

CONTRA COSTA COUNTY
 APPROPRIATION ADJUSTMENT
 T/C 27

AUDITOR-CONTROLLER USE ONLY
 FINAL APPROVAL NEEDED BY:

- BOARD OF SUPERVISORS
- COUNTY ADMINISTRATOR
- AUDITOR CONTROLLER

ACCOUNT CODING		DEPARTMENT : DEPT. 0501, EHSD - ADMINISTRATIVE SERVICES				
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE	
5123	5011	REIMBURSEMENTS-GOV/GOV				31,186.64
5123	2310	NON CNTY PROF SPCLZD SVCS		31,186.64		
TOTALS				31,186.64		31,186.64

APPROVED

AUDITOR-CONTROLLER:
 BY: *J. Gope* DATE 10/5/16

COUNTY ADMINISTRATOR:
 BY: *Emil Mendez* DATE 10/17/16

BOARD OF SUPERVISORS:

YES

NO:

BY: _____ DATE _____

EXPLANATION OF REQUEST

To adjust appropriated expenditures to ISF Fleet Services for FY 16/17 for the replacement by EHSD of vehicle #4596 with one Ford Cargo Van E250. Vehicle 4596 is currently not operable and repair cost exceeds blue book value.

Michael Roëtzer
 Michael Roëtzer EHSD, Admin Director 9/20/2016
 SIGNATURE TITLE DATE

APPROPRIATION APOO 5012
 ADJ. JOURNAL NO.

CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
T/C 24

AUDITOR-CONTROLLER USE ONLY
FINAL APPROVAL NEEDED BY:

- BOARD OF SUPERVISORS
 COUNTY ADMINISTRATOR
 AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT : DEPT. 0064, ISF Fleet Services		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
4284	9951	REIMBURSEMENTS-GOV/GOV	31,186.64	
TOTALS			31,186.64	0

APPROVED

AUDITOR-CONTROLLER:

BY: [Signature] DATE 10/5/16

COUNTY ADMINISTRATOR:

BY: [Signature] DATE 10/17/16

BOARD OF SUPERVISORS:

YES:

NO:

BY: _____ DATE _____

EXPLANATION OF REQUEST

To adjust estimated revenue for ISF Fleet Services for FY 16/17 for the replacement by EHSD of vehicle #4596 with one Ford Cargo Van E250. Vehicle 4596 is currently not operable and repair cost exceeds blue book value.

[Signature]
Michael Roetzer EHSO Admin Director 9/20/2016
SIGNATURE TITLE DATE

REVENUE ADJ. RAOO 5012
JOURNAL NO.

CONTRA COSTA COUNTY
 APPROPRIATION ADJUSTMENT
 T/C 27

AUDITOR-CONTROLLER USE ONLY
 FINAL APPROVAL NEEDED BY

- BOARD OF SUPERVISORS
- COUNTY ADMINISTRATOR
- AUDITOR CONTROLLER

ACCOUNT CODING		DEPARTMENT : DEPT. 0064, ISF Fleet Services			
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE
4284	4953	AUTOS & TRUCKS			31,186.64
		TOTALS		0	31,186.64

APPROVED

AUDITOR-CONTROLLER:
 BY: [Signature] DATE 10/5/16

COUNTY ADMINISTRATOR:
 BY: [Signature] DATE 10/17/16

BOARD OF SUPERVISORS:

YES:

NO:

BY: _____ DATE _____

EXPLANATION OF REQUEST

To adjust appropriated expenditures for ISF Fleet Services for FY 16/17 for the replacement by EHSD of vehicle #4596 with one Ford Cargo Van E250. Vehicle 4596 is currently not operable and repair cost exceeds blue book value.

[Signature]
 Michael Roetzer EHS Admin Director 9/20/2016
 SIGNATURE TITLE DATE

APPROPRIATION APOO 5012
 ADJ. JOURNAL NO.

THIS IS YOUR QUOTE

DOWNTOWN FORD SALES
 525 N16th Street, Sacramento, CA. 95811
 916-442-6931 fax 916-491-3138

B6172016

QUOTATION

Customer		Date	
Name	CONTRA COSTA COUNTY	8/10/2016	
Address		REP	FELL
City		Phone	
Phone		FOB	

Qty	Description	Unit Price	TOTAL
1	2017 TRANSIT 150 MEDIUM ROOF, 148"WB, 8600 GVW VAN, 3.7L V6, 6 SPEED AUTOMATIC TRANS SLIDING PASSENGER SIDE CARGO DOOR, AM/FM AIR COND, POWER WINDOWS, LOCKS TILT WHEEL	\$26,054.00	\$26,054.00
1	AM/FM/SYNC	\$860.00	\$860.00
1	BACK UP ALARM	\$125.00	\$125.00
1	TRAILER TOW PACKAGE	\$447.00	\$447.00
1	EXTRA KEY	\$299.00	\$299.00
1	REAR VIEW CAMERA	\$441.00	\$441.00
1	CRUISE CONTROL	\$328.00	\$328.00
1	DOC FEE	\$80.00	\$80.00
STATE OF CALIFORNIA CONTRACT 1-16-23-23A			

Payment Details

Cash
 Check
 Credit Card

Name _____

CC # _____

Expires _____

Subtotal	\$28,634.00
Delivery	\$110.00
Taxes	8.50%
CA Tire Tax	\$8.75
TOTAL	\$31,186.64

Office Use Only

VEHICLE AND EQUIPMENT REQUEST FORM
(See Instruction Sheet)

Department: EHSD

Date: 6-2-16

Authorized Signature: *Michael Roetzer*

Telephone: 925-313-1582

Printed Name: Michael Roetzer

1. Reason and justification for vehicle request: to replace vehicle 4596 which currently is not operable and cost to repair exceeds the blue book value on this vehicle.

2. Funding Source (Budget Information will be used to prepare Board Order): 45% Fed, 45% State, 10% CAF

Is an appropriation adjustment needed? Yes No

Fiscal Officer: Name: Erik Brown Telephone: 925-313-1561

3. Description of vehicle or equipment requested (if applicable, complete an accessories form): 2017 Ford Transit van outfitted for IT use.

4. Is an alternative fuel vehicle acceptable? Yes No

If no, reason clean air vehicle will not work: The only alternative vehicle we can accept for this replacement is a hybrid. These vans are used everyday throughout the county and need to be able to readily obtain fuel.

5. If replacement, which vehicle or equipment is being replaced: Type: Ford Cargo Van E250

Vehicle/Equipment Number: 4596 Odometer/Hours: 2002 year model w/ over 60K miles

6. Reason purchase cannot wait until next budget cycle: Since IT requires a van to move equipment/supplies, we have had to rent a van in the interim.

7. CAO Release to PWD Fleet Manager: Yes No Date: 10/17/16

CAO Signature: *Erik Mendez*

FOR PWD FLEET MANAGER USE

1. Is vehicle/equipment an addition to the fleet? Yes No

2. If vehicle/equipment is for replacement, an inspection/evaluation to be completed by Fleet Manager:

Date Inspected: _____

Vehicle/Equipment: Make: _____ Model: _____ Year: _____

Condition of vehicle and/or equipment and life expectancy: _____

Accumulated Depreciation: _____ Estimated Salvage Value: _____

Estimated Cost of Request: _____

3. Any underutilized vehicles in existing department fleet? Yes No

4. Fleet Manager Signature: _____ Date: _____

