



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

M E M O R A N D U M OSP03-04

To: All State Agencies and Political Subdivisions
From: Denise Lea, Director
Date: October 11, 2002
Re: 2003 Model Vehicle Contract (Revised 11/14/02)

The 2003 Model Vehicle Contract describing the vehicles available and the cost of each unit is enclosed. All purchase orders for state vehicles must be issued by the Office of State Purchasing (OSP) and agency requests, complete with all required documentation, should be submitted as soon as possible to avoid late deliveries and possible loss of orders.

State Agencies should follow the procedures outlined herein when submitting your vehicle request to OSP. Political Subdivisions shall deal directly with the dealer and should follow the prescribed procedures.

Enclosed you will find:

- **Commissioner's Drennen's purchase guidelines for state vehicles**
- **Vehicle ordering instructions for state agencies**
- **AGPS process for ISIS agencies**
- **Vehicle ordering instructions for political subdivisions**
- **DA-121 Vehicle Condition Report form to be completed on trade-in units**
- **LPAA instructions for alternative fuel vehicles**

Award summary and detailed specifications are linked below:

- **Sedans and Station Wagons**
- **Law Enforcement Vehicles**
- **Pickup Trucks – Compact, ½ Ton, ¾ Ton, 1-Ton SRW, 1-Ton DRW**
- **Specialty Trucks**
- **Utility Wagons**
- **CarryAll's**
- **Vans – Cargo & Passenger**

If you have any questions concerning this contract, please contact the applicable dealer's fleet manager or State Purchasing Officer Pete Jones at telephone (225) 342-9200 or e-mail pjones2@doa.state.la.us.



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State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: All Department Heads

FROM: Mark Drennen
Commissioner of Administration

DATE: October 8, 2002

RE: **Purchase Guidelines for State Vehicles**

Pursuant to LRS 39:360 et. seq. and LAC 34:XI.101 et. seq., it is the mission and responsibility of the Fleet Management Program to provide the most cost-effective methods of transportation, while maintaining appropriate vehicle utilization for state employees who need designated types of vehicles to perform their job responsibilities. Therefore, all state agencies, boards, commissions, councils, departments or other entities of the executive branch of government, and all state colleges and universities shall observe the guidelines outlined below when procuring vehicles.

Fleet Additions

Any additions to the state's fleet must be approved by the Commissioner of Administration or his designee. Otherwise, all agencies must turn in an existing fleet vehicle on a one-to-one basis for each new vehicle purchased.

Automobiles

1. Full-size vehicles may only be purchased for use by statewide elected officials, appointed officials, and department heads as defined by Title 36 of the Louisiana Revised Statutes (secretary, deputy secretary, undersecretary, assistant secretary, and the equivalent positions in higher education and offices of elected officials).
2. Mid-size vehicles may be purchased for usual occupancy by three (3) or more persons, or when the major use will be inter-city travel.
3. Small mid-size vehicles should be purchased for usual occupancy by one (1) or two (2) persons, or when the major use will be intra-city.

Purchase Guidelines for State Vehicles

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In support of LRS 39:364, the Energy Policy Act (EPACT), and the Clean Air Act (CAA) relative to alternative fuels, all state agencies should give consideration to the procurement of flexible fuel vehicles to facilitate the achievement of established goals.

All requests to purchase vehicles shall include a detailed explanation of the intended use of each vehicle. The explanation shall be comprised of such details as: intended use in the motor pool, whether the vehicle will be used primarily for inter-city or intra-city travel, number of expected occupants, anticipated annual mileage, justification for special equipment options, etc.

Special Use Vehicles

Special use vehicles include police vehicles, passenger vans, cargo vans, utility vehicles, carryalls, medium and heavy-duty trucks and handicap-modified vans. Requests for such vehicles shall include an explanation of the special needs and primary use of the vehicle to substantiate the procurement.

Four-Wheel Drive and Utility Vehicles

In that four-wheel drive and special purpose utility vehicles inherently have higher acquisition costs and higher annual maintenance/fuel costs than two-wheel drive and general-purpose automobiles, such vehicles should be limited for purchases where the performance of job duties requires off-road and/or rough-terrain use. Such agency requests shall be reviewed and approved by the department secretary or equivalent, or their designee.

VEHICLE ORDERING INSTRUCTIONS FOR ALL STATE AGENCIES

In order to employ the most cost-effective means of transportation, the Commissioner of Administration has established the enclosed guidelines governing state vehicle acquisitions for your compliance.

The vehicle model year ordering period typically ends March 31st of each year, and dealers are not bound to accept orders thereafter. Please be advised that the manufacturers may announce earlier cut-off dates for some makes and models. Contract vehicles purchased outside of the contract period are cost-prohibitive, and therefore will not be individually bid by OSP without just cause. Vehicle requirements not covered by this contract will be individually bid by OSP, if justified. Vehicle requests must be complete with all supporting documents prior to order processing.

To expedite order processing, please observe the general procedures outlined herein when submitting your vehicle requests to OSP. ISIS-Agency and Non-ISIS Agency procedures are also enclosed.

- Do not include different contract vehicles or differently equipped contract vehicles on the same requisition or order. Separate requests are required.
- Requisitions or orders for contract vehicles must include the quantity, contract number, contract line number, and vehicle description requested. Complete specifications are not required, however, any deviations from the contract vehicle specification must be noted on the requisition or order as an “add” or a “delete”. Please keep in mind that “luxury” options are prohibited.
- If you are requesting a non-contract vehicle, the requisition must include detailed, competitive specifications.
- Specify the exterior and interior colors desired; otherwise, a white exterior with a compatible interior will be ordered.
- Specify the complete agency name in which the vehicles is to be titled; otherwise, the “Invoice-To” agency name will be used.
- Specify the agency’s contact person and telephone number for vehicle pickup.
- A written explanation as to the purpose and use of each vehicle requested must accompany your requisition or order, detailing the intended use, estimated annual mileage, number of expected occupants, and type of primary travel. Please refer to the Commissioner’s guidelines enclosed.
- For each new vehicle requested, an existing vehicle must be relinquished to LPAA-Surplus Property. Submit a completed Form DA-121 Condition Report on each trade-in unit with your requisition or send the form to OSP as soon as an order is created. The DA-121 Condition Report shall be noted with your applicable requisition or order number.
- The DA-121 form may be accessed, completed and submitted electronically from OSP’s website – see “**Online Forms**”

- If no trade-in exists, sufficient justification and budget approval for an addition to the agency's fleet must accompany the request and will require LPAA's review and the approval of the Commissioner of Administration.
- Each request should be accompanied by an AltFuel Form-1 which has been reviewed by LPAA. This form is necessary to document and measure the State's compliance with the federal government's alternative fuel program (EPA/CAAS).
- If the vehicle is to be paid by LEAF or through a thirty-party financing arrangement, additional paperwork is required. Contact Betty Williams at (225) 342-8062 or Jimmie Sanders at (225) 342-8053 for details.
- All newly purchased, state-owned vehicles must be delivered to LPAA-Property Control for inspection, receipt and acceptance to ensure compliance with the contract and order specifications.

Upon order placement, OSP will forward a copy of the contract release order to the agency and LPAA. The vendor will mail a duplicate copy of the invoice directly to the agency's "Bill-To" address stated on the order. Payment terms are Net 30 days from the date of acceptance by the Division of Administration and must be strictly adhered to. The vendor has the right to repossess any vehicle from LPAA which is not paid for within thirty (30) days. All vehicle payments should be mailed directly to the contract vendor. Non-ISIS agencies must provide a copy of the check to LPAA prior to the vehicle being released. Under no circumstances will an agency be allowed to take possession of the vehicle prior to payment.

The agency is required to bring its state identification decals at time of vehicle pick up. LPAA-Property Control will not release the vehicle without the appropriate state identifications affixed.

AGPS VEHICLE PROCEDURES FOR ISIS AGENCIES

1. Agency:

A. Creates **OFST** order, entering the following:

1. Document Type: **CRO** (CER if vehicle is financed)
2. Purchasing Agency: **107001** (Office of State Purchasing)
3. Buyer of Record: **8** (Pete Jones)
4. Ship-To Agency/Sub: **806PUR-DEL002** (LPAA-Property Control)
5. Contact Person & Phone: Marilyn Ramey / (225) 342-6861
6. Enter all other required order header and accounting information.

B. Create Order Lines (OLINs)

1. OLIN 00001 will be the base contract vehicle equipped per contract specifications. Enter the desired KONT and KLIN numbers.
2. In OMOD / OLIN 00001, enter the desired exterior and interior colors, the full agency name in which the vehicle shall be titled, and the agency's contact person and telephone number. Note: If no colors are specified, a white exterior with a compatible interior will be ordered.
3. Vehicle options will be entered as subsequent OLINs. All vehicle options are entered by OSP as KLINs and tied to the commodity number of the base vehicle. Inquire on CAAD by the commodity number to view those options already established as KLINs for the base vehicle.

If the desired option is not present in CAAD, e-mail or fax your option request to Pete Jones (pjones2@doa.state.la.us) or fax to: (225) 342-9060. The dealer may assist you in identifying the option code, description, and price. You will be contacted when the option KLIN is activated.

C. Process Order for Approvals

1. Change order status code to 425 – an approval record is built to OSP.
2. Letter of Intended Use (including option justification), DA-121 Condition Report for trade-in vehicle, and AltFuel Form-1, referencing your order number, must be faxed to OSP before your order can be processed further.

II. Office of State Purchasing (OSP):

- A. OSP reviews order for compliance with established guidelines, and consults with LPAA as deemed appropriate. Agency will be contacted if order modifications are required. **LPAA must approve all fleet additions.**
- B. OSP will approve, encumber and print the order in AGPS, and mail copies to the Vendor, Agency and LPAA.

III. Louisiana Property Assistance Agency (LPAA):

- A. Inspects vehicle to ensure compliance with order specifications, and upon acceptance, **receives the vehicle in AGPS (OREC/ORLN)** on behalf of the agency. LPAA will call the agency contact specified in OMOD to advise that the vehicle has been received in AGPS and is ready for pickup. Agency initiates payment process.

Note: LPAA will notify OSP if problems exist with the vehicle upon delivery, and will not build the OREC record until the vendor corrects the problem, thereby preventing payment. Agency will be notified in this event.

- B. The **original invoice**, certificate of origin, and odometer statement will be delivered to LPAA by the vendor. These original documents must be presented by the agency to the Department of Motor Vehicles for vehicle titling and registration purposes, and will be given to the agency at the time of vehicle pickup.

Important Note: Vendor will mail a copy of the invoice directly to the agency's "Bill-To" address stated on the order. **Payments must be made within 30 days**; otherwise, the vendor has the right to repossess the vehicle from LPAA without recourse by the agency.

IV. Vehicle Pickup from LPAA

- A. Agency must present a screen print of OPAY, reflecting that payment has been processed (status code 636) and indicating the check number prior to release of the vehicle. LPAA will verify the OPAY information.
- B. Agency to furnish the vehicle decals. LPAA will apply the agency's decal to the vehicle prior to release.
- C. LPAA will release titling and registration documents at time of vehicle pickup.

VEHICLE PROCEDURES FOR NON-ISIS AGENCIES

The above procedures apply to non-ISIS agencies with the exception of system-related processes and instructions. Non-ISIS agencies shall forward a hardcopy of their vehicle requisition or purchase order, complete with all required information and supporting documentation, to OSP for order placement. LPAA will require a copy of the agency's check to ensure payment.

VEHICLE ORDERING INSTRUCTIONS FOR ALL POLITICAL SUBDIVISIONS

Submit your Agency's purchase order directly to the awarded vendor shown, and submit a file copy to OSP for reporting purposes. If your Agency does not use a formal purchase order, submit your order on your Agency's letterhead.

- Your order must contain the following minimum information: quantity, contract number, contract line number, make and model, any desired deviations from the basic contract specification (stated as an "Add" or "Delete"), Agency contact person and telephone number, complete Agency name and address in which the vehicle is to be titled, desired F.O.B. Point, any special handling requirements, and desired exterior/interior colors.
- The Office of State Purchasing strongly urges you to obtain an order confirmation or acknowledgement from the vendor within ten (10) days after order is placed.
- To capture contract usage data, please forward a copy of your order to State Purchasing, P.O. Box 94095, Baton Rouge, LA 70804-9095, Attn: Pete Jones.
- Contact the vendor directly for availability and pricing of optional factory equipment. Be advised that optional equipment is available to you at published "Dealer's Invoice" cost.
- If you elect to pick up your vehicle at the vendor's location, the vendor will notify your contact person upon receipt and forward the invoice (per your requirements) for payment. You must present a check for payment at time of delivery. The vendor is not required to release any vehicle to you prior to payment. If you elect delivery to your Agency, any delivery and/or mileage charges will be negotiated between you and the vendor, and is not part of the contract.
- Please note that purchase orders against the State of Louisiana vehicle contract must be issued solely to the vendor awarded the item as shown herein. Any order issued to other than the awarded vendor does not constitute a valid release against the State's contract.

If you have any questions concerning this contract, please contact the dealer or State Purchasing Officer Pete Jones at (225) 342-9200 or by e-mail: pjones2@doa.state.la.us.

*Order/Requisition # _____

DA121

**State of Louisiana
Division of Administration
Property Assistance Agency
Post Office Box 94095
Baton Rouge, LA 70804-9095
PHONE (225) 342-6849 FAX (225) 342-6891**

CONDITION REPORT FOR MOTOR EQUIPMENT

*STATE AGENCY _____ *AGENCY # _____

*BF-11# _____ *PROPERTY TAG # _____

*YEAR & MAKE _____ *VIN/SERIAL # _____

*MODEL: _____ *BODY TYPE _____ * MILEAGE: _____

*LICENSE# _____ *COLOR _____ * ENGINE: 8 CYL 6 CYL 4 CYL

*REQUISITION # _____ *TRANSMISSION TYPE: _____

CONDITION OF VEHICLE
USE: GOOD, FAIR, POOR to rate condition of vehicle.

CONDITION AND DATE LAST REPAIRED

*Engine _____ *Transmission _____ *Differential _____

*Body _____ *Brakes (Power?) _____ * Clutch _____

*Radiator _____ *Steering (Power?) _____ *Battery _____

*Air Conditioner _____ *Heater _____ *Glass _____

*Upholstery _____ *Radio _____ *Jack _____

*Paint _____

*TIRES: R FRONT R REAR L FRONT L REAR SPARE

If the vehicle cannot be delivered to Baton Rouge, give reason, vehicle's location, person to contact and telephone number.

*Reason:

*Vehicle's Location:

*Contact Person: _____ *Telephone # _____

Submitted *By: _____ *Title: _____

*Date: _____ *Your Email Address: _____

ATTACH A COPY OF THIS FORM (DA121) TO YOUR REQUISITION FOR NEW VEHICLES AND ONE DA121 REPORT FOR EACH "TRADE-IN" VEHICLE LISTED ON YOUR REQUISITION.
"TRADE-INS" CANNOT BE SUBSTITUTED WITHOUT PRIOR APPROVAL FROM THE DIVISION OF ADMINISTRATION. THE BF-11, ORIGINAL DA121, REGISTRATION AND TITLE MUST BE MAILED TO THE LOUISIANA PROPERTY ASSISTANCE AGENCY (LPAA).



State of Louisiana
DIVISION OF ADMINISTRATION

LOUISIANA PROPERTY ASSISTANCE AGENCY

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: All State Agencies
FROM: Irene Babin, Director
SUBJECT: 2003 Model Year Vehicle Purchases
DATE: October 9, 2002

I would like to take this opportunity to personally thank all of you for working so hard to ensure Louisiana's compliance with the Department of Energy, Energy Policy Act (EPACT) during the past five (5) years. Louisiana has emerged as a leader in this program. We could not have achieved this distinction without your assistance.

The Louisiana Property Assistance Agency (LPAA) has completed its review of the purchase of alternative fuel vehicles for Model Year 2002. EPACT requires the state to purchase 75% of alternative fuel vehicles for the state fleet each year for certain designated areas. The only exception is if a vehicle has been specifically declared exempt. Attached is the list of Consolidated Metropolitan Areas covered by EPACT. This listing will help you ascertain the 2003 Model Year alternative fuel vehicles to be purchased.

Each year LPAA must determine how many alternative fuel vehicles the state has to purchase. To assist us in making this determination, we ask that you please complete and submit to LPAA the vehicle information (**Alt-Fuel Form #1**) for all vehicles you plan to purchase Model Year 2003 whether exempt or not. You may duplicate the Alt-Fuel Form #1 as needed.

After reviewing the vehicle information submitted by your agency, the Alt-Fuel Form #1 will be returned and will indicate which vehicle(s) have been designated for purchase as an alternative fuel vehicle and which vehicles are exempt. The Alt-Fuel Form #1 must then be submitted to the Office of State Purchasing (OSP) along with your contract order or non-contract requisition.

Failure to provide LPAA with the requested information may delay the purchase of new vehicles. Therefore, you must submit your anticipated vehicle purchases for Model Year 2003 prior to submitting to State Purchasing.

If additional information relative to the program is desired, please call Floyd Rector, Compliance Supervisor, at (225) 342-6852. Floyd is available to meet with you and/or your staff if you need assistance with any phase of the EPACT Program.

IB/FDR/cjo



**CONSOLIDATED METROPOLITAN STATISTICAL AREAS
COVERED BY EPACT**

**BATON ROUGE
(Parishes)**

East Baton Rouge
Livingston
West Baton Rouge

**NEW ORLEANS
(Parishes)**

Jefferson
Orleans
Plaquemines
St. Bernard
St. Charles
St. James
St. John the Baptist
St. Tammany

**SHREVEPORT
(Parishes)**

Bossier
Caddo
Webster

FLEXIBLE FUEL VEHICLES

A flexible fuel vehicle (FFV) accepts standard gasoline you are currently using. There is no change in where or how you purchase gasoline. A FFV will also operate on blended fuels such as E85 (85% ethanol) or Compressed Natural Gas (CNG) as they become available in our areas. A FFV performs the same as a dedicated gasoline vehicle – your mileage does not change and you do not lose any trunk storage space. FFVs have a trouble-free history, are very reasonably priced, and are available on the 2003 Model Year State Vehicle Contract.

FFVs are included on the state vehicle contract because all states are mandated to comply with the Federal Energy Policy Act (EPACT) of 1992. Louisiana must purchase 75% of its new light-duty motor vehicles (gross vehicle weight rating of 8,500 pounds or less) to be in compliance with this Act. The objective of the program is to have a national fleet of vehicles in use and ready to accept alternative fuels as they become readily available.

PLEASE PURCHASE FFVs WHEN ORDERING 2003 VEHICLES EVEN IF YOU ARE EXEMPT TO ASSIST THE STATE OF LOUISIANA IN MEETING ITS QUOTA AND TO AVOID SEVERE FINANCIAL PENALTIES.

Thank you for your cooperation and assistance in complying with this Act.

Irene Babin, Director
Louisiana Property Assistance Agency