



## 12.50 Acquisition, Rental, and Disposal of Motor Vehicles

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### 12.50.10

July 1, 2006

#### Specifications and requirements for motor vehicle purchases

The Department of General Administration has the following responsibilities related to the purchase of motor vehicles:

1. Determine the specifications for the most efficient and cost effective motor vehicles available on the market (RCW 43.19.1905).
2. Identify the standard motor vehicles and alternate types of vehicles and accessory equipment that may be purchased by the state.
3. Establish a contract from which new motor vehicles may be purchased based on the above specifications, through its Office of State Procurement.

### 12.50.20

July 1, 2006

#### How to purchase a motor vehicle

1. Submit a purchase requisition to the Office of State Procurement. Agencies requesting an alternate type of vehicle or accessory equipment must provide a justification, approved by the requesting agency head or authorized designee, that the alternative is required to meet a special need.
2. The Department of General Administration will review vehicle availability from state resources and advise the requesting agency of vehicles that could meet its requirement. If a vehicle satisfactory to the agency is not available, the Office of State Procurement will process a purchase requisition at the contract price. If the vehicle provided is not new, the vehicle purchase price will be established by the NADA value.

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**12.50.30**

April 15, 2004

**When may a rental motor vehicle be used?**

A rental motor vehicle may be used for official state business under the following conditions:

- A state-owned motor vehicle is not available; or
- The use of the rental motor vehicle is advantageous to the state, or more economical than other conveyance, or necessary state business cannot be accomplished otherwise (e.g., mail, telephone, etc.); and
- Use has been approved in advance by the agency head or authorized designee through a State Charge Card System. (Refer to Subsection 10.10.45 for a description.)

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**12.50.40**

May 1, 2007

**How to rent a motor vehicle for less than 30 days**

1. Subsection 10.50.35 describes under what conditions a motor vehicle may be rented.
2. Subsection 12.60.10 describes the rental requirements and restrictions on vans.

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**12.50.50**

May 1, 2007

**How to lease a motor vehicle for 30 days or more**

1. Submit a lease request, with justification approved by the agency head or authorized designee to the State Motor Pool. Agencies requesting an alternate type of vehicle or accessory equipment must provide a justification, approved by the requesting agency head or authorized designee, that the alternative is required to meet a special need.
2. The Department of General Administration will determine if the requirement can be satisfied from state motor pool vehicles. If the State Motor Pool cannot provide the required vehicle, the request will be approved for processing by the Office of State Procurement.
3. Subsection 12.60.10 describes the rental requirements and restrictions on vans.

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**12.50.60 Disposing of motor vehicles**

May 1, 2007

- 12.50.60.a Agencies may dispose of a motor vehicle when one of the following criteria is met:
- The state agency no longer has a need for the vehicle.
  - The vehicle has been wrecked or damaged beyond the point of being economically repairable.
  - The vehicle is at least five years old or has 75,000 miles or more. Vehicles exceeding the age or mileage criteria may be disposed of at the discretion of the agency head or authorized designee.
  - The vehicle has been determined to be uneconomical to retain, regardless of age or mileage.
  - The vehicle is a 15-passenger full size van used for passenger transport purposes subject to the phase-out requirements in Section 12.60.
- 12.50.60.b To dispose of an agency-owned motor vehicle, the agency submits a report, on a form designated by the Department of General Administration, to the Department of General Administration.
- 12.50.60.c All vehicles submitted to the Department of General Administration's State Surplus Property Section for surplus sale are, as a first option, to be made available for transfer to any state agency at the NADA value for a period of not less than 30 days. Agencies will be reimbursed as follows:
- When the Division of Transportation Services can utilize a surplus motor vehicle for assignment to another state agency or within a state motor pool, the motor vehicle will be transferred to the Division of Transportation Services.
- When the vehicle was previously purchased with dedicated, revolving or trust funds, and if surplus funds are available, the relinquishing state agency may be paid in cash unless the agency elects to receive credit. When surplus funds are not available, the value at the time of transfer will be entered upon the accounts of the Division of Transportation Services as an amount due the agency and fund from which the vehicle was purchased and maintained.

When a state agency desires a state-owned vehicle processed through the State Surplus Property Section, the vehicle will be transferred at the NADA value. The relinquishing agency is to be paid in cash by the purchasing agency (other than the Division of Transportation Services) without service or handling charges by the State Surplus Property Section.

For those vehicles disposed of at an auction sale, state agencies will be reimbursed for the vehicles, in cash, in the amount obtained for the vehicles, less service and handling charges.

12.50.60.d The average trade-in value quoted in the most current issue of the NADA guide is to be the maximum allowable reimbursement for vehicles transferred between all state agencies.