

<i>date</i> 9/11/2018	<i>Subject</i>  <b>STATE VEHICLE AND DPAT ASSET ACQUISITIONS</b>	<i>item</i> D-0750
<i>supersedes</i> 2/22/2018		<i>page</i> 1

**1. PURPOSE**

This bulletin describes the policies and procedures required by the Division of the Budget for procuring State vehicles and rolling-stock assets as defined in Addendum 4 of Bulletin B-1184 "DPAT Asset Category Definitions" (DPAT assets). It sets forth policy and financial guidelines, as well as defines the responsibilities of agency management, the Office of General Services (OGS) and the Division of the Budget (DOB).

All vehicles and assets subject to this item shall constitute the agency's State fleet for compliance with this bulletin.

These provisions apply to officers and employees of all State departments, agencies and commissions financed wholly or in part by the State General Fund or other fund appropriations, and public authorities where the Governor has a majority of the appointments.

**2. APPROVAL OF VEHICLE AND ASSET ACQUISITION**

An approved business case and B-1184 (for purchases that meet B-1184 thresholds) are required for all passenger vehicle and DPAT asset purchases. For all other vehicle purchases, agencies should consult with their DOB budget examiner to determine if a business case is required. A template for the business case can be found at <http://ogs.ny.gov/BU/SS/> under Fleet Management.

The business case will be reviewed first by OGS. Agencies must submit the completed form and required attachments detailing the vehicles and/or assets to be procured to [fleet.admin@ogs.ny.gov](mailto:fleet.admin@ogs.ny.gov) with a copy to their DOB budget examiner. OGS may require revisions to the business case prior to advancing the request for further review and approval.

OGS, if it approves the business case, will send it to DOB for review. DOB will evaluate the affordability of the proposed acquisition plan within available funding.

Upon approval of both the OGS and DOB reviews, the business case will be attached to the B-1184 and advanced to the Executive Chamber for review and approval by the Office of State Operations. If acquisition does not meet B-1184 thresholds, the business case should remain on file with the agency and the DOB examination unit.

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**3. GUIDELINES FOR ACQUISITION OF VEHICLES AND ASSETS**

Agency fleets should generally consist of small class and low emission sedans, with the exception of any assigned to police-related functions. Larger vehicles will only be permitted when additional passenger and/or cargo room is required and/or other special circumstances apply.

For relevant DPAT assets, requests likewise should adhere to efficiency standards and any other applicable emissions requirements.

Optional equipment on any class of vehicle must be limited to what is necessary to meet health and safety or occupational requirements.

**The Business Case process necessitates that agencies surplus vehicles and assets at the end of their useful life cycle. Requests for new purchases will strictly scrutinize agencies replacement strategy to ensure that proper consideration has been given to surplus possibilities. Agencies should be reviewing their assets on a quarterly basis to ensure that assets which are no longer useful are appropriately surplussed.**

**4. MANDATORY USE OF OGS CONTRACTS**

OGS is responsible for developing statewide contracts for vehicle and asset purchases, rentals and maintenance at the best value for the State. State agencies are mandated to use these statewide contracts. Exceptions for usage of the maintenance contract include emergency repairs when an authorized vendor is not available/feasible.

**5. FINANCING OPTIONS**

It is anticipated that vehicles and assets will be purchased outright. Leasing from commercial vendors may be an option when OGS contracts are available and with the approval of DOB. Funding source must be approved by DOB with the business case.

**6. ADDITIONAL PROCEDURES AND AGENCY RESPONSIBILITIES**

In addition to proof of ownership, agencies registering a vehicle with DMV must:

- a. Complete the form “State Vehicle Registration/Title Application” (MV-82STA) (see attached).

Applications to register state agency rolling stock can only be processed at DMV’s State Plate Unit located at the Albany District Office, 224-260

## BUDGET POLICY AND REPORTING MANUAL

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S. Pearl Street, Albany, NY 12202. Completed MV-82STAs and proof of ownership can be mailed to the Albany District Office or presented in person.

Completed registration applications and proof of ownership can be mailed to:

State Plate Unit  
Albany District Office  
NYS Department of Motor Vehicles  
224-260 S. Pearl Street  
Albany, NY 12202

- b. Enter rolling stock assets in the Disaster Preparedness Asset Tracking (DPAT) system; or FleetWave (for passenger vehicles) systems prior to the registration application being submitted to DMV. The State Plate Unit will confirm that the rolling stock asset has been entered into the appropriate system for that vehicle type prior to processing the registration. The State Plate Unit will register and issue plates/stickers in the following manner dependent on the type of rolling stock asset to be registered:
  1. Passenger, commercial, and other wheeled vehicles will be issued marked state plates (agency name indicated on plate).
  2. Motorcycles and ATVs will be issued standard plates with "State - Official Use" stickers affixed to the plate that identifies the vehicle as state owned.
  3. Boats and snowmobiles will be issued "State – Official Use" stickers to be affixed by the registrant adjacent to the standard registration stickers.
  4. Agencies requesting exemption from the use of marked state plates must complete the back of the MV-82STA. Please, only request exemptions that strictly adhere to the exemption criteria identified on the form.
  
- c. Surrender all plates associated to a rolling asset being sold as surplus (or otherwise disposed of) to the Office of General Services (OGS) at least two weeks prior to the scheduled auction (see attached OGS memo dated September 18, 2018). The surplus agency is responsible for removing "State – Official Use" stickers from all assets prior to being sold or otherwise disposed of. OGS will provide DMV with the necessary information so that DMV can cancel the registration in the DMV system, however, it is the agency's responsibility to ensure that DPAT, FleetWave and any other relevant systems are updated.

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Note, it is NOT permissible to transfer plates to another rolling asset within an agency or inter-agency.

### 7. QUESTIONS

General questions should be directed to your Budget examination unit. For questions related to:

- ITS, please direct questions to your ITS Help Desk;
- OGS FleetWave passenger vehicles, please contact Mike Matthews at (518) 457-1744;
- DPAT, please contact Richard Valenti at (518) 474-7083 for technical questions, or Laura Stetson at (518) 473-0580 for policy questions; and
- DMV registration, please contact Mike Mulcahy 518) 473-0986.



# Memorandum

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## Surplusing Vehicles & DPAT Assets

September 18, 2018

**To: Vehicle Surplus Coordinators**  
**From: Michael Harris, Director of Surplus Property**

Agencies are reminded that all underutilized, unnecessary or assets beyond their useful life should be surplused accordingly, this includes but is not limited to items listed in DPAT.

As outlined in our October 17, 2017 memorandum, all license plates belonging to assets being surplused must be returned to OGS Surplus Property at least two weeks prior to the scheduled auction. In addition, agencies must update appropriate systems to ensure proper inventories are maintained (i.e., DPAT or FleetWave).

Please return the license plates to the address below:

OGS Surplus Property  
Averell Harriman State Office Campus  
Building 18  
Albany, NY 12226

If you have any questions, please contact State Surplus Property at 518-457-6335.