



CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 24-03-ADM	ORIGINATING AGENCY: DIVISION OF ADMINISTRATION	PAGE 1 OF 5
EFFECTIVE DATE: IMMEDIATE	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 17-06-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 policies and procedures and to outline the responsibilities of each Department and its subdivisions for the authorization to obtain a motor vehicle through the Department of the Treasury (Treasury), Division of Administration, Bureau of Transportation Services (Transportation Services).

Autonomous State agencies such as the Judiciary, Independent Authorities, and State Colleges are exempt but may choose, at their discretion, to avail themselves of this vehicle procurement service provided by Treasury, in whole or in part. If an autonomous agency so chooses, then it must adhere to the procedures outlined in this Circular.

II. POLICY

Pursuant to Executive Order No. 4 (Florio) 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 (Florio) of June 1991, the Department of the Treasury exercises responsibility for the titles of 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 non-IT equipment dollar threshold limit and/or the Direct Purchasing Authority (DPA) limit established by their respective Circular Letters also require the approval of the Office of Management and Budget (OMB).

III. DEFINITIONS

- A. Vehicle - A vehicle is any device that is required to be registered with or licensed by the New Jersey Motor Vehicle Commission, with the exception of water craft.
- B. Vehicle Procurement Coordinator - The individual within a department who is officially designated to assume the responsibility for 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 Transportation Services as prescribed in Section V. below.

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

Agencies must refer to the Master Notification of Vehicle Manufacturer's cut-off dates located at <http://www.state.nj.us/treasury/purchase/mnmaster.pdf>. Requests must be submitted to Transportation Services with as much lead time as possible, but in no event, with less than fourteen (14) business days prior to the cut-off date, which is subject to change without notice.

B. Treasury Administration, Transportation Services

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

V. PROCEDURES

Departments must adhere to the following when requesting the purchase or lease of a vehicle.

- A. Agencies shall submit a justification memorandum addressed to the Director of Administration, Department of the Treasury, to vehicle.requests@treas.nj.gov.

1. The memo shall explain, in detail, why the vehicle(s) are necessary to carry out State business, the funding source account number, if that funding is from a discreet funding source, federal funds, or other source, and the impact on the organization if not approved.
2. Pursuant to the Electric Vehicle Act, agencies must make efforts to purchase electric vehicles. For any non-electric vehicle, an Agency must also submit, as part of its purchase request, an explanation why a gasoline powered vehicle is being purchased over electric and how the agency plans to meet the statutory deadline.
3. Vehicles are replaced/traded on a one-on-one basis. The memo shall include the make, model, and license plate number of the corresponding vehicle that will be traded.

B. Trade vehicle requirements:

1. Must be of the same class code as the vehicle being purchased.
2. Have an odometer reading of at least 125,000 miles or retired.
3. Vehicles must be replaced within two years of being retired to avoid a fleet reduction.

4. If the odometer reading is not over 125,000 miles or not retired, justification of the following, as applicable, must be supplied with the request:
 - a. Documentation from Transportation Services or vendor attesting to safety issues.
 - b. Documentation from Transportation Services or vendor that repairs are not cost effective.
 - c. Justification for an addition to the fleet, including the reason for the fleet increase, how the addition(s) will be utilized, and the impact on the agency if not approved.
 - d. Justification for a change in class, including the reason for the change and the impact to the agency if not approved.
- C. Any vehicle purchase in excess of the non-IT equipment dollar threshold and/or DPA limit, which includes contracted purchases, DPAs, waivers, competitive bids or any other procurement method, requires the approval of OMB.
 1. Vehicle request packet must be submitted to OMB at OMB.Equipment@treas.nj.gov for review concurrently with sending to Transportation Services at vehicle.requests@treas.nj.gov. OMB approval of vehicle purchase requests will be a prerequisite for ultimate approval by Transportation Services.
 2. Include the agency's funding source being used for the purchase.
 3. OMB will respond to all parties on the original request.
- D. Department of the Treasury, Division of Administration Vehicle Request and Justification Form ADMV-109 located at: <https://nj.gov/treasury/administration/pdf/statewidesupport/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, Division of Administration, the requesting agency may proceed with the bid process through Purchase Bureau. Upon completion of the bid, the agency must forward the results of the bid and contract information to Transportation Services 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 Transportation Services regarding their vehicle purchases and should not contact the vehicle vendors directly.

E. 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 that have the same justification and assignment criteria, one ADMV-103 will suffice.
2. All the information applicable to the requested vehicle must be completed.

F. Funds covering the cost of the vehicle(s), options, and the associated procurement assessment efficiency fee shall be submitted to Transportation Services (upon their request) AFTER all approvals are supplied to the requesting agency. Copies of the accepted documents, with the signature of an authorized fiscal representative, shall be forwarded to Transportation Services. Transportation Services 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) shall be submitted to Treasury Transportation Services' account 100-082-2052-004-u999-3776-04 via intra-governmental document.
2. The funds for the procurement assessment efficiency fee (.25% of the total request) shall be submitted to Treasury Transportation Services' account 100-082-2052-004-u999-3776-04 via intra-governmental document.

VI. AUTONOMOUS AGENCY REQUESTS – TREASURY QAL SERVICES ONLY

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

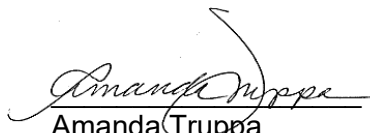
- A. When the purchase order is submitted to the vendor, the requesting autonomous agency should submit a written request and forward it with a copy of the purchase order to:

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 Transportation Services at 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 Transportation Services 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 Transportation Services account will be reimbursed to the originating agency via 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.



Amanda Truppa
Director