

# Fleet Plan Instructions

Fiscal Year 2011

The following instructions are being provided to assist you in the development of your agency's fleet plan for fiscal year 2011. This year's plan will request fleet information on several topics such as fleet inventory, vehicle replacement, vehicle assignment, and mileage reimbursements that are required by the Ohio Revised and Administrative Codes. Each plan must contain the fleet information on each of the specific subject areas as outlined in the instructions. All reports are to be submitted in the electronic format specified in the instructions. All plans are to be submitted to the Office of Fleet Management (OFM) not later than September 30, 2010. Upon submission of the plan the agency will receive an acknowledgement from the Office of Fleet Management indicating the plan has been received. A status report of the plan receipt dates will be posted weekly on Fleet Management's website located at <http://das.ohio.gov/Divisions/GeneralServices/FleetManagement/AgencyFleetPlans/tabid/349/Default.aspx>.

## **General Notes**

InfoCenter is the reporting tool for FleetOhio, the state's fleet information management system. The following instructions will make reference to several reports that are to be obtained using InfoCenter. The reports available in InfoCenter, located under the Fleet Plan tab, will generate the fleet data necessary for creating your fleet plan. While we have made every effort to ensure that the information contained in the FleetOhio InfoCenter reports fit on a single sheet, it will be the agency's responsibility to make sure that the reports are properly formatted and legible prior to submission. All reports and spreadsheets are to contain the information specified in the sample fleet plan reports. These may be found on the Office of Fleet Management website at <http://www.das.ohio.gov/Divisions/GeneralServices/FleetManagement/AgencyFleetPlans/tabid/349/Default.aspx> under the Agency Fleet Plans tab. All submitted reports are to include individual headers and footers with page numbers and are to be clearly labeled with the following information:

### **Header Information**

Report Title

### **Footer Information**

Date Submitted:

Page Number

### **Each Report is to Include**

Contact Phone Number

E-mail Address

Submitting Agency:

Submitted By:

The completed Fleet Plan will consist of several reports that are to be submitted, in a single workbook, to the Office of Fleet Management using Microsoft Excel 97-2003 or Excel 2007 plus three reports/forms submitted using an Acrobat (pdf) format. All plans that are not properly formatted or found to be incomplete will be returned to the agency for correction. Electronic reports are to be emailed to William Simon, Senior Fleet Analyst, at [william.simon@das.state.oh.us](mailto:william.simon@das.state.oh.us).

## ***I. Mileage Break-Even Analysis***

Section 125.832(O)(2) states that the department must annually establish the number of business miles an employee of a state agency must drive in order to qualify for approval by the department to receive a motor vehicle for business use. In April 2009 Office of Budget and Management (OBM) was directed to decrease the mileage reimbursement rate to \$.45 per mile as required by Executive Order 2009-07S, Implementing Additional Spending Control Strategies. The new rate was effective May 1, 2009 for exempt employees and October 1, 2009 for all bargaining unit employees. The mileage break-even for fiscal year 2011, at the \$.45 per mile rate, has been established at 7,700 miles per the analysis in Appendix A. The mileage breakeven point is provided to assist you in evaluating mileage reimbursement plans, vehicle replacements, and vehicle assignments. A report is not required for this portion of the fleet plan.

## **II. Annual Fleet Asset Certification**

The Department of Administrative Services, Office of Fleet Management (OFM) is responsible for the preparation of an annual fleet inventory certification for the Office of Budget and Management (OBM). All state agencies are required to certify acquisition and operational data on **all** licensed active vehicles and trailers to OFM per the following sections of the Ohio Revised Code:

1. In accordance with Ohio Revised Code 125.16, agencies are responsible for annually certifying the inventory activity of their tangible personal property with the Department of Administrative Services. State owned licensed vehicles are considered to be tangible personal property, and therefore require the annual certification.
2. In accordance with Ohio Revised Code 126.21(A) (9), the statute charges the Office of Budget and Management (OBM) with issuing the official Comprehensive Annual Financial Report (CAFR) for the state. The statute also gives OBM the authority to prescribe procedures for collecting financial information from state agencies. OBM uses Ohio's annual certified fleet financial activity from FleetOhio, thereby requiring all state agencies to provide this information using FleetOhio, unless exempted in writing by OFM.

Upon the receipt of all agencies' submissions, OFM will compile and submit the necessary reports to OBM prior to their due date.

### **Certification Process**

#### **Non - DAS Managed Agencies**

To complete the fleet inventory certification portion of the Fleet Plan, agency fleet managers must submit the following reports to OFM. The required reports are located in the FleetOhio InfoCenter Reporting module under the Fleet Plan Reports tab.

- The following reports in electronic spreadsheet format.
  - a. Certification – Active inventory (Export as Excel 97-2000 data only)
  - b. Certification – Vehicles received (Export as Excel 97-2000 data only)
  - c. Certification – Vehicles disposed (Export as Excel 97-2000 data only)
  - d. Certification – VIN Audit Report (this report only shows VIN's that have the incorrect format. A blank report indicates that the VIN's are formatted correctly and no further action is required.)
- A signed Fleet Asset Certification form (see Appendix B) is required. The date on the form is to match the date of the certification reports. A blank form is available on the Fleet Management website under the forms menu selection. Note: The signed form is to be scanned and submitted with the other sections of your fleet plan.

Prior to submitting your final fleet inventory certification reports and completing the Fleet Asset Certification form, Appendix B, you are required to review the following certification steps and take the appropriate action to correct any deficiencies.

#### **Certification Steps**

1. Verify that all vehicles received during the fiscal year are entered into FleetOhio. This includes vehicles leased from commercial vendors for a period greater than 90 days.
2. Verify that all vehicles salvaged or sold during the fiscal year are reflected as such in FleetOhio. This includes vehicles disposed of through the Office of State and Federal Surplus or by other means, i.e. donations, trade-ins, insurance settlements, etc.
3. Verify that the Funding code listed for each vehicle on the report is valid in OAKS. A valid fund code will have four characters and will appear on the FIN0050 Valid Fund listing. A copy of the fund listing has been provided on the Fleet Website. Corrections or missing information is to be entered in FleetOhio in the 'Fund' field of the 'Status' tab on the Fleet Equipment screen.

4. Verify that the acquisition cost has been entered for each vehicle. This should be entered in FleetOhio in the 'Original Cost' field on the 'Acquisitions' tab of the Fleet Equipment screen.
5. Verify that all vehicle identification numbers (VIN) are complete and accurate.

### ***III. Fleet Statistics by Vehicle Class***

Ohio Revised Code Section 125.832 (C) states that the director shall establish and maintain a fleet reporting system and shall require state agencies to submit to the department information relative to state motor vehicles, including motor vehicles described in division (G)(2) of section 125.831 [125.831] of the Revised Code, to be used in operating the fleet management program. State agencies shall provide to the department fleet data and other information, including but not limited to mileage and costs. The data and other information shall be submitted in formats and in a manner determined by the department.

For the FY11 fleet plan, agencies are required to submit the Fleet Statistics by Class Report which is located under the Fleet Plan Reports tab. This report summarizes by department, vehicle class, number of units, average age, average mileage, and average operating cost per mile information for your respective fleet of vehicles. The cost per mile figures in the report are to be compared to the cost per mile figures in the Statewide Fleet Statistics report, Appendix C. For any vehicle types where the agency cost per mile exceeds the 30% tolerance figure listed in the statewide report an explanation is to be provided. Additional vehicle cost detail may be found in the Operational Cost by Department report located under the Cost Analysis tab. This report will enable you to isolate the operational costs associated with each vehicle by department. The Fleet Statistics report may be used to provide cost per mile figures in support of the replacement plan for FY11 outlined in the next section of the instructions. OFM will be auditing the operational data for a number of agencies throughout the fiscal year. In those instances where discrepancies or inconsistencies are found in the data presented, we will require a corrective action plan from the agency.

### ***IV. Vehicle Replacement Plan***

A vehicle replacement plan will be required for FY11 that identifies the vehicles that will be replaced during the next fiscal year. Ohio Revised Code Section 125.832 (A) states that the department of administrative services is granted exclusive authority over the acquisition and management of all motor vehicles used by state agencies. The replacement plan will be used by OFM to ensure that submitted vehicle requisitions are in compliance with the various sections of the Ohio Revised Code, the Governor's Executive Orders 2007-02S Ohio Energy Policy and State Utilization and 2009-07S, Implementing Additional Spending Control Strategies. The FY11 vehicle replacement plan for each state agency is to include, but is not limited to, the following information:

## A. Replacement Report

- **Replacement List:** A list of vehicle replacements are required for FY11. When evaluating vehicles for replacement use the replacement criteria of age, mileage, and/or condition. To assist in the preparation of your list of replacement vehicles we have included the Equipment Replacement Analysis report under the Fleet Plan Reports tab. This report will allow you to specify the age and mileage of the vehicles that you would like to review for replacement. For automobiles the recommended replacement criteria is six years and/or 90,000 miles. From this list you will be able to look at vehicles by department and review the current odometer, average annual usage, total maintenance cost, operating cost per mile, age in years, and vehicle fuel type.
  
- The submitted version of the replacement list is to include the following additional information for each vehicle:
  - The type of replacement vehicle or “same”
  - Estimated replacement cost (Based on Appendix D)
  - When the replacement vehicle type is different from the vehicle being replaced please provide a comparison of the operating costs based upon the Fleet Statistic report generated in the previous section of the instructions.
  
- **Financing Requirements:** ORC section 125.832 (A) (1) states that on and after July 1, 2005, each state agency shall acquire all passenger motor vehicles under the department’s master leasing program. The completed fleet plan is to state to what extent the vehicle master lease is going to be used to acquire vehicles and the economic justification for doing so.
  
- **Additional Vehicles:** Additional vehicles needed to meet the operational needs of your agency are to be included on the replacement report. This report will be agency generated but must contain the same level of detail as the replacement report.
  
- **Additional Information:** Additional information, such as agency justification memo’s, may be provided in this section to support the replacement or addition of vehicles.

## B. Alternative Fuel Vehicle (AFV) Requirements

### Vehicle Acquisition

**Revised Code Section 125.834** (A) states that the department of administrative services shall ensure that all new motor vehicles acquired on and after July 1, 2006, by the state for use by state agencies under section 125.832 of the Revised Code are capable of using alternative fuels.

- i. The number of vehicles to be purchased during the fiscal year.
- ii. The number of vehicles to be replaced that are capable of using an alternative fuel.
- iii. Percentage of replacement vehicles that are capable of using an alternative fuel.
- iv. # of Replacements vehicles that are currently AFV that will be non AFV after replacement

An InfoCenter report entitled AFV Inventory Report - All Agencies.rpt has been provided under the Fleet Plan Reports tab to assist you in determining your AFV inventory. A copy of the AFV Inventory report listing only the active vehicles is to be included with the final fleet plan.

### C. Fleet Average Fuel Economy

**Revised Code Section 123.011** (F)(1) states that the office of energy services shall require all state agencies, departments, divisions, bureaus, offices, units, commissions, boards, authorities, quasi-governmental entities, institutions, and state institutions of higher education to implement procedures ensuring that all their passenger automobiles acquired in each fiscal year, except for those passenger automobiles acquired for use in law enforcement or emergency rescue work, achieve a fleet average fuel economy of not less than the fleet average fuel economy for that fiscal year as shall be prescribed by the office by rule. The office shall promulgate the rule prior to the beginning of the fiscal year in accordance with the average fuel economy standards established pursuant to federal law for passenger automobiles manufactured during the model year that begins during the fiscal year.

(2) Each state agency, department, division, bureau, office, unit, commission, board, authority, quasi-governmental entity, institution, and state institution of higher education shall determine its fleet average fuel economy by dividing:

(a) The total number of passenger vehicles acquired during the fiscal year, except for those passenger vehicles acquired for use in law enforcement or emergency rescue work, by

(b) A sum of terms, each of which is a fraction created by dividing:

(i) The number of passenger vehicles of a given make, model, and year, except for passenger vehicles acquired for use in law enforcement or emergency rescue work, acquired during the fiscal year, by

(ii) The fuel economy measured by the administrator of the United States environmental protection agency, for the given make, model, and year of vehicle, that constitutes an average fuel economy for combined city and highway driving.

The submitted plan for FY11 is to include a completed calculation worksheet (Appendix E) that establishes the Fleet Average Fuel Economy for the vehicles that will be acquired during the fiscal year. A calculation worksheet may be found under the Fleet Plan tab at the following website; <http://das.ohio.gov/Divisions/GeneralServices/FleetManagement/tabid/349/Default.aspx>

### D. Vehicle Salvage Status

The submitted fleet plan must include a comparison of the salvage vehicles identified in FY10 to those units that have actually been turned in to State Surplus since that time. Attached you will find a listing of those units that were identified as salvage vehicles on the Lease/Purchase Justification forms submitted to this office. A report of the vehicles that have been sold through State Surplus is available in the Equipment Salvages by Department report located under the Fleet Plan Reports tab in InfoCenter. The agency is required to review the two reports and identify any discrepancies between the vehicles that were proposed as salvage vehicles and those actually sold. Also the agency is to state the number of vehicles that are currently on order that have not been received. This may be accomplished adding an additional column called "Status" to the Equipment Salvages by Department report. The status codes are to designate if the new unit is "On Order", "Received/Sale Pending", or "Received/Sold" where Sale Pending and Sold represent the status of the old unit listed on the Replacement Plan.

## ***V. Vehicle Assignment Review***

Ohio Revised Code Section 125.832 (L) states the director also shall adopt rules that prohibit, except in very limited circumstances, the exclusive assignment of state-owned, leased, or pooled motor vehicles to state employees. In August 2006, Administrative Rule 123:6-1-02, Assignment of Motor Vehicles, became effective to provide guidance regarding the assignment of vehicles. Specifically, the rule states that each state agency shall limit the size of its fleet and maximize the number of pool vehicles. This section of the fleet plan is to examine the ratio of pool vehicles to assigned vehicles and demonstrate that pool vehicles are being utilized to the greatest extent possible. If your ratio of DAS Authority pool vehicles to DAS Authority assigned vehicles is less than one then you must provide an explanation as to why pool vehicles cannot be fully utilized.

In July 2006, each agency that had submitted long term vehicle assignments to the Office of Fleet Management was notified that we had introduced an on-line vehicle assignment application to administer the submission and approval of assignment requests in lieu of using the paper Vehicle Long Term Assignment Authorization Request Form, ADM 3011. Therefore, the submitted plan is to include a verification of the vehicle assignment information submitted to and maintained by the Office of Fleet Management. The number of assigned vehicles in the Pool to Assignment Ratio report is to correspond to the number of vehicles listed in the Equipment Assignments Report.

To assist you in preparing this portion of your plan we have developed the following reports which are located under the Fleet Plan Reports tab.:

- Equipment Assignments Report (Export as Excel 97-2000 data only)
- Pool to Assignment Ratio Report (Export as Excel 97-2000 data only)

## ***VI. Mileage Reimbursement Review***

Section 125.832 (L) of the Revised Code prohibits the reimbursement under section 126.31 of the Revised Code of state employees who use their own motor vehicles for any mileage that they incur above an amount that the department shall determine annually. The projected amount for fiscal year 2010 has been calculated to be \$3,465, which equates to 7,700 miles, per the break-even analysis in Appendix A. We have developed the Mileage Reimbursements by Fiscal Year that is located in InfoCenter under the Fleet Reports tab. The report is to be used to project whether or not there will be any employees that receive mileage reimbursement payments in excess of the break-even point for fiscal year 2010. Please note that only fiscal year 2010 data is available in the Mileage Reimbursement report.

The review of this section of the fleet plan will occur several times throughout the year. The initial review will be made upon receipt to establish a baseline for the number of employees projected to receive reimbursement payments that are in excess of the established breakeven amount. To make this projection we will be using the \$.45 mileage rate. If the projections indicate that there will be employees that receive reimbursements in excess of the break-even point then the submitted agency fleet plan must demonstrate that the state agency has exhausted all reasonable transportation alternatives and that the excess mileage incurred by the agency employee is unavoidable. The completed fleet plan is to include two finished copies of the Mileage Reimbursement report, one ran at the agency level and the other at the employee detail level. The reports are to be submitted in .pdf format.

To run the Mileage Reimbursement reports use the following values:

By Agency

1. Four digit fiscal year = 2010
2. Report Detail = Agency
3. Exempt Status = N
4. Agency = Your agency code

By Employee

1. Four digit fiscal year = 2010
2. Report Detail = Employee
3. Exempt Status = N
4. Agency = Your agency code

Export each report as Acrobat (.pdf) and save as ABC FY10 Mileage Reimbursement – by Agency and ABC FY10 Mileage Reimbursement – by Employee where ABC represents your agency code.

Notes:

1. With the transition to the Shared Services Travel and Expense module there are two sources of mileage reimbursement data listed in the reports, OAKS and TE. This means that an employee can be listed twice on the employee detail report.

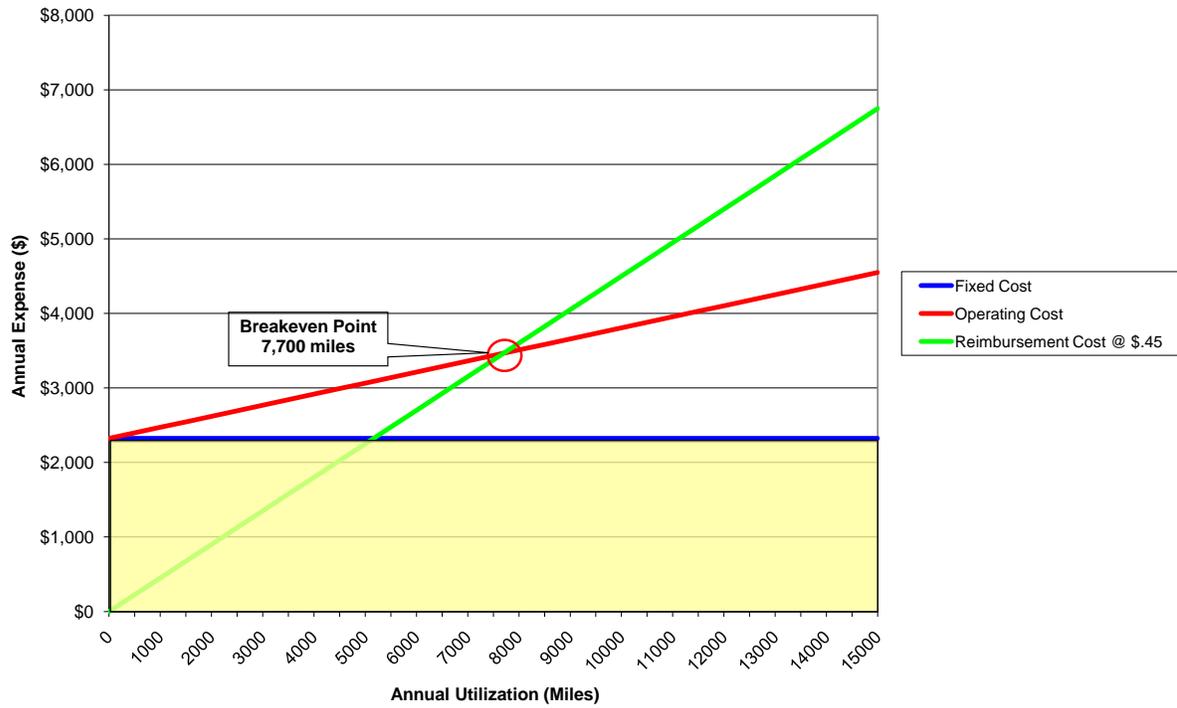
## ***VII. Assistance***

To assist you in the development of your fleet plan the Office of Fleet Management has posted a sample copy of DAS' individual fleet plan reports on the fleet website. All inquiries may be directed to Luz Allende, [luz.allende@das.state.oh.us](mailto:luz.allende@das.state.oh.us) or William Simon, [william.simon@das.state.oh.us](mailto:william.simon@das.state.oh.us) at anytime during the process. All questions and responses shall be posted to the fleet website as a Frequently Asked Question under the Fleet Plan tab.

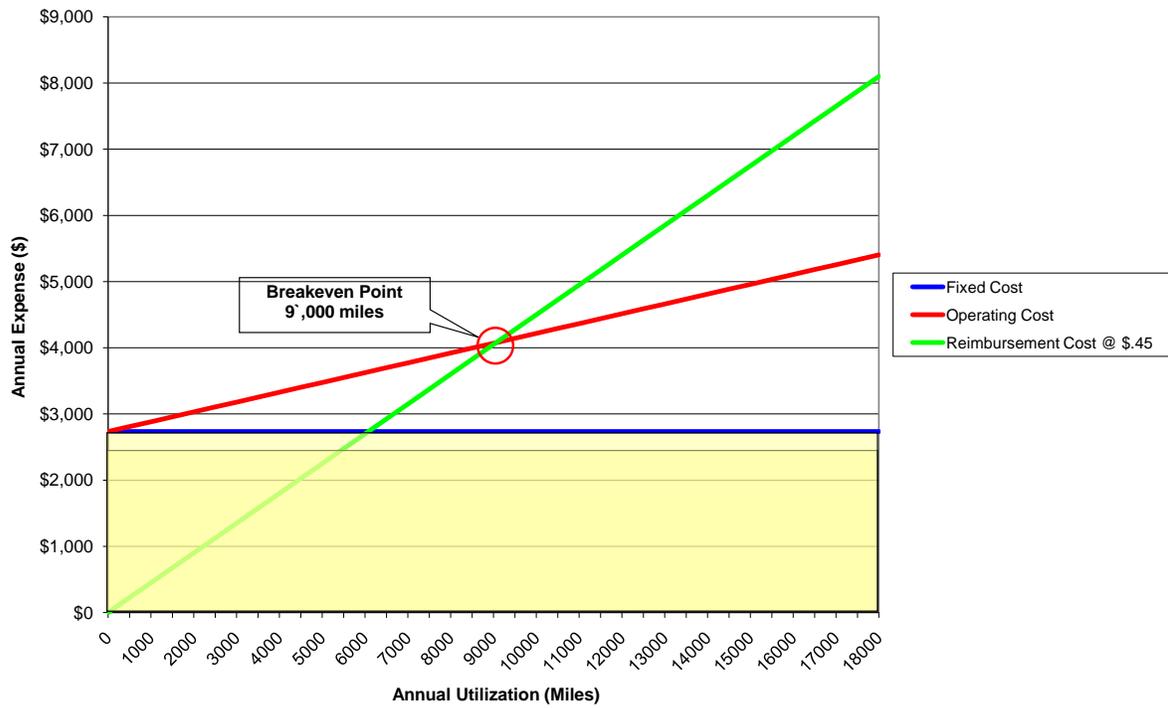
## Appendix A – Break-even Analysis @ \$.45/Mile

	<b>Mid-Size Sedan (@ 6yr/15,000)</b>	<b>Mid-Size Sedan (@ 5yr/18,000)</b>	<b>Mid-Size Sedan (@ 4yr/22,500)</b>	<b>Mid-Size Sedan (@ 3yr/30,000)</b>
<b>Fixed Cost:</b>				
Original Base Acq. Price	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00
Original Options Acq. Price				
Total Original Acq. Price	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00
Projected Resale	\$2,720.00	\$2,880.00	\$3,040.00	\$3,200.00
Resale Percentage	17%	18%	19%	20%
Depreciable Amount	\$13,280.00	\$13,120.00	\$12,960.00	\$12,800.00
Annual Depreciation / years	\$2,213.33	\$2,624.00	\$3,240.00	\$4,266.67
Annual Insurance Cost	\$110.00	\$110.00	\$110.00	\$110.00
Total Fixed Cost	\$2,323.33	\$2,734.00	\$3,350.00	\$4,376.67
Monthly Depreciation / mos.	\$184.44	\$218.67	\$270.00	\$355.56
<b>Annual Operating Cost Calculation (City):</b>				
Fuel	\$1,642.86	\$1,971.43	\$2,464.29	\$3,285.71
Oil Changes	\$150.00	\$180.00	\$225.00	\$300.00
Other Maintenance	\$450	\$540	\$675	\$900
Tax/Title/Registration	\$0	\$0	\$0	\$0
Projected Operating CPM	\$0.150	\$0.150	\$0.150	\$0.150
Projected Operating Cost per Month	\$186.90	\$224.29	\$280.36	\$373.81
<b>Annual Operating Cost Calculation (HWY):</b>				
Fuel	\$1,232.14	\$1,478.57	\$1,848.21	\$2,464.29
Oil Changes	\$150.00	\$180.00	\$225.00	\$300.00
Other Maintenance	\$450	\$540	\$675	\$900
Tax/Title/Registration	\$0	\$0	\$0	\$0
Projected Operating CPM	\$0.122	\$0.122	\$0.122	\$0.122
Projected Operating Cost per Month	\$152.68	\$183.21	\$229.02	\$305.36
<b>Annual Operating Cost Calculation (Combined):</b>				
Fuel	\$1,437.50	\$1,725.00	\$2,156.25	\$2,875.00
Oil Changes	\$150.00	\$180.00	\$225.00	\$300.00
Other Maintenance	\$450	\$540	\$675	\$900
Tax/Title/Registration	\$0	\$0	\$0	\$0
Projected Operating CPM	\$0.136	\$0.136	\$0.136	\$0.136
Projected Operating Cost per Month	\$169.79	\$203.75	\$254.69	\$339.58
<b>Assumptions</b>				
Annual Mileage	15,000	18,000	22,500	30,000
Fuel (Cost/Gallon)	\$2.60	\$2.60	\$2.60	\$2.60
Oil Change Cost (\$)	\$40.00	\$40.00	\$40.00	\$40.00
Oil Change Interval (Miles)	4,000	4,000	4,000	4,000
Estimated Maintenance \$/Mile	\$0.03	\$0.03	\$0.03	\$0.03
EPA Mileage (City)	21	21	21	21
EPA Mileage (Highway)	28	28	28	28
EPA Mileage (Combined)	24	24	24	24
<b>Mileage Reimbursement Rate</b>	\$0.45	\$0.45	\$0.45	\$0.45
<b>Breakeven Point (Miles)</b>	7,700	9,000	11,100	14,500

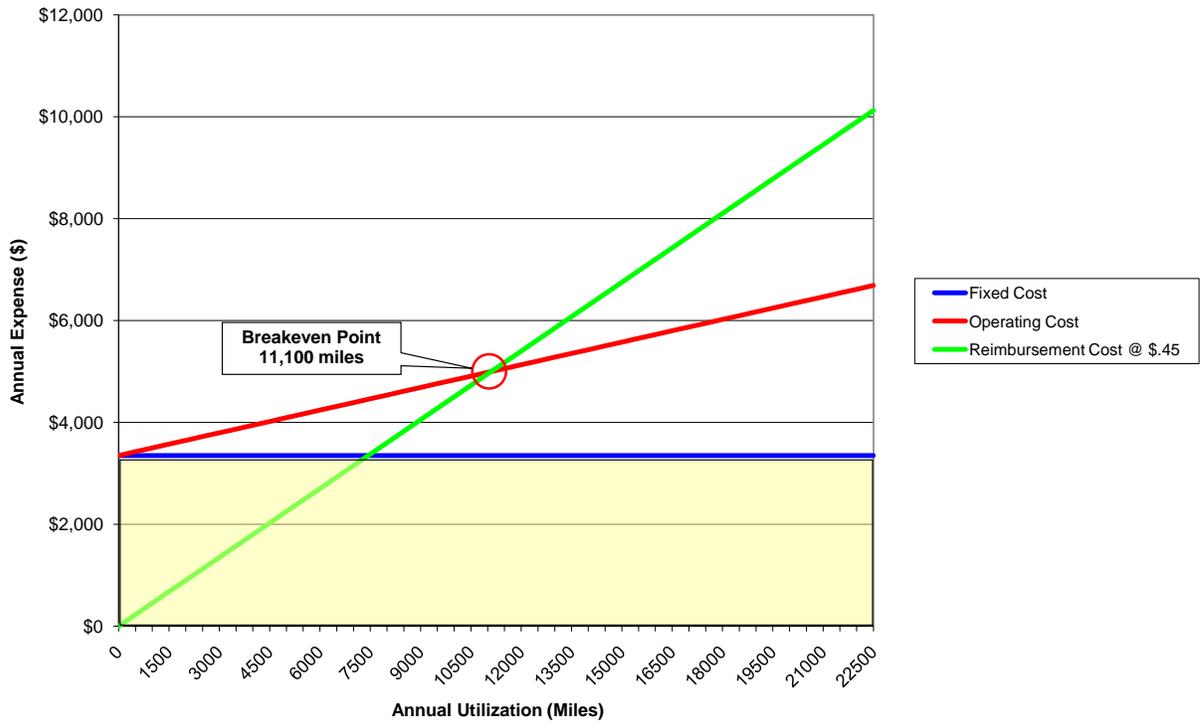
**FY11 Mileage Breakeven Analysis @ \$.45**  
6 Years/15,000 Miles



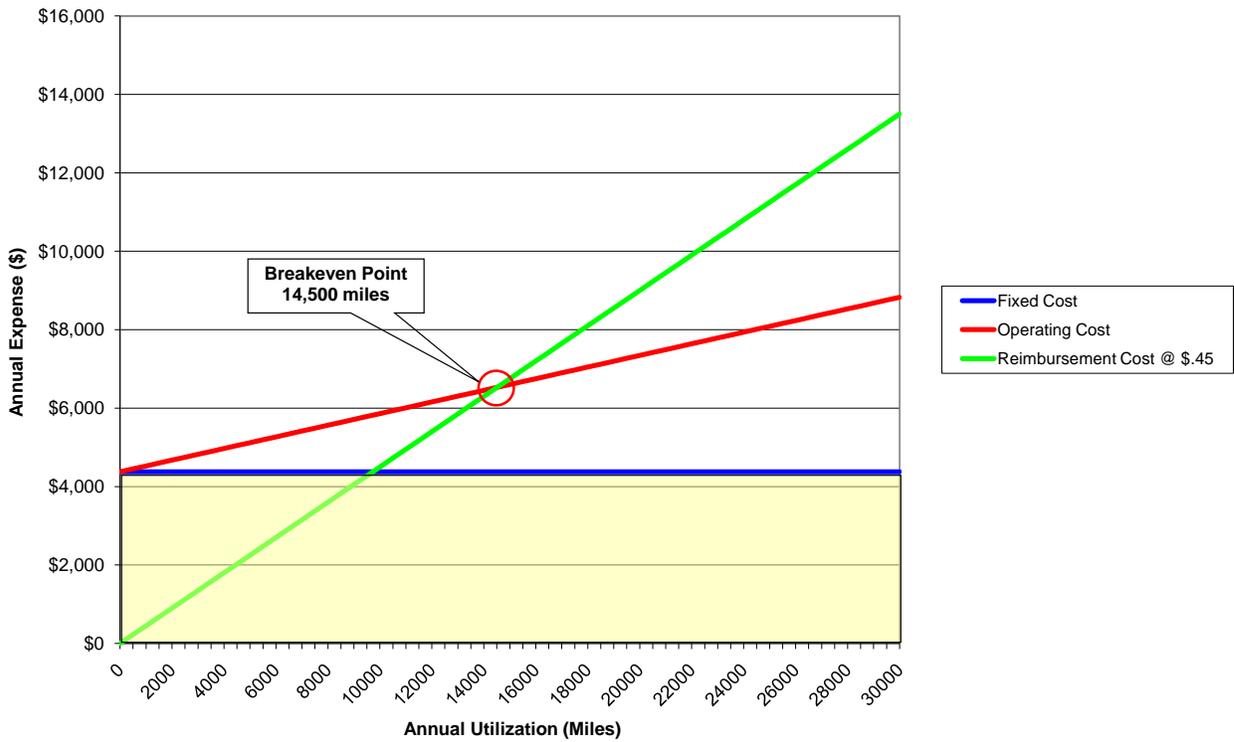
**FY11 Mileage Breakeven Analysis @ \$.45**  
5 Years/18,000 Miles



**FY11 Mileage Breakeven Analysis - \$.45**  
4 Year/22,500 Miles



**FY11 Mileage Breakeven Analysis @\$.45**  
3 Years/30,000 Miles



**Appendix B**

**FLEET ASSET CERTIFICATION**

Fiscal Year 2010

I certify that \_\_\_\_\_ has \_\_\_\_\_  
Agency Number

active vehicles as of *Date Completed*, and that this is accurately reflected in the Department of Administrative Services' FleetOhio Application.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Fax Number**

**Appendix C**

**Statewide Fleet Statistics by Vehicle Type**

<b>Vehicle Type</b>	<b>Vehicle Count</b>	<b>Avg Age (Yrs)</b>	<b>Avg Meter</b>	<b>Avg CPM</b>	<b>CPM Tolerance of 30%</b>
1/2 TON PICK-UP	412	7	86,752	\$0.17	\$0.05
3/4 TON PICK-UP	344	9	78,153	\$0.19	\$0.06
COMPACT PICK-UP	203	7	82,954	\$0.14	\$0.04
COMPACT SEDANS	474	1	17,301	\$0.09	\$0.03
MID-SIZE SEDAN	1,542	5	85,045	\$0.12	\$0.04
MINI CARGO VAN	224	5	65,440	\$0.16	\$0.05
MINI PASSENGER VAN	318	6	75,093	\$0.18	\$0.05
SPORT UTILITY 4 X 4	212	6	83,274	\$0.16	\$0.05
SPORT UTILITY VEHICLE	45	5	70,985	\$0.11	\$0.03
<b>Grand Total</b>	<b>3,774</b>	<b>6</b>	<b>77,659</b>	<b>\$0.16</b>	<b>\$0.05</b>

**Appendix D**  
**Passenger Vehicle Contract**

<b>2011 Item No.</b>	<b>2011 Description</b>	<b>Estimated Purchase Cost (\$)</b>
1A	Sedan - Compact - Gasoline	\$ 12,644
2B	Sedan - Midsize - Flex Fuel	\$ 15,484
3A	Van - Compact - 7 Pass. - Gasoline	\$ 18,771
4B	Van - Full Size - 8 Pass. - Flex Fuel	\$ 18,080
5B	Van - Full Size - 12 Pass. – Flex Fuel	\$ 20,659
6B	Van - Full Size - 15 Pass. – Flex Fuel	\$ 21,877

**Truck/Cargo Van Contract**

<b>2011 Item No.</b>	<b>2011 Description</b>	<b>Estimated Purchase Cost (\$)</b>
1A	Sport Utility Vehicle - Subcompact - Gasoline	\$ 17,192
2A	Sport Utility Vehicle - Compact - Gasoline	\$ 17,949
3B	Sport Utility Vehicle - Midsize - Flex Fuel	\$ 27,569
4B	Sport Utility Vehicle - Large – Flex Fuel	\$ 32,714
5A	Cargo Van - Compact - 5,600 lbs. GVWR - Gasoline	\$ 16,698
6B	Cargo Van - Full Size - 7,000 lbs. GVWR - Flex Fuel	\$ 15,499
7B	Cargo Van - Full Size - 8,500 lbs. GVWR - Flex Fuel	\$ 15,599
B	Cargo Van - Full Size - 9,400 lbs. GVWR – Flex Fuel	\$ 18,249
9A	Cargo Van - Full Size - 9,400 lbs. GVWR - Diesel	\$ 23,751
10A	Pickup - Compact - 2WD - Regular Cab - Gasoline	\$ 11,400
11A	Pickup - Compact - 2WD - Extended Cab - Gasoline	\$ 14,900
12A	Pickup - Compact - 4WD - Extended Cab - Gasoline	\$ 18,100
13A	Pickup - Compact - 4WD - Crew Cab - Gasoline	\$ 20,799
14B	Pickup - Full Size - 2WD - Regular Cab - 6,400 lbs. 8' Bed - Flex Fuel	\$ 15,570
15B	Pickup - Full Size - 4WD - Regular Cab - 6,400 lbs. 8' Bed - Flex Fuel	\$ 18,395
16B	Pickup - Full Size - 2WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Flex Fuel	\$ 18,470
17B	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Flex Fuel	\$ 21,545
18B	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 6' Bed - Flex Fuel	\$ 20,590
19A	Pickup - Full Size - 2WD - Regular Cab - 8,500 lbs GVWR 8' Bed - Gasoline	\$ 16,896
20A	Pickup - Full Size - 4WD - Regular Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	\$ 19,603
21A	Pickup - Full Size - 2WD - Extended Cab - 8,500 lbs GVWR 8' Bed - Gasoline	\$ 18,032
22A	Pickup - Full Size - 4WD - Extended Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	\$ 21,685
23A	Pickup - Full Size - 2WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	\$ 20,580
24A	Pickup - Full Size - 4WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	\$ 23,299

-Continued-

25A	Pickup - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 18,587
26A	Pickup - Full Size - 4WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 20,999
27A	Pickup - Full Size - 2WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 18,568
28A	Pickup - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 24,199
29A	Pickup - Full Size - 2WD - Crew Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 21,999
30A	Cab & Chassis - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR - Gasoline	\$ 16,726
31A	Cab & Chassis - Full Size 4WD - Regular Cab - 10,500 GVWR - Gasoline	\$ 19,064
32A	Cab & Chassis - Full Size - 2WD - Extended Cab - 10,500 GVWR - Gasoline	\$ 18,719
33A	Cab & Chassis - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR - Gasoline	\$ 21,246
34A	Cab & Chassis - Full size - 2WD - Crew Cab - 10,500 lbs. GVWR - Gasoline	\$ 22,599

**Appendix E**

**FY10 Fleet Average Fuel Economy (FAFE)**

Year	Make	Model	Engine Size, Gasoline, Flex Fuel	(1) Number of Vehicles to be acquired during FY11	(3) EPA Mileage Rating Combined	# of Vehicles divided by EPA combined
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>Total Vehicles Acquired</b>				0	<b>Sum of Vehicle/EPA Rating Ratio</b>	0

**Fleet Average Fuel Economy** 0

**Instructions**

1. Applies to passenger vehicles acquired during the fiscal year. Group vehicles by Year, Make, and Model. For each group enter the number of vehicles.
2. Does not apply to passenger vehicles acquired for use in law enforcement or emergency rescue work.
3. Enter the Combined EPA Mileage Rating that corresponds to the engine size and fuel type for each group of vehicles identified above. The Combined EPA Mileage Ratings are to be obtained from the EPA Fuel Economy Guide located at:  
  
<http://www.fueleconomy.gov/feg/findacar.htm>
4. Insert additional rows as needed.

**Note:**

The electronic version of the form may be downloaded from the Fleet Management website, <http://www.das.ohio.gov/Divisions/GeneralServices/FleetManagement/AgencyFleetPlans/tabid/349/Default.aspx>

If the Combined EPA Mileage Rating is not available in the current year guide use the rating as published in the previous years guide.