completed
		Status Date	09/17/2019
Site/Agency Information			
Site/Agency Name	2390-GEORGIA EMERGENCY MAN	Site/LocationID	1
Division	61	Location Name	GEORGIA EMERGENCY MANAGEMENT AGENCY
Requested By	OTTO MCCONICO (SOG4229)	Requested Date	09/16/2019
Vehicle Request Info			
VR Number	19125	VR Description	New Vehicle Lease
New Vehicle Info - VIN DECODED			
New Vehicle VIN	1FMSK7BH7LGA55955		
Year	2020	Make	FORD
Model	EXPLORER		
GWWR	9001	Fuel Type	Gas
Client	5C95		
State ID#	239- 5955	ARI Vehicle	G55955
License Plate			
Delivery Date	09/16/2019	Book Value	32877
Risk Premium	328.77		
APD	Yes	RMS Customer#	42200000
RMS Customer Location#	6		
Fuel Card Required?	Yes-Ship Overnight	WEX Account#	0498002425577
Vehicle Type	Truck		
Report My Driving Sticker?	No	Fleet Asset Type	FLEET
Asset Type	Sport Utility		
Vendor	Enterprise	Primary Use	Administrative
PM Schedule	5K		
Maintenance	ARI Maint	Agencies	6126
Fuel Capacity	22		
Vehicle Contact Info			
First Name	STEPHEN	Last Name	STIERWALT
E-mail Address	STEPHEN.STIERWALT@GEMA.GA.GOV		
Address Line 1	PO BOX 18055	Address Line 2	BLDG #5
Address Line 3	935 E. CONFEDERATE AVE SE		
City	ATLANTA	State	GA
Zip Code	30316		
Phone	4042103011		
Additional Information			


# Inventory Update Form

 Welcome, BOBBY ARRINGTON      

DASHBOARDS ▾ QUICK SEARCH ▾ FEEDBACK  FAVORITES ▾ SAVED SEARCHES ▾

SEARCH VEHICLES ORDERING CUSTOMER REPORTING COMMUNICATION

## Inventory Update Request Form

Request Status			
Status	Approved	Requested By	SOG205
		Request Date	08/11/2015
Approved By	SOG205	Approval Date	08/11/2015
Current Vehicle Info			
State ID #	402-0072	Client	5C95
		Vehicle No	T02195
		VIN	1FTSF30567EA61645
Model Year	2007	Make	FORD
		Model	F350
		Lic Plate	GV19865
Inventory Update Request			
License Plate	Exterior Color	Book Value	Fuel Type
<input type="text" value="GV19865"/>	<input type="text" value="WHITE"/>	<input type="text"/>	<input type="text" value="Select"/>
Odometer	Odometer Date	Telematics Device Vendor	Telematics Device ID
<input type="text"/>	<input type="text"/> 	<input type="text"/>	<input type="text"/>
Domicile County	Report My Driving Sticker	Order Coupon book/s...	Fuel Capacity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Exit

# MV1 Form

MV1 Form  

Expand All Sections

Header Information									
MV1#	4700-1014776	Status	Approved	Created Date	08/19/2019				
Employee Information									
Vehicle Assignment									
State ID*	<input type="text"/>	Start Date	<input type="text"/>	How many miles do you anticipate commuting to and from your office in a fiscal year?		<input type="text"/>			
State ID	470-0407	VIN	<u>1GNLCKC8JR312292</u>	Year	2018	Make	CHEVROLET	Model	TAHOE
(Click on the VIN # to see Yearly Commute Miles)									
Assigned Vehicle Use									
Overnight Vehicle Use (Only drivers that qualify for Assignment[Above] can apply for Overnight Use [Below])									
Comments									
Employee Certification									
Agency Recommendation									
OPB Authorization									
Audit Details									

MV1 last saved on Wednesday, July 3, 2019 at 8:17:09 AM by DANIELLE FLUCK

Exit

Close

# MV1 Commute Miles

Expand All Sections

Header Information  
MV1# 4700-1014776      Status Approved      Created Date 08/19/2019

Employee Information

Vehicle Assignment

State ID\*

State ID 470-0407      VIN

Assigned Vehicle Use

Overnight Vehicle Use (Only drivers t

Comments

Employee Certification

Agency Recommendation

OPB Authorization

Audit Details

MV1 last saved on

How many miles do you anticipate commuting to and from your office in a fiscal year?

### Current Active Vehicle

Client: 5C95 Vehicle No: G12292 VIN: 1GNLCKC9JR312292  
Year: 2018 Make: CHEVROLET Model: TAHOE

State ID	470-0407
Assigned From	08/19/2019
Assigned To	
Commute Miles	32
Yearly Commute Miles	7,040
Body Type	Sport Utility

Close







# Michael Marsh