



Bureau of Fleet Management and Federal Property Assistance

Fleet Management

Acquisition

Review agency vehicle procurement requests for best fit and compliance

FY22/23

- 813 processed MFMP requisitions*
- \$93.2M acquisition value*
- Acquisitions include motor vehicles, heavy equipment, and heavy equipment leasing (e.g., lifts, roller choppers, and other items agencies use for silviculture and construction purposes)

*Total does not include manual requisitions

Jessica Bruner

FleetWave

Web-based application that tracks up to 26,000 assets over 31 agencies.

Inventory, utilization, fuel and maintenance costs, assignment, and reporting

FY22/23

- 1,499 assets added
- 1,162 assets removed
- 644 users
- ~2,300 WEX transactions uploaded per day

Chris Leighty

Disposal

Manage the disposal of used/replaced vehicles and mobile equipment. Approximately 1,000 items are disposed annually at live and online auctions

FY22/23

- 903 assets sold
- \$3.0M returned to agencies

**Dena Gilmore
Al Smith**

Acquisitions – Best Practices

- **Replacement vs Acquisitions:** Unless otherwise specified in the LBR, all motor vehicle acquisition money is for replacement, and agencies must give up a similar class size vehicle to receive approval for the new.
- **Class Size Changes:** If an agency needs to increase or decrease the class size of a vehicle you're replacing, that language and request should be included in your LBR.
- **Donations/Transfer:**
 - Donation offer must be on company letterhead
 - Licensed mechanical inspection must be done
 - Acceptance letter on company letterhead that includes end of life plans
- **How to Expedite the Process:**
 - Make sure the MP6301 is completed accurately - ensures safety
 - Include your D3A language and your GAA line item (do not send entire GAA – just your section)
 - Check FleetWave to ensure that your give up asset (MP6301, Section F) hasn't previously been used as a replacement. Also ensure that the asset is in FleetWave and can be verified by DMS.
- **Common Mistakes:**
 - Purchase Request and Quote/Invoice do not match
 - Not following the STC rules for obtaining quotes
 - Not notifying DMS when the agency has amended documents in a submitted and approved requisition

FleetWave – Best Practices

- 60B-1.010(2), F.A.C. requires agencies to input all vehicle information into FleetWave by the 15th day of the following month. Agencies are responsible for the accuracy and timeliness of the data.
- Fleet Administrators should periodically review agency FleetWave users and report changes to DMS. Users are automatically archived from FleetWave if there is no login attempt within 90 days.
- **How to Ensure Accurate Data and Reporting:**
 - Monthly, verify all data in FleetWave
 - Cost & Utilization and the Missing Logs report will help indicate discrepancies
- **Common Mistakes:**
 - Equipment ID in FleetWave does not match the Custom Vehicle/Asset ID in WEX. WEX transactions will not load
 - Not logging in for more than 90 days

Disposals – Best Practices

- **Approvals:** All disposals and cannibalizations must be approved by DMS.
- **Current Disposal Methods:**
 - Tampa Machinery Auction (TMA)
 - Public Surplus
 - Scrap

Note: Agencies may suggest a disposal method, but DMS makes the final decision.
- **How to Expedite the Process:**
 - Make sure the MP6401/MP6401B is completed accurately – ensures DMS selects the best and most appropriate disposal method
 - When agencies submit the MP6401, the asset(s) should be ready for auction
 - Notify DMS of any pickup requests or concerns
 - If disposing by Public Surplus, ensure the Vehicle Inspection Form is completed accurately and submit all required pictures to DMS as soon as possible.
- **Common Mistakes:**
 - Incorrectly completing the Vehicle Inspection Form
 - Sending outdated pictures for auction listings
 - Cannibalizing assets without DMS permission



Rental Vehicles

The bureau is responsible for the administrative oversight of the State Term Contract for Rental Vehicles 78111808-20-1.

This position manages the day-to-day operations and serves as the liaison between all eligible users and the vendor.

FY 22-23 Program Spend & Savings	
Business Spend	\$21,830,982 / 143,483 Rentals
Leisure Spend	\$14,401,839 / 92,472 Rentals
Rate Savings ¹	\$46,514,774
Upgrade Savings ²	\$1,749,549

1. Rate savings are the difference between the SOF contracted rates and the average retail rates during this time period. 2. Upgrade savings quantifies the difference in rate for the complimentary upgrades provided.

Cyd Metcalfe, Contract Administrator
Jasmine Harris, Asst Contract Administrator

Rental Vehicles – Best Practices

- **User Reference Guide:** Helps travelers understand how to use the State Contract: <https://dms-media.ccplatform.net/content/download/150354/1001863/New%20User%20Reference%20Guide%20for%20Rental%20Vehicles%20March%202024.pdf>
- **State Reservation Portal:** Book reservations via this booking site only for guaranteed rates and services afforded to State of Florida Employees and Eligible Users: <https://www.carrental.com/abgPartners/sof/>
- Reservations should be booked with an **advance** notice prior to pick up.
- Rental Reservations should **NOT** be paid in advance (prepay)
- Employee Verification is required at every rental pick up
- **Always** use public entity email when reserving vehicles or corresponding with helpdesk and/or Contract Administrators

Important Contact Information

FloridaHelp@AvisBudget.com

800-525-7521, option 1 for an agent

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Questions?



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Additional Fleet Contacts

