

Bureau of Vehicle Management

Automotive Liaison Meeting

March 18, 2015

Bureau of Vehicle Management

- From Jan. 2011 to Jan. 2015 we have experienced a 26.18% reduction of passenger vehicles.

2,588 vehicles

Maintenance cost has reduced

24.09%

1.3 million dollars a year

Bureau of Vehicle Management

There are less than 100 Model year 2009 cars in the lease fleet.

All of these vehicles will be replaced by the end of the year.

High Mileage 2012 and newer Units:
We are beginning to replace these vehicles this month.

Bureau of vehicle Management

- New Initiatives to look for this year.
- 1. A new vendor process. (Menu Pricing).
- 2. Availability of having GM Manufacturers Warranty performed at the DGS Garage.
- 3. Telematics in our vehicles.

Bureau of vehicle Management



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

March 13, 2014

Requests for Automotive Equipment

All Purchases of equipment (vehicles, trailers, tractors, etc.) must have a STD-557 approved by the Director of BVM **PRIOR** to their purchase.

Any approved acquisition of equipment under \$10,000.00 that is on State Contract can be purchased with a P-Card or on a purchase order. The STD-557 must be approved by the Director of BVM **PRIOR** to the purchase and specify the payment method to be used.

Any approved acquisition of equipment under \$10,000.00 that is not on State Contract must be purchased with a P-Card. The STD-557 must be approved by the Director of BVM **PRIOR** to the purchase.

All equipment under \$10,000.00 can be delivered directly to the Agency location.

All Equipment not on State Contract and over \$10,000 must be bid thru DGS Procurement. Procurement requires an approved STD-557 attached to the shopping cart **PRIOR** to sending the equipment out for bid. The delivery location of this equipment must be approved by BVM.

The Agency is responsible for delivering the MCO and completed MV-1 to BVM for processing along with the invoice and a delivery inspection report. All equipment purchased that has an MCO cannot be retained by an agency without the MCO being executed and titled in DGS's name.

A handwritten signature in black ink, appearing to read 'James J. Fiore'.

James J. Fiore Chief of Vehicle Administration
Department of General Services | Bureau of Vehicle Management
717.787.6282 | Fax: 717.787.0276
www.dgs.pa.gov

AUTOMOTIVE LIAISON MEETING

Claims Division

March 18th, 2015

Katyna Ward – Claims Assistant

- WELCOME!
- Effective December 15th, 2014
- 3 ½ years in Customer Service
- 20 years with the Commonwealth

SECTION TWELVE: LIABILITY AND ACCIDENT REPORTING

4. Operators must immediately report all accidents involving Commonwealth Fleet vehicles to the Pennsylvania State Police by dialing 911. The Pennsylvania State Police will either investigate the accident or report it to a local police department for investigation. If an accident occurs outside the commonwealth, the nearest police department is to be notified to request a police report.

Accidents vs Incidents

- **ACCIDENTS**

- Report **ALL** accidents to the police immediately by dialing 911
- Mention that a Commonwealth vehicle is involved
- Note Incident Report # on STD-541
- If Police refuse to show up, write PD info and officer's name on STD-541

Accidents - Examples

- Another vehicle involved
- Property Damage
- Light posts, guard rails, trees, animals, beams at parking garages
- Hit and run

Accident vs Incident

- INCIDENTS

- ❑ **DO NOT** need to be reported to the police
- ❑ Report to BVM
- ❑ STD-541, pictures and estimates still required

Incidents - Examples

- Backed into a snow bank
- Damage done to a pool vehicle, when, how, and who is unknown
- A ladder unlatches from the bed of the truck and puts a dent on the rear bumper
- Pot holes (reported to Customer Service not Claims)
- Curbs

2015 Totals (Jan & Feb)

- Total Accidents: 208
 - PF: 125
 - SF: 83
- Total Cost: \$165,864 (\$797/avg per accident)
 - PF: \$107,143
 - SF: \$58,721
 - Total At Fault: 73
 - PF: 37
 - SF: 36
- Total Cost At Fault: \$49,130
 - PF: \$26,608
 - SF: \$22,522

Reminders

- Repairs must be completed within 30 days of approval
- Invoice must be signed by the driver
- No more scanned pictures please
- If using the DGS Garage for repairs, please give them the accident #
- Pool Vehicles – Check valid driver's license

Safe Driver Training

- Now available on www.dli.state.pa.us -> PATHS (PA Training for Health and Safety)
- Upcoming Classes:
 - 🏠 April 13 – PA State Fire Academy (Lewistown)
 - 🏠 May 11 – OLCAM Building (Cameron Street)
 - 🏠 May 13 – Riverfront Office Complex
 - 🏠 May 26 – OLCAM Building
 - 🏠 July 15 – Riverfront Office Complex
 - 🏠 September 15 – Riverfront Office Complex
 - 🏠 November 4 – Riverfront Office Complex

AUTOMOTIVE LIAISON MEETING

March 18, 2015

Customer Service Department

Bill Confair

✉ biconfair@pa.gov

✉ 717-783-2325

Ford Roadside Assistance

1-800-367-3221 - Option #1.

- 5 years / 60,000 miles.
- Free Towing
- Jump Start
- Spare Tire installation.
- Fuel Delivery / 2 gallons of Gasoline.
- Pop lock if keys locked in vehicle.
- 100 feet winch out / Mud or Snow.

Chevy/GM Roadside Assistance

1-800-243-8872 - Option #1.

- 5 years / 100,000 miles.
- Free Towing to nearest GM dealership.
- Jump Start.
- Spare Tire installation.
- Fuel Delivery / 2 gallons of Gasoline.
- Pop lock if keys locked in vehicle.
- 15 feet winch out / Mud or Snow.

Chrysler / Dodge Roadside Assistance

1-800-864-3983 - Option #1.

- 5 years / 100,000 miles.
- Free Towing to Chrysler dealership.
- Jump Start.
- Spare Tire installation.
- Fuel Delivery / 2 gallons of Gasoline.
- Pop lock if keys locked in vehicle.
- 10 feet winch out / Mud or Snow.

GM Service on 2014's - Review

- 2014 Chevrolet or GMC will be covered by a new maintenance program that includes certain scheduled services for two years or 24,000 miles.
- For most 2014 vehicles, Chevrolet, Buick and GMC dealers will complete an oil and filter change, four-wheel tire rotation, and conduct a 27-point vehicle safety inspection.

GM Service on 2014's Review

- Any free service on a 2014 Chevrolet or GMC still requires a work order.
- We must receive a final invoice, even though there is no charge, to document the maintenance history of the vehicle.
- An oil change is only done if the oil levels and quality is deemed acceptable by the dealer.

After Hours Emergencies

- If you have a breakdown after hours and you need a tow truck, it is no longer necessary to call the after hours emergency phone.
- Use GM, Chrysler or Ford Roadside Assistance if your vehicle is within the accepted range.
- All emergency towing vendors are listed on the DGS website.
Search - towing vendors.

A	B	C	D	E	F	G
County_Name	Bussiness_Name	Other_Name	Street_Address1	City	Zip_Cod	Towing_Phone_24/7
Adams	GECR Inc	R & S Service Center	535 York Street	Gettysburg	17325	717-487-8852
Adams	Lady & Taylor Body Shop, Inc		2293 Heidlersburg Road	Gettysburg	17325	717-528-4196
Allegheny	CLYDE GOUKER AUTO REPAIR		414 NORTH STATE STEET	CLAIRTON	15025	412-233-5309
Allegheny	FEDELE AUTO SERVICE INC		420 rodi road	penn hills	15235	412-242-6605
Allegheny	FRANKLIN AUTO REPAIR INC.		133 MCALEER ROAD	SEWICKLEY	15143	412-364-2324
Allegheny	Lockhart Tire Inc		507 Lockhart Street	Pittsburgh	15212	412-331-8484
Allegheny	BOCHEK AUTO BODY INC	BOCHEK'S COLLISION CENTER	1009 Russellton Rd.	Cheswick	15024	724-274-5755
Allegheny	FERRA'S AUTOMOTIVE SERVICES		1315 main st	pittsburgh	15215	412-781-7519
Armstrong	Bowser Tire & Automtoive, Inc.		563 N CHERRY ST	WORTHINGTON	16262	724-859-9042
Armstrong	MORRIS TIRE CO.		496 Butler Rd	Kittanning	16201-1902	724-543-2403
Beaver	Steffin Hill Development Corporation	The Brake Stopp	2615 Steffin Hill Road	Beaver Falls	15010	724-846-5180
Beaver	STEWART'S COLLISION CENTER, INC		220 Long Road	Georgetown	15043	412-952-1309
Beaver	South Side Garage, Inc.		2825 US Rt 30	Georgetown	15043	724-573-4146
Bedford	INTERSTATE EMERGENCY SERVICES, INC		16287 Lincoln Highway	Breezewood	15533	814-735-4309
Bedford	B.D.STEEL INC.	LASALLE'S GARAGE	125 sawmill road	everett	15537	814-652-2459
Bedford	BAKER'S BODY CENTER, INC.		5741 BUSINESS 220	BEDFORD	15522	814-623-0555
Berks	BOB FISHER CHEVROLET		4111 Pottsville Pike	Reading	19605	484-256-2632
Berks	D N S TOWING LLC		3202 Mannerchor Road	Temple	19560	484-256-2635
Berks	GARY F. SPITLER	SPITLER'S AUTO BODY	867 BROWNSVILLE ROAD	WERNERSVILLE	19565	610-678-8989
Blair	Reliable Towing Tire & Auto Center Inc.		2110 7th Avenue	Altoona	16602	814-946-1939
Blair	CLAAR'S GARAGE INC		12823 Dunning's Hwy	claysburg	16625	814-329-3652
Bradford	JUNIOR'S AUTO REPAIR		21 juniors lane	troy pa	16947	570-297-3401
Bradford	KELEHER ENTERPRISES		23459 Route 14	Columbia Cross Roads	16914	570-297-2464
Bucks	Bill Marsh Ford Inc.		10 N. Sycamore Street	Newtown	18940	215-968-4474
Bucks	JERRY'S AUTO BODY, INC		3410 Bethlehem Pike	Souderton	18964	215-723-4068
Bucks	Miller's Quik Lube, Inc.		3997 veterans hwy	levittown	19056	215-808-6769
Bucks	ROB'S AUTOMOTIVE & COLLISION CENTER INC.	ROBS' AUTOMOTIVE SERVICE / ROB'S COLLISION /	3114 Veterans Highway	Bristol	19007	215-826-0250
Bucks	ROB'S AUTOMOTIVE & COLLISION CENTER INC.	ROBS' AUTOMOTIVE SERVICE / ROB'S COLLISION /	2700 Veterans Highway	Bristol	19007	215-826-0250
Bucks	SCRAPPY'S AUTO SERVICE INC.		350 E LINCOLN HWY	PENNDDEL	19047	215-870-7154
Bucks	JOHN BECKS AUTO BODY & SERVICE		7985 BRISTOL PIKE	LEVITTOWN	19057	215-945-6600
Bucks	mcm automotive llc		439 mill rd	bensalem	19020	215-519-0262
Butler	JACK HOCKENBERGER MOTORS		424 s main st	zelienople	16063	724-624-4742
Butler	FISHERS SERVICE INC		335 NORTH MAIN STREET	BUTLER	16001	724-285-6660
Cambria	ALL STAR AUTO & TOWING		1251 COLONEL DRAKE HWY	ASHVILLE	16613	814-941-1655
Cambria	Biter's Body Shop		475 Thomas Rd	Loretto	15940	814-472-4641
Cambria	CRESSON AUTO PARTS INC	Munster Auto Sales and Service	6377 Admiral Perry Hwy	Loretto	15940	814-886-5528
Cambria	Stagers Chevrolet Co		528 Main St	Portage	15946	814-736-4541
Cameron	PNEUMA POWERSPORTS		327 Portage St.	Emporium	15834	814-601-0120
Cameron	SINGERS AUTO		17 East 4th Street	Emporium	15834	814-486-0287
Carbon	WRECKERS INTERNATIONAL INC	SCHLIERS TOWING AND SERVICE CENTER / FRANKS	640 INTERCHANGE ROAD	LEHIGHTON	18235	610-377-4355
Centre	Rich's Amoco		153 Tracy Dale Road	Howard	16841	814-355-7660
Centre	S & R Repairs, Towing & Recovery, Inc		125 Sams Drive	Bellefonte	16823	814-355-7007
Centre	H.R. BIERLY & SONS GARAGE		585 N.Pa ave	Centre Hall	16828	814-364-2106
Centre	WALK'S SERVICE CENTER, INC.		827 S. Atherton Street	State College	16801	814-238-2886

Please Please Please!!!

- Please instruct all drivers to use the Fax Cover Sheet.
- The drivers fills out the cover sheet with all the information we need.
- The driver hands the cover sheet to the repair facility and instructs them to send us an estimate using this cover sheet.

Please Please Please!!!



NOTE TO DRIVERS:

Please complete the information below and provide to the vendor to be included when they fax estimate for service/repair.

*****PRIOR TO ANY WORK BEING DONE*****

**Please fax cover sheet and estimate to our
Customer Service Division @ 717-265-7781**

Unit #: - -

DGS Customer Service Rep:

Work Order #:

Vendor Name:

Vendor Location:

Bureau of Vehicle Management
2221 Forster Street | Harrisburg, PA 17103 | 877.347.9966 | FAX 717.265.7781 | www.dgs.pa.gov



Questions?

- Any Questions?

AUTOMOTIVE LIAISONS MEETING

M5 System Administration

March 18, 2015

New DGS Website

www.dgs.pa.gov



BUSINESS LINKS

- Materials & Services Bidding Opportunities
- Construction Bidding Opportunities
- Real Estate Land & Leasing Opportunities
- Small Business Contracting
- Awarded State Contracts
- Cooperative Purchasing/COSTARS
- Public Works Employment Verification Act

PUBLIC LINKS

- Commonwealth Telephone Directory
- Auto Auction Information
- Surplus Supplies & Equipment for Sale
- File A Commonwealth Insurance Claim
- Line of Duty Death Benefits
- Schedule a Capitol Complex Event
- View Capitol Complex Events
- Commonwealth Land & Building Inventory

EMPLOYEE LINKS

- Contact Capitol Police
- Commonwealth Ground Travel Worksheet
- Design, Print & Mail Services (PA Publisher)
- Audio, Video & Photographic Services
- Access Commonwealth Forms
- The Capitol Restaurant
- View Payroll Calendars

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pennsylvania
DEPARTMENT OF GENERAL SERVICES

Commute Usage

- Review your passenger list
 - If you know that there is a unit that you are sure was turned in (STD-556) let us know
 - We will take it off of your reports
- Only PASSenger units require entry

Electronic STD-554

- Electronic STD-554
 - New Electronic version assists with reporting commute usage
 - NOT CHANGING the version or the layout of the report, just some functionality.
 - 9/1/11 still valid version

Commute Usage

- When entering the meter readings, only enter the Final Meter Reading from the STD-554
- M5 will calculate the Total Business Miles

25	28,382	28,420	20	MILES ONLY
26	28,420	28,457	19	
27	28,457	28,494	37	

REPRESENTATIVE			
Business Days Used	Final Meter Reading for Reporting Month	Meter Override	





COMMONWEALTH OF PENNSYLVANIA
 MONTHLY AUTOMOTIVE REPORT STD-554
 (REV 9/1/11)

UNIT NUMBER: 123-45-6789	MONTH/YR: Feb-2015	PERMANENTLY ASSIGNED DRIVER NAME: John Doe	PERSONNEL NUMBER: 987654
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LICENSE PLATE NO.: ABC123	OVERNIGHT PARKING: <input checked="" type="checkbox"/> Residence <input type="checkbox"/> Work	DIVISION OR UNIT:	AGENCY: Unknown
------------------------------	---	-------------------	--------------------

DATE	ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)	FUEL GALLONS	FUEL COST
	STARTING MILEAGE	ENDING MILEAGE								
02	27,756	27,801	18	27		45	Home to SiteA to SiteB to Home			
03	27,801	27,840	39			39	Home to SiteA to Site B to SiteA to Home			
04	27,840	27,876		36		36	Home to SiteB to Home			
05	27,876	27,927	33	18		51	Home to SiteA to Site B to SiteC to SiteB to Home			
06	27,927	27,963	18	18		36	Home to SiteB to SiteA to Home			
09	27,963	28,011	48			48	Home to SiteA to Site B to SiteC to SiteB to Home			
00	28,011	28,047	18	18		36	Home to SiteB to Home			
11	28,047	28,081	18	18		34	Home to SiteB to Home			
12	28,081	28,122	41			41	Home to SiteA to Site B to SiteA to Home			

Commute Mileage Reporting

- Portal-to-Portal Employees:
 - Business Hours include the travel to their first worksite and from their last worksite.
 - They are on the clock from the moment they first turn on their vehicle
- Home Headquartered Employees
 - Begin their workday upon arrival at their first worksite and end their workday while still at their final worksite.
 - Travel considered Commute

56271 Query Results (Loaded 4 records)

Location	Src	Primary Meter	Primary LTD Usage	Primary Use	Primary Meter Date
VMMAIN	F	10631	10621		02/13/2015 15:00:00
VMMAIN	F	11041	11031	410	02/17/2015 18:29:00
VMMAIN	F	11871	11861	830	02/24/2015 17:24:00
VMMAIN	F	12123	12113	252	02/27/2015 11:15:00

22	11,500	11,799	299	LY ASSIGNED	TRD EMPLOY	299	SiteA to SiteB
23	11,799	11,799	0			0	Not Driven
24	11,799	11,799	0			0	Not Driven
25	11,799	11,799	0			0	Not Driven
26	11,799	11,799	0			0	Not Driven
27	11,799	12,055	256			256	SiteA to SiteB



COMMONWEALTH OF PENNSYLVANIA
 MONTHLY AUTOMOTIVE REPORT STD-554
 (REV 9/1/11)

UNIT NUMBER: 123-45-6789	MONTH/YR: Feb-2015	PERMANENTLY ASSIGNED DRIVER NAME: John Doe	PERSONNEL NUMBER: 987654
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LICENSE PLATE NO.: ABC123	OVERNIGHT PARKING: <input checked="" type="checkbox"/> Residence <input type="checkbox"/> Work	DIVISION OR UNIT:	AGENCY: Unknown
-------------------------------------	--	--------------------------	---------------------------

DATE	ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)	FUEL GALLONS	FUEL COST
	STARTING MILEAGE	ENDING MILEAGE								
13	276	316		40		40	From Hburg to Home			
17	316	396		80		80	From Home to Hburg & Return			
18	396	476		80		80	From Home to Hburg & Return			
19	476	556		80		80	From Home to Hburg & Return			
20	556	596		40		40	From Home to Hburg			
23	596	676		80		80	From Home to Hburg & Return			
24	676	756		80		80	From Home to Hburg & Return			
25	756	836	80			80	From Home to Hburg & Return			
26	836	913	37			77	From Home & vicinity of Work & Return			
27	913	989	36			76	From Home & vicinity of Work & Return			

PERMANENTLY ASSIGNED DRIVER CONTROL

Forecasting

- Forecasting Safety Inspections for Passenger Vehicles. Will assist with scheduling of inspections with other work.
- Currently, only forecasting:
 - PF-PRM-PSI
 - Pennsylvania State Inspection
 - PF-PRM-PEM
 - Pennsylvania Emission Inspection

Forecasting

- Forecasting will create an M5 Work Request 11 months before the inspection is due:
 - Last Completed: 04/18/2014
 - Request Created: 03/18/2015
 - Request Due: 04/18/2015

Forecasting

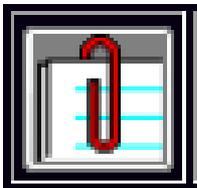
- Accurate information is essential to make this process work:
 - Changing procedures within BVM to accommodate accurate data
 - In-House work orders need to be submitted timely to CSD
- In-House work list to be submitted to Auto Liaison

Attachments

- M5 allows for the attachment of documents or pictures to allow for quick access that might otherwise require extra work to track down.



No Files Attached



One or more Files Attached

Work Orders Issued

- This module allows users to view maintenance that occurred on units they use.

Work Order Query (Version 2.8.0-E)

Selection Criteria

Unit: 2013 CHEVROLET EQUINOX Job Code:

MCC: Job Reason:

Tech Spec.: System Code:

Location: Requisition No.:

Source: Symptom:

Statuses: Open Completed Closed Resource Type:

Work Order Open Date Range
Start: End:

Unit 004220035 Query Results (Loaded 16 records)

Unit	WO No	WO Location	WO Status	Meter	Job Code	Job Open Date	Job Location	Job Rsn	Job Status	Labor Cost	Material Cost	CommJob Cost	Note	Resource
004220035	175295	VMMAIN	Closed	29755	PF-VEH-001	12/08/2014	VMMAIN	P	DON	\$28.00	\$0.00	\$0.00	(N)	
004220035	173905	VMMAIN	Closed	29754	PF-CON-LOF	11/13/2014	VMMAIN	P	DON	\$14.00	\$14.61	\$0.00	(N)	
004220035	173905	VMMAIN	Closed	29754	PF-T&W-015	11/13/2014	VMMAIN	P	DON	\$14.00	\$0.00	\$0.00	(N)	
004220035	173905	VMMAIN	Closed	29754	PF-VEH-001	11/13/2014	VMMAIN	P	DON	\$14.00	\$0.00	\$0.00	(N)	
004220035	165090	VMMAIN	Closed	21888	PF-CON-LOF	06/26/2014	VMMAIN	5	DON	\$14.00	\$16.64	\$0.00	(N)	
004220035	165090	VMMAIN	Closed	21888	PF-T&W-015	06/26/2014	VMMAIN	5	DON	\$14.00	\$0.00	\$0.00	(N)	
004220035	158615	VMMAIN	Closed	16050	PF-T&W-015	03/31/2014	VMMAIN	5	DON	\$14.00	\$0.00	\$0.00	(N)	

AUTOMOTIVE LIAISONS MEETING

March 18th, 2015

Operations and Maintenance

- Randy Tomlinson

✉ rtomlinson@pa.gov

✉ 717-783-3088

Operations and Maintenance

Underutilization Review(s)

Thank you!

July-December review is complete. 44 underutilized units were returned to DGS.

- \$748,000 saved by not having to replace those 44 units with new ones

- \$220,000 will be generated in revenue by selling 44 units at auction *

AUTOMOTIVE LIAISONS MEETING

VEHICLE ADMINISTRATION
MARCH 18TH 2015

WEX CARD PROFILES



Search: -- Select category -- -- Select Filter -- Go Search Tips

Shortcuts

- PA DOH Rental
 - View Detail
 - Edit Account
- Departments
 - View Departments
 - Add Department
- Drivers
 - View Drivers
 - Add Driver
- Cards
 - View Cards
 - Add Vehicle/Asset Card
- Auth Profiles
 - View Auth Profiles
 - Add Auth Profile

Account Explorer [View all](#)

Enter Account # or Account Name

Level 2

[COPA Agencies](#)

Level 3

[PA Bureau of...](#)

Level 4

[PA Dept of...](#)

Level 5

[PA DOH Rental](#)

Change Profile of Card ****27022 for PA DOH Rental

Change Profile



To change the profile associated to this card, select a new profile below.

Card Information

Card Number: ****27022
Custom Vehicle/Asset ID: Rental 103
Authorization Profile: Fuel Only [View Profile](#)
Prompting: Odometer & Driver ID
Card Status: Active
Last Issue date: 09/06/2012

Select Profile

Available Profiles

- BVM Rentals
- BVM 1000
- BVM 1500
- BVM 500
- BVM Rentals +
- BVM Standard
- COPA Standard
- Car Detailing
- EMERGENCY
- Heavy Trucks
- Specialized Vehicles
- Storm Emergency
- Custom Control
- Fuel Only

CAR DETAILING PROFILE

https://www.sunocouniversalfleetonline.com/online/gotoFlow.do?_flowId=flow-authProfilePopUp&oid - Windows Internet Explorer

Authorization Profile Detail

Profile Name: **Car Detailing**
Description: **Unrestricted**
Shared: **Yes**
Root Account: **COPA Agencies**
Card Type: **Custom Control**
Status: **Active**

Transaction Based Limits

Car Wash Products: **\$ 160 Limit per Transaction**
Fuel Products: **\$ 250 Limit per Transaction**
General Merchandise Products: **\$ 160 Limit per Transaction**
Labor Products: **\$ 160 Limit per Transaction**
Oil & Fluids Products: **\$ 160 Limit per Transaction**
Parts & Service Products: **\$ 160 Limit per Transaction**
Quick Lube Products: **\$ 160 Limit per Transaction**
Roadside Assistance Products: **\$ 160 Limit per Transaction**
Total Dollars for Non-Fuel Products: **\$ 160 Limit per Transaction**
Total Dollars for All Products: **\$ 250 Limit per Transaction**

Total Purchasing Controls

Timeframe: **Day**
Total dollars for Non-Fuel products per
timeframe: **No Limits Set**
Total dollars for all products per timeframe: **No Limits Set**
Total number of transactions for all products
per timeframe: **3 Limit**

Product Limits

Car Wash Products:

Dollars per Day: **No Limits Set**
Transactions per Day: **No Limits Set**

Fuel Products:

Dollars per Day: **No Limits Set**
Transactions per Day: **No Limits Set**
Units per Day: **No Limits Set**

General Merchandise Products:

Dollars per Day: **No Limits Set**

BVM STANDARD

https://www.sunocouniversalfleetonline.com/online/gotoFlow.do?_flowId=flow-authProfilePopUp&oid - Windows Internet Explorer

Card Type: Custom Control
Status: Active

Transaction Based Limits

Car Wash Products:	No Limits Set	No Alerts Set
Fuel Products:	\$ 250 Limit per Transaction	No Alerts Set
General Merchandise Products:	No Limits Set	No Alerts Set
Oil & Fluids Products:	No Limits Set	No Alerts Set
Roadside Assistance Products:	No Limits Set	No Alerts Set
Total Dollars for Non-Fuel Products:	No Limits Set	No Alerts Set
Total Dollars for All Products:	No Limits Set	No Alerts Set

Total Purchasing Controls

Timeframe:	Day	
Total dollars for Non-Fuel products per timeframe:	\$50 Limit	No Alerts Set
Total dollars for all products per timeframe:	No Limits Set	No Alerts Set
Total number of transactions for all products per timeframe:	3 Limit	No Alerts Set
Total Consecutive Declines:	2	
Tank Capacity Alert:	Yes	
Notify Me:	No	

Product Limits

Car Wash Products:

Dollars per Day:	\$ 50 Limit	No Alerts Set
Transactions per Day:	1 Limit	No Alerts Set

Fuel Products:

Dollars per Day:	\$ 750 Limit	No Alerts Set
Transactions per Day:	3 Limit	No Alerts Set
Units per Day:	No Limits Set	No Alerts Set

General Merchandise Products:

Dollars per Day:	\$ 50 Limit	No Alerts Set
Transactions per Day:	1 Limit	No Alerts Set

Oil & Fluids Products:

Dollars per Day:	\$ 50 Limit	No Alerts Set
Transactions per Day:	1 Limit	No Alerts Set

PRODUCT LIMITS

- 1. Allows you to change fuel limits.
- 2. Purchase Car washes
- 3. Purchase a quart of oil (not an oil change).
- 4. Purchase wiper blades (not replace wiper arm)
- 5. Purchase washer solvent
(**Maximum \$50.00.**) see profile limit

AUTHORIZATION

- All automotive officers have the ability to change the profile on any card.
- Process: Call up the unit number.
- Open (**Change Profile**)
- Select appropriate Profile
- **APPLY THE PROFILE**
- Only change profiles when necessary

WEX CARD ACCEPTANCE

- The WEX card is accepted at 95% of all major fuel retailers.
- The WEX card can be used to buy a *car wash, washer fluid, wiper blades, without buying fuel.*
- Independent car washes accept the card. WEX will contact independent's and sign them up. (send us the info.)

TRANSACTION INVOICING

- All general purchases will be listed as a separate transaction on your invoice.
- You may see car washes etc. listed as general merchandise depending on the vendors software. Some will spell it out.

ACCEPTING LOCATIONS

- .Select (**RESOURCE TOOLS**) in the task bar.
- .Go to **accepting locations**.
- .Select **fuel and service** locations.
- .Drop down box will open and you can select your preferences.
- .Criteria: City, State, Zip Code.

QUESTIONS

?

THANK YOU

Operations and Maintenance

Underutilization Review Cont.

Over 2500 underutilized units have been returned since starting this process in 2011

-If the Commonwealth would have purchased new units to replace those 2500 not being utilized it would have cost over **42,500,000**. (that is just the purchase price, does not include maintenance and accidents)

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Underutilization Review Cont.

The review is more for you than it is for us

- gives each agency the opportunity to thoroughly review and evaluate their fleet
- even if you don't have the opportunity to return any units, it may reveal other areas you can evolve your fleet, lowering cost and down time and over all saving funds

Operations and Maintenance

Quick Topics

1) New shop Supervisor

- Rickie Yeager's retirement in February
- Earl Gallagher is currently filling in until the position is permanently filled
- Contact number is still the same (787-3933/service desk, 724-6996/shop office)

2) Buying parts for in-house repairs

- Fred Beans (OEM supplier)

3) Accident repairs at DGS Garage

- If a unit is being repaired at the DGS Garage and has accident damage, the accident still needs to be called into the Claims Division first. When the unit arrives at the DGS Garage please provide our service desk with the accident # provided by the Claims Division.

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Enterprise

Operations and Maintenance

Thank you!

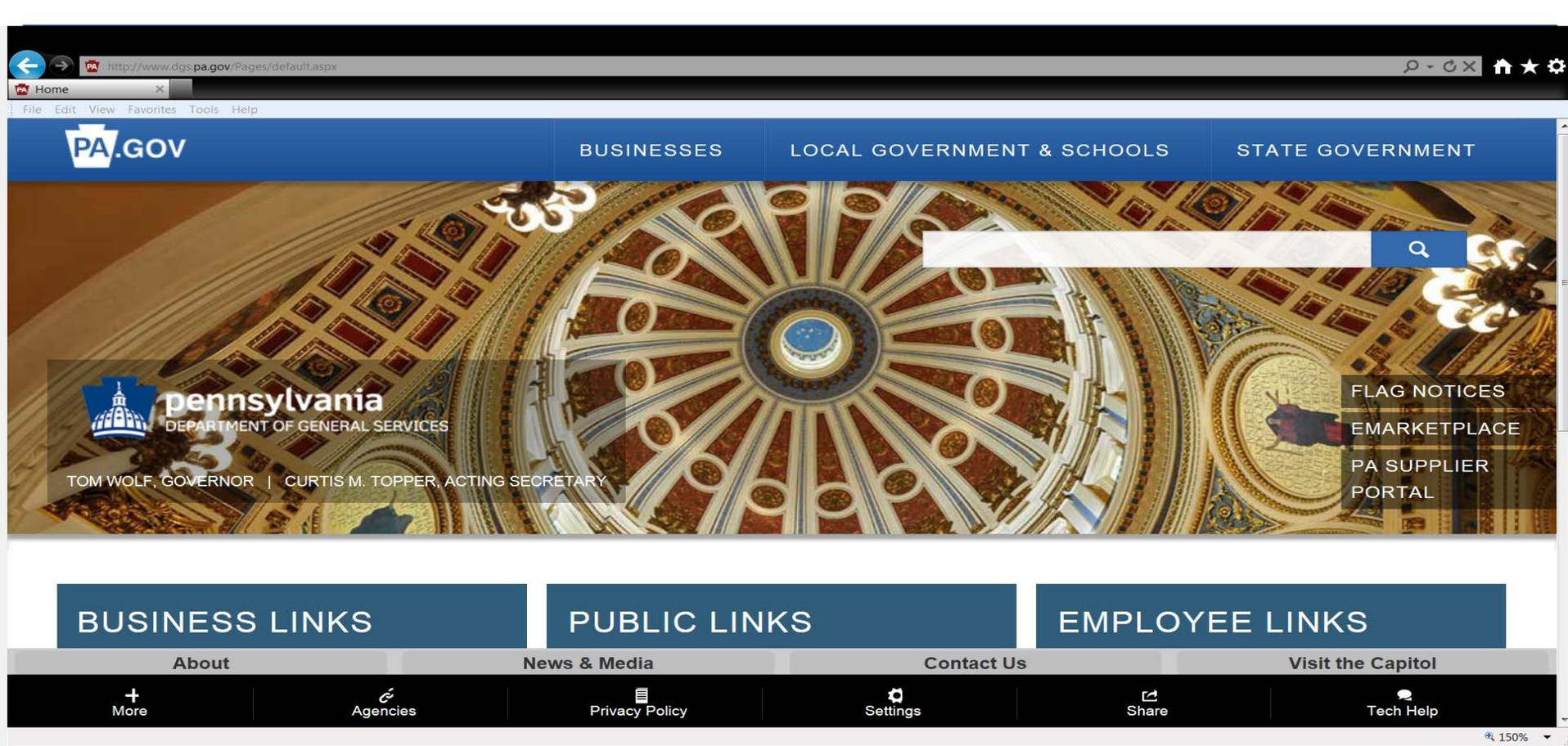


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BUREAU OF PROCUREMENT





- To start go to www.dgs.pa.gov and select Emarketplace as listed above on the right. Select Search Contracts, "Search By", select "Description" and when the blank box populates type in Passenger Vehicles for example. When the list of contracts populates click on any of the Contract Overviews. This Overview provides contract information, and basic ordering information on the cover page. Select the vehicle index tab and here you will see available vehicles, their supplier information, and build-out dates. Please review this page before you actually go into one of the contracts.



- Once you have found the vehicle your agency requires, go to the supplier's contract and review the supplier's award sheets, they contain all of the vehicle standard equipment. If you require options go to the Kelly Blue Book website, www.kbb.com, find your prospective vehicle, review the options and add the invoice price for each required option and add to the vehicle contract price. It is recommended that you do this instead of asking for quotes



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- After you have priced out your vehicle, you must then submit a completed and signed STD-557 (Request for Automotive Equipment) form to the Bureau of Vehicle Management.
- If your agency requires an off-contract vehicle that the Bureau of Procurement must bid for you, complete a shopping cart and include an asset number for each vehicle, the Comptroller's Office will not approve the final Purchase Order without it. You must upload your approved STD-557 form, and detailed vehicle specifications complete with



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- If at any time you require assistance you can either contact the Department of General Services, Bureau of Vehicle Management, or Bureau of Procurement's Commodity Specialist listed on the cover page of the Contract Overview.
- Questions??