

# Procedure: Fleet Management – Vehicle Procurement

Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

## 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 GSA Vehicles

#### 2.1.1 Additions

- 2.1.1.1 Division/project evaluates needs for addition to the fleet and makes request with justification to FNAL Fleet Manager.
- 2.1.1.2 FNAL Fleet Manager supplies justification and request to DOE CSC for approval for fleet addition.
- 2.1.1.3 Upon approval FNAL Fleet manager will coordinate with D/P and Procurement to create PO for new GSA lease payments.
- 2.1.1.4 FNAL Fleet Manager will place vehicle order within GSA ordering system.
- 2.1.1.5 When vehicle is ready follow *Procedure-Vehicle Receipt*.

#### 2.1.2 Replacements

- 2.1.2.1 GSA will provide annual replacement eligibility list.
- 2.1.2.2 FNAL fleet manager will coordinate with custodian to review current vehicle specs against vehicle needs, make determination if the vehicle type needs to be changed, and select new configuration of replacement vehicle.
- 2.1.2.3 New configuration and/or vehicle type will require DOE CSC approval.
- 2.1.2.4 Upon approval, order will be submitted within GSA ordering System.
- 2.1.2.5 When vehicle is ready follow *Procedure-Vehicle Receipt*.

### 2.2 DOE Owned Vehicles

#### 2.2.1 Additions

- 2.2.1.1 Division/Project evaluates needs for addition to the fleet and makes request with justification to FNAL Fleet Manager.
- 2.2.1.2 FNAL Fleet Manager supplies justification and request to DOE CSC for approval for fleet addition.
- 2.2.1.3 Upon DOE approval, FNAL Fleet manager will coordinate with D/P to document vehicle requirements and specifications.

2.2.1.4 D/P will work with Procurement to create PO for the full purchase price of the required vehicle, via Procurement purchasing policies and procedures.

2.2.1.5 When vehicle is ready for FNAL ownership follow *Procedure-Vehicle Receipt*.

### **2.2.2 Replacements**

2.2.2.1 FNAL Fleet Manager will notify Division/Project when their vehicle has met replacement eligibility.

2.2.2.2 FNAL Fleet manager will coordinate with D/P to document vehicle requirements and specifications.

2.2.2.3 D/P will work with Procurement to create PO for the full purchase price of the required vehicle, via Procurement purchasing policies and procedures.

2.2.2.3.1 Specialty vehicles, such as Fire Apparatus, require a different approach, per FAR 8.405-1.

2.2.2.4 When vehicle is ready for FNAL ownership follow *Procedure-Vehicle Receipt*.

## **3 Definitions**

### Acronyms

CFR	Code of Federal Regulations
DOE	Department of Energy
FNAL	Fermi National Accelerator Laboratory
FRA	Fermi Research Alliance, LLC
GSA	General Services Administration
CSC	Consolidated Service Center

## **4 Responsibility**

### **4.1 Property and Infrastructure Requirement Assurance System**

**Owner** approves this procedure, identifies necessary resources and oversees consistent laboratory compliance.

### **4.2 ISD-Logistics and Property Control Department Head**

is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

### **4.3 FNAL Divisions/Projects**

fund, request, and specify vehicle requirements.

### **4.4 FNAL Procurement department**

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

### **4.5 FNAL Fleet Manager**

- 4.5.1 Analyzes and provides fleet health data.
- 4.5.2 Recommends vehicle replacement.
- 4.5.3 Matches vehicle procurements with available funding.
- 4.5.4 Communicates with Divisions, 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, FNAL Fleet Manager	First Issuance
1	09/01/2024	Jenny Thorson FNAL Fleet Manager	Updates as result of FY22 audit findings.

**7 Approvals**

8 Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	