

CHAPTER 7
AUTOMOTIVE PARTS AND SUPPLIES
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CHAPTER 7

AUTOMOTIVE PARTS AND SUPPLIES

1. GENERAL. It is the responsibility of the commander to ensure that a 90-day supply of vehicle parts and supplies is maintained. Commands shall review the vehicle fleet makeup to ensure that adequate numbers of parts for their vehicles are in their inventory. Commands shall also ensure that all guidelines and policies, as described or referenced in this chapter, are followed. Annex A, Recommended Parts Inventory, is a suggested list of vehicle parts that should be readily available for use.

2. PURCHASING.

a. Responsibility. All purchases of vehicle parts and supplies are subject to the rules and regulations set forth in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 7, Purchases. Commanders shall ensure employees using the purchasing methods described in this chapter are familiar with the pertinent sections of HPM 11.2 prior to initiating any purchases. The Business Services Section is responsible for the Department's purchasing policy.

b. Contract Purchases. The Department of General Services, Procurement Division (DGS-PD), provides specific contracts which are made available to all state agencies. The Department uses many of the items available on a state contract. Items available on a state contract cannot be purchased from a local vendor; they must be purchased through the state contract, unless it is stated the contract is optional.

(1) The following are some of the vehicle items that may be available through state contracts:

- (a) Tires.
- (b) Unleaded gasoline.
- (c) Automobile parts.

(2) The Purchasing Services Unit (PSU) will notify commands by Communications Network (Comm-Net) messages when the contracts are renewed.

(3) Commands shall ensure they have copies of the most current contract and the contract has not expired. Commands that do not receive contract renewals shall contact their Division office for a copy of the current contract.

- (4) Commands shall ensure orders, and the receipt of orders, are not made after a contract has expired.
- (5) Orders for items available on state contracts (except delegation purchases) shall be made by submitting a Requisition via the Financial Information System for California (FI\$Cal).
- (6) When the FI\$Cal Requisition is received by PSU, a purchase order will be issued to the appropriate contract vendor. A copy of the purchase order will be sent to the ordering command.
- (7) Process invoices in accordance with Department policy contained in HPM 11.1, Administrative Procedures Manual, Chapter 24, Payment of Invoices.
- (8) State regulations require all freight charges to be prepaid. Orders shipped as "freight collect" shall be refused and Fiscal Management Section shall be notified.

c. Delegation Purchases. This purchase method allows the Department to purchase vehicle parts expeditiously. There are a number of specific rules which shall be adhered to by all commands. A failure to do so could result in the removal of the Department's delegated purchasing authority by the DGS-PD. Rules and regulations are contained in HPM 11.2, Chapter 7.

- (1) The DGS-PD will solicit bids from vehicle parts and commodities suppliers in order to award a contract. Commands which have suppliers that are interested in submitting a bid should refer the interested vendor to DGS-PD.
- (2) After bids are reviewed, DGS-PD will award a contract to the low bidder.
- (3) Each vendor who has been awarded a contract will be required to supply the Department with the specific vehicle part or commodity indicated. In instances in which the needs of the Department require substitution, the contract vendor shall obtain Fleet Operations Section (FOS) approval prior to distribution.
- (4) Each command will be given a delegation purchase order number by PSU to purchase vehicle parts or commodities from the appropriate contract vendor. A delegation order number will be used for each of the different manufacturer's contract suppliers. Commands shall ensure each delegation utilizes a separate log and sequential number order method as outlined in the directions supplied with the delegation.
- (5) If DGS-PD contracts with dealers to supply parts for state vehicles, these dealers must be used for vehicle parts and supplies on the contract. If parts or

supplies are unavailable from the contracted dealers, they may be purchased from another dealer on an emergency basis. The Procurement Card (P-Card) may be used, noting the reason for the emergency purchase on a CHP 317, CAL-Card Log.

(6) Delegated purchase authority is restricted to the purchase of **specific commodities** only. Purchases of items other than the specific commodity could result in the cancellation of the Department's delegated purchase authority.

(7) Items available through the Supply Services Unit (SSU) or other state contracts shall **not** be purchased using the delegated purchase authority.

(8) No single delegated purchase shall exceed the dollar limit specified by PSU. The PSU may increase this purchase limit for commands such as FOS or the Academy, subject to the terms and conditions of the contract delegation.

(9) The purchase of major vehicle items such as transmissions, engines, or differentials on the auto parts contract delegation is prohibited, unless commands in need of these types of components contact FOS for approval prior to the purchase.

(10) Problems relating to vendor performance shall be forwarded, in **writing**, to PSU. Telephone calls will not be accepted as the required documentation to take action against a vendor for poor performance.

d. Supply Services. The SSU stocks a small variety of vehicle supplies for distribution. These items shall be included in the command's quarterly supply orders. The method of ordering these items is included in HPM 11.2, Chapter 6, Supply Services Acquisitions.

(1) The online SSU Catalog, 07 Automotive and Motorcycle Equipment and Supplies, contains a list of the vehicle equipment items kept in stock.

(2) The following is a list of some of the vehicle-related items available from SSU:

- (a) Fire extinguishers.
- (b) Enforcement decals.
- (c) Automotive forms.
- (d) Hand cleaner.

- (e) Windshield towels.
- (f) Four-way lug wrenches.

e. Procurement Card. Each command that has a P-Card is authorized to use the card for the emergency purchase of vehicle parts needed in order to return a vehicle to service expeditiously. The P-Card shall not be used to order parts for stock.

- (1) The use of the P-Card is subject to all rules as outlined in HPM 11.2, Chapter 3, CAL-Card Program.
- (2) The PSU is responsible for administration of the P-Card Program. Any questions shall be directed to PSU.

f. State Fuel Credit Card. The state's multicompany fuel credit card may be used for the **emergency** purchase of **minor** vehicle parts, such as wiper blade refills, as outlined in Chapter 1, Administration, of this manual. Commands shall clearly mark the receipt with "EMERGENCY PURCHASE." The maximum amount of the purchase shall not exceed \$50. Justification shall be sent to FOS within 30 days of the charge date. Refer to Chapter 4, Repairs, of this manual, for out-of-Area emergency repairs.

g. Tire Purchases. The DGS-PD prepares contracts for the purchase of regular, high-speed, and mud and snow tires. These contracts provide the Department with tires which have been approved for use through field and Academy testing.

- (1) Requests for tires shall be submitted in FI\$Cal.
- (2) The requisition shall include a complete description of the tire. For example, 2015 Ford Police Utility P245/55R18 Eagle RS-A, which is a high-speed tire for Ford Police Utilities.
- (3) In some instances, PSU will add additional tires to a command's request for high-speed tires. The high-speed tire contract has a minimum weight requirement to receive free freight; therefore, in order to meet this limit, tires will be added.
- (4) Commands shall allow a minimum of 60 days for processing and delivery.
- (5) Commands purchasing and receiving tires should be aware of the four-digit date code stamped on at least one side of every tire manufactured since the year 2000. The first two digits represent the week of production and the last two digits indicate the year of manufacture. (Example: A date code of 0507 indicates the tire was manufactured during the fifth week of 2007.)

Based on data from the National Highway Traffic Safety Administration and vehicle manufacturers, FOS recommends not using any tire with a date code five years old or more.

3. SPECIAL PARTS DISTRIBUTORS. The FOS works directly with vehicle manufacturers to provide specialty items not readily available through the manufacturers' parts systems. When required, FOS will ship a supply of parts to each command or will stock parts for distribution. In each case, FOS may solicit input by e-mail or Comm-Net message to determine a command's need.

4. INVENTORY.

a. Vehicle Parts.

(1) All vehicle parts and fluids shall be entered into the FleetFocus inventory database.

(2) Each quarter a person designated by the commander shall physically count all parts, accessories, and fluids on hand. The person taking the inventory shall be someone other than a person who receives or dispenses items of inventory.

(3) Inventory records shall be dated and signed or a memorandum shall be prepared by the person performing the inventory. Records of the inventory shall be retained for a period of six months after an inspection by the Office of Inspector General (OIG), or three years, whichever occurs first.

b. Tires. It shall be the responsibility of each commander, or their designated representative, to maintain a simple tire inventory record of tire receipts, issues, balance on hand, and the disposition of used tires.

(1) A tire inventory shall be maintained by each command operating vehicles.

(2) Like tire size of different brands shall not be inventoried on the same record.

(3) Commands shall inspect and review the tire inventory control record for accuracy against the actual inventory on a quarterly basis. A reconciliation between the tire inventory control record and the actual tire inventory on hand shall also be included when an inspection is conducted in accordance with HPM 22.1, Command Inspections Program Manual, Chapter 12, Command Fleet Management. The commander or commander's designee shall conduct

this inventory, provided the person conducting the inventory is not directly involved in the purchase or issuance of tires.

(4) Tire inventory records shall be retained for a period of six months after an inspection by OIG, or three years, whichever occurs first.

5. SURPLUS VEHICLE PARTS AND SUPPLIES.

a. Responsibility. It is the responsibility of the commander to ensure that surplus vehicle parts, supplies, tires, waste oil, and batteries are disposed of properly. Commanders shall make reasonable efforts to recycle waste and surplus parts or supplies which cannot be returned to FOS. Commanders may contact FOS for assistance in establishing a local recycling program. Department employees shall not personally recycle or use surplus vehicle parts or supplies. Commands shall exercise controlled purchasing practices to avoid carry-over of obsolete parts and supplies when new model vehicles are assimilated into a command's fleet. **If an incorrect part is received from a vendor, it shall be returned immediately.**

b. Vehicle Parts-Delegation Purchases. Commands seeking to dispose of excess vehicle parts and supplies purchased through the Department's Delegated Purchase Program shall complete these steps in the following order:

(1) Contact other commands statewide via Comm-Net message to determine if there is a need for the excess parts.

(2) Contact FOS to determine if the excess parts can be used in the Vehicle Sales Unit.

(3) Return the parts to the contract vendor. The contract vendor will accept a certain percentage of returned parts based on the total sales volume. Contact FOS if assistance is required.

(4) Return parts not purchased on contract to SSU. Parts shall be listed on a CHP 266A, Credit Memo – Non-Equipment, by year, make, model, and part description. Parts shall be identified as surplus to Department needs. The SSU will transfer these surplus vehicle parts to Property Reutilization, via blanket authority granted, using an STD. 152, Property Survey Report.

c. Tires. It is the responsibility of the commander to ensure that surplus and used tires are disposed of using the methods listed below.

(1) Surplus New Tires. Commands that have **new** unmounted tires, which are no longer needed, shall dispose of them by contacting nearby commands to

determine if there is a need. If no need is identified, contact FOS which will assist the command in identification of a disposition point.

(2) Unusable Tires. There is a clause in the most current tire purchasing contracts that allows the Department to return one used tire with the purchase of each new tire. This should keep the inventory of junk tires to a minimum. Commands that are able to sell junk tires are encouraged to do so using the following guidelines:

(a) All used tires that are no longer serviceable, regardless of condition, shall be sold as junk tires by lot, in a single lot. Tires which exceed the recommended maximum age limit as described in paragraph 2.g.(5) may be included in these lot sales. Multiple lot sales are not permitted. A lot shall contain no less than ten tires containing a mixture of repairable and nonrepairable tires.

NOTE: The term "junk tires" is substituted for "used tires" for liability reasons and indicates that any future use of disposed tires shall be at the purchaser's risk.

(b) If possible, three bidders should be contacted. All prospective bidders must be licensed waste tire haulers and shall provide a manifest receipt or invoice indicating the amount of tires removed. The California Department of Resources Recycling and Recovery has an online waste hauler search tool located at:

www.calrecycle.ca.gov/Tires/Data/Organization/Search.aspx. The FOS staff will assist commands in locating junk tire vendors upon request. Each bid shall be submitted on a CHP 265, Sale of Discarded Tires/Junk Batteries/Used Rotors. Telephone bids may be accepted provided the bid is documented and submitted on the CHP 265. Telephone bids shall include the date and time of contact, name of bidder and/or representative, name and signature of departmental employee obtaining bid, and all other information required to complete the CHP 265.

(c) A CHP 55C, Junk Tire Disposal Worksheet, shall be prepared for each sale listing the number of junk tires sold.

(d) A CHP 251, Counter Receipt, shall be prepared for each sale stating, "Sold ___ Junk Tires," listing the number of junk tires sold and included with the CHP 230, Transmittal Record. Books of CHP 251s can be obtained through SSU.

(e) All records shall be retained by the command in accordance with the Department's Record Retention Schedule, available on Administrative Services Division's Intranet site.

(f) Departmental employees and their immediate family members (parents, spouse, or children) are not permitted to bid on the purchase of junk tires.

(g) Tires shall be sold to the highest bidder. Applicable sales tax shall be charged unless the purchaser provides a valid resale license number which shall be entered on the CHP 265. A manifest receipt or invoice, indicating the amount of junk tires, shall be obtained prior to leaving the command.

d. Waste Oil/Oil Filters.

(1) Storage. Each command shall store waste oil and used oil filters in suitable containers which are leak-free. Commands unable to find a suitable storage container or splashguard shall contact FOS for assistance.

(2) Disposal. Waste oil, which has not been contaminated by gasoline, cleaning solvent, or antifreeze, shall be disposed of as described below.

(a) The FOS maintains a statewide contract for the disposal of waste oil, brake fluid, coolant, and filters. This contract provides commands with the toll-free telephone number of a certified waste hauler who will travel to each location and pick up waste oil and filters for a specified price.

(b) It is important to ensure waste oil is not contaminated by gasoline, cleaning solvent, or antifreeze as it costs significantly more to dispose of contaminated fluids. If a command has contaminated waste oil, inform the waste oil hauler at the time of the request for pickup. This will expedite the disposal process, as a different truck is used to pick up contaminated waste oil.

(c) The contract vendor will provide a separate barrel to each command that requires the disposal of used oil and oil filters and will pick up full barrels when contacted by local commands.

(d) Questions pertaining to the disposal of waste automotive fluids or oil filters should be directed to FOS.

e. Batteries. Commands shall ensure junk batteries are stored in a safe and secure manner. All efforts shall be taken so that no more than five junk batteries are accumulated. Commands shall use one of the following disposal methods which best suits their operation:

(1) Contact local salvage yards or junk dealers interested in junk batteries. These types of junk/salvage dealers are listed in the yellow pages of the

telephone directory. Sales revenues, if any, shall be handled in accordance with HPM 11.1, Chapter 4, Miscellaneous Sales - Transmittal of Collections.

(2) Commands unable to dispose of junk batteries shall contact FOS for assistance.

6. CALIFORNIA HIGHWAY PATROL-INSTALLED PARTS.

a. Responsibility. The FOS installs numerous special parts on departmental vehicles. Replacements for these parts shall be obtained as described.

b. Fleet Operations Section-Supplied Items. The items listed below are available on request from FOS. Request for the items shall be made by submitting an e-mail to FOS_Parts_Request@chp.ca.gov. The e-mail subject line should indicate the part name. Include the command name and location code, part name, vehicle number, and odometer reading. The FOS will deliver the requested item(s) to SSU for shipping.

(1) Push bumpers.

(2) Spotlights.

(3) Headlamp flashing systems.

(4) Siren speakers (complete assembly).

(5) Roof lights and parts.

(6) Protective wire barriers (if applicable).

(7) California Highway Patrol wiring harnesses.

(8) Siren snow screens.

c. Supply Services Section-Supplied Items. The SSU stocks some of the most commonly requested items. Refer to HPM 11.2, Chapter 6, Annex D, for instructions to access the online catalog of available items.

(1) Items available from SSU shall be ordered during the quarterly requisitioning process. Procedures for ordering are listed in HPM 11.2, Chapter 6.

(2) Commands shall ensure requests for the special items listed above are based upon a 90-day need. Large orders of these items for stock will be reduced to assure the part is available upon request.

d. Telecommunications Equipment. All requests for replacement sirens, control heads, radios, repeaters, scanners, and citizens band radios and their support equipment shall be directed to Telecommunications Section. Commands shall **not** request these items from FOS. All equipment requests shall be sent via e-mail to TSEquipRequest@chp.ca.gov.

ANNEX A

RECOMMENDED PARTS INVENTORY

1. Oil, air, transmission, and fuel filters.
2. Lubrication grease.
3. Wheel bearing grease.
4. Disc brake pads and drum lining. Disc brake rotors and brake drums.
5. Disc brake caliper hardware.
6. Engine coolant, engine hoses, engine belts, thermostats, and gaskets.
7. Alternators.
8. Shock absorbers.
9. Wheel weights (non-lead type), valve stems, and tires.
10. Batteries.
11. Headlamps and bulbs.
12. Car wax and touch-up paint.
13. Windshield washer fluid, windshield wiper blades, and squeegees.
14. Transmission fluid, engine oil, power steering fluid, and brake fluid.
15. Tire pressure monitoring sensors and mounting straps.
16. Wheels.
17. Pushbumper pads.
18. Siren projectors.
19. Maplights.
20. Fuses.
21. Spark plugs.
22. Spot lights and spot light handles.

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