

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORM

CHECK HERE IF URGENT NEED

EXPECTED COST (NOT TO EXCEED VALUE): 70,000

REQUEST TRACKING # [REDACTED] FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Jason Eisenhart TITLE: Facilities/Parks Manager

LOCATION: 101 Imperial St. PHONE: 8677 EMAIL: jason.eisenhart@yolocounty.gov

FUND: BUDGET UNIT: DATE NEEDED:

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

[X] REPLACEMENT Vehicle No. 9068 [] ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

[Empty text box for special requirements]

3. REASON FOR SPECIAL REQUIREMENTS:

[Empty text box for reason for special requirements]

4. URGENT – Explain reason if vehicle required within less than 60 days.

[Empty text box for urgent explanation]

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL TO BE USED? Identify personnel to use and why a pool vehicle can not be used

For staff to carry out their daily duties

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

[Empty text box for justification]

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle can not be used instead. See also Vehicle Acquisition Procedure. See also second page of this form if this is an additional vehicle.)

[Empty text box for justification of vehicle]

C. PURPOSE/JUSTIFICATION cont.

4. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE:

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT

6. DEPT HEAD APPROVAL: _____

D. JUSTIFICATION FOR ADDITIONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?

2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?

3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO RE-ORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.

4. WHAT ELSE SUPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?

5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

ADDITIONAL SPACE FOR INFORMATION:

ATTACH ADDITIONAL PAGES AS NECESSARY.



Vehicle Specification Sheet

*Please note vehicles take 60 – 120 days to arrive, and will be ordered according to specifications identified

Name of Requester: Jason Eisenhart Phone: 8677

Department/Office: GSD

1. Type: Sedan Pick Up Van SUV Heavy Equipment

2. Engine: Standard Optional _____ Justification _____

3. Propulsion: Standard Optional: _____

4. Fuel: Standard Diesel Hybrid Electric CNG

5. Options (justification required): Power Windows Power Locks Keyless Entry

Other: _____

6. Seating: Cloth Vinyl 7. Seat Type: Bench 80/20 Split Bench Bucket

8. Flooring: Carpet Vinyl 9. Full Spare Tire & Wheel: Yes No

10. Exterior Color (if not specified WHITE will be ordered): _____

11. Shop Manual (order on first unit of model only): Yes No

IF REQUESTING A SEDAN, STOP HERE. SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS

12. PICKUP SIZE: Carry Capacity: _____ lbs Tow Capacity _____

Note: Justify Commercial Load and Tow Capacity Tow package comes with vehicle on lot

13. VAN SIZE: 7 passenger 8 passenger 9 passenger
 10 or more (need special justification and license identification for 10 or more passengers)

14. Cab: Regular Extended Crew

15. Bed: Short Long Box Delete ~ Cab & Chassis

16. Tow Package: Yes No 17. Trailer Tow Mirrors: Yes No

18. Back-up Sensors: Yes No 19. Dual Rear Wheel: Yes No

20. Tow Brake Control: Yes No 21. Other: _____

REQUESTER'S NAME	SIGNATURE	DATE
Jason Eisenhart	<i>Jason Eisenhart</i>	2/21/25
FLEET SUPERINTENDENT	SIGNATURE	DATE
BENJAMIN LEE	<i>[Signature]</i>	2/21/25

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORM

CHECK HERE IF URGENT NEED

EXPECTED COST (NOT TO EXCEED VALUE): _____

REQUEST TRACKING # _____
FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Jason Eisenhart TITLE: Facilities/Parks Manager

LOCATION: 101 Imperial St. PHONE: 8677 EMAIL: jason.eisenhart@yolocounty.gov

FUND: _____ BUDGET UNIT: _____ DATE NEEDED: _____

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

REPLACEMENT Vehicle No. 8251 ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

[Empty text box for special requirements]

3. REASON FOR SPECIAL REQUIREMENTS:

[Empty text box for reason for special requirements]

4. URGENT – Explain reason if vehicle required within less than 60 days.

[Empty text box for urgent reason]

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL TO BE USED? Identify personnel to use and why a pool vehicle can not be used

Used to move heavy items around the County for the Facilities team

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

[Empty text box for justification]

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle can not be used instead. See also Vehicle Acquisition Procedure. See also second page of this form if this is an additional vehicle.)

[Empty text box for justification of vehicle]

C. PURPOSE/JUSTIFICATION cont.

4. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE:

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT

6. DEPT HEAD APPROVAL: _____

D. JUSTIFICATION FOR ADDITIONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?

2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?

3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO RE-ORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.

4. WHAT ELSE SUPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?

5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

ADDITIONAL SPACE FOR INFORMATION:

ATTACH ADDITIONAL PAGES AS NECESSARY.



Vehicle Specification Sheet

**Please note vehicles take 60 – 120 days to arrive, and will be ordered according to specifications identified*

Name of Requester: Jason Eisenhart Phone: 8677

Department/Office: GSD

1. Type: Sedan Pick Up Van SUV Heavy Equipment

2. Engine: Standard Optional _____ Justification _____

3. Propulsion: Standard Optional: _____

4. Fuel: Standard Diesel Hybrid Electric CNG

5. Options (justification required): Power Windows Power Locks Keyless Entry

Other: _____

6. Seating: Cloth Vinyl 7. Seat Type: Bench 80/20 Split Bench Bucket

8. Flooring: Carpet Vinyl 9. Full Spare Tire & Wheel: Yes No

10. Exterior Color (if not specified WHITE will be ordered): _____

11. Shop Manual (order on first unit of model only): Yes No

IF REQUESTING A SEDAN, STOP HERE. SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS

12. PICKUP SIZE: Carry Capacity: _____ lbs Tow Capacity _____

Note: Justify Commercial Load and Tow Capacity Tow package comes with vehicle on lot

13. VAN SIZE: 7 passenger 8 passenger 9 passenger
 10 or more (need special justification and license identification for 10 or more passengers)

14. Cab: Regular Extended Crew

15. Bed: Short Long Box Delete ~ Cab & Chassis

16. Tow Package: Yes No 17. Trailer Tow Mirrors: Yes No

18. Back-up Sensors: Yes No 19. Dual Rear Wheel: Yes No

20. Tow Brake Control: Yes No 21. Other: _____

REQUESTER'S NAME	SIGNATURE	DATE
Jason Eisenhart	<i>Jason Eisenhart</i>	<i>2/21/25</i> 2/21/25
FLEET SUPERINTENDENT	SIGNATURE	DATE
<i>BENJAMIN LEE</i>	<i>[Signature]</i>	<i>2/21/25</i>

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORM

CHECK HERE IF URGENT NEED

EXPECTED COST (NOT TO EXCEED VALUE): 70,000

REQUEST TRACKING # [REDACTED] FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Jason Eisenhart TITLE: Facilities/Parks Manager

LOCATION: 101 Imperial St. PHONE: 8677 EMAIL: jason.eisenhart@yolocounty.gov

FUND: BUDGET UNIT: DATE NEEDED:

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

[X] REPLACEMENT Vehicle No. 9269 [] ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

[Empty text box for special requirements]

3. REASON FOR SPECIAL REQUIREMENTS:

[Empty text box for reason for special requirements]

4. URGENT – Explain reason if vehicle required within less than 60 days.

[Empty text box for urgent reason]

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL TO BE USED? Identify personnel to use and why a pool vehicle can not be used

For staff to carry out their daily duties

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

[Empty text box for justification]

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle can not be used instead. See also Vehicle Acquisition Procedure. See also second page of this form if this is an additional vehicle.)

[Empty text box for justification of vehicle]

C. PURPOSE/JUSTIFICATION cont.

4. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE:

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT

6. DEPT HEAD APPROVAL: _____

D. JUSTIFICATION FOR ADDITIONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?

2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?

3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO RE-ORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.

4. WHAT ELSE SUPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?

5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

ADDITIONAL SPACE FOR INFORMATION:

ATTACH ADDITIONAL PAGES AS NECESSARY.



Vehicle Specification Sheet

**Please note vehicles take 60 – 120 days to arrive, and will be ordered according to specifications identified*

Name of Requester: Jason Eisenhart Phone: 8677

Department/Office: GSD

1. Type: Sedan Pick Up Van SUV Heavy Equipment

2. Engine: Standard Optional _____ Justification _____

3. Propulsion: Standard Optional: _____

4. Fuel: Standard Diesel Hybrid Electric CNG

5. Options (justification required): Power Windows Power Locks Keyless Entry

Other: _____

6. Seating: Cloth Vinyl 7. Seat Type: Bench 80/20 Split Bench Bucket

8. Flooring: Carpet Vinyl 9. Full Spare Tire & Wheel: Yes No

10. Exterior Color (if not specified WHITE will be ordered): _____

11. Shop Manual (order on first unit of model only): Yes No

IF REQUESTING A SEDAN, STOP HERE. SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS

12. PICKUP SIZE: Carry Capacity: _____ lbs Tow Capacity _____

Note: Justify Commercial Load and Tow Capacity Tow package comes with vehicle on lot

13. VAN SIZE: 7 passenger 8 passenger 9 passenger
 10 or more (need special justification and license identification for 10 or more passengers)

14. Cab: Regular Extended Crew

15. Bed: Short Long Box Delete ~ Cab & Chassis

16. Tow Package: Yes No 17. Trailer Tow Mirrors: Yes No

18. Back-up Sensors: Yes No 19. Dual Rear Wheel: Yes No

20. Tow Brake Control: Yes No 21. Other: _____

REQUESTER'S NAME	SIGNATURE	DATE
Jason Eisenhart	<i>Jason Eisenhart</i>	2/21/25

FLEET SUPERINTENDENT	SIGNATURE	DATE
<i>BENJAMIN LEE</i>	<i>[Signature]</i>	2/21/25

Yolo County Fleet Services**VEHICLE ACQUISITION REQUEST FORM**CHECK HERE IF **URGENT** NEED

EXPECTED COST (NOT TO EXCEED VALUE) \$60,000

REQUEST TRACKING #

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Tracie Olson

TITLE: Public Defender

PHONE: 530-666-8167

EMAIL: Tracie.Olson@yolocounty.gov

LOCATION: 814 North Street

FUND:

BUDGET UNIT: 2101

DATE NEEDED: 12/31/25

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED IN ATTACHED SPECIFICATION SHEET:

REPLACEMENT VEHICLE NO: 9309

ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

N/A

3. REASON FOR SPECIAL REQUIREMENTS:

N/A

4. URGENT – Explain reason if vehicle required within less than 60 days.

N/A

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL VEHICLE BE USED? (Identify personnel to use vehicle & why a pool vehicle cannot be used)

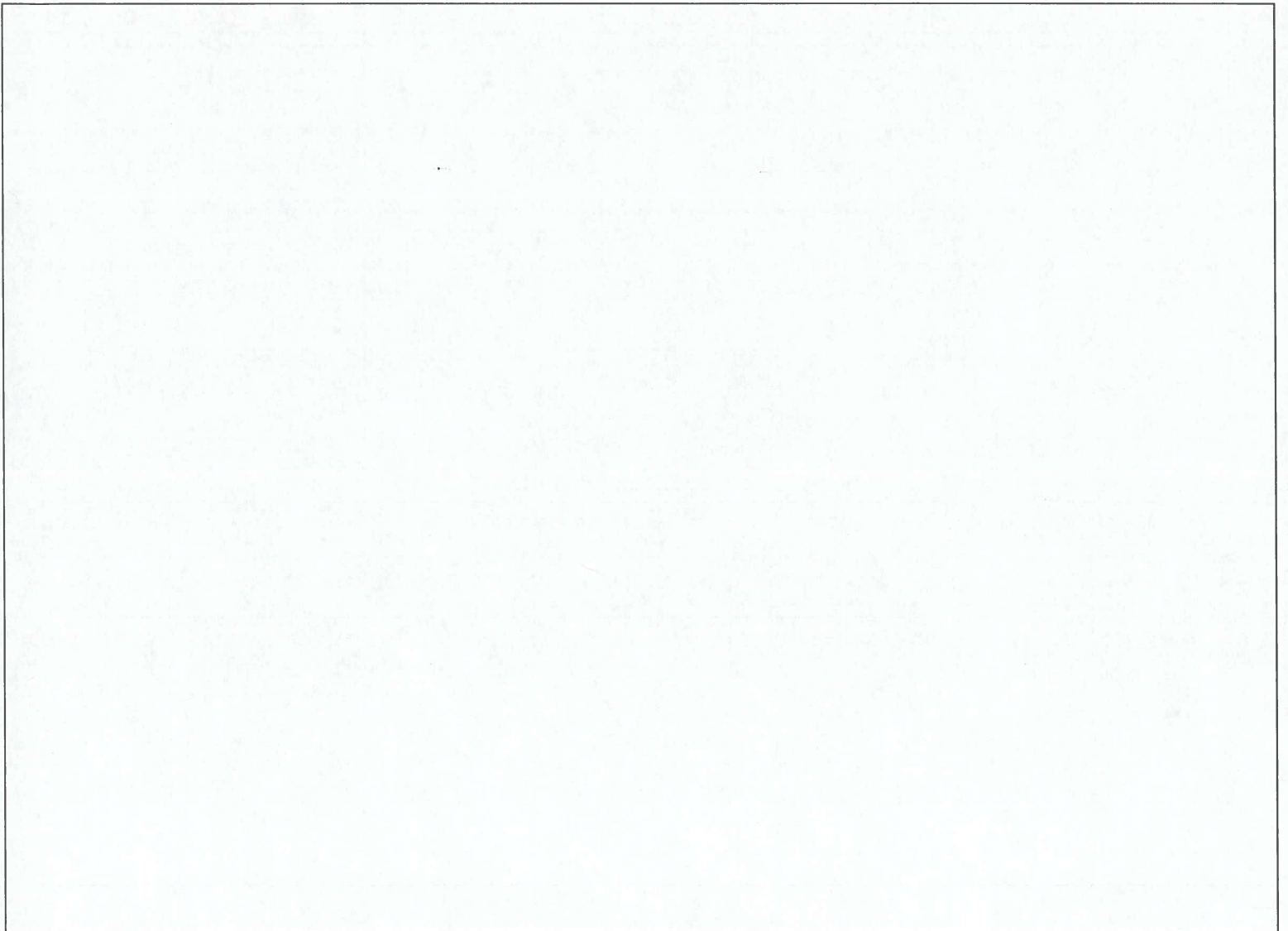
Replace vehicle 9309, assigned to a shared pool for use primarily by the investigation and the mitigation units. Currently, 6 vehicles are shared by 10 people (6 investigators, 4 social workers).

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

N/A

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle cannot be used instead. See also Vehicle Acquisition Procedure. See also the third page of this form if this is an additional vehicle.)

Vehicle 9309 is a 2017 Ford Fusion with a current mileage of 105,988. This meets the county criteria for replacement as having surpassed 100,000 miles. Also, Fleet had previously recommended a long-range replacement schedule so all vehicles don't pass the mileage or age criteria at the same time.



C. PURPOSE/JUSTIFICATION cont.

4. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN A SUSTAINABLE VEHICLE OPTION (Purchasing environmentally sustainable vehicles is encouraged over less sustainable choices. Priority should be given to electric, then electric-hybrid, hybrid, and finally combustions.)

Hybrid is preferred due to the lack of accessible EV charging stations.

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT APPROVED

Reimbursement for use of personal vehicle(s); public transportation; missed deadlines; poor quality investigations; reduced service levels to clients, including clients remaining in jail longer because we can't transition them to reentry programs including residential treatment. +

D. JUSTIFICATION FOR ADITIONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?
2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?
3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO REORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.
4. WHAT ELSE SUPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?
5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

D. JUSTIFICATION FOR ADDITIONAL VEHICLE cont.

5. ADDITIONAL SPACE FOR INFORMATION: ATTACH ADDITIONAL PAGES AS NECESSARY.

Vehicle Specification Sheet

**Please note vehicles take 60-120 days to arrive and will be ordered according to specifications identified.*

Name of Requestor: **Tracie Olson**Phone: **530-666-8167**Department/Office: **Public Defender's Office**

1. Type: Sedan Pick Up Van SUV Heavy Equipment
2. Engine: Standard Optional: Justification
3. Propulsion: Standard Optional:
4. Fuel: Standard Diesel: Hybrid: Electric CNG
5. Options (justification required): Power Window Power Lock Keyless Entry
6. Seating: Cloth Vinyl
7. Seat Type: Bench 80/20 Split Bench Bucket
8. Flooring: Carpet Vinyl
9. Full Spare Tire & Wheel: Yes No
10. Exterior Color (If not specified WHITE will be ordered):
11. Shop Manual (order on first unit of model only): Yes No

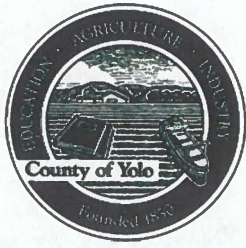
IF REQUESTING A SEDAN, STOP HERE, SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS (Vehicles over 8,500 pounds must comply with CARB rules, which may require the vehicle to be a zero-emission vehicle.)

12. Pick Up Size: Carry Capacity: _____ Tow Capacity _____

Note: Justify Commercial Load and Tow Capacity:

13. Van Size: 7 Passenger 8 Passenger 9 Passenger
14. Cab: Regular Extended Crew
15. Bed: Short Long Box Delete ~ Cab & Chassis
16. Tow Package: Yes No
17. Trailer Tow Mirrors: Yes No
18. Back-Up Sensors: Yes No
19. Dual Rear Wheel: Yes No
20. Tow Brake Control: Yes No
21. Other _____



REQUESTER'S NAME	SIGNATURE	DATE
Tracie Olson	<i>Tracie Olson</i>	2/18/2025

DEPARTMENT DIRECTOR OR DESIGNEE	SIGNATURE	DATE
Tracie Olson	<i>Tracie Olson</i>	2/18/2025

FLEET SUPERINTENDENT	SIGNATURE	DATE
Benjamin Lee	<i>[Signature]</i>	02/18/2025

PROCEDURES FOR FILLING OUT BUDGET FOR 11

PROCEDURES FOR FILLING OUT FORM 11:

- The Form 11 can be found on the Intranet: Inside Yolo > Departments > Department of Financial Services > Budget > Forms Section > Vehicle Request & Justification (Form 11)
- Include, as much detail as possible of type vehicle and particular needs, if any, to get reasonable and reliable cost
- Multiple identical vehicles can be requested on a single form.
- Most questions on the form are self-explanatory. Where more explanation is needed, it is provided below:

HEADER

- Expected Price: Fleet Services provides quotes for vehicles upon request. Expected cost includes the total cost of the purchase for all vehicles requested (if from the same dealer and on the same PO) and special outfitting.

SECTION A: REQUESTOR INFORMATION

- "Requestor" is the main contact for information concerning the purchase. The Requestor should be able to answer questions about the request and should be familiar with the funding source if grant or agency funded.
- Location: location is where the vehicle will be parked when not in use.
- Date Needed: For urgently needed vehicles, or vehicles needed by a certain date, please include a justification for the urgent purchase in B. 4.
- Department Director must sign the form authorizing the purchase.

SECTION B: VEHICLE INFORMATION

QUESTION #1: If the requested vehicle is a replacement vehicle, mark REPLACEMENT and identify the vehicle number (or numbers) being replaced with the purchase. If more than two vehicles, or if the number of vehicles being requested is less than the number being replaced, identify the vehicles by number and explain in section B.

- Replacement is a purchase to replace an existing vehicle with a similar type and for a similar purpose.
- Vehicles identified as high mileage, aged or experiencing excessively expensive or repetitive mechanical issues may be recommended for replacement by Fleet Services during budget planning. When recommended, Fleet Services will initiate the vehicle request paperwork.
- Criteria:
 - 10 years of age or older
 - 100,000 miles or more

SECTION C: PURPOSE / JUSTIFICATION

QUESTION #3: PROVIDE JUSTIFICATION OF VEHICLE: It is the intent of the County to purchase/own the fewest number of vehicles needed. Provide justification of the need of the vehicle. If this vehicle is a low-use vehicle (fewer than 400 miles per month), provide justification.

QUESTION #4: PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN A SUSTAINABLE VEHICLE OPTION

- Adopted Budget Principles encourage purchasing sustainable vehicles by prioritizing electric, then electric-hybrid, hybrid, and finally combustion. It is the intent of the County to be "carbon negative" by 2030 and committing to low or no emission vehicles is key to achieving this goal.

SECTION D: JUSTIFICATION FOR ADDITIONAL VEHICLE:

- It is the intent of the County to purchase/own the fewest number of vehicles needed. Additional vehicle purchases increase the Department's vehicle inventory and require justification. Justification may include:
 - Staffing increases
 - Providing additional services

- Increased mobility or increased range

QUESTION #5: REVIEW OF PRIOR YEAR MILEAGE, ETC.: Information is available from Fleet Services

- Last Box: ADDITIONAL SPACE FOR INFORMATION: Fleet Services will enter detail of quote and purchase authorization providing Procurement with evidence of Fleet Services' review.

VEHICLE SPECIFICATION SHEET

- Enter appropriately, but do not assume all blocks need an entry.
- Most vehicles are being purchased as offered, which is well equipped.
- Some items are only pertinent to work vehicles, some are not available even if "checked", and if not available will be changed without notification.

The Department Head should be comfortable presenting all aspects of purchase request and justification. Signatures on the form will be expected two times during the purchasing process: once during the budget planning process around February each year, and again when the vehicle is ordered, which is typically around summer or fall.

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORM

CHECK HERE IF URGENT NEED

EXPECTED COST (NOT TO EXCEED VALUE): _____

REQUEST TRACKING # _____

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Denny Cheuk TITLE: Sheriff's Chief of Finance

LOCATION: 140 Tony Diaz Drive PHONE: 530-668-5264 EMAIL: denny.cheuk@yolocounty.org

FUND: 0202 BUDGET UNIT: 2507 DATE NEEDED: 3/3/25

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

REPLACEMENT Vehicle No. 9232 ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

Boat Patrol truck - full outfitting specific to boating operations.

3. REASON FOR SPECIAL REQUIREMENTS:

N/A

4. URGENT – Explain reason if vehicle required within less than 60 days.

N/A

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL TO BE USED? Identify personnel to use and why a pool vehicle can not be used

Direct replacement

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

N/A

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle can not be used instead. See also Vehicle Acquisition Procedure. See also second page of this form if this is an additional vehicle.)

Replacement of boat patrol truck, current odometer is 116,680.

C. PURPOSE/JUSTIFICATION cont.

4. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE:

N/A

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT

Current vehicle meets the County policy for replacement due to age and mileage.

6. DEPT HEAD APPROVAL: _____



D. JUSTIFICATION FOR ADDITIONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?

N/A

2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?

N/A

3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO RE-ORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.

N/A

4. WHAT ELSE SUPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?

N/A

5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

ADDITIONAL SPACE FOR INFORMATION:

N/A

ATTACH ADDITIONAL PAGES AS NECESSARY.



Vehicle Specification Sheet

**Please note vehicles take 60 – 120 days to arrive, and will be ordered according to specifications identified*

Name of Requester: Denny Cheuk Phone: 530-668-5264

Department/Office: SHE

- 1. Type: Sedan Pick Up Van SUV Heavy Equipment
- 2. Engine: Standard Optional Diesel Engine Justification Frequent towing - boat
- 3. Propulsion: Standard Optional: _____
- 4. Fuel: Standard Diesel Hybrid Electric CNG
- 5. Options (justification required): Power Windows Power Locks Keyless Entry
Other: _____
- 6. Seating: Cloth Vinyl 7. Seat Type: Bench 80/20 Split Bench Bucket
- 8. Flooring: Carpet Vinyl 9. Full Spare Tire & Wheel: Yes No
- 10. Exterior Color (if not specified WHITE will be ordered): Gray
- 11. Shop Manual (order on first unit of model only): Yes No



IF REQUESTING A SEDAN, STOP HERE. SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS

12. PICKUP SIZE: Carry Capacity: 3/4Ton lbs Tow Capacity _____

Note: Justify Commercial Load and Tow Capacity _____

- 13. VAN SIZE: 7 passenger 8 passenger 9 passenger
 10 or more (need special justification and license identification for 10 or more passengers)
- 14. Cab: Regular Extended Crew
- 15. Bed: Short Long Box Delete ~ Cab & Chassis
- 16. Tow Package: Yes No 17. Trailer Tow Mirrors: Yes No
- 18. Back-up Sensors: Yes No 19. Dual Rear Wheel: Yes No
- 20. Tow Brake Control: Yes No 21. Other: _____

REQUESTER'S NAME	SIGNATURE	DATE
Denny Cheuk		1/31/2025
FLEET SUPERINTENDENT	SIGNATURE	DATE
Ben Lee		1/31/2025

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORM

CHECK HERE IF URGENT NEED

EXPECTED COST (NOT TO EXCEED VALUE): _____

REQUEST TRACKING # _____

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Denny Cheuk TITLE: Sheriff's Chief of Finance

LOCATION: 140 Tony Diaz Drive PHONE: 530-668-5264 EMAIL: denny.cheuk@yolocounty.org

FUND: 0202 BUDGET UNIT: 2507 DATE NEEDED: 10/1/24

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

[X] REPLACEMENT Vehicle No. 9299F [] ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

Detective use vehicle, with limited outfitting.

3. REASON FOR SPECIAL REQUIREMENTS:

N/A

4. URGENT - Explain reason if vehicle required within less than 60 days.

N/A

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL TO BE USED? Identify personnel to use and why a pool vehicle can not be used

Direct replacement

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

N/A

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle can not be used instead. See also Vehicle Acquisition Procedure. See also second page of this form if this is an additional vehicle.)

Replacement of detective vehicle when mileage reaches or exceeds 90,000 miles.

C. PURPOSE/JUSTIFICATION cont.

4. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE:

N/A

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT

Current vehicle reliability is low due to age and miles.

6. DEPT HEAD APPROVAL: _____



D. JUSTIFICATION FOR ADDITIONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?

N/A

2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?

N/A

3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO RE-ORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.

N/A

4. WHAT ELSE SUPPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?

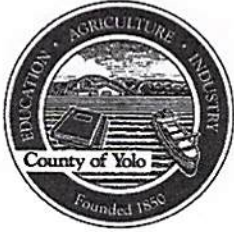
N/A

5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

ADDITIONAL SPACE FOR INFORMATION:

N/A

ATTACH ADDITIONAL PAGES AS NECESSARY.



Vehicle Specification Sheet

**Please note vehicles take 60 – 120 days to arrive, and will be ordered according to specifications identified*

Name of Requester: Denny Cheuk Phone: 530-668-5264

Department/Office: SHE

- 1. Type: Sedan Pick Up Van SUV Heavy Equipment
- 2. Engine: Standard Optional _____ Justification _____
- 3. Propulsion: Standard Optional: _____
- 4. Fuel: Standard Diesel Hybrid Electric CNG
- 5. Options (justification required): Power Windows Power Locks Keyless Entry
Other: _____
- 6. Seating: Cloth Vinyl 7. Seat Type: Bench 80/20 Split Bench Bucket
- 8. Flooring: Carpet Vinyl 9. Full Spare Tire & Wheel: Yes No
- 10. Exterior Color (if not specified WHITE will be ordered): Gray
- 11. Shop Manual (order on first unit of model only): Yes No

IF REQUESTING A SEDAN, STOP HERE. SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS

- 12. PICKUP SIZE: Carry Capacity: 1/2 Ton lbs Tow Capacity _____
Note: Justify Commercial Load and Tow Capacity _____
- 13. VAN SIZE: 7 passenger 8 passenger 9 passenger
 10 or more (need special justification and license identification for 10 or more passengers)
- 14. Cab: Regular Extended Crew
- 15. Bed: Short Long Box Delete ~ Cab & Chassis
- 16. Tow Package: Yes No 17. Trailer Tow Mirrors: Yes No
- 18. Back-up Sensors: Yes No 19. Dual Rear Wheel: Yes No
- 20. Tow Brake Control: Yes No 21. Other: _____

REQUESTER'S NAME	SIGNATURE	DATE
Denny Cheuk		2/21/2024
FLEET SUPERINTENDENT	SIGNATURE	DATE
Ben Lee		2/21/2024



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95078
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

2/21/2024

Quote ID: 37519

Order Cut Off Date: TBA

Benjamin Lee
County of Yolo
Fleet Services

294 W Beamer st

woodland, ca 95695, California, 95695

Dear Benjamin Lee,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford F-150 (W3L) XLT 4WD SuperCrew 5.5' Box 145" WB,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$61,125.00	\$58,290.68	4.637 %	\$2,834.32
4 Additional Key(s)		\$1,200.00		
Tax (8.0000 %)		\$4,759.25		
Tire fee		\$8.75		
Total		\$64,258.68		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497



GMC

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORM

CHECK HERE IF URGENT NEED

EXPECTED COST (NOT TO EXCEED VALUE): _____

REQUEST TRACKING # _____

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Denny Cheuk TITLE: Sheriff's Chief of Finance

LOCATION: 140 Tony Diaz Drive PHONE: 530-668-5264 EMAIL: denny.cheuk@yolocounty.org

FUND: 0202 BUDGET UNIT: 2507 DATE NEEDED: 10/1/24

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

REPLACEMENT Vehicle No. 9166 ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

Management team replacement vehicle, limited outfitting

3. REASON FOR SPECIAL REQUIREMENTS:

N/A

4. URGENT – Explain reason if vehicle required within less than 60 days.

N/A

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL TO BE USED? Identify personnel to use and why a pool vehicle can not be used

Replacement of existing management team vehicle, current vehicle mileage exceeds 130k.

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

N/A

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle can not be used instead. See also Vehicle Acquisition Procedure. See also second page of this form if this is an additional vehicle.)

N/A



Vehicle Specification Sheet

**Please note vehicles take 60 – 120 days to arrive, and will be ordered according to specifications identified*

Name of Requester: Denny Cheuk Phone: 530-668-5264

Department/Office: SHE

1. Type: Sedan Pick Up Van SUV Heavy Equipment **Type change to SUV**

2. Engine: Standard Optional _____ Justification _____

3. Propulsion: Standard Optional: _____

4. Fuel: Standard Diesel Hybrid Electric CNG **Fuel will change from Electric to Standard**

5. Options (justification required): Power Windows Power Locks Keyless Entry

Other: _____

6. Seating: Cloth Vinyl 7. Seat Type: Bench 80/20 Split Bench Bucket

8. Flooring: Carpet Vinyl 9. Full Spare Tire & Wheel: Yes No

10. Exterior Color (if not specified WHITE will be ordered): Black, Blue or Red

11. Shop Manual (order on first unit of model only): Yes No

IF REQUESTING A SEDAN, STOP HERE. SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS

12. PICKUP SIZE: Carry Capacity: 1/2 Ton lbs Tow Capacity _____

Note: Justify Commercial Load and Tow Capacity _____

13. VAN SIZE: 7 passenger 8 passenger 9 passenger
 10 or more (need special justification and license identification for 10 or more passengers)

14. Cab: Regular Extended Crew

15. Bed: Short Long Box Delete ~ Cab & Chassis

16. Tow Package: Yes No 17. Trailer Tow Mirrors: Yes No

18. Back-up Sensors: Yes No 19. Dual Rear Wheel: Yes No

20. Tow Brake Control: Yes No 21. Other: _____

REQUESTER'S NAME	SIGNATURE	DATE
Denny Cheuk		2/21/2024

FLEET SUPERINTENDENT	SIGNATURE	DATE
Ben Lee		2/21/2024



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

2/8/2024

Quote ID: 37394

Order Cut Off Date: TBA

Benjamin Lee
County of Yolo
Fleet Services

294 W Beamer st
woodland, ca 95695, California, 95695

We are no longer requesting a F150 Lightning since our request for EV chargers were denied. The plan is to request a replacement Jeep. See next page for Jeep Quote.

Dear Benjamin Lee,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box 145" WB,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$72,380.00	\$71,380.00	1.382 %	\$1,000.00
2 Additional Key(s)		\$600.00		
Tax (8.0000 %)		\$5,758.40		
Tire fee		\$8.75		
Total		\$77,747.15		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497



GMC

Yolo County Fleet Services**VEHICLE ACQUISITION REQUEST FORM**CHECK HERE IF **URGENT** NEED

EXPECTED COST (NOT TO EXCEED VALUE) \$90,000

REQUEST TRACKING #

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Nikki Abaurrea

TITLE: Chief Fiscal Admin Officer

PHONE: 530-406-4505

EMAIL: nikki.abaurrea@yolocounty.gov

LOCATION: DA

FUND: 2010

BUDGET UNIT: 2051

DATE NEEDED:

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED IN ATTACHED SPECIFICATION SHEET:

REPLACEMENT VEHICLE NO: 9273 & 9276

ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)
equipment - Lights/siren/raido

3. REASON FOR SPECIAL REQUIREMENTS:
Needs to be outfitted for investigators

4. URGENT – Explain reason if vehicle required within less than 60 days.

C. PURPOSE/JUSTIFICATION

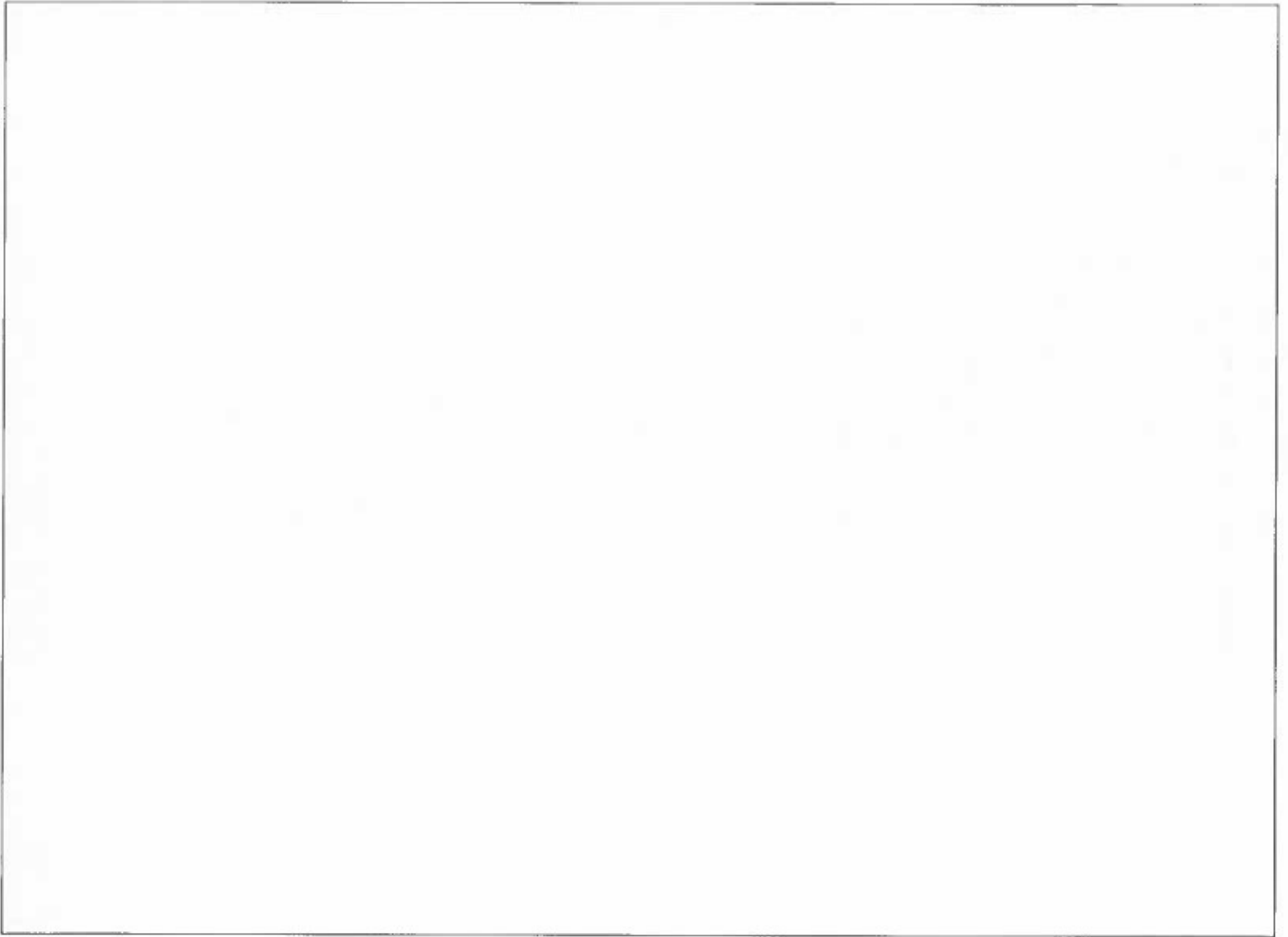
1. HOW AND WHERE WILL VEHICLE BE USED? (Identify personnel to use vehicle & why a pool vehicle cannot be used)
Vehicles will be used by investigations in criminal division to perform duties

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle cannot be used instead. See also Vehicle Acquisition Procedure. See also the third page of this form if this is an additional vehicle.)

Vehicle 9273 - Over 100,000 miles and will be 10 years old in FY25/26

Vehicle 9276 - Over 100,000 miles and will be 10 years old in FY25/26

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is positioned below the page header and above the footer, serving as a placeholder for content.

C. PURPOSE/JUSTIFICATION cont.

4. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN A SUSTAINABLE VEHICLE OPTION (Purchasing environmentally sustainable vehicles is encouraged over less sustainable choices. Priority should be given to electric, then electric-hybrid, hybrid, and finally combustions.)

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT APPROVED

D. JUSTIFICATION FOR ADITONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?

2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?

3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO REORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.

4. WHAT ELSE SUPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?

5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

D. JUSTIFICTION FOR ADDITIONAL VEHICLE cont.

5. ADDITIONAL SPACE FOR INFORMATION: ATTACH ADDITIONAL PAGES AS NECESSARY.

Vehicle Specification Sheet

**Please note vehicles take 60-120 days to arrive and will be ordered according to specifications identified.*

Name of Requestor:

Phone: 530-406-4505

Department/Office:

1. Type: Sedan Pick Up Van SUV Heavy Equipment
2. Engine: Standard Optional: Justification
3. Propulsion: Standard Optional:
4. Fuel: Standard Diesel: Hybrid: Electric CNG
5. Options (justification required): Power Window Power Lock Keyless Entry
6. Seating: Cloth Vinyl
7. Seat Type: Bench 80/20 Split Bench Bucket
8. Flooring: Carpet Vinyl
9. Full Spare Tire & Wheel: Yes No
10. Exterior Color (If not specified WHITE will be ordered):
11. Shop Manual (order on first unit of model only): Yes No

IF REQUESTING A SEDAN, STOP HERE, SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS (Vehicles over 8,500 pounds must comply with CARB rules, which may require the vehicle to be a zero-emission vehicle.)


12. Pick Up Size: Carry Capacity:


Tow Capacity

Note: Justify Commercial Load and Tow Capacity:

13. Van Size: 7 Passenger 8 Passenger 9 Passenger
14. Cab: Regular Extended Crew
15. Bed: Short Long Box Delete ~ Cab & Chassis
16. Tow Package: Yes No
17. Trailer Tow Mirrors: Yes No
18. Back-Up Sensors: Yes No
19. Dual Rear Wheel: Yes No
20. Tow Brake Control: Yes No
21. Other



REQUESTER'S NAME	SIGNATURE	DATE
Nikki Abaurrea		3/24/25

DEPARTMENT DIRECTOR OR DESIGNEE	SIGNATURE	DATE
Nikki Abaurrea		3/24/25

FLEET SUPERINTENDENT	SIGNATURE	DATE
Benjamin Lee		3/24/25

PROCEDURES FOR FILLING OUT BUDGET FOR 11

PROCEDURES FOR FILLING OUT FORM 11:

- The Form 11 can be found on the Intranet: Inside Yolo > Departments > Department of Financial Services > Budget > Forms Section > Vehicle Request & Justification (Form 11)
- Include, as much detail as possible of type vehicle and particular needs, if any, to get reasonable and reliable cost
- Multiple identical vehicles can be requested on a single form.
- Most questions on the form are self-explanatory. Where more explanation is needed, it is provided below:

HEADER

- Expected Price: Fleet Services provides quotes for vehicles upon request. Expected cost includes the total cost of the purchase for all vehicles requested (if from the same dealer and on the same PO) and special outfitting.

SECTION A: REQUESTOR INFORMATION

- "Requestor" is the main contact for information concerning the purchase. The Requestor should be able to answer questions about the request and should be familiar with the funding source if grant or agency funded.
- Location: location is where the vehicle will be parked when not in use.
- Date Needed: For urgently needed vehicles, or vehicles needed by a certain date, please include a justification for the urgent purchase in B. 4.
- Department Director must sign the form authorizing the purchase.

SECTION B: VEHICLE INFORMATION

QUESTION #1: If the requested vehicle is a replacement vehicle, mark REPLACEMENT and identify the vehicle number (or numbers) being replaced with the purchase. If more than two vehicles, or if the number of vehicles being requested is less than the number being replaced, identify the vehicles by number and explain in section B.

- Replacement is a purchase to replace an existing vehicle with a similar type and for a similar purpose.
- Vehicles identified as high mileage, aged or experiencing excessively expensive or repetitive mechanical issues may be recommended for replacement by Fleet Services during budget planning. When recommended, Fleet Services will initiate the vehicle request paperwork.
- Criteria:
 - 10 years of age or older
 - 100,000 miles or more

SECTION C: PURPOSE / JUSTIFICATION

QUESTION #3: PROVIDE JUSTIFICATION OF VEHICLE: It is the intent of the County to purchase/own the fewest number of vehicles needed. Provide justification of the need of the vehicle. If this vehicle is a low-use vehicle (fewer than 400 miles per month), provide justification.

QUESTION #4: PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN A SUSTAINABLE VEHICLE OPTION

- Adopted Budget Principles encourage purchasing sustainable vehicles by prioritizing electric, then electric-hybrid, hybrid, and finally combustion. It is the intent of the County to be "carbon negative" by 2030 and committing to low or no emission vehicles is key to achieving this goal.

SECTION D: JUSTIFICATION FOR ADDITIONAL VEHICLE:

- It is the intent of the County to purchase/own the fewest number of vehicles needed. Additional vehicle purchases increase the Department's vehicle inventory and require justification. Justification may include:
 - Staffing increases
 - Providing additional services

- Increased mobility or increased range

QUESTION #5: REVIEW OF PRIOR YEAR MILEAGE, ETC.: Information is available from Fleet Services

- Last Box: ADDITIONAL SPACE FOR INFORMATION: Fleet Services will enter detail of quote and purchase authorization providing Procurement with evidence of Fleet Services' review.

VEHICLE SPECIFICATION SHEET

- Enter appropriately, but do not assume all blocks need an entry.
- Most vehicles are being purchased as offered, which is well equipped.
- Some items are only pertinent to work vehicles, some are not available even if "checked", and if not available will be changed without notification.

The Department Head should be comfortable presenting all aspects of purchase request and justification. Signatures on the form will be expected two times during the purchasing process: once during the budget planning process around February each year, and again when the vehicle is ordered, which is typically around summer or fall.

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORMCHECK HERE IF URGENT NEED

EXPECTED COST (NOT TO EXCEED VALUE): _____

REQUEST TRACKING #

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:NAME: Denny CheukTITLE: Sheriff's Chief of FinanceLOCATION: 140 Tony Diaz DrivePHONE: 530-668-5264EMAIL: denny.cheuk@yolocounty.orgFUND: 0202BUDGET UNIT: 2502DATE NEEDED: 10/1/24**DEPT HEAD AUTHORIZATION REQUIRED****B. VEHICLE INFORMATION**

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

 REPLACEMENT Vehicle No. 9335 ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

Management team replacement vehicle, limited outfitting

3. REASON FOR SPECIAL REQUIREMENTS:

N/A

4. URGENT – Explain reason if vehicle required within less than 60 days.

N/A

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL TO BE USED? Identify personnel to use and why a pool vehicle can not be used

Replacement of existing management team vehicle, current vehicle mileage exceeds 100k.

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

N/A

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle can not be used instead. See also Vehicle Acquisition Procedure. See also second page of this form if this is an additional vehicle.)

N/A

C. PURPOSE/JUSTIFICATION cont.

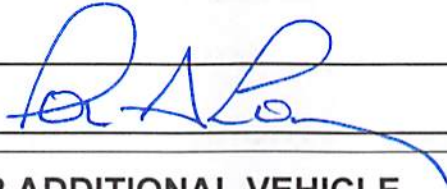
4. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE:

N/A

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT

N/A

6. DEPT HEAD APPROVAL: _____



D. JUSTIFICATION FOR ADDITIONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?

N/A

2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?

N/A

3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO RE-ORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.

N/A

4. WHAT ELSE SUPPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?

N/A

5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

ADDITIONAL SPACE FOR INFORMATION:

ATTACH ADDITIONAL PAGES AS NECESSARY.



Vehicle Specification Sheet

**Please note vehicles take 60 – 120 days to arrive, and will be ordered according to specifications identified*

Name of Requester: Denny Cheuk Phone: 530-668-5264

Department/Office: SHE

1. Type: Sedan Pick Up Van SUV Heavy Equipment

2. Engine: Standard Optional _____ Justification _____

3. Propulsion: Standard Optional: _____

4. Fuel: Standard Diesel Hybrid Electric CNG

5. Options (justification required): Power Windows Power Locks Keyless Entry

Other: _____

6. Seating: Cloth Vinyl 7. Seat Type: Bench 80/20 Split Bench Bucket

8. Flooring: Carpet Vinyl 9. Full Spare Tire & Wheel: Yes No

10. Exterior Color (if not specified WHITE will be ordered): Black, Blue or Red

11. Shop Manual (order on first unit of model only): Yes No

IF REQUESTING A SEDAN, STOP HERE. SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS

12. PICKUP SIZE: Carry Capacity: _____ lbs Tow Capacity _____

Note: Justify Commercial Load and Tow Capacity _____

13. VAN SIZE: 7 passenger 8 passenger 9 passenger
 10 or more (need special justification and license identification for 10 or more passengers)

14. Cab: Regular Extended Crew

15. Bed: Short Long Box Delete ~ Cab & Chassis

16. Tow Package: Yes No

17. Trailer Tow Mirrors: Yes No

18. Back-up Sensors: Yes No

19. Dual Rear Wheel: Yes No

20. Tow Brake Control: Yes No

21. Other: _____

REQUESTER'S NAME	SIGNATURE	DATE
Denny Cheuk		3/18/2025
FLEET SUPERINTENDENT	SIGNATURE	DATE
Ben Lee		3/18/2025

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORM

CHECK HERE IF URGENT NEED

EXPECTED COST (NOT TO EXCEED VALUE): _____

REQUEST TRACKING # _____
FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Denny Cheuk TITLE: Sheriff's Chief of Finance
LOCATION: 140 Tony Diaz Drive PHONE: 530-668-5264 EMAIL: denny.cheuk@yolocounty.org
FUND: 0202 BUDGET UNIT: 2507 DATE NEEDED: 10/1/25

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

REPLACEMENT Vehicle No. _____ ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

5 Patrol and 3 CAPAY Patrol (Tribe Funded). Vehicle 9295, 9361, 9331, 9288, 9429, 9128, 9536, 9237.

3. REASON FOR SPECIAL REQUIREMENTS:

Patrol vehicles on regular replacement schedule, 5 per year for Patrol and 3 per year for CAPAY Patrol. Outfitted for law enforcement patrol and pursuit.

4. URGENT – Explain reason if vehicle required within less than 60 days.

N/A

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL TO BE USED? Identify personnel to use and why a pool vehicle can not be used

Deputies use patrol vehicles for law enforcement activities. Patrol vehicles are outfitted with specialized technology and equipment. Such vehicles are not be meant for general pool.

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

Law enforcement vehicles require additional equipment and technology that standard vehicles do not have.

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle can not be used instead. See also Vehicle Acquisition Procedure. See also second page of this form if this is an additional vehicle.)

Patrol vehicles are on a replacement plan and need to be rotated out about every two/three years or meet the criteria for replacement per County policy.

C. PURPOSE/JUSTIFICATION cont.

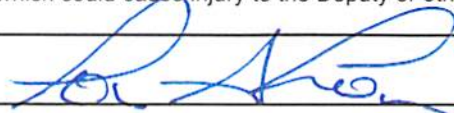
4. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE:

N/A

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT

If the Patrol vehicles are not replaced, the Office runs the risk of such vehicles breaking down while the Deputy is in a pursuit or responding to emergency calls, which could cause injury to the Deputy or others in the vicinity. This is a high risk liability.

6. DEPT HEAD APPROVAL:



D. JUSTIFICATION FOR ADDITIONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?

N/A

2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?

N/A

3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO RE-ORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.

N/A

4. WHAT ELSE SUPPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?

N/A

5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

ADDITIONAL SPACE FOR INFORMATION:

N/A

ATTACH ADDITIONAL PAGES AS NECESSARY.



Vehicle Specification Sheet

**Please note vehicles take 60 – 120 days to arrive, and will be ordered according to specifications identified*

Name of Requester: Denny Cheuk Phone: 530-668-5264

Department/Office: SHE

1. Type: Sedan Pick Up Van SUV Heavy Equipment

2. Engine: Standard Optional _____ Justification _____

3. Propulsion: Standard Optional: _____

4. Fuel: Standard Diesel Hybrid Electric CNG

5. Options (justification required): Power Windows Power Locks Keyless Entry

Other: Patrol Package/PPV

6. Seating: Cloth Vinyl 7. Seat Type: Bench 80/20 Split Bench Bucket

8. Flooring: Carpet Vinyl 9. Full Spare Tire & Wheel: Yes No

10. Exterior Color (if not specified WHITE will be ordered): White

11. Shop Manual (order on first unit of model only): Yes No

IF REQUESTING A SEDAN, STOP HERE. SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS

12. PICKUP SIZE: Carry Capacity: _____ lbs Tow Capacity _____

Note: Justify Commercial Load and Tow Capacity _____

13. VAN SIZE: 7 passenger 8 passenger 9 passenger
 10 or more (need special justification and license identification for 10 or more passengers)

14. Cab: Regular Extended Crew

15. Bed: Short Long Box Delete ~ Cab & Chassis

16. Tow Package: Yes No 17. Trailer Tow Mirrors: Yes No

18. Back-up Sensors: Yes No 19. Dual Rear Wheel: Yes No

20. Tow Brake Control: Yes No 21. Other: _____

REQUESTER'S NAME	SIGNATURE	DATE
Denny Cheuk		3/18/2025
FLEET SUPERINTENDENT	SIGNATURE	DATE
Ben Lee		3/18/2025

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORM

CHECK HERE IF URGENT NEED

EXPECTED COST (NOT TO EXCEED VALUE): _____

REQUEST TRACKING # _____
FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Denny Cheuk TITLE: Sheriff's Chief of Finance

LOCATION: 140 Tony Diaz Drive.. PHONE: 530-668-5264 EMAIL: denny.cheuk@yolocounty.org

FUND: 0202 BUDGET UNIT: 2507 DATE NEEDED: 10/1/24

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

REPLACEMENT Vehicle No. 8799 ADDITIONAL (Attach justification if additional)

2. SPECIAL REQUIREMENTS (include number of passengers, equipment or storage capacity, utility features, etc.)

SWAT Vehicle is 18 years old and meets the criteria for replacement per the County policy

3. REASON FOR SPECIAL REQUIREMENTS:

N/A

4. URGENT – Explain reason if vehicle required within less than 60 days.

N/A

C. PURPOSE/JUSTIFICATION

1. HOW AND WHERE WILL TO BE USED? Identify personnel to use and why a pool vehicle can not be used

Replacement of existing SWAT vehicle, current vehicle is 18 years old.

2. PROVIDE JUSTIFICATION FOR REQUESTING ANYTHING OTHER THAN STANDARD VEHICLE/EQUIPMENT

N/A

3. PROVIDE JUSTIFICATION OF VEHICLE (Explain whether this vehicle meets minimum utilization and if not, why not and why a pool vehicle can not be used instead. See also Vehicle Acquisition Procedure. See also second page of this form if this is an additional vehicle.)

N/A

C. PURPOSE/JUSTIFICATION cont.

4. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE:

N/A

5. DESCRIBE THE NEGATIVE IMPACT IF THIS VEHICLE ACQUISITION IS NOT

N/A

6. DEPT HEAD APPROVAL: _____



D. JUSTIFICATION FOR ADDITIONAL VEHICLE

1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?

N/A

2. WHAT LEVEL OF STAFFING DOES THE DEPARTMENT/BUDGET UNIT HAVE IN COMPARISON TO PRIOR YEARS THAT WOULD JUSTIFY ANOTHER VEHICLE?

N/A

3. HAS THE SCOPE OF THE DEPARTMENT (role, function, responsibilities, etc.) BEEN EXPANDED DUE TO RE-ORGANIZATION, NEW LEGISLATION, ETC. Please explain how the department needs have increased and the reason for additional vehicle and/or equipment.

N/A

4. WHAT ELSE SUPPORTS THE ADDITION OF ANOTHER VEHICLE OR EQUIPMENT ITEM?

N/A

5. REVIEW PRIOR YEAR MILEAGE/HOURS FOR BUDGET UNIT AND/OR DEPARTMENT VEHICLES AND/OR EQUIPMENT TO DETERMINE IF EXISTING UTILIZATION WARRANTS ANOTHER VEHICLE OR EQUIPMENT ITEM. ATTACH METER/MILEAGE RECORDS.

ADDITIONAL SPACE FOR INFORMATION:

ATTACH ADDITIONAL PAGES AS NECESSARY.



Vehicle Specification Sheet

**Please note vehicles take 60 – 120 days to arrive, and will be ordered according to specifications identified*

Name of Requester: Denny Cheuk Phone: 530-668-5264

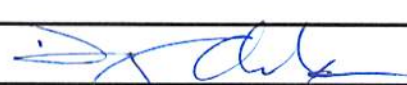

Department/Office: SHE

1. Type: Sedan Pick Up Van SUV Heavy Equipment
2. Engine: Standard Optional _____ Justification _____
3. Propulsion: Standard Optional: _____
4. Fuel: Standard Diesel Hybrid Electric CNG
5. Options (justification required): Power Windows Power Locks Keyless Entry
- Other: _____
6. Seating: Cloth Vinyl 7. Seat Type: Bench 80/20 Split Bench Bucket
8. Flooring: Carpet Vinyl 9. Full Spare Tire & Wheel: Yes No
10. Exterior Color (if not specified WHITE will be ordered): White
11. Shop Manual (order on first unit of model only): Yes No

IF REQUESTING A SEDAN, STOP HERE. SIGN BELOW, AND FORWARD TO FLEET SERVICES.

PICKUPS AND VANS

12. PICKUP SIZE: Carry Capacity: _____ lbs Tow Capacity _____
- Note: Justify Commercial Load and Tow Capacity _____
13. VAN SIZE: 7 passenger 8 passenger 9 passenger
 10 or more (need special justification and license identification for 10 or more passengers)
14. Cab: Regular Extended Crew
15. Bed: Short Long Box Delete ~ Cab & Chassis
16. Tow Package: Yes No 17. Trailer Tow Mirrors: Yes No
18. Back-up Sensors: Yes No 19. Dual Rear Wheel: Yes No
20. Tow Brake Control: Yes No 21. Other: _____

REQUESTER'S NAME	SIGNATURE	DATE
Denny Cheuk		3/18/2025
FLEET SUPERINTENDENT	SIGNATURE	DATE
Ben Lee		3/18/2025