PURPOSE

The purpose of this policy is to establish the Department of Management Services’ (DMS) policies and procedures for the Bureau of Fleet Management (bureau).

SCOPE

This policy is applicable to all bureau staff who assist in the purchasing, operation, maintenance and disposal of all state motor vehicles and watercraft.

AUTHORITY

Chapter 215, Florida Statutes (F.S.)
Chapter 287 Part II, F.S.
Section 287.057(14), F.S.
Chapter 326, F.S.
Rule 60B-1, Florida Administrative Code (F.A.C.)
Rule 60B-3, F.A.C.

DISTRIBUTION

<table>
<thead>
<tr>
<th>The following individuals should be notified of this policy</th>
<th>Method of notification</th>
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<tbody>
<tr>
<td>All state agency fleet managers</td>
<td>• Email distribution list</td>
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<td>• DMS Fleet Management website</td>
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<td>Bureau of Fleet Management employees</td>
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<td>• Staff meeting</td>
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<td>• DMS Fleet Management website</td>
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<tr>
<td>DMS Executive Leadership</td>
<td>• Executive Leadership meetings</td>
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POLICY

A. BUREAU/PROGRAM AREA

Fleet Management will manage the purchasing, operation, maintenance and disposal of the state’s fleet of motor vehicles and watercraft. The bureau will develop policies and procedures for effective and efficient purchasing, assignment, use, maintenance and...
disposal of motor vehicles and watercraft. In addition, the bureau will determine the motor vehicles and watercraft included on state contracts and develop technical bid specifications. The bureau will ensure the cost-effective purchase of safe, energy-efficient and quality motor vehicles and watercraft. Fleet Management approves the purchase of motor vehicles and watercraft, develops equipment purchase approval guidelines and fleet replacement criteria and administers the state’s federally mandated fueled vehicles program. These responsibilities will be performed following the requirements of state and federal laws, governing administrative rules, DMS procedures and all other applicable authority.

B. ETHICS

The bureau’s practices will adhere to the following principles:

a. Legality – Strictly adhering to the requirements of the law.
b. Ethics – Making decisions in accordance with all applicable state ethics laws.
c. Effective Service – Providing agency users with reliable service and current information.
d. Efficiency – Achieving maximum efficiency of both available resources and time.
e. Economy – Obtaining maximum benefit for the dollars expended.
f. Fairness – Ensuring that the bureau follows the same guidelines and procedures for processing the purchasing, management and disposal of all state-owned motor vehicles and watercraft.

C. FLEET MANAGEMENT DUTIES

It is the responsibility of the bureau to provide oversight of the state’s fleet of motor vehicles and mobile equipment.

Fleet Management approves all purchases, administers the disposal (by auction or scrapping) and tracks inventory and utilization management of the state’s motor vehicles and mobile equipment.

Purchase of Mobile Equipment

The bureau provides for the purchase of quality, cost-effective, energy-efficient and safe motor vehicles, watercraft and heavy equipment. Staff manages and reviews agency vehicle procurement requests to ensure “best fit” and compliance with any applicable state-term contracts.

Employees should refer to procedure FMP1 – Fleet Acquisition: Purchase, Lease, Rental, Donation & Transfer of Motor Vehicles and Mobile Equipment for further information.

FLEET Online System

The Florida Electronic Equipment Tracking (FLEET) system requires agencies to keep records and make reports regarding the effective and efficient use, operation, maintenance, repair and replacement of automobiles, light trucks, watercraft and aircraft and small and large (>1 ton) vehicles and equipment designed primarily for transporting people and which are legal to operate on public roads. FLEET assures the efficient and safe use of motor vehicles and ensures that vehicles are used only for official state business.

Disposal of Mobile Equipment
The bureau will effectively and efficiently dispose of surplus motor vehicles, watercraft and heavy equipment to achieve the maximum feasible return on the disposal. To the extent practical and cost effective, the bureau places surplus state equipment in less demanding state service areas.

**Surplus State Vehicles & Equipment Auctions**
Currently, the bureau has two contracts in place for the auctioning of surplus state vehicles and equipment:

Employees should refer to the following procedures for further information:
- FMP2 – Live Auction Fleet Disposition and Cash Receipts
- FMP3 – Online Auction Fleet Disposition and Cash Receipts

**D. CONTRACT MANAGEMENT**

Section 287.057(14), F.S., requires that for each contractual service contract, the department shall designate an employee responsible for enforcing the performance of the contract terms and conditions and serving as a liaison with the contractor. The director of the DMS division responsible for overseeing the services delivered per contract will assign an employee to manage the contract.

Fleet Management currently has three contracts that the bureau chief manages:

1) Live Auctioneer Services  
2) Online Auction Service  
3) Transportation Services  

The contract manager is responsible for monitoring the contracts as often as necessary to ensure that the contractor is performing as required. The contract manager is responsible for identifying and monitoring all provider deliverables, preparing schedules of anticipated products or projections of performance and reviewing and analyzing provider reports. All performance-based contracts shall contain the specific criteria (performance measures, performance standards, etc.) that will be used to evaluate the provider’s performance and should include a clear description of how the contract manager will conduct monitoring and contract evaluation activities.

Effective monitoring of contracts may include the following:
- Site visits  
- Discussions with the vendor regarding contract performance and/or deficiencies  
- Identification of actions needed to correct contract deficiencies/issues  
- Follow-up visits to ensure that deficiencies have been corrected  
- Documentation of contract management files as appropriate

**E. FLEET MANAGEMENT GOALS**
a. Ensure the state purchases quality and energy-efficient motor vehicles, equipment and watercraft.
b. Achieve maximum feasible return on disposal of used and surplus equipment.
c. Return surplus equipment to governmental service when practical.
d. Restrict use of state equipment to official state business.
e. Provide management reports and data required to properly manage state fleet.
f. Provide reports to assure accountability of equipment expenditures and use.

F. FLEET MANAGEMENT CONTACT INFORMATION

Mailing address:

Bureau of Fleet and Federal Property
4050 Esplanade Way, Suite 380
Tallahassee, Florida 32399-0950

<table>
<thead>
<tr>
<th>STAFF</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Darren Silsbee, Chief/Contract Manager</td>
<td>850-488-4693 <a href="mailto:Darren.Silsbee@dms.myflorida.com">Darren.Silsbee@dms.myflorida.com</a></td>
</tr>
<tr>
<td>Cherie Ferrell, State Fleet Administrator</td>
<td>850-488-5134 <a href="mailto:Cherie.Ferrell@dms.myflorida.com">Cherie.Ferrell@dms.myflorida.com</a></td>
</tr>
<tr>
<td>Al Rozar, Acquisitions</td>
<td>850-922-5555 <a href="mailto:Al.Rozar@dms.myflorida.com">Al.Rozar@dms.myflorida.com</a></td>
</tr>
<tr>
<td>Martha Balboni, Disposals/Live Auction</td>
<td>850-488-2041 <a href="mailto:Martha.Balboni@dms.myflorida.com">Martha.Balboni@dms.myflorida.com</a></td>
</tr>
<tr>
<td>Maria Balboni, HelpDesk/Online Auctions</td>
<td>850-488-5176 <a href="mailto:Maria.Balboni@dms.myflorida.com">Maria.Balboni@dms.myflorida.com</a></td>
</tr>
<tr>
<td>Sharon Runyan, Administration</td>
<td>850-488-3775 <a href="mailto:Sharon.Runyan@dms.myflorida.com">Sharon.Runyan@dms.myflorida.com</a></td>
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DEFINITIONS

<table>
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<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tr>
<td>Bureau</td>
<td>Bureau of Fleet Management</td>
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<tr>
<td>Contract</td>
<td>A formal written agreement between the department and an individual or organization for the procurement of commodities or services. Pursuant to Chapter 287, F.S., both parties must sign the contract prior to services being rendered.</td>
</tr>
<tr>
<td>Contract Manager</td>
<td>The designated person in the department who monitors the contract through the term of the agreement and who is specifically responsible for enforcing performance of the contract, monitoring spending that takes place under the contract and serving as a liaison with the contractor. The contract manager’s responsibilities are detailed in section 5.</td>
</tr>
<tr>
<td>Department</td>
<td>Department of Management Services/DMS</td>
</tr>
<tr>
<td>Fleet Management</td>
<td>The section of the department responsible for managing the purchasing, operation, maintenance and disposal of the state's fleet of motor vehicles and watercraft</td>
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FLEET Florida Electronic Equipment Tracking system
F.A.C Florida Administrative Code
F.S. Florida Statutes

PROCEDURES

FMP1 – Fleet Acquisition: Purchase, Lease, Rental, Donation & Transfer of Motor Vehicles and Mobile Equipment
FMP2 – Live Auction Fleet Disposition and Cash Receipts
FMP3 – Online Auction Fleet Disposition and Cash Receipts

FORMS

MP-6301 – Request for Purchase of Mobile Equipment
MP-6401 – Request for the Disposal of Mobile Equipment
MP-6401B – Equipment Without Commercial Value