

51.203 Means of obtaining service.

(a) Authorized contractors *shall* submit requests for interagency fleet management system (IFMS) vehicles and related services *in writing* to the appropriate GSA regional Federal Supply Service Bureau, Attention: Regional fleet manager, except that requests for more than five vehicles *shall* be submitted to:

General Services Administration FBF Washington DC 20406,

and not to the regions. Each request *shall* include the following:

- (1) Two copies of the agency authorization to obtain vehicles and related services from GSA.
- (2) The number of vehicles and related services required and period of use.
- (3) A list of the contractor's employees who are authorized to request vehicles and related services.
- (4) A listing of the make, model, and serial numbers of contractor-owned or-leased equipment authorized to be serviced.
- (5) Billing instructions and address.

(b) Contractors requesting unusual quantities of vehicles *should* do so as far in advance as possible to facilitate availability.

Parent topic: [Subpart 51.2 - Contractor Use of Interagency Fleet Management System \(IFMS\) Vehicles](#)