



City of Arts & Innovation

# City of Riverside Administrative Manual

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**Policy Owner(s):** Finance Department

Approved:

Michael D. Moore  
Michael D. Moore (Dec 29, 2022 17:00 PST)

Department

City Manager

## SUBJECT:

### Vehicle Fleet Acquisition

## PURPOSE:

To establish a procedure for the acquisition of vehicles used for City operations.

**SOURCE OF AUTHORITY:** Purchasing Resolution Article Six

## POLICY:

Purchasing will coordinate all vehicle purchases with the Fleet Management Division and requesting departments.

## PROCEDURE:

Responsibility	Action
Fleet Management	<ol style="list-style-type: none"> <li>1. Prior to development of the annual budget, generates a list of vehicles meeting replacement criteria based on vehicle age, mileage and cumulative maintenance costs. The list is distributed to department budget liaisons.</li> <li>2. Prepares Purchase Requisition for vehicle(s).</li> <li>3. Coordinates development of technical specifications with Originating Department.</li> <li>4. Obtains approval of final technical specifications from Originating Department.</li> <li>5. Forwards vehicle specifications to Purchasing.</li> </ol>
Purchasing	<ol style="list-style-type: none"> <li>6. Conducts purchase of vehicles in compliance with the Competitive Bids Policy (07.015.00).</li> </ol>
Fleet Management	<ol style="list-style-type: none"> <li>7. Prepares and submits to Council or Board of Public Utilities a</li> </ol>

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Purchasing	memorandum with Originating Department concurrence for formal bid awards to Purchasing for concurrence in advance of placement on agenda. a. Once concurrence is obtained from the Purchasing Manager, department submits Agenda Report, Contract, and supporting documents into Legistar/Agenda Manager. 8. Prepares bid award recommendation for formal bid awards. a. Attaches award recommendation to concurrence request and provides concurrence. b. Sends original bid documents, award recommendation, and Council/Board memo to City Clerk's Office to be placed on the City Council/Board agenda for formal award. c. Awaits City Council/Board approval.
City Council / Board of Public Utilities	9. Takes appropriate action.
Purchasing	10. Follows established Purchasing procedures to complete purchase of vehicle(s). 11. Coordinates with Fleet Management on disposition of replaced vehicles.
Fleet Management	12. Receives vehicle(s) as per Receiving and Payment for Supplies policy, (07.011.00).