



CITY OF
Tulsa
A New Kind of *Energy*™

ASSET MANAGEMENT DEPARTMENT (AMD)

REPLACEMENT AND ACQUISITION POLICY

PURPOSE:

Provide for an orderly system of administering the planning, purchasing, and funding of City vehicles and motorized equipment; and, provide for an orderly system of replacing City vehicles and motorized equipment at the end of their life cycle.

SCOPE:

The policy applies to all City departments and includes all vehicles and motorized equipment. Motorized equipment is synonymous with off-road equipment such as tractors, mowers, loaders, excavators, backhoes, forklifts, etc. Motorized equipment does not include off-road equipment with an original cost of less than \$5,000.

IDENTIFYING VEHICLES FOR REPLACEMENT:

The Asset Management Department (AMD) is responsible for developing an annual Fleet Utilization Scoring System (FUSS) to identify which vehicles should be considered for replacement.

The FUSS will set replacement priorities to ensure the most deserving City of Tulsa vehicles are replaced with the level of available funding. The FUSS will score City vehicles in 7 categories (Age, Mileage/Hours, Reliability, Maintenance and Repair Costs, Downtime, Fuel Consumption, and Miles Per Gallon). For the seven categories, a vehicle will be scored from 0 to a maximum of 5 points. The maximum total score a vehicle can obtain is 35 points. Vehicles that receive an excessive score are rated as “Needs Immediate Consideration for Replacement”).

The FUSS will be updated annually no later than December 1st. The updated FUSS will be reviewed by the Fleet Management Steering Committee (FMSC) and then distributed to all City departments.

The FUSS methodology will be reviewed annually by the AMD and Fleet Management Steering Committee (FMSC) to determine whether scoring criteria should be modified. The purpose being to ensure optimum replacement intervals are established for all vehicle classes.

IDENTIFYING MOTORIZED EQUIPMENT FOR REPLACEMENT:

The AMD recommends motorized equipment be replaced when life-to-date maintenance costs exceed 75% of the original purchase price, or when the condition of the unit is unsafe and renders the unit inoperable.

**OBTAINING APPROVAL TO ACQUIRE OR REPLACE VEHICLES AND
MOTORIZED EQUIPMENT:**

The FMSC, established by Mayor’s Executive Order 2011-14, is responsible to evaluate all department requests for vehicles and equipment; and, to make decisions on justification and acquisition validity.

Departments must obtain approval from the FMSC to acquire new or replacement vehicles and motorized equipment. To obtain approval, departments must submit a completed Fleet Justification Form (FJF) to the FMSC Administrator. A copy of the form is contained in Appendix A.

If an existing vehicle does not meet the FUSS replacement threshold, departments must justify on the FJF why the unit needs to be replaced. If life-to-date maintenance costs do not exceed 75% of the original purchase price on a motorized equipment unit, departments must justify on the FJF why the unit needs to be replaced. For a new acquisition, departments must justify on the FJF why a new unit is needed.

FJF’s will be reviewed monthly by the FMSC. The FMSC will either approve or deny FJF’s. Once FJF’s are approved by the FMSC, departments must obtain funding consent from the Tulsa Mayor and Tulsa City Council to acquire new or replacement vehicles and motorized equipment through the City’s annual budget process.

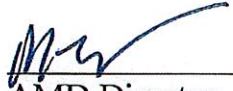
DISPOSAL OF VEHICLES AND MOTORIZED EQUIPMENT

Once a vehicle or motorized equipment unit has been replaced, it is declared surplus and sold at auction. Departments are responsible for coordinating the disposal of surplus vehicles and equipment with the City’s Purchasing Agent.

**RETENTION OF OLD VEHICLES AND MOTORIZED EQUIPMENT
PREVIOUSLY REPLACED**

Only in the following instances may a replaced vehicle or motorized equipment unit remain in the active fleet: 1) When vehicles and or equipment are retained for known seasonal needs; 2) When temporary additions to the fleet are authorized by the FMSC; or, 3) When vehicles or equipment are retained so parts can be salvaged from said units. Vehicles and equipment withheld from auction are considered as additions to the fleet and require FMSC authorization.

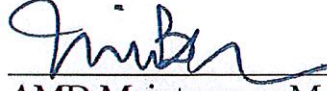
Approved:



AMD Director

Dated: 3-11-15

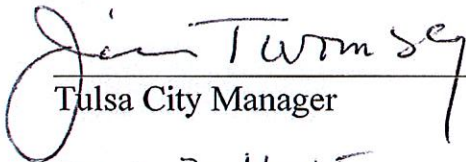
Approved:



AMD Maintenance Manager

Dated: 3/11/2015

Approved:



Tulsa City Manager

Dated: 3-11-15

APPENDIX A

FLEET JUSTIFICATION FORM

FJF # _____

Department: _____ Which FY requested: _____ Approved Capital # _____

Replacement (Unit # being replaced _____)

Expansion

Description of Current Unit (Year, Make, Model): _____

Description of Requested Unit (Year, Make, Model): _____

Where will the new vehicle be parked? _____ Check if replacement vehicle is totaled.

1	How will this vehicle help you perform your daily duties?
2	If the vehicle being replaced does not meet or exceed the replacement FUSS score of 28, provide justification why the existing vehicle should be replaced.
3	Can a repurposed, under-utilized, or motor pool vehicle be used in lieu of purchasing a new vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	If this vehicle will not be used a minimum of 5,000 miles annually, explain why a new unit is required.
5	Does the requested vehicle have a "unique" or "unusual" use? Explain
6	If the unit being purchased is a different style (e.g. F150 vs. F250, 2-door vs. 4-door, standard vs. extended cab) than the existing vehicle, provide a justification for the difference.
7	Will this vehicle be assigned to a specific individual? Identify the individual or his/her supervisor.
8	Will this vehicle be used as a "Take-Home" vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No
9	What is the intended payload for the proposed vehicle? <input type="checkbox"/> Passengers <input type="checkbox"/> Cargo (packages) <input type="checkbox"/> Service (tools)
10	What fuel does the current vehicle use? <input type="checkbox"/> CNG <input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline <input type="checkbox"/> Other
11	What fuel will the proposed vehicle use? <input type="checkbox"/> CNG <input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline <input type="checkbox"/> Other
12	Enter the current units: Odometer reading Hour Meter Reading
13	Explain why a dedicated or bi-fuel CNG vehicle can not be used for this application?
14	Can you reduce the size and weight of your current vehicle, by specifying a smaller, lighter vehicle, for improved MPG's, and reduced operating costs? Explain
15	How will you ensure the requested vehicle has a fuel efficiency rating better than the vehicle being replaced? Required per TRO Title 12, Chapter 1 §102.D.

All Fleet Justification Forms must be submitted 10 business days prior to the FMSC meeting. Incomplete forms, including photos and/or signatures, will be returned to the requesting department.

FLEET JUSTIFICATION FORM

FJF # _____

16	If this vehicle will require towing capabilities, explain.
17	How many people will this vehicle transport on a regular basis? <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9 or more
18	What is the current vehicle's engine size? <input type="checkbox"/> 4 cyl. <input type="checkbox"/> 6 cyl. <input type="checkbox"/> 8 cyl. <input type="checkbox"/> Other
19	What size engine are you requesting? <input type="checkbox"/> 4 cyl. <input type="checkbox"/> 6 cyl. <input type="checkbox"/> 8 cyl. <input type="checkbox"/> Other
20	What special equipment does the current vehicle have? (4x4, Utility Bed, Lift Gate, etc)? What special equipment are you requesting? Justify the special equipment need.
21	Who will be preparing the purchase specifications for this vehicle? Provide name, phone number and email address. Name: _____ Phone: _____ Email: _____@cityofulsa.org
22	If you are asking to replace an existing unit that does not meet all of the FUSS or Equipment Study replacement thresholds, you will need to submit a digital photograph (in .jpg format) of the unit with this application.

Contact Name: _____ Department / Section: _____
Contact Phone: _____ Contact Email: _____@cityofulsa.org

Requesting Department Head Approval: _____ Date: _____

***** FOR EMD PURPOSES ONLY (Do not fill out below this line) *****

Current Vehicle FUSS Score: _____ Last 12 months Usage: _____

Original Purchase Price : _____ LTD Maintenance Costs: _____

Comments:

FMSC Review Date: _____ FMSC Chair Approval: _____ Date: _____

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