

Vehicle #1: Roads Dump Truck

Budget Form 11 Page 1 of 8

Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORMCHECK HERE IF URGENT NEED ☐

EXPECTED COST (NOT TO EXCEED VALUE) \$340,000

REQUEST TRACKING #

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Edward Medina

TITLE: Road Superintendent

PHONE: 530-666-8030

EMAIL: ED.Medina@yolocounty.gov

LOCATION: 292 W Beamer St

FUND: 2030

BUDGET UNIT: 3011

DATE NEEDED:

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED IN ATTACHED SPECIFICATION SHEET:

REPLACEMENT VEHICLE NO: 6494

ADDITIONAL (Attach justification if additional)

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

Vehicle shall be a purpose-built 10-yard super dump capable of safely hauling and dumping aggregate materials, soil, and construction debris. Dump body must provide a minimum heaped capacity of 10 cubic yards and be constructed of high-strength steel suitable for heavy-duty operations. Equipped with a super dump axle system that meets all state and federal weight-limit

3. REASON FOR SPECIAL REQUIREMENTS:

Ensures the truck can meet expected hauling productivity for aggregate, soil, and debris without requiring additional trips, improving operational efficiency.

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)

The 10-yard super dump would be used for transporting, hauling, and dumping bulk materials

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

Improved Efficiency and Reduced Operational Costs: With nearly double the hauling capacity of a traditional dump truck, a super dump reduces the number of required trips to and from material suppliers. This lowers fuel consumption, labor hours, and equipment wear while increasing

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.)

The scope of work in Yolo County Public Works requires specialized equipment that supports maintenance, repairs, and construction. A pool car provides transportation only—not operational capability.

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
 Routine operations—such as road rehabilitation, shoulder repair, drainage improvements, and rural road maintenance—will take longer. This leads to service delays, increased community complaints, and deferred maintenance that worsens over time.

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. 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: **Edward Medina**Phone: **530-666-8030**Department/Office: **PPW Roads**

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: **10 Yards** Tow Capacity **30,000 LBS**

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 **10 Yard Dump Body W/ 3 dump gates**



REQUESTER'S NAME	SIGNATURE	DATE
ED Medina	<i>Edward Medina</i>	08/20/2026

DEPARTMENT DIRECTOR OR DESIGNEE	SIGNATURE	DATE
Todd Riddiough	<i>[Signature]</i>	9/4/26

FLEET SUPERINTENDENT	SIGNATURE	DATE
Benjamin Lee	<i>[Signature]</i>	08/20/2026

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  ☐

EXPECTED COST (NOT TO EXCEED VALUE): \$350,000.00

REQUEST TRACKING # 
FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Edward Medina TITLE: Road Superintendent
LOCATION: 292 West Beamer Street PHONE: 530-666-8030 EMAIL: ed.medina@yolocountyu.gov
FUND: 2030 BUDGET UNIT: 3011-120029 DATE NEEDED: _____

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:

☒ REPLACEMENT Vehicle No. 6505 ☐ ADDITIONAL (Attach justification if additional)

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

has ladder lift for reaching signs instead of standing on hand ladder. this makes it safer for employees to changing and install signs throughout Yolo county. public safety

3. REASON FOR SPECIAL REQUIREMENTS:

10yrs and mileage. Safety for employees and public road ways

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

NA

C. PURPOSE/JUSTIFICATION

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

292 West Beamer Street, Sign shop. For Sign repairs, new signs and hardware with tools stored in vehicle. Will be used by sign crew. Old truck 6505- over 1000k and repairs are on body is more cost.

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

This vehicle is only to be used for sign repairs and replacements. Has boom lift to reach signs over ditches.

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.)

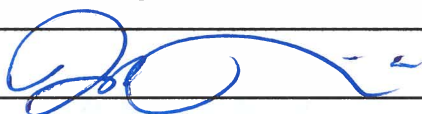
Has Boom lift. Storage for signs, hardware, and tools. takes training to be in BOOM LIFT.

C. PURPOSE/JUSTIFICATION cont.**4. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE:**

NA

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

Current sign truck-6505 does not have capabilities to reach high signs. This boom lift makes it safer and easier for employees to reach sign and hardware. Safety is one of the big reasons to cut down on any incidentals or accidents to employees.

6. DEPT HEAD APPROVAL:


8/12/26

D. JUSTIFICATION FOR ADDITIONAL VEHICLE**1. WOULD AN INTERNAL REALLOCATION OF SIMILAR VEHICLES OR EQUIPMENT SHARING BE POSSIBLE? IF NOT, WHY NOT?**

NA

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

NA

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.

NA

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

NA

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:**

NA



Vehicle Specification Sheet

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

Name of Requester: Edward Medina Phone: 560-666-8030

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 Windows ☒ Power Locks ☒ Keyless Entry

Other: boom

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: 14,000 lbs Tow Capacity 14,000

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 Trailer Tow Mirrors: ☒ Yes ☐ No

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

20. Tow Brake Control: ☒ Yes ☐ No _____

REQUESTER'S NAME

SIGNATURE

DATE

Ed Medina		8/10/26
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FLEET SUPERINTENDENT

SIGNATURE

DATE

Ben Lee		8/10/26
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Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORM

CHECK HERE IF URGENT NEED ☐

EXPECTED COST (NOT TO EXCEED VALUE): \$50,000.00

REQUEST TRACKING #

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Edward Medina

TITLE: Road Superintendent

LOCATION: 292 West Beamer Street

PHONE: 530-666-8030

EMAIL: ed.medina@yolocounty.gov

FUND: 2030

BUDGET UNIT: 3011-1200

DATE NEEDED:

DEPT HEAD AUTHORIZATION REQUIRED

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED ON ATTACHED SPECIFICATION SHEET:



REPLACEMENT Vehicle No. 6561



ADDITIONAL (Attach justification if additional)

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

NA

3. REASON FOR SPECIAL REQUIREMENTS:

6561 broom sold. Not powerful enough to meet the capacity of sweeping conditiond for roads projects and emergencies.

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

NA

C. PURPOSE/JUSTIFICATION

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

To be used on various job sites for multiple sweeping tasks such as but not limited to; emergency spills, asphalt dig outs, shoulder maintenance work, accident cleanup, road debris cleanup.

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.)

This power broom will be utilized all year round. it will see heavier use during the spring, summer and fall months due to frequent road work and agricultural debris on roadway. it will see less frequent use in the winter but will be used in emergency cleanups during and after storm events.

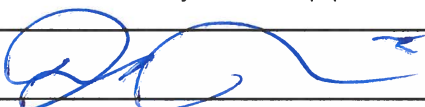
C. PURPOSE/JUSTIFICATION cont.

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

NA

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

we will not have the equipment necessary to quickly and efficiently clean large spills or long stretches of road debris from the public travel way. We will be subject to the availability of rental equipment that may or may not be available in an emergency.

6. DEPT HEAD APPROVAL:
- 
- 8/12/26

D. JUSTIFICATION FOR ADDITIONAL VEHICLE

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

No since this is always on standby for emergency calls.

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

NA

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.

NA

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

NA

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:

NA

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: Edward Medina Phone: 560-666-8030

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 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 _____

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

Ed Medina		8/10/26
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FLEET SUPERINTENDENT

SIGNATURE

DATE

Ben Lee		8/10/26
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Yolo County Fleet Services

VEHICLE ACQUISITION REQUEST FORMCHECK HERE IF **URGENT** NEED ☐

EXPECTED COST (NOT TO EXCEED VALUE)

\$48,000

REQUEST TRACKING #

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Meredith Beales

TITLE: Fiscal Admin Officer, Library

PHONE: 530-666-8085

EMAIL: meredith.beales@yolocounty.gov

LOCATION: Fleet

FUND: 2260

BUDGET UNIT: 6051

DATE NEEDED: 1/15/27

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED IN ATTACHED SPECIFICATION SHEET:

REPLACEMENT VEHICLE NO: 8002

ADDITIONAL (Attach justification if additional)

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

The Library's new courier vehicle must be a clean air electric vehicle. Based on capacity requirements, options include Electric Subaru Trailseeker 74 cu ft. and Kia 2026 EV9 81 cu ft.

3. REASON FOR SPECIAL REQUIREMENTS:

Vehicle must be an electric to comply with Clean Air grant from the Yolo Solano Air Quality Management District.

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)

The Library Assistant assigned to Library courier services transports library materials between branches and Central Services 5 days per week (Monday - Friday).

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 is driven at least 1800 miles per month and therefore meets the minimum utilization threshold. Fleet has advised us to replace our current vehicle, which is a 2006 Dodge Grand Caravan with over 135k miles.

N/A

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.)

N/A - We are requesting an electric vehicle.

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

We would have to continue using our 20-year-old van, which is a gas-powered vehicle with over 135k miles.

D. JUSTIFICATION FOR ADITONAL 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 REORGANIZATION, 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.

N/A

D. JUSTIFICTION FOR ADDITIONAL VEHICLE cont.

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

N/A

Vehicle Specification Sheet

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

Name of Requestor: **Meredith Beales**Phone: **530-666-8085**Department/Office: **Library**

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
Meredith Beales	Meredith Beales Digitally signed by Meredith Beales Date: 2026.08.06 10:32:43 -07'00'	08/06/2026

DEPARTMENT DIRECTOR OR DESIGNEE	SIGNATURE	DATE
Diana Lopez		08-06-2026

FLEET SUPERINTENDENT	SIGNATURE	DATE
Benjamin Lee		8/6/2026

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

EXPECTED COST (NOT TO EXCEED VALUE) \$80,000

REQUEST TRACKING #

FLEET SERVICES ONLY

A. REQUESTOR INFORMATION:

NAME: Benjamin Lee

TITLE: Fleet Superintendent

PHONE: 530-666-8438

EMAIL: Benjamin.lee@yolocounty.gov

LOCATION: DCS Fleet

FUND: 5021

BUDGET UNIT: 1401

DATE NEEDED: 12/1/26

B. VEHICLE INFORMATION

1. TYPE OF VEHICLE REQUESTED IN ATTACHED SPECIFICATION SHEET:

REPLACEMENT VEHICLE NO: 9015

ADDITIONAL (Attach justification if additional)

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

Truck must be fully electric to support fleet sustainability goals, reduce emissions, and operate quietly in residential or sensitive areas. Must include a high output inverter system capable of powering tools, air compressors, jump start equipment, lighting, and electronic diagnostic devices without draining the main

3. REASON FOR SPECIAL REQUIREMENTS:

Roadside service equipment requires secure, organized, and easily accessible compartments. Without specialized storage, technicians risk delays, tool damage, or unsafe conditions during emergency services.

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)

The EV service truck will respond to on road vehicle issues such as flat tires, dead batteries, engine no starts, lockouts, and minor mechanical problems. It will serve as a rapid response unit to keep county operations moving efficiently.

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

Standard pool cars or light-duty vehicles cannot support these tasks effectively, leading to longer downtime and slower response times. A dedicated service truck also aligns with our sustainability goals and enhances

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.)

A pool car is not suitable for meeting the daily operational demands of roadside fleet support because these vehicles lack the design and equipment necessary for the essential tasks performed by the EV service truck. The service truck is utilized daily to respond to flat tires, battery jumps, minor breakdowns, and field repairs throughout Yolo County. These tasks require specialized tools, on-board power systems, safety lighting, storage compartments, and roadside service capabilities that a pool car does not possess.

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

The fleet relies on a service truck for quick repairs to flat tires and disabled vehicles; without it, response times increase, disrupting various departments and raising operational costs due to more towing.

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: Benjamin Lee

Phone: 530-666-8438

Department/Office: Fleet Services

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
Benjamin Lee		09/04/2026

DEPARTMENT DIRECTOR OR DESIGNEE	SIGNATURE	DATE
Adam Fieseler		

FLEET SUPERINTENDENT	SIGNATURE	DATE
Benjamin Lee		09/04/2026