

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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In Reply Refer To:
1525 (BC-653)

May 7, 2003

Instruction Memorandum No. BC-2003-041

Expires: 09/30/04

To: All State Directors (except ESO) and Director, NIFC

From: Director, National Business Center

Subject: Replacement of Construction Equipment, Heavy Trucks, and Fire Trucks in the
Working Capital Fund (WCF) for FY 2004 DD: 8/15/2003

Program Area: Fleet Management

Purpose: This instruction memorandum (IM) initiates the annual cycle for FY2004 replacement of general purpose heavy trucks (over 8,600 KG, 19,000 LBS, Gross Vehicle Weight Rating [GVWR]) and construction equipment funded by the Working Capital Fund (WCF).

Policy/Action: Field offices must complete the following procedures to acquire general purpose heavy trucks or construction equipment funded by the WCF and return the necessary documents to BC-653, BLM Property Systems Branch, by August 15, 2003:

- Analyze trucks or equipment eligible to be replaced. Attachment 1 is a listing of heavy equipment and trucks meeting replacement criteria for FY 2004 within each State. The list is by State Office and class and includes license numbers, model year, and forecast age and usage. This data is furnished to assist in analyzing the utilization of your equipment and establishing replacement priorities
- Complete a Requirement Analysis for Replacing Heavy Trucks and Equipment in WCF (Attachment 2) for each item desired for acquisition.
- Generate purchase description and/or obtain GSA contract information, descriptive literature, or specifications, marked-up to meet your individual requirements for each item of construction equipment or heavy truck.

- Ensure that a justification accompany the Requirements Analysis for all construction equipment and general purpose heavy trucks that are in addition to replacements.
- Provide State Equipment Committee and State Office concurrence (and justification, if required) with a signature and date.

Once state requirements have been identified, a requirement package consisting of an IDEAS requisition, a Requirement Analysis, and a description of requirements should be forwarded to BC-653, Attention: Fleet Manager. The IDEAS requisition should be routed to BC-653 for further action, not released. All capitalized equipment purchases must be approved and assigned coding by BC-653.

Except for forklifts, equipment that has not met the life-cycle utilization goals and is not 20 years old will not be replaced without justification. Additionally, equipment that is not meeting annual utilization goals will not be replaced without strong justification.

As available funding may be limited, offices should identify items needed and indicate a numerical priority (1 for highest, 2 for second highest, etc.), using the format shown in Attachment 2. This form may be reproduced locally as needed. All units submitted will not necessarily be replaced, but the information is needed to establish overall Bureau priorities and requirements.

Preparing and Submitting Heavy Equipment and Truck Requisitions

To prepare truck or equipment requirements, field offices may contact local vendors or other offices conducting construction activities to determine the performance requirements for the equipment being requested. A narrative description, marked-up manufacturer's literature, or written specifications may be submitted along the Requirement Analysis Form to assist us in determining the best way to fulfill the requirement.

You should contact local dealers for equipment information so you can prepare equipment requirements based on current specifications. Additional information may also be available on the manufacturer's internet web sites. BC-653 can also assist you in matching equipment requirements to available equipment and equipment options. If there are no local dealers within a reasonable distance, BC-653 can provide copies of brochures and specifications for equipment under contract.

If there are no items of equipment on GSA contract to meet your requirements, you should submit the information and desired performance characteristics of the item to BC-653. Specifications for the item will be developed after discussions with you and we will proceed with the procurement from that point. BC-653 is available to assist in defining requirements and preparing specifications.

Purchasing Heavy Equipment and Trucks

FEDSTRIP orders for medium and heavy trucks from the GSA STAN program must be processed by BC-653.

Field Office and State Office procurement personnel should note that they may be asked to order replacement equipment that is available on GSA Schedules. With the approval of the Fleet Manager, they may also purchase equipment on the open market, using descriptive specifications, if the price is within their office's procurement authority. In these situations, BC-653 will route the procurement package and IDEAS requisition to the local office for further action. Copies of the purchase orders issued must be sent to BC-653 so that costs can be tracked and license plates issued. Receiving procedures remain unchanged.

If the estimated cost of the equipment exceeds the local office procurement authority, purchasing will be done at the National Business Center. For manufacturer's offering multiple unit discounts, orders will be consolidated to take advantage of these discounts.

Please ensure that required delivery addresses are correct and that the Contracting Officer's Representative(s), Receiving Officer(s), or Point of Contact(s) is (are) designated, along with a telephone number and FAX number. If any of this information is missing or incomplete, your paperwork may be returned for completion, which could delay processing the request.

Other Related Ordering Information

Bureau Standard Class 644, 661, 662, 664, 665, 667, and 669 fire vehicles are currently under contract with GSA; these trucks must be ordered from these contracts. NIFC has been contacting offices with equipment eligible to be replaced. Field offices should contact the Equipment Development Group at FA-100, 208-387-5424 for ordering information.

GSA also has contracts for buses (including 4WD), fuel tankers, and ambulances. For requirements for trucks or truck attachments that are not provided for in these contracts, please contact BC-653 for assistance with quantifying capabilities and preparing specifications.

A variety of heavy trucks and construction equipment formerly purchased through formal solicitations is currently available on non-mandatory GSA contracts. A list of this equipment is shown in Attachment 3. Any of this equipment may be procured using normal procurement procedures, which can take longer.

State Offices are asked to pass copies this material to all of their field offices and state equipment committees as appropriate. The data must reach the person who responsible for requesting heavy equipment and vehicles in the WCF soon enough to obtain the required information from vendors, GSA contracts, or individuals at the Business Center.

Timeframe: This IM is effective upon receipt.

Budget Impact: There is no local budget impact anticipated.

Background: Each year, the NBC Property Operations Branch coordinates the replacement of construction equipment and heavy trucks operated by BLM field offices using WCF funding.

The minimum-use objective for heavy equipment, excluding forklifts and heavy trucks, is 240 to 360 hours per year, depending on the class. For heavy trucks, the use requirement is 8,000 to 10,000 miles per year, depending on the class. It is recommended that cooperative usage by Field Offices be scheduled and programmed where possible to achieve maximum utilization and the lowest possible cost to the using activities.

The funds collected from Fixed Ownership Rate (FOR), sale of equipment, and donations have been identified by state and are available to replace eligible equipment for each state. Depending on state fund levels, there may be insufficient WCF funds to satisfy all equipment requirements.

Manual/Handbook Sections Affected: BLM Manual 1525, Fleet Management.

Coordination: This document was coordinated with the NBC's Property Operations Branch, BC-653, and the Financial Programs and Investment Branch, BC-612.

Contact: Please contact Tom Jatko, Fleet Manager, at 303-236-9456 or 303-236-9473 (FAX) with any questions regarding this IM and its attachments; for further policy clarification, please contact Jim Crews, BC-653, at 303-236-4676.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

3 Attachments

- 1-Listing of Heavy Equipment, Heavy Trucks, and Fire Trucks eligible for Replacement by State (12 pp)
- 2-Analysis Requirement for Replacing Equipment in WCF (1 p)
- 3-Available manufacturers and FSS sources for trucks and equipment (2 pp)

Distribution

WO-850,
BC-610, WCF Manager
BC-653 - 3
ST-150, BLM Library (w/attachments)

ALASKA

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
AK321	631	I154952	15	1,740
	631	I155169	15	1,472

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

ARIZONA

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
AZ010	842	I140997	19	8,068
AZ020	430	I144892	21	1,813

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

CALIFORNIA

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
CA340	842	I141021	19	6,084

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

COLORADO

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
CO601	430	M002566	22	713
CO602	430	I126003	24	1,539
CO942	842	I147695	17	9,350

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

FIRE AND AVIATION

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
FA100	430	M002683	18	5,821

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

IDAHO

No Equipment Scheduled

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

MONTANA

No Equipment Scheduled.

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

NEVADA

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
NV010	892	I165620	18	177,257
	842	I149528	17	5,685
NV020	892	I148167	15	196,565
NV060	844	I138592	22	1,100

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

NEW MEXICO

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
NM050	816	I159130	14	7,041

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

OREGON

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
OR010	792	I159259	15	153,219
OR030	723	I262513	22	1,682
OR080	724	I165356	11	5,108
		I168590	10	5,510
OR090	702	I256284	8	176,743
	727	I159361	14	4,209
	792	I256160	8	184,743
OR100	702	I168658	8	155,946
	724	I165495	11	5,036
	742	I168503	9	6,416
		I256254	8	5,082
	784	I256145	9	152,813
	792	I256146	9	202,265
OR120	705	I266415	14	170,586
	749	I117118	27	1,925
OR130	430	I096537	33	491

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

UTAH

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
UT020	423	I256840	7	5,391

FY-03 HEAVY TRUCK AND CONSTRUCTION EQUIPMENT
REPLACEMENT LIST

WYOMING

<u>Office</u>	<u>Class</u>	<u>License</u>	<u>Age</u>	<u>Use</u>
WY010	742	I159287	14	7,132
WY030	716	I141018	19	8,676
	742	I141040	18	8,855
	742	I159293	14	7,372
	430	M002608	27	1,519
WY040	792	I165367	10	166,854

Requirement Analysis for Replacing WCF Heavy Trucks and Equipment

Requesting Office and Code: _____

Replacement Priority: _____ Property Number: _____ Vehicle Class: _____

Manufacturer: _____ Model: _____ Year of Manf: _____

Total Maintenance Costs to Date: _____ Total Usage Last FY: _____

Projected Use in Current FY: _____ Average Use Last Three Years: _____

Estimated Cost of Deferred Maintenance and Repairs: _____

Condition (Describe): _____

Functional Requirements of Replacement Requested. (Use representative Make(s) and Model(s) with required options and descriptive information. Attach additional pages or manufacturer's literature if necessary. Attach sole source justification if required.)

What programs (by percent use) does this equipment support?

Name and Telephone Number
of Contact for Additional Information: _____

Signature and Telephone Number
of Approving Authority: _____

Availability of Trucks and Equipment through GSA, FSS, Or DLA Contract

1. Heavy and Medium Trucks through GSA: Freightliner, Sterling, International, White-Volvo

2. Construction and Maintenance Equipment on FSS:

Case: GS-30F-0003M, Construction Equipment and Rough Terrain Forklifts

Caterpillar: GS-30F-1025D, Construction Equipment

John Deere: GS-30F-1021D, Construction; GS-07F-3438A, Agricultural Equipment

Bobcat: DLA Contract SPO500-98-D-9033

Ford/New Holland: GS-00F-9050A, Agricultural Equipment

Champion: GS-30F-1024D, Construction Equipment

3. Forklifts on FSS

Big Joe: GS-07F-5819A

Prime Mover: GS-07F-5852A

Clark: GS-07F-5850A

JCB: GS-07F-5863A

Ingersoll Rand: GS-07F-7607C

Case: GS-07F-5857B

Manitou: GS-07F-7470C

Kalmar AC: GS-07F-5848A

LiftKing: GS-07F-8736D

Yale: GS-07F-8725D

Pettibone: GS-07F-5809A

Availability of Trucks and Equipment through GSA, FSS, Or DLA Contract

Forklifts (Continued)

Sellick: GS-07F-5853A

SISU: GS-07F-7774C

Trak: GS-07F-5814A

Wiggins: GS-07F-8738D

Daewoo: GS-07F-1031H

Hyster: GS-07F-8833D

4. Trailers
 - a. Through GSA: Fontaine
 - b. Through DSCP: Kalyn and others