County of Monterey
Board Policy Manual

Policy Name	Policy Number	Page
Clean Fleet Purchasing Policy	A-24	1 of 5
Policy Category Accounting, Financing and Purchasing		

I. Purpose

a. See attached.

II. Background

a. See attached.

III. Policy

a. See attached.

IV. Procedure

a. See attached.

V. Review Date

a. This Policy will be reviewed for continuance by September 13, 2027.

VI. Board Action

a. Legistar File Number: 22-823, September 15, 2022.

County of Monterey Contracts/Purchasing Procurement Policy
Clean Fleet Purchasing Policy

Effective Date: 1/1/2023	Contact: R. Buell; A. Paulsworth
Revision Date:	Document Status: Final
Audience: General County	

1. PURPOSE

The County of Monterey is a large consumer of goods and services. As such, the purchasing practices of County departments have a significant impact on our environment. By purchasing Electric Vehicles (EV) and other Zero Emission Vehicles (ZEV) the County can remain fiscally responsible while promoting practices that help improve public health and safety, reduce greenhouse gas emissions, and conserve natural resources. According to the National Association of Counties, the most important benefit counties are realizing from sustainability efforts are cost savings. The County has conducted an analysis calculating the Total Cost of Ownership (TCO) for Internal Combustion Engine (ICE) vehicles and EVs, showing significant cost savings over the vehicle's lifetime. This policy, paired with the Environmentally Preferable Purchasing and Practices (EPPP) Policy will accelerate greenhouse gas emissions reduction in support of the County of Monterey's Municipal Climate Action Plan goals.

2. DEFINITIONS

2.1. Charging Station Infrastructure: equipment that connects an electric vehicle to a source of electricity to recharge electric cars

2.2. Electric Vehicle (EV): Fully powered by electricity. These are more efficient compared to hybrid and plug-in hybrids. The electricity used to drive the vehicle is stored in a large battery pack which can be charged by plugging into the electricity grid. The charged battery pack then provides power to one or more electric motors to run the electric car.

2.3. Greenhouse Gas Emissions Rating: reflects vehicle tailpipe emissions of carbon dioxide (CO_2), the most prevalent greenhouse gas (GHG). CO_2 emissions typically constitute 99% of the tailpipe emissions of greenhouse gases. Vehicles that score a 10 are the cleanest.

2.4. Hybrid Electric Vehicle (HEV): The vehicle uses both the internal combustion (usually petrol) engine and the battery-powered motor powertrain. The petrol engine is used both to drive and charge when the battery is empty. These vehicles are not as efficient as fully electric or plug-in hybrid vehicles.

2.5. Internal Combustion Engine (ICE): an engine that generates motive power by the burning of gasoline, oil, or other fuel with air inside the engine, the hot gases produced being used to drive a piston or do other work as they expand.

2.6. Plug-in Hybrid Electric Vehicle (PHEV): Uses both an internal combustion engine and a battery charged from an external socket (they have a plug). This means the vehicle's battery can be charged with electricity rather than the engine. PHEVs are more efficient than HEVs but less efficient than BEVs.

2.7. Total Cost of Ownership: for a vehicle, is a calculation representing the value of the product over its lifetime. This is calculated through the following formula: *manufacturer's suggested retail price* +

lifetime cost of gas/power + maintenance cost - depreciation/salvage value = Total Cost of Ownership. Using this formula with industry standards to determine maintenance costs, and deprecation and salvage value, and $5.00 for the average price of gas, and $0.25 as the average cost of electricity per kWh, the TOC for both ZEV and ICE vehicles are determined.

2.8. Zero Emission Vehicle (ZEV): Any mode of transportation that produces absolutely no harmful pollutants (i.e., carbon dioxide and greenhouse gases).

3. POLICY

3.1. It is the policy of the County of Monterey, applicable to all departments and divisions, to reduce vehicle fleet emissions by prioritizing ZEV purchases over comparable vehicles powered by internal combustion engines utilizing fossil fuels, petroleum-based fuels, (gasoline) and other alternative fuels, such as ethanol or renewable diesel. The County of Monterey will support this endeavor through:

3.1.1. Purchasing ZEVs, as a first option priority for the County fleet unless it is not feasible because of one or more of the exemptions provided in Section Four of this policy.

3.1.2. Actively seeking rebates and grants to purchase ZEVs and electric vehicle charging infrastructure

3.1.3. Increasing the installation of electric vehicle charging infrastructure to support the annual purchase of ZEVs

3.1.4. Committing to test, evaluate, and, where feasible, acquire ZEVs for medium and heavy-duty vehicle classes.

4. EXEMPTIONS

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price. In those instances where it is deemed impractical to purchase a ZEV a specific explanation for the finding must be included in the purchasing record. Exemptions to purchasing a ZEV include:

4.1. Exemptions for purchasing a ZEV include:

4.1.1. No viable ZEV option is available for purchase in the current vehicle market with proven technology from a manufacturer that has a robust track record of producing quality reliable products and provides reasonably sufficient parts and training support;

4.1.2. The department can demonstrate that a ZEV does not meet the functional operational requirements to fulfill intended County services, such as:

4.1.2.1. The vehicle type needed for the job is not available as a ZEV (i.e., van, truck, minivan, etc.)

4.1.2.2. Rated towing capacity or payload

4.1.2.3. Maximum required daily mileage or operating hours exceeds the range of a ZEV (typically traveling over 200 miles daily or continuously)

4.1.2.4. Required specialized functionality, utilization, or outfitting

4.1.2.5. The Total Cost of Ownership (TCO) of the ZEV is more than 10% higher than the ICE vehicle the department intends to purchase

4.1.2.6. No fueling/ charging infrastructure access for the ZEV is available or is planned to be completed within 12 months of the vehicle purchase within 1/4 miles from the intended parking location of the vehicle, or that location does not meet existing security requirements of the vehicle

4.1.3. To pursue an exemption for a ZEV purchase, a Clean Fleet Purchasing Policy Exemption Form must be completed and submitted to the Fleet Manager for review and approval. The form can be found in Appendix A.

4.2. If an exemption to a ZEV purchase is pursued, the following options shall be considered in the following order when considering a replacement vehicle:

4.2.1. Defer purchasing a vehicle if a ZEV market option will be available and/or infrastructure will be installed in less than three years.

4.2.2. Lease or purchase a plug-in hybrid electric vehicle if available in the market.

4.2.3. Lease or purchase a hybrid-electric fuel vehicle if available in the market.

4.2.4. Lease or purchase an internal combustion engine (fossil fuel, flex-fuel or bi-fuel, ethanol, renewable diesel, etc.) powered vehicle, that has the highest EPA Greenhouse Gas Rating score.

5. ROLES AND RESPONSIBILITIES

5.1. County Departments Responsibilities:

5.1.1. Default to purchase a ZEV unless an exception is demonstrated through the Clean Fleet Purchasing Policy Exemption Form in Appendix A**.**

5.2. Fleet Manager Responsibilities:

5.2.1. Ensure that all non-electric vehicle purchase requests are valid through the Clean Fleet Purchasing Policy Exemption Form.

5.2.2. Include the Sustainability department in annual emails to departments with vehicle purchase updates.

5.2.3. If purchasing an EV, notify the Sustainability department in order to apply for rebates and incentives.

5.2.4. Work with the ZEV dealership to provide adequate training to mechanics and vehicle maintenance staff

5.3. Sustainability Department Responsibilities:

5.3.1. Assisting in the consideration of life cycle analyses of emissions.

5.3.2. Actively seek grants, rebates, and other financial incentives and funding opportunities to use in purchasing ZEVs and/or implementing electric charging or refueling infrastructure.

5.3.3. For each planned ZEV acquisition, the Sustainability Program and the affected Departments/Divisions shall assess operational needs of the vehicle and determine if new fueling infrastructure (EV charger) is needed to support the acquisition. If needed, an assessment of optimal locations of any recommended EV charging stations, optimal type of charger, potential sharing of charger with other vehicles, charger funding and financing options, and anticipated costs and timelines to install an EV charger in support of the vehicle will take place.

6. MONITORING/ REPORTING

6.1. An annual report shall be submitted to the CAO's office outlining the total number of vehicles purchase, the type (EV, ICE, Hybrid, etc.) and the total number of exemptions submitted by department.

EFFECTIVE DATE OF POLICY: This Policy shall go into effect on January 1, 2023..

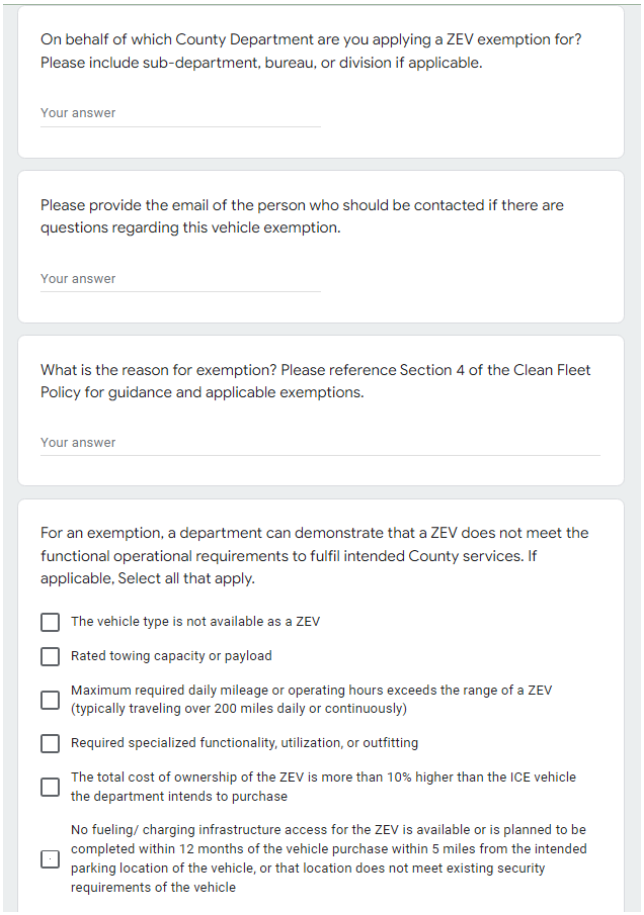
Revision History

Date	Editor	Revisions

Appendix A

Clean Fleet Purchasing Policy Exemption Form

https://bit.ly/CleanFleetExemption



On behalf of which County Department are you applying a ZEV exemption for? Please include sub-department, bureau, or division if applicable.

Your answer

Please provide the email of the person who should be contacted if there are questions regarding this vehicle exemption.

Your answer

What is the reason for exemption? Please reference Section 4 of the Clean Fleet Policy for guidance and applicable exemptions.

Your answer

For an exemption, a department can demonstrate that a ZEV does not meet the functional operational requirements to fulfil intended County services. If applicable, Select all that apply.

- ☐ The vehicle type is not available as a ZEV
- ☐ Rated towing capacity or payload
- ☐ Maximum required daily mileage or operating hours exceeds the range of a ZEV (typically traveling over 200 miles daily or continuously)
- ☐ Required specialized functionality, utilization, or outfitting
- ☐ The total cost of ownership of the ZEV is more than 10% higher than the ICE vehicle the department intends to purchase
- ☐ No fueling/ charging infrastructure access for the ZEV is available or is planned to be completed within 12 months of the vehicle purchase within 5 miles from the intended parking location of the vehicle, or that location does not meet existing security requirements of the vehicle