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## CAMPUS CORRESPONDENCE

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**To:** Vice Chancellors, Deans,  
Directors and Department Heads

**Date:** November 5, 2008

**From:** Office of Procurement Services

**Subject:** PUR 09-02 - 2009 Model Vehicle Contract

All purchase orders for state vehicles must be submitted, complete with all required documentation, not later than February 27, 2009 or as soon as possible to avoid late deliveries and possible non-acceptance of your order by the vendor.

**Departments are to follow the procedures outlined herein when submitting a requisition.**

Enclosed you will find:

- ❖ Commissioner Davis' Purchasing Guidelines for State Vehicles
- ❖ Memorandum from Denise Lea, Director-Office of State Purchasing
- ❖ Vehicle Ordering Instructions
- ❖ DA-121 Vehicle Condition Report form to be complete on trade-in units

Award summary and detailed specifications for the following can be found at State Purchasing's Website (<http://doa.louisiana.gov/osp/contracts/vehicles/vehicles.htm>):

- ❖ Hybrids
- ❖ Crossovers
- ❖ Sub-Compact and Compact Sedans
- ❖ Police Pursuit
- ❖ Sedans
- ❖ Pickup Trucks – Mid-size, ½ Ton, ¾ Ton, 1-Ton SRW, 1-Ton DRW
- ❖ Special Use Vehicles (SUV's)
- ❖ Severe Service Vehicles (SSV's)
- ❖ Vans – Cargo and Passenger
- ❖ Low Speed Electric
- ❖ Specialty Trucks

If you have any questions concerning this contract, please contact the applicable dealer's fleet manager or Mandy Nettles at 225-578-2303 or [anettles@lsu.edu](mailto:anettles@lsu.edu).

Rose Mary Wilhelm, CPPB  
Executive Director of Procurement Services and Property Management

RMW:vp  
Enc.

C: President John V. Lombardi  
Chancellor Michael V. Martin  
Chancellor William B. Richardson  
Chancellor Jack M. Weiss  
Vice Chancellor Jerry J. Baudin

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Office of Procurement Services  
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BOBBY JINDAL  
GOVERNOR



ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

## State of Louisiana

Division of Administration  
Office of the Commissioner

### MEMORANDUM

TO: All State Departments, Agencies, Colleges and Universities, Boards, Commissions, Councils, or other entities of the Executive Branch of Government.

FROM: Angele Davis  
Commissioner of Administration

DATE: October 28, 2008

RE: Purchasing Guidelines for State Vehicles

As part of Governor Jindal's Green Policy Executive Order, the new vehicle contract is designed to promote energy efficiency and conservation of our natural resources. Act 592 of the 2008 legislative session requires a fuel efficiency rating for sedans of no less than eighteen miles per gallon for city driving and no less than twenty-eight miles per gallon for highway. The vehicle contract offers sedans that meet the mileage requirements as well as hybrids.

I am asking each of you to assist this administration in achieving its' green goals. This can be done by:

1. Purchasing the most fuel efficient vehicles to fulfill your mission and goals.
2. Considering replacing full size trucks with mid size trucks.
3. Limiting purchases of SUV's.
4. Eliminating underutilized vehicles from your fleet.
5. Perform regular preventative maintenance on your fleet.

Please refer to Denise Lea's, Director of State Purchasing, letter for justification and processing procedures.

Thank you for your cooperation.

BOBBY JINDAL  
GOVERNOR



ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

## State of Louisiana

Division of Administration  
Office of State Purchasing

### MEMORANDUM OSP 09-03

To: All State Agencies and Political Subdivisions

From: Denise Lea, Director

Date: October 28, 2008

Re: 2009 Model Vehicle Contract  
**DO NOT DISCARD – FORWARD TO VEHICLE BUYER**

The 2009 Model Vehicle Contract describing the vehicles available and the cost of each unit is available on our website. All purchase orders for state vehicles must be issued by the Office of State Purchasing (OSP). Agency requests, complete with all required documentation, should be submitted as soon as possible to avoid late deliveries and possible loss of orders.

State Agencies should follow these procedures when submitting vehicle request to OSP. Refer to LRS 39:360 et. seq. and LAC 34:101 et. seq. for fleet management and specifically to LAC 34:103 for requirements relating to vehicle assignment, vehicle storage and commuting policies, vehicle operations, vehicle maintenance and vehicle disposal.

#### All Vehicle Purchases

Provide an explanation for each vehicle that includes intended use in the motor pool, whether the vehicle will be used primarily for inter-city or intra-city travel, number of expected occupants, anticipated annual mileage, justification for special equipment options, etc.

#### Fleet Additions

Any additions to the state's fleet must be approved by the Commissioner or her designee. Otherwise, all agencies must turn in an existing fleet vehicle on a one-to-one basis for each new vehicle purchased.

#### Alternative Fuel Requirements

EPACT requires the state to purchase 75% of alternative fuel vehicles for the state fleet each year for certain designated areas. The only exception is if a vehicle has been specifically declared exempt. LPAA must determine how many alternative fuel vehicles the state has to

purchase. To assist in making this determination, please complete and submit an Alt-Fuel Form #1 to LPAA, by November 30, 2008, for all vehicles you plan to purchase for Model Year 2009, whether exempt or not. This form may be filled out on line and emailed to LPAA or you may print and duplicate as needed. After LPAA review, the form will be returned to you to be forwarded to State Purchasing with your contract order.

Flexible fuel vehicles (FFV) accept standard gasoline and also blended fuels such as E85. A FFV performs the same as a dedicated gasoline vehicle. Please purchase FFVs when ordering vehicles even if you are exempt to assist the state of Louisiana in meeting its quota and to avoid severe financial penalties.

Rick Janis can provide assistance on the EPACT program and may be reached at (225) 342-6855 or [richard.janis@la.gov](mailto:richard.janis@la.gov)

#### Automobiles

1. Large-size sedans may be purchased for use by statewide elected officials, appointed officials, and department heads as defined by Title 36 of the Louisiana Revised Statutes (secretary, deputy secretary, undersecretary, assistant secretary, and the equivalent positions in higher education and offices of elected officials).
2. Mid-size sedans may be purchased for usual occupancy by three (3) or more persons, or when the major use will be inter-city travel.
3. Sub-compact and compact vehicles may be purchased for usual occupancy by one (1) or two (2) persons, or when the major use will be intra-city.

#### Special Utility Vehicles, Large Size Pick Up Trucks (1/2 ton or larger) and Four-Wheel Drive Options on Vehicles

Special utility vehicles, large size pick up trucks (1/2 ton 2 wheel drive and 4 wheel drive or larger) have higher acquisition costs and higher annual maintenance/fuel costs than two-wheel drive mid size trucks and general purpose automobiles. Therefore the purchase of such vehicles should be limited for purchases where the performance of job duties requires off-road and/or rough-terrain use. Agencies will be required to submit detailed justifications along with the purchase requisition/order to the Office of State Purchasing for acquisitions of SUVs or full sized pickup trucks. Such agency requests shall be reviewed and approved by the department secretary or equivalent, or their designee prior to the submission to the Office of State Purchasing.

#### Special Use Vehicles

Special use vehicles include police vehicles, passenger vans, cargo vans, SSV's, medium and heavy duty trucks, and handicap-modified vans. Requests for such vehicles shall include an explanation of the special needs and primary use of the vehicles to substantiate the procurement.

## Attachments

- Vehicle Ordering Instructions for All State Agencies
- DA – 121 Vehicle condition Report Form to be completed on Trade-in Units

## 2009 Vehicle Contract award summary and detailed specifications

- Hybrids
- Crossovers
- Sub-Compact and Compact Sedans
- Police Pursuit
- Sedans
- Pickup Trucks – Mid-size, ½ Ton, ¾ Ton, 1 Ton SRW and 1 Ton DRW
- Special Use Vehicles (SUV)
- Severe Service Vehicles (SSV)
- Vans – Cargo and Passenger
- Low Speed Electric
- Specialty Trucks

## VEHICLE ORDERING INSTRUCTIONS FOR LSU DEPARTMENTS

To expedite order processing, please observe the general procedures outlined herein when submitting your vehicle requests to Purchasing.

The vehicle model year ordering period typically ends March 31 of each year, and dealers are not bound to accept orders thereafter. Please be advised that the manufacturers may announce earlier cut-off dates for some makes and models. Vehicle requirements not covered by this contract will be individually bid by OSP, if justified (see instructions below). Vehicle requests must be complete with all supporting documents prior to order processing.

- Do not include different contract vehicles or differently equipped contract vehicles on the same requisition or order. Separate requests are required. Requisitions for contract vehicles must include the quantity, contract number, contract line number, and vehicle description requested. Complete specifications are not required, however, any deviations from the contract vehicle specification must be noted on the requisition as an "add" or a "delete" and must be listed on separate line items. A brief explanation of any options added should accompany the requisition. Please keep in mind that 'luxury' options are prohibited.
- Specify white as the exterior color. You must specify the interior color desired; otherwise, a white exterior with a compatible interior will be ordered. (exceptions to exterior color: FETI, other requests should be forwarded to the Purchasing Office for review)
- A written explanation as to the purpose and use of each vehicle requested must accompany your requisition or order, detailing the intended use, estimated annual mileage, number of expected occupants, and type of primary travel. Please refer to the Commissioner's guidelines enclosed.
- For each new vehicle requested, an existing vehicle must be relinquished to LPAA Surplus Property. Submit a completed Form DA-121 Condition Report on each trade-in unit with your requisition.  
The DA-121 form may be accessed, completed and submitted electronically from our website <http://www.fas.lsu.edu/purchasing/PDFs/DA121.pdf>. (the DA-121 form is also attached to this memo for your reference)
- If no trade-in exists, sufficient justification and budget approval for an addition to the fleet must accompany the request and will require LPAA's review and the approval of the Commissioner of Administration. Requests for an addition to the fleet must be submitted to the Purchasing Office who will forward, if approved, to the appropriate agencies.
- If you are requesting a non-contract vehicle, the requisition must include detailed, competitive specifications, justification for the purchase, reasons for not purchasing a vehicle off of state contract, and trade-in information. If no trade is available an addition to the fleet must also be approved. (see note above regarding additions to the fleet)
- All newly purchased, state-owned vehicles must be delivered to LPAA-Property Control for inspection, receipt and acceptance to ensure compliance with the contract and order specifications. LSU Property Management will coordinate the pickup and delivery to the end user department and payment of the invoice.

\*Order/Requisition # \_\_\_\_\_

DA121

**State of Louisiana  
Division of Administration  
Property Assistance Agency  
Post Office Box 94095  
Baton Rouge, LA 70804-9095  
PHONE (225) 342-6849 FAX (225) 342-6891**

CONDITION REPORT FOR MOTOR EQUIPMENT

\*STATE AGENCY \_\_\_\_\_ \*AGENCY # \_\_\_\_\_

\*TRANSFER# \_\_\_\_\_ \*PROPERTY TAG # \_\_\_\_\_

\*YEAR & MAKE \_\_\_\_\_ \*VIN/SERIAL # \_\_\_\_\_

\*MODEL: \_\_\_\_\_ \*BODY TYPE \_\_\_\_\_ \* MILEAGE: \_\_\_\_\_

\*LICENSE# \_\_\_\_\_ \*COLOR \_\_\_\_\_ \* ENGINE: 8 CYL  6 CYL  4 CYL

\*REQUISITION # \_\_\_\_\_ \*TRANSMISSION TYPE: \_\_\_\_\_

CONDITION OF VEHICLE  
USE: GOOD, FAIR, POOR to rate condition of vehicle.

CONDITION AND DATE LAST REPAIRED

\*Engine Good \*Transmission Good \*Differential Good

\*Body Good \*Brakes (Power? ) Good, Yes \* Clutch Good

\*Radiator Good \*Steering (Power? ) Good, Yes \*Battery Good

\*Air Conditioner Good \*Heater Good \*Glass Good

\*Upholstery Good \*Radio Good \*Jack Good

\*Paint Good

\*TIRES: R FRONT Good R REAR Good L FRONT Good L REAR Good SPARE Good

If the vehicle cannot be delivered to Baton Rouge, give reason, vehicle's location, person to contact and telephone number.

\*Reason:

\*Vehicle's Location:

\*Contact Person: \_\_\_\_\_ \*Telephone # \_\_\_\_\_

Submitted \*By: \_\_\_\_\_ \*Title: \_\_\_\_\_

\*Date: \_\_\_\_\_ \*Your Email Address: \_\_\_\_\_

ATTACH A COPY OF THIS FORM (DA121) TO YOUR REQUISITION FOR NEW VEHICLES AND ONE DA121 REPORT FOR EACH "TRADE-IN" VEHICLE LISTED ON YOUR REQUISITION. "TRADE-INS" CANNOT BE SUBSTITUTED WITHOUT PRIOR APPROVAL FROM THE DIVISION OF ADMINISTRATION. THE BF-11, ORIGINAL DA121, REGISTRATION AND TITLE MUST BE MAILED TO THE LOUISIANA PROPERTY ASSISTANCE AGENCY (LPAA).