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GOVERNOR

KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of State Procurement

MEMORANDUM

To: All State Agencies
From: Jan B. Cassidy, Assistant Commissioner
Date: September 9, 2015
Re: 2015/2016 Model Vehicle

DO NOT DISCARD – FORWARD TO VEHICLE BUYER

Agencies must receive approval from the Commissioner of Administration to purchase a new or used vehicle. Therefore, agencies are required to submit detailed justifications to the State Fleet Manager, DOA\Louisiana Property Assistance Agency for the acquisition of new/used vehicles.

The 2015/2016 Model Vehicle Contract describing the vehicles available and the cost of each unit will soon be available on the Office of State Procurement website. State Agencies are required to submit a packet for each vehicle it seeks to order. Agency requests shall be reviewed and approved by the department secretary or equivalent, or his designee prior to the submission to the State Fleet Manager. Packets should be submitted as soon as possible to avoid late deliveries and possible loss of orders. All purchase orders for state vehicles must be issued by the Office of State Procurement (OSP).

Alternative Fuel Requirements

The U.S. Department of Energy requires alternative fuel vehicles to account for 75% of new vehicle purchases each year. Each agency must complete an Alt Fuel Form in order for the State Fleet Manager to determine if the agency is required to purchase such vehicles. This form may be filled out online and submitted to the State Fleet Manager or you may print and duplicate as needed. Include a copy of the form in your packet.

Bi-Fuel Requirements

R.S. 39:364 states:

The commissioner of administration shall not purchase or lease any motor vehicle for use by any state agency unless that vehicle is capable of and equipped for using bi-fuels, natural gas, or liquefied petroleum gas, herein after referred to collectively as "alternative

fuels". For the purpose of this Section, "bi-fuel" shall mean either gasoline or diesel plus liquefied petroleum gas, gasoline or diesel plus compressed natural gas or any fuel derived from natural gas, or gasoline or diesel plus any non-ethanol based advanced bio-fuel.

However, a waiver from this requirement can be requested to the Commissioner of Administration providing your request meets one of the following conditions:

1. The agency's vehicles will be operating primarily in an area that is not within a 25 mile radius of an available liquefied petroleum gas, compressed natural gas, or advanced bio-fuel refueling facility.
2. The state agency is not able to recoup the portion of the purchase or lease which is the difference between the cost of a new vehicle which is alternative fuel capable and the estimated cost of a vehicle with similar vehicle specifications which is not alternative fuel capable through reduced costs of operating such vehicle within 60 months of the purchase or lease. See <http://www.doa.louisiana.gov/osp/contracts/vehicles/vehicles.htm>, for Calculation Formula.
3. The vehicle does not meet the required specifications as determined by the Division of Administration.

If you need additional information about these requirements you can contact Michael Proctor at (225) 342-3455 or Michael.Proctor@la.gov.

Purpose-Specific General Waivers

R.S. 39:364(A)(2) authorizes the Commissioner of Administration to waive the requirement to purchase or lease alternative fuel vehicles under certain circumstances. R.S. 39:354(A)(2)(c) allows a waiver when the Division of Administration determines that available alternative fuel vehicles do not meet the required specifications of an agency.

LAC 34:I.301 describes a specification as serving as the basis for obtaining an item that is suitable for meeting the needs of the state. The division of administration has determined that available alternative fuel vehicles will not meet the needs of the state when the vehicle is to be used for certain purposes. Accordingly, the Commissioner of Administration hereby waives the requirement to purchase or lease an alternative fuel vehicle when the vehicle is to be used for the following purposes or under the following circumstances:

1. *Large-size sedans may 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 sedans may be purchased for usual occupancy by three (3) or more persons, or when the major use will be inter-city travel.*
3. *Sub-compact and compact vehicles may be purchased for usual occupancy by one (1) or two (2) persons, or when the major use will be intra-city.*

Justification/documentation needed for all other waivers

Special Utility Vehicles, Pickup Trucks and Four-Wheel Drive Options on Vehicles

Special utility vehicles, pickup trucks (crew cab and/or 4 wheel drive) have higher acquisition costs and higher annual maintenance/fuel costs than two-wheel drive mid size trucks and general purpose automobiles. Therefore, the purchase of such vehicles should be limited for purchases where the performance of job duties requires off-road and/or rough-terrain use. Agencies will be required to submit detailed justifications along with the purchase requisition/order to the State Fleet Manager for acquisitions of SUVs or crew cab and/or 4 wheel drive pickup trucks.

Special Use Vehicles

Special use vehicles include police vehicles, passenger vans, cargo vans, SSV's, medium and heavy duty trucks, and handicap and non accessible modified vans/buses. Requests for such vehicles shall include an explanation of the special needs and primary use of the vehicles to substantiate the procurement.

Information to be Included in Packet

- If not purchasing bi-fuel vehicles provide approved waiver from R.S. 39:364.
- For all vehicle purchases, Agency must provide justification and an explanation for each vehicle requested. Justification for purchase must include at a minimum:
 1. Confirm use of vehicle needed (i.e. law enforcement, etc.);
 2. Explain the critical nature of the need for the particular vehicle;
 3. Include the number of vehicles in your current fleet and explain why the need cannot be satisfied from your existing fleet;
 4. Intended use, whether the vehicle will be used primarily for inter-city or intra-city travel;
 5. Number of expected occupants;
 6. Anticipated annual mileage and;
 7. Justification for special equipment options, etc.
- If using a trade in for purchase of vehicles, identify the asset numbers that will be surplus by completing a DA – 121 Vehicle Condition Report Form.
- A completed Alt-Fuel Form.
- Funding source (self-generated, donation, statutory dedication, federal, etc.).

If you have any questions concerning the vehicle contract, please contact Austin Bachman at (225) 342-9200 or e-mail Austin.Bachman@la.gov. Questions regarding justification packet to purchase a vehicle including trade-in information should be addressed to Michael Proctor at (225) 342-3455 or by e-mail Michael.Proctor@la.gov.