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| **VEHICLE REQUEST** |
| **Section 1: Agency and Vehicle Information** |
| Agency     | Quantity      | [ ]  **Additional** (Must submit Justification information)  [ ]  **Replacement** | New Fleet Equipment ID#      | Fuel Type:[ ]  Gas [ ]  CNG[ ]  Gas – E85 [ ]  Diesel[ ]  Electric[ ]  Hybrid |
| Delivery address:      | Vehicle Paint Color:      | Estimated Annual Miles      |
| Law Enforcement Vehicles:**[ ]** 07104-060 Law Enforcement V6 Pursuit[ ]  07104-070 Law Enforcement V6 Performance[ ]  07006-060 Police Pursuit V6[ ]  07006-170 Midsize Police Pursuit Utility[ ]  07006-210 ½ ton large Utility Police Pursuit, 8 cyl. | [ ]  07006-180 Midsize Utility Special Service, 6 cyl [ ]  07006-220 ½ ton Large Utility Special Service, 8 cyl[ ]  ½ ton Large Utility Extended Length Special Service, 8 cyl[ ]  07048-750 DNR Warden Vehicle | **Options:**[ ] Marked [ ] Unmarked [ ] Ghost Graphics**Spotlight**: [ ]  Driver  [ ]  Passenger |
| **Passenger Vehicles:****4 Cylinder:** [ ]  07104-030 – Compact 4 cyl[ ]  07006-020 – Sub Compact WB over 102”, 4 cyl. [ ]  07006-010 – Sub-Compact WB under 102”, 4 cyl.[ ]  07006-040 – Midsize, 4 cyl.**6 Cylinder:**[ ]  07104-050 – Large Sedan, 6 cyl[ ]  07006-070 – Performance, 6 cyl[ ]  07006-190 – All Terrain Vehicle, 6 cyl[ ]  07006-140 – Minivan, 6 cyl[ ]  07006-270 – ¾ ton Passenger Van[ ]  07006-280 – 1 ton Passenger Van | **Utility/SUV:**[ ]  07006-150 – Small Utility, 4 cyl.[ ]  07006-090 - Midsize Crossover, 4 cyl[ ]  07006-100 – Large Crossover, 6 cyl[ ]  07006-160 – Midsize Utility, 6 cyl[ ]  07006-200 - ½ ton Large Utility – 8 cyl[ ]  07006-230 – ½ ton Large Utility Extended Length – 8 cyl[ ]  07006-250 – ¾ ton Large utility Extended Length – 8 cyl**Electric/Hybrid:**[ ]  07006-034 – Compact Plug-In Hybrid, 4 cyl[ ]  07006-036 – Compact Electric[ ]  07006-082 – Compact Crossover Hybrid, 4 cyl[ ]  07006-042 – Midsize Crossover Hybrid, 4 cyl[ ]  07006-016 – Sub Compact WB under 102”, Electric[ ]  07006-202 – ½ ton Large Utility Hybrid  |
| **Light Duty Trucks and Work Vans:****Van – Cargo & Cutaway:****[ ]** 07048-010 –Mini Trade Van, 4 cyl**[ ]**  07048-040 – ¾ ton Large Cargo Van, 8 cyl[ ]  07048-050 – 1 ton Large Cargo Van, 8 cyl[ ]  07048-060 – 1 ton Commercial Cutaway, 8 cyl[ ]  07048-070 – Class 4 Commercial Cutaway, 8 cyl[ ]  07048-090 – ½ ton Large Trade Van[ ]  07048-100 – ¾ ton Large Trade Van[ ]  07048-110 – 1 ton Large Trade Van, 6 cyl[ ]  07048-120 – 1 ton Large Trade Van, 6 cyl, Chassis**Truck – ½ ton:****[ ]**  07048-150 – ½ ton Pickup Truck, 6 cyl**Truck – ¾ ton:**[ ]  07048-170 – ¾ ton Pickup Truck, 8 cyl | **Truck 1 ton:****[ ]**  07048-180 – 1 ton Pickup Truck, 8 cyl**Cab & Chassis ONLY:**[ ]  07048-200 – 1 ton Cab & Chassis, 8 cyl[ ]  07048-210 – Class 4 Cab & Chassis, 10 cyl[ ]  07048-220 – Class 5 Cab & Chassis, 10 cyl[ ]  07048-108 – 1 ton REGULAR Cab & Chassis / Diesel[ ]  07048-308 – 1 ton CREW Cab & Chassis / Diesel[ ]  07048-112 – 1 ton REGULAR Cab & Chassis / DIESEL-ELECTRIC[ ]  07048-312 – 1 ton CREW Cab & Chassis / DIESEL-ELECTRIC**Class 4 & 5 Truck:****[ ]** 07048-190 –Class 4 Pickup Truck / Diesel |

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| **Medium Duty Trucks and Buses** |
| [ ]  65370-925 | Class 5 and larger | [ ]  65380-100 | Bus |
| Body Type / Chassis Information for Medium – Heavy Duty Trucks / Buses: Application:      Body Type:       |
| Check Yes [ ]  if vehicle(s) in these counties: Douglas, St. Croix, Pierce, Outagamie, Winnebago, Calumet, Dane (alt fueled)Check Yes [ ]  if vehicle(s) in these counties: Washington, Ozaukee, Waukesha, Milwaukee, Racine, Kenosha (alt fueled/LEV) |
| **Option:**  Asterisk options need justification (attached sheet) |
| [ ]  Block Heater[ ]  Cloth [ ]  Vinyl Interior[ ]  Cruise Control[ ]  DRW\* or [ ]  SRW[ ]  Extended Wheelbase\*[ ]  Crew Cab Pickup\*[ ]  Ext./Super Cab Pickup\* | [ ]  Glass All Around (Cargo Van)[ ]  Glass in Rear Door (Cargo Van)[ ]  Glass Right Side & Rear Door[ ]  Limited Slip Rear Axle\*[ ]  Park Assist/Back up Camera\*[ ]  Power Locks[ ]  Power Windows | [ ]  Rear Heat/AC\*[ ]  Sliding Side Door[ ]  Snowplow Prep Package\*[ ]  Snowplow       Width\*[ ]  Third Row Passenger Seating\*[ ]  Towing/Suspension Pkg\* | [ ]  | Trailer Hitch\* |
| [ ]  | Bed Topper\* |
| [ ]  | Special Paint\*Specify Paint Code       |
| [ ]  | Extra Keys w/Remote Qty.        |
| [ ]  | Extra Keys – key only Qty.       |
| [ ]  |       |
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| **Section 2: Surplus Vehicle Information** |
| Fleet Equipment ID      | Commodity Code      | Mileage as of the date form was signed            | Body ConditionGood [ ]  Fair [ ]  Poor [ ]  |
| Year     | Make      | Model      | **Agency Vehicle Position Number**      | Mechanical ConditionGood [ ]  Fair [ ]  Poor [ ]  |
| Fleet Managers must select and advise the State Bureau of Procurement, within 60 days after receipt of each new vehicle, the planned retirement date surplus vehicle(s) will be sold.  |

The undersigned certifies that this request for Governor's approval meets all applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon a thorough and complete analysis of this request.

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| Agency Head Signature or Designee if applicable      | Phone Number      | Date (mm/dd/ccyy)      |
| DOA Review: |     | Approved as Requested |     | Approved with Changes Noted |     | Not Approved, Explanation Attached |
| Signed |  | Date (mm/dd/ccyy) |       |

**Additional Vehicle Justification Questions (*For Additional Vehicles Only; Not required for Replacements*)**

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| Instructions: Provide as much detailed information as possible to justify your request. The decision to approve or deny your request for additional vehicles will be based on our ability to analyze the supporting documentation you have provided. Staff may ask for additional supporting documentation as part of this analysis. |
| **1.** | What type of vehicle are you requesting, including Make and Model?       |
| **2** | Why are you requesting an additional vehicle?      * Clearly describe what program this vehicle will be assigned to, what it will be used for, who will benefit from it and who will be using it.
* What agency programmatic responsibilities will the additional vehicle meet?
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| **3.** | How many miles per month do you anticipate the vehicle will be driven?      * What is the basis for your mileage estimate?
* Will this be a personally assigned, work-share or motor pool vehicle?
* If this is a work-share vehicle how many people will benefit from it?
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| **4.** | Has legislation passed expanding the scope of your agency, thus requiring an additional vehicle? If so, please provide the statutory citation and a brief summary of the new legislation.       |
| **5.** | Has there been an increase in staff required travel? If so, please explain.       |
| **6.** | Is your mission at risk due to a lack of vehicles? If so, explain.       |
| **7.** | Agencies must assess the efficiency of their current fleet operation to clearly demonstrate the need for an additional vehicle.      * Please explain the process you used to determine that a re-allocation of a current vehicle is not feasible.
* Please provide an analysis of your current fleet usage and an explanation of the process you use to track vehicle availability.
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| **8.** | Does your agency issue turn down slips when fleet vehicles are unavailable? If so,      * How many actual turn down slips do you give each workday (M-F) or work week (M-F)?
 |
| **9.** | How many workdays (M-F only) was your fleet at a 100% utilization rate?       |
| **10.** | Does your agency use annual lease agreements with an outside vendor because a permanent vehicle is not available?      * If so, how many vehicles does your agency lease, what types of vehicles are they, how many miles are they driven?
* What is your annual lease spend?
* What impact will an additional vehicle(s) have on your annual lease costs? By how much will the additional vehicle(s) reduce your lease costs?
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| **11.** | Does your agency pay out personal reimbursement miles when a fleet vehicle is unavailable? (This is only applicable if you are handing out “non-availability slips”). Reimbursements paid to staff that “choose” to drive their own vehicle instead of using an available state vehicle does not qualify.      * What is the cost of personal reimbursement miles paid out due to non-availability slips?

If an additional vehicle(s) is approved, how much of a reduction in reimbursement mileage payout do you expect and what is the basis for your estimate?       |

**ENERGY POLICY ACT (EPACT) & CLEAN AIR ACT (CAA)**

***NOTE: This form is required – unless your agency attaches proof of separate compliance with the laws.***

**IDENTIFICATION:** This sheet needs to be included with the “Vehicle Request” Form DOA 3016. In the table below, fill in your agency, your name and number, and the vehicle commodity code found on the related Form DOA 3016.

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| **AGENCY** | **AGENCY CONTACT**(Name & Phone) | **COMMODITY CODE** (8 Digits) |
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**BACKGROUND:** The purpose of this sheet is to gather information to determine your agency’s requirements, compliance, and credits, under the Federal Energy Policy Act of 1992 (EPACT), and under the 1990 Clean Air Act (CAA) EPACT requires that a specified percentage of state government fleet new acquisitions of “light duty”, non-“excluded” vehicles used primarily within specified “MSA’s” (Metropolitan Statistical Areas) and “CMSA’s” (Consolidated Metropolitan Statistical Areas) be “alternative fueled vehicles”. The CAA requires that a specified percentage of new acquisitions of “light duty”, and “medium duty” non-“excluded” vehicles used primarily within specified MSA’s and CMSA’s be certified to meet CAA standards. Call Transportation and Travel at 608-266-1558 for further details.

**DEFINITIONS:**

**“Passenger and Light duty”** – vehicles with a gross vehicle weight (GVW) rating of 8,500 pounds or less. (Covered by EPACT & CAA)

**“Medium duty” –** vehicles with a GVW rating of between 8,500 pounds and 26,000 pounds. (Only covered by CAA)

**“Excluded Vehicles”** - 1) Law enforcement vehicle. 2) Emergency motor vehicle. 3) Non-road vehicle. 4) Vehicles which, under normal operations are parked at personal residences when not in use. 5) Vehicles used for motor vehicle manufacturer product evaluations or tests. 6) Motor vehicles exempt for national security reasons. 7) Vehicles held for sale, lease, or rental. 8) Vehicles used at industrial, commercial, marine, rail, or airport facilities.

**“Alternative Fueled Vehicle”** – Alternative fuel includes dual-fuel, bi-fuel, and flexible-fuel vehicles designed to be operated on a least one of the following fuels: 100% methanol, denatured ethanol, and other alcohols; mixtures containing 85% or more by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas (compressed or liquefied); liquefied petroleum gas (propane); electricity (including solar energy); hydrogen; coal-derived liquid fuels; and fuels (other than alcohol) derived from biological materials including “neat” (100%) biodiesel. Since EPACT is aimed at energy independence, gasoline/diesel-powered vehicles do NOT satisfy the requirements of the law – only alternative fueled vehicles. Since CAA is aimed at clean fuel fleets, alternative fueled vehicles and clean-burning gasoline/diesel vehicles can satisfy the law.

**“CAA-Clean Fuel Fleets Certified Vehicles”** – These are vehicles that have been certified to meet the CAA Clean Fuel Fleet standards. They include Low-Emission Vehicles (LEV), Inherently Low-Emission Vehicles (ILEV), Ultra Low-Emission Vehicles (ULEV), and Zero-Emission Vehicles (ZEV).

**PART – A INSTRUCTIONS** (This is needed to determine your agency’s requirements under the EPACT and CAA.)

1. Will the requested vehicle be primarily used in any of the following counties? Douglas, St. Croix, Pierce, Outagamie, Winnebago, Calumet, Dane, Washington, Ozaukee, Waukesha, Milwaukee, Racine, or Kenosha?**[ ]  Yes** **[ ]  No** If yes, go on to the next line. If no, go on to Part B of this form.
2. Does the requested vehicle(s) qualify as “excluded” under the laws? (See above definition) [ ]  **Yes** **[ ]  No**

If yes, go on to Part B. If no, go on to the next question.

1. Is the requested vehicle(s) less than 8,500 pounds gross vehicle weight? [ ]  **Yes [ ]  No** If yes, list the fleet number(s) here or on an attachment, and go on to Part B. If no, go on to the next question.
2. Is the requested vehicle(s) between 8,500 and 26,000 pounds gross vehicle weight? [ ]  **Yes [ ]  No**  If yes, list the fleet number(s) here or on an attachment, and go on to Part B. If no, go on to Part B.

**PART – B INSTRUCTIONS** (This is needed to ensure compliance with the EPACT and CAA, and to calculate credits.)

1. Is the requested vehicle alternatively fueled? [ ]  **Yes [ ]  No**  If yes, list their fleet number(s) here or on an attached sheet, and provide a description of the type of alt fuel vehicle. If no, go on to the next question.
2. Is the requested vehicle a CAA-Clean Fuel Fleets Certified Vehicle as defined above? [ ]  **Yes [ ]  No**  If yes, list their fleet number(s) here or on an attached sheet, and provide a description of the type of certified vehicle. If no, no further information is needed.