



# CIRCULAR

## STATE OF NEW JERSEY

### DEPARTMENT OF THE TREASURY

NO.: 17-06-ADM	ORIGINATING AGENCY: DIVISION OF ADMINISTRATION	PAGE 1 OF 5
EFFECTIVE DATE: 09-03-16	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 16-03-ADM
SUBJECT: PROCUREMENT OF STATE MOTOR VEHICLES		
ATTENTION: ALL DEPARTMENTS AND AGENCIES		
FOR INFORMATION CONTACT: TREASURY TRANSPORTATION SERVICES      PHONE: (609) 292-6672		

#### I. PURPOSE

The purpose of this Circular is to establish State policy and procedure and to outline the responsibilities of each Department and its subdivisions for the authorization to obtain a motor vehicle through the Department of Treasury, Division of Administration, Bureau of Transportation Services. Upon approval, Treasury Administration Transportation Services will initiate the procurement process.

#### II. POLICY

Pursuant to Executive Order No. 4 of January 1990, the Governor's Management Review Commission "Operational Review of State Vehicles Maintenance and Usage" of October 1990, and Executive Order No. 33 of June 1991, the Department of the Treasury exercises responsibility for the titles for all vehicles and authorizes all purchases of State vehicles.

Procurement is accomplished via existing term contracts or via individual procurement to the unique specifications of the requesting agency through the Division of Purchase and Property for vehicles not available through term contracts.

Vehicle purchases over the direct purchasing authority (DPA) limit established by Circular also require the approval of the Office of Management and Budget (OMB).

#### III. DEFINITIONS

- A. Vehicle - A vehicle is any device which is required to be registered with or licensed by the New Jersey Motor Vehicles Commission, with the exception of water craft.
- B. Vehicle Procurement Coordinator - One person within a department who is officially designated to assume the responsibility for the vehicle requests.
- C. State of New Jersey, Department of the Treasury, Division of Purchase and Property, Distribution and Support Services, Quality Assurance Unit (This office will be referred to as Treasury QAL) -The agency responsible for the inspection of all newly-procured vehicles to ensure they are consistent with contract terms, conditions, and procedures.

#### IV. RESPONSIBILITIES

##### A. STATE DEPARTMENTS

All State departments shall submit formal requests for procurement of vehicles through their assigned vehicle procurement coordinator to Treasury Transportation Services.

Purchase and leases of vehicles through any other means is hereby prohibited.

Autonomous State agencies such as the Judiciary and State colleges are exempt from compliance to the aforementioned requirements. Autonomous State agencies, at their discretion, may choose to avail themselves of this vehicle procurement service provided by the Treasury Department. If an autonomous agency so chooses, then they must adhere to the procedure outlined in this Circular.

All requests must be received by Treasury Administration fourteen (14) working days prior to the manufacturer's cut-off date. Please refer to the Master Notification of Vehicle Manufacturer's cut-off dates located at <http://www.state.nj.us/treasury/purchase/mnmaster.pdf>.

##### B. TREASURY ADMINISTRATION, TRANSPORTATION SERVICES

Once the formal request for a vehicle is received and required approvals secured, Treasury Administration will process the purchase order within fourteen (14) working days, provided all paperwork is in order.

#### V. PROCEDURE

The following documents are to be completed by a department when requesting the purchase of a vehicle.

A. A justification memorandum addressed to the Director of Administration, Department of the Treasury, should be forwarded to [vehicle.requests@treas.nj.gov](mailto:vehicle.requests@treas.nj.gov).

1. The memo should explain, in detail, why the vehicle(s) are necessary to carry out State business, the funding source account number, and if funding is from a discreet funding source, federal funds, etc., and the impact on the organization if not approved.
2. The memo should include the make, model, and license plate number of the vehicle which will be traded on a one-for-one basis.

Note: Trade vehicle requirements:

- a. Must be of the same class code as the vehicle being purchased, or have justification for the upgrade in class.
- b. At least 125,000 miles, or retired within the previous two years.
- c. Vehicles must be replaced within two years of being retired to avoid a fleet reduction.
- d. If the requirement in b., is not met, one of the following must be supplied with the request:
  - 1) Documentation from Transportation Services or vendor attesting to safety issues.
  - 2) Documentation from Transportation Services or vendor that repairs are not cost effective.
  - 3) Fleet Addition - Governor's Office approval requirements memo should include the reason for the fleet increase, how the addition(s) will be utilized, and the impact on the organization if not approved.

Note: Treasury Administration will request Governor's Office approval on behalf of the agency.

- B. Written OMB approval for all requests over the DPA limit.
1. Vehicle request packet should be submitted to OMB at [equipment@sp3.treas.state.nj.us](mailto:equipment@sp3.treas.state.nj.us) for review concurrently with sending to Treasury Administration at [vehicle.requests@treas.nj.gov](mailto:vehicle.requests@treas.nj.gov) .
  2. Include the agency's funding source being used for the purchase.
  3. OMB will respond to all parties on the original request and [vehicle.requests@treas.nj.gov](mailto:vehicle.requests@treas.nj.gov) .
- C. Department of the Treasury, Division of Administration Vehicle Request and Justification Form ADMV-109 located at: <http://www.state.nj.us/treasury/administration/statewide-support/forms/admv-109--vehicle-request.pdf>.
1. The information entered on all pages of the ADMV-109 must be complete, clear and accurate.
  2. The trade vehicle information must be entered.
  3. The vendor, contract number, contract lines, vehicle description, and pricing, including discounts, must be entered.
  4. The total estimated net cost of the vehicle requested, including any ordered options, should equal the actual final cost of the vehicle when delivered. Note that any savings via discounts offered by the vendor will be credited to the requesting department.
  5. Vehicle "up-fit" options (options being installed after the vehicle is received), which are listed on a different contract than that being used for the vehicle purchase, should not be included in the purchase request. Such options should be ordered by the agency AFTER the agency receives a copy of the vehicle purchase order from Transportation Services.
  6. In the event that the vehicle will be leased, it must be so indicated on the ADMV-109 form. Please indicate the duration of the lease including the beginning and the end. Also, indicate the monthly payment and the cost of the lease for the remaining period of time in the current fiscal year of the request. Note that all costs charged by the leasing agency, which may include: damage, misuse and high mileage, will be the responsibility of the using agency.
  7. Departments requesting a vehicle that is not on State contract must submit all pertinent specifications of the vehicle attached to the ADMV-109. Once reviewed and approved by Treasury Administration, the requesting agency may proceed with the bid process through Purchase Bureau. Upon completion of the bid, the agency should forward contract information to Treasury Administration for procurement processing of passenger vehicles only. All other vehicle types should be procured by the agency, and then titles should be forwarded to Transportation Services for title transfer to the State and registration under Transportation Services.
  8. Requesting agencies should contact Treasury Administration regarding their vehicle purchases and should not contact the vehicle vendors directly.
- D. Department of the Treasury Vehicle Request and Assignment Report Form ADMV-103.
1. One form typically must be completed for each vehicle requested. For agencies placing large orders, which have the same justification and assignment criteria, one ADMV-103 will suffice.
  2. All the information applicable to the requested vehicle must be completed.

- E. Funds covering the cost of the vehicle(s), options, and the associated procurement assessment efficiency fee should be submitted to Treasury Administration AFTER all approvals are supplied to the requesting agency. Copies of the accepted documents, with the signature of an authorized fiscal representative, should be forwarded to Treasury Administration. Treasury Administration will not proceed with the procurement process until all required funds are received.
1. The funds for the total amount of the request (vehicle and options) should be submitted to Treasury Transportation Services' account 100-082-2052-C4-004-U999-7499 via intergovernmental document.
  2. The funds for the procurement assessment efficiency fee (.25% of the total request) should be submitted to Treasury Transportation Services' account 100-082-2052-C4-004-U999-3899 via intra-governmental document.

#### VI. AUTONOMOUS AGENCY REQUESTS

Autonomous State agencies, such as the Judiciary and State Colleges, who wish to avail themselves only of the inspection services provided by the Treasury QAL, need not submit the aforementioned documents.

- A. When the purchase order is submitted to the vendor, the requesting autonomous agency should submit a written request and forward it with a copy of the purchase order to:

Department of the Treasury  
Distribution and Support Services  
Quality Assurance Unit  
1620 Stuyvesant Avenue  
PO Box 234  
Trenton, NJ 08625-0234  
Attn: Vehicle Inspection

- B. A copy of the request and purchase order is to be sent to Treasury Administration Transportation Services at [vehicle.requests@treas.nj.gov](mailto:vehicle.requests@treas.nj.gov).

#### VII. GENERAL

- A. The agency vehicle procurement coordinator will be notified of either the approval or disapproval of each request submitted to Treasury Transportation Services.
1. If the request is denied, Treasury Administration will notify the agency within fourteen (14) days of the receipt of the request. The notification must explain why it has been denied and the department has the option of appealing the decision to the Director of Administration.
  2. Excess funds submitted to the Treasury Transportation Services account will be reimbursed to the originating agency by an intra-governmental document processed by Treasury Transportation Services.
  3. If the original amount submitted to Treasury was not sufficient to cover the actual purchasing cost, the lease amount, or the procurement assessment efficiency fee, the vehicle procurement coordinator will be required to submit another intra-governmental document for the difference before the purchase order is processed.
- B. The Department Head and the vehicle procurement coordinator of the requesting agency will receive a copy of the purchase order when the vehicle is ordered.
- C. Treasury QAL will receive a copy of the purchase order from Transportation Services or the autonomous State agency as indicated in section VI above. QAL Vehicle Inspection is responsible for inspection and release of vehicles in accordance with contract terms, conditions, and procedures.

- D. Treasury Transportation Services will notify the requesting agency's vehicle procurement coordinator by phone or e-mail that the vehicle is titled/registered and ready for pick-up. Any vehicle designated for trade must be delivered before or when the new vehicle is picked-up.
- E. All agency vehicle pick-ups are conducted by Treasury Transportation Services Fleet Management personnel at Distribution and Support Services, 1620 Stuyvesant Avenue, West Trenton, NJ.
- F. For additional information, please contact Treasury, Transportation Services Fleet Management Section (609) 633-0608.



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