

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

PURCHASING OF LIGHT-DUTY VEHICLES

NUMBER

A1451

DEPARTMENT

CORPORATE SERVICES

DELEGATED AUTHORITY

**BYLAW 12005, THE CITY ADMINISTRATION
BYLAW**

CONTACT

MATERIALS MANAGER 496-5018

DEFINITIONS

DATE

DECEMBER 4, 2008

Life Cycle Cost – Sum of all recurring and one-time (non-recurring) costs over the full life span or a specified period of a good, service, structure, or system. It includes purchase price, installation cost, operating costs, maintenance and upgrade costs, less remaining (residual or salvage) value at the end of its useful life.

Light-duty Vehicle - Vehicles including passenger cars, sport-utility vehicles (SUV), mini-vans, cargo vans, cut-away vans, trucks and cab & chassis from ¼ ton up to and including 2 ton.

Light-duty Vehicles Standing Committee – A City committee, made up of Departmental fleet representatives, Mobile Equipment Services and Materials Management responsible for reviewing and updating light-duty vehicle standards, procurement processes, vendor relations and contract administration.

Off-road Vehicle – A vehicle that is used to perform job functions in off-road settings or on un-serviced roads (i.e. where snow removal is not provided).

Vehicle Selector – Includes the vehicle make, model, features and options that will be reviewed and updated annually or otherwise as determined by the City's light-duty vehicle standing committee in consultation with approved vendors.

PROCEDURES AND GUIDELINES

General Managers, or their designate, will approve all light-duty vehicle purchases and ensure conformance to established vehicle purchase guidelines. Any light-duty vehicle purchase requirements that are outside of these standards must also be approved by the City Manager.

Prior to approval of vehicle purchases, a review will be conducted to ensure that purchasing the vehicle represents the best alternative to fulfilling the work requirement.

AS TO FORM:

AS TO CONTENT:

PAGE 1 OF 2

EDMONTON

ADMINISTRATIVE PROCEDURE

TITLE**PURCHASING OF LIGHT-DUTY VEHICLES****NUMBER****A1451****DATE****DECEMBER 4, 2008**

All departments will consider the following criteria to determine the most cost-effective and environmentally friendly alternative when purchasing a fleet vehicle:

- Sharing of vehicles within the business area fleet to meet the requirement
- Sharing of vehicles between business areas within the City (especially for specialized equipment)
- Use of personal employee vehicles or rentals for infrequent requirements, and
- External service contracts for specialized or infrequent requirements

If a vehicle purchase is determined to be the best option, then vehicle selection must be made pursuant to the vehicle purchase standards as set out herein.

All vehicle purchases must be routed through the appropriate Departmental fleet coordinator.

The Mobile Equipment Services fleet procurement unit is responsible for working with Departmental fleet coordinators to assist with vehicle needs analysis, to provide engineering services related to light-duty vehicle fit-ups (customizations) and for placing all orders for purchased vehicles.

Any incidences of non-compliance with this Directive will be reported to the appropriate department General Manager and the City Manager.

Vehicle Standards

A selection of light-duty vehicles are available for purchase by City Departments and represent the approved vehicle standards. Vehicle categories included in these standards include passenger car, sport-utility vehicles (SUV), mini-van, cargo van, cutaway van and light trucks from ¼ ton up to 2-ton including cab & chassis.

The Light-duty Vehicle Needs Analysis Checklist will guide vehicle selection decisions for job functions that are not included in the current list of vehicle standards or for exceptions to the established standard (see Attachment I).

All light-duty vehicle purchase requests to Mobile Equipment Services must be accompanied by a Light-duty Vehicle Purchase Approval Form (see Attachment II).

A list of the vehicle standards for most City job functions and the specific vehicle selectors is available on the City intranet site or by contacting Mobile Equipment Services. This list will be reviewed periodically by the light-duty vehicles standing committee and is subject to change.

ATTACHMENTS

Attachment I – Light-duty Vehicles Needs Analysis Checklist

Attachment II – Light-duty Vehicle Purchase Approval Form