

CITY OF DOTHAN, ALABAMA
STANDARD OPERATING GUIDELINE - NO. 5
VEHICLE AND EQUIPMENT ACQUISITION

I. PURPOSE

To establish procedures to insure that the acquisition of vehicles and equipment is done in a timely manner, at the lowest price consistent with the quality necessary to perform the required task and in accordance with the requirements of the bid laws of the State of Alabama.

II. GUIDELINE

- A. Normal vehicle and equipment requests will be done annually as a part of each department's budgeting process. Upon recommendation of the General Services Department, acquisitions for items not presently budgeted may be initiated by departments with approval of the City Manager. The Department Head and Finance Director will be responsible for recommending a source of funds for unbudgeted acquisitions.
- B. Acquisition requests for replacement of existing equipment/vehicles will be reviewed by the General Services Director who will provide, to the responsible Department Head and City Manager, written recommendations supporting replacement, repair or rebuild as applicable. The Department Head and General Services Director may initiate action to replace equipment determined to be unsafe or with unusually high operational costs.
- C. Subsequent to approval of funding, the Department Head and the General Services Director shall develop bid specifications setting forth the performance criteria and necessary configuration for the vehicle equipment. The specifications shall be written to comply with the bid laws of the State of Alabama.
- D. Upon receipt of the departmental requisition for equipment, the Purchasing Agent shall provide potential suppliers on City Bid List with bid specifications and notice of a pre-bid conference if applicable. The Department Head and General Services Director shall provide the Purchasing Agent with the names and addresses of potential suppliers he is aware of that are not on City Bid List.

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- E. All vehicles and equipment will be delivered to the General Services Department for inspection to insure conformance with specifications. Preparation for operation will be performed by the General Services Department on an as needed basis.
- F. A copy of the specifications, invoice and all related materials such as service and operator manuals, parts catalog and title information must be forwarded to the General Services Department for all newly acquired vehicles and/or equipment. Upon receipt of documents, the General Services Department will initiate a vehicle file, assign a city identification number, issue a vehicle fuel card, establish a schedule of maintenance and apply for a vehicle tag if applicable.
- G. For equipment/vehicles being replaced, the Department Head shall turn in the item being replaced prior to receipt of replacement equipment and prepare a Transfer or Disposal of Personal Property form.

III. RESERVATION OF AUTHORITY

The City Manager reserves the authority to change, amend or modify this operating guideline.

IV. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this _____ day of _____, _____.

ATTEST BY:

APPROVED BY:

CITY CLERK

CITY MANAGER