KATHLEEN BABINEAUX BLANCO
GOVERNOR

State of Louisiana

DIVISION OF ADMINISTRATION

OFFICE OF STATE PURCHASING

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP08-04

To: All State Agencies and Political Subdivisions

From: Denise Lea, Director

Date: October 25, 2007

Re: 2008 Model Vehicle Contract
DO NOT DISCARD – FORWARD TO VEHICLE BUYER

The 2008 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). 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 vehicle requests to OSP. Political Subdivisions shall deal directly with the dealer and should follow the prescribed procedures.

Enclosed you will find:

- Commissioner LeBlanc's Purchase Guidelines for State Vehicles
- Vehicle Ordering Instructions for All 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:

- Carryalls
- Police Pursuit
- Sedan & Station Wagons
- Pickup Trucks - Compact, 1/2 Ton, 3/4 Ton, 1 Ton SRW, 1 Ton DRW
- Severe Service Vehicles (SSV's)
- Special Use Vehicles (SUV's)
- Vans - Cargo & Passenger
- Low Speed Electric
- Specialty Trucks

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If you have any questions concerning this contract, please contact the applicable dealer's fleet manager or State Purchasing Officer Don Fontenot at telephone (225) 342-9200 or e-mail don.fontenot@la.gov.

DL/BK/JM/df

State of Louisiana

DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: All Department Heads

FROM: Jerry Luke LeBlanc
Commissioner

DATE: October 25, 2007

RE: **Purchase Guidelines for State Vehicles**

Pursuant to LRS 39:360 et. seq. and LAC 34:101 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. Agencies should refer to LAC 34:103 for specific requirements relating to Vehicle Assignment, Vehicle Storage and Commuting Policies, Vehicle Operations, Vehicle Maintenance and Vehicle Disposal. 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 following guidelines 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.

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3. Compact vehicles should be purchased for usual occupancy by one (1) or two (2) persons, or when the major use will be intra-city.

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 purchase and 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, SUV's, SSV's, 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 Vehicles 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.

JLL/dl

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 2008 vehicle contract will be effective through August 31, 2008; however, the vehicle model year ordering period typically ends March 31 of each year. After a brief period, dealers will begin shipping 2009 models in place of the 2008 models as they become available, which may extend delivery for models ordered in close proximity to March 31. Please be advised that the manufacturers may announce earlier cut-off dates for some 2008 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 Form**".
- 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 (EPACT/CAA).
- 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 Tammy Toups 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 contact 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 PROCUREMENT PROCEDURES FOR ISIS AGENCIES

I. Agency:

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

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

B. Creates 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 Don Fontenot (Donald.Fontenot@la.gov) or fax to: 225-342-9753. 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 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 decals to the vehicle prior to release.

C. LPAA will release titling and registration documents at time of vehicle pickup.

VEHICLE PROCUREMENT 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 has been made prior to releasing the vehicle.

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 2007 contract usage data, please **forward a copy of your order to State Purchasing,** P.O. Box 94095, Baton Rouge, LA 70804-9095, Attn: Don Fontenot

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 Don Fontenot at (225) 342-9200 or by e-mail: don.fontenot@La.gov.

*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 Good *Transmission Good *Differential Good

*Body Good *Brakes (Power?) Good, Yes * Clutch Good

*Radiator Good *Steering (Power?) Good, Yes *Battery Good

*Air Conditioner Good *Heater Good *Glass Good

*Upholstery Good *Radio Good *Jack Good

*Paint Good

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

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), PO BOX 94095, BATON ROUGE, LA 70804-9095.

State of Louisiana
DIVISION OF ADMINISTRATION

LOUISIANA PROPERTY ASSISTANCE AGENCY

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

TO: All State Agencies

FROM: Susie Barthel, Director

DATE: October 25, 2007

SUBJECT: 2008 Model Year Vehicle Purchases

I would like to take this opportunity to personally thank all of you for working so hard to insure Louisiana's compliance with the Department of Energy, Energy Policy Act (EPACT) during the past six years. Louisiana has emerged as a leader in this program and 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 2006. 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 2008 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, by November 30, 2007, the vehicle information (Alt-Fuel Form # 1) for all vehicles you plan to purchase for Model Year 2008, whether exempt or not. This form may be filled out on line and e-mailed to LPAA or you may print and 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 2008 prior to submitting to State Purchasing.

If additional information relative to this program is desired, please call Bobby Hill, State Fleet Manager at (225) 342-6855, or e-mail to Bobby.Hill@la.gov. Mr. Hill is available to meet with you and/or your staff if you need assistance with any phase of the EPACT Program.

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State of Louisiana
DIVISION OF ADMINISTRATION

LOUISIANA PROPERTY ASSISTANCE AGENCY

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

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) 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 2008 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 2008 VEHICLES EVEN IF YOU ARE EXEMPT TO ASSIST THE STATE OF LOUISIANA IN MEETING ITS QUOTA AND TO AVOID SEVERE FINANCIAL PENALTIES.

Susie Barthel, Director
Louisiana Property Assistance Agency

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MODEL YEAR 2008 ALTERNATIVE FUEL VEHICLES PURCHASE INFORMATION

***AGENCY NAME:**_____

***AGENCY NUMBER:**_____

***AGENCY ADDRESS:**_____

***AGENCY CONTACT:**_____

***PHONE:**_____ **FAX:**_____ **EMAIL:** _____

***VEHICLE TYPE:**_____
(ex., mid-size sedan)

INFORMATION REQUIRED FOR ALL VEHICLES YOU PLAN TO PURCHASE (CONTRACT AND NON-CONTRACT)

*1. GVWR _____ What is the Gross Vehicle Weight Rating? (for trucks only)
(See contract, previous contract, or contact dealer for this information.)

*2. Parish?_____ In what parish will the vehicle be located?

*3. Will the vehicle be used 75% of the time in EPACT metropolitan area? ____ Yes ____ No

*4. Is this a law enforcement or emergency vehicle? ____ Yes ____ No

*5. Home storage? ____ Yes ____ No

*6. Off-road use. Will vehicle be used 100% of the time off-road? ____ Yes ____ No
(EXAMPLE: farming, construction)

If you have any questions, please contact Bobby Hill at (225) 342-6855 or by e-mail bobby.hill@La.gov.

Please submit this information to LPAA, attention Bobby Hill, for each vehicle you plan to purchase for model year 2007. After LPAA approves and returns this form to you, it must be submitted to the Office of State Purchasing and denoted with your order or requisition number before your vehicle order will be processed. This form may be accessed, completed and submitted electronically to LPAA from OSP's website, www.doa.louisiana.gov/osp/osp.htm, under "Online Forms"; or by fax to (225) 342-6891, or by mail.

Order / Requisition No. _____

Alt Fuel Form #1
(Rev. 10/16/2006)

FOR LPAA & STATE PURCHASING USE ONLY

Excluded, No AFV of this Class/Type on current State Contract _____
Excluded From EPACT _____
Excluded From EPACT, however LPAA recommends AFV _____
Alternative Fuel Vehicle _____

Signature: _____ **Date:** _____

CONSOLIDATED METROPOLITAN STATISTICAL AREAS COVERED BY EPACT

BATON ROUGE (Parishes)	NEW ORLEANS (Parishes)	SHREVEPORT (Parishes)
East Baton Rouge	Jefferson	Bossier
Livingston	Orleans	Caddo
West Baton Rouge	Plaquemines	Webster
	St. Bernard	
	St. Charles	
	St. James	
	St. John the Baptist	
	St. Tammany	