



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2101 WASHINGTON STREET, EAST
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25305-0121

TO: Agency Fleet Coordinator
FROM: Stephanie Lane, Fleet Coordinator
Fleet Management Division

Due Date: December 3, 2018

DATE: November 5, 2018

SUBJECT: 2019 Model Year New Vehicle Request/Finance Order

The Fleet Management Division (FMD) is in the process of preparing the 2019 Model Year Vehicle orders. The MV19/MV19 TRUCK Statewide contracts have been awarded.

To submit a 2019 Model Year Vehicle Order Request, FMD has provided the form listed below on our website at www.fleet@wv.gov. The vehicle request forms are in a Microsoft Access Database and are intended to be completed electronically, printed, signed, approved by the Governor's Office, scanned and returned to FMD's Director Kenny Yoakum at Kenny.H.Yoakum@wv.gov or mail to 2101 Washington Street East, Charleston, WV 25305. If you want to finance your purchase, the completed forms must be submitted by **Monday December 3, 2018**.

Please see the attached Governor's Office memorandum concerning vehicle financing.

The **DOA-FM-059 – Vehicle Request Form** needs to be completed in its entirety as is appropriate:

- *Replacing a vehicle in your fleet*
 - When requesting a new vehicle, the agency **must** concurrently identify a vehicle for decommissioning. All purchases also require the Governor's Office Deputy Chief of Staff's approval prior to submitting to FMD
- *Requesting a vehicle without a replacement (Increase to Fleet)*
 - To accommodate a change in mission, legislation, executive order, or Federal grant requirements must be fully justified and requires Cabinet Secretary signature

Vehicles intended for replacement must be five (5) years old and have 120,000 miles on the odometer.

Until the Governor's moratorium is lifted, approval for vehicle purchase must be authorized by the Deputy Chief of Staff, Anne Urling. This approval process can be achieved with this one form by submitting the vehicle request along with a cover letter of justification to your agency's Cabinet Secretary and the Deputy Chief of Staff. Agencies exempt from this order include Higher Education and State Police. If the vehicle purchase is to be agency owned, Fleet Management Division requests the purchase order document number be referenced on the request form.

Hyperlinks are provided below to view the three vehicle-related statewide contracts. Please refer to the MV19/MV19 Truck synopsis attached to this correspondence to view vehicle class and make and model, as well as a brief description of each vehicle.

- 2019 MV CONTRACT <http://www.state.wv.us/admin/purchase/swc/MV.htm>
- 2019 MV TRUCK <http://www.state.wv.us/admin/purchase/swc/MVTRUCK.htm>

If you want to finance vehicles, but cannot meet the **Monday December 3, 2018** deadline, please contact Director Kenny Yoakum as soon as possible. Failure to meet the new vehicle model ordering deadline may prevent the new vehicle order from being fulfilled. If you have no plans of ordering vehicles from FMD for your agency this model year, please send an email to indicate the agency's intent.

If you have any questions, please do not hesitate to contact.

Stephanie Lane – (304) 558-2614
Kenny Yoakum – (304) 558-2106

Thank you.