New and Used Passenger Vehicle Approval Request

# About this form

State agencies, colleges, and universities use this form to request approval from the director of the Department of Enterprise Services (DES) to purchase or lease new and/or used passenger motor vehicles (sedan, station wagon, sport utility vehicle (SUV), van, or light-duty truck). In addition, DES Fleet Operations utilizes this form for any request for placement of non-passenger motor vehicles (cargo van, ¾ ton or higher trucks). **A separate approval is required if your agency desires to purchase any mix or combination of ICE/BEV or any variety of vehicle sizes.** After selecting a vehicle type, please indicate the quantity requested. [RCW 43.19.648](http://www.google.com/url?url=http://apps.leg.wa.gov/rcw/supdefault.aspx%3Fcite%3D43.19.648&rct=j&frm=1&q=&esrc=s&sa=U&ei=sMKQU7z6GpTcoASsj4HwBw&ved=0CBcQFjAA&usg=AFQjCNEdPDO-jAn1s6szHoN6XmJGW0AcEw) requires all state agencies, to the extent practicable, to purchase electric vehicles. [WAC 194-28-070](http://www.google.com/url?url=http://apps.leg.wa.gov/WAC/default.aspx%3Fcite%3D194-28-070&rct=j&frm=1&q=&esrc=s&sa=U&ei=zcKQU8zqLo66oQSjxYD4Dg&ved=0CBcQFjAA&usg=AFQjCNHhkyU3X44mk_nqtBcGc8GaOQvCrg) defines what is practicable.

# About requesting a new passenger vehicle

A vehicle being replaced with a new purchase must meet minimum retirement mileage or be more than 7 years old:

* 100,000 miles for gas-powered sedans and station wagons;
* 115,000 miles for hybrid sedans and minivans;
* 115,000 miles for small to mid-size SUVs and trucks;
* 130,000 miles for full-size trucks, SUVs, and vans.

Vehicle purchases should be included in the agency’s biennial purchasing plan.

Executive and small cabinet agencies not requesting a Battery Electric Vehicle (BEV) must obtain SEEP approval per [Executive Order 21-04](https://www.governor.wa.gov/sites/default/files/exe_order/21-04%20-%20Zero%20Emission%20Vehicles.pdf) prior to submitting this form to DES. [Complete the SEEP Electric Vehicle Purchase Exemption Form](https://app.smartsheet.com/b/form/8dca5e9a3526473c90bdf4e57b91dd6b).

| Part A – Agency RequestRequesting agency to complete this part |
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| Date of request:       Date vehicle needed:       |
| Agency name:       Division or unit:       |
| Vehicle Coordinator or Agency transportation officer name:       Phone number:       Email:       |
| Requested by:       Phone number:       Email:       |

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| Purchase justificationThe information in this section is used to show that only a new vehicle will meet your agency’s needs. |
| Will this vehicle be managed by DES Fleet Operations? [ ]  Yes [ ]  No -* If no, please explain how this vehicle will be fueled/charged:
* If no- please explain how maintenance will be performed on this vehicle
* If no, please explain why it is more cost effective/efficient for your agency to manage this vehicle internally rather than leasing through DES per [RCW 43.19.600](http://apps.leg.wa.gov/RCW/default.aspx?cite=43.19.600).

If Yes- What account will this vehicle be billed to (i.e., agency 179-000)       |
| Is this purchase included in the agency’s biennial purchasing plan? [ ]  Yes [ ]  No If no, please explain in detail.      |
| Is this requested vehicle a replacement? [ ]  Yes [ ]  No If this is a replacement purchase; what is the license plate #, year, make, model, and odometer reading of the vehicle being replaced? Plate       Year       Make       Model       Odometer       |
| What is the primary purpose/function for needing this vehicle (i.e., what program will this vehicle support, what mission will it be used to fulfill, etc.).       |
| Will this vehicle be assigned to a specific position? [ ]  Yes [ ]  No If yes, please fill out the position information that this vehicle will be assigned to Position Title:       Position Number:        |
| Prior to purchasing a new or used vehicle, has your agency verified existing underutilized vehicles in your agency could not be leveraged to fulfill this need? [ ]  Yes [ ]  No. If no, please explain why underutilized vehicles could not be leveraged to fulfill this need       |

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| **Vehicle Purpose and Anticipated Usage**The information in this section is used to match your request to the most appropriate vehicle to meet your needs. |
| The Governor’s [Executive Order 21-04](https://www.governor.wa.gov/sites/default/files/exe_order/21-04%20-%20Zero%20Emission%20Vehicles.pdf) requires executive and small-cabinet state agency to procure battery-electric vehicles (BEV) (or better emerging zero-emission technology) to meet goals listed in the Executive Order by specific dates. Agencies must obtain SEEP approval for any non-BEV purchases. For vehicle classes in which BEVs are not available, agencies shall prioritize the most cost-effective low-emission options available. Will a BEV be used to meet the goals in accordance with the Governor’s [Executive Order 21-04](https://www.governor.wa.gov/sites/default/files/exe_order/21-04%20-%20Zero%20Emission%20Vehicles.pdf)? [ ]  Yes [ ]  NoFor executive and small cabinet agencies not requesting a BEV is your SEEP approval attached? [ ]  Yes [ ]  NoFor non-cabinet agencies, if you selected no, please provide your reasoning in detail here.       |
| What is the frequency of use? (# of days per week this vehicle is anticipated to be used)       |
| How many miles is this vehicle estimated to travel each month?       Each day?       |
| Will this vehicle travel “off road”? [ ]  Yes [ ]  No If Yes, what percentage of time?       |
| What counties will this vehicle service?       |
| What city will be the primary storage location for this vehicle?       |
| Based on the [Enterprise-Wide Transportation Policy for Permanently assigned vehicles,](https://des.wa.gov/sites/default/files/public/documents/About/rules/EnterpriseTransportation/Procedure1.PermaAssignedMV.pdf?=92e1d) what usage category would this vehicle(s) be categorized?[ ]  General Use [ ]  Campus/Institution [ ]  Local Area/Alternat Commute [ ]  Specially Equipped [ ]  Special Purpose |
| If your agency leases vehicles from DES Fleet Operations, has your agency recently received a denied vehicle waiver in this same stored location within the last 12 months? [ ]  Yes [ ]  No  |
| What type of cargo will this vehicle carry?       What is the approximate weight?       |
| Will this vehicle be used for towing? [ ]  Yes [ ]  No If yes, what is the weight the vehicle will need to tow?       |
| How many passengers will this vehicle typically carry?      How often will it carry multiple passengers? (Days/month)       |

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| Preferred type of passenger vehicle (as defined in [**RCW 43.19.560**](http://apps.leg.wa.gov/RCW/default.aspx?cite=43.19.560)) |
| **New Vehicle/s** [ ]  [ ]  Biofuel (if available) |
| **Used Vehicle/s** [ ]  [ ]  Biofuel (if available) |
| **Sedan/Station Wagon:** Will this vehicle be a Full Electric [ ]  Yes [ ]  NoQuantity     |
| **SUV:** Will this vehicle be a Full Electric [ ]  Yes [ ]  No [ ]  Compact Size (i.e., Ford Escape, Nissan Rogue) Quantity     4x4 – Quantity     [ ]  Intermediate/Mid- Size (i.e., Ford Explorer, Chevy Traverse) Quantity     4x4 - Quantity     [ ]  Large Size (i.e., Chevy Tahoe, GMC Yukon) Quantity     4x4 - Quantity     [ ]  Full Size (i.e., Chevy Suburban, Ford Expedition) Quantity     4x4 - Quantity     |
| **Van:** Will this vehicle be a Full Electric [ ]  Yes [ ]  No[ ]  7-passenger mini Quantity     [ ]  8-passenger mini Quantity     [ ]  12-passenger full-size Quantity    [ ]  10-passenger full-size Quantity     [ ]  Cargo Quantity    If Cargo: Is there roof height restrictions? [ ]  Yes [ ]  No If Yes, please specify     |
| **Truck:** Will this vehicle be a Full Electric [ ]  Yes [ ]  No [ ]  Compact Quantity     4x4 - Quantity     [ ]  ½ Ton Quantity     4x4 - Quantity     [ ]  ¾ Ton Quantity     4x4 - Quantity     [ ]  1 Ton + Quantity     4x4 - Quantity     |
| What vehicle options/configuration would best fit your need (i.e., station wagon, crew cab, long bed, etc.)       |
| Are there any specific color requirements for this vehicle? [ ]  Yes [ ]  NoIf Yes, please specify the color and explain the need      Colors to avoid       |
| Are any modifications/upfits or additional options needed on this vehicle? [ ]  Yes [ ]  NoIf Yes, please mark what is needed below:[ ]  Tinting [ ]  Cargo Cover [ ]  Roof Rack [ ]  Cargo Barrier [ ]  Vehicle Wrap [ ]  Confidential Plates [ ]  Tire Chains [ ]  Vehicle Safety Kit [ ]  Weapon Safe [ ]  Emergency Lights [ ]  Siren [ ]  Mobile Radio [ ]  Wheelchair Lift [ ]  ADA [ ]  Other (Specify)     |
| Is ground clearance an issue? [ ]  Yes [ ]  NoIf Yes, please explain in detail the required height or ground clearance specifications       |
| Additional Comments      |

| Part B – Agency Approval**Purchasing Agency Director or their approved designee to complete this section** |
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| Agency Director or Approved Director Designee’s Signature (required): Date:           *If signing as a designee, by my signature I affirm that I have been given the authority to sign on behalf of the agency director.* |
| Comments      |

Submit signed form by email to:

Vehicleapproval@des.wa.gov

| **Part C – DES Approval** **DES Director to complete this section** |
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| Approved, request meets purchase criteria [ ]  Denied, request does not meet purchase criteria [ ]  |
| DES Director’s Signature (required):       Date:      |
| Comments/Conditions:      Approved Vehicle Buy Number:       |