

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

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O. S. E. R.  
DATE RECEIVED  
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NO. 3FY 79/80  
DATE August 22, 1979

STATE POLICY ON MOTOR VEHICLE PURCHASE AND OPERATION

WHEREAS, there exists critical energy and petroleum shortages in the United States and in the State of Maine, and

WHEREAS, it is incumbent on all public officials and agencies to take all appropriate measures to maximize utilization of available resources to reduce the impact of the crisis and conserve petroleum products, and

WHEREAS, appropriate procedures and specifications for the purchase and operation of State vehicles will result in efficiencies and economics,

NOW, THEREFORE, I, JOSEPH E. BRENNAN, Governor of the State of Maine, do hereby order and direct the Department of Finance and Administration to issue procedures and specifications for all departments and agencies regarding the purchase and operation of state owned or leased vehicles.

1. All vehicles shall be in the subcompact category able to meet the highest federal fleet requirements except that special purpose vehicles and trucks will be of the minimum specifications of the class required for the performance of their assigned tasks and of a manufacture of proven economical performance.
2. All vehicle acquisitions shall conform strictly to statutory and legislative policy.
3. All vehicles shall be purchased according to specifications and calendar dates established by the Bureau of Purchases.

It is further ordered that any exceptions or variations be requested by the Department or agency head, evaluated by the Bureau of the Budget and approved by the Commissioner of Finance and Administration.

The following procedures and specifications for purchasing state-owned passenger vehicles were made to conform with Title 5, Section 7 to meet federal fleet mileage standards and in accordance with the Public Laws of 1979, Chapter 154, Section 12, which states in part that vehicles shall have been in service for at least five years or to have been driven at least 75,000 miles.

PROCEDURES TO FOLLOW IN ORDERING STATE PASSENGER VEHICLES

1. All passenger vehicles will be purchased in accordance with the established calendar dates set forth by the State Purchasing Agent. Exceptions to this must have the approval of the Commissioner of Finance and Administration.
2. Calendar dates for purchasing state vehicles:
  - March 1
  - October 1
  - December 1
3. All requisitions for vehicles must use the attached specifications for subcompact cars unless justification is presented for the compact or wagon. Any deviation from the specifications must be approved by the Commissioner of the department requesting special consideration and the Bureau of the Budget. Prior approval of the Commissioner and the Bureau of the Budget should be obtained before forwarding the requisitions to the Bureau of Purchases.
4. Any motor vehicle purchased which will increase the total department count must have prior approval of the Commissioner of Finance and Administration.
5. Vehicles except subcompact or compact that were donated to a State agency (vocational school) for repair projects and are road-worthy, but do not come within the Bureau of Purchases' guidelines shall be sold and not utilized by those agencies.
6. Confiscated passenger vehicles will not be used by state agencies if this increases their total vehicle count and such vehicles do not meet Bureau of Purchases guidelines.
7. Any State agency purchasing passenger vehicles from another agency must also meet Bureau of Purchases guidelines.
8. All vehicle requisitions must also show the following on vehicles being replaced.
  1. Serial number.
  2. Year and model.
  3. Total mileage.
9. State departments or agencies will not be permitted to purchase from a state-operated auction. Any requests for auction items are to be negotiated between agencies and the Bureau of Purchases prior to items being placed on auction list.
10. Procedures #1 through #6 do not apply to law enforcement pursuit type vehicles and #1 through #10 do not apply to vehicles used by undercover agents in the Division of Special Investigations.

Subcompact

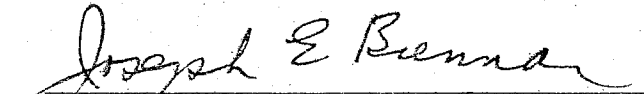
Chev. Chevette Hatchback; Ford Pinto Runabout; Dodge Omni Hatchback or approved; 4-cylinder engine, with standard equipment normal on a regular production line vehicle of this type and options as follows: manual or automatic transmission; rack & pinion steering; brakes; front disc; rear drum; tires standard for vehicle; vinyl seats. Heavy duty electrical and suspension systems if available.

Compact or Intermediate

4-Door Sedans, 6-cylinder engines (approx. 225 HP) Wheel Base (Approx. 106") with standard equipment normal on a regular production line vehicle of this type and options as follows: Automatic Transmission; Power Steering; Power Brakes; Radial Tires to include spare tire; Vinyl Seats; Front Bench Seat; Standard Wheel Covers. Heavy duty electrical and suspension systems if available.

Station Wagons

4-Door Station Wagon; 6-Passenger; 8-cylinder engines (approx. 302 HP); Wheel Base (approx. 114") with standard equipment normal on a regular production line vehicle of this type and options as follows: Automatic Transmission; Power Steering; Power Brakes; Radial Tires to include spare tire; Vinyl Seats; Front Bench Seat; Standard Wheel Covers; Heavy Duty Suspension; Heavy Duty Electrical System; Power Tailgate Window.

  
JOSEPH E. BRENNAN  
Governor