



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

# Fleet Day - 2023

Office of Fleet Management

Bobby Arrington  
New 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 Settings Eye Help Print Share

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	100,000
On Order	100
Out of Svc	1,000
Sold	100,000

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

**Vehicles Expenses:**

Repair or Surplus?

<b>5,505</b> Vehicles With Life-Of-Vehicle Maintenance Total Cost over \$7,500	<b>8,871</b> Vehicles Meeting Replacement Criteria 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?

<b>3,871</b> Vehicles with no Fuel Transactions in over 30 days	<b>3,841</b> 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](#)
- [Vehicle Inventory and Mileage](#)

Chat

# Vehicle Request-Replacement Page 1

## 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 Page 2

Justification Questions	
1. 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)*	List justification. For example, the only asset types available on the underutilized list are sedans. The tasks that have to be carried out in this replacement vehicle will require transporting large pieces of equipment.
2. Why is the replacement vehicle needed? * (500 character limit)*	List rationale. For example: original vehicle was totaled, repair expenses exceed book value, lease return, ect.
3. How will this replacement vehicle be used if the vehicle type is different from the original vehicle? * (500 character limit)*	Provide information on how the replacement vehicle will be used if the vehicle is a different type than the previous vehicle.
4. Please provide justification for the difference if the replacement vehicle is not a like kind. * (500 character limit)*	Provide justification if replacement vehicle is not a like kind.
5. Explain any funding source other than state funds. (250 character limit)*	Provide information on the source of funds, such as federal (grant or other type funding) agency (fees, tuition, auxiliary) etc. Be specific on where the money comes from; indicate any restrictions or requirements (for example, required as a part of federal grant).
6. 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 preventative maintenance, repairs, tires, etc. If major repairs were required, please specify what they were and how much spent separately from the routine maintenance.
7. How is the current vehicle used? (250 character limit)*	For example for administrative support, law enforcement, etc. Indicate if the vehicle is assigned to an individual.
8. Additional information. (500 character limit)	Add any additional information that would help explain the need for the vehicle, especially for additions for the fleet.

EPACT Information		Charge To	
EPACT Primary Use *	Administrative	Budget Fiscal Year*	2023
GVW *	Under 8,500 lbs	Source of funds*	Fund Types Percentage
Domicile County *	Fulton County	Agency:	<input type="text"/>
		Donation:	<input type="text"/>
		Federal:	<input type="text"/>

h.com/AriAccessWeb4/default.aspx


## Vehicle Request Form

Grant:   
Other:   
State:   
Total: 100

Program ID/Name\* 0650101-Departmental Administration

Additional Info (0)

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

New Vehicle Information	Vehicle to be Replaced
<p><b>Year</b> * 2023</p> <p><b>Make</b> * FORD</p> <p><b>Model</b> * F250</p> <p><b>Unit Cost</b> * \$54,223.00</p> <p><b>Leased</b> * No</p> <p><b>Driver Assigned</b> * Yes</p> <p><b>Fuel Type</b> * Gas</p>	<p><b>Disposition Method</b> * Turn in to State Surplus</p> <p><b>State ID</b> * 484-4012853</p> <p><b>VIN</b> 1FTNF20555EC24676</p> <p><b>Current Odometer</b> 148658</p> <p><b>Year</b> 2005</p> <p><b>Make</b> FORD</p> <p><b>Model</b> F250</p>
 <b>Justification Questions</b>	
<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>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>	

# Vehicle Request-Addition Page 1

[Collapse All Sections](#)

---

### VR Header Information

<b>VR#</b> 4030-22745	<b>Description*</b> 2022 Ford F-150	<b>Site*</b> 4030-Administrative Services, De
<b>Status</b> Waiting for Requestor Addl Data	<b>Status Date</b> 09/09/2022	<b>Total VR Cost</b> \$0.00

---

### Attachments (0)

Documents

No attached documents

File Upload

<b>Description</b>	<input type="text"/>
<b>File to upload</b>	<input type="text"/>

Select Upload

---

### Agency Contact Information

<b>Requested By</b> BOBBY ARRINGTON	<b>Contact Email</b> BOBBY.ARRINGTON@DOAS.GA.GOV
<b>Requested Date</b> 09/09/2022	<b>Contact Fax</b>
<b>Contact Phone</b> (404) 657-6908	

---

### Vendor Information

**No Vendor ?**  **Vehicle Delivery Method \*** Select Delivery Method ▼

**SWC Number \*** AdminVehs99999-SPD-ES40199373-0 ▼

**Vendor \*** Akin Ford Corp ▼

---

### Vehicle Request Lines (1)

Add New VR Line #1 ⊕

**VR Reason \*** Addition to Fleet ▼ Save VR Line Cancel

---

**New Vehicle Information**

<b>Year*</b>	2022
<b>Make*</b>	FORD
<b>Model*</b>	F150
<b>Unit Cost*</b>	35000
<b>Leased*</b>	No <span style="float: right;">▼</span>
<b>Driver Assigned*</b>	No <span style="float: right;">▼</span>
<b>Fuel Type*</b>	Gas <span style="float: right;">▼</span>

# Vehicle Request-Addition Page 2

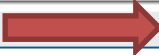
Justification Questions	
1. If an underutilized vehicle can not be used for this new addition to the fleet, explain why. (1000 character limit, if more space is needed please attach PDF file in the attachment section)*	List justification. For example, the only asset types of vehicles available on the underutilized lists are sedans. The tasks that have to be carried out in this replacement vehicle will require transporting large pieces of equipment.
2. Is this new vehicle needed for additional staff or a new program? (250 character limit)*	List purpose. For instance, additional staffing, new program, etc. Be specific with your information.
3. How will the new vehicle be used to meet the agency's needs?*	Provide information and explain the business needs for a new vehicle.
4. Confirm this addition to the fleet will be utilized by driving more than 25% of the median miles for the agency's vehicle type. (250 character limit)*	Confirm this addition to the fleet will drive more than the 25% median miles for this agency's vehicle type.
5. Explain any funding source other than state funds. (250 character limit)*	Provide information on the source of funds, such as federal (grant or other type funding) agency (fees, tuition, auxiliary) etc. Be specific on where the money comes from; indicate any restrictions or requirements (for example, required as a part of federal grant).
6. Additional information. (500 character limit)	Add any additional information that would help explain the need for the vehicle, especially for additions for the fleet.
<b>EPACT Information</b>	
EPACT Primary Use *	Administrative
GVW *	Under 8,500 lbs
Domicile County *	Fulton County
<b>Charge To</b>	
Budget Fiscal Year*	2023
Source of funds*	<b>Fund Types Percentage</b>
	Agency: <input type="checkbox"/>
<b>Vehicle Request Form</b>	
	Donation: <input type="checkbox"/>
	Federal: <input type="checkbox"/>
	Grant: <input type="checkbox"/>
	Other: <input type="checkbox"/>
	State: <input type="checkbox"/> 100
	Total: 100
Program ID/Name*	0650101-Departmental Administration
	<input type="button" value="Save VR Line"/> <input type="button" value="Cancel"/>
<b>Additional Info (0)</b>	
<div style="border: 1px solid black; height: 50px;"></div>	
<b>Audit Details</b>	
<b>Approval History (0)</b>	
<b>VR Change History</b>	
<b>VR Lines Change History</b>	



# Vehicle Request **ADDITIONAL** VR Line with Justification Questions

New Vehicle Information	
Year *	2022
Make *	RAM
Model *	2500
Unit Cost *	\$75,979.00
Leased *	No
Driver Assigned *	No
Fuel Type *	Diesel



Justification Questions	
If an underutilized vehicle can not be used for this new addition to the fleet, explain why. (1000 character limit, if more space is needed please attach PDF file in the attachment section) *	An under utilized vehicle cannot be used for this new addition to the fleet because this truck will be used to start the Automotive Light Duty Diesel Engine Tech program and college owned light duty diesel vehicles are a requirement of the TCC.
Is this new vehicle needed for additional staff or a new program? (250 character limit) *	Yes, this truck will be used to start the Automotive Light Duty Diesel Engine Tech program
How will the new vehicle be used to meet the agency's needs? *	The trucks will be used to start the ALD1 Automotive Light Duty Diesel Engine Tech at both the Savannah and Hinesville campus. They will be used to supplement all of the other automotive classes due to the newest technology they possess. We do not have and 4 wheel drive vehicles for AUTT 2020, they will be used for the front axles, transfer case and electronic shifting. They will be used in AUTT 1060 due to the new R1234yf refrigerant. They will be used in AUTT 1020 for the adaptive cruise control, lane departure radar and sonar, full speed forward collision warning, the backup camera and parking sensors, and remote start. In AUTT 1040 for high pressure common rail fuel system.
Confirm this addition to the fleet will be utilized by driving more than 25% of the median miles for the agency's vehicle type. (250 character limit) *	This vehicle will not be driven as it will be used in a instructional program.
Explain any funding source other than state funds. (250 character limit) *	CARES funding will be used for this purchase.
Additional information. (500 character limit) *	NA

# 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

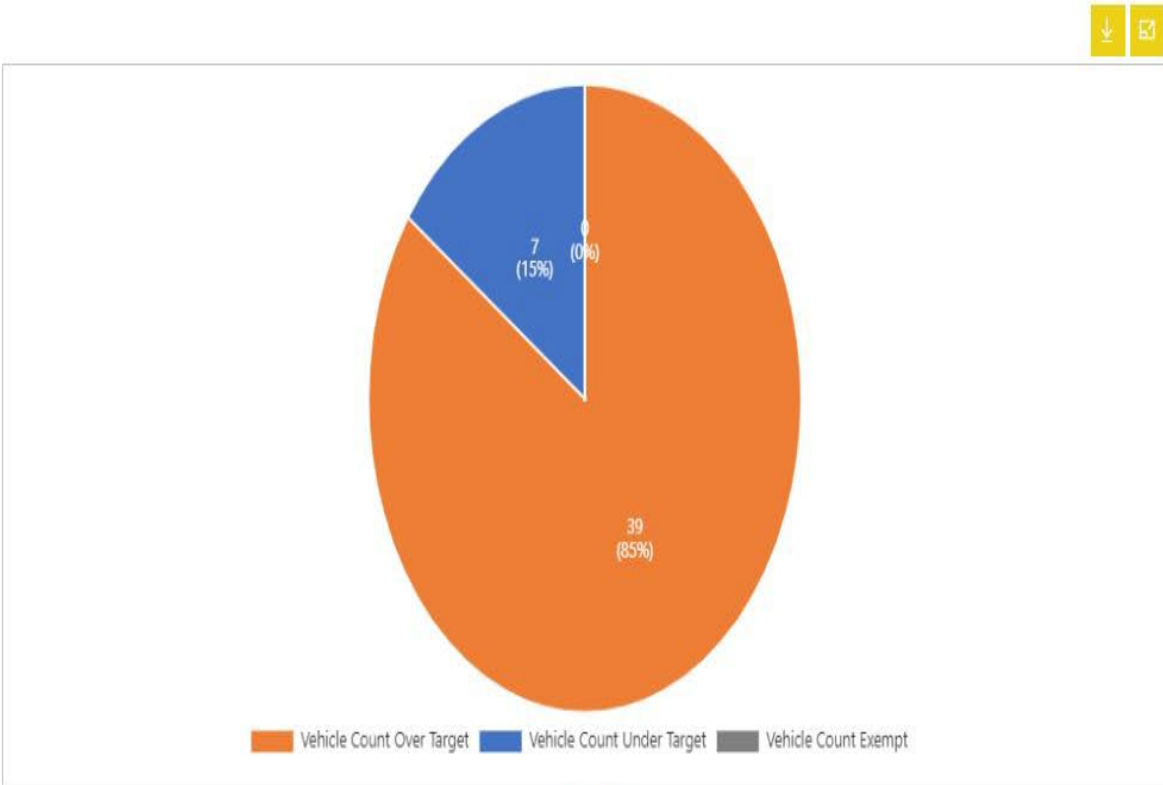
Agency Vehicle Count Under    Percentage of Vehicles Over and Under    Agency Target Miles By Vehicle Type

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.


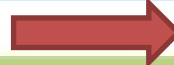



Replacement Vehicles The Replacement Cycle Analysis looks at your vehicles’ total cost of ownership in relation to their book values. For this analysis, Total Cost of Ownership (TCO) = lifetime depreciation amount PLUS maintenance expenses over the two previous complete fiscal years (FY22 & FY23). A 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)		
		 <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](#)



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	3680-CSB-DEKALB	Site/LocationID	1
Division	22	Location Name	DEKALB CSB
Requested By	ADONNA CRAWFORD (SOG4271)	Requested Date	08/26/2022
Vehicle Request Info			
VR Number	22662	VR Description	2022 Ford Escape
New Vehicle Info - VIN DECODED			
New Vehicle VIN	1FMCU9F62NUB18502		
Year	2022	Make	FORD
GVWR	4001	Fuel Type	Gas
State ID#	368- 8502	Holman Vehicle	G18502
Delivery Date	08/26/2022	Book Value	22800
APD	Yes	RMS Customer#	00000191
Fuel Card Required?	Yes-Ship Overnight	WEX Account#	0496002391043
Report My Driving Sticker?	Yes	Fleet Asset Type	FLEET
Vendor	Acme	Primary Use	Administrative
Maintenance	ARI Maint	Agencies	6032
Client	5C95	License Plate	
Capitol Hill Vehicle	Yes	Vehicle Type	Car
RMS Customer Location#		Asset Type	Sport
PM Schedule	10K	Fuel Capacity	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		Address Line 3	PO BOX 1648
Zip Code	30031		
Additional Information			
<div style="border: 1px solid black; height: 100px;"></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 **TRANSFER** of REPLACEMENT Vehicle

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.

**Please identify the vehicle from your current fleet that is going to be replaced. This 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 vehicle selected in this transfer 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.

# Checklist for **TRANSFER** of ADDITIONAL Vehicle

## 1. Does the vehicle(s) requested for transfer or donation qualify under the Vehicle Acquisition Matrix found in Policy 10 Appendix A?

**A:** The vehicle(s) in your request do not qualify under the Vehicle Acquisition Matrix found in Policy 10 Appendix A. You may request an exemption form from OFM if you desire.

Thank You,

Office of Fleet Management

The Request for Exemption is: **APPROVED**

**Exemption Form is attached**

## 2. This is an Additional Vehicle Transfer request.

**A:** According to Policy 10 section 5.1.1 – Additional Motor Vehicle Requests. For each new motor vehicle requested, agencies shall demonstrate the following:

- The new motor vehicles are for additional staff or new program/unit.
- The new motor vehicles will be utilized a minimum of 25% of the median miles driven by asset type, per state entity as determined by OFM; and,
- All active agency vehicles will have current fuel and maintenance recorded in the Fleet Management Database.

Please identify if the vehicle is for **additional staff or a new program /unit**. Also, confirm that the new vehicle(s) will be utilized a minimum of **25% of the median miles driven by asset type, per state entity as determined by OFM**.

As of today, 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.

Additionally, 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. Please provide a written justification outlining the rationale for non-compliance with fuel and/or maintenance.



# 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](mailto: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, ½ 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](mailto: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](mailto: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](mailto:clarence.ingram@doas.ga.gov)

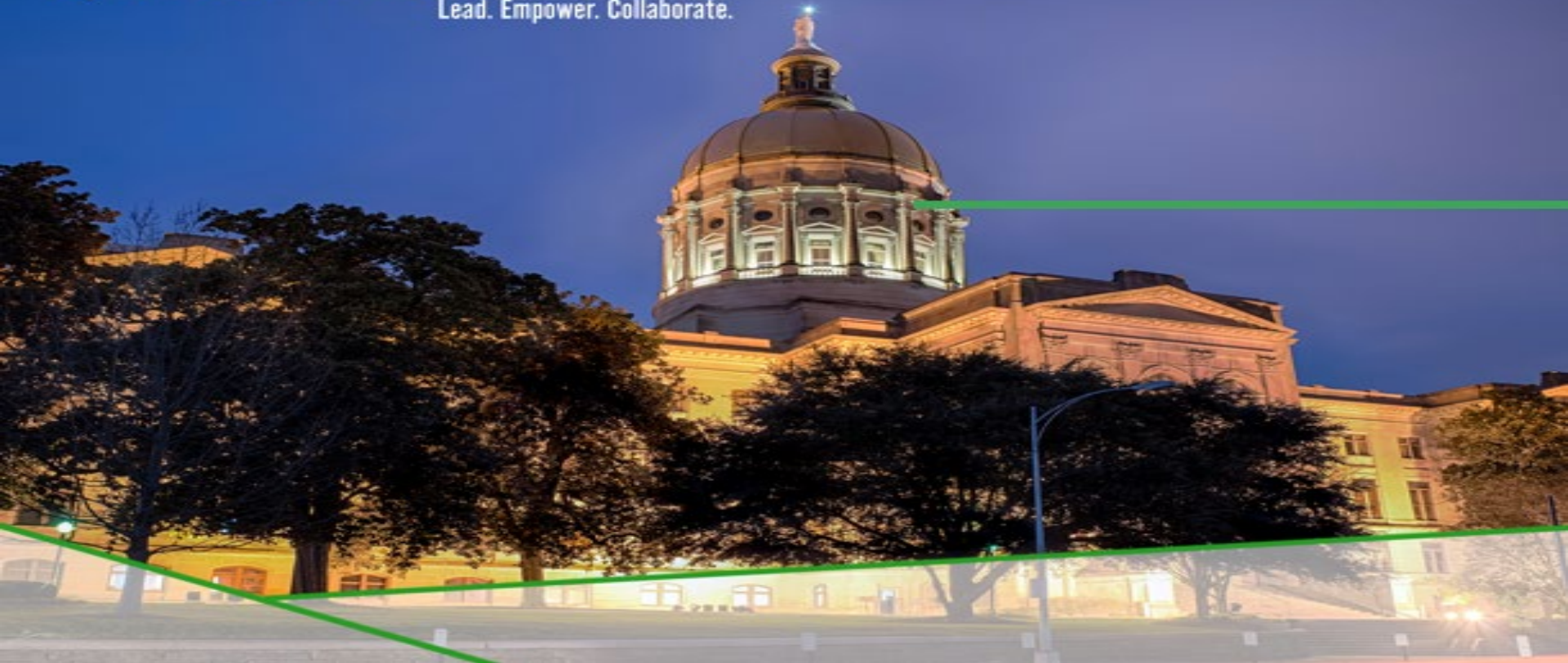
Dr. Carl Hall – Manager, Contract Management & Marketing  
[carl.hall@doas.ga.gov](mailto:carl.hall@doas.ga.gov)

Rick Beal – Group Category Manager, Goods  
[ricky.beal@doas.ga.gov](mailto:ricky.beal@doas.ga.gov)

Tetchjan Simpson – Group Category Manager – IT  
[tetchjan.simpsondoas.ga.gov](mailto:tetchjan.simpsondoas.ga.gov)

Dr. Carol Kennedy-Sims – Group Category Manager – Services  
[Carol.kennedy-sims@doas.ga.gov](mailto:Carol.kennedy-sims@doas.ga.gov)

Emily Harris – Contract Management Specialist  
[Emily.harris@doas.ga.gov](mailto: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

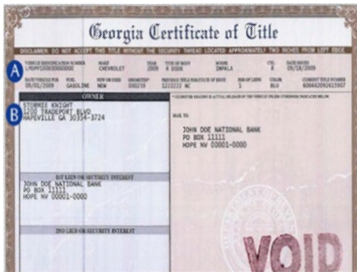
- Transfer (T) to GA State Agency
- Direct Negotiated Sale (DNS) To Local Gov/ Nonprofits
- Vendor Return (V) to vendor

## 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 includes sections for Agency Information, Mechanical Information, and a table for recording inspection results. It contains various checkboxes and input fields for vehicle details and inspection findings.

Vehicle inspection form to list detailed condition of vehicle.

An email screenshot from an insurance vendor. The email body contains details about a claim, including the date of loss, the amount of the claim, and instructions for picking up the vehicle. A table at the bottom shows the total billing amount as 11,000.

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 FROM THE DEALER. IF YOU SIGN BEFORE YOU RECEIVE THE TITLE, YOU WILL BE RESPONSIBLE FOR THE PENALTY FOR IMPROPER REGISTRATION.

**1** PURCHASER'S LEGAL NAME: Dept. Of State

**2** STREET OR R.F.D. NO.: [Blank]

**3** CITY, STATE & ZIP CODE: [Blank]

COUNTY OF RESIDENCE: [Blank]

DATE OF SALE/TRANSFER: [Blank]

Any alteration or erasure of date of sale will result in a \$10.00 Penalty Fee.

"I/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: [Blank] 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**

**CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK.**

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: Julie Andrews (agent for)

Transferor's (BUYER'S) Printed Name: [Blank]

Transferor's (SELLER'S) Signature: [Blank]

Transferor's (BUYER'S) Signature: [Blank]

**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: [Blank] Purchaser's Address: [Blank] County of Residence: [Blank]

Dealer's Permanent ID Number or Dealer's Master Tag Number: [Blank] Unauthorized use may lead to prosecution Registered Dealer's Name: [Blank]

"I/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: [Blank] 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: [Blank]

Transferor's (SELLER'S) Printed Name: [Blank] Transferor's (BUYER'S) Printed Name: [Blank]

Transferor's (SELLER'S) Signature: [Blank] Transferor's (BUYER'S) Signature: [Blank]

Purchaser's Legal Name: [Blank] Purchaser's Address: [Blank] County of Residence: [Blank]

Dealer's Permanent ID Number or Dealer's Master Tag Number: [Blank] Unauthorized use may lead to prosecution Registered Dealer's Name: [Blank]

"I/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: [Blank] 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: [Blank]

Transferor's (SELLER'S) Printed Name: [Blank] Transferor's (BUYER'S) Printed Name: [Blank]

Transferor's (SELLER'S) Signature: [Blank] Transferor's (BUYER'S) Signature: [Blank]

Purchaser's Legal Name: [Blank] Purchaser's Address: [Blank] County of Residence: [Blank]

Dealer's Permanent ID Number or Dealer's Master Tag Number: [Blank] Unauthorized use may lead to prosecution Registered Dealer's Name: [Blank]

"I/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: [Blank] 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: [Blank]

Transferor's (SELLER'S) Printed Name: [Blank] Transferor's (BUYER'S) Printed Name: [Blank]

Transferor's (SELLER'S) Signature: [Blank] Transferor's (BUYER'S) Signature: [Blank]

Purchaser's Legal Name: [Blank] Purchaser's Address: [Blank] County of Residence: [Blank]

Dealer's Permanent ID Number or Dealer's Master Tag Number: [Blank] Unauthorized use may lead to prosecution Registered Dealer's Name: [Blank]

**LIEN OR SECURITY INTEREST HOLDER TO BE RECORDED ON NEW TITLE**

The lien/security interest holder must be shown on the title application

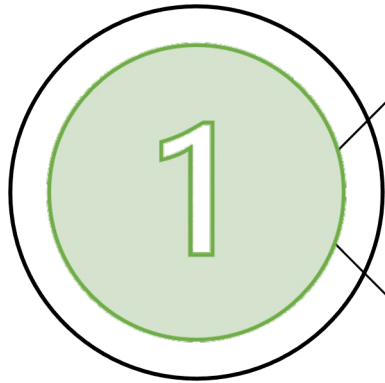
LIEN/SECURITY INTEREST HOLDER'S Name: [Blank]

LIEN/SECURITY INTEREST HOLDER'S Address: [Blank]

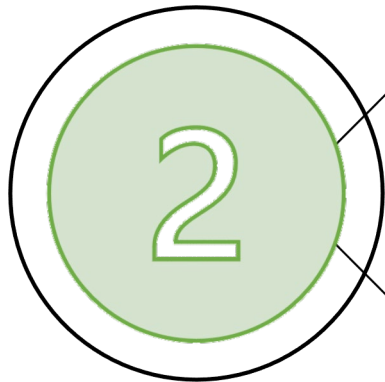
ATTN: DEALERS AND DISTRIBUTORS. Retain a copy of front and back of this document. Retention period: 3 years.

**NOTICE: ANY ALTERATION OR ERASURE VOID; THIS TITLE**

# 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	<a href="mailto:lauren.jones@doas.ga.gov">lauren.jones@doas.ga.gov</a>
-- 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

-- 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

-- Summary --

Condition \* Fair

VIN \* 1FBJLK1GR1789GH704

Make \* Ford

Model \* Super Wagon

Model Year 1994

Serial Number 4289

Odometer 20,000

Odometer UoM Miles

Claim Number

## 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

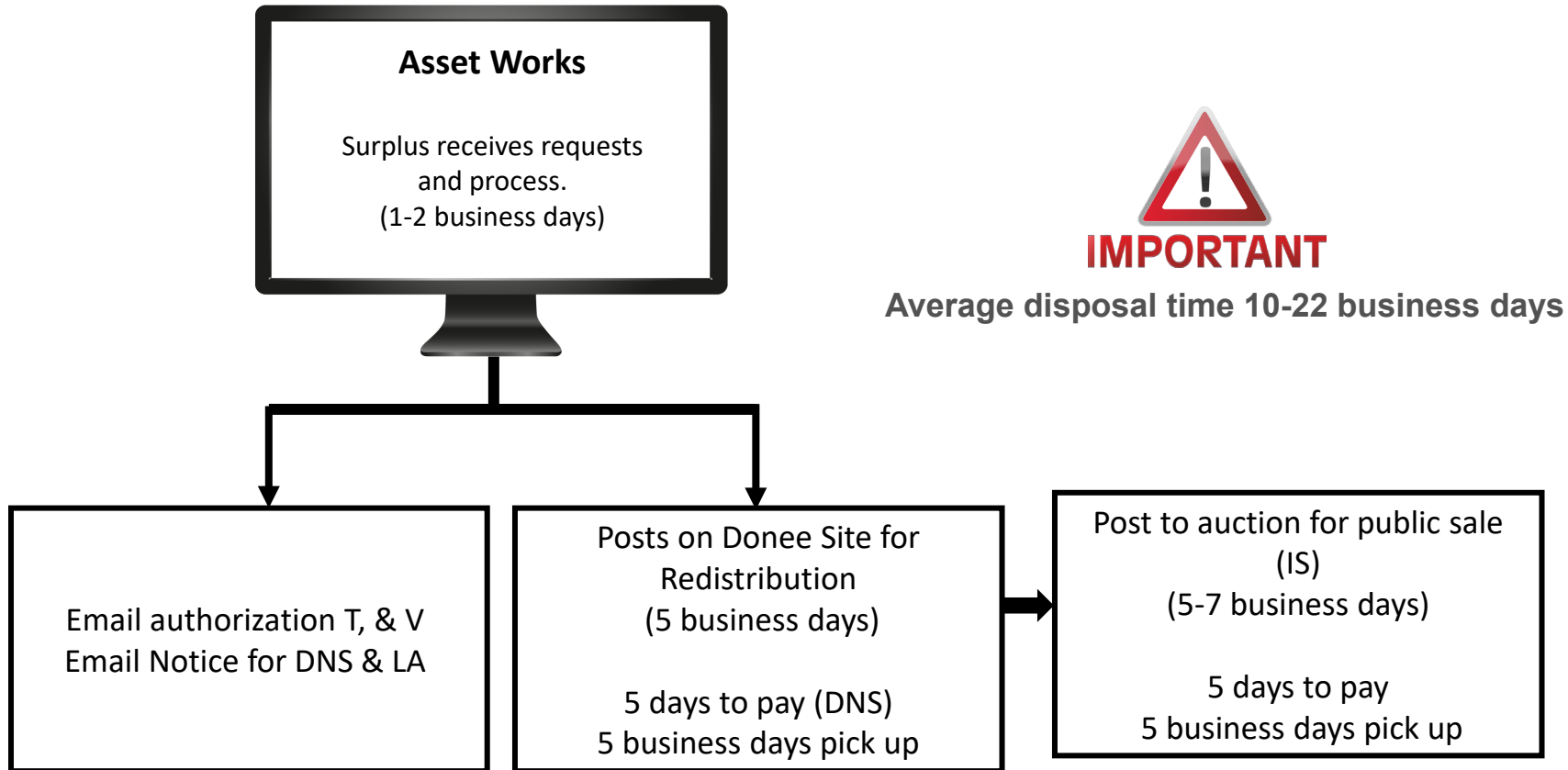
- Title (front & signed back)
- Vehicle Inspection form



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

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







# 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](http://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

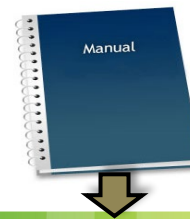


Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Resources



[Surplus.Property@doas.ga.gov](mailto:Surplus.Property@doas.ga.gov)  
[DOASFedSur@doas.ga.gov](mailto:DOASFedSur@doas.ga.gov)



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



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