

Procedure: Fleet Management – Vehicle Procurements

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

DOE-Owned Fleet and GSA procurements of vehicles

1. Purpose

The purpose of this procedure is to describe the processes for the addition or replacement of vehicles to the FNAL motor vehicle fleet.

2. Procedure

2.1. General

Procure vehicles using the three-part approach consisting of budgeting, planning, and ordering.

2.2. Budgeting

Divisions and sections control the budgeting process to replace vehicles. The fleet Manager recommends which vehicles are eligible for replacement.

2.2.1. The process begins when the Fleet Manager generates a list of vehicles eligible for replacement for each division/section.

2.2.1.1. The Fleet Manager conducts a conditional evaluation of the fleet per 41 CFR 102-34.270.

2.2.1.2. The list takes into consideration fleet age structure to ensure overall efficiency from procurement through disposal.

2.2.1.3. The prioritized list is then sent to Divisions/Sections/Projects (D/S/P) for review.

2.2.2. Based on the list generated in 2.1.1, D/S/P determine which vehicles they will replace in the coming budget cycle. Typically, this is a coordinated effort between the operations and budgeting personnel of the impacted division/section.

2.2.3. The D/S/P initiates a purchase requisition citing the appropriate funding source and relevant information about the effected vehicle(s). For greater detail concerning requisitions, see Fermilab Procurement manual.

2.3. Planning

2.3.1. The Fleet Manager meets with a representative from each D/S/P to review their selections for replacement.

2.3.2. Upon notification from GSA that a leased vehicle is scheduled for replacement, the Fleet Manager begins the ordering process.

2.4. Ordering –

After consulting with the Division/Section, the Fleet Manager works with a Procurement representative and places the order for the new vehicle(s).

2.4.1. DOE owned vehicles

2.4.1.1. Coordinate with Procurement to place vehicle orders for D/S/P.

2.4.1.2. Following FNAL approval of the requisition, and authorization of the purchase order, enter completion and submission into the GSA AutoChoice program

2.4.1.3. Notification for approval sent to DOE ORO Fleet Manager/Property Specialist in GSA AutoChoice.

2.4.2. GSA Leased Vehicles

Enter GSA lease vehicles information into GSA's Fleet-Drive-Thru program for submission to DOE and GSA for approval

3. Definitions

N/A

4. Responsibilities

4.1. The Property and Infrastructure Management System Owner approves this procedure, identifies necessary resources and oversees consistent laboratory compliance.

4.2. The FESS-Site Services Department Head is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

4.3. The Division/Sections/Projects fund, request, and specify vehicle requirements.

4.4. The Procurement department enters purchase order in computerized financial management system and coordinates with the Fleet Manager for purchase order award.

4.5. The Fleet Manager

4.5.1. Analyzes and provides fleet health data. Recommends vehicle replacement.

4.5.2. Recommends vehicle replacement.

4.5.3. Matches vehicle procurements with available funding.

4.5.4. Communicates with Divisions/Sections, Procurement, DOE approvals and the General Services Administration.

5. Resources / Supporting Documents

Regulation: 41 CFR 102-34.270 – *How Long Must We Keep a Government-owned Vehicle?*

Manual: Fermilab Procurement Manual

6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First Issuance

7. Approvals

Title	Name	Electronic Signature & Date
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott <small>Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 11:33:54 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:46:24 -05'00'</small>