[Sample Letter for Requesting Vehicle & Equipment (>$5000) Purchase Approval]

[Grantee Agency Letterhead]

[Date]

Mr./Ms. [Project Officer]
Weatherization Project Manager
U.S. Department of Energy
Golden Field Office
1617 Cole Boulevard
Golden, Colorado 80401

RE: Vehicle & Equipment Purchase Request

Dear Mr. DeSoto:

The ___(Grantee)_____, has received and reviewed a request to purchase a (vehicle) and an (infrared camera)_____ for use in the Weatherization Assistance Program, from the ____(Subgrantee_____Community Action Agency). These items were not included in our current State Plan that was approved by your office.

____(Subgrantee)_____Community Action Agency indicated their intent to pay for the vehicle with DOE Weatherization Program funds. A procurement package was provided to new vehicle vendors in their service area and insulation blower machine vendors. The (Subgrantee) received three (3) bid responses for each item. The specifications requested and bids received for the vehicle are attached. The lowest bid response came from the _____dealership.

The specifications requested and bids received for the infrared camera are also attached. The lowest bid response came from the _____vendor.

__(Subgrantee)_selected the lowest bid of $_____ for a (2004 GMC ¾ ton crewcab pickup). This bid includes taxes, title, licenses and will require six to eight weeks for delivery. The ___(Grantee)_____is requesting approval to purchase this vehicle with DOE funds.

__(Subgrantee)_selected the lowest bid of $_____, from _____(Vendor)_____ for an (infrared camera). This bid includes taxes and delivery. The ___(Grantee)_____ is requesting approval to purchase this infrared camera.

All applicable state and federal procurement requirements will be met. The vehicle and infrared camera will be used solely in the Weatherization Assistance Program.

Thank you for your assistance. Please contact _____ at _____if additional clarification or information is needed.

Sincerely,

XXXXXXXX
Program Manager

Attachments (3)