

Vehicle Request

Request	Bureau	Description of New Vehicle	Comments	Details	
A-1 [N15027]	Portland Office of Neighborhood Involvement	One general purpose sedan.	The Office of Neighborhood Involvement is requesting the addition of a Hybrid/Electric sedan to transport personnel and supplies that are used in the Crime Prevention Program. Currently the employees are using personally owned vehicles to complete their job assignments at a higher cost to the City.	Addition to the Fleet?	<input checked="" type="checkbox"/>
				Lease/Rental?	<input type="checkbox"/>
				Upgrade?	<input type="checkbox"/>
				SUV?	<input type="checkbox"/>
				SUV Approved by CAO?	<input type="checkbox"/>
				Anticipated Capital or Lease/Rental Cost? (See Financial Impact Statement for Operational Expenses)	\$28,500.00
				Funding Source?	Office of Neighborhood Involvement Crime Prevention Budget

Ordinance No.

Exhibit: A

187213

FLEET SERVICE REQUEST FORM*Top portion to be completed by Fleet Coordinator and emailed to Donny Leader with a copy to Carter Oster.*
☒ Budgeted ☐ Unbudgeted Budget Year 2015 Vehicle #15027 (if a replacement) Form No. 15-453

Bureau/Division: Office of Neighborhood Involvement

Priority No.

Contact Person: Amy Archer

Phone: 503-823-2294

Date Submitted:

Bureau Head Signature:

Date:

☒ New Additional Equipment ☐ Upgrade ☐ Regular Replacement ☐ Early Replacement – Year Due:
☐ Special Project ☐ Rental/Loaner - Dates Needed: (from) (to)
 (*If communications or electronic equipment is required, please submit request for those items to ComNet)

Current Equipment Class Code: 1090

Monthly Estimate Miles: 500

or Hours:

No. Requested: 1

Description:

2014 Ford Fusion Hybrid

No. of Months Requested: 10

PROJECT DESCRIPTION:

(Please attach detailed list of equipment or work required for project and a brief explanation of operational requirements. Possible examples of required equipment are: light-bars, bed liners, special tool boxes, special utility body types, lift-gates, etc.) Need to have a Hybrid Sedan for the addition of personnel to the Noise Control Program.

BILLING INFORMATION
(for operational costs)SAP Cost
Object Code

NINL000005

Dept. ID
(6 digits)

342000

EQUIPMENT ACQUISITION COST (To be Completed by CityFleet)

Description	New Class Code	Purchase Cost	Auxiliary Equipment	Number Requested	Equipment Cost	Monthly Replacement	No. of Months	Fiscal Year Amount
2015 Ford Fusion Hybrid	1090	\$28,000	500	1	\$28,500	\$237.50	12	\$2,850.00
					\$			\$
Total Equipment Cost (651109)					\$28,500	Replacement Cost (651110)		\$2,850.00

EQUIPMENT OPERATING AND MAINTENANCE COST (To be Completed by CityFleet)

Description	Class Code	Group Usage Rate	Estimated Monthly Usage	Monthly O&M Cost (in. fuel and PM)	No. of Months	Annual O&M Cost (inc. fuel and PM)	No. Requested	Fiscal Year O&M Cost
2015 Ford Fusion Hybrid	1090	.26	500	\$130	12	\$1560	1	\$1,560.00
				\$		\$		\$
Total O&M Cost (651101) (Includes All Maintenance & Operating Costs)								\$1,560.00
Total Rental/Loaner Cost								\$

SPECIAL PROJECTS (To be Completed by CityFleet)

Description	Material	Labor	Fiscal Year Projects Cost
	\$	\$	\$
	\$	\$	\$
Total Special Project Cost			\$

Fleet Line Item	651101 Commercial Labor	651101 Labor	651108 Fuel	651101 Parts	651109 Capital Equipment	651112 Outside Rentals/Leases	New Vehicle #
Amount	\$	\$212.16	\$636.48	\$477.36	\$28,500.00	\$	Tech Spec. #

John S. Hunt, Fleet Manager

Date

Budget Office Signature

Date