



**City of Riverside
Administrative Manual**

Effective Date: 07/2003
 Latest Revision Date: 04/2016
 Next Review Date: 07/2018
 Policy Owner(s): Finance Department

Approved:


 _____ Department
 for City Manager

SUBJECT:

Vehicle Purchases

PURPOSE:

To establish a procedure for the purchase of replacement or additional vehicles.

POLICY:

Purchasing will coordinate all vehicle purchases with the Fleet Management Division and requesting departments with the exception of the Police Department. The Police Department will comply with steps 2, 3, 7, 12, 17 & 18 noted below.

PROCEDURE:

Responsibility	Action
Fleet Management	1. Prior to budget preparation, prepares and sends Technical Inspection Report, Form No. 911-16, to those departments whose vehicles are recommended for replacement based on maintenance and repair record, and accumulated replacement points.
Originating Department	2. Prepares Purchase Requisition for vehicles approved in the final annual budget document and obtains electronic approvals. 3. Verifies that all Purchase Requisitions are for approved budget items. 4. Submits vehicle requirement to Fleet Management for preparation of technical bid specifications.
Fleet Management	5. Coordinates preparation of technical specifications with originating department. 6. Obtains approval of final technical specifications from originating department. 7. Forwards Vehicle Specifications and Recommendation Memo to Purchasing.
Purchasing	8. Prepares formal or informal bid package. 9. Advertises for vehicle bids on the City's electronic bidding website. 10. Forwards notice inviting bids to potential bidders.

PROCEDURE:

Responsibility	Action
	11. Receives, opens, and reviews bids received with Fleet Management to determine lowest responsive and responsible bid.
Originating Department	12. Prepares and submits Council memorandum to be placed on the City Council agenda for formal bid awards.
Purchasing	13. Prepares bid award recommendation for formal bid awards <ol style="list-style-type: none">Takes original bid documents, award recommendation, and Council memo to City Clerk's Office to be placed on the City Council agenda for formal award.Awaits City Council approval.
	14. Issues Purchase Order to vendor.
	15. Receives purchase order acknowledgement from vendor
	16. Coordinates with Fleet Management on disposition of replaced vehicles.
Originating Department	17. Receives vehicle(s)
	18. Refers to appropriate invoicing procedures