

# Fleet Data Request Overview

## State Institutions of Higher Education

- I) **Purpose:** The purpose of this document and the attached Excel workbook entitled FY13-Universities-Fleet Data Request is to assist the state institutions of higher education in the preparation of their fleet report to the Department of Administrative Services as required by the Ohio Revised Code Section 125.832(P)(1). The following sections outline the data that is required by the Office of Fleet Management to perform the required certification referenced in the Ohio Revised Code Section 125.832 (P)(3). For those institutions that operate branches, a report will be required for each branch if that branch operates independently from the main campus. The analysis is to be provided in an electronic format that is consistent with the information requested in the file entitled FY13 University Certification – Fleet Data Request.xlsx. The rationale for each of the required areas is to be provided within the worksheet included in the workbook.
  
- II) **Fleet Data:** The information in this section is being used to demonstrate system capabilities and provide a cost basis for determining the comparison rates. and is to be provided in a worksheet entitled Fleet Data and is to include the following information:
  - A) **Unit ID.:** This represents the unique identifier that is utilized within your fleet and may be a unit number or license plate number.
  - B) **Type:** Defined as Auto, SUV (Sport Utility Vehicle), Pass Van, Light Truck (6,000 lbs.<GVWR (Gross Vehicle Weight Rating)< 16,000 lbs.), Cargo Van, Medium Truck (16,000 lbs.<GVWR<33,000 lbs.), Heavy Truck (GVWR> 33,000 lbs.), Trailer, Construction, or Other
  - C) **Year**
  - D) **Make**
  - E) **Model**
  - F) **Acquisition Cost:** The amount paid, including options and/or accessories, for the vehicle or piece of equipment. In the instances where a vehicle or piece of equipment is leased this represents the original capitalization cost.
  - G) **In-Service Date:** The date that the vehicle or piece of equipment was placed into service.
  - H) **Owned or Leased**
  - I) **Term:** The number of months that the vehicle or piece of equipment is depreciated when owned or the length of the lease period in months.
  - J) **LTD Utilization:** Life to Date mileage of vehicle.
  - K) **LTD Expense:** Life to Date vehicle expense to include fuel, maintenance, and other costs excluding acquisition related costs.
  
- III) **Fleet Management Information System:** The questions in this section of the data request covers the systems, processes, and associated costs for collecting and maintaining fleet information. If additional information or clarification is needed when responding please make a note at the end of the worksheet.
  
- IV) **Fleet Card Data:** This section of the data request gathers information on the card providers, administrative expenses; spend data, transaction activity, and capabilities of the credit cards currently being used to procure fuel and maintenance for the institutions fleet vehicles. If your institution is not using a credit card to procure fuel and maintenance please respond to the relevant questions in the data request on the method(s), processes, and expenses from point of sale to the payment of the invoice.
  
- V) **Bulk Fuel Procurement:** The bulk fuel procurement portion of the data request consists of the following worksheets, 1) Bulk Fuel Instructions, 2) Bulk Fuel Purchase Comparison, 3) Base Price Cross Reference, 4) Cost Differential, and 5) State Map Districts. These sheets are to be used to compare the total cost of bulk fuel purchased from the appropriate State Term Contract with the purchase of bulk fuel by any other means. For bulk fuel not acquired through the State Term Contract you will need to complete the Bulk Fuel Purchase Comparison worksheet for each transaction.

- VI) **Office of Fleet Management Rates:** Outlined below are the program rates and overall capabilities for the state fleet management system (FleetOhio) and fleet card (Voyager). A worksheet for the information in this section has not been provided in the data request workbook.
- A) **Fleet Management Information System:** The current annual rate for using the state's fleet management system is \$18.00/unit/year. The system includes the following features:
- i) Asset Management
  - ii) Expense Tracking
  - iii) Utilization Management
  - iv) Warranty Tracking
  - v) Work Order Management (Parts and Labor)
  - vi) Motor Pool Reservation System
  - vii) Assignment Tracking
  - viii) PM Scheduling
  - ix) Standard and Ad Hoc Reporting
- B) **Fleet Card:** The current annual rate for using the state's fleet card is \$4.00/card/Year. The card program includes the following features:
- i) Card may be used for fuel or maintenance
  - ii) Streamlined Card Administration
  - iii) Consolidated Billing
  - iv) Federal Fuel Taxes removed from Invoice
  - v) Electronic Transaction data available for Uploading
  - vi) Point of Sale Security
  - vii) Customized Spending Limits
  - viii) Standard and Ad Hoc Reporting
- VII) **Submitting the Report:** Completed reports are to be sent to the DAS Fleet mailbox (DASFleet@das.state.oh.us) with the subject "FY13 University Certification".
- VIII) **Certification Follow-up:**
- DAS shall certify within ninety (90) days after receipt of all reports a list of those state institutions of higher education that the department determines would save amounts if they were to use the fleet management tracking, fuel card program, and bulk fuel purchases tools and services that the department provides.