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STATE OF HAWAI'I | KA MOKU'ĀINA O HAWAI'I
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | KA 'OIHANA LOIHELU A LAWELAWE LAULĀ
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November 18, 2024

AMENDED

COMPTROLLER'S MEMORANDUM 2024-25

To: Heads of Departments and Agencies

FROM: Keith A. Regan, State Comptroller *ky*

SUBJECT: Procurement of Passenger Vehicles

Effective immediately, Comptroller's Memorandum 2024-25 shall supersede Comptroller's Memorandum 2007-03 regarding procurement of motor vehicles.

To procure various types of passenger motor vehicles, please submit form AMD-MP-007 (sample attached) through the Hawaii State Energy Office for recommendation to the Comptroller. Please attach the specifications developed by the Automotive Management Division to your request and we will consider availability of motor pool vehicles when evaluating your request. Agencies may develop and use their own specifications to purchase specialty type passenger vehicles not listed on the AMD-MP-007 form.

Agencies must keep in mind the requirements of **Act 74 SLH 2021 Sections 103D-412** attached for your reference and additionally, **HRS §26-6-b)(12)**, as amended by **Act 74 SLH 2021** further defines procurement policies for the State's fleet which can be seen on the Hawaii Energy Office website.

To assist agencies to be compliant with Act 74, the Hawaii State Energy Office has developed a website to assist you with your purchases. The website is at <http://energy.hawaii.gov/information-center/motor-vehicle-procurement/>.

If you have any questions on these instructions, please contact Mr. Michael Arakaki of the Automotive Management Division at 808.586.0343.

Attachments(2):

HRS Section 103D-412 Motor Vehicle Requirements
Request for Approval for Procurement of Light Duty Vehicles AMD-MP-007 Form

§103D-412 Motor vehicle requirements. (a) The procurement policy for all agencies purchasing or leasing light-, medium-, and heavy-duty motor vehicles shall be to seek vehicles that reduce dependence on petroleum-based fuels that meet the needs of the agency. Priority for selecting vehicles shall be as follows:

(1) Zero-emission vehicles;

(2) Plug-in hybrid electric vehicles;

(3) Alternative fuel vehicles; and

(4) Hybrid electric vehicles.

(b) Vehicles shall not be larger than necessary for their intended functions.

(c) For the purposes of this section:

"Agency" means a state agency, office, or department.

"Alternative fuel" shall have the same meaning as contained in title 10 Code of Federal Regulations part 490; provided that "alternative fuel" includes liquid or gaseous fuels produced from renewable feedstocks, such as organic wastes, or from water using electricity from renewable energy sources.

"Alternative fuel vehicle" shall have the same meaning as contained in title 10 Code of Federal Regulations part 490.

"Covered fleet" shall have the same meaning as contained in title 10 Code of Federal Regulations part 490 subpart C.

"Excluded vehicles" shall have the same meaning as contained in title 10 Code of Federal Regulations section 490.3.

"Fuel cell electric vehicle" shall have the same meaning as contained in title 10 Code of Federal Regulations section 490.501.

"Hybrid electric vehicle" shall have the same meaning as contained in title 40 Code of Federal Regulations section 86.1803-01.

"Light-duty motor vehicle" shall have the same meaning as contained in title 10 Code of Federal Regulations part 490.

"Plug-in hybrid electric vehicle" shall have the same meaning as contained in title 40 Code of Federal Regulations part 86.1803-01.

"Zero-emission vehicle" shall have the same meaning as contained in title 40 Code of Federal Regulations section 88.102-94.

(d) Agencies may apply to the chief procurement officer for exemptions from the requirements of this section to the extent that the vehicles required by this section are not available or do not meet the specific needs of the agency; provided that life cycle vehicle and fuel costs may be included in the determination of whether a particular vehicle meets the needs of the agency. Estimates of future fuel costs shall be based on projections from the United States Energy Information Administration.

(e) Vehicles acquired from another state agency and excluded vehicles are exempt from the requirements of this section but shall be included in the calculation of the clean ground transportation goals established under section 196-9(c)(10).

(f) Nothing in this section is intended to interfere with the ability of a covered fleet to comply with the vehicle purchase mandates required by title 10 Code of Federal Regulations part 490 subpart C. [L 2005, c 216, §2; am L 2006, c 96, §28; am L 2009, c 156, §6; am L 2019, c 143, §1; am L 2021, c 74, §4]

REQUEST FOR APPROVAL FORM
FOR PROCURMENT OF LIGHT DUTY VEHICLES (under 8500lbs GVW)

DATE: _____

TO: State Comptroller
Department of Accounting and General Services

ATTN: Automotive Management Division

FROM: _____
Department / Agency

A. REQUEST APPROVAL TO PURCHASE:

New Vehicle

Used Vehicle from Government Agency

Federal surplus

State or County Agency

Used Vehicle from a Vendor

B. LIGHT VEHICLE PURCHASING REQUIREMENT (under 8500 lbs. GVW)

We are a "covered fleet" and must meet the requirements of Title 10, C.F.R. Section 490, Sub-Part C (75% of new vehicle purchases in a calendar year must be alternative fuel vehicles)

We are not a "covered fleet", and must obtain energy efficient vehicles as defined in Title 10 or §103D-412

We have met the appropriate vehicle purchasing requirement identified above (either Title 10 or §103D-412)

We have received an exemption from the U.S. Department of Energy

We have received an exemption from SPO

We have not met the Alternative Fuel- or Fuel-Efficient Vehicle purchasing requirements applicable to our fleet. We plan to meet the vehicle purchasing requirements as follows:

C. TYPE OF VEHICLE TO BE PURCHASED

Attach Specifications for each type of vehicle to be purchased

QTY: _____ TYPE: _____

QTY: _____ TYPE: _____

