

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>11.05.030</b>	PAGE 1 of 6
	<b>Policy and Procedure</b>		EFFECTIVE DATE June 16, 2000	
SUBJECT <b>SEF Light Duty Vehicle Leasing</b>		SUPERSEDES DPDR 11.05.030	DATED 4/2/1996	
TITLE <b>State Equipment Fleet</b>	CHAPTER <b>Equipment Assignment, Replacement, and Disposal</b>	APPROVED BY <p style="text-align: center;">Signature on File</p>		

## PURPOSE AND SCOPE

### Introduction:

- A. It is the policy of the Statewide Equipment Fleet (SEF) to administer the Highway Equipment Working Capital Fund (HEWCF) and provide vehicles for state agencies.
- B. Most additional SEF/HEWCF vehicles are budgeted for by state agencies and procured with the intention of state ownership and long-term usage.
- C. Agencies may require additional vehicles to conduct special projects, for expanded governmental services, or for unanticipated staff increases. These vehicle needs are generally short-term.
- D. When a suitable vehicle is available from the SEF vehicle pool an agency may request that vehicle.
- E. If a suitable pool vehicle is not available, agencies may request the lease of a vehicle from a private contractor (Lessor) under lease contract awards coordinated by SEF-HQ. Only SEF-HQ has the authority to place orders or negotiate vehicle leases. The Lessee is the state agency leasing the vehicle from the Lessor. Neither DOT&PF nor SEF is the Lessee unless so specified on the Delivery Order.
- F. The purpose of this procedure is to describe and outline the leased light duty vehicle program.

### Responsibility/Performance:

SEF Headquarters:	Enters into lease contracts with private vendors, receives lease vehicle requests from user agencies, issues delivery orders, and monitors the overall lease program.
SEF Regional Staff:	Receive leased vehicles from Lessors, inspect vehicles for specification compliance, apply state decals, prepare receiving report, and process turn-in of old leased vehicle, if applicable.
User Agencies:	Ensure compliance with procedures for initial leasing and returning of leased vehicles.

### Reference:

SEF Lease Vehicle Handbook.

### DISTRIBUTION

All holders of the Procedure Manual, all SEF Procedure Manual holders, Regional Managers and Regional Staff, all Agency Supply Officers.

### PROCEDURE

- A. Agencies requesting a lease vehicle will provide a Purchase Requisition (PR) to SEF/HQ
- B. The completed Lessee agency's PR (see Attachment A) will include the type of vehicle to be leased, lease period, driving area (Anchorage, Fairbanks, Juneau), type of maintenance performed by Lessor (full or none), monthly lease rate, and financial coding. All PR's for vehicle lease are to be submitted to:  
Statewide Equipment Fleet Headquarters  
2200 E. 42nd Ave.  
Anchorage, AK 99508  
Attn: Vehicle Leasing Program  
Phone: 269-0791  
FAX: 269-0801
- C. The Vehicle Leasing Coordinator will make a final review of the lease request package and upon completion will issue a delivery order to the appropriate Lessor.
- D. The Lessor will deliver the leased vehicle to the designated SEF regional equipment shop for inspection, state decals, etc. User agency's possession of the lease vehicle may be on a date later than the delivery date to the SEF

regional equipment shop. However, the lease period starts when the vehicle is delivered to the SEF shop, provided the vehicle meets all lease specifications or is brought into specifications.

#### E. Use of Leased Vehicles

Leased vehicles are for conducting state official business only and are subject to the provisions of AS 44.68.010 through 44.68.040.

#### F. Vehicle Damage

The Lessee is responsible for all damage to the vehicle except for damage that occurs when the Lessor has possession of the vehicle for maintenance or repairs.

#### G. Vehicle Liability

The Lessee is responsible for all auto liability claims caused by state operation of the leased vehicle during the lease period except when the Lessor has possession of the vehicle.

#### H. Identification of Leased Vehicles

All leased vehicles will be identified by state license plates and specific decals applied by the regional SEF shop at the inception of the lease. The SEF Manager must approve a request for an unmarked vehicle or civilian license plates in writing.

#### I. Invoicing and Payments

The Lessor will send monthly invoices directly to the Lessee at the invoice address indicated on the delivery order. Within 30 days of being invoiced the Lessee is to directly pay the Lessor as required by state law.

#### J. Lease Period

Each individual lease will be effective on the date the vehicle is received by the regional SEF shop and will terminate at the end of the number of months specified in the delivery order. Continuation of vehicle leases is contingent upon appropriation of funds for vehicle leases. Lack of such appropriation for a specific vehicle lease will be the only just cause for early termination of the specific lease without penalty. The penalty, if any, may vary from contract to contract. Such termination will require 30 days notice in writing to the Lessor.

#### K. Notification of Lease Expiration

The Lessor will notify in writing the Lessee of the pending expiration of the lease 90 days prior to expiration of the lease term. Arrangements must then be made to return the leased vehicle or to extend the lease.

## L. Extension of Leases

A Lessee may need to extend the lease on a specific vehicle. In this case, the Lessee will be required to contact SEF/HQ in writing to request a lease extension. SEF/HQ will review the lease contract status and the extension request and coordinate with the Lessor if an extension is applicable. Should the Lessor agree to the extension, the extension may be month-to-month or for a period up to 12 months. For other than a month-to-month extension, the Lessee will provide SEF/HQ with a new, completed PR for the extension. SEF/HQ will then provide a "Delivery Order Advice of Change" to the Lessor for the lease extension.

## M. Return of Leased Vehicles

At the beginning of each vehicle's lease, the Lessor is required to deliver the new vehicle to one of the regional SEF shops (Anchorage, Fairbanks, or Juneau) for which the lease rates are applicable. At the termination of the lease, the vehicle user is required to return the vehicle to the SEF shop from which it was originally obtained unless prior approval has been granted by the Lessor. Cost of returning the vehicle to the original SEF shop is the responsibility of the using agency.

1. Upon termination of the lease, the Lessee will notify the regional SEF shop of the intention to return the leased vehicle. The SEF shop will then coordinate a date and time for turn-in and inspection by the Lessor and Lessee.
2. The turn-in inspection shall determine and define repairs and costs required to return the vehicle to "average" used vehicle condition in consideration of year, model, and mileage. Normal wear and tear is the responsibility of the Lessor. Repairs and restoration of damage due to the installation of radios, antennae, lights, shotgun racks, prisoner screens, etc. will be charged to the Lessee. Excess mileage will also be charged to the Lessee.
3. The inspection shall include representatives of the Lessee and Lessor.
4. A vehicle condition report will be completed at the end of the inspection. Both the Lessee and Lessor will agree to the findings of the report by signing it. Copies of this report will be available to the Lessee and Lessor.
5. Should there be a disagreement between Lessor and Lessee about the condition of the vehicle and the repairs or restoration required, a qualified agent from the state's contract insurance adjuster may be commissioned (at Lessee's expense) to conduct an independent claim appraisal. Such appraisal will be binding for Lessee and Lessor.
6. When the inspection report is concluded, the state will relinquish custody of the vehicle to the Lessor and all subsequent liability shall cease to be the

responsibility of the state.

7. The state will not accept any additional charges that are not indicated on the vehicle condition report or as limited by the "insurance" provision of the applicable lease contract.

**Attachments:**

Purchase Requisition

# PURCHASE REQUISITION

## STATE OF ALASKA

DEPARTMENT OF ADMINISTRATION, DIVISION OF GENERAL SERVICES & SUPPLY

TO:

333 Willoughby Ave., 7th Floor  
Pouch C (MS-0210)  
Juneau, AK 99811

3601 C St., Suite 776  
Anchorage, AK 99503-8825

### PURCHASE REQUISITION NUMBER

DEPT	REQUISITION	FY
PR-		

SHIP TO

DATE DELIVERY REQUIRED AT DESTINATION

DATE OF PURCHASE REQUISITION

F.O.B. POINT

DATE P.R. SENT TO GS&S

ASSIGNED TO

DATE

CONTACT NAME	TELEPHONE NUMBER	Stock Req. No.	BID/CONTRACT NO.	DATED	ORDER NO.	DATED
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SUGGESTED CONTRACTORS - (3) - (INCLUDE ADDRESS & PHONE NUMBER)

COMMENTS

SHIPPING INSTRUCTIONS

SPECIAL INSTRUCTIONS TO GS&S

ITEM NO.	COMMODITY CODE*	QUANTITY REQUIRED	UNIT OF MEASURE	DESCRIPTION, PERFORMANCE REQUIRED, INTENDED USAGE <small>NOTE: If this P.R. is for leased space or janitorial services, attach appropriate specifications.</small>	ESTIMATED UNIT PRICE	ESTIMATED EXTENDED PRICE
*COMMODITY CODE REQUIRED ON ALL P.R.'s SENT TO GENERAL SERVICES AND SUPPLY						ESTIMATED TOTAL ALL PAGES \$

INVOICE ADDRESS	ARE FEDERAL FUNDS INVOLVED? <input type="checkbox"/> NO <input type="checkbox"/> YES _____ %	PAGE 1 OF PAGES	DO NOT EXCEED \$
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REF	TYPE	NUMBER	AMOUNT	DATE	COMMENTS
1	VEN				
2					
3					
4					

FIN	AMOUNT	SY	CC	PGM	LC	ACCT	FY	NUM	
								DET	LIG
1									
2									
3									
4									

PURCHASING AUTHORITY NAME	TITLE	PURCHASING AUTHORITY'S SIGNATURE	TELEPHONE NUMBER ( )
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SUPPLY OFFICER APPROVAL

Printed Name	Signature	Date
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CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient unencumbered balance in the appropriation cited to cover this obligation. I am aware that certifying false, inaccurate or misleading documents constitutes an unsworn falsification under AS 11.56.210.

CERTIFYING OFFICER'S PRINTED NAME	CERTIFYING OFFICER'S SIGNATURE	DATE
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