

ACQUISITION OF VEHICLES**3620**

(Revised 12/06)

Purchase of State vehicles will be made by consolidation of agency annual requirements in order to effect savings by volume buying. See Government Code Section 14615 and Public Contract Code Section 10308. In addition, Government Code Section 13332.9 provides that:

"No purchase order or other form of documentation for acquisition or replacement of motor vehicles shall be issued against any appropriation until the Department of General Services has investigated and established the necessity therefor. No surplus mobile equipment may be acquired from any source by any State agency for program support until the Department of General Services has investigated and established the need therefor."

Purchase estimates for all motor vehicle purchase requests shall be sent directly to the Office of Fleet Administration, Department of General Services, to determine whether available surplus vehicles can be utilized in lieu of a new vehicle purchase and to investigate and establish the necessity therefor. See SAM Sections 4111, 4113.

For an additional vehicle or for replacement of a vehicle not meeting replacement criteria specified in SAM, recommendation of the Office of Fleet Administration Automotive Inspector in the area where the vehicle will be or has been used will be required. To expedite processing of such purchase estimates, departments are requested to secure a Report of Findings in advance from the area inspector. A copy of the report should be attached to the estimate. See SAM Section 4111.

The Office of Fleet Administration will review the estimate and related documents, approve the estimate on behalf of the Director of General Services, and forward the estimate to the Office of Procurement, Department of General Services.

Agencies shall accept delivery of any make automobile regardless of the make specified on the purchase estimate. All passenger type motor vehicles purchased will be the typical Fleet vehicle, except for those purchased for elected officials and other special uses deemed appropriate by Office of Fleet Administration.

All vehicles shall be inspected for acceptance at the delivering dealer's place of business prior to delivery to the purchasing State agency. See SAM Section 4112. This inspection determines that all specifications are met and that the dealer has performed properly the pre-delivery inspection and servicing. The Department of General Services will provide the services of Inspectors of Automotive Equipment to perform the acceptance inspection prior to delivery for all departments in the Inspection Services Program. The owning agency, on receipt of vehicle, should check for any damage incurred in transit from dealer to point of delivery. It is the owning agency's responsibility to license the vehicles and put them in service.

Rental of vehicles from non-State sources for over seven (7) days must have prior approval from Office of Fleet Administration. See SAM Section 4117.2.