



Routine for procurement & leasing of vehicles – for use with framework agreements

Introduction and guidance on the purpose of the routine

This is an example of a routine intended to regulate the procurement of service vehicles and machinery in a public organization. This routine can be used as a template for procurement advisors of framework agreements for procurement and leasing of service vehicles to regulate the procedures for preparing an order of a vehicle from an existing framework agreement.

The main functions of the routine are designed to:

- 1) ensure that the organization considers alternatives to making an ordinary procurement/leasing to reduce unnecessary consumption
- 2) ensure that biogas and electric vehicles are always considered when a procurement of service vehicles is being planned
- 3) specify what procedures to follow to deal with deviations from the routine.

Parts of the routine is based on a system of having climate guidance advisors assisting the procurement officers. Writing in **red** form is text that must be adapted according to local, regional, and national conditions.

This routine is well suited to complement a checklist on procuring biogas and electric service vehicles and machinery. It consists of 6 parts:

- considering whether there is an actual need to procure a new or extra vehicle
- considering the most important functional requirements the vehicle must meet
- considering if biogas or electric vehicles can meet the need
- planning of infrastructure needs
- advice on what actions to take and procedures to follow if biogas or electric vehicles cannot meet the need.

Text of the routine

Routine for procurement & leasing of vehicles

All purchases and leasing agreements for vehicles in the municipality of **x** must follow this procedure. This includes passenger cars, small and large vans, multi-purpose vehicles, minibuses, trucks as well as machinery for road & street maintenance, maintenance of green areas and maintenance of sewage and water facilities.



The purpose of the procedure is to avoid unnecessary vehicle purchases and to ensure that, when vehicles are purchased, electric passenger cars and vans are always chosen, as well as electric or biogas-powered alternatives for larger vehicles & machinery as far as possible.

The background for the procedure is the municipality's climate goals, as well as new regulations that require all passenger cars and light vans procured by the public sector (purchased or leased) to be zero-emission vehicles from **x year**. For more details, see the bottom of this document.

For smaller vehicles (under 3.5 tonnes), electric cars are the most relevant option. There is a wide range of electric options for passenger cars and, increasingly, for vans. For larger vehicles, such as minibuses and trucks, biogas can also be a suitable alternative to electricity.

Biogas has a very positive climate impact. As of **date**, the nearest filling station is at the address of **your local filling station (insert name and address)**. For more information about available filling stations, see the end of the routine.

When purchasing or leasing a vehicle, the points below should be carried out in chronological order

1. Consider your functional & operational needs

Ask yourselves whether there is really a need for a new vehicle. Is the existing vehicle fleet satisfactory, or could the need be met with fewer vehicles? Could the need be met by renting vehicles on certain occasions, or borrowing or sharing vehicles with other businesses or sections in the municipality?

If there is a need for a procurement - consider the most important functional and operational needs of the vehicle.

- What are the everyday needs for the payload of the vehicle/machine?
How many operating hours or what reach in kms/fuel capacity in litres/kgs is needed on a full tank or fully charged battery?
- Does the vehicle/machine need a hitch/tow bar? If yes, what is the required load with the hitch in tons? Is it below or exceeding 1 ton?
- What kind of terrain must the vehicle operate in? Does the vehicle need all-wheel-drive, or can this need be covered by using other existing vehicles?
- What other functional needs are the most important for the machine or vehicle in question?



2. Choose battery electric and biogas vehicles/machinery

When purchasing vehicles, electric or biogas-powered vehicles should always be chosen whenever possible. The municipality has a framework agreement with (name of supplier) for vehicle leasing.

The supplier's (insert name of supplier) web portal contains a list of recommended electric vehicles for the municipality for different vehicle categories that cover the most common needs in the municipality. A selection of key information is provided for each model. The portal is updated regularly to keep up with new models coming onto the market.

Consider whether any of the models listed meet your needs. If you are unsure or need assistance in assessing your needs against the vehicle models listed, see point 4. If an electric model meets your needs, you can start planning your charging point (point 3). If a battery-electric model does not meet your needs, assess whether a biogas-powered alternative exists that can fit your needs.

If not, skip to point 4.

If you are purchasing rather than leasing a vehicle, the same list of recommended vehicles can be used to assess whether the recommended vehicles meet your needs or not. For leasing the municipality's framework agreement can be used to order vehicles. If the vehicle is to be purchased, specifications must be obtained from at least three suppliers for an electric or biogas-powered model. This also applies to used (second-hand) vehicles with a value of over x Euro (insert number relevant to your country).

3. Plan for charging infrastructure

Before purchasing or leasing an electric vehicle, plans must be made for a charging point if there is no existing charging point that can be used. This must be done well in advance of ordering the vehicle to ensure that the charging point is in place when the vehicle arrives – based on experience, no later than six months in advance.

The municipality has a framework agreement with name of supplier for the establishment and operation of charging stations. Here you can find information on existing charging infrastructure from municipal service vehicles and machinery, financing of charging points and who to contact to establish a charging point (insert relevant link to company/organizational website, name of contact person).

4. What should I do if I am unsure whether the vehicles in the form meet my needs?

- For leasing of vans & passenger cars, the supplier (insert name of supplier) can provide guidance on electric vehicles and assess these in relation to user needs.



- For municipalities with access to an internal or external climate procurement advisor: The municipality co-operates with **name of organization and name of contact person** which can be used for advice and guidance when a procurement is to be done. Contact advisor **name**, who can provide up-to-date information about electric and biogas-powered vehicles on the market and help you assess whether these meet your needs. The advisor can also assist with cost estimates. The advisory service is a free service that the municipality can take advantage of.
Contact information: (**name, e-mail and telephone no**)

4 - i) For bigger vehicles & machinery outside of the framework agreement:

Make an RFI (request for information) for vehicles with relevant operational/functional questions with at least three suppliers. The RFI can be done directly with the suppliers (for instance via e-mail) or a digital meeting with suppliers.

5. What should I do if there are no electric or biogas-powered alternatives that meet my needs?

For organizations with internal or external vehicle/climate advisors who can provide guidance:

Contact **name of your organization's relevant vehicle/climate advisor** and you will be assisted in assessing if battery-electric or biogas-powered vehicle models that meet your needs will be available on the market in the near future – then you must assess *if the purchase can be postponed* until this model is available.

If this is not possible, go to step 6.

6. Application for dispensation from routine

If you still need to procure a vehicle partly or fully based on fossil fuels, your section must send an application to (**insert name/title of relevant director/higher level manager**) for permission or dispensation to deviate from the routine before you make the procurement. Use the “Application form for the purchase of fossil fuel vehicles” to apply for a deviation/dispensation from the routine.

For procurement of vans and passenger cars and minibuses:

This must be a leased vehicle (not purchased) with a maximum age of 3 years, and replacement with a fossil-free alternative must be planned as soon as a suitable fossil-free alternative becomes available. A separate application form must be used (“Application form for the purchase of fossil fuel vehicles”)



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