A. General. The Office of Contracts and Purchasing Services ("CPS") shall procure new and used vehicles according to specifications submitted by the requesting department. All purchases for new vehicles shall be made on a competitive basis. [ed. 3-15]

A-1. Preference for Idaho Dealers. Pursuant to the Idaho State Board of Education Policies and Procedures and Idaho Code, § 67-5718, CPS must (1) seek a minimum of three (3) bids from vendors having a significant Idaho economic presence (i.e., vendor maintains some necessary related business property in Idaho and is registered and licensed to do business in Idaho with the secretary of state), and (2) in cases where both the bids and quality of vehicle are the same, give preference to bids from vendors having a significant Idaho economic presence. Licensed Idaho Dealers. Only those dealers licensed within the State of Idaho will be considered according to the Idaho Code for new vehicles. [rev. 3-15]

A-2. Used Vehicle Exceptions. Due to the difficulty in comparing prices of disparate vehicles and conditions, departments are not required to participate in the competitive bid process for used vehicles. Departments may contact vehicle dealers directly to obtain an offer.

B. Process. Requests for vehicle purchases are submitted on a requisition to include the following requirements:

i) Type of vehicle requested, (e.g., pickup, sedan, van, etc.)

ii) New or used condition

iii) Engine size

iv) Two wheel or four wheel drive

v) Weight

vi) Passenger capacity

vii) Color

viii) Any other salient specifications

C. Title and Registration. Immediately following purchase award, the Office of Asset Business and Accounting Services shall be sent a copy of the purchase order and will be responsible for title and registration procedures. [ed. 3-15]