

November 8, 2002

MEMORANDUM

To: All Agency Heads

From: Dana R. Russell
Commissioner

Subject: Motor Vehicle Moratorium

In April of 2001, the Governor directed the Office of Planning and Budget (OPB) to continue the moratorium on vehicle purchases. On October 17, 2001, OPB published a memorandum relating the continuation of the moratorium, expanding the types of vehicles to be included.

On June 10, 2002, the Governor signed an Executive Order creating the Department of Administrative Services' Office of Fleet Management. On that date, the Office of Planning and Budget, Department of Administrative Services and the State Auditor published and distributed revised policies governing the assignment, use, purchase, operation and disposal of motor vehicles. In the purchasing policy, the approval for purchase of replacement or additional motor vehicles became the responsibility of DOAS. All vehicle types will continue to be subject to the moratorium, until notified otherwise by DOAS. Please follow the same procedure for requesting approval of motor vehicles as you have in the past with OPB. Criteria for replacement or addition of motor vehicles is as follows:

Replacement Vehicle Criteria:

- A. Accumulated 135,000 or greater miles at the time of the request or...
- B. Is considered to be "totaled" by a state approved insurance adjuster or...
- C. Cost to repair and return to service is greater than "Black Book" value of the vehicle.

If the vehicle meets any of these criteria, then DOAS will ask OPB to determine whether or not the entity has funding available for the purchase. If so, then approval can be given provided:

1. It is a replacement “in kind”. (i.e. sedan for sedan, pick-up for pickup, van for van, sedan for sedan, etc.)
2. It is ordered off of the Statewide Contract, provided it is under contract. If not, state purchasing regulations apply regarding competitive bid process.
3. It does not have excessive options for the task.

New Vehicle Requirement Criteria:

If a request is submitted for a new vehicle without reference to the vehicle being replaced, the request is considered to be an increase in agency authorized vehicle count. DOAS will pass this request on to OPB for approval. OPB will then verify that the purchase of vehicle requested is included in the agency’s approved budget. Once approved by OPB, DOAS will approve the vehicle purchase provided:

1. It is ordered off of the Statewide Contract, provided it is under contract. If not, state purchasing regulations apply regarding competitive bid process.
2. It does not have excessive options for the task.

Upon approval of the motor vehicle request to purchase, agencies are to send DOAS the original purchase order for review and approval prior to submission to the vendor. Upon receipt of the new vehicle, agencies must send a copy of the certificate of origin or bill of sale (if purchased used) and dealer invoice (if purchased new) to DOAS.

NOTE: The approval document for either replacement or new requirement will always include an approved dollar amount, make, model and options (if requested).

Thank you for your cooperation. Please direct any questions or comments you might have regarding this moratorium to Bill Malcolm at (404) 656-7010 or email cmalcolm@doas.ga.gov.

cc: Mr. Bill Tomlinson, Director, Office of Planning and Budget
Mr. Russell Hinton, State Auditor, Department of Audits
Fiscal Officers
Motor Vehicle Coordinators