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

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**New** 

# **ACQUIRING A VEHICLE** FLOWCHART AND DETAILED STEPS

DEPARTMENT OF ADMINISTRATIVE SERVICES Office of Fleet Management

ITHIN PROPERTY.

## **Acquire a Vehicle Flow Chart**



# Leasing A Vehicle

Locate a Statewide Contract vendor for leasing a vehicle on Team Georg a Market place (TGM). Create a cost analysis comparing lease to purchase and demonstrating cost benefit. Include lease terms, number of years, and obligation per year must also be included in the documentation per Policy 10.

Obtain vehicle availability and pricing from lease vendor.

Gather the documents for the cost analysis, vehicle pricing, and if applicable, justification for non-compliance of maintenance and fuel requirements (per Policy 10).

Important Note: This justification is required for the Vehicle Request (VR) to be considered for approval.

Use the No Fuel List and - or Fleet Management System to identify vehicles that are in non-compliance with maintenance and fuel requirements per Policy 10.

*Note:* For <u>USG and TCSG</u> vehicle requests, include the approval confirmation

Create the vehicle request in Fleet Management System & upload the cost analysis, vehicle pricing, and if applicable, justification for noncompliance of maintenance and fuel requirements to obtain approval from OFM.

Lease approval process begins.

# **Purchasing A Vehicle**



## Vehicle Acquisition Options Chart

This chart provides you with guidelines for whether to acquire a vehicle through the options of buy, lease, rent or reimburse.

When making a vehicle acquisition decision, you must look not only at financial comparisons, but also at your entitys' situation and need. Ask questions to drive your decision.

- Does your agency have funding for major vehicle repairs typically seen after a vehicle reaches 5 years of age?
- Does your agency have enough funding to purchase a new vehicle?
- How many miles will the vehicle be driven?
- How frequently will be the vehicle be driven?
- How long does your agency need a vehicle?
- Does the vehicle require specialized equipment? ex. bucket trucks
- Will the vehicle be used for a specific purpose? ex. law enforcement
- Is the cost per mile more or less important than long-term costs?

#### Consider the following chart.

Factors	Personal Owned Vehicle	Rent	Lease	Purchase
Mileage	Under 30 miles per day	Over 900 miles per month	14,000 per year	14,000 per year
Length of Time Needed	Varies	1-3 months	6 months – 4 years	4+ years
Capital funding	No	N/A	N/A	Yes
Operating funding	Yes	Yes	Yes	Yes

\*Note: See Policy 10-Section II-Subsection 5 for detailed requirements on acquiring a vehicle.

**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

Type of Vehicle	Not Available for Transfer or Purchase	Only Available to Police / Public Safety	Only available <175,000 Miles	Only Available < 275,000 Miles (GAS) / < 500,000 Miles (DIESEL)	Only Available < 800,000 Miles
Pre-2005 15 Passenger Vans	Х				
Ford Crown Victoria		Х	Х		
Sedans, Small Vans and Pick Up Trucks no greater than 10,000 Pounds GVW			х		
Cutaways and all vehicles from 10,000 to 26,000 Pounds Gross Vehicle Weight Rating (GVWR)				Х	
All Vehicles with a GVWR greater than 26,000 Pounds					Х

- 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** 

## 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 <u>www.doas.ga.gov</u>.
- 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.

## **STATEWIDE CONTRACTS**

The State Purchasing Division establishes Statewide Contracts (SWCs) for the benefit of both State and Local government entities throughout Georgia. By leveraging the State's purchasing power, SPD establishes competitive statewide contracts for a variety of products, services, and equipment. State and Local governments can benefit from the convenience and competitive pricing of these pre-established contracts. Contracts include commonly used commodities such as office supplies, office furniture, motor vehicles, temporary staffing, building supplies, and many other commodities and services. To learn what goods and services are currently available on statewide contracts, see the relative sections below based on your role.

#### **General Public**



Click <u>Statewide Contract Index</u> and log in using the following guest ID and password to navigate to the "Contracts" tab to search or browse available contracts.



5. Login to Team Georgia Marketplace with User Name: tgmguest and Password: tgmguest.

Team Georgia Marketplace	
SIGN IN	State of Georgia
Welcome To Team Georgia Marketplace! <u>Existing Users:</u> Please enter your user name and password <u>New Users:</u> Please Click Here for access. You will be provi this site.	d below (fields are case-sensitive). ided with details on how to access
· · · · · · · · · · · · · · · · · · ·	tgmguest
Password	Forgot your Password?
	SIGN IN

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 <u>How to Search for Truck Stake Body,</u> <u>Dump Cab or Chassis Vehicles</u>)
- 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.

	Team					Contract Viewer	🔸 📂 🔺 📜 0.00 USD	Search (Alt+O)	٩
Home	Marketplace CEORGIA	*		Georgia Provided by	r the Georgia Department of Admini	istrative Services			?
📜 Shop	Contracts > Contracts > Search Contracts v > Search	h Contracts							
🐼 Contracts	Search Quick Access	Search Contracts - Ad	vanced			Simple Search ?			
L Reporting	Active Statewide Contracts Maintenance,Repair & Operation (MRO) Software (Technology)	Contract Number	[	By Start/End Date	All	•			
	Administrative Vehicles General Office Supplies, Paper & Toner	Contract Name		Supplier	Type to filter	Q,			
	Office, Computer, and Education Furniture Multifunctional Devices Print/ Copy/ Scan/Fax	Keywords							
	Police Pursuit Vehicles Truck Stake Body/Dump Cab/Chassis	Contract Type	Type to filter Q						
	(EZIQC®) - Indefinite Quantity Construction Services	Contract Status	<b>V</b>						
		Contract Version	×						
		Contract Manager	⊖ Any ⊖ Me  ● Pick						
			Name, User Name, Email Q			Expand All Collapse All			
		> Contract Availabilit	ty						
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2. Scroll down on the list of contracts available. To obtain additional information, click the **Contract Number** link for more details.

s	Back to Search Start Over						
	Search Details ?	Contract Search Results					
	Saved Search: Administrative Vehicles	1-9 of 9 Results				Sort by Best Match	200 Per Pag
	Search Terms	Contract Details					
	Contract Name administrative	99999-SPD-ES40199373-010S Administrative Vehicles					Open Summar
	Filtered by	Supplier: DON JACKSON AUTOMOTIVE LLC	Start Date: End Date:	8/12/2015	Version Type: Original Renewal No.: 0		
	By Start/End Date: As of Today	contact type. manuactry statemas contact	Active for Shoppi	ng: Yes			
	[remove all]	99999-SPD-ES40199373-0095 Administrative Vehicles	-			_	Open Summa
	Save New Search	Supplier: Wade Ford Contract Type: Mandatory Statewide Contract	Start Date: End Date: Active for Shopping:	8/12/2015 11/30/2017 Yes	Version Type: Original Renewal No.: 0		
	Refine Search Results ?						
	Contract Type	99999-SPD-ES40199373-008 Administrative Vehicles					Open Summar
	Mandatory Statewide Contract (9)	Supplier: Rick Case Cars, Inc.	Start Date:	11/16/2013	Version Type: Original		
	Contract Version	Contract Type: Mandatory Statewide Contract	End Date: Active for Shopping:	11/30/2017 0: Yes	Kenewal No.: 0		
	Original (9)						
	Supplier %	99999-SPD-ES40199373-007					Open Summar
	Langdale Chevrolet Inc (1) Wade Ford (1) AKINS FORD CORP (1) ALLAN VIGIL FORD LINCOLN MERCURY INC (1) Griffin Ford Sales Inc (1) [more]	Supplier: Langdale Chevrolet Inc Contract Type: Mandatory Statewide Contract	Start Date: End Date: Active for Shopping:	11/16/2013 11/30/2017 Yes	Version Type: Original Renewal No.: 0		
	Automatically Apply Purchases to this Contract	99999-SPD-ES40199373-006					Open Summar
	Yes (7)	Administrative Vehicles	Flast Date:	11/14/2011	Marries Tuese Original		
arch:	No (2)	Contract Type: Mandatory Statewide Contract	End Date:	11/30/2013	Renewal No.: 0		
	Budget Status		Active for Shopping:	Yes			

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.

📸 Home	Georgia Marketplace		2		Provided by the Georgia Department of Administrative Servi	Contract Viewer -	* * *	🗎 0.00 USD	Search (Alt+Q)	ρ
📜 Shop	Contracts > Contracts > Search Contract	5.4								
🕜 Contracts	< Back to Search Results	1 of 9 Results 👻 < 🗲								
h. Reporting	99999-SPD-ES40199373 Administrative Vehicles	Contract Summary				1				
	Type: Mandatory Statewide Contract	Contract Informatio	on	Dates And Renew	wal					
	Supplier: DON JACKSON AUTOMOTIVE LLC	Contract Name *	Administrative Vehicles	Start Date	8/12/2015 12:00 AM EST					
	Dates: 8/12/2015 - 11/30/2017	Contract Type *	Mandatory Statewide Contract	End Date	11/30/2017 12:00 AM EST					
	> Lifetime Spend (USD)	Supplier Name	DON JACKSON AUTOMOTIVE LLC	Contract Manage	ers					
	Summary	Summary	View Summary	Billy Gilbert	bgilbert@doas.ga.gov +1 (404) 657-4277					
		> Additional Purcha	sing Information							
	$\rightarrow$	Attachments								
		> PO Clauses								
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4. When the Attachment section opens, click on the **Master Index Vehicle Pricing document** to obtain ordering information and pricing.

-	Team	2111C *				Contract Viewer 👻 🌟 🏴 🔺 🎙	0.00 USD Search (Alt+Q) Q
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	Supplier: DON JACKSON AUTOMOTIVE LLC	Contract Name *	Administrative Vehicles	Start Date	8/12/2015 12:00 AM EST		
	Dates: 8/12/2015 - 11/30/2017 Version: Renewal 0	Contract Type *	Mandatory Statewide Contract	End Date	11/30/2017 12:00 AM EST		
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		> Additional Purchasi	ng Information				
		~ Attachments					
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		1	Amaster Admin Vehicles Pricing 12-2016.	slas 🔶	1/4/2017 12:51:40 PM		
		2 👻	L Don Jackson Information Sheet.pdf		11/28/2016 9:03:12 AM		
		3	± Benefits Sheet		2/22/2016 11:02:14 AM		
		> PO Clauses					
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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.

1	Ordering Instructions: Call or email Supplier and request an order sheet for the vehicle(s) you are requesting. The order								
	Ordering In	nstructions: Call or email Sup	oplier and req	juest an order she	et for the vehicle(s) you are requesting. The order				
	sheet will h	ave all available options witl	h associated p	pricing. All options	are priced at Dealer Invoice Cost plus 1%. Indicate				
	on the order sheet your selection of options. The order sheet will tally the cost of the vehicle. Scan the order sheet and								
2	email back to SUpplier to order. After supplier twiews the order sheet, issue the purchase order								
3	All Options are at Dealer voice Cost Plus 1 %								
4									
6	Line	Vehicle Description	Price	Early Pay A Discount	Supplier Contact Information				
7			\$19.198.00		Allan Vigil Ford				
8	SUV 1	Ford Escape		NO EPD	Bob Burtner				
э			+10,100.00		678-364-3986 bob@vigilford.com				
10					99999-SPD-ES40199373-002				
11					0				
17					Allan Vigil Ford				
18	SUV 3	Ford Explorer (FWD)	\$24,725.00	No EPD	Bob Burtner				
19					678-364-3986 bob@vigilford.com				
20					99999-SPD-ES40199373-002				
21					0				
22					Griffin Speedway Ford				
23	SUV 4	Ford Expedition	\$29,049.21	\$ 25,903.8	Richard Distel				
24		-		,,	6/8-449-78/0 richard@gafordtrucks.com				
25					Contract #: 99999-SPD-ES401993/3-0004				
26	1		Alt	ternatively Fueled	Learning Character				
27									
28	SUV 5 AF	Chevrolet Tahoe	\$41,231.00	\$ 40,818.6	1-706-325-2776 Kiessee740@aol.com				
23					Contract # 99999 SPD ES40199272 0007				
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31 32									
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42									
44									
	< > 1	Sedans SUV's Crossover	SUV's Truck	ks Passenger Van	s Cargo Vans 🕀				

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.

Supplier Contract Information	
Statewide Contract Number PeopleSoft Vendor Number Vendor Name & Address	99999-SPD-ES40199373-010S Location 0000479799 Code 000001
DON JACKSON AUTOMOTIVE LI 3950 JONESBORO ROAD UNION CITY, GA 30291	LC
Contract Administrator	
C. MICHAEL DAVIS III Phone: 706-505-4834 Fax: 7703063393 Email: ozwizard@aol.com	
Contact Details	
Ordering Information	DON JACKSON AUTOMOTIVE LLC 3950 JONESBORO ROAD UNION CITY, GA 30291
Remitting Information	DON JACKSON AUTOMOTIVE LLC 3950 JONESBORO ROAD UNION CITY, GA 30291
Delivery Days	Orders will be snipped within 120 days after receipt of Purchase Order
Discounts	0%
Payment Terms	Net 30 days
Bid Offer includes	State and Local Governments
A second shifts a second se	Purchase Orders, EET

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

These contracts do not include:

- Pursuit Vehicles (check <u>How to Search for Pursuit Vehicles</u>)
- Busses (check How to Search for Buses)
- Lease Vehicles (check <u>How to Search for Long Term Lease Vehicles</u>)
- Administrative Vehicles (listed below) (check <u>How to Search for Administrative Vehicles</u>)
  - o Sedans
  - o SUVs
  - Crossover SUVs
  - o Trucks
  - Passenger Vans
  - o 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.

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L. Reporting	Active Statewide Contracts Maintenance,Repair & Operation (MRO) Software (Technology)	View Specific State Description, and/o	ewide Contracts . F or Supplier.	or More Specific Inquire	s Use The Field Below To Sear	ch By Contract Number, Advanced Search ?		
	Administrative Vehicles General Office Supplies, Paper & Toner Tractors & Mowers Office, Computer, and Education Furniture	Contract/Supplier Information:			٩			
	Multifunctional Devices Print/ Copy/ Scan/Fax Pelies Pursuit Vehicles Truck Stake Body/Dump Cab/Chassis	Contract Status	Active					
	(EZIQC®) - Indefinite Quantity Construction Services	By Start/End Date	All	~				
Menu Search (Alt+M)								

3. Click on the *Contract Number* to obtain additional information about the contract.

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<b>I.</b> Reporting	Search Details ?	Contract Search Results	2
	Saved Search: Truck Stake Body/Dump Cab/Chassis	1-3 of 3 Results Sort by Best Match	✓ 200 Per Page ▼
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	Contract Number	98989.507.5070000032.005	Once Summer
	99999-SPD-SPD0000039	SSSS-SFU-S-UNDUDUS-S-UNDUS-	Open summary
	Filtered by	Supplier: Rush Truck Leasing, Inc Start Date: 8/L/2010 Version Type: Original Contract Type: Mandatony Starbandie Contract: End Date: 6/L/2017 Reneval No: 0	
	By Start/End Date: As of Today	Active for Shopping: Yes	
	[remove all]	99999-SPD-SPD0000039-0003	Open Summary
	Save New Search	Supplier: Wade Ford Start Date: 8/1/2010 Version Type: Original	
		Contract Type: Mandatory Statewide Contract End Date: 6/30/2017 Renewal No.: 0	
	Refine Search Results ?	io Acciter for an opporting in the	
	Contract Type	99999-SPD-SPD0000039-0002 Truck State Body/Dump Cab/Chassis	Open Summary
	Mandatory Statewide Contract (3)	Supplier: PEACH STATE TRUCK CENTERS LLC Start Date: 8/1/2010 Version Type: Original	
	Contract Version	Contract Type: Mandatory Statewide Contract End Date: 6/30/2017 Reneval No.: 0 Active for Shooping: Yes	
	Original (3)		
	Supplier 🌾	1-3 of 3 Results	200 Per Page 🔻
	PEACH STATE TRUCK CENTERS LLC (1) Wade Ford (1) Rush Truck Leasing, Inc (1)		
	Automatically Apply Purchases to this Contract		
	Yes (3)		
Menu Search	Budget Status		
(Alt+M)	Exceeds8udget (3)		
<	Has Price Set		`

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.

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h. Reporting	99999-SPD-SPD0000039 Truck Steke Body/Dump Cab/Chassis	Contract Summary				7			
	Type: Mandatory Statewide Contract	Contract Information	i	Dates And Ren	ewal				
	Supplier: Rush Truck Leasing, Inc Dates: 8/1/2010 - 6/30/2017 Version: Renewal 0 > My Lifetime Spend (USD) > Lifetime Member Spend (USD)	Contract Name *	Truck Stake Body/Dump Cab/Chassis	Start Date	8/1/2010 12:00 AM EST				
		Version: Reneval 0 Contract Type * Mandatory Statewide Contract End Date 6/30/2017 11:59 PM EST > My Lifetime Spend (USD)							
		Supplier Name	Rush Truck Leasing, Inc	Contract Mana	gers				
	Summary	Summary	View Summary	Billy Gilbert	bgilbert@doas.ga.gov +1 (404) 657-4277				
		> Additional Purchasi	ing Information						
		~ Attachments							
		Display Order	Attachment		Date Uploaded				
		1 ¥	L SWC Information Sheet	-	7/29/2015 4:33:32 PM				
		2	🛃 E-Verify Affidavit		7/27/2016 11:20:52 PM				
		3	C Rush Truck Centers of Georgia, Inc.	external website	4/2/2012 9:25:05 AM				
		See All (4) Attachments							
		> PO Clauses							
Menu Search									
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Georgia Vendor Information Sheet						
Contra	ct I	nformation				
Statewide Contract Number		99999-SPD-SPD0000039-0005				
PeopleSoft Vendor Number		0000496074				
Vendor Name & Address		•				
Rush Truck Centers of GA, Inc. 2560 Moreland Avenue Atlanta, GA 30315						
Contract Administrator						
Kurt Hohlstein <u>hohlsteinw@rushenterprises.com</u> Telephone: 404-622-1921 Fax: 404-622-2118						
Contact Details						
Ordering Information		Fleet Manager 2560 Moreland Avenue Atlanta, GA 30315				
Remitting Information		Fleet Manager 2560 Moreland Avenue Atlanta, Georgia 30315				
Delivery Days		Orders will be shipped within 120 days				
Discounts	T					
Payment Terms		Net 30 Days				
Bid Offer includes	-	State and Local Government				
Acceptable payment method	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.					

Revised 01/15/10

SPD-CP032

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 <u>How to Search for Truck Stake Body</u>, <u>Dump Cab or Chassis Vehicles</u>)
- Lease Vehicles (check <u>How to Search for Long Term Lease Vehicles</u>)
- Administrative Vehicles (listed below) (check <u>How to Search for Administrative Vehicles</u>)
  - o Sedans
  - o SUVs
  - o Crossover SUVs
  - o Trucks
  - o Passenger Vans
  - o 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.

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	Administrative Vehicles General Office Supplies, Paper & Toner Tractors & Mowers	ehicles upplies, Paper & Toner ers Information:				Q	Movences seerch   E			
	Office, Computer, and Education Furniture Multifunctional Devices Print/ Copy/Scan/Fax Police Pursuit Vehicles Truck Stake Boury Demu Ceb/Chessis	Contract Status	Active	Y						
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	Search Terms	Contract Details	
	Contract Number 99999-SPD-E540199409	99999-SPD-E540199409-0003	Open Summary
	Filtered by	Supplier: Wade Ford Start Date: 9/3/2013 Version Type: Original Contract Type: Mandiatory Statewide Contract End Date: 8/31/2017 Renewal No: 0	
	By Start/End Date: As of Today	Active for Shopping: Ves	
	Contract Status	99999-SPD-ES40199409-0002 Pate houst Velicles	Open Summary
	Save New Search	Supplier: HARDY CHEVROLETINC Start Date: 9/3/2013 Version Type: Original Contract Type: Mandatory Statewide Contract End Date: 8/31/2017 Renewal No: 0	
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	Original (3)	Active for Shopping: Ves	
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	Automatically Apply Purchases to this Contract Yes (3)		
u Search	Budget Status		
	Has Price Set		

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.

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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 <u>How to Search for Pursuit Vehicles</u>)
- Truck Stake Body, Dump Cab or Chassis Vehicles (check <u>How to Search for Truck Stake Body</u>, <u>Dump Cab or Chassis Vehicles</u>)
- Administrative Vehicles (listed below) (check <u>How to Search for Administrative Vehicles</u>)
  - o Sedans
  - o SUVs
  - o Crossover SUVs
  - o Trucks
  - o Passenger Vans
  - o 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.

lome	Georgia Marketplace		and the		ruia Provided by the Georgia Department of Adminis	Contract Viewer	🔸 🎽 🏴 🌲 🐂 0.00 USD 🚦	earch (Alt+Q)
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porting	Search Quick Access Active Statewide Contracts Maintenance,Repair & Operation (MRO) Software (Technology) Administration (Median	Welcome To Tean View Specific Stat Description, and/o	n Georgia Marketp ewide Contracts . F or Supplier.	lace's Statewide Contracts for More Specific Inquires U	age! TGM Guest Users: Use The Q se The Field Below To Search By Q	Quick Access Menu To Contract Number, Advanced Search 7		
	General Office Supplies, Paper & Toner Tractors & Mowers Office, Computer, and Education Furniture	Contract/Supplier Information:	l		Q			
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	Open & Closed Vehicle Leasing (EZIQC®) - Indefinite Quantity Construction Services	By Start/End Date	All	Y				
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3. Click on the *Contract Number* to obtain additional information about the contract.

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	Contract Number 99999-SPD-E540199376L5	99999-SPD-ES40199376LS-03		Open Summary					
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	Contract Status	99999-SPD-E540199376L5-01 Open & Closed Vehicle Leasing		Open Summary					
	Save New Search	Supplier:         Acme Auto Leasing         Start Date:         10/21/2013         Version Type:         Original           Contract Type:         Mandatory Statewide Contract         End Date:         10/20/2017         Renewal No:         0							
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	Automatically Apply Purchases to this Contract								
	Yes (Z)								
	Budget Status								
Menu Search (Alt+M)	ExceedsBudget (2)								
	Has Price Set				~				
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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.

	Georgia Marketplace		na san sa		Frovided by the Georgia Department of Administrative Services	Contract Viewer 🔻	👷 🏴 🌲 🐂 0.00 USD	Search (Alt+Q) Q
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	Type: Mandatory Statewide							
	Supplier: Enterprise FM Trust	Contract Information		Dates And	Renewal			
	Dates: 10/21/2013 - 10/20/2017	Contract Name *	Open & Closed Vehicle Leasing	Start Date	10/21/2013 12:00 AM EST			
	Version: Renewal 0	Contract Type *	Mandatory Statewide Contract	End Date	10/20/2017 12:00 AM EST			
	<ul> <li>My Lifetime Spend (USD)</li> <li>Lifetime Member Spend (USD)</li> </ul>	Supplier Name	Enterprise FM Trust	Contract N	Annager			
		Summary		contract in	nanagers			
	Summary		view Summary	Matt Taylor	+1 (404) 657-7728			
		> Additional Purchasin	g Information					
		Attachments						
		Display Order	Attachment		Date Uploaded			
		1 👾	± SWC Information Sheet		9/30/2016 12:31:32 PM			
		2	± Benefit Sheet		10/22/2013 4:57:59 PM			
		3	* Ordering Instruction		10/22/2013 4:58:22 PM			
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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.

🕈 Home	Team Georgia		Contract Viewer 🔹 🏚 🖄 0.00 USD Search (Alt+Q)
- Shop	Contracts > Contracts > Search Contracts > Search	th Contracts	Provided by the Georgia Department of Administrative Services
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	Active Statewide Contracts Maintenance,Repair & Operation (MRO) Software (Technology) Administrative Vehicles	Contract Number	By Startyfind Date
	General Office Supplies, Paper & Toner Tractors & Mowers Office, Computer, and Education Furniture Multifunctional Devices Print/ Conv/ Scan/Fax	Contract Name Keywords	Support Type to filter Q
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			Q Stateh
Menu Search (Alt+M)			

- 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.

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📸 Home	Georgia Marketplace		San Call of	and so and		by the Gerrais Department of Ar	Contract Viewer	r 👻 🟴 🐥 🗮 0.00 USD	Sea
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h. Reporting	Active Statewide Contracts Maintenance,Repair & Operation (MRO) Software (Technology)	Contract Number			By Start/End Date	All	V		
	Administrative Vehicles General Office Supplies, Paper & Toner Tractors & Mowers	Contract Name	AMIGI		Supplier	Type to filter	Q		
	Office, Computer, and Education Furniture Multifunctional Devices Print/ Copy/ Scan/Fax	Keywords							
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		Contract Status		~					
		Contract Version		~					
		Contract Manager	🔿 Any 🔿 Me 🔘 🖗	Pick					
			Name, User Name, Email	Q,					
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5. Click the **Search** button.

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😰 Contracts	<ul> <li>Back to Search</li> <li>Start Over</li> </ul>			
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	Filtered by	99999-001-SPD0000122-0014		Open Summary
	By Start/End Date: All	Supplier: Rick Case Cars, Inc. Start Date: 7/1/2015 Version Type: Original		
	[remove all	Contract Type: Convenience Statewide Contract End Date: 6/30/2025 Renewal No.: 0		
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	Convenience Statewide Contract (13)	99999-001-SPD0000122-0011 AMGI		Open Summary
	Contract Version	Supplier: KCL AUTOMOTIVE LLC Start Date: 7/1/2015 Version Type: Original		
	Original (13)	Contract Type: Convenience Statewide Contract End Date: 6/30/2025 Renewal No.: 0		
	Supplier	A Heart to shopping. Its		
	S & H MOTORS INC (1) ATHENS AUTOMOTIVE LLC (1)	99999-001-SPD0000122-0010		Open Summary
	KIA AUTOSPORT OF COLUMBUS (1) CARRIAGE KIA (1)	Supplier: ATHENS AUTOMOTIVE LLC Start Date: 7/1/2015 Version Type: Original		
	KIA MOTORS AMERICA INC (1) [more	Contract Type: Convenience Statewide Contract End Date: 6/30/2025 Renewal No.: 0		
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	ExceedsBudget (1)	Active for Shopping: Yes		~
	Max Dalas Cat	19		

- 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.

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	Save New Search	99999-001-SPD0000122-0012 AMG	Open Summary
		Supplier: TOWN CENTER INVESTMENTS Start Date: 7/1/2015 Version Type: Original	
	Refine Search Results ?	Active for Shopping: Yes	
	Contract Type Convenience Statewide Contract (13)	99999-001-SPD0000122-0011	Open Summary
	Contract Version	AMIG Guerdian versionstructure Start Date: 7/1/2015 Version Type: Original	
	Original (13)	Contract Type: Convenience Statewide Contract End Date: 6/30/2025 Renewal No: 0	
	Supplier 🌾	للله Active for Shopping: Yes	
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	KIA AUTOSPORT OF COLUMBUS (1) CARRIAGE KIA (1)	Supplier: ATHENS AUTOMOTIVE LLC Start Date: 7/1/2015 Version Type: Original	
	KIA MOTORS AMERICA INC (1) [more]	Contract Type: Convenience Statewide Contract End Date: 6/30/2025 Renewal No: 0	
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<	Exceedsbudget (1)	Active for Shopping: Yes	

8. Expand the Attachment section and download the list of Approved Dealers.

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L Reporting	999999-001-SPD0000122	Contract Su	immary			7
	Type: Convenience Statewide	Contract In	formation	Dates And Renew	al	
	Supplier: Rick Case Cars, Inc.	Contract Name	e* AMIGI	Start Date	7/1/2015 12:00 AM EST	
	Version: Renewal 0	Contract Type	* Convenience Statewide Contract	End Date	6/30/2025 12:00 AM EST	
	<ul> <li>My Lifetime Spend (USD)</li> <li>Lifetime Member Spend (USD)</li> </ul>	Supplier Name	e Rick Case Cars, Inc.	Contract Manage	5	
	Summary	Summary	View Summary	Billy Gilbert	- bgilbert@doas.ga.gov	
	,				+1 (404) 657-4277	
		> Additional	l Purchasing Information			
		✓ Attachmer	nts			
		Display (	Order Attachment		Date Uploaded	
		1	Approved AMIGI Dealer List 12-2	23-2016.xlsx	12/29/2016 10:19:55 AM	
		2	♣ SWC Information Sheet		2/24/2016 5:13:58 PM	
		3	± Benefits Sheet		2/26/2016 4:12:56 PM	
		> PO Clauses	s			
Menu Search (At+M)					1	
<			Do you want to open or save Approved AMIGI Dealer List 12-23	-2016.xlsx (20.1 KB) from solutions.s	ciquest.com? Open Save <b>v</b> Cancel	×

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.

	В	С	D	E	F	G	н	I
1	AUTOMOBIL	ES MANUFACT	URED IN GEORGIA	INITIATIVE (AMIGI	)			
12	99999-001-SPD-SPD0000122-0008	Jason Moore	404-375-3044	7310 Jonesboro Road	Morrow	GA	30260	jasonmoore@kiaatlantasouth.com
13	99999-001-SPD-SPD0000122-0009	Michael Murphy,jr.	912-602 4510	6150 Alabama Ave.	Brunswick	GA	31525	mmurphy@mikemurphykia.com
14	99999-001-SPD-SPD0000122-0010	James Hammond	706-612-1200	4305 Atlanta Highway	Athens	GA	30606	james@bulldogkia.com
15	99999-001-SPD-SPD0000122-0011	Chris Ellison	770-532-6335	1400 Upper Hembree Road	Roswell	GA	30076	cellison@carriagecars.com
16	99999-001-SPD-SPD0000122-0012	Jeff Lefkowitz	770-423-4404	1221 Auto Park Drive, NW	Kennesaw	GA	30144	jlefkowitz@cobbcountykia.com
17	99999-001-SPD-SPD0000122-0013	Lisa Thomas	229-242-3805	1508 N. Ashley Street	Valdosta	GA	31602	lisa.thomas@langdalehondakia.com
18	99999-001-SPD-SPD0000122-0014	Andrew Frison	678-258-2740	3190 Satellite Blvd.	Duluth	GA	30096	andrewfrison@rickcase.com
19			404-553-5246					
20								

#### 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 <u>www.doas.ga.gov</u>.
- 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.

	Georgian Department of Administrative Services				Learn About DOAS ~ Our Community Need Help Q			
	AREAS OF FOCUS							
	GEORGIA PROCUREMENT CONFERENCE 2017	STATEWIDE Contracts	SUPPLIERS	LAW, Administrative Rules and Policies	ORDER OF PRECEDENCE			
	SEVEN STAGES OF Procurement	PURCHASING TOOLS	PURCHASING Education and Training	TEAM GEORGIA Marketplace	STATEWIDE CARD Programs			
	STATE PURCHASING Faqs	RECORDS Management						
tp://doas.ga.gov/state-purchasing/seven-stages-of-procurement								

4. Click on **Stage 1: Need Identification** under the AREAS OF FOCUS section.

Georgian Departm transparency m ap pro- stops taken in each sta ndes and theorem the	nt of Administrative Serv ency, compliance and workforce perfor arement activities. Official if ge, ensure compliance with dificial record of all solicitati	rices	Learn About DOAS ~ Our Co iment the nistrative	ommunity Need Help   Q f ≫ In 8+	
For an overview of the Manual. See below for of the Official Forms us	7 Stages of Procurement*, additional information on th ed in that stage.	refer to the <u>Georgia Procure</u> e individual steps, including	ment links to each		
AREAS OF FOCUS					
STAGE 1: MEED IDENTIFICATION	STAGE 2: PRE- Solicitation	STAGE 3: Solicitation Preparation	STAGE 4: Solicitation Process	STAGE 5: Evaluation Process	
STAGE 6: AWARD PROCESS	STAGE 7: CONTRACT Process	PROCUREMENT OPERATIONS			

 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.



#### **Click to return to the Flowchart**

## Consider The Surplus Property Donee 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.

Type of Vehicle	Not Available for Transfer or Purchase	Only Available to Police / Public Safety	Only available <175,000 Miles	Only Available < 275,000 Miles (GAS) / < 500,000 Miles (DIESEL)	Only Available < 800,000 Miles
Pre-2005 15 Passenger Vans	Х				
Ford Crown Victoria		Х	Х		
Sedans, Small Vans and Pick Up Trucks no greater than 10,000 Pounds GVW			х		
Cutaways and all vehicles from 10,000 to 26,000 Pounds Gross Vehicle Weight Rating (GVWR)				Х	
All Vehicles with a GVWR greater than 26,000 Pounds					Х

- 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 <u>www.doas.ga.gov</u>.
- 2. Click on **Surplus** under the BUSINESS SERVICES section in the middle of the page.

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	MOST FREQUENTLY ASKED	MAY INTEREST YOU	NEWS, EVENTS & ANNOUNCEMENTS	
p://doas.ga.gov/surplus-property	Where Is The Employee Login To The Georgia Procurement Registry?	Review bid notices	Georgia Procurement Conference 2017 Apr. 25 - Apr. 27	

3. Click on **Surplus Property for Donees** under the AREAS OF FOCUS section.

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	AREAS OF FOCUS Georgia Auctions and Sales	SURPLUS PROPERTY FOR DONEES	FEDERAL PROPERTY For donees	SURPLUS ELIGIBILITY	SURPLUS FAQS	
	STATE PROPERTY Disposal	RULES, POLICIES AND Compliance	EDUCATION AND TRAINING	RECORDS Management		
	Virtual Surplus B	usiness Model				
[http://ams5.inciecuit.com/eams3//?ps1031.1500 ]	By leveraging available material. Through the el available to the public reduced operational exp	technology, Surplus Proper flective use of commercial in the community where i benses and provided a broa	ty conducts "on-site dispo auction sites like GovDe t is used. This complete ader buyer audience more	sals" of state surplus. We als, Public Surplus, and e y virtual business model immediate access to ava	e move information instead of Bay. Property is now readily has streamlined operations, silable inventory. DOAS offers	

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.

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#### 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 <u>www.doas.ga.gov</u>.
- 5. Click on **Surplus** under the BUSINESS SERVICES section in the middle of the page.

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

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	AREAS OF FOCUS						
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[http://guaces.gov/	By leveraging available material. Through the et available to the public reduced operational exp	technology, Surplus Prope fective use of commercial in the community where i venses and provided a bro	rty conducts "on-site dispos auction sites like GovDea It is used. This completel ader buyer audience more	als" of state surplus. We r ls, Public Surplus, and eBa r virtual business model h immediate access to availa	move information instead of ay. Property is now readily as streamlined operations, able inventory. DOAS offers		

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

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 <u>strongly encouraged</u> 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 <u>www.doas.ga.gov</u>.
- 2. Click on **Surplus** under the BUSINESS SERVICES section in the middle of the page.

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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.

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Georgier Department of Administrative Services in the service of t	S ~ Our Community Need Help   Q
🅷 > Burplus Property > Georgia Austons and Sales. > Live Austons - Vehicles City	
LIVE AUCTIONS-VEHICLES ONLY	CONTACT
Many surplused state vehicles are offered to the public mouth a contracted two auto autoin service. The current endors is Auto Autoin on Manta. Citics on the logo to the left to see the vehicles that are currently being offered and the auction dates.	Live Auctions Phone d0-657-0544 Email surphapeopenty @ doas, ga gov Verew AI Division Contacts f
LIVE AUCTION DOCUMENTS	SORT BY Printly

**Click to return to the Flowchart** 

## 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.

Approval Level	Process	Description
1	Fleet Manager/ Coordinator	Completes the initial request and provides
	Request Process	new/replacement vehicle information, vendor
		information.
2	Agency Approval Process	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.
3	Office of Fleet (OFM) Approval	After the Vehicle Request has cleared the agency
	Process	approval level, the OFM ensures that the agency has met
		fleet policy requirements.
4	Office of Planning and Budget	Lastly, OPB reviews the request to ensure adequate
	(OPB) Approval Process	funding and justification for the purchase.

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

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.

a	Office of Fleet Management Vehicle Information Tracking And Logistics Customer Focused. Performance Driven
	State of Georgia Fleet Management System
	Welcome to our Web site. If you need assistance, please call 1-877-819-3735 or email us at fms@doas.ga.gov.
[	Powered by
	User ID Password Log in
	Forgot Password?   Forgot User ID?   Privacy Statement

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**.

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Please contact the ARI CIS Helpdesk at: -844-274-4435 or cis@arifleet.com r Click Here for Online Help & Training Guide		4 Vehicles Towed From Previous in the last 1 days	Inventory Update For	The sequests search C, 220 Vehicles Overdue for preventive maintenance		378 Fuel Cost and Transactions Exceptions with S100 or more daily fuel or 3	55 Tank Capacity Violations in the last 7 days	Non-fuel transaction	
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		615 VIN VehicleType/Asset Type M on active vehicles	smatch	10,246 Vehicles Meeting Replacement 6 exceeding: 120 MIS, 135,000 miles maintenance	Criteria (km), \$8,000 in				

- 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.

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6. Click the Save button at the bottom of the form.

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- 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

- 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.*

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c. Click on the Upload button to upload the file.

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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.

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		Contact Phone (404) 463-8533	Contact Fax					
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- 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)

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- 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)

- City (of the vendor)
- State (of the vendor)
- Postal Code (of the vendor)
- e. Select the Vehicle Delivery Method.

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					Sav	e Cancel VR	Exit								

- 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*.

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	D/	ASHBOARDS 🤟	QUICK SEARCH 🤟	FEEDBACK 😥	FAVORITES	SAVED SEARCHES
EARCH VEHICLES		CATION				٩
				王 Expan	d All Sections	
	VR Header Information					
	VR# 4030-15182 Description* Ford, Fo	cus, SUV, Automatic	Site* 4030	Administrative Servi	ces, Depa 🔻	
	Status Waiting for Requestor Addl Data Status D	ate 02/02/2017	Total VR Co	st \$0.00		
	Attachments (1)					
	Agency Contact Information					
	Vendor Information					
	Vehicle Request Lines (1)					
	Add New VR Line #1				6	
-	VR Reason *VR Type Addition to Fleet Replacement Vehicle	tion Questions		Save VR Line	Cancel	
	<ol> <li>Why is the new/additional venicle 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)*</li> </ol>	List purpose and ra	tional. For instance, add	itional staffin <u>g</u> , new j	orogram	
	<ol> <li>Explain any funding source other than state funds. (250 character limit)*</li> </ol>	Provide informatio	n on the source of funds,	such as federal (gran	t or othe	
	3. 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)*	Provide a total am	ount to include preventat	ive maintenance, rep	airs, tire	
	4. How is the current vehicle used? (250 character limit)*	For example for ad	ministrative support, law	enforcement, etc. In	dicate if	
	5. Additional information. (500 character limit)	Add any additiona	information that would	help explain the need	for the	
	EPACT Information		Charge To	)		
	EPACT Primary Use * Select Primary Use  GVW * Select GVW	Budget Fiscal Yea Source of fund	r* Select Fiscal Year S* Fund Types P	Percentage		
	Dormicile County * Select Domicile County		Donation:			
			Grant: Other:			

#### 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.

remeie nequest en (1)					
Add New VR Line #1					6
VR Reason * Addition to Fleet	<b>~</b>			Save VR Line	Cancel
New	Vehicle II	nformation			
	Year*				
	Make*				
	Model*				
Unit	t Cost*				
Le	eased*	Select Lease T	уре 💙		
Driver Ass	igned*	Select Driver A	ssigned 🗸		
Fuel	Type*	Select Fuel Ty	pe 🔽		
lusti	fination (	Jugationa			
1. 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 PDE file in the attachment section)*	List pur	pose and ratio	nal. For instance, additio	onal staffing, new pi	ogram V
2. Explain any funding source other than state funds.	Provide	information o	n the source of funds, su	ch as federal (arant	or othe
(250 character limit)*	FTOVIDE	anjormation o	n the source of junus, su	en us jeuerut grunt	
3. Additional information. (500 character limit)	Add an	y additional in	formation that would he	lp explain the need ;	for the
EPACT Information			Charge To		
EPACT Primary Use * Select Primary Use	Budget	Fiscal Year*	Select Fiscal Year	~	
GVW * Select GVW	Sou	rce of funds*	Fund Types Per	rcentage	
Domicile County * Select Domicile County			Agency:		
			Donation:		
			Federal:		
			Grant:		
			Other:		
			State:		
			Total:		
	Progra	am ID/Name*	Select Program->Type	e at least 3 character	2 🔺
				Save VR Line	Cancel

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.

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SEARCH VEHICLES	ORDERING CUSTOMER REPORTING COMMUNIC	ATION			٩
			Expand.	All Sections	
	VR Header Information				
	VR# 4030-15182 Description* Ford, For	us, SUV, Automatic Site*	4030-Administrative Service	is, Depa	
	Status Waiting for Requestor Addl Data Status D	te 02/02/2017 Total V	R Cost \$0.00		
	Attachments (1)				
	Agency Contact Information				
	Vendor Information				
	Vehicle Request Lines (1)				
	Add New VR Line #1			8	
	VR Reason * Replacement Vehicle	<b>~</b>	Save VR Line	Cancel	
	New Vehicle Information	Vehicle to b	e Replaced		
	Year*	Disposition Method*	Select Disposition Method	~	
	Make*	State ID*		44	
	Model*	VIN			
	Unit Cost*	Current Odometer			
	Leased* Select Lease Type	Year			
	Driver Assigned* Select Driver Assigned V	Make			
	Fuel Type* Select Fuel Type	Model			
	Justif	ication Questions			
	1. Why is the new/additional vehicle needed? How will the new vehicle be used if different from the one being replaced?	List purpose and rational. For instance	e, additional staffing, new pro	ogram	
	(1000 character limit, if more space is needed please attach PDF file in the attachment section)*			$\sim$	
	2. Explain any funding source other than state funds. (250 character limit)*	Provide information on the source of f	unds, such as federal (grant o	or othe	
				$\sim$	
	3. 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)*	Provide a total amount to include prev	rentative maintenance, repai	rs, tire	
	4. How is the current vehicle used? (250 character limit)*	For example for administrative suppor	t, law enforcement, etc. India	cate if	
	5. Additional information. (500 character limit)	Add any additional information that w	rould help explain the need fo	or the	

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.

٨	Office of Fleet Management Vehicle Information Tracking And Logistics Customer Focused, Performance Drivers								
State of Georgia Fleet Management System									
	Welcome to our Web site. If you need assistance, please call 1-877-819-3735 or email us at fms@doas.ga.gov.								
[	Powered by insights								
	English   Español   Français   Deutsch								
	User ID Password								
	Log in								
	Forgot Password?   Forgot User ID?   Privacy Statement								

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**.

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SEARCH VEHICLES O	DERING CUSTOMER REPORTING COMMUNICATION						
Main Dashboard Maintenance Inventory	State of Georgia Forms » APD Form Inventory Update Search APD Search MV1 Form	🖴 🕫 🖶 🗡					
Technical Assistance	Maintenance Asset Creation Form MV1 Search Asset Creation Search Vehicle Reguest Form	Fuel					
Please contact the ARI CIS Helpdesk at: 1-844-274-4433 or cls@arifleet.com or Click Here for Online Help & Training Guide Active Vehicles	Vehicle Areved From Previous Day in the last 1 days	385 Tel Cot and Transactions <u>Exceptions</u> with 5100 or more daily fuel or 3 in the last 7 days					
Inventory by ARI Status	Repairs By Vendor Type	(5) Fuel Consumption Trend In thousands of Gallons by quar.					
10,000	651543 2.552,246 2.552,2552,246 2.552,2552,2552,2552,2552,2552,2552,255	5000 5332.8 5.372.9 4.963.3 4000 4.775.3 4000 2015 Q4 2016 Q2 2016 Q2 2016 Q3 2016 Q4					
Fleetstats Reports	Inventory	Saved Search Options					
Desktop Intelligence Reports Col-Core yrugent block to an en window. Col-Core yrugent block to an en window. I least col-Core and the Andre Report I least col-Core and the Andre Report Last 6 Months Maintenance v1-1 (Found By Name)	213 Drivers Missing Emails on active vehicles with Invalid VIN on active vehicles	Saved Searches					
	631 VN Vehicle Type / Asset Type Mismatch on active vehicles						
https://ariinsights.anfleet.com/AriAccessWeb2/WebForms/Client/SOGNewAssetCreation.aspc		v					

3. Enter the VIN number and click on **Process Vin**.

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		DASHBOARDS 🛩			FAVORITES 🖌	SAVED SEARCHES 🤟			
EARCH VEHICLES ORDE	RING CUSTOMER REPORTING CO	MMUNICATION				٩			
Asset Creation Form 🖨 🦉									
VIN Enter 1st digi	t here>	Process VIN Reset VIN				Expand All Sections			
(Please note that several fields below have default values, you may update the field if needed)									
NAC Status Information									
NAC # 10161	Status New		Stati	is Date 02/13/2017	7				
Site/Agency Information									
Vehicle Request Info									
New Vehicle Info									
Vehicle Contact Info									
Additional Information									
		Save Submit Exi	t						

- 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

NAC Status Information											
NAC # 10161 Status New					Status Date 02/13/2017						
Site/Agency Information											
Site/Agency Name			-	*	Site/Locat	ionID				<b>~</b>	
Division				-	Location N	lame					
Requested By		MIRNA B	ARKER (SOG3342)		Requested	I Date		02/13/2017			
Vehicle Request Info											
VR Number				~	VR Des	cription					
New Vehicle Info - \	IN NOT DECOL	DED									
New Vehicle VIN											
Year			n a start a st	/lake				Model			
GVWR			Fuel1	Гуре	Select		~	Client	5AW1	~	
State ID#			ARI Vel	hicle				License Plate			
Delivery Date	02/13/2017		Book V	alue				Risk Premium			
APD	Yes	~	RMS Custor	ner#				RMS Customer Location#			
Fuel Card Required?	Yes-Ship Overni	ght 🔽	WEX Acco	unt#				Vehicle Type	Car	~	
Fleet Asset Type	FLEET	~	Asset	Гуре	Select		~	PM Schedule	зк	~	
Vendor	Owned	~	Primary	Use	Admini	strative	~	Roadside	Yes	~	
Maintenance	ARI Maint	~	Agen	cies			~	Fuel Capacity			
Vehicle Contact Info											
First Name			Last Name				E-i	mail Address			
Address Line 1			Address Line 2		Address Line 3						
City			State					Zip Code			
Phone											
Additional Informati	on										
				Save	Submit	Exit					

**Click to return to the Flowchart**