

Vehicle Purchase Process

The following purchasing procedures are designed to ensure fiscal responsibility, proper fleet management, and compliance with the US Department of Energy's (DOE) Alternative Fuel Transportation Program* (AFTP). To purchase a new or used vehicle, the following process steps must be followed:

1. Department identifies the type of vehicle(s) needed and ensures compliance with the US Department of Energy's Alternative Fuel Transportation Program (AFTP) by selecting from the available models at <https://afdc.energy.gov/vehicles/search>. For questions related to AFTP or vehicles under AFTP, please contact Samuel (Wes) Coleman at samuel.coleman@rutgers.edu. Departments must plan to allow sufficient time to purchase vehicles which comply with AFTP. At this time, AFTP vehicles cannot be purchased off the lot and must be special ordered. Such orders can take between twelve (12) to fifteen (15) weeks to be filled.
2. Department completes the <https://procurementservices.rutgers.edu/files/vehicle-purchase-formpdf> obtains Business Office/Budget and Department Dean/Director/Vice President approval, obtains preliminary quote(s) for the vehicle(s), and forwards all documents to the University Procurement Services, at vehicle.buyer@finance.rutgers.edu.
3. **Vehicle Purchase Form MUST Include:**
 - a. Robust explanation of the purpose of the vehicle.
 - b. An explanation if the purchase is replacing a vehicle currently part of the department's fleet or adding to the fleet.
 - c. If applicable, an explanation if the replaced vehicle will be traded in or disposed of through IPO-Material Service-Surplus.
 - d. If the vehicle requested does not comply with AFTP, a written justification. The justification must present unique circumstances that substantiate a waiver of the AFTP requirement.
4. A procurement services representative (buyer) reviews the form and ensures compliance with the Department of Energy's AFTP by verifying that the selected vehicle(s) is/are on the compliant list.
 - a. If the form is not complete or information insufficient, the buyer then will return the form for changes.
 - b. Once the form is accepted, the buyer will then submit the form to obtain the AVP Procurement/CPO and Executive Vice President/CFO signatures.
5. Determination by CPO and/or CFO:
 - a. If rejected, the form will be returned to the buyer, who will then inform the department.
 - b. If approved, the form will be returned to the buyer who will commence the purchasing process.
 - c. In compliance with University Procurement Policy, the department must obtain competitive quotes for any purchase \$50,000.00 and over.
 - d. The buyer and department coordinate, develop, and issue a Request for Proposal when the total purchase price for the vehicle(s) is over \$250,000.00.
6. **Under No Circumstance should the Department provide Power of Attorney to the Supplier Dealership**
 - a. Procurement officials are authorized to sign for the university and will sign all dealer documents at delivery.
7. Once the department has obtained necessary quotes, they will issue a Marketplace Goods Request Form Requisition for to obtain a Purchase Order for the vehicle(s).
 - a. Rutgers manages all vehicle Titles, Registrations, and Plates; therefore, suppliers should not include those fees on the sale (a small fee of approximately \$35.00 is allowed for title fees). Rutgers requires Temp Registration and Temp Plates to be supplied by the supplier. If the supplier does not have our Corp Code, please have them use 74883 09250

89032.

- b. Ensure the supplier has been forwarded the university's tax-exempt documentation.
 - c. Attach the signed Vehicle Purchase Form to the requisition.
 - d. Change the delivery address in requisition to 33 Knightsbridge Rd, Piscataway, NJ 08854.
 - e. Attach any other pertinent documentation (pictures, email correspondence between department and supplier, etc.).
8. After the Marketplace Purchase Order is issued, the department will submit a \$60.00 Check Request Requisition to the supplier below:

Supplier p9987929
New Jersey Motor Vehicle Commission
PO Box 177
Trenton, NJ 08666

- a. The State of New Jersey requires Rutgers to pay a \$60.00 title fee for every new vehicle purchase. The individual department will be responsible for this fee.
 - b. The department must include the Requisition/PO number in the "Invoice #/Payment Identifier" field on the Check Request.
 - c. If multiple vehicles are purchased, the State requires individual \$60.00 title fee checks.
 - d. The department must attach the signed Vehicle Request Form as backup documentation.
 - e. The department will put in the Supporting Information/Justification section to return the check to Andrew Kvortek, Property Control Assistant, University Controller's Office.
9. Andrew Kvortek will coordinate plates/title/registration and any related vehicle paperwork. The buyer will coordinate the delivery of the vehicle with the department once the purchase order is approved.
10. The buyer will submit purchasing information to the designated person within procurement monitoring AFTP compliance and Risk Management to obtain insurance.
11. If the department is replacing a vehicle currently part of its fleet, it is the department's responsibility to take all necessary steps to retire the vehicle from service. Such steps include, but may not be limited to, arranging IP&O Material Surplus to sell the vehicle, and contacting the following personnel:
- a. Matthew Spaventa, UFA-Risk Mgmt & Insurance, spaventa@finance.rutgers.edu
 - b. Andrew Kvortek, UFA-UCO Cost Analyst/Cap Equip akvortek@finance.rutgers.edu
 - c. Samuel (Wes) Coleman, UFA-Univ Procurement Services samuel.coleman@finance.rutgers.edu
 - d. Peter Shergalis, Surplus, IPO-Materials & Logistical Services peter.shergalis@rutgers.edu
 - e. Michael McDede, Surplus, IPO-Material & Logistical Services michael.mcdede@rutgers.edu
12. For vehicles traded in or sent to Surplus, all State Government Plates (SG) must be returned to Andrew Kvortek.

*** All Rutgers' purchases of new and used Light Duty Vehicles (LDV) must comply with the DOE's Alternative Fuel Transportation Program and be capable of operating on alternative fuels. LDVs are non-emergency, on-road vehicles weighing 8,500 lbs. GVWR or less. Alternative fuel vehicles are usually called "flex-fuel" or "dual fuel" in the industry and will accommodate either gasoline and/or an alternative fuel. As of today, Hybrid Electric Vehicles (HEVs) are not considered fully compliant alternative fuel vehicles under Standard Compliance of the AFTP and thus only receive ½ credit under the AFTP.**