



State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM

To: All State Agencies and Political Subdivisions
From: Denise Lea, Assistant Commissioner
Date: November 4, 2011
Re: 2012 Vehicle Procurements

DO NOT DISCARD – FORWARD TO VEHICLE BUYER

All purchase orders for state vehicles must be issued by the Office of State Purchasing (OSP). Agencies are required to submit detailed justifications along with the purchase requisition/order to the State Fleet Manager for acquisitions of new/used vehicles. Such agency requests shall be reviewed and approved by the department secretary or equivalent, or their designee prior to the submission to the State Fleet Manager. Agencies should not submit a request to acquire new vehicles until they have received approval for an exception as instructed on page 3 under "Information to be included in Packet".

The 2012 Vehicle Contract describing the vehicles available and the cost of each unit is available on the Office of State Purchasing website. **A change in ordering procedure has been in effect since FY 09-10.** State Agencies are required to submit a packet for each vehicle you seek to order. The entire packet must be sent to the State Fleet Manager (LPAA) and must contain all information. In addition, refer to LRS 39:360 et. seq. and LAC 34:101 et. seq. for fleet management and specifically to LAC 34:103 for requirements relating to vehicle assignment, vehicle storage and commuting policies, vehicle operations, vehicle maintenance and vehicle disposal when preparing the required information. Agency requests, complete with all required documentation, should be submitted as soon as possible to avoid late deliveries and possible loss of orders.

Alternative Fuel Requirements

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. LPAA must determine how many alternative fuel vehicles the state has to purchase. To assist in making this determination, please complete and submit an Alt-Fuel Form #1 to LPAA, by November 30, 2011, for all vehicles you plan to purchase for Fiscal Year 2012,

whether exempt or not. This form may be filled out on line and emailed to LPAA or you may print and duplicate as needed. After LPAA review, the form will be signed and returned to you. Include a copy of the signed form in your packet.

Flexible fuel vehicles (FFV) accept standard gasoline and also blended fuels such as E85. A FFV performs the same as a dedicated gasoline vehicle. Please purchase FFVs when ordering vehicles even if you are exempt to assist the State of Louisiana in meeting its quota and to avoid severe financial penalties.

Rick Janis can provide assistance on the EPACT program and may be reached at (225) 342-6855 or Richard.Janis@la.gov.

Automobiles

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

Special Utility Vehicles, Large Size Pick Up Trucks (1/2 ton or larger) and Four-Wheel Drive Options on Vehicles

Special utility vehicles, large size pickup trucks (1/2 ton 2 wheel drive and 4 wheel drive or larger) 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 full sized pickup trucks.

Special Use Vehicles

Special use vehicles include police vehicles, passenger vans, cargo vans, 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 vehicles to substantiate the procurement.

Information to be Included in Packet

- For all vehicle purchases, Agency must provide an explanation for each vehicle that includes 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.
- Provide the information to request an exception to MEMORANDUM OSP-10-03. The request for exception to the moratorium must include justification which at a minimum includes
 1. Confirm use of vehicle needed (i.e. law enforcement, etc.);
 2. Explain the critical nature of the need for the particular vehicle; and
 3. Include the number of vehicles in your current fleet and explain why the need cannot be satisfied from your existing fleet.

The previous memo OSP-10-03 instructed you to send the justification to the Office of State Purchasing, however, in an effort to streamline this process we want this information to be included in the packet that will be sent to the State Fleet Manager.

- If using a trade in for purchase of vehicle, include copy of approved Transfer Detail sheet.
- DA – 121 Vehicle Condition Report Form to be completed on Trade-in Units.
- A completed and signed Alt-Fuel Form.

Attachments

- Vehicle Ordering Instructions for All State Agencies
- DA – 121 Vehicle condition Report Form to be completed on Trade-in Units

2012 Vehicle Contract award summary and detailed specifications

- Sub-Compact and Compact
- Police Pursuit
- Sedans
- Pickup Trucks – Mid-size, ½ Ton, ¾ Ton, 1 Ton SRW and 1 Ton DRW
- Severe Service Vehicles (SSV)
- Vans – Cargo and Passenger
- Low Speed Electric
- Specialty Trucks
- Special Use Vehicles

Political Subdivisions

Political Subdivisions shall deal directly with the dealer and should follow their prescribed procedures.

If you have any questions concerning contract awards, please contact Jana Braud at (225) 342-9200 or e-mail Jana.Braud@la.gov. Questions regarding justification packet to purchase a vehicle including trade-in information should be addressed to Richard Janis (225) 342-6855 or e-mail Richard.Janis@la.gov.

2012 VEHICLE ORDER INSTRUCTIONS
for
ISIS AGENCIES, NON-ISIS AGENCIES AND POLITICAL SUBDIVISIONS

I. AGPS VEHICLE PROCUREMENT PROCEDURES FOR ISIS AGENCIES

IMPORTANT: Prior approval from LPAA must be obtained before entering order for OSP approval. LPAA approval number must be referenced on AGPS order.

A. Agency 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** (Jana Braud)
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.

NOTE: If the desired option is not present in CAAD, send your request to Jana Braud via e-mail: Jana.Braud@La.gov or fax: 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 the order status code to 425 -- an approval record is built to OSP.
2. OSP reviews AGPS order for compliance with established guidelines and for necessary LPAA approvals.

D. OSP will approve, encumber and print the order in AGPS, and mail copies to the Vendor, Agency, and LPAA.

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E. Delivery of Vehicle to Louisiana Property Assistance Agency (LPAA):

1. LPAA 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.

2. 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.

F. Vehicle Pickup from LPAA

1. 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.
2. Agency to furnish the vehicle decals. LPAA will apply the agency's decals to the vehicle prior to release.
3. LPAA will release titling and registration documents at time of vehicle pickup.

II. 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 supporting documentation, including LPAA approval number, to OSP for order placement. Prior approval from LPAA must be obtained before submitting documentation to OSP. LPAA will require a copy of the agency's check to ensure payment has been made prior to releasing the vehicle.

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III. 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: Jana Braud.

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 Jana Braud at (225) 342-9200 or by e-mail: Jana.Braud@la.gov