New and Used Passenger Vehicle Purchase 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 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). Multiple vehicle requests can be made using this form. 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:       |
| Requested by:       Phone number:       Email:       |

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| **Vehicle description**The information in this section is used to match your request to the most appropriate vehicle to meet your needs. |
| Describe, in detail, the number of vehicles being requested and the primary function of each vehicle requested. Please note if the vehicle is used to transport inmates, patients or clients and, if so, how often:      |
| 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 [ ]  NoIf no, please explain in detail.      For executive and small cabinet agencies not requesting a BEV is your SEEP approval attached? [ ]  Yes [ ]  No |
| What is the frequency of use? (day/week)       |
| 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 type of cargo will this vehicle carry? What is the approximate weight?       |
| How many passengers will this vehicle typically carry? How often will it carry multiple passengers? (Days/month)      |
| Is ground clearance an issue? If yes, please explain in detail.      |

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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 why this vehicle will not be managed by Fleet Operations and why this vehicle is exempted by [RCW 43.19.600](http://apps.leg.wa.gov/RCW/default.aspx?cite=43.19.600)      |
| 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 year, make, model, plate # and odometer reading of the vehicle being replaced?       |
| Explain if an underutilized vehicle or vehicle available through State Surplus can fulfill this request.      |
| Explain the impact if the request is not approved.      |

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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** [ ]  Quantity     [ ]  Biofuel (if available) |
| **Used Vehicle/s** [ ]  Quantity     [ ]  Biofuel (if available) |
| **Sedan/Station Wagon:** [ ]  Full Electric Sedan- Quantity     [ ]  Plug-In hybrid Electric Sedan - Quantity     [ ]  Gas/Electric hybrid - Quantity     [ ]  Premium Gas/Electric hybrid - Quantity     [ ]  Standard gasoline - Quantity     |
| **SUV:** [ ]  Full Electric Quantity      [ ]  Compact Size (i.e. Ford Escape) Quantity     4x4 - Quantity     [ ]  Intermediate Size (i.e. Ford Explorer) Quantity     4x4 - Quantity     [ ]  Large Size (i.e. Chevy Tahoe) Quantity     4x4 - Quantity     [ ]  Full Size (i.e. Chevy Suburban) Quantity     4x4 - Quantity     |
| **Van:** [ ]  Full Electric Quantity    [ ]  7-passenger mini – Quantity     [ ]  8-passenger full-size - Quantity    [ ]  12-passenger full-size - Quantity     [ ]  Cargo – Quantity     |
| **Pickup:** [ ]  Full Electric Quantity     4x4 - Quantity     [ ]  Compact Quantity     4x4 - Quantity     [ ]  ½ Ton Quantity     4x4 - Quantity     [ ]  ¾ Ton Quantity     4x4 - Quantity     [ ]  1 Ton + Quantity     4x4 - Quantity     |
| Vehicle options/configuration (i.e. wagon, crew cab, long bed, etc.) if needed:       |
| Alternative vehicle option:       |
| 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:       |