

MAINE STATE LEGISLATURE

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OFFICE OF
THE GOVERNOR

NO. 2 FY 88-89

DATE November 2, 1988

REVISING THE STATE POLICY ON MOTOR VEHICLE PURCHASES

WHEREAS, each fiscal year the state purchases hundreds of motor vehicles at a cost of several million dollars; and

WHEREAS, it is incumbent on all public officials and agencies to ensure that state resources are expended in the most prudent manner possible; and

WHEREAS, given the annual cost of vehicles purchased and the high degree of visibility of those vehicles, the public perception of state government must be considered; and

WHEREAS, the uniform application of reasonable standards and procedures with regard to the acquisition of state vehicles will achieve efficient and economical results;

NOW, THEREFORE, I, JOHN R. MCKERNAN, JR., Governor of the State of Maine, do order and direct the Department of Administration to implement the procedures described herein.

Purpose

This order intends to ensure that:

1. All regular or special purpose vehicles will be of the minimum specifications of the class required for the performance of their assigned tasks.
2. The standard basic vehicles acquired on behalf of state departments or agencies are of the compact type described elsewhere in this Executive Order.
3. All vehicle acquisitions shall conform strictly to statutory, legislative and budgetary policies of the state.

4. All vehicles shall be purchased in accordance with the specifications stipulated elsewhere in this Executive Order and such other provisions as may be necessary to conform to the terms under which funding for their acquisition is made available.

BE IT FURTHER ORDERED that any requested exceptions or variations to the policies, procedures or specifications contained herein that alter the size or the type of vehicle, i.e., compact, mid- or full-size or sedan, van, pickup, are considered as changes to the budget and, therefore, must be proposed with appropriate written justification by the department or agency head, evaluated by the Bureau of the Budget and resolved by the Commissioner of Finance.

The following procedures and specifications are intended to serve as base line control measures in support of the State's motor vehicle purchase policies. Therefore, the State Purchasing Agent is hereby authorized to establish, as changing marketplace conditions or other relevant factors require, additional procedures or restrictions in support of these general policies.

PROCEDURES TO BE FOLLOWED IN ORDERING VEHICLES

1. All passenger vehicles will be purchased in accordance with established calendar dates. Exceptions must have the approval of the Commissioner of Administration.
2. Calendar dates for purchasing state vehicles currently are as follows: January 20, September 20 and November 20.
3. All requisitions for vehicles must conform to the specifications for the category of vehicle budgeted. Any deviation from the specifications must be requested and justified as required above. Prior approval of the Commissioner of Finance must be obtained before requisitions are forwarded to the Bureau of Purchases.
4. Any motor vehicle purchased that will increase the total department vehicle count must have prior approval of the Commissioner of Finance.
5. Confiscated vehicles will not be used by state agencies other than in the undercover operations of the State Police.
6. Any state agency purchasing passenger vehicles, including confiscated vehicles, from another agency or from Surplus Property also must meet the Bureau of Purchases' guidelines.
7. All vehicle requisitions also must provide for the following information relative to vehicles being replaced.

- a. Vehicle identification number.
 - b. Year and model.
 - c. Total mileage.
8. State departments or agencies are not permitted to purchase vehicles from a state-operated auction. Any requests for auction items are to be negotiated between agencies and the Bureau of Purchases prior to the purchase of the items being placed on an auction list.

VEHICLE SPECIFICATIONS

1. SEDANS - STATION WAGONS

- A. Subcompact (2 or 4 door, hatchback or station wagon with a wheel base of approximately 94" or less)
 - 4-cylinder engine
 - standard equipment for base level regular production line vehicle
 - allowable options: radio, rear window defogger, automatic transmission, heavy-duty electrical and suspension systems (if available without other required options)
- B. Compact (2 or 4 door, hatchback or station wagon with a wheel base of approximately 95"-100")
 - 4-cylinder engine
 - standard equipment for base level regular production line vehicle
 - allowable options: radio, rear window defogger, automatic transmission, power steering, power brakes, heavy-duty electrical and suspension systems (if available without other required options)
- C. Mid-Size (2 or 4 door, hatchback or station wagon with a wheel base of approximately 100"-103")
 - 6-cylinder engine (if available without other required options)
 - standard equipment for base level regular production line vehicle
 - allowable options: radio, rear window defogger, automatic transmission, power steering, power brakes, heavy-duty electrical and suspension systems (if available without other required options)

- D. Large (2 or 4 door, hatchback or station wagon with a wheel base of more than 104")
- 6-cylinder engine (8-cylinder if standard)
 - standard equipment for base level regular production line vehicle
 - allowable options: radio, rear window defogger, automatic transmission, power steering, power brakes, heavy-duty electrical and suspension systems (if available without other required options)

2. VANS

A. Passenger/Cargo

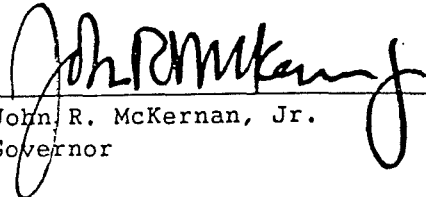
- standard base level engine
- standard equipment for base level regular production line vehicle
- allowable options: radio, rear window defogger, multi-door body configuration, extra passenger seating, high output or auxiliary heater, automatic transmission, power steering, power brakes, heavy-duty electrical and suspension systems (if available without other required options)

3. PICKUPS

A. Small (gross vehicle weight rating under 4,500 pounds)

- 4-cylinder engine
- standard equipment for base level regular production line vehicle
- available options: automatic transmission, radio, rear window defogger, power steering, power brakes, 4-wheel drive (if specifically budgeted), heavy-duty cooling, electrical and suspension systems (if available without other required options)

In view of the revised/updated policies and procedures stipulated herein, Executive Order 3 FY 79/80 dated August 22, 1979 is hereby rescinded.



John R. McKernan, Jr.
Governor