

**City of Philadelphia  
Office of the Managing Director**

**Managing Director’s Directive # 69**

**Clean Fleet Procurement Policy**

**Issued October 7, 2021**

This policy establishes new policies to reduce the environmental impact of the city fleet, in furtherance of Managing Director’s Directive 64: City Vehicle Usage, Assignment, Parking Policies and Procedures. The Clean Fleet Procurement Policy is designed to achieve the goals of the Municipal Clean Fleet Plan, which include reducing the overall size of the fleet, right-sizing SUVs and larger vehicles as feasible, deploying managed idle technologies to reduce fuel consumption of legacy vehicles, and requiring departments to prioritize electric or zero-emission vehicles in the procurement process.

**PROVISIONS OF THE CLEAN FLEET PROCUREMENT POLICY**

**1. Establish a Clean Fleet Committee**

The Clean Fleet Committee (CFC) will be established as an intragovernmental body in support of the implementation of the Municipal Clean Fleet Plan. While the Office of Fleet Management (OFM) will manage vehicle procurement, the CFC will play a leadership role in coordinating the infrastructure needed to support electrification and support OFM in ensuring departments are adhering to the procurement policy.

The facilitator and lead convener of the Clean Fleet Committee will be the **Transportation Electrification Manager**. The Committee would additionally be composed of at least four (4) departmental fleet liaisons, as well as indicated staff from the following City departments:

- a) Office of Fleet Management (OFM)
- b) Procurement Department
- c) Office of Transportation, Infrastructure, and Sustainability (oTIS)
- d) Department of Public Property (DPP)
- e) Office of Sustainability (OOS)
- f) Energy Office (EO)
- g) Office of Innovation and Technology (OIT)

In coordination with OFM, the Transportation Electrification Manager will review market conditions and vehicle availability; and will develop metrics to track fleet composition changes towards zero-emissions. OFM and the Transportation Electrification Manager will prepare a report for relevant stakeholders, including the City Fleet Liaisons, which will inform the next iteration of the Clean Fleet Plan.

Bi-annually, OFM and the Transportation Electrification Manager will convene the Clean Fleet Committee to:

- a) **Review key performance indicators (KPIs), including:**
  - a. Ongoing fleet maintenance costs, by vehicle category

- b. Vehicles procured and retired during the timeline, including
  - i. Number of EVs or AFVs procured
  - ii. Number of vehicles permanently retired/not replaced
- c. Fuel usage and year-over-year comparison, by department
- d. EV charging station installations, utilization, and operational EV supply costs
- b) Review issues encountered during implementation of the Clean Fleet Plan, not limited to:**
  - a. Vehicle costs, meeting needs of end users, technical issues, workforce issues, and EVSE planning and deployment
- c) Provide resources to staff to support and familiarize them with Electric/Alternative Fuel Vehicles and Best Practices:**
  - a. Familiarize City staff with the benefits of (and industry-wide shift to) vehicle electrification
  - b. Identify upcoming availability of EVs and AFVs, including procurement and grant-funding opportunities
- d) Review fleet management techniques and ensure alignment with documented Best Practices:**
  - a. Vehicle assignment/'take-out'/parking efficiency
  - b. Promote 'eco-driving' to improve fuel efficiency of drivers through better operational practices

## **2. Incorporate an “Electric First” Component to the Prioritization of Vehicle Acquisition**

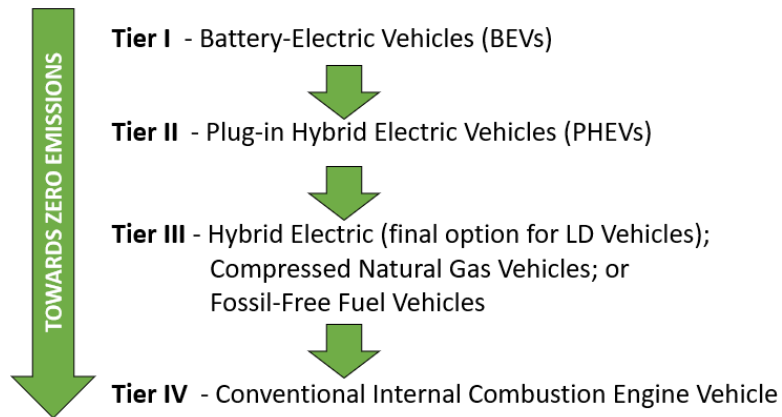
This provision amends Section 14 of Managing Director’s Directive 64, Prioritization of Vehicle Acquisitions, Maintenance, and Relinquishments.

Requests for new vehicle purchases or upgrades shall be evaluated and authorized by OFM, first determining that a new vehicle procurement is warranted; that the vehicle request follows rightsizing principles; and that a pool vehicle/resource (such as a city-staff carshare), bikeshare, or transit benefits cannot meet the need. Any plans to increase the model size and/or total unit count in a department’s fleet must be supported by a reasonable strategy to offset any incremental fuel consumption or emissions impacts that would result.

OFM would then follow the highest-to-lowest decision hierarchy (Figure x) to ensure that fleet procurement goals align with the City’s carbon neutrality and cost management targets. If there is no battery-electric vehicle (Tier I) model available that either meets the operating requirements for that vehicle or is cost-effective on a lifecycle cost basis relative to the conventional vehicle that would have otherwise been procured, OFM shall next prioritize an alternative vehicle pursuant to the following priority structure: Tier II – plug-in hybrid vehicle; Tier III – hybrid-electric vehicle (for light-duty vehicles); or alternative fuel or other vehicle with demonstrated lowered emissions than the vehicle eligible for replacement. This decision hierarchy should be updated by OFM with the input of the Clean Fleet Committee as new fossil-fuel free technologies emerge, and the tiers may be revised to more accurately account for GHG emissions potential.

OFM is the sole authority for vehicle and equipment acquisitions. City departments shall not circumvent the Municipal Clean Fleet Plan or vehicle procurement hierarchy by purchasing equipment on their own without OFM’s knowledge or approval.

*Figure x. Vehicle Procurement Hierarchy*



a. **Appeals and exemptions:**

- i. Appeals to the decision hierarchy will require the approval of the MDO or the MDO's designee. Departments can appeal the assigned tier and request assignment to a different tier.
- ii. If seeking to appeal based on operational needs, departments must include a detailed operational case that explains why they are unable to purchase a vehicle from their assigned tier.

**3. Charging Infrastructure Shall Be the Responsibility of the Clean Fleet Committee (CFC)**

The CFC and OFM will collaborate on electric vehicle supply and equipment (EVSE) planning and deployment. Departments will be responsible for identifying charging needs for new and existing fleet electric vehicles. The CFC will meet with department stakeholders as needed to stress the importance and prioritization of a clean fleet and to plan and implement infrastructural needs. The CFC and the Transportation Electrification Manager will be responsible for centrally overseeing the planning, coordination, deployment, and management of fleet EV charging stations and will aim to utilize the most efficient mix of charging infrastructure that is sufficient to maintain a minimum daily charge for the EV fleet. The CFC and the Transportation Electrification Manager will also be responsible for identifying and pursuing funding needed to support EVSE deployment, including external grants.