

## ACQUISITIONS VEHICLE CERTIFICATION FORM

**Overview:** This form is to be used when an agency desires to purchase a vehicle that does not conform to [Minn. Stat. § 16C.137](https://www.revisor.mn.gov/statutes/cite/16C.137#stat.16C.137.1) (<https://www.revisor.mn.gov/statutes/cite/16C.137#stat.16C.137.1>). This form is required for both contract and non-contract purchases.

**Background:** Minn. Stat. § 16C.137, subd. 1, requires State agencies to ensure that all new, purchased, on-road vehicles conform with the vehicle preference order established in Minn. Stat. § 16C.137, subd. 1. When making the purchase, the agency should consider the legal, technical, and economic feasibility of the purchase, as well as the specific needs and finances of the agency.

Vehicle Preference Order:

Consistent with Minn. Stat. § 16C.137, subd. 1, when purchasing a new, on-road vehicle for the use by an agency, the commissioner or the agency must purchase the vehicle according to the following vehicle preference order:

1. An electric vehicle
2. A hybrid electric vehicle\*
3. A vehicle capable of being powered by cleaner fuels\*
4. A vehicle powered by gasoline or diesel fuel\*

**The commissioner or the agency may only reject a vehicle type that is higher on the vehicle preference order if:**

- The vehicle type is incapable of carrying out the purpose for which it is purchased, or
- The total life-cycle cost of ownership of a more preferred vehicle type is more than ten percent higher than the total life-cycle cost of ownership of the next vehicle type in the vehicle preference order.

\*State agencies that desire to purchase a vehicle that falls within vehicle types 2-4 of the in the vehicle preference order must submit this form and receive an exemption, granted by both Fleet Services and the Office of State Procurement of the Department of Administration, prior to making the purchase.

Exclusions:

Emergency, off-road, and law enforcement vehicles are excluded from Minn. Stat. § 16C.137, subd. 1. Completing this form for purchases of emergency, off-road, or law enforcement vehicles is not necessary.

Instructions:

1. Complete all three sections of the Department, Vehicle, and Exemption Information chart below. Failure to include sufficient information may result in a delay in processing the form.
2. Complete and obtain signatures for sections 1 and 2 of the Certifications chart below.
3. Submit the form for approval to: Department of Administration, Fleet Services, [fleet.services@state.mn.us](mailto:fleet.services@state.mn.us) or 5420 Old Highway 8, Arden Hills, MN 55112. Fleet Services will forward the request to the Office of State Procurement Director or Authorized Signer for final approval. The fully executed form will be returned to the person listed as the Person Requesting Agency Exemption (section 1 of Certifications chart).
4. Retain the completed form in the purchasing file.

**Department, Vehicle, and Exemption Information**
**Department:**
**Division:**
**Estimated Cost \$**
**Make/Model/Year:**

Click to mark a check box.

**1.** This vehicle certification form is for the following:

- ☐ One-time service certification.
- ☐ Blanket service certification for Fiscal Year \_\_\_\_\_ (Up to \_\_\_\_\_ vehicles)

**1.1** The vehicle preference type:

- ☐ A hybrid electric vehicle.
- ☐ A vehicle capable of being powered by cleaner fuels.
- ☐ A vehicle powered by gasoline or diesel fuel.

**2.** Vehicle Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3.** Agencies requesting an exemption from the vehicle preference order established in Minn. Stat. § 16C.137, subd. 1, must select an exemption justification based on the following list below:

☐ **Cost:** The total life cycle cost of a Battery Electric Vehicle (BEV) is more than 10% than the total life cycle cost of a comparable internal combustion engine (ICE). Calculated Cost Difference: \_\_\_\_\_% Cost Calculation should be included.

☐ **Prohibitive Upfits.** The vehicles use or function requires upfits or modifications that cannot be completed in the BEV options available in the vehicle category.

☐ **Safety.** Charging the vehicle in the field is required for regular transport routes and using BEV would pose a concern to public safety because the vehicle's primary use is transporting individuals under agency's jurisdictions.

☐ **Availability.** There is not a BEV option for the vehicle type (i.e., sedan, SUV, truck, van) available at the time of vehicle procurement and the need of the vehicle cannot wait until the next available manufacturing order or delivery date.

☐ **Range and Charging Infrastructure.** The vehicle's primary duty station is in an area that is not within 1 hour or 60 miles round-trip of the nearest Direct Charge (DC) fast charger, other charging methods are not sufficient to regularly charge the vehicle between standard operational uses in the field and use or need of the vehicle cannot wait until the planned nearest Electric Vehicle Supply Equipment (EVSE) installation is complete.

☐ **Other.** Explain:

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**CERTIFICATIONS**

We certify that the vehicle(s) detailed within this form and defined in section 2, above, is exempt from the preference order established in Minn. Stat. § 16C.137, subd. 1.

**1. Person Requesting Exemption (Required) Agency Name** \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_ Fax No. \_\_\_\_\_

**2. Agency Head or Agency Head Delegate Signature** (Agency Head or Agency Head Delegate must sign and forward the request to Fleet Services.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**3. Department of Administration, Fleet Services**

- ☐ Approved.  
☐ Not Approved. Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**4. Department of Administration, Office of State Procurement**

- ☐ Approved.  
☐ Not Approved. Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_