 County of Albemarle, General Services				Subject: Fleet Replacement Recommendation		
Document No.: PWSOP - 9	Issue Date: 16 Jun 2011	Last Revised: 30 Oct 2014	Page: 1 of 4	Prepared By: M. Freitas	Reviewed By: L. Allshouse	Approved By: G. Shadman

1.0 PURPOSE

To provide the Office of Management and Budget (OMB) with consistent information to replace the maximum number of vehicles as the County budget will allow applying a methodology published in the American Public Works Association's (APWA) **Vehicle Replacement Guide** and is widely used by the public sector.

2.0 BACKGROUND


AP-10: Fleet Management Policy authorizes the Department of General Services (DGS) to manage the local government, non-public safety, fleet of vehicles. This procedure outlines the methodology to prioritize vehicles for replacement as well as recommending inter-departmental transfer of vehicles.

3.0 RESPONSIBILITY

- A. **Chief of Public Works.** The Chief of Public Works is responsible for applying this SOP annually, communicating with departments, and submitting requisite information to OMB in a timely manner during the budget process.
- B. **Director of General Services.** Appeals will be directed to the Director of General Services.
- C. **Office Associate.** The Office Associate will receive from the Chief of Public Works on-going information on the fleet and will maintain a comprehensive data base and send quarterly reports of vehicle use to each department.

4.0 PROCEDURE

- A. Beginning in July of each year the Chief of Public works and the General Services Office Associate will retrieve and compile data on vehicle use and operational costs for the previous fiscal year.
- B. By 1 September of each year the Chief of Public Works will:
 - 1) assess each non-public safety vehicle in the local government fleet and assign a priority replacement score using the criteria outlined in Attachment A,
 - 2) submit to OMB a list of vehicles recommended for replacement (to include type and cost of replacement vehicle)


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3) will also recommend, using the guidance outlined in Attachment A, potential vehicles that could be considered for transfer to another department for a more uniform use or declared excess to our needs.

C. By 30 October the Chief of Public Works will receive from OMB a list of vehicles being recommended for replacement by public safety departments and offices and assess each vehicle on that list and assign a priority replacement score using the criteria outlined in Attachment A.

D. By 30 November the Chief of Public Works will submit to OMB a consolidated list of all requested vehicle replacements in order of recommended replacement priority. Included will be the list of vehicles recommended for inter-department transfer or surplus. This list will be submitted simultaneously to each department head for review and comment.


E. Department Heads will have ten business days to respond to the Chief of Public Works' recommendations. If there is a disagreement with a recommendation, the Department Head should provide supporting documentation to the Director of General Services.

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ATTACHMENT A: PRIORITY SCORING CRITERIA AND INTER-DEPARTMENT VEHICLE TRANSFER GUIDANCE

1. Priority Scoring Criteria

Factor	Points
Age	One point for each year of chronological age based on purchase date.
Miles	One point for each 10,000 miles of use as of end of the last fiscal year.
Type of Service	1, 3, or 5 points assigned based on the type of service that vehicle receives. An emergency response vehicle would be given a 5 for severe duty service, a service pickup or van would be given a 3 for heavy duty service, and an administrative sedan would be given a 1 for light service.
Availability	1, 3, or 5 points assigned depending on the frequency that a vehicle is at the shop for repairs and/or routine preventive maintenance (PM), during the last fiscal year. 5 points: if ≥ 8 days 3 points: if ≥ 4 but < 8 days 1 point: if < 4 days
M&R Cost	1 to 5 points assigned based on total life maintenance and repair (M&R) costs, excluding repair of accident damage, as a percentage of the original purchase price (OPP). 5 points: if $\geq 100\%$ 4 points: if $\geq 80\%$ but $< 100\%$ 3 points: if $\geq 60\%$ but $< 80\%$ 2 points: if $\geq 20\%$ but $< 60\%$ 1 point: if $< 20\%$
Condition	This subjective category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.
Scoring Range	
Under 18 points	Condition I Excellent
18 to 22 points	Condition II Good
23 to 27 points	Condition III Qualifies for replacement
28 points and above	Condition IV Needs immediate consideration for replacement

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2. Inter-department Vehicle Transfer Criteria

The Chief of Public Works will, on an annual basis, make recommendations to OMB inter-departmental vehicle transfers based on the collected data, to include the mission, miles driven and condition of the vehicle(s). Transfer recommendations will be submitted to the affected departments for review, comments and approval before the transfers are made.