



August 15, 2014

Mr. Ben Hutto  
 State Fleet Management  
 301 Gervais Street, Columbia, SC 29201

State Fleet Addition Form: Requesting 2 mini-vans

<u>Required Information</u>	<u>Requesting Agency Responses</u>
<b>Is this a request for fleet addition or for replacement of agency-owned fleet?</b>	Additions to agency fleet
<i>Agency-Owned Replacement Only: What is/are the tag number(s) and model(s) of the vehicle(s) being replaced? What problems exist with your current agency-owned vehicle(s)?</i>	n/a
<b>What class of fleet is your agency requesting? (compact, intermediate, etc.)</b>	Mini-vans
<b>If requesting above the state standard of "compact," please give justification.</b>	<p>Sub-compact and compact cars often have back seats so small that they cannot hold two coolers side by side. We frequently send 2 people on a route for safety reasons, which leaves just the back seat to hold all of the food containers. We also transport elderly clients occasionally without using 15 passenger vans and compact cars are frequently too low for clients to exit easily.</p> <p>In addition, we try to rotate vehicles as much as possible to maximize usage. Mini-vans provide greater flexibility so that they can be used for all routes, and return to the center to take clients home.</p>
<b>What is your agency's intended use(s) for the requested fleet?</b>	Vehicles will be used for transporting meals and elderly clients to and from the senior center; and to pick up donated items such as farm produce, household goods and furniture for distribution at the senior center and at our housing facility for homeless seniors.
<b>Certify that your agency does not have another vehicle that can meet the need(s).</b>	We have to expand our home delivered meal routes into North Charleston (close to the Berkeley and Dorchester county lines) and into Edisto – Ravenel areas to respond to growing requests for services. We maximize usage of our current vehicles with double routes and client pick-ups. We are unable to meet the growing service demands with the current number of vehicles.

"ENHANCING THE LIVES OF OLDER ADULTS IN THE COMMUNITY ONE LIFE AT A TIME."

<b>What are the estimated miles to be driven (per requested vehicle)?</b>	1. 1,200 miles per month for the Edisto/Ravenel route 2. 980 miles per month for the N. Charleston route.
<b>What is the anticipated lease duration (i.e. Jan. 1-Mar. 1 or Jan. 1 to indefinite ending)?</b>	August 15, 2014 – until further notice
<b>What is the expected number of passengers being transported (per vehicle)?</b> <i>Note: If requesting a 15-passenger van, please include the possible age of the passengers.</i>	Primary focus will be transporting of meals. We estimate 20 clients per month will be transported home.
<b>What type of cargo will/may be transported (per vehicle)?</b>	Clients will be provided transportation to and from their homes to the senior centers. Staff will utilize vehicles to add four additional meal routes. Vehicles will also be used to pick up donated items such as farm produce, household goods, and purchased food items from the Lowcountry Food Bank..
<b>Will special equipment be needed for the vehicle(s)? Why is it necessary?</b>	no
<i>Trucks/SUVs: What may be towed or hauled?</i>	n/a
<b>Is this request intended for a new position or program?</b>	No, this request is for program expansion.
<b>Will a Federal grant be used to pay the lease(s)?</b>	yes
<b>What is your agency's department number?</b>	E04123
<b>What fund code will be paying the lease(s)?</b>	

Thank you for your assistance in this matter.

Sincerely,



Sandra Clair  
Executive Director