



**Dow Constantine**  
King County Executive

## **Internal Combustion Vehicle Purchase Appeal Request Form: Light Duty Vehicles**

Appeal Process and Instructions:

1. Include a copy of your Fleet Administration Vehicle/Equipment Intake Form (or for Metro, other equivalent documentation of the vehicle request) as an attachment to this request.
2. The request must be signed by the department director of the submitting agency.
3. Submit this completed request form to the Fleet Services Division Director (or for Metro, Department Director/Deputy Director). The request will be reviewed within one week, additional documentation may be requested (timeline may be extended if volume of appeal request is high or the director is out of the office).
4. The Fleet Services Division Director (or for Metro, Department Director/Deputy Director) may deny the appeal request or refer it to the Executive Office for final review.
5. The Executive's Director of Climate & Energy Initiatives will review the request and approve or deny within one week or request additional documentation (timeline may be extended if volume of appeal request is high or the Director is out of the office).
6. Final approval will be based on demonstration of the four criteria listed below.

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### **SECTION 1: To be Completed by Department/Division Requesting Vehicle**

**Department/Division Requesting Internal Combustion Vehicle Purchase:** \_\_\_\_\_

**Department Director Signature:** \_\_\_\_\_

\_\_\_\_\_  
**Please provide the number of vehicles included in this request including the make/model of each:**

\_\_\_\_\_  
**Please provide a summary of why an all-electric vehicle cannot meet your operational needs (2-5 sentences):**

#### **CRITERIA 1: Critical to Operations**

Describe how the vehicle is critical to operations/core business of your agency.

#### **CRITERIA 2: Urgent Need**

Explain how/why there is an urgent need for a new vehicle or vehicle replacement (e.g., unforeseen collision, sudden catastrophic vehicle malfunction, new business, other extenuating circumstances). Provide documentation.

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**CRITERIA 3: No Feasible EV Alternative**

Demonstrate that no feasible electric vehicle alternative can be procured within twelve months to meet this need. Include a list of the EV options considered. What hybrid options have been considered as a second choice to EVs? Please reference the Fleet Services menu of current vehicle options.

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**CRITERIA 4: No Substitute Vehicle Available**

Demonstrate that there are no substitute vehicles within the existing King County fleet (e.g., underutilized vehicles) that could be swapped or temporarily utilized for this operational purpose until a viable electric vehicle can be procured. Please work with Fleet Services and/or Metro Non-Revenue Vehicles and include any additional agencies consulted to see if an underutilized vehicle is available on a temporary loan basis.

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**SECTION 2: To be Completed by Fleet Services Division Director (or for Metro, Department Director/Deputy Director)**

**Questions or additional documentation requested from department/division submitting appeal:**

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**This appeal is:**

- Denied; County budget resources may not be used to procure the requested internal combustion vehicle
- Referred to Executive Office for final review

**Notes to Executive Office on rationale (does the appeal meet all four required criteria?):**

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**Fleet Services Director Signature (or Metro Department Director/Deputy Director):** \_\_\_\_\_

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**SECTION 3: To be Completed by Executive's Director of Climate & Energy Initiatives**

Questions or additional documentation requested from department/division submitting appeal:

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**This appeal is:**

Denied; County budget resources may not be used to procure the requested internal combustion vehicle

Approved

**Notes on rationale (does the appeal meet all four required criteria?):**

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**Director of Climate & Energy Initiatives Signature:** \_\_\_\_\_