

2018 Light Vehicle Ordering Guide



Complete Leasing and Fleet Management Solutions

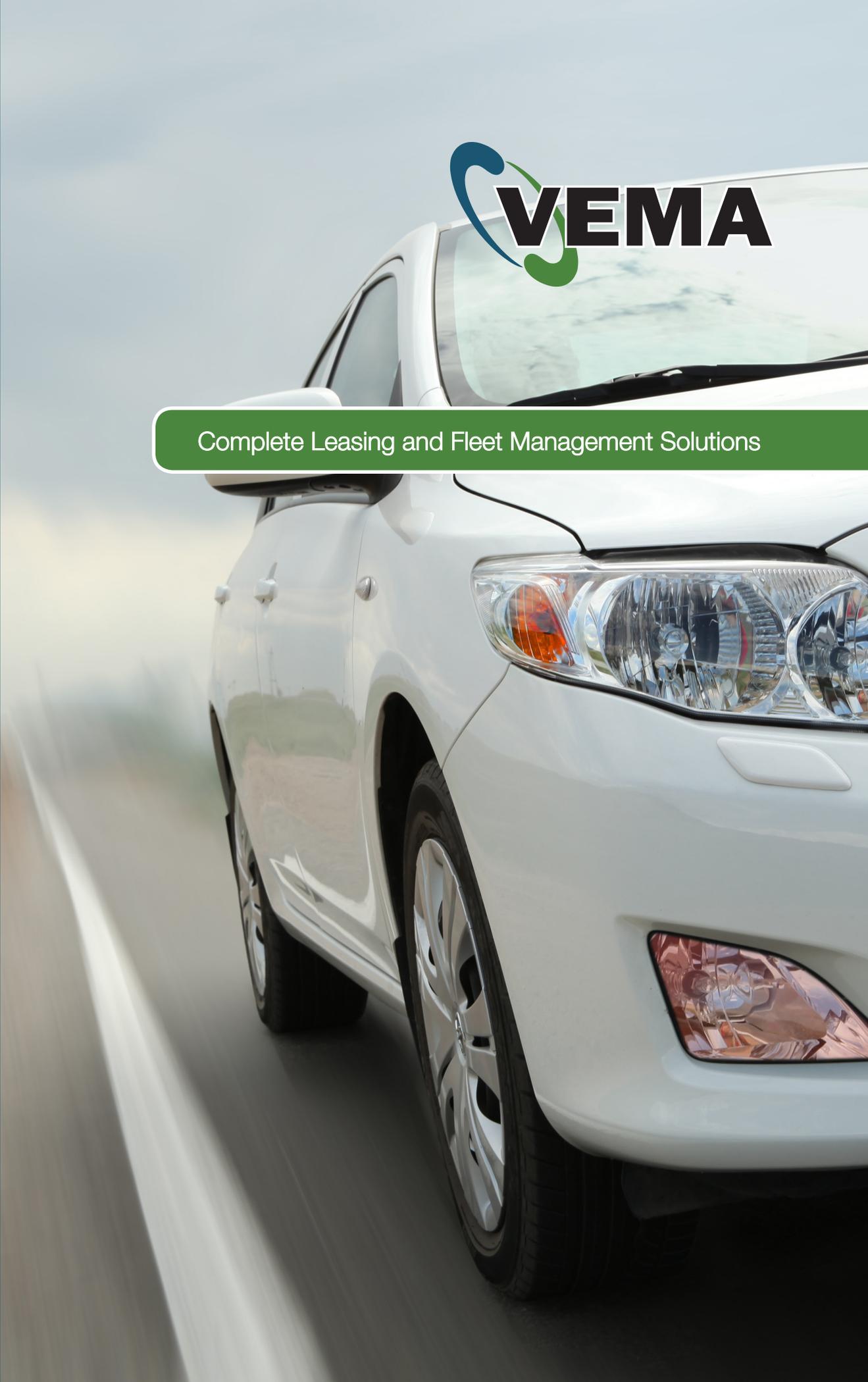


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Welcome!

INTRODUCTION

Thank you for allowing VEMA to serve your vehicle needs. We are pleased to introduce the **2018 Light Vehicle Ordering Package**. This package will help you through the first step to effectively manage your organization's fleet — Selection and Acquisition. VEMA's annual ordering process is part of that first step.

This package includes the following materials:

- **2018 Light Vehicle Ordering Guide**
This guide will help you navigate through the product considerations of acquiring your light vehicle(s).
- **Specification (Spec) Catalogues**
There are four different Spec catalogues — one for each of the following vehicle types:
 - Light Truck
 - Sedan
 - SUV/Crossover
 - Van
- **Request Forms**
There are four different request forms — one for each of the four Spec catalogues as above. Each form has unique options, including factory and VEMA-installed options, applicable only to the vehicle type selected. For example, you will not find a Crew Cab as an option on the SUV/Crossover Request Form.
(Note: Changes have been made to these materials. Please ensure you read the content carefully.)
- **Instructions**
As a way to help you complete these forms, instructions are included in this package.
- **VEMA-installed Options List**
Refer to this document when selecting various VEMA-installed vehicle options. This will help you to more accurately identify the options required.
- **Replacement Report**
If you currently lease or rent vehicles through VEMA, the list of vehicles identified for replacement are included in this package.
- **Decals/Markings**
Your department's vehicle decal package has been sent to you in advance.

Obtaining Additional Catalogues/Request Forms

The Light Vehicle Ordering Guide, Spec Catalogues and accompanying Request Forms, including instructions and Options List, are available on the VEMA website at: www.vema.gov.mb.ca

Provincial government customers, with intranet access, may download the information from Keys™ OnLine.

Questions?

If you have questions about the ordering process, please contact Jeff Wood, Light Duty Manager, at 204-945-3303 or Doug Defoort at 204-945-0046.

Important!

Request forms must be submitted to VEMA no later than:

Monday, August 21, 2017

THE VEMA ORDERING PROCESS — AN OVERVIEW

These are the steps involved in the VEMA light vehicle ordering process — from selection to acquisition:

1. **VEMA sends package.** The light vehicle ordering package will be sent by email from Jeff Wood. All correspondence and questions should be directed to Jeff Wood as well.
2. **Review your Replacement Report.** If you currently lease or rent vehicles through VEMA, you may receive a list of the vehicles in your fleet that should be replaced (based on lease expiration, age, high kilometres or excessive repairs).
3. **Additional vehicle(s) required.** Identify any additional vehicles needed for the upcoming year.
4. **Complete applicable request form(s).** Complete the appropriate request form for each type of vehicle in which you are interested. For example, if you would like information on a van and SUV, complete the 2018 Van Request Form, as well as the 2018 SUV/Crossover Request Form.
5. **Obtain additional request forms.** Electronic versions of the request forms are available on the VEMA website at www.vema.gov.mb.ca or via Keys™ OnLine for provincial government customers.
6. **Return completed request forms to vehicle coordinator.** Once the request forms are completed, the forms must be forwarded to your vehicle coordinator for approval. VEMA will not accept requests from other sources.
7. **Vehicle Coordinators:** Please print one copy of the forms. Review and sign where indicated. Send the materials to VEMA using one of the following:
 - Interdepartmental Mail (IDM)
 - Courier
 - Regular Mail
8. **Due Date.** All request form(s) **must be received at VEMA** no later than **Monday, August 21, 2017**.
9. **Request forms are processed.** The forms are reviewed and processed. Details are forwarded to manufacturers for their bids.
10. **Review Agreement Authorization(s).** Once VEMA receives prices from the manufacturers, the vehicle coordinator will receive lease rate estimates based on VEMA's bulk tender. The rate estimate will appear on the Agreement Authorization. Final lease rates are based on the manufacturer's price and interest rates at the time the vehicle is delivered to VEMA.

Note! VEMA-installed options are not included in the lease rates. Prices for VEMA-installed options are identified separately.

11. **Sign Agreement Authorization(s).** Sign and return the Agreement Authorization for each vehicle being ordered. The signed authorization provides approval for VEMA to proceed with the vehicle order(s). The earlier VEMA receives the authorization(s), the faster the vehicle(s) can be ordered.
12. **Vehicles are delivered to VEMA.** The delivery of new vehicles depends on when the manufacturers schedule assembly of the vehicles in their production cycle and where VEMA's order is in their order banks. New vehicle(s) will begin arriving in early February 2018.
13. **VEMA arranges vehicle pick-up.** VEMA will contact the vehicle coordinator when the vehicle arrives to arrange a convenient pick-up date and time.
14. **Pick up vehicle and sign lease.** VEMA will register and insure the vehicle(s) once the pick-up date is arranged, as well as prepare the lease agreement(s) to be signed.

Important!

Please see "Information to Consider" (page 5) before beginning the ordering process.

How it Works

About VEMA Leases

VEMA's lease is a legal agreement between VEMA and your organization. When you sign a lease, you are agreeing to accept the terms and conditions of the contract, including the monthly rental rate and residual value.

VEMA calculates the rental rates based on the capital cost of the vehicle, a residual value and interest. The rental rate also includes VEMA's Fleet Management Services.

Note! VEMA-installed options are **not included** in the lease rates. Prices for VEMA-installed options are displayed separately in the Financial Information section of the Agreement Authorization as 'additional cost for \$500 after-market options.'

Review the lease before signing it. If you have any questions about the lease, please contact Jeff Wood at 204-945-3303 or Doug Defoort at 204-945-0046.



Bulk Vehicle Purchasing

Vehicle orders are grouped to make an efficient and cost-effective bulk purchase. This influences the number of vehicles a manufacturer will build in a class.

VEMA also negotiates better pricing when ordering more vehicles at one time. For example, VEMA's price for ordering 75 trucks would be much better than if an individual ordered one truck on their own.

In order to get VEMA's bulk vehicle tender assembled, **VEMA must receive your request(s) by the due date specified.**

Submitting Request Forms after Due Date

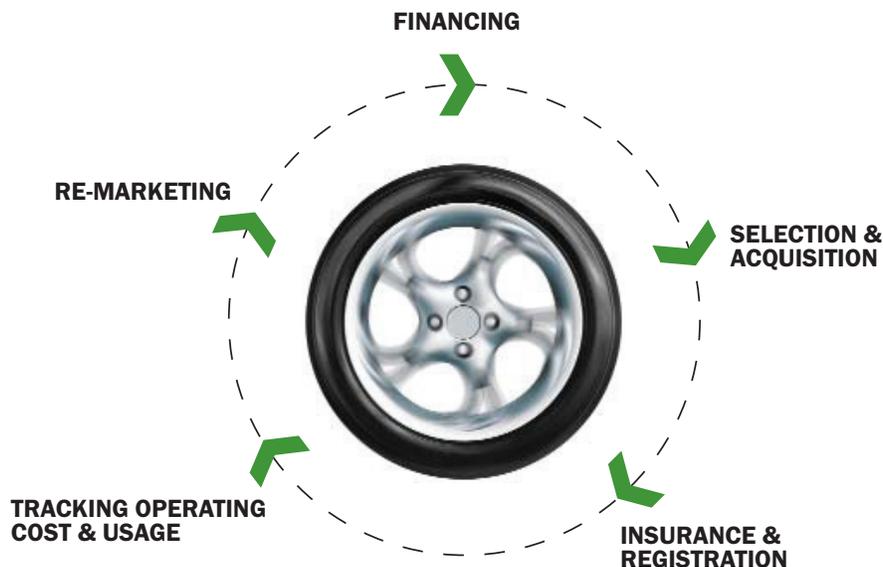
The due date for submitting the vehicle request forms is **Monday, August 21, 2017**. Requests received after the due date may result in:

- o certain makes or models not being available
- o higher lease rates because the vehicle request did not form part of VEMA's bulk purchasing price

VEMA realizes it is not always possible to know what your vehicle requirements will be several months in advance. However, it is important to try to forecast your vehicle needs as early as possible so that you can save on your lease rates and be sure to get the vehicle you selected.

VEHICLE LIFE CYCLE

The vehicle life cycle involves tracking and managing all of the decisions, usage information and expenses involved with a vehicle, from the time you identify the need for a vehicle to its disposal.



VEMA's goal is to effectively manage each vehicle's life cycle for you. This ensures you pay the minimum amount in acquisition and maintenance costs, while getting the maximum return at disposal.

Selecting the right vehicle for the job, at the beginning, is important. The decisions you make now will affect how the vehicle performs during its life cycle and its disposal value.

As you begin the ordering process:

1. Consider how your vehicle decisions will impact the environment. See *Consider the Environment*.
2. Consider the intended purpose of the vehicle(s). See *Determine Intended Vehicle Usage*.
3. Understand how the expected vehicle usage will affect the lease rate. See *How Expected Usage Affects Lease Rates*.
4. Identify any special accessories the vehicle(s) will require. See the *VEMA-installed Options List*.

Information to Consider

CONSIDER THE ENVIRONMENT

The Climate Change Emissions Reduction Act, subsection 11(1), came into force on October 1, 2012. As a result, a prescribed fuel efficiency standard for new vehicles, acquired for use by the provincial government, has been developed. The Act encourages government to reduce its fuel consumption and greenhouse gases (GHG) in its provincial light duty fleet.

Establishing a fuel efficiency standard, as part of the Province's vehicle purchasing policy, provides VEMA with flexibility to purchase and use the most fuel efficient vehicles, while taking into account bid pricing (from our tendering process), life cycle costs and the ability to support government operations and services – providing the right vehicle for the work being performed.

The Government of Manitoba's Sustainable Development Procurement Guidelines

The provincial government is committed to developing a green economic action plan and undertaking consultations on a new climate change plan. (See *TomorrowNow – Manitoba's Green Plan* for more information.)

The Province has taken important steps toward greening its operations. Manitoba's climate change legislation sets an example by embedding green building and green fleet requirements into its regulations. Once enacted, the government's 2008-2012 climate change plan will be fully implemented.

Your Responsibility

It is everyone's responsibility to be aware of the effect of vehicle emissions and help reduce the amount of greenhouse gases released into the atmosphere. Make sure you are leasing the right vehicle for the job. If you are only transporting passengers, for example, you can reduce costs and emissions by leasing a mid-size sedan or mini van instead of an SUV.

It's Easy

Curbing further climate change is easier than you may think. Generally, older vehicles are less fuel efficient and produce more emissions than newer vehicles. Balance intended usage with the most environmentally responsible vehicle that can do the job. Reducing idling time leads to reduced fuel consumption and is the easiest way to see tangible results.

For more information on selecting environmentally friendly vehicles and achieving a "greener" fleet, please contact Jeff Wood at 204-945-3303 or jeff.wood@gov.mb.ca

About Climate Change and Its Potential Impact – Links

TomorrowNow – Manitoba's Green Plan	www.gov.mb.ca/conservation/tomorrownowgreenplan/index.html
Climate Change and Green Jobs Actions – Priority for Manitobans	www.gov.mb.ca/conservation/climate/index.html
Green Manitoba	www.greenmanitoba.ca
Climate Change Connection	www.climatechangeconnection.org/
Natural Resources Canada	www.nrcan.gc.ca/home
Transport Canada – Road Transportation and the Environment	www.tc.gc.ca/eng/programs/environment-road-index.htm

Information to Consider

DETERMINE INTENDED VEHICLE USAGE

“Usage” is a term describing the function a vehicle will be expected to perform, as well as the conditions and environment in which it will be expected to operate.

Because usage plays such a considerable role in calculating the residual value, it is important to consider how the vehicle will be used before ordering. The usage information you provide on the request form(s) at the beginning of the ordering process will help VEMA set an appropriate residual value and recommend a lease term that reflects the expected life of the vehicle.

The following questions about the intended use of your new vehicle are important. A vehicle that has a demanding job, in strenuous conditions, will depreciate quicker than a vehicle assigned to one person, with no tasks outside of transporting the driver.

1. **Intended Purpose.** What type of work will the vehicle perform? Will it be hauling sand, transporting people or moving heavy equipment?
2. **Conditions and Environment.** What type of roads will the vehicle be driven on? How many drivers will be assigned to the vehicle? Is there a chance the use will change over the term of the lease? What impact will any changes have on the residual value of the lease?
3. **Distance.** How many kilometres will the vehicle be driven in a month or year? If the vehicle will be part of a larger fleet of similar vehicles, will the vehicles be rotated to ensure optimal usage? For example, you may want to rotate two sedans between regions or work groups if one of the vehicles is putting on significantly higher kilometres than the other vehicle. Rotation becomes especially important in this situation if you have signed agreements with the same lease term and type.
4. **Vehicle Fit.** Does the vehicle fit its intended purpose? For example, for transportation in the city, is a light duty truck or SUV really needed and most efficient?
5. **Environmentally Friendly Alternatives.** Will a hybrid-electric vehicle or another type of alternatively fuelled vehicle suit your needs?
6. **Diesel Fuelled Vehicles.** Driving high kilometres annually? Consider diesel for your work truck applications. Unlike diesel engines sold during the early 2000s, today’s diesel vehicles are quieter and smoother. The vehicles are also more responsive and almost entirely free of diesel odour. According to Transport Canada, today’s diesels are 20 – 30% more efficient than conventional gasoline engines. Diesel version trucks are currently available.

Important! Accurate completion of “Expected Use” information allows VEMA to adjust the residual value accordingly to avoid surprises. A vehicle may bring less than the expected price at auction because the actual vehicle use did not match the projected use stated on the order request form.

4. Expected Use

Assignment Type <input checked="" type="checkbox"/> Assigned to driver <input type="checkbox"/> Shared Pool Vehicle		Driver Information Name: Jane Doe Phone: 204-555-1212 Email (if applicable): jane.doe@gov.mb.ca			
Est. Annual Distance 25,000 kms		Base Location: Beausejour			
Vehicle Use <input checked="" type="checkbox"/> Driver only <input checked="" type="checkbox"/> Passenger <input type="checkbox"/> Hauling goods <input type="checkbox"/> Other (specify) _____					
Driving Conditions					
City	Off-Road	Highway	Gravel	Other	Specify
15 %	_____ %	75 %	10 %	_____ %	_____

Information to Consider

HOW EXPECTED USAGE AFFECTS LEASE RATES

When you receive your Agreement Authorization(s), you will notice that all rates are based on Normal, Heavy, Very Heavy or Extreme usage. VEMA assesses the criteria indicated in the Expected Use section of the Request Form(s) to establish a specific usage category for each lease. Categorizing usage is how VEMA estimates residual value.

To determine how a lease should be categorized, VEMA uses the following guidelines. There are no absolute rules. VEMA's Light Duty Fleet Manager will review all details to determine which category best reflects the usage information on each request form.

Usage Category	Considered if...
Normal	<ul style="list-style-type: none">• vehicle will accumulate up to 24,999 kms per year• has multiple drivers• mixed transportation of goods <p>A Normal usage lease will raise the residual value and lower your monthly lease rate.</p>
Heavy*	<ul style="list-style-type: none">• vehicle will accumulate 25,000 to 39,999 kms per year• vehicle is projected to have a very physical job, such as regularly hauling equipment or goods• vehicle is assigned to multiple drivers <p>The result is a lower residual value and higher monthly lease rate compared to a Normal lease.</p>
Very Heavy*	<ul style="list-style-type: none">• vehicle will accumulate 40,000 to 59,999 kms per year <p>The result is a lower residual value and higher monthly lease rate compared to a Heavy lease.</p>
Extreme*	<ul style="list-style-type: none">• vehicle will accumulate 60,000 kms or more per year <p>The result is a lower residual value and higher monthly lease rate compared to a Very Heavy lease.</p>

* Vehicles with **Heavy**, **Very Heavy** and **Extreme** usage will depreciate faster than the same vehicle with a projected Normal usage.

Information to Consider

How VEMA Evaluates Vehicle Usage

VEMA evaluates usage based on **each individual vehicle** in your fleet and not in conjunction with your overall fleet vehicles.

For example, you are planning to order two new half-ton trucks. You estimate that each truck will put on about 22,000 kms and 50,000 kms per year respectively. Based on this information, rates will be provided on **Normal** usage (for the vehicle with 22,000 kms per year) and **Very Heavy** usage (for the vehicle with 50,000 kms). VEMA will also recommend a longer lease term for the Normal usage vehicle and a shorter term for the Very Heavy usage vehicle.

Rotating Vehicles

Should you decide to rotate the vehicles to level the usage patterns, consider leasing both vehicles with a residual value based on Heavy usage and a lease term somewhere in between. VEMA will help you determine the best usage combination for your organization. When you review your Agreement Authorization(s), make sure you are comfortable with each usage category.

Change in Usage

If the projected usage changes by the time you receive the rates, or if you plan to rotate your vehicles, contact VEMA. New rates, based on the most appropriate residual value for your usage pattern, will be sent to you.

Understanding how leasing works and the usage implications on your lease rates can be confusing. VEMA can help. Schedule a meeting at any time to discuss your questions or concerns:

Jeff Wood
Phone: 204-945-3303
Email: jeff.wood@gov.mb.ca



VEMA-installed Options

VEMA-installed options (or “outfitting”) consists of any special equipment or accessories that are not installed on a vehicle by the manufacturer. Items such as traffic advisors, headache racks, non-standard tires and screen partitions should be indicated on the request form(s), as applicable.

Some accessories can be ordered directly from the manufacturer; others are coordinated by VEMA at the time of delivery. Planning your outfitting requirements in advance will save you money and time.

Request Forms

INTRODUCTION

Important! Please remember that **one applicable form must be completed for each vehicle** you are interested in acquiring. This includes requests of two or more vehicles of the same type and options.

- **Each request form package is different and contains options only for that type of vehicle:** light truck, sedan, van and SUV/Crossover.
- **Number each new vehicle request form.** Number each new vehicle request form in sequential order. eg. 1, 2, 3, etc.
- **All request forms must be forwarded to your vehicle coordinator.** The forms will be printed, reviewed, signed and then submitted to VEMA by the due date.

VEMA-installed Options List

The options list will help you determine the type of options you are interested in having installed. For example, will the vehicle have a full mesh headache rack, a side mesh or a bar style? You can view the styles and select.

Decals/Markings

The decals/markings files have been sent to the vehicle coordinator in advance. Identifying your decal requirements at the time the request is made will allow VEMA to have the decals ready when the vehicle arrives.

Sample Form

The following pages provide a sample of a light truck request. The request is for a new 1/2 ton, 4x4 CrewCab truck, with truck cap and hitch. The vehicle is expected to drive 25,000 kms annually and is assigned to Jane Doe.



COMPLETING A NEW VEHICLE REQUEST FORM – Sample

Part 1 of 2

This sample request is for a NEW light truck.

Indicate if this request is for a replacement or new vehicle.

Note:

Number each request sequentially, eg. sample shows this is the second request.

From the Truck spec catalogue, provided, enter the Spec number, description and any other helpful information.

Important:

Expected Use is vital to providing the user with a vehicle suited to their needs.

Determine how and where the vehicle will be driven. In this sample, there will be one driver, based in Beausejour, and travelling mainly on the highway. Total should equal 100%.

Identify what factory options are needed for this vehicle.

Select if VEMA-installed options are needed.

Signature of vehicle coordinator is needed upon completion of form.

2018 Light Truck Request Form (Part 1 of 2)		New Unit ID #	
		For office use only	
<input type="checkbox"/> Replacement Vehicle <input checked="" type="checkbox"/> New Vehicle Request # 2 (Please number each new request in sequence, 1, 2, 3 etc.)		VEMA Customer # 008	
1. Replacement Vehicle Information (If replacing a vehicle, please indicate the following)			
Existing Unit #		Existing Licence Plate #	
2. Contact Information			
Organization Name		Date Submitted (yyyy-mm-dd) 2017-08-14	
Completed by	Phone	Fax	
Email			
3. Vehicle Details (Use Truck Spec Catalogue only)			
Specification # 080		Description 1/2 ton 4x4 crew cab	
Additional Information			
4. Expected Use			
Assignment Type <input checked="" type="checkbox"/> Assigned to driver <input type="checkbox"/> Shared Pool Vehicle		Driver Information Name: Jane Doe Phone: 204-555-1212 Email (if applicable): jane.doe@gov.mb.ca	
Est. Annual Distance 25,000 kms		Base Location: Beausejour	
Vehicle Use <input checked="" type="checkbox"/> Driver only <input checked="" type="checkbox"/> Passenger <input type="checkbox"/> Hauling goods <input type="checkbox"/> Other (specify) _____			
Driving Conditions City Off-Road Highway Gravel Other Specify 15 % _____% 75 % 10 % _____% _____			
5. Factory Options			
Seating <input type="checkbox"/> Bucket <input checked="" type="checkbox"/> Bench <input type="checkbox"/> Power (Driver's Seat) <input type="checkbox"/> Power (Driver's Seat) <input type="checkbox"/> Centre Console <input checked="" type="checkbox"/> 40/20/40 folding centre armrest/ enclosed storage <input checked="" type="checkbox"/> Lumbar <input type="checkbox"/> Power Lumbar		Engine Size <input type="checkbox"/> 4 Cyl <input type="checkbox"/> 5 Cyl <input checked="" type="checkbox"/> 6 Cyl <input type="checkbox"/> 8 Cyl	Fuel Type <input checked="" type="checkbox"/> Unleaded <input type="checkbox"/> Diesel (for higher kms/towing) <input type="checkbox"/> Hybrid (gas/electric) Transmission <input type="checkbox"/> Automatic <input type="checkbox"/> Manual
Truck Doors <input type="checkbox"/> 2-Door <input checked="" type="checkbox"/> 4-Door (select one only) <input type="checkbox"/> 4-Conventional <input type="checkbox"/> 2-Conventional with 2-Swing Out <input checked="" type="checkbox"/> Crew Cab - 4 Full Size, Conventional		Standard Equipment <input checked="" type="checkbox"/> Factory Remote Start <input type="checkbox"/> Factory Security System (activates lights and horn only) <input type="checkbox"/> Cab Chassis (select one only) <input type="checkbox"/> Transfer Existing Box <input type="checkbox"/> Install New Box <input type="checkbox"/> Cab to Axle (C.A.) _____ <input type="checkbox"/> Dual Rear Wheels	<input type="checkbox"/> 4x2 or <input checked="" type="checkbox"/> 4x4 GVW _____ Payload _____ Box Length (select one only) <input type="checkbox"/> 5'6" (crew cab only) <input checked="" type="checkbox"/> 6' min. (between 72" and 82") <input type="checkbox"/> 8' (½-ton only available on 2-conventional, with 2-swing out doors)
6. <input checked="" type="checkbox"/> Requesting VEMA-installed options? Please complete Part 2 for EACH vehicle, if required.			
Vehicle Coordinator Signature		Date (yyyy-mm-dd)	
_____		_____	

Sample Forms

COMPLETING A NEW VEHICLE REQUEST FORM – Sample

Part 2 of 2

Details from Part 1 will auto-fill.

Complete only if ordering VEMA-installed options.

Insert the contact name of the person who can provide additional details on this section.

Refer to the VEMA-installed Options List to help identify specific options.

2018 Light Truck Request Form VEMA-installed Options (Part 2 of 2 – if required)		 Vehicle and Equipment Management Agency
<input type="checkbox"/> Replacement Vehicle <input checked="" type="checkbox"/> New Vehicle Request # 2 <i>(Please number each new request in sequence, 1, 2, 3 etc.)</i>		VEMA Customer # 008
Existing Unit #	Existing Licence Plate #	
1. Contact Information for VEMA-installed Options Only <i>If ordering options, please indicate the contact below for details</i>		
Contact Name	John Smith	Phone 204-945-5515
Email	john.smith@gov.mb.ca	
2. Vehicle Options <i>Refer to the "VEMA-installed Options List" to ensure you are selecting the proper item(s)</i>		
Truck Cap	<i>If required, please select all that apply:</i> <input type="checkbox"/> Standard Height <input type="checkbox"/> Specialty <input type="checkbox"/> Raised <input type="checkbox"/> Same colour as truck	
Box Liner	Standard on all Trucks	
Tonneau Cover	<i>Not available with tool box</i> <input type="checkbox"/> Roll Top <input type="checkbox"/> Fold Top <input type="checkbox"/> Specialty	
Tool Box	<i>If required, please select one</i> <input checked="" type="checkbox"/> Cross-over Gull-Wing (standard depth) <input type="checkbox"/> Cross-over Gull-Wing (deep) <input type="checkbox"/> Single Lid Cross-over (standard depth) <input type="checkbox"/> Single Lid Cross-over (deep) <input type="checkbox"/> Chest (standard depth) <input type="checkbox"/> Chest (deep)	
Headache Rack	<i>If required, please select one</i> <input type="checkbox"/> Full Mesh <input type="checkbox"/> Side Mesh <input type="checkbox"/> Bar Style	
Box Rails	<input type="checkbox"/> Square Tubing <i>(for use with Mesh Headache Rack only)</i>	
Side Step	<input type="checkbox"/> Tubular Bar	
3. Lighting Options		
Light Bar	<input type="checkbox"/> Whelan Legacy Duo, Super-LED	
Mini Light Bar	<i>If required, please select one</i> *VEMA will supply mounting bracket if required <input type="checkbox"/> Permanent Mount (wired in with switch) <input type="checkbox"/> Magnetic Mount (plugs into 12V power source)	
Traffic Advisor <i>(controller included)</i>	<i>If required, please select one</i> <input type="checkbox"/> Whelan LINEAR6 Linear Super LED front load, 8 module (2 $\frac{3}{8}$ " x 45 $\frac{1}{8}$ ") <input type="checkbox"/> Whelan 500 Series Linear Super LED front load, 12 module (16" x 46") <input type="checkbox"/> Whelan 500 Series Linear Super LED front load, 16 module (23" x 46")	
Light Heads <input type="checkbox"/> Front and/or <input type="checkbox"/> Rear	<input type="checkbox"/> Whelan LINZ6 Super LED Low Profile Lights <input type="checkbox"/> Amber <input type="checkbox"/> Red <input type="checkbox"/> Whelan VERTEX Super LED Low Profile Lights <input type="checkbox"/> Amber <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Whelan ION Surface Mount Super LED Low Profile Lights <input type="checkbox"/> Amber <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Red/Blue	
Important! ONLY those requirements identified on this form, when submitted to VEMA, will be installed on this vehicle.		

COMPLETING A NEW VEHICLE REQUEST FORM – Sample

Part 2 of 2 (continued)

Details from Part 1 and 2 will auto-fill.

Refer to the VEMA-installed Options List to help identify specific options.

Computer and Communications Equipment: Indicate if computer or communications equipment will be transferred or obtained.

Tires: Refer to the VEMA-installed Options List for a description of the tires available. Specify type of tire if non-standard.

Refer to the VEMA-installed Options List to determine trailer hitch and wiring needs.

2018 Light Truck Request Form VEMA-installed Options (Part 2 of 2 – if required)



<input type="checkbox"/> Replacement Vehicle	VEMA Customer # 008
<input checked="" type="checkbox"/> New Vehicle Request # 2 (Please number each new request in sequence, 1, 2, 3 etc.)	
Existing Unit #	Existing Licence Plate #

1. Contact Information for VEMA-installed Options Only If ordering options, please indicate the contact below for details

Contact Name John Smith	Phone 204-945-5515
Email john.smith@gov.mb.ca	

4. Computer and Communication Equipment Select type of equipment, if required

Computer-Mounted Equipment <input type="checkbox"/> Docking Station <input type="checkbox"/> Computer Mount Make _____ Model _____	Communication Equipment <input type="checkbox"/> Transfer Existing Equipment Model _____ Asset Tag # _____ <input type="checkbox"/> New Equipment Request Model #1: _____ Model #2: _____ <input type="checkbox"/> Provided by customer <input type="checkbox"/> Ordered by Radio Services
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5. Miscellaneous Accessories and Tires If required, please select all that apply

<input type="checkbox"/> Booster Cables <input type="checkbox"/> Bug Screen <input type="checkbox"/> Decals/Markings Pkg #: _____ <input type="checkbox"/> First Aid Kit	<input checked="" type="checkbox"/> Mud Flaps <input type="checkbox"/> Shovel <input type="checkbox"/> Survival Kit (food, candle, stove) <input type="checkbox"/> VEMA Duffel Bag <input type="checkbox"/> Blacked-out Window Tint (limited visibility)	Tires (please see the VEMA-installed Options List) <input type="checkbox"/> All-weather Mountain Snowflake (year round) <input checked="" type="checkbox"/> Winter Ice Radials (includes rims with Low Tire Pressure Sensors - if available) <input type="checkbox"/> Non-standard Specify tire type: _____ VEMA is not responsible for tire storage
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6. Trailer Hitch and Wiring (please see the VEMA-installed Options List, page 1) If required, check only one from each column

Hitch Class <input type="checkbox"/> Class 3 (3,500 - 5,000 lbs) <input checked="" type="checkbox"/> Class 4 (5,000 - 8,000 lbs) <input type="checkbox"/> Class 5 (up to 10,000 lbs)	Ball Size <input type="checkbox"/> 1 7/8" <input checked="" type="checkbox"/> 2" <input type="checkbox"/> 2 3/16"	Trailer Plug In <input type="checkbox"/> 4 Pin <input type="checkbox"/> 6 Pin <input checked="" type="checkbox"/> 7 Pin	<input checked="" type="checkbox"/> Electric Brakes
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Important!

ONLY those requirements identified on this form, when submitted to VEMA, will be installed on this vehicle.

