



**SALT LAKE
COUNTY**

REQUEST TO THE FLEET MANAGEMENT BOARD

Part of the responsibility of the County's Fleet Management Board, under County Policy 1350, "Countywide policy on Vehicles", is to:

- Approve the expansion in the number of vehicles.
- Approve any request by a user organization to purchase a vehicle, and
- Ensure that County vehicles have a justifiable business need.

If your organization wishes to obtain an additional new or used vehicle, the Fleet Management Board asks that the following questions be answered. Your completed response is to be submitted to the Director of Salt Lake County Fleet Management, who will in turn submit your answers to the Fleet Management Board for approval to proceed with the acquisition.

Note: if requesting multiple vehicles and the anticipated type of use differs among those vehicles, please submit a separate form for each category of use.

Your request must be on this form. One sided only do not copy two sided. Do not make changes to the letterhead.

Signature section must be completed to obtain approval of the Fleet Management Board.

Form must be submitted one week before Fleet Management Board Meeting.

Have a representative from your agency at the Fleet Management Board meeting that your request is presented.

Provide all Accounting codes; If using project costing codes please include.

Date form completed: **6/6/18**

Name and organization number of County Agency requesting a vehicle

- Agency Name: **Central City Recreation Center**
- Department ID: **3640000400**

Please answer the following questions:

1. Number of vehicle(s) vehicles you are requesting: **3**
2. Type of vehicle(s) you are requesting: **2019 Ford Transit Passenger Wagon T-350 148" High Roof XL**
3. Estimated cost of vehicle(s), this will be provided by Fleet Management: **\$42,000 each**
4. Consult Fleet Management in providing added up-fit cost: **\$1200.00**
5. Application or function of requested vehicle: **Transportation of children for field trips**
6. Provide an estimated yearly mileage for each vehicle being requested: **2400**

7. Is the need for the vehicle(s) requested related to a program expansion? **No, this is for the replacement of 2 larger capacity buses that require CDL licenses. It is becoming more difficult to hire and train individuals for the CDL requirement, thus limiting the program requiring the vehicles.**
- If "Yes", please explain program expansion:
 - If "No", please provide justification/need of additional vehicles(s):
8. How are you currently managing without the vehicle(s) requested? **Currently Central City has 2 larger capacity vehicles that require CDL license. As stated above, it is becoming increasingly difficult to hire and train for CDL.**
9. Is this request based on a Grant? If "Yes", please explain Grant. **No**
10. Does the organization have sufficient approved funding to fund the initial purchase cost of the vehicle(s)? If "No", how does the organization plan on funding this request? **Yes, there is enough funding for the initial purchase in the replacement fund. Currently for the two busses there is a total of \$81,357 for bus #18673 and \$82,518 for bus #18674. In addition, each vehicle has a sale value of \$3,500. Please see the attached breakdown provided by Fleet Management.**
11. Describe why this purchase is economically justified, and why this acquisition would be a better option than renting vehicles as needed from the County Fleet Motor Pool. **The 2 buses that we currently have are up for replacement. Current cost to replace those vehicles is around \$60,000 each. For 3 vehicles we would be looking at the same cost, but more flexibility for the program.**
12. What are the "outcome measures" to your organization that will be derived from having this vehicle(s)? **More flexibility for the program. Safer vehicle for program participants. Easier navigation to and from destinations. Not having to require staff to obtain a CDL.**
13. Is there any reason why the vehicle(s) needed should not be a participant in the Fleet Replacement Fund? **no**
14. Will this vehicle be a take home vehicle and if so why is the vehicle needed on a take home basis? **no**
15. Other Comments:

APPROVALS

REQUESTING DIVISION

(This section must be completed to obtain approval of the Fleet Management Board)

Print Name of Division Director: **Martin Jensen**

Signature Approval of Division Director:

Date of Division Director Approval:


6/7/18

Print Name of Department Director:

Holly Yocom

Signature Approval of Department Director:



Date of Department Director approval:

6-8-18

Print Name of Fiscal Approval:

Andrew Keston

Date of Fiscal Approval:

June 7, 2018

Signature Division Fiscal Approval:



Accounting Code:

If using Project Costing Please Provide Codes:

Fund:

Agency:

Department ID:

Program:

FLEET MANAGEMENT DIVISION DIRECTOR

Print Name of Fleet Management Director: **Greg Nuzman**

Signature Approval of Fleet Management Director:

Date of Signature:

CHAIRMAN, FLEET MANAGEMENT BOARD

Print Name of Fleet Management Board Chairman: **Phil Lanouette**

Signature Approval of Fleet Management Board Chairman:

Date of Signature:

Replacement for Recreation

Req# PM18

New Unit			Turn-In		
#	Dept (Billing)	PeopleSoft Billing	unit #	Dept (Billing)	PeopleSoft Billing
1			1	18673	364000 3640000400-PR130
2			2	18674	364000 3640000400-PR130
3			3		

New Unit #		<u>18673</u>
Estimated Salvage Value	\$3,500.00	2005 International 32 Passenger Bus
Balance Replacement Fund	\$81,357.00	As of 12/31/2017
Estimate Cost of New Unit	<u>\$42,000.00</u>	2019 Ford Transit Wagon 15 Passenger
Out Fitting Costs	<u>\$1,200.00</u>	Shop costs & Purchase fees
Fiscal Impact	\$41,657.00	

New Unit #		<u>18684</u>
Estimated Salvage Value	\$3,500.00	2005 International 32 Passenger Bus
Balance Replacement Fund	\$82,518.00	As of 12/31/2017
Estimate Cost of New Unit	<u>\$42,000.00</u>	2019 Ford Transit Wagon 15 Passenger
Out Fitting Costs	<u>\$1,200.00</u>	Shop costs & Purchase fees
Fiscal Impact	\$42,818.00	

New Unit #		
Estimated Salvage Value	\$0.00	Addition
Balance Replacement Fund	\$84,475.00	Balance remaining for 18673 & 18684
Estimate Cost of New Unit	<u>\$42,000.00</u>	2019 Ford Transit Wagon 15 Passenger
Out Fitting Costs	<u>\$1,200.00</u>	Shop costs & Purchase fees
Fiscal Impact	\$41,275.00	Balance remaining to 2018 replacement fund

Organization Approvals

Fleet Representative

Date

Fiscal Representative

Date