 **Vehicle Extended Rental Request**

**Instructions:** Agencies will use this form to request approval from the State Bureau of Procurement Director for an extended vehicle rental in accordance with PRO-414, Leasing and Rental Agreements; Vehicles and Other. Vehicle Procurement.

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| **Section 1: Agency Information** |
| Requesting Agency:       | Date:       |
| Staff Contact / Submitted by:       | Phone:       |
| Email:       | Rental Company:       |
| Supervisor Review / Approval:      | Date of Approval:       |

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| **Section 2: Vehicle Information** |
| Qty.      | Vehicle Make | Model | Year | Monthly Miles      | Type (Pass, LE, LDT)      |

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| **Section 3: Vehicle Use**Describe what the vehicle will be used for, be as specific as possible (Attach additional pages if needed). |
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| **Section 4: Vehicle Need** |
| Has your staffing increased? | [ ]  Yes / [ ]  No |
| Has reallocation of resources or scheduling considerations been assessed? | [ ]  Yes / [ ]  No |
| Length of rental requested |       |
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| **Section 5: Driver Information** |
| Will only State Employee’s be driving the vehicle(s)? | [ ]  Yes / [ ]  No |
| Have you checked that the Employee’s VUA (Vehicle Use Agreement) on file in the EFM system to ensure that their Driver’s License is current and the VUA is in approved status? | [ ]  Yes / [ ]  No |
| If the driver(s) is NOT a State Employee, have you contacted your Risk Management Department and completed the required forms for their files? | [ ]  Yes / [ ]  No |

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| **Provide information on the Employee’s that will be using the vehicle(s).** (Attach additional pages if needed). |
| Employee Name | Position | State Employee / Contractor/Other  | FT or LTE  |
|       |       |       |       |
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| **Section 6: Price Quotes** |
| Extended Rental Quotation from State Contracted Vendor attached | [ ]  Yes / [ ]  No |
| List vendor(s) quotes were obtained from |       |
|  |       |
|  |       |
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| **Section 7: Cost Analysis**Complete a Cost Analysis/Comparison form DOA-3851B to submit with request and answer the following questions. |
| Will there be a cost savings by obtaining an extended rental vehicle from a contracted vendor on the State Vehicle Rental Contract in lieu of DOA Fleet? | [ ]  Yes / [ ]  No |
| Potential Cost Savings verified | $       |
| Vendor name |       |

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| **Section 8: Approval Impact**Describe the consequences if the extended rental is not approved. |
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**NOTE: If extended rental is approved by DOA, a purchase order must be created in the system utilizing the State Vehicle Rental Contract as published on VendorNet. Purchase order shall be formatted per month quantity with monthly receipts to be entered into the system for traceability and payment authorization.**

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| **Information Completed By:** |
| **Print Name** | **Signature** | **Date** |
|  |  |  |
| **Email:**       | **PH:**       |

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| **Include the following documents with your submittal:****[ ]** Request with all questions answered/completed[ ]  Any additional information you feel would be beneficial for review[ ]  Completed Cost Analysis/Comparison DOA-3851B | **Email documents to:****Leann McGowan at****LeannK.McGowan@wisconsin.gov** |