

CENTRAL EQUIPMENT AGENCY

The Central Equipment Agency (CEA) exists to maintain those pieces of equipment within the City Fleet with a combined value of over \$10,000 including engine, tires and/or attachments, and to provide orderly replacement of vehicles as they reach their useful service life.

Q & A

Q: How many vehicles are in the city fleet?

A: There are 408 pieces of equipment valued at more than \$10,000.

Q: How does the CEA determine when vehicles are going to be replaced?

A: The CEA Fleet Maintenance Supervisor will work with the user department to determine life expectancy of their vehicles. Two years before the vehicle is to be replaced, and every year thereafter, it will be reviewed to determine if the vehicle should be replaced early or if life should be extended. When the CEA Fleet Maintenance Supervisor and the user department mutually determine that said replacement is appropriate, the vehicle will be replaced. One criteria used for replacement of vehicles is the Vehicle Condition Evaluation Form. The requesting department is responsible to determine if the vehicle's life should be extended. The CEA Fleet Maintenance Supervisor will review usage with user department to determine if a similar vehicle is an appropriate replacement or if the vehicle should be changed to meet user department's needs. If needs are the same as before, and a similar vehicle is required, CEA will write justification for replacement and budget replacement of vehicle upon approval by CEA Review Committee.

Q: How does the City of Appleton dispose of used equipment?

A: The CEA Fleet Maintenance Supervisor and the end user will review equipment that is scheduled for replacement in the first quarter of the year before it is to be replaced. They will review any other equipment that the user wants to move up due to cost concerns, obsolescence, lack of use or poor condition. If the vehicle is replaced, it must be disposed of as outlined in the City Purchasing Policy. All CEA equipment will be reviewed to achieve the best possible return on asset disposal. The CEA Fleet Maintenance Supervisor will review options (trade in, outright sale, sold as salvage, GovDeals, etc.) with users to achieve this goal.

Q: Is the City of Appleton preparing for alternative fuels?

A: Many of the vehicles in the current fleet are E-85 compliant. The fleet also includes 4 hybrid vehicles. The City continues to explore the options of CNG (compressed natural gas), LPG (liquid propane gas), biodiesels, electric and hydrogen fuel cell vehicles and heavy trucks.

Q: How does The City of Appleton determine who they buy equipment from?

A: The CEA Fleet Maintenance Supervisor and the end user will review equipment specifications and then make any necessary changes due to user needs and technology changes. After a preliminary copy of the specifications are written the CEA Maintenance Supervisor then meets with the end user's staff to determine if the specification meets their needs. Once the specifications are finalized they are put together in a bid tab and sent out for bid to local vendors. The bids are reviewed and approved by the CEA Maintenance Supervisor and end user. The purchase order is then issued to the appropriate vendor.

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For more information please visit: www.appleton.org or call 832-5580.