



Reorganization Effects Fleet Management Office

Purchasing Division Announces Organizational Changes Affecting Programs and Services Offered



The Fleet Management Office is now organizationally administered under the newly created Program Services Section of the Purchasing Division. Ken Frye (r) has been named as assistant purchasing director over this section. Fleet Manager Janice Boggs (c) and Fleet Assistant Barry Gunnoe (l) will maintain the Fleet Management Office.

Purchasing Director Dave Tincher recently announced several changes affecting the organization and procedural issues relative to the Purchasing Division.

According to Tincher, the goal of these changes is to enhance customer service and the efficiency of the state purchasing process. Part of the change involves the creation of a new section called "Program Services Section." This section consists of the Surplus Property Program, the State Travel Management Unit, Capitol Parking and Fleet Management Unit and the Fixed Assets/Inventory Unit. Assuming the responsibility as Assistant Director of this new section will be Ken Frye, who

has served for many years as the manager of the Surplus Property Program in Dunbar.

"I look forward to working with Janice Boggs and the Fleet in the future," said Frye. "I think this reorganization will allow both the Fleet Management Office and the Surplus Property Program to become more efficient since we have worked very closely together in the past. It will give us even more common goals to work toward."

Frye explained that the Surplus Property Program has resources that the Fleet Management Office can use and, in turn, the Fleet Management Office has resources the Surplus Property may use. By combining the two programs, both operations will become more efficient and user friendly, thus improving our service to our customers, he added.

In the near future, Frye plans to report at the Purchasing Division's location on Tuesdays and Thursdays, and spend the rest of the week at Surplus' Dunbar location. "Of course, that may vary," said Frye. "I will be flexible as I assess the needs."

Tincher said that he was confident in Frye's ability to do the job and is looking forward to witnessing the positive affects of the changes.

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**Ken Frye, Assistant Director
Program Services Section
Purchasing Division**

Six Simple Ways Can Result in Less Use of Gasoline

Whether you're making an environmental effort or just watching your money, the following techniques can help you reduce the number of trips to the gas pump:

- ✓ **Lighten up.**
Don't carry heavy, unnecessary items in your car and remove accessory racks when you're not using them.
- ✓ **Drive the speed limit.**
Some stoplights are timed to turn green for cars moving at the speed limit. Speeding puts you out of sync with the timed lights. You use more gas idling at and accelerating from the lights.



- ✓ **Minimize passing.**
When you speed up to pass another car, you use more gasoline.



- ✓ **Check your tires.**
If tires aren't rotated per manufacturer recommendations or properly aligned and inflated, fuel efficiency can be reduced.

- ✓ **Shift gears appropriately.**
Generally, the higher the gear, the less fuel you use.

- ✓ **Three clicks can make a difference.**

Most modern vehicles have gas caps that "click" to seal. To properly seal the cap after fueling, turn it so that it clicks three times. An improperly sealed gas cap lets fuel evaporate, causing environmental emission concerns and costing you more money.



Last Minute Fleet News...

- ⌚ **Overdue Payments...**Please keep your accounts up-to-date. With the end of the fiscal year quickly approaching, this issue becomes even more critical. The Fleet Management Unit will be personally contacting agency chiefs in those agencies whose payments are overdue.
- ⌚ **Roadside Assistance...**Locked out of your car? Ran out of gas? Need a jump start? Need a tow? Call the Emergency Roadside Assistance at 1-800-638-7900 any hour of the day, any day of the week!
- ⌚ **Insurance Cards...**It's time again to receive your new insurance cards for your drivers. The new cards go into effect July 1, 2004. If you have not yet received your card, please contact your agency fleet coordinator.
- ⌚ **Caution to High Water...**During this time of year, a quick rainfall can cause major road problems. Be extremely careful while crossing high water, especially in any of the sedans. There is only about five to six inches of clearance. Any more water than this can be drawn into the engine through the air intake which can result in BIG problems.

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Fleet Management Office Places Orders for 100 New Vehicles for Lease by State Agencies

The ordering process for state vehicles begins well in advance of the agencies receiving their vehicles that are leased through the State Fleet Management Office.

For example, last fall, the Fleet Management Office contacted each agency fleet coordinator to determine which vehicles needed to be replaced within 2004. After careful evaluation between the agency and Fleet Management Office, 100 new vehicles were ordered to be utilized in the lease program.

Assessing the needs of the agencies involves several factors, including the determination of the



age of the vehicles to be replaced, the mileage, as well as the maintenance history. According to the current Fleet Management Office's policy, the replaced vehicles should be at least five years old **and** have reached 120,000 miles.

High maintenance costs are also factored in as documented by the existing contracted vendor, PHH Arval.

For every vehicle received, one vehicle must be retired. If an

agency wishes to make an addition to its vehicle fleet, written justification is required. This justification should include what the agency is currently using in place of the vehicle, how many miles a month the vehicle will be driven, and a description of how the vehicle affects the agency. Any addition to an agency's fleet must be approved by the Director of Purchasing prior to the additional vehicle being ordered.

After this assessment, purchase orders are placed with the eligible dealerships, those businesses which have been awarded contracts on the statewide contracts for motor vehicles and police cruisers.

The vehicle manufacturer then begins to assemble the vehicles by quantity according to the specifications requested on the purchase order. Upon completion, the vehicles are shipped to the dealership who then notifies the Fleet Management Office.

Ten days are required to process the paperwork after the vehicles arrive at the dealership. The vehicles are then delivered to Surplus Property in Dunbar where they are inspected to ensure that the purchase order specifications have been met. During that time, the license plate, along with a packet which includes the gasoline/maintenance credit card and the insurance card are issued for each vehicle.

The Fleet Management Office contacts the agency to schedule a meeting, at which time the operating instructions will be reviewed and the vehicles that are to be retired are exchanged for the new ones. See the insert to the left for more details on this process.

Vehicle Acquisition Timeline

September

Vehicle request forms are sent to the agency fleet coordinators. Statewide vehicle contract is released for bid by the Acquisition and Contract Administration Section.

October

Vehicle request forms are to be returned to the Fleet Management Office and reviewed with the coordinator. Statewide vehicle contract is in the process of being reviewed and/or awarded by the Acquisition and Contract Administration Section.

November

Vehicle requests forms are reviewed with the coordinators of each department.

December

Each department receives a confirmation of their vehicle orders and any discrepancies are resolved at this time.

January

Purchase orders are created for the vehicles that need to be ordered.

February - July

Depending on the manufacturer, make and model of the vehicles, the delivery time most often begins in February and may continue until July.

RECALL NOTICES For Your Safety

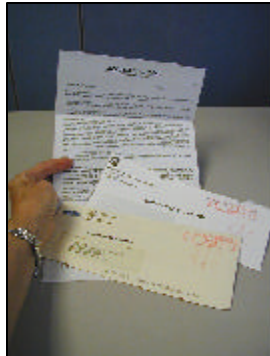
The safety of drivers using state vehicles is one of the primary concerns of the Fleet Management Office. One way to ensure the safety of state vehicles is to follow any recall updates.

The Fleet Management Unit distributes notification of a recall on respective vehicles. It is the responsibility of the agency and driver to schedule the vehicle for services.

When the recall is complete, the agency fleet coordinator needs to submit and return paperwork to the Fleet Management Office.

If the recall is not completed in a timely manner, a second notification is sent to the agency. If a third notification is necessary, Fleet Manager Janice Boggs will telephone the cabinet secretary and request that the vehicle be returned to the Department of Administration for reallocation.

Should you have any questions concerning any recall notice that you may receive, please contact Fleet Assistant Barry Gunnoe at (304) 558-2614 or by e-mail at bgunnoe@wvadmin.gov.



State Vehicle Management Services Contract Extended

The state vehicle management services contract, which is currently handled by PHH Arval, has been extended until a new contract is awarded. The Fleet Management Office is currently preparing specifications for two requests for proposals (RFP), one for fuel and the other for maintenance and repair management services.

As part of the fuel RFP, a credit card will be incorporated into the program.

The requests will be released in the near future. An evaluation selection committee has already been chosen, according to Fleet Manager Janice Boggs.

She indicated that she hopes to have the new contracts for fuel and maintenance/repair management services awarded by October of 2004.

Need Information on the Fleet Management Program?...

Have you visited the Fleet Management's website recently? Go to www.state.wv.us/admin/purchase/fleet to gain a better understanding of lease terms, various guidelines and procedures, and other valuable information.

Fleet Management Office

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