

ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

Number: 603

Sections: 1-4

Effective Date: October 4, 1983

SUBJECT: Criteria for the Purchase of City Vehicles

1. Purpose.

1.1 To establish criteria for the purchase of City owned or leased general utility type vehicles.

2. Definition.

2.1 General utility type vehicle - All sizes and types of automobiles, including compact and standard one-half ton pick-up trucks without special bodies.

2.2 Automobile types are defined as follows:

Type 1 - Full size/intermediate automobile - These automobiles are categorized by curb weights of between 3000 and 4000 pounds, have conventional front engine, mid-transmission, rear drive axle, power train configuration, with V-6 or 8 cylinder gasoline or diesel engines of 130 to 195 horsepower.

Type 2 - Compact/sub-compact automobile - Curb weight between 2100 and 2900 pounds, may have either conventional power train configuration, or transverse front engine, coupled to front drive transaxle power train, with engine ratings of 80 to 120 horsepower in either 4 or 6 cylinder.

Type 3 - Mini automobile - Curb weight of under 2100 pounds, either conventional or front engine transaxle, 4 cylinder engine of 50 to 75 horsepower.

Type 4 - Standard pickup - Curb weight over 3000 pounds, conventional power train, with V-6 or 8 cylinder engines of 120 to 180 horsepower, and various size load beds.

Type 5 - Compact pickup - Curb weight under 3000 pounds, 4 cylinder engine, both conventional and front drive configuration.

3. Policy.

3.1 All purchases of City General utility type vehicles shall be in accordance with the following criteria:



City Of Huntington Beach

ADMINISTRATIVE REGULATIONS

Category 1 - Administrative Assigned - One hundred (100) percent compact or sub-compact (Type 2) or compact pick-up. Individual requirements of each job would dictate actual vehicle size and type assignment. This category covers all City departments.

Category 2 - Field Duty Transport - One hundred (100) percent compact pick-up or compact automobile. Individual requirements of each job would dictate actual vehicle size and type assignment. This category covers all City departments.

Category 3 - Primary & Administrative Emergency Response - One hundred (100) percent intermediate or compact automobile (Type 1 & 2). This category would apply to Police, Fire and Community Service vehicles.

4. Responsibility.

4.1 Departments shall request funding for the purchase or lease of vehicles in accordance the policy set forth in this Administrative Regulation.

4.2 The Public Works Mechanical Maintenance supervisor will be available upon request to assist City Departments in the development of bid specifications for the purchase or lease of vehicles for the City. Any problems arising with the bid specifications should be brought to the attention of the Chief of Administrative Services who shall communicate with the affected Department Director to resolve the problem.

4.3 Purchasing shall solicit either formal or informal bids from automobile dealerships that will meet the City standards. In no case shall the City purchase full size, standard 1/2 ton utility bed pick-ups or full size passenger vehicles without the written permission of the City Administrator.

4.4 When a new vehicle is purchased to replace a vehicle currently in the fleet, the old vehicle shall become surplus and be traded in or auctioned off at the discretion of the Director of Administrative Services or his designee.

4.5 In no case shall a vehicle be added to the fleet unless specifically authorized in the budget or by the City Administrator.


City Administrator

Date



City Of Huntington Beach