

BUDGET FORM 4B: Fleet
DEPARTMENT: REG

All departments requesting to purchase new or replacement vehicles must fill out this form, whether requesting General Fund support or not.
Requests will be reviewed by Fleet Management and MBO.

Equipment Numbers: First two characters are two-letter code for department, next two are second half of fiscal year (i.e. 22), last two are sequencing numbers (i.e. 01, 02)

NOTE: The Office of Contract Administration, Purchasing Division, is currently in the process of making a new vehicle purchase term contract available for departments. As of December 29, 2020, TC72503, for pickup trucks, SUVs, and vans, a new contract award & execution is expected by early January 2021.

Term Contract Prices are provided by Fleet Management and will be updated in January for select vehicles. Please contact Keigo Yoshida to confirm pricing.

New Vehicle Specifications													Term Contract Information			Cost Information				Replacement Vehicle Information					
Dept Point of Contact (Last Name, First Name)	Source of Funds (dropdown)	Requesting Department (dropdown)	Department Prefix (dropdown)	Division/Program (if applicable)	Fiscal Year (dropdown)	Equipment Number (See note above)	Vehicle Type (dropdown)	Brief description of Vehicle Type if "Other"	Fuel Type (dropdown)	Special Requirements Comments	If purchasing a sedan that is not battery electric, provide justification	Number of Units Please create multiple rows if requesting multiple units.	Justification of Need	Purchasing from Term Contract? (dropdown)	If purchasing from a Term Contract, which contract and spec #? (dropdown)	If NOT purchasing from a Term Contract, provide a description of the required vehicle, including make and model	Total Base Cost per Unit (TC prices are auto-filled, but please overwrite if not purchasing from TC)	Estimated Supplemental Costs per Unit (e.g. additional vehicle options, outfitting, charging infrastructure if purchasing EV, freight if not purchasing from term contracts, etc.)	Brief description of estimated supplemental cost	Estimated Total Cost based on base cost, supplemental cost, number of units and tax (formula)	VEHICLE TO BE REPLACED - Asset # (number decaled on vehicle's doors)	VEHICLE TO BE REPLACED License Plate #	VEHICLE TO BE REPLACED Model Year	VEHICLE TO BE REPLACED Make and Model	VEHICLE TO BE REPLACED Current Mileage / Hours
Zhu, Fisher	Dept Operating Budget	REG	RG	Warehouse	BY	RG2202	Construction Equipment	Floor sweeper	Battery Electric			1	The Department is requesting the purchase of one battery-powered electric floor sweeper to be primarily used at the Department's warehouse and storage facility at Pier 31. Due to the accumulation of dust and debris at Pier 31 from environmental factors, the facility's floor must be regularly cleaned. The purchase of one floor sweeper, which would be operated by Department staff, is expected to offset the costs of contracting professional cleaning services for the duration of the equipment's lifespan.	No		Global Industrial Auto Ride-On Sweeper WG641327	\$ 11,390.00	260 Freight	\$ 12,640.14						