



SHERIFF'S DEPARTMENT

REQUEST FOR PROPOSALS

FOR

AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES

RFP NO. 475-SH

March 2018

**Prepared By
County of Los Angeles**

These guidelines are intended to provide general information only and are subject to revision. The rights and obligations of any party contracting with the County will be determined in accordance with the terms of the applicable contract and applicable law.

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APPENDICES:

- A Statement of Work:** Explains in detail the required services to be performed by Contractor.
- B Statement of Work Exhibits:** Attachments that accompany the Statement of Work.
- C Sample Contract:** Identifies the terms and conditions in the contract.
- D Required Forms:** Forms that must be completed and included in the proposal.
- E Transmittal Form to Request a Solicitation Requirements Review:** Transmittal sent to Department requesting a Solicitation Requirements Review.
- F County of Los Angeles Policy on Doing Business with Small Business:** County Policy
- G Jury Service Ordinance:** County Code
- H Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with the County for a specific length of time.
- I IRS Notice 1015:** Provides information on Federal Earned Income Credit.
- J Safely Surrendered Baby Law:** County Program
- K Living Wage Ordinance:** County Code
- K-1 Living Wage Rate Annual Adjustments**

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- L Determination of Contractor Non-Responsibility and Contractor Debarment:** County Code

- M Guidelines for Assessment of Proposer Labor Law/Payroll Violations:** Guidelines that will be used to determine whether the County will deduct evaluation points for labor-law payroll violations.

- N Background and Resources: California Charities Regulation:** An information sheet intended to assist Nonprofit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources.

- O Defaulted Property Tax Reduction Program:** County Code

1.0 INTRODUCTION

- 1.1 The Los Angeles County Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to solicit proposals for a contract with an organization that can provide Automotive Fleet Management and Maintenance Services as described herein.
- 1.2 Titles, captions and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and shall not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.

2.0 PURPOSE-CONTRACT FOR AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES

2.1 Statement of Work

- 2.1.1 The Department is issuing this RFP to solicit proposals from interested and qualified fleet service providers (Proposers) for a contract with an organization that is capable of providing full and comprehensive management and maintenance service of the Department's fleet of vehicles, which includes off-highway equipment, boats, and trailers. The Department anticipates changes in the number and composition of the fleet from the release of this RFP to the date of commencement of the new contract and throughout the term of the contract. Additional County departments may be added during the term of the contract.

The vehicles to be maintained under the contract include black/white and solid color police vehicles, motorcycles, medium and heavy vehicles, civilian vehicles, buses, trailers, and boats, all of which require management and maintenance. The total fleet is driven approximately 70,250,000 miles per year, approximately 32,052,000 of which are driven by police emergency response vehicles requiring more frequent preventive maintenance services. The vehicles operate in every environment, from congested city traffic to open highways in rural areas. Currently, there is one primary full service facility and approximately 25 satellite maintenance facilities located throughout the County which will require contractor employee staffing.

Contractor shall be expected to implement the Statement of Work that is contained in Appendix A (Statement of Work) of this RFP.

2.2 Sample Contract: County Terms and Conditions

2.2.1 Contractor shall be expected to implement the requirements outlined in Appendix C (Sample Contract) of this RFP.

2.2.2 Anticipated Contract Term

The contract term is anticipated to be for a period of five (5) years, from the Work Start Date, with two (2) additional two (2) year options and an option to extend for up to an additional twelve (12) months, in any increment. The contract shall be effective upon execution by the County Board of Supervisors. The actual Work Start Date of the contract shall be on the mutually agreed upon date that Contractor begins work.

2.2.3 Contract Rates

General

The prices and rates for performing all tasks, deliverables, goods, services and any other work required shall be as set forth on Exhibit B (Price Sheet) of Appendix C (Sample Contract).

The annual price for Fixed-Price services and the hourly labor rates for Fee-for-Service work shall remain firm and fixed for the term of the contract, unless adjusted in accordance with the process stated in the contract, including Exhibit A (Statement of Work) and Exhibit B (Price Sheet) of Appendix C (Sample Contract).

The hourly labor rates payable by County to Contractor for the provision of all Fee-for-Service work required shall be those hourly labor rates set forth on Exhibit B (Price Sheet) of Appendix C (Sample Contract).

The annual price for Fixed-Price services shall be adjusted based upon the increase or decrease in the numbers of vehicle and equipment types in accordance with the process stated in the contract, including Exhibit B (Price Sheet) of Appendix C (Sample Contract).

The annual price for Fixed-Price services shall be adjusted based upon the increase or decrease in the mandated minimum staffing levels in accordance with the process stated in the contract, including Exhibit B (Price Sheet) of Appendix C (Sample Contract).

The annual price for Fixed-Price services may be adjusted based upon a verified increase to Contractor's actual costs for Fixed-Price automotive parts in accordance with the process stated in the contract, including Exhibit B (Price Sheet) of Appendix C (Sample Contract).

The annual price for Fixed-Price services may be adjusted based upon a sales tax change that impacts the Contractor's cost of providing Fixed-Price services in accordance with the process stated in the contract, including Exhibit B (Price Sheet) of Appendix C (Sample Contract).

The paint-hour rates for Fee-for-Service paint material costs may be adjusted in accordance with the process stated in subparagraph 3.2 (FFS Paint Material Costs) of Exhibit B (Price Sheet) of Appendix C (Sample Contract). In addition, in the event that changes to government regulations regarding the content of paint materials create a material increase in the cost of paint supplies, the parties may agree to re-negotiate the paint-hour rates.

The contract (hourly, monthly, annually, etc.) amount for both Fixed-Price and Fee-for-Service may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior twelve (12) month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this subparagraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under the contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

2.2.4 Days of Operation

The contractor shall provide Automotive Fleet Management and Maintenance Services during each County business day and on weekends and holidays as required in Appendix A (Statement of Work) of this RFP.

2.2.5 Indemnification and Insurance

The contractor shall be required to comply with the indemnification provisions contained in sub-paragraph 8.23 (Indemnification), Appendix C (Sample Contract) of this RFP. The contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix C (Sample Contract), sub-paragraphs 8.24 (General Provisions for all Insurance Coverage), and 8.25 (Insurance Coverage) of this RFP.

3.0 PROPOSER'S MINIMUM MANDATORY REQUIREMENTS AND DESIRABLE QUALIFICATION

3.1 Minimum Mandatory Requirements

Interested and qualified proposers that can demonstrate their ability and qualifications to successfully provide the required services outlined in Appendix A (Statement of Work), of this RFP, are invited to submit proposal(s), provided they meet the following minimum mandatory requirements:

3.1.1 Proposer must demonstrate a minimum of five (5) years of experience within the last ten (10) years Directly Providing both comprehensive management and Maintenance for a Fleet or Fleets of Vehicles of at least 1,000 Vehicles at one repair location.

Proposer shall provide references that verify this minimum mandatory requirement, which shall include start dates, end dates, agency names, and services provided on Exhibit 2 (Prospective Contractor References) of Appendix D (Required Forms).

3.1.2 Proposer must demonstrate a minimum of one (1) year of experience within the last ten (10) years Directly Providing both comprehensive management and Maintenance at three (3) or more repair locations simultaneously, which serve a combined total of at least 1,000 Vehicles.

Proposer shall provide references that verify this minimum mandatory requirement, which shall include start dates, end dates, agency names, and services provided on Exhibit 2 (Prospective Contractor References) of Appendix D (Required Forms).

3.2 Desirable Qualification

Points may be awarded to Proposers that demonstrate they meet and/or exceed the Desirable Qualification below:

3.2.1 Proposer should demonstrate experience for three (3) years within the last five (5) years Directly Providing both comprehensive management and Maintenance for a Fleet that includes at least thirty-five (35) or more Police Emergency Response Vehicles, excluding motorcycles.

Proposer shall provide references that verify this desirable qualification and include start dates, end dates, name of governmental agency, and the services provided.

3.3 Terms and Definitions

Throughout this RFP, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in Paragraph 2.0 (Definitions) of Appendix C (Sample Contract).

The following definitions apply specifically to sub-paragraphs 3.1 (Minimum Mandatory Requirements) and 3.2 (Desirable Qualification) only.

3.3.1 "Directly Provided" means services, both management and maintenance, performed by the Proposer's employees.

3.3.2 "Fleet" means a group of "Vehicles" owned and/or operated by a single company or entity.

3.3.3 "Maintenance" means automotive maintenance services including preventative maintenance, diagnosis, repair/replacement of engines, cylinder heads, transmissions, differentials, cooling systems, air conditioning/heating systems, on-board vehicle computer/sensor engine/emission control systems, brakes (hydraulic and air), steering, suspension, electrical, driveline systems, body, frame, fenders, including straightening, refinishing, and painting.

3.3.4 "Police Emergency Response Vehicles" means law enforcement vehicles regularly deployed by governmental law enforcement agencies which are outfitted with special equipment including, but not limited to, red and/or blue lights, pushbars, suspect safety cages, and shotgun racks.

3.3.5 "Vehicles" means any combination of two or more of the following types of vehicles: passenger cars; Police Emergency Response Vehicles; light and medium trucks/vans/trailers with a GVW rating of 10,000 lbs. or less; heavy trucks/vans/trailers with a GVW rating of 10,001 lbs. or more; 25 to 60-passenger buses.

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Contract Execution

4.1.1 The County is not responsible for representations made by any of its officers or employees prior to the execution of the contract unless such understanding or representation is included in the contract.

4.2 Final Contract Award by the Board of Supervisors

4.2.1 Notwithstanding a recommendation of a department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant contract, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

4.3 County's Option to Reject Proposals or Cancel RFP

4.3.1 Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or cancel the RFP in its entirety. The County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

4.4 County's Right to Amend Request for Proposals

4.4.1 The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda

thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

4.5 Background and Security Investigations

4.5.1 Background and security investigations of contractor's staff shall be required at the discretion of the County as a condition of beginning and continuing work under any resulting contract, as described in Appendix C (Sample Contract), sub-paragraph 7.5 (Background and Security Investigations) of this RFP.

4.6 County's Quality Assurance Plan

4.6.1 After contract award, the County or its agent will evaluate the contractor's performance under the contract on a periodic basis. Such evaluation will include assessing contractor's compliance with all terms and conditions in the contract and performance standards identified in Appendix A (Statement of Work). Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of the contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the contract in whole or in part, or impose other penalties as specified in the contract.

5.0 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS

5.1 Notice to Proposers Concerning the Public Records Act

5.1.1 Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when (1) contract negotiations are complete; (2) Department receives a letter from the recommended Proposer's authorized officer that the negotiated contract is the firm offer of the recommended Proposer; and (3) Department releases a copy of the recommended Proposer's proposal in response to a Notice of

Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 (Services Contract Solicitation Protest).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."

- 5.1.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.
- 5.1.3 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential," "Trade Secrets," or "Proprietary," Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

5.2 Contact with County Personnel

- 5.2.1 All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

Los Angeles County Sheriff's Department
Fiscal Administration – Contracts Unit
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attn: Carol Augustine, Senior Analyst
E-mail address: cjaugust@lasd.org

If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above,

regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

5.3 Mandatory Requirement to Register on County's WebVen

5.3.1 Prior to a contract award, all potential contractors must register in the County's WebVen. The WebVen contains the Proposer's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>

5.4 Protest Policy Review Process

5.4.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in sub-paragraph 5.4.3 (Grounds for Review) below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the sub-paragraphs below. It is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.

5.4.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

5.4.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 (Services Contract Solicitation Protest) are limited to the following:

5.4.3.1 Review of Solicitation Requirements (Reference sub-paragraph 7.4, in the Proposal Submission Requirements Section)

5.4.3.2 Review of a Disqualified Proposal (Reference sub-paragraph 8.3, in the Selection Process and Evaluation Criteria Section)

5.4.3.3 Review of Proposed Contractor Selection (Reference subparagraph 8.7, in the Selection Process and Evaluation Criteria Section)

5.5 Injury and Illness Prevention Program

5.5.1 Contractor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

5.6 Confidentiality and Independent Contractor Status

5.6.1 As appropriate, contractor shall be required to comply with subparagraph 7.6 (Confidentiality) of Appendix C (Sample Contract) and the Independent Contractor Status provision contained in subparagraph 8.22 (Independent Contractor Status) of Appendix C (Sample Contract).

5.7 Conflict of Interest

5.7.1 No County employee whose position in the County enables him/her to influence the selection of a contractor for this RFP, or any competing RFP, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Exhibit 5 (Certification of No Conflict of Interest) of Appendix D (Required Forms).

5.8 Determination of Proposer Responsibility

5.8.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Proposers.

5.8.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Proposer is responsible based on a review of the Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor

laws related to employee compensation and benefits, and evidence of false claims made by the Proposer against public entities. Labor law violations which are the fault of the subcontractors and of which the Proposer had no knowledge shall not be the basis of a determination that the Proposer is not responsible.

- 5.8.3 The County may declare a Proposer to be non-responsible for purposes of the contract if the Board of Supervisors, in its discretion, finds that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 5.8.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department shall notify the Proposer in writing of the evidence relating to the Proposer's responsibility, and its intention to recommend to the Board of Supervisors that the Proposer be found not responsible. The Department shall provide the Proposer and/or the Proposer's representative with an opportunity to present evidence as to why the Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 5.8.5 If the Proposer presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Proposer shall reside with the Board of Supervisors.
- 5.8.6 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

5.9 Proposer Debarment

- 5.9.1 The Proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the

County may terminate any or all of the Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

- 5.9.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, the Department shall notify the Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise the Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 5.9.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Proposer and/or Proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Proposer should be debarred, and, if so, the appropriate length of time of the debarment. The Proposer and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 5.9.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 5.9.5 If a Proposer has been debarred for a period longer than five (5) years, that Proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Proposer has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management;

- (3) material evidence discovered after debarment was imposed; or
- (4) any other reason that is in the best interests of the County.

- 5.9.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Proposer has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- 5.9.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 5.9.8 These terms shall also apply to proposed subcontractors of Proposers on County contracts.
- 5.9.9 Appendix H (Listing of Contractors Debarred in Los Angeles County) provides a link to the County's website where there is a listing of contractors that are currently on the Debarment List for Los Angeles County.

5.10 Adherence to County's Child Support Compliance Program

- 5.10.1 Proposers shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

5.11 Gratuities

5.11.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the contract or that the Proposer's failure to provide such consideration may negatively affect the County's consideration of the Proposer's submission. A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the contract.

5.11.2 Proposer Notification to County

A Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration.

5.11.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

5.12 Notice to Proposers Regarding the County Lobbyist Ordinance

5.12.1 The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each

person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting Exhibit 6 (Familiarity with the County Lobbyist Ordinance Certification) of Appendix D (Required Forms), as part of their proposal.

5.13 Federal Earned Income Credit

The contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Appendix I (IRS Notice 1015).

5.14 Consideration of GAIN-GROW Participants for Employment

As a threshold requirement for consideration for contract award, Proposers shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN-GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers shall attest to a willingness to provide employed GAIN-GROW participants access to the Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Proposers who are unable to meet this requirement shall not be considered for contract award. Proposers shall submit a completed, Exhibit 9 (Attestation of Willingness to Consider GAIN-GROW Participants) of Appendix D (Required Forms), along with their proposal.

5.15 Recycled Bond Paper

5.15.1 Proposer shall be required to comply with the County's policy on recycled bond paper as specified in Paragraph 8.39 (Recycled Bond Paper) of Appendix C (Sample Contract).

5.16 Safely Surrendered Baby Law

5.16.1 The contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees,

a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix J (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at www.babysafela.org.

5.17 Jury Service Program

- 5.17.1 The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read Appendix G (Jury Service Ordinance) and sub-paragraph 8.8 (Compliance with the County's Jury Service Program) of Appendix C (Sample Contract), both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both contractors and their subcontractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 5.17.2 The Jury Service Program requires contractors and their subcontractors to have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five (5) calendar days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deducts from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a contractor and "full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of ninety (90) calendar days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.
- 5.17.3 There are two (2) ways in which a contractor might not be subject to the Jury Service Program. The first is if the contractor does not fall within the Jury Service Program's definition of

“Contractor”. The Jury Service Program defines “Contractor” to mean a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty-thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. The second is if the contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to contractors that have 1) ten (10) or fewer employees; and, 2) annual gross revenues in the preceding twelve (12) months which, if added to the annual amount of the contract is less than five hundred thousand dollars (\$500,000), and, 3) is not an “affiliate or subsidiary of a business dominant in its field of operation”. The second exception applies to contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

- 5.17.4 If a contractor does not fall within the Jury Service Program’s definition of “Contractor” or if it meets any of the exceptions to the Jury Service Program, then the contractor must so indicate in the Exhibit 10 (Certification Form and Application for Exception) of Appendix D (Required Forms), and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the contractor’s application, the County will determine, in its sole discretion, whether the contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County’s decision will be final.

5.18 Living Wage Program

- 5.18.1 The prospective contract is subject to the requirements of the County’s Living Wage Program (Los Angeles County Code Chapter 2.201). Prospective Contractors should carefully read Exhibit J (Living Wage Ordinance), Exhibit K (Living Wage Rate Annual Adjustments), and sub-paragraph 9.1 (Compliance with County’s Living Wage Program) of Appendix C (Sample Contract), all of which are incorporated by reference into and made a part of this RFP. The Living Wage Program applies to both contractors and their subcontractors. Proposals that fail to comply with the requirements of the Living Wage Program may be considered non-responsive and excluded from further consideration.

5.18.2 Evaluation of Contractor's History of Labor Law-Payroll Violations.

In evaluating proposals, the County will review a contractor's history of labor law-payroll violations (including but not limited to violations or pending claims pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination). To facilitate this process, contractors must submit with their proposal a completed Exhibit 15 (Contractor Non-responsibility Debarment Acknowledgement and Statement of Compliance) of Appendix D (Required Forms), and disclose on that form: 1) any determination by a public entity within three (3) years of the date of the proposal that the Firm committed a labor law payroll violation, and 2) any pending claim which involves an incident of labor law-payroll violation occurring within three (3) years of the date of the proposal. Applying established criteria, the County may deduct from one (1%) to twenty (20%) percent of the maximum number of available evaluation points for labor law-payroll violations, with substantially increased deductions for a contractor's failure to disclose reportable violations (See Appendix M (Guidelines for Assessment of Proposer Labor Law-Payroll Violations)). "Pending claims" (i.e., claims that do not have a final disposition) will not result in point deductions; however, such claims may be reported to the Board of Supervisors before a contract is awarded.

- 5.18.3 If a Proposer believes that it does not fall within the Living Wage Program's definition of Employer or that it meets the exception to the Living Wage Program, then the Proposer must complete and submit to the County, refer to sub-paragraph 7.3 (Timetable), prior to submission of the proposal, the Application for Exemption, as set forth in Exhibit 17 (Application for Exemption) of Appendix D (Required Forms), and include in its submission all necessary documentation to support the claim such as a collective bargaining agreement, if applicable. Upon reviewing the Proposer's application, the County will determine, in its sole discretion, whether the Proposer falls within the definition of Employer or meets the exception to the Living Wage Program. The County's decision will be final.

Note that the collective bargaining agreement exception applies if it is demonstrated to the County that the agreement is bona fide and that the agreement expressly provides that it supersedes all of the provisions of the Living Wage Program, or

(if not all) those specific provisions that are superseded. The Contractor is subject to any provision of the Living Wage Program not expressly superseded by the collective bargaining agreement.

- 5.18.4 The Living Wage Program requires Contractors and their subcontractors to pay their full-time and part-time employees providing services to the County no less than a living wage. The County has established the Living Wages as identified in Appendix K-1 (Living Wage Rate Annual Adjustments).
- 5.18.5 The Proposer must submit with its proposal a staffing plan using the Model Contractor Staffing Plan, as set forth in Exhibit 18 (Living Wage Program Staffing Plan) of Appendix D (Required Forms), using full-time employees for the contract. The Proposer will be required to assign and use full-time employees to provide services under the contract, unless the Proposer demonstrates to the satisfaction of the County the need to use non-full-time employees based on staffing efficiency or the County requirements of an individual job. If a Proposer desires to assign and use non-full-time employees to provide services under the contract, the Proposer must submit to the County, along with its proposal, a written request detailing the Proposer's request and justification, and providing all necessary documentation to substantiate the request. Based on the County's review of the Proposer's request and supporting documentation, the County shall determine, in its sole discretion, whether the Proposer may use non-full-time employees to provide services under the contract. The County's decision will be final.
- 5.18.6 If the contract involves the provision of services which were previously provided under a contract that was or will be terminated prior to its expiration, then the Contractor is required to provide employment for the predecessor contractor's employees. The contractor must offer employment to all such retention employees who are qualified for such jobs and who were employed by the predecessor contractor for at least six (6) months prior to the new contract. However, the Contractor is not required to hire a retention employee who has been convicted of a crime related to the job or the employee's job performance or who fails to meet any other County requirement for employees of the contractor. The contractor may not terminate a retention employee for the first ninety (90) calendar days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the contractor's other employees.

- 5.18.7 Throughout the term of the contract, the contractor and its subcontractor(s) will be required to submit periodic monitoring reports for each employee providing services under the contract, certifying under penalty of perjury, the hours worked and wages paid.
- 5.18.7.1 At any time during the term of the contract, the County may conduct an audit of the contractor's records as well as field visits with the contractor's employees to ascertain compliance with the Living Wage Program.
- 5.18.7.2 The contractor will be required to place specified Living Wage posters at the contractor's place of business and locations where the contractor's employees are working. The contractor will also be required to distribute County-provided notices to each of its employees providing services to the County at least once per year.
- 5.18.8 The contractor will have to demonstrate a history of business stability, integrity in employee relations and financial ability to pay the Living Wage.
- 5.18.9 Violations of the provisions of the Living Wage Program will subject the contractor to withholding of monies owed the Contractor under the contract, liquidated damages, possible termination and/or debarment from future County contracts in accordance with Los Angeles County Code, Chapter 2.202, Appendix L (Determinations of Contractor Non-Responsibility and Contractor Debarment).
- 5.18.10 Contractors that submit false information may be barred from participating in the prospective contract and future County contracts in accordance with Los Angeles County Code, Chapter 2.202, Appendix L (Determination of Contractor Non-Responsibility and Contractor Debarment).

5.19 Notification to County of Pending Acquisitions/Mergers by Proposing Company

- 5.19.1 The proposer shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the proposer is restricted from legally notifying the County of pending acquisitions/mergers, then it

should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information shall be provided by the proposer in Exhibit 1, (Proposer's Organization Questionnaire/Affidavit and CBE Information) of Appendix D (Required Forms). Failure of the proposer to provide this information may eliminate its proposal from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) during the pendency of this RFP by providing a revised Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) to the County upon the occurrence of any event giving rise to a change in its previously-reported information.

5.20 Proposer's Charitable Contributions Compliance

- 5.20.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective contractors should carefully read Appendix N (Background and Resources: California Charities Regulation). New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fundraising practices and documentation. Charities with over two million (\$2,000,000) of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.
- 5.20.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the certification form attached as Exhibit 19 (Charitable Contributions Certification) of Appendix D (Required Forms). A completed Exhibit 19 (Charitable Contributions Certification) is a required part of any contract with the County.
- 5.20.3 In Exhibit 19 (Charitable Contributions Certification), prospective contractors certify either that:

5.20.3.1 They have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County contract,

- OR -

5.20.3.2 They are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

5.20.4 Prospective County contractors that do not complete Exhibit 19 (Charitable Contributions Certification) as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County Contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

5.21 Defaulted Property Tax Reduction Program

5.21.1 The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program (Defaulted Property Tax Program), (Los Angeles County Code Chapter 2.206). Prospective contractors should carefully read Appendix O (Defaulted Property Tax Reduction Program) and the pertinent provisions in sub-paragraph 8.51 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and Paragraph 8.52 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Tax Reduction Program) of Appendix C (Sample Contract), both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both contractors and their subcontractors.

Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Exhibit 20 (Certification of Compliance with the County's Defaulted Property Tax Reduction Program) of Appendix D (Required Forms). Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or

initiation of debarment proceedings against the non-compliant contractor (Los Angeles County Code, Chapter 2.202).

Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.22 Time Off for Voting

5.22.1 The contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) calendar days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

5.23 Proposer's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

5.23.1 On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking. The policy prohibits contractors engaged in human trafficking from receiving contract awards or performing services under a County contract.

Contractors are required to complete Exhibit 21 (Zero Tolerance Policy on Human Trafficking Certification) in Appendix D (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in sub-paragraph 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix C (Sample Contract). Further, contractors are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

6.1.1 The County of Los Angeles has three preference programs. The Local Small Business Enterprise (LSBE), Disabled Veterans Business Enterprise (DVBE), and Social Enterprise (SE). The

Board of Supervisors encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.

- 6.1.2 The Preference Programs (LSBE, DVBE, and SE) requires that a business must complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in sub-paragraphs 6.2, 6.4, and 6.5 of this solicitation.
- 6.1.3 In no case shall the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.
- 6.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.
- 6.1.5 The County also has a Policy on Doing Business with Small Business that is stated in Appendix F (County of Los Angeles Policy on Doing Business with Small Business).

6.2 Local Small Business Enterprise (LSBE) Preference Program

- 6.2.1 The County will give LSBE preference during the solicitation process to businesses that meet the definition of a LSBE, consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. An LSBE is defined as a business: 1) certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one year; or 2) certified as a small business enterprise with other certifying agencies pursuant to the Department of Consumer and Business Affairs's (DCBA) inclusion policy that: a) has its principal place of business located in Los Angeles County, and b) has revenues and employee sizes that meet the State's Department of General Services requirements. The business must be certified by the Department of Consumer and Business Affairs as meeting the requirements set forth above prior to requesting the LSBE Preference in a solicitation.
- 6.2.2 To apply for certification as an LSBE, businesses should contact the Department of Consumer and Business Affairs at <http://dcba.lacounty.gov>

- 6.2.3 Certified LSBEs may only request the preference if the certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit 7 (Request for Preference Program Consideration) in Appendix D (Required Forms) and submit a letter of certification from the DCBA with their proposal.
- 6.2.4 Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>.

6.3 Local Small Business Enterprise (LSBE) Prompt Payment Program

It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

6.4 Social Enterprise (SE) Preference Program

- 6.4.1 The County will give preference during the solicitation process to businesses that meet the definition of a SE, consistent with Chapter 2.205 of the Los Angeles County Code. A SE is defined as:
- 1) A business that qualifies as a SE and has been in operation for at least one year (1) providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
 - 2) A business certified by the Department of Consumer and Business Affairs (DCBA) as a SE.
- 6.4.2 The DCBA shall certify that a SE meets the criteria set forth in Section 6.4.1.
- 6.4.3 Certified SEs may only request the preference if the certification has been completed and certification is affirmed. Businesses must complete and submit Exhibit 7 (Request for Preference Program Consideration) in Appendix D (Required Forms) and submit a letter of certification from the DCBA with their proposal.

6.4.4 Further information on SEs also available on the DCBA's website at: <http://dcba.lacounty.gov>

6.5 Disabled Veteran Business Enterprise (DVBE) Preference Program

6.5.1 The County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code. A DVBE vendor is defined as:

- 1) A business which is certified by the State of California as a DVBE; or
- 2) A business which is verified as a service-disabled veteran-owned small business (SDVOSB) by the Veterans Administration.
- 3) A business certified as DVBE with other certifying agencies pursuant to the Department of Consumer and Business Affairs' (DCBA) inclusion policy that meets the criteria set forth by the agencies in 1 and 2 above.

6.5.2 The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veteran Affairs, or is determined by the DCBA's inclusion policy that meets the criteria set forth by the agencies in Section 6.5.1, 1 or 2 above.

6.5.3 Certified DVBEs may only request the preference if the certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit 7 (Request for Preference Program Consideration) in Appendix D (Required Forms) and submit a letter of certification from the DCBA with their proposal.

6.5.4 Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.dgs.ca.gov/pd/Home.aspx>

6.5.5 Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov/>

7.0 PROPOSAL SUBMISSION REQUIREMENTS

7.1 Proposal Submission Information

- 7.1.1 Paragraph 7.0 (Proposal Submission Requirements) contains key project dates and activities as well as instructions to Proposers in how to prepare and submit their proposal.

7.2 Truth and Accuracy of Representations

- 7.2.1 False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Sheriff's sole judgment and his/her judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of three hundred sixty-five (365) calendar days following the final proposal submission date.

7.3 RFP Timetable

- 7.3.1 The timetable for this RFP is as follows:

Release of RFP Refer to Bulletin 1

Request for a Solicitation Requirements
Review Due Refer to Bulletin 1

Last Day to Confirm Attendance to
Mandatory Proposers Conference..... Refer to Bulletin 1

Mandatory Proposers Conference and Site Visit
(3 consecutive days) beginning Refer to Bulletin 1

Application for Exemption to
Living Wage Program Due Refer to Bulletin 1

Written Questions Due
by 3:00 p.m. (Pacific Time)..... Refer to Bulletin 1

Notification of Approval of Exemption
to Living Wage..... Refer to Bulletin 1

Written Questions and Answers Released Refer to Bulletin 1

Proposals due by 3:00 p.m. (Pacific Time) Refer to Bulletin 1

Bulletin 1 and any Bulletin issued by County thereafter is hereby incorporated into and made a part of this RFP by this reference.

7.4. Solicitation Requirements Review

7.4.1 Any person or entity may seek a Solicitation Requirements Review by submitting Appendix E (Transmittal Form to Request a Solicitation Requirements Review) to the Department conducting the solicitation as described in this sub-paragraph 7.4 (Solicitations Requirements Review). A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal;
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
 - a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

7.5 Proposers' Questions

7.5.1 Proposers may submit written questions regarding this RFP by mail or e-mail to the individual identified below. All questions

must be received by the date specified in Bulletin 1. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions, please specify the RFP section number, paragraph number, sub-paragraph number, page number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum mandatory requirements, evaluation criteria and/or business requirements would unfairly disadvantage Proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposer.

Questions should be addressed to:

Los Angeles County Sheriff's Department
Fiscal Administration – Contracts Unit
211 West Temple Street, 6th floor
Los Angeles, California 90012
Attn: Carol Augustine, Senior Analyst
E-mail address: cjaugust@lasd.org

7.6 Submission of Application for Exemption to Living Wage Program

7.6.1 If a Proposer believes that it does not fall within the Living Wage Program's definition of Employer or that it meets the exception to the Living Wage Program, then the Proposer must, by the date specified in Bulletin 1, complete Exhibit 17 (Application for Exemption) of Appendix D (Required Forms), and submit to the County, including all necessary documentation to support the claim. Proposer will be notified within a reasonable time prior to the proposal due date of the County's decision.

7.7 Mandatory Proposers' Conference and Facility Site Visit

7.7.1 A **Mandatory Proposers' Conference** will be held to discuss the RFP and Living Wage Requirements. A mandatory **facility site visit** will precede the Mandatory Proposers' Conference and will allow Proposers to view the Eastern Avenue repair location, Central jail repair location, and two patrol stations with a typical repair facility. County staff will respond to questions from potential

Proposers; however, all subsequent written answers and any amendments will supersede verbal responses at the conference. Written answers will be posted on the Department's website at: <http://shq.lasdnews.net/shq/contracts/info.html> by the date specified in Bulletin 1.

- 7.7.2 All potential Proposers **must** attend both the facility site visit and Mandatory Proposers' Conference or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. The facility site visit and Mandatory Proposers' Conference will be scheduled over three consecutive days as specified in Bulletin 1.
- 7.7.3 Potential Proposer's attendee(s) must be full time employee(s) of the potential Proposer. Proposers must notify Senior Analyst, Carol Augustine (cjaugust@lasd.org) with the number of employees (maximum of three) attending the conference by the date and time specified in Bulletin 1.

7.8. Preparation of the Proposal

Two (2) separate proposals must be submitted - a Business Proposal and a Cost Proposal. All proposals must be bound and submitted in the prescribed format. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

7.9 Business Proposal Format

7.9.1 The content and sequence of the proposal must be as follows:

- Table of Contents
- Proposer's Organization Questionnaire/Affidavit and CBE Information and Required Support Documents for Corporations and Limited Liability Companies
- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Approach to Provide Required Services (Section C)
- Proposer's Quality Control Plan (Section D)
- Terms and Conditions in the Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/or Exceptions to (Section E)
- Business Proposal Required Forms (Section F)
- Living Wage Compliance (Section G)

7.9.2 Proposer's Organization Questionnaire-Affidavit and Required Support Documentation

The Proposer shall complete, sign and date Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) of Appendix D (Required Forms). The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a contract.

Taking into account the structure of the Proposer's organization, Proposer shall determine which of the below referenced supporting documents the County requires. If the Proposer's organization does not fit into one of these categories, upon receipt of the proposal or at some later time, the County may, in its discretion, request additional documentation regarding the Proposer's business organization and authority of individuals to sign contracts.

If the below referenced documents are not available at the time of proposal submission, Proposers must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

7.9.3 Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the proposal:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation-organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

7.9.4 Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

7.9.5 Table of Contents

List all material included in the proposal. Include a clear definition of the material, identified by sequential page numbers and by section and paragraph reference numbers.

7.9.6 Executive Summary (Section A)

Condense and highlight the contents of the Proposer's Business Proposal to provide the Department with a broad understanding of the Proposer's approach, qualifications, experience, and staffing.

7.9.7 Proposer's Qualifications (Section B)

Demonstrate that the Proposer's organization has the experience and financial capability to perform the required services. The following sections must be included:

7.9.7.1. Proposer's Background and Experience (Section B.1)

Provide a summary of relevant background information to demonstrate that the Proposer has the experience and capability to perform the required services as a corporation or other entity. The information shall include the number of vehicles per location that Proposer has directly managed and maintained and the number of years the Proposer has managed and maintained those vehicles. Proposer should also include sufficient details for the County to determine whether the Proposer meets or exceeds the minimum requirements stated in sub-paragraph 3.1 (Mandatory Minimum Requirements) and Desirable Qualification under sub-paragraph 3.2. In addition, include resumes for the Proposer's Contractor Project Director and Contractor Project Manager that demonstrate the required experience as specified in 7.0 (Administration of Contract-Contractor) of Appendix C (Sample Contract).

7.9.7.2. Proposer's References (Section B.2)

It is the Proposer's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate and complete. The same references may be listed on Exhibit 2 (Prospective Contractor References), and Exhibit 3 (Prospective Contractor List of Contracts) of Appendix D (Required Forms).

1. County may disqualify a Proposer as non-responsive and/or non-responsible if:
 - a) references fail to substantiate Proposer's description of the services provided; or

- b) references fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or
- c) the Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact of normal working hours.

At least one of the three references must verify that the Proposer meets the Minimum Mandatory Requirements set forth in sub-paragraph 3.1 (Minimum Mandatory Requirements).

2. The Proposer must complete and include the following Required Forms:

- a) Exhibit 2 (Prospective Contractor References) in Appendix D (Required Forms). Proposer must provide three (3) references from different companies/agencies, where the same or similar scope of services was provided.
- b) Exhibit 3 (Prospective Contractor List of Contracts) in Appendix D (Required Forms). The listing must include all Public Entities contracts for the last three (3) years. Use additional sheets if necessary.
- c) Exhibit 4 (Prospective Contractor List of Terminated Contracts) in Appendix D (Required Forms). Listing must include contracts terminated within the past three (3) years with a reason for termination.

References shall be separate and independent and not include a company or individual with an economic interest in the Proposer, proposed subcontractor, former employee, partner, shareholder, or any other person or individual with decision-making or influential capacity. All references will be contacted. Any reference submitted that does not meet this criteria may be rejected and may be a cause for deduction of points and/or disqualified during the evaluation process.

7.9.7.3 Proposer's Financial Capability (Section B.3)

Provide copies of the company's most current and prior two (2) fiscal years (for example 2017, 2016 and 2015) **audited** financial statements. Statements should include the company's assets, liabilities and net worth, and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows, using U.S. currency. Proposals submitted without audited financial statements will be considered non-responsive, and disqualified from further consideration. It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

7.9.7.4 Proposer's Pending Litigation and Judgments (Section B.4)

Identify by name, case and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Provide a statement describing the size and scope of any pending or threatened litigation against the Proposer or principals of the Proposer.

If Proposer has no pending litigation or judgments, then a statement stating so must be provided in this section.

7.9.8 Proposer's Approach to Provide Required Services (Section C)

Present a description of the methodology the Proposer will use to meet contract work requirements. Describe in detail how the services will be performed to meet the intent of the Statement of Work.

This section should address all requirements of the Statement of Work, including but not limited to, how the work will be performed and what resources (staffing, equipment) does the Proposer have or plan to have to perform the work, including management and training for the staff performing the work. Reiteration of the requirements of the Statement of Work, without further discussion, is not sufficient.

7.9.9 Proposer's Quality Control and Operational Plans (Section D)

7.9.9.1 Present a comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in Appendix A (Statement of Work) and Exhibit 8 (Performance Requirements Summary Chart) of Appendix B (Statement of Work Exhibits).

The following factors may be included in the plan:

- Activities to be monitored to ensure compliance with all contract requirements;
- Monitoring methods to be used;
- Frequency of monitoring;
- Samples of forms to be used in monitoring;
- Title/level and qualifications of personnel performing monitoring functions; and
- Documentation methods of all monitoring results, including any corrective action taken.

7.9.9.2 Present a comprehensive Operational Plan to be utilized by the Proposer describing all services to be provided as specified in sub-paragraph 3.3.5 in Appendix A (Statement of Work).

7.9.10 Proposer's Green Initiatives

Present a description of proposed plan for complying with the green requirements as described in sub-paragraph 3.3 (Operational Plan) of Appendix A (Statement of Work). Describe your company's current environmental policies and practices and those proposed to be implemented.

7.9.11 Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/ or Exceptions to (Section E)

7.9.11.1 It is the duty of every Proposer to thoroughly review the Sample Contract and Statement of Work to ensure compliance with all terms, conditions and requirements. It is the County's expectation that in submitting a proposal the Proposers will accept, as stated, the County's terms and conditions in the Sample Contract and the County's requirements in the Statement of Work. However, Proposers are provided the opportunity to take exceptions to the County's terms, conditions, and requirements.

7.9.11.2 Section E of Proposer's response must include:

1. A statement offering the Proposer's acceptance of or exceptions to all terms and conditions listed in Appendix C (Sample Contract).
2. A statement offering the Proposer's acceptance of or exceptions to all requirements listed in Appendix A (Statement of Work); and

For each exception, the Proposer shall provide:

1. An explanation of the reason(s) for the exception;
2. The proposed alternative language; and
3. A description of the impact, if any, to the Proposer's price.

7.9.11.3 Indicate all exceptions to the Sample Contract and/or the Statement of Work by providing a 'red-lined' version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County's sole discretion, from later making such exceptions.

The County reserves the right to determine if Proposers' exceptions are material enough to deem the proposal non-responsive and not subject to further evaluation.

The County reserves the right to make changes to the Sample Contract and its appendices and exhibits at its sole discretion.

7.9.12 Business Proposal Required Forms (Section F)

Proposal shall include all completed, signed, and dated forms identified in Appendix D (Required Forms).

- Exhibit 5 Certification of No Conflict of Interest
- Exhibit 6 Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 7 Request for Preference Program Consideration

- Exhibit 8 Proposer's EEO Certification
- Exhibit 9 Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 10 Contractor Employee Jury Service Program Certification Form and Application for Exception
- Exhibit 15 Living Wage Program – Contractor Non-Responsibility Debarment Acknowledgement and Statement of Compliance
- Exhibit 16 Living Wage Program – Labor/Payroll/Debarment History Acknowledgement and Statement of Compliance
- Exhibit 17 Living Wage Program – Application for Exemption
- Exhibit 18 Living Wage Program –Staffing Plan
- Exhibit 19 Charitable Contributions Certification
- Exhibit 20 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- Exhibit 21 Zero Tolerance Policy on Human Trafficking Certification

7.9.13 Living Wage Compliance (Section G)

The Living Wage Program requires that contractors demonstrate during both the solicitation process and for the term of their contract, business stability, integrity in employee relations, and the financial ability to pay the living wage.

The Living Wage Forms in Appendix D (Required Forms), should be completed, signed and included in the Business Proposal.

7.9.13.1 Proposer's Staffing Plan

Proposer must submit a staffing plan, Exhibit 18 (Living Wage Program Staffing Plan) that is comprised of full-time employees, unless the Contractor can demonstrate to the County the necessity of part-time staff. If a staffing plan contains part-time employees, Contractor must submit written justification for the use of part-time staff.

7.9.13.2 Proposer's Non-Responsibility Debarment Acknowledgement and Statement of Compliance

Exhibit 15 (Contractor Non-Responsibility Debarment Acknowledgement and Statement of Compliance) is a

statement under penalty of perjury, that there were no past labor violations of any Federal, State, County or City statutes.

Should the contractor have violations to report, contractor shall provide a listing of projects and a brief description of the circumstances regarding the violation(s) on Exhibit 16 (Labor/Payroll/Debarment History Acknowledgement and Statement of Compliance).

7.9.13.3 Proposer's Approach to Labor-Payroll Record Keeping and Regulatory Compliance

Proposer is required to comply with State and Federal labor regulations and record keeping requirements. The objective of this subsection is to determine the appropriateness, scope, and suitability of the procedures Proposer uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. In order to appropriately evaluate this area, it is critical that Proposer submit a detailed description of the processes, and the steps associated with those processes.

Proposers shall provide additional details to ensure a clear picture of the firm's processes and controls. Proposers must answer all questions thoroughly and in the same sequence as provided below. If Proposer believes that a question is not applicable, indicate with "N/A" and explain why that question is not applicable.

Proposer should describe the firm's employee labor-payroll record keeping system and the controls in place that ensure ongoing regulatory compliance. Include, at a minimum, a detailed discussion of the following:

1. Discuss how employee hours actually worked are tracked. The detailed explanation should include:
 - a. Where do firm's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite? If the latter is the firm's practice/process, when does the firm consider the employees' shift to have started? At a central site or upon arrival at the work location?

- b. How does the firm know employees actually reported to work and at what time? For example, sign-in sheets, computerized check-in, call-in system, or some other method.
 - c. What records are created to document the beginning and ending times of employee's actual work shifts? What records are maintained by the firm of actual time worked? Are the records maintained daily or at another interval (indicate the interval)? Who creates these records (e.g., employee, a supervisor, or office staff)? Who checks the records and what are they checking for? What happens to these records? Are they used as a source document to create the firm's payroll? Provide a copy of these records.
 - d. If the records created in response to subparagraph "c" above are not used to create the payroll, what is the source document that is used? Who prepares and who checks the source document? Does the employee sign it? Who approves the source document and what do they compare it with prior to approving the source document?
 - e. How does the firm know that employees take mandated breaks and meal breaks (periods)? Does the firm maintain any written supporting documentation to validate that the breaks actually occurred? If so, who prepares, reviews, and approves such documentation?
2. Discuss how the firm's payroll is prepared and how the firm ensures that employee wages are appropriately paid. The detailed explanation should include:
- a. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)? If by check, do they receive a single check for straight time and overtime or are separate payments made? What information is provided on the check (e.g., deductions for taxes, etc.)? Provide a

copy of a check and check stub (cover up or block out bank account information) that shows deduction categories.

- b. If the firm uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?
- c. If the firm uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how does the automated payroll system calculate total wages paid? Is it embedded in the software program or does someone have to override the system to perform the calculation?
- d. How is travel time during an employee's shift paid? At what rate is such travel time paid if the employee has multiple wage rates? Discuss how the firm calculates the day's wages for each situation described in the following two examples: 1) during a single shift, an employee works three (3) hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four (4) hours, where they are paid at a different rate than the County's Living Wage rate and 2) during a single shift, an employee works three (3) hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four (4) hours, where they are also paid the County's Living Wage rate.

- e. How does the firm calculate overtime wages?
What if the employee has multiple wage rates?

7.10 Cost Proposal Format

7.10.1 The content and sequence of the proposal must be as follows:

- 7.10.1.1 Cover Page identifying, at a minimum, the RFP and the Proposer's name.
- 7.10.1.2 Exhibit 11 (Price Sheet) of Appendix D (Required Forms)
- 7.10.1.3 Exhibit 12 (Certification of Independent Price Determination and Acknowledgement of RFP Restrictions) in Appendix D (Required Forms)
- 7.10.1.4 Exhibit 13 (Sample Budget Sheet Format) in Appendix D (Required Forms)
- 7.10.1.5 Exhibit 14 (Employee Benefits) in Appendix D (Required Forms)

7.11 Firm Offer-Withdrawal of Proposal

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

7.12 Proposal Submission

The original Business Proposal and five (5) numbered exact hard copies, and two (2) separate electronic copies in pdf format on flashdrives or compact discs, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR AUTOMOTIVE FLEET MANAGEMENT
AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS 475-SH"**

The original Cost Proposal and two (2) numbered exact hard copies, and one (1) electronic copy in pdf format on a flashdrive or compact disc, must be submitted in a separate sealed package, plainly marked in the upper

left-hand corner with the name and address of the Proposer and bear the words:

**"COST PROPOSAL FOR AUTOMOTIVE FLEET MANAGEMENT AND
MAINTENANCE SERVICES
REQUEST FOR PROPOSALS 475-SH"**

The proposals shall be delivered or mailed to:

Los Angeles County Sheriff's Department
Fiscal Administration – Contracts Unit
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attn: Carol Augustine, Senior Analyst

It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in subparagraph 7.3 (RFP Timetable), will not be accepted and returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All proposals shall be firm offers and may not be withdrawn for a period of three hundred and sixty-five (365) calendar days following the last day to submit proposals.

8.0 SELECTION PROCESS AND EVALUATION CRITERIA

8.1 Selection Process

8.1.1 The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal by the due date and time specified in Bulletin 1, or any addendum amending the proposal due date and time.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite Proposers being

evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective contractor has been selected, the County and the prospective contractor will negotiate a contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

The recommendation to award a contract will not bind the Board of Supervisors to award a contract to the prospective contractor.

The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

8.2 Adherence to Minimum Mandatory Requirements (Pass-Fail)

County shall review the following Required Forms and the appropriate information, references and/or documentation of the proposal to determine if the Proposer meets the minimum mandatory requirements as outlined in Paragraph 3.0 (Proposer's Minimum Mandatory Requirements and Desirable Qualification) of this RFP.

8.2.1 Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information)

8.2.2 Exhibit 2 (Prospective Contractor References)

Failure of the Proposer to meet the minimum mandatory requirements may eliminate its proposal from any further consideration. The County may elect to waive any informality in a proposal if the sum and substance of the proposal is present, or request clarifications.

8.3 Disqualification Review

A proposal may be disqualified from consideration because the Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that a proposal is disqualified due to non-responsiveness, the Department shall notify the Proposer in writing.

Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Disqualification Review is a Proposer;
2. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

Proposer can also be disqualified for sub-paragraph 5.8 (Determination of Proposer Responsibility).

8.4 Business Proposal Evaluation and Criteria (70%)

Any reviews conducted during the evaluation of the proposal may result in a point reduction.

8.4.1 Proposer's Qualifications (20%)

1. Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in Section B.1 of the proposal (sub-paragraph 7.9.7.1).
2. Proposer will be evaluated on the verification of references provided in Section B.2 of the proposal, (sub-paragraph 7.9.7.2). In addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past

performance history on County or other contracts. This review may result in point deductions up to one-hundred (100%) percent of the total points awarded in this evaluation category. Additionally, a review of terminated contracts will be conducted which may result in point deductions.

3. A review will be conducted to evaluate the Proposer's financial capability as provided in Section B.3 of the proposal (sub-paragraph 7.9.7.3).
4. A review will be conducted to determine the significance of any litigation or judgments pending against the Proposer as provided in Section B.4 of the proposal (sub-paragraph 7.9.7.4).

8.4.2 Proposer's Qualifications - Desirable Qualification (3%)

Proposer will be evaluated on whether it meets and/or exceeds the Desired Qualification as stated in sub-paragraph 3.2.

8.4.3 Proposer's Approach to Providing Required Services (30%)

The Proposer will be evaluated on its description of the methodology to be used to meet the County's requirements based on information provided in Section C of the proposal (sub-paragraph 7.9.8).

8.4.4 Quality Control (3.5%) and Operational (3.5%) Plans

The Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of the Contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) based on the information provided in Section D of the proposal (sub-paragraph 7.9.9).

The Proposer will be evaluated on its ability to establish and maintain a complete Operational Plan to ensure the requirements of the Contract are provided as specified. Evaluation of the Operational Plan shall cover the description of all services based on the information provided in Section D of the proposal (sub-paragraph 7.9.9)

8.4.5 Exceptions to Terms and Conditions of Sample Contract and- Requirements of the Statement of Work

Proposer will be evaluated on their willingness to accept the Terms and Conditions outlined in Appendix C (Sample Contract) and the Requirements of the Statement of Work outlined in Appendix A (Statement of Work), as stated in Section E of the proposal (sub-paragraph 7.9.11). The County may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

Proposers are further notified that the County may, in its sole determination, disqualify any Proposer with whom the County cannot satisfactorily negotiate a contract.

8.4.6 Living Wage Compliance (10%)

A review and evaluation will be made based on the information provided in Section G of the proposal (sub-paragraph 7.9.13). The review and evaluation will include:

1. Proposer's Staffing Plan
2. Demonstrated Controls over Labor/Payroll Record Keeping
 - a. Proposer will be evaluated on the firm's labor/payroll record keeping system and regulatory compliance information provided in Section G (Living Wage Compliance) of the proposal.
 - b. The County may conduct site visits to audit a Proposer's labor/payroll record keeping system and processes.

8.5 Cost Proposal Evaluation Criteria (30%)

The maximum number of possible points will be awarded to the lowest cost proposal. All other proposals will be compared to the lowest cost and points awarded accordingly.

However, should one or more of the proposers request and be granted the preference, the cost component points will be determined as follows:

Fifteen percent (15%) of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all proposers who requested and were granted the preference.

In no case shall any preference be combined to exceed fifteen percent (15%) of the lowest responsible bid meeting specifications.

8.6 Labor Law-Payroll Violations

Applying criteria as established in Appendix M (Guidelines for Assessment of Proposer Labor Law/Payroll Violations) of this RFP, the County may deduct from one percent (1%) to twenty percent (20%) of the maximum number of available evaluation points for labor law-payroll violations, with substantially increased deductions for a contractor's failure to disclose reportable violations. "Pending claims" (i.e., claims that do not have a final disposition) will not result in point deductions; however, such claims may be reported to the Board of Supervisors before a contract is awarded.

8.7 Department's Proposed Contractor Selection Review

8.7.1 Departmental Debriefing Process

Upon completion of the evaluation, the Department shall notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer shall be debriefed only on its response. Because contract negotiations are not yet complete, responses from other Proposers shall not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see sub-paragraph 8.7.2 below), if the requesting Proposer is not satisfied with the results of the Debriefing.

8.7.2 Proposed Contractor Selection Review

Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this sub-paragraph may submit a written request for a Proposed

Contractor Selection Review, in the manner and timeframe as shall be specified by the Department.

A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Proposed Contractor Selection Review is a Proposer;
2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
 - b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended Contractor.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law.
4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's

alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a County Independent Review. (see sub-paragraph 8.8 below).

8.8 County Independent Review Process

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a County Independent Review is a Proposer;
2. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
3. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in sub-paragraph 8.7.2 (Proposed Contractor Selection Review) above.

Upon completion of the County Independent Review, Internal Services Department will forward the report to the Department, which will provide a copy to the Proposer.

APPENDIX A

STATEMENT OF WORK

AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES

**APPENDIX A
STATEMENT OF WORK**

AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES

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APPENDIX B - SOW EXHIBITS

Exhibit 1	Fixed-Price Vehicles - Department Vehicle Inventory
Exhibit 1A	Fee-for-Service Vehicles - Department Vehicle Inventory
Exhibit 2	Department Repair Locations
Exhibit 3A	Minimum Staffing Levels per Repair Location
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Exhibit 5	Preventive Maintenance and Other Inspection Checklists
Exhibit 6	Vehicle/Equipment Type Code List
Exhibit 7	Contract Discrepancy Report
Exhibit 8	Performance Requirements Summary (PRS) Chart

STATEMENT OF WORK

AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES

Unless otherwise defined in this Statement of Work (SOW), the capitalized terms used herein shall have the meanings set forth in Appendix C (Sample Contract), Paragraph 2.0 (Definitions).

1.0 SCOPE OF WORK

The Los Angeles County Sheriff's Department's (Department) fleet vehicles are driven approximately 70,250,000 miles per year. Emergency Response Vehicles (ERVs) account for approximately 32,052,000 of the miles driven.

- 1.1 Contractor shall provide management, supervision, personnel, labor, data, analysis, reporting, record keeping, quality control, vehicle maintenance programs, and other services required to maintain and repair all vehicles and related equipment assigned to the Department's various units of assignment (UOA), Department-affiliated joint taskforce units, and any other County departments, as directed by the County Project Manager or designee.
- 1.2 All subsequent references to "vehicle," "equipment," "Fleet vehicle," and/or "Fleet" throughout this SOW shall mean any and all vehicles and equipment assigned to the Department, Department-affiliated joint taskforce, and other County departments, as listed in Exhibit 1 (Fixed-Price Vehicles-Department Vehicle Inventory) and Exhibit 1A (Fee-for-Service Vehicles-Department Vehicle Inventory).
- 1.3 Contractor shall provide services under the Contract at Department-designated repair locations pursuant to Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations), and at a minimum provide the required minimum staffing levels pursuant to Appendix B (SOW Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).
- 1.4 Contractor shall maintain and repair all vehicles currently owned and subsequently acquired by the Department during the term of the Contract, regardless of year, make, model, or type of vehicle and/or equipment, in accordance with the terms of the Contract and as specified by County Project Manager or designee.
- 1.5 Contractor accepts the Fleet in its current condition, and agrees to maintain, service, and repair the Fleet in accordance with the terms and requirements of the Contract and under the pricing models listed in Exhibit B (Price Sheet) of Appendix C (Sample Contract) and summarized here below:
 - 1.5.1 "Fixed-Price" is defined as a service/payment model under which a group of services is provided for an established firm and Fixed-Price. County's payments to Contractor are made on a regular basis, regardless of actual costs.
 - 1.5.2 "Fee-for-Service" or "FFS" is defined as a service/payment model in which labor is paid at pre-established hourly rates, with approved material costs added, for services rendered.

- 1.5.3 Pricing for services provided under the Contract are found in Appendix C (Sample Contract), Paragraph 5.0 (Contract Sum), and Appendix C (Sample Contract), Exhibit B (Price Sheet).

1.6 **Addition / Deletion of Vehicles**

- 1.6.1 The number of Department vehicles, as well as the year, make, model, mix of Department vehicles, miles driven, number of repair locations, number of Department UOAs, and required staffing is expected to change during the term of the Contract based upon the organizational and/or operational needs of the Department.

1.6.2 **Fee-For-Service Vehicles**

Department vehicles, Department-affiliated joint taskforce vehicles, and/or other County department vehicles may be added or deleted, individually or in their entirety, from the Contract at any time during the term of the Contract, at the discretion of the County Project Manager or designee. Such adjustment shall be made in accordance with Appendix C (Sample Contract), sub-paragraph 8.1 (Change Orders and Amendments).

1.6.3 **Fixed-Price Vehicles**

All Department vehicles covered under Fixed-Price may be added or deleted from the Contract at any time during the term of the Contract, at the discretion of the County Project Manager or designee. Such adjustment shall be made utilizing the Change Order process in accordance with Appendix C (Sample Contract), sub-paragraph 8.1 (Change Orders and Amendments).

1.7 **Comprehensive Service**

Contractor shall provide Comprehensive Service for all vehicles. Contractor shall repair and inspect each vehicle prior to returning the vehicle to County service regardless of the original reason for the repair visit.

All subsequent references to “maintenance,” “service,” and/or “repair” throughout this SOW shall mean “Comprehensive Service,” which includes the following:

- 1.7.1 Repair history is reviewed;
- 1.7.2 Warranty data is reviewed and/or completed;
- 1.7.3 All vehicle systems and components that do not function as designed, or do not meet original equipment manufacturer (OEM) or state-mandated specifications/requirements, are identified and repaired;
- 1.7.4 All local, state, and federally-mandated safety and emission inspections, campaigns and OEM recalls have been performed, including any Technical Service Bulletin upgrades which are due;

- 1.7.5 All required repairs and maintenance, whether performed by Contractor or a County-approved subcontractor, have been performed to comply with OEM specifications, warranties, Contract requirements, and procedures outlined by the California Bureau of Automotive Repair (BAR) for the California 1971 Automotive Repair Act;
- 1.7.6 Preventive Maintenance Inspection or Multi-Point Inspection Eastern vehicle safety inspection (see sub-paragraph 4.1.6.1 (Multi-Point Inspection Eastern (MPIE))) has been performed, which includes, but shall not be limited to: 1) final inspection of the originally-requested repairs; 2) inspection of the condition of all safety-related items; and 3) inspection of the overall operating condition of the vehicle, in accordance with Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists);
- 1.7.7 An inspection performed to ensure all vehicles and/or equipment are free of grease marks, fingerprints, smudges, fluid spills, and any other marks or stains that were a result of the inspection and/or repair.

1.8 **Exception or Deferred Work**

Any exception, or deferred work (as defined in sub-paragraph 4.15 (Deferred Work)) of this SOW, has been authorized in writing by County Project Manager or designee.

1.9 **Other Considerations**

- 1.9.1 Contractor shall maintain and/or repair all Department-affiliated joint taskforce vehicles and/or other County department vehicles under the FFS billing category.
- 1.9.2 County Project Manager or designee shall determine whether vehicles and/or equipment added to the Fleet, shall be placed under the Fixed-Price or FFS billing category, and may transfer vehicles and/or equipment from one category to another.
- 1.9.3 "Emergency Response Vehicles" or "ERVs" shall mean equipment types 1, 2, 9, 19, 20, 22, 23 and 24 (including black and white units) as set forth in Appendix B (Statement of Work Exhibits), Exhibit 6 (Vehicle/Equipment Type Code List). ERVs require more frequent PM services than the remainder of the Fleet as set forth in Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).
- 1.9.4 "Police Package Vehicles" shall mean vehicles specifically designed by a manufacturer for use in law enforcement, utilizing special parts and/or components, and painted black and white, solid in color, or any combination thereof. Police Package Vehicles are a subclass of ERV and consist of pursuit and non-pursuit vehicles as designated by vehicle type code.
- 1.9.5 Fleet maintenance information is recorded in the Department's Fleet asset management information system, currently ShopFax (see Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW) and is further discussed in sub-paragraph 5.4 (ShopFax Procedures) of this SOW.

2.0 STAFFING

2.1 Staffing Levels and Schedules, General

- 2.1.1 Contractor shall provide not less than the minimum staffing levels specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), by job classification and work location, for each business day and each work shift.
- 2.1.2 The minimum staffing levels specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) shall be dedicated, full-time, forty (40) hour per week Contractor employees. Contractor shall maintain the minimum staffing levels listed in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) at all times, as specified in Paragraph 6.0 (Hours/Days of Operation) of this SOW or as otherwise directed by County Project Manager.
- 2.1.3 The twenty-five (25) administrative personnel, twelve (12) technicians (Relief/Additional Support), and other staff specified in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing) shall be dedicated, full-time, forty (40) hour per week Contractor employees.
- 2.1.4 County Project Manager or designee shall have the sole discretion, at any time during the term of the Contract, to change and/or adjust the required work shift hours and/or the minimum staffing for specific repair locations, while still maintaining the total minimum staffing levels specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) and Exhibit 3B (Administrative and Other Required Staffing).
- 2.1.5 Contractor shall augment personnel and/or provide overtime as needed in order to meet the work requirements of the Contract.
- 2.1.6 Staffing for additional repair locations will be determined for each repair location as they become operational. Contractor shall add and/or delete staff as necessary to meet or exceed the minimum required staffing levels listed in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) and Exhibit 3B (Administrative and Other Required Staffing), as such may be amended from time to time.
- 2.1.7 County reserves the right, in its sole discretion, to increase or decrease the minimum staffing levels listed in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location). County may adjust Contractor's base price for Fixed-Price services in accordance with Appendix C (Sample Contract), Exhibit B (Price Sheet). Such adjustment shall be in accordance with Appendix C (Sample Contract), sub-paragraph 8.1 (Change Orders and Amendments).
- 2.1.8 Any change to minimum staffing levels shall be in accordance with Appendix C (Sample Contract), sub-paragraph 8.1 (Change Orders and Amendments).

2.1.9 Contractor Failure to Meet Minimum Staffing, Unfilled Position

Contractor shall be responsible to provide sufficient staff, including relief for breaks and meal periods when necessary, for all positions according to Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), unless County provides Contractor with a written exemption. In addition to assessments, Contractor shall be liable for all directly related and associated costs in the event the County or another contractor is required to fill a position that Contractor is responsible for staffing. County will view any unfilled position as a breach of performance. More than three (3) instances of an unfilled position at any repair location within a thirty (30) calendar day period, or three consecutive days of an unfilled position, may subject Contractor to assessments, liquidated damages, possible forfeiture of Contract, and/or debarment. Refer to Appendix B (Statement of Work Exhibits), Exhibit 8 (Performance Requirements Summary (PRS) Chart).

2.1.10 County Project Manager or designee may approve any temporary exemption to Contractor staffing requirements in writing, via email. Contractor shall make request to County Project Manager or designee, via email, with acknowledgment and approval sent by County Project Manager or designee.

2.2 **Staffing Levels and Schedules, Special Circumstances**

2.2.1 Absences, Unplanned

Contractor shall replace any of the minimum staff required pursuant to Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) who do not report to work for an unplanned reason (e.g., illness, accident, personal emergency, etc.) within two (2) hours of the beginning of the absence. A two (2) hour allowance shall apply on the first day of such unplanned absence. Contractor is authorized to use the technicians identified as Relief/Additional Support in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing) to replace and/or substitute for their equivalent positions in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).

2.2.2 Absences, Planned

Contractor shall schedule replacement staff to be on-site during the entire scheduled work shift hours, per repair location, as specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) for all days of any pre-planned or expected absence, such as vacation, planned/scheduled medical procedures, or other personal and/or company business. Contractor is authorized to use the technicians identified as Relief/Additional Support in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing) to replace and/or substitute for their equivalent positions in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).

2.2.3 Absences, Extraordinary

Contractor shall provide a full-time qualified replacement for any administrative staff specified in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Staffing) that exceeds thirty (30) cumulative business days of absence during a Contract year.

2.2.4 All replacement personnel shall be appropriately qualified and fully capable in the job classification of the position they are replacing, as defined throughout sub-paragraph 2.3 (Staff Qualifications and Training) of this SOW. County Project Manager or designee must approve any exceptions in writing.

2.2.5 The technicians identified as Relief/Additional Support in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing) are authorized to replace and/or substitute for their equivalent positions in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location). These staff are in addition to the maintenance and repair personnel and body shop workers specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).

2.2.6 The administrative and other required personnel listed in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing) are not authorized to replace and/or substitute for any positions in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location). These staff are additional to the maintenance and repair personnel and body shop workers specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).

2.2.7 Contractor shall report all staffing pursuant to sub-paragraph 7.2 (Daily Staffing Report) and sub-paragraph 7.3 (Monthly Report) of this SOW. It is essential for Contractor to employ staffing at levels above those specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) to facilitate availability of replacement staff and meet all performance requirements of the Contract.

2.2.8 Contractor shall report all permanent personnel changes during the month to County Project Manager or designee, via email, not less than five (5) business days prior to such change, when circumstances permit.

2.2.9 No earlier than three hundred sixty five (365) calendar days from the Work Start Date, Contractor may submit a request to County Project Manager or designee to adjust the required work shift hours and/or the minimum staffing for specific repair locations. Such adjustment shall be made in accordance with Paragraph 8.1 (Change Orders and Amendments) of the Contract. Notwithstanding, Contractor shall maintain the total minimum staffing levels specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) and Exhibit 3B (Administrative and Other Required Staffing).

2.2.9.1 Based on Contractor performance, the needs of the Department, and the reasonableness of such request, County Project Manager or designee may approve all or part of such request, and shall indicate the

period, terms, and conditions of such approvals in writing to Contractor Project Manager.

2.2.10 Staffing During Emergencies

Contractor shall mobilize Contractor personnel to provide services during emergencies.

2.2.10.1 In conjunction with the Department, Contractor shall develop, as part of its Quality Assurance Plan (see sub-paragraph 9.1 (Quality Assurance Plan) of this SOW), a plan for Contractor notification to Contractor personnel during emergencies.

2.2.10.2 Emergencies include, but are not limited to, major fires, floods, earthquakes, civil unrest, acts of terrorism, and disaster emergencies. County Project Manager or designee shall determine whether a particular situation warrants emergency status.

2.2.10.3 Emergencies may occur during business hours or outside of business hours and may involve any number of employees or vehicles.

2.2.10.4 Contractor shall provide the required staffing during an emergency at all repair locations as identified by County Project Manager or designee. County Project Manager or designee reserves the exclusive right to determine the level of staffing during an emergency.

2.2.10.5 Based upon the nature of the emergency and when directed by County Project Manager or designee, Contractor personnel may be temporarily required to perform repairs at locations other than those designated in Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations).

2.2.10.6 Upon notification by County Project Manager or designee during business hours of any imminent emergency, Contractor shall schedule staff to repair vehicles on an overtime basis within one (1) hour of such notification. Such overtime work may be required seven days per week, 24 hours per day, at any location designated by County Project Manager or designee.

2.2.10.7 Within four (4) hours notification by County Project Manager or designee during non-business hours of any imminent emergency, Contractor shall have all necessary staff (as determined by County Project Manager or designee) on site at any location designated by County Project Manager or designee to repair vehicles on an overtime basis. Such overtime work may be required seven days per week, 24 hours per day.

2.2.10.8 Should an emergency require work beyond the capability of Contractor, or should Contractor fail to provide adequate staffing as required in sub-paragraph 2.2.10 (Staffing During Emergencies), County may perform the entirety of the work itself or supplement Contractor's work with County personnel or any outside vendor(s).

- a. Such performance shall not constitute a breach of the Contract by the County.
- b. Contractor shall be responsible for all costs associated with the performance of work by County or outside vendors.

2.2.10.9 Contractor shall bill County for labor during an emergency as FFS in accordance with Exhibit B (Price Sheet) of Appendix C (Sample Contract). Contractor shall bill for parts and materials at Contractor's actual cost with tax, plus six percent (6%), for all emergency repair of vehicles that occurs outside of business hours, as approved by County Project Manager or designee.

2.2.11 Staffing During Testing Events

2.2.11.1 Contractor shall provide up to four (4) technicians and one (1) clerk for vehicle, brake, tire, and other testing events.

2.2.11.2 Specific requirements for each testing event will be provided to Contractor by County Project Manager or designee.

2.2.11.3 Testing events generally do not exceed four (4) business days in length. The Department anticipates there will be three (3) to four (4) testing events per year at specified testing facilities in the greater Los Angeles metropolitan area.

2.2.11.4 Contractor shall ensure that minimum staffing levels at repair locations do not fall below Contract requirements during these testing events, unless authorized in advance, in writing, by County Project Manager or designee.

2.2.11.5 Contractor shall provide all testing event staffing under the Fixed-Price portion of the Contract during regular business hours.

2.2.11.6 Contractor shall invoice County for all work at testing events during non-business hours as FFS at the Body Repair/Painting overtime hourly labor rate for light and medium vehicles set forth in Appendix C (Sample Contract), Exhibit B (Price Sheet), as approved by County Project Manager or designee.

2.2.12 Staffing During Special Events

As directed by County Project Manager or designee, Contractor shall provide mobile technicians, usually one (1) to two (2) per shift, with a service truck, to perform field inspections and minor repairs in support of special event staffing such as the Rose Parade, government elections, and other events. Coverage may be at remote locations other than County repair locations listed on Appendix B (Statement of Work Exhibits) Exhibit 2 (Department Repair Locations).

2.2.12.1 For special event work rendered during business hours by technical staff which are required under the Contract pursuant to Appendix B

(Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), Contractor's services shall be rendered to County under the Fixed-Price billing category. For special event work rendered during business hours by technical staff required above and beyond the minimum staffing levels set forth in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), Contractor shall invoice County as FFS at the Mechanical Repair regular hourly labor rate for light and medium vehicles and heavy vehicles, as applicable, set forth in Appendix C (Sample Contract), Exhibit B (Price Sheet).

2.2.12.2 For special event work rendered during non-business hours by technical staff which are required under the Contract pursuant to Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), Contractor shall invoice County for all work during non-business hours and County-observed holidays (see sub-paragraph 6.2 (County-Observed Holidays)) as FFS at the Mechanical Repair overtime hourly labor rate for light and medium vehicles and heavy vehicles, as applicable, set forth in Appendix C (Sample Contract), Exhibit B (Price Sheet).

2.2.13 Staffing During Joint Vehicle Inspections

Contractor shall provide qualified technicians to perform vehicle inspections in the presence of County personnel and interested third parties.

2.2.13.1 These "joint" inspections are usually required when the Department receives a complaint by the vehicle driver of a mechanical or other failure that contributed to a vehicle accident or incident. Contractor's qualified technician shall assist the Department in determining if there was any such failure that could have contributed to the accident or incident.

2.2.13.2 Contractor shall schedule brake-certified technicians to perform as-needed brake inspections of County vehicles at the Eastern Avenue repair location, or other specified repair location, immediately upon request by County Project Manager or designee.

2.2.13.3 Contractor shall schedule qualified technicians to perform as-needed mechanical inspections of County vehicles at the Eastern Avenue repair location, or other specified repair location, immediately upon request by County Project Manager or designee.

2.2.13.4 Contractor shall schedule qualified technicians to perform as-needed electrical inspections of County vehicles at the Eastern Avenue repair location, or other specified repair location, immediately upon request by County Project Manager or designee.

2.2.13.5 Contractor shall not delay the scheduling of any inspection identified by County Project Manager or designee as "time-sensitive."

2.2.13.6 Contractor shall not transport any vehicle that has, or may possibly have, had a brake, mechanical, electrical, or other failure claim made against it, to its unit of assignment (UOA). Such vehicle shall be towed to the Eastern Avenue repair location, or other specified location as directed by County Project Manager or designee, for an independent third party inspection, as agreed upon by Contractor and County.

2.2.14 **No Service Interruptions**

2.2.14.1 Contractor shall ensure there are no service interruptions.

2.2.14.2 Should services be interrupted or reduced by work stoppages, slowdowns, or emergencies (see sub-paragraph 2.2.10 (Staffing during Emergencies)), or by Contractor's failure to provide adequate staffing, parts, or service delivery, Contractor shall continue to provide services by whatever means available, including the provision of services using outside vendors, as approved by County Project Manager or designee.

2.2.14.3 Contractor shall incur all costs related to any outside vendor's provision of the services specified herein and throughout the Contract.

2.2.14.4 Should Contractor fail to provide alternate service delivery, County shall have the exclusive right to procure services by whatever means available and charge Contractor any reasonable costs associated with such procurement and alternate service delivery.

2.2.14.5 Contractor's failure to remedy service interruptions shall be grounds for termination of the Contract.

2.3 **Staff Qualifications and Training**

2.3.1 Contractor Project Director and Contractor Project Manager shall each be dedicated full-time Contractor employees. Contractor Project Director and Contractor Project Manager shall each be on-site at the Eastern Avenue repair location during business hours. County shall have access to either Contractor Project Director or Contractor Project Manager at all times. Contractor Project Director and Contractor Project Manager shall be accessible via telephone, 24 hours per day, 7 days per week.

2.3.2 Contractor Project Director shall act as a central point of contact with the County.

2.3.3 Contractor Project Director and Contractor Project Manager shall each have five (5) years' experience within the last ten (10) years providing fleet management and fleet maintenance and repair services.

2.3.4 Contractor Project Director and Contractor Project Manager shall have full authority to act on behalf of Contractor on all matters relating to the daily operation of the Contract, as described in Paragraph 7.0 (Administration of Contract - Contractor) of the Contract.

2.3.5 Contractor Project Director and Contractor Project Manager shall effectively communicate in English, both orally and in writing.

2.3.6 Contractor Employee Staffing

Contractor shall provide and assign all personnel necessary to perform work within established time limits and to meet the work requirements of the Department in accordance with the Contract.

2.3.6.1 Contractor shall ensure that all persons employed, or pending employment by Contractor under the Contract, shall be competent, trustworthy and qualified to perform the work required under the Contract. Contractor shall maintain documentation of all training required under the Contract and received by employee prior to such employee beginning work.

2.3.6.2 Resumes and/or employment applications, required licenses, and certificates for all persons employed by, or pending employment by Contractor, shall be available to County Project Manager or their designee for review throughout the term of the Contract.

2.3.6.3 Contractor employees shall be assigned to all repair locations in numbers and classifications appropriate to perform the work requirements of the Contract, as approved by County Project Manager or designee.

2.3.6.4 Contractor employees who operate County-owned vehicles and/or equipment shall possess and maintain appropriate California driver's licenses, as well as trailer, tanker, and hazardous material endorsements, and other required endorsements for the type of vehicle driven. In like manner, all Contractor subcontractor personnel shall carry the same documents.

2.3.6.5 Contractor and Contractor's employees shall be required to comply with all applicable regulations and policies of the County and the Department. County Project Manager or designee will provide all applicable employee regulations and policies to Contractor on the effective date of the Contract and thereafter as such may be amended from time to time.

2.3.6.6 Contractor employees entering County repair locations or property shall wear identification badges and neat and clean attire consistent with the type of work performed, as approved by County Project Manager or designee.

2.3.6.7 Contractor shall provide County Project Manager or designee with a complete personnel roster, including employees' after-hours telephone numbers for use in emergencies. Contractor shall update the roster as needed to reflect Contractor's most current staffing profile. Contractor shall provide an updated personnel roster to

County Project Manager or designee immediately as information changes.

2.3.6.8 Contractor employees shall be at least 18 years of age to perform work under the Contract.

2.3.6.9 Staff employed by, or performing work on behalf of, Contractor shall be legally eligible to work in accordance with sub-paragraph 8.17 (Employment Eligibility Verification) of the Contract.

2.3.6.10 Contractor employees are required to read, write, speak, and understand the English language. Contractor employees shall effectively communicate with County personnel and read and understand vehicle repair manuals, technical service manuals, safety manuals, Material Safety Data Sheets (MSDS), and other work/safety-related bulletins, as applicable.

a. If it is determined by County Project Manager or designee that one or more Contractor employees do not meet the English speaking and/or English comprehension skills required by the Contract, County Project Manager or designee may require Contractor to remove these employees from County property and preclude them from working on Fleet vehicles under the Contract.

b. Contractor may request temporary, limited work exceptions (approved by County Project Manager or designee) for employees who show the potential to meet the English language requirement, if the request is accompanied by a written program to bring the employees up to the Contract standard in County Project Manager's sole discretion.

c. Contractor employees may be required to pass all appropriate brake certification tests, as applicable.

d. Contractor, at Contractor's expense, shall provide after-hours English language program for these employees. Contractor shall provide the Department with specific completion dates for the English language program, subject to approval by County Project Manager or designee. Contractor, at Contractor's expense, shall provide any backfill necessary for employees to complete the after-hours English language program.

2.3.6.11 County has the absolute right to approve or disapprove Contractor staff performing work under the Contract, including any proposed changes in Contractor staff.

2.3.6.12 Contractor shall notify County Project Manager or designee in writing of any proposed permanent replacement or reassignment of Contractor Key Personnel not less than fifteen (15) calendar days prior to such action, and not less than seven (7) calendar days prior to such action for technicians or other staff.

- a. Contractor shall promptly fill any vacancy in Contractor Key Personnel with individuals having qualifications at least equivalent to those of Contractor Key Personnel being replaced and with approval of County as specified in sub-paragraph 7.3 (Approval of Contractor's Staff) of the Contract.
- b. County Project Manager or designee may require Contractor to remove any employee deemed careless, incompetent, insubordinate, incompatible, or otherwise objectionable.
- c. In the event County determines it is necessary to remove any Contractor personnel when individuals fail to perform effectively and/or to ensure Contractor's compliance with the Contract, as determined by County Project Director or designee, County shall provide Contractor with fifteen (15) calendar days advance notice, except in circumstances in which such notice is not possible (e.g., a removal for cause or other egregious act). Contractor shall work with County on a mutually agreeable transition plan to ensure project continuity.
- d. Contractor shall remove and replace any Contractor staff performing work under the Contract within twenty-four (24) hours when requested to do so by County Project Manager or designee.

2.3.6.13 Contractor shall provide uniforms for all Contractor technicians, and identification badges to all Contractor staff, performing work at County repair locations under the Contract, as approved by County Project Manager or designee.

2.3.7 Contractor Employee Qualifications and Training

2.3.7.1 Contractor shall, at Contractor's expense, within thirty (30) calendar days after the Work Start Date, provide a minimum of eight (8) hours of classroom training, which includes a demonstration of performance, for all journey-level employees filling positions in the following categories:

- a. Vehicle maintenance and repair technician (Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location));
- b. Body shop worker (Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location));
- c. FFS vehicle maintenance and repair technician (Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing));
- d. FFS boat technician

(Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing)); and

- e. Relief/Additional support staff technician (Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing)).

Should the training timeframe specified in this sub-paragraph 2.3.7.1 be insufficient, as determined by County Project Manager or designee, this training may be provided within sixty (60) calendar days after the Work Start Date subject to prior approval by the County Project Manager or designee.

2.3.7.2 Contractor shall provide job safety training to all Contractor employees as set forth in sub-paragraph 2.3.8 (Employee Safety Program) of this SOW.

2.3.7.3 Contractor staff shall be skilled in their assigned tasks and familiar with the essential requirements of the Contract. Contractor shall provide continuing in-service job training to all staff filling positions in the categories listed in sub-paragraph 2.3.7.1 above, and other select Contractor staff, including those in the following areas:

- a. maintenance, repair, and quality control;
- b. PM and inspection schedules/requirements;
- c. tire and brake requirements;
- d. OEM recalls;
- e. campaign requirements;
- f. Technical Service Bulletins;
- g. fuel handling procedures at County repair locations;
- h. Fixed-Price and FFS Repair Order requirements;
- i. Fixed-Price and FFS maintenance, repairs, approvals, invoicing;
- j. ShopFax data entry for labor/parts/vendor cost data; and
- k. other specialized training required throughout this SOW or as directed by County Project Manager or designee.

2.3.7.4 Contractor shall ensure and document that employees receive on-going training appropriate to the position for which they are employed after they start work on the Contract, as approved by County, especially in the following areas, including, but not limited to:

- a. Fleet management;
- b. administration of Fleet services;
- c. computer systems operation (ShopFax, office systems, etc);
- d. vehicle diagnostic systems operation;
- e. vehicle licensing;
- f. vehicle decommissioning;
- g. vehicle/parts cannibalization;
- h. component fabrication/installation;
- i. vehicle outfitting;
- j. workplace and employee safety;

- k. workplace and employee emergency protocols;
- l. hazardous materials handling and disposal;
- m. tool and equipment safety and operation (hoists, frame machines, alignment systems, etc);
- n. safety equipment use;
- o. model year-to-year changes in safety equipment;
- p. vehicle maintenance, repair (e.g. mechanical, electrical, body, and frame repair);
- q. model year-to-year changes in mechanical, electrical, frame, and body; and
- r. OEM recalls and Technical Service Bulletins.

2.3.7.5 Contractor shall provide all training materials necessary to perform all services required under the Contract, including all training announcements, memos, letters, bulletins, instructions, and training handouts. Contractor shall provide such materials to County Project Manager or designee and County Supervising Contract Program Monitor at least twenty-four (24) hours prior to distribution to Contractor employees.

- a. Contractor shall require employees to sign an employee training verification form upon completion of any training, indicating that the employee has read and/or understands the information provided in the training. A signed training verification form is required each time training is provided. The training verification form shall be in a form and format acceptable to County Project Manager or designee.
- b. Contractor shall file and maintain the employee training verification forms with each employees' training records at the Eastern Avenue repair location throughout the term of the Contract.

2.3.7.6 Contractor shall develop a quick reference training booklet containing the essential Contract requirements, work standards, and instructions for specific training requirements included in, but not limited to, subparagraph 2.3.7.1 above. County Project Manager or designee reserves sole authority to determine which Contract requirements are "essential."

- a. Contractor shall provide ten (10) copies of the quick reference training booklet to County Project Manager or designee for review and approval within thirty (30) calendar days of the effective date of the Contract. The final form and format of the quick reference training booklet shall be at the direction of County Project Manager or designee.
- b. Contractor shall amend the quick reference training booklet from time to time as requested by County Project Manager or designee or as needed due to changes to Contractor's operating procedures or changes to industry Fleet maintenance and repair standards.

- c. Contractor shall provide the quick reference training booklet to each employee during initial training. Contractor shall provide all employees with timely updates with respect to vehicle servicing, Repair Order processing, safe work practices, and other Contract requirements. Contractor's employees shall sign an acknowledgment of receipt, in a form and format acceptable to County Project Manager or designee. A new signed form is required each time the quick reference training booklet changes. Contractor shall require all employees to keep a copy of the quick reference training booklet at their workstations at all times.

2.3.7.7 Contractor shall provide employee training records within twenty-four (24) hours of a request by County Project Manager or designee.

- a. Training records include but are not limited to class rosters (which include Contractor's employee name, employee number, and signature, as well as the title of the class, date, time, location of training) and signed training verification forms.
- b. Contractor shall maintain all employee training records on file for the term of the Contract at the Eastern Avenue repair location.
- c. Contractor shall maintain the employee training records for a period of five (5) years following the Contract expiration date at a location within Los Angeles County.

2.3.7.8 All Contractor employees who perform brake system inspections and/or other brake work on vehicles shall, at a minimum, be certified/licensed to perform such work by the National Institute of Automotive Service Excellence (ASE) or the California State Bureau of Automotive Repair (BAR). Employee certifications shall be appropriate to the vehicles requiring inspection and/or repair; i.e. ASE medium/heavy truck, bus, automobile, or BAR class A, B, or C.

- a. Contractor employees who perform brake system work on Department motorcycles shall, at a minimum, be OEM-certified by the motorcycle manufacturer to perform such work. Employee training shall be appropriate to the motorcycles requiring inspection and/or repair. In lieu of OEM training, employees may submit evidence of comparable brake training, such as a certificate/diploma from an accredited motorcycle repair training program/school, for written approval by County Project Manager or designee prior to performing such work.
- b. Contractor employees may, if approved by County Project Manager or designee, perform brake system work on vehicles, including motorcycles, during the first ninety (90) calendar days of their employment, provided an OEM-certified Contractor employee, ASE or BAR, inspects all such work. Contractor shall ensure such information is documented on a ShopFax Repair Order.

- c. Contractor shall inspect and warrant all brake work performed on Fleet vehicles by subcontractors prior to returning the vehicle to service. Contractor employees performing such brake inspections shall be certified/licensed to perform such work by ASE or BAR.
 - d. Any exception to the certification/licensing requirements in this sub-paragraph 2.3.7.8 must be pre-approved in writing by County Project Manager or designee.
- 2.3.7.9 Contractor shall train, test, and certify each employee who is required to service, inspect, or repair vehicle passive-restraint airbag systems, prior to such employee servicing, inspecting, or repairing such systems.
- a. Contractor employees may, in lieu of receiving Contractor-provided training, and upon hire, provide documentation of training received from an independent source such as an OEM or community college.
 - b. Contractor shall inspect and warrant all work on passive-restraint airbag systems performed on vehicles by subcontractors. Contractor shall indicate the date and inspecting employee's name on the Repair Order prior to returning the vehicle to service.
- 2.3.7.10 Contractor shall train each employee who is required to perform PM or repair work under the Contract in the proper inspection procedures for active-restraint seat belt inspections.
- a. Contractor shall train and certify all employees who are required to inspect vehicle active-restraint seat belt systems prior to such employees inspecting such systems.
 - b. Contractor employees may, in lieu of receiving Contractor-provided training, and upon hire, provide documentation of training received from an independent source such as an OEM or community college.
 - c. Contractor shall inspect and warrant all work on active-restraint seat belt systems performed on vehicles by subcontractors. Contractor shall indicate the date and inspecting employee's name on the Repair Order prior to returning the vehicle to service.
- 2.3.7.11 The Department's three (3) emission-testing facilities are located at the Eastern Avenue repair location, Pitchess Detention Center repair location, and STAR Center repair location. See Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).
- a. Contractor shall ensure, at all times, that a minimum of one (1) or more employees working at each of the three (3) Department

emission testing facilities listed above have a current BAR emission check technician's license.

- b. Contractor shall also ensure, at all times, that at least one BAR-licensed emission check technician is available on-site at each of the three emission-testing facilities during business hours, regardless of daily variances in repair location staffing.

2.3.7.12 All Contractor employees who operate the Chief Automotive Technologies (Chief) frame machine and the Chief Genesis Velocity (Genesis) measuring system shall have current documented training and certification on both of these systems.

2.3.7.13 Contractor's body and fender accident repair supervisor shall have at least five (5) years of experience in body and fender repair at the journeyman level, and at least three (3) years of experience supervising a collision repair shop within the last ten (10) years.

- a. In addition, Contractor shall provide one qualified Collision Estimator, as listed in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing), with at least five (5) years of experience in body and fender repair at the journeyman level within the last ten (10) years, and who shall, at a minimum, be certified in collision repair estimating by ASE.

2.3.7.14 All Contractor employees who perform headlight adjustments on vehicles shall be BAR licensed lamp adjusters. Contractor's licensed employees shall certify the lighting systems on all vehicles repaired due to accidents involving side or front impacts, or other impact areas that would possibly affect proper headlight alignment of the vehicle, as determined by the Contractor Project Manager or designee and approved by County Project Manager or designee.

2.3.7.15 Contractor shall staff two (2) or more employees to work at the Eastern Avenue repair location who have a current BAR lamp adjuster license to perform headlight alignment.

- a. Contractor shall perform headlight alignment prior to returning the vehicle to service. Contractor shall document the headlight adjustment on the ShopFax Repair Order.
- b. Regardless of where headlight alignment work is performed, such work shall be within labor hours specified in CCC One Estimating (or an alternate crash estimating guide approved by County Project Manager or designee).

2.3.7.16 Contractor's Employees, Drivers Licenses

In addition to the requirements stated under sub-paragraph 2.3.6.4 above and as specified in Appendix B (Statement of Work Exhibits),

Exhibit 3A (Minimum Staffing Levels per Repair Location), Contractor shall:

- a. staff the Eastern Avenue repair location with employees who possess Class M, Class B, and/or Class A California driver's licenses, including tanker and hazardous material endorsements;
- b. staff the Pitchess Detention Center repair location with employees who possess a Class B and/or Class A California driver's licenses, including tanker and hazardous material endorsements; and
- c. staff the Men's Central Jail repair location with employees who possess a Class B and/or Class A California driver's license with passenger and airbrake endorsements, in order to properly road test and/or transport affected vehicles to subcontractors or other repair locations set forth in Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations).

County Project Manager or designee must approve any exception to these licensing requirements in writing.

2.3.8 Employee Safety Program

Contractor shall ensure all employees, prior to beginning work under the Contract, are trained in safe work practices, and the proper handling of hazardous materials associated with the work as set forth in sub-paragraph 3.6 (Hazardous and Non-Hazardous Material, Handling) of this SOW. Such training may be performed by Contractor or any qualified outside vendor, at Contractor's sole expense, with the concurrence of County Project Manager or designee. Contractor shall not invoice County for any training expenses.

2.3.8.1 Contractor employees who operate equipment under the Contract shall be trained in the correct and safe operation of the particular equipment being used, including, but not limited to; forklifts, tugs, hoists, drills, welders, grinders, air compressors, tire machines, balancers, and electrical apparatus.

2.3.8.2 Contractor employees shall not use cellular phones, blue tooth devices, and similar electronic communication and audio equipment while operating any County or Contractor-owned equipment under the Contract. Contractor employees shall be trained to understand the hazards of operating cellular phones, bluetooth devices, and similar electronic communication and audio equipment while on duty.

2.3.8.3 Contractor shall develop a comprehensive safety program, inclusive of all employee training requirements. The purpose of the safety program is to ensure that all work is conducted in a safe manner and complies with the Contract, as well as with County, State and local requirements, rules and regulations, including all California Occupational Safety and Health Administration (Cal OSHA) standards.

2.3.8.4 Employee Safety Manual

- 2.3.8.4.1 Contractor shall deliver a draft employee safety manual (safety manual) with the Operational Plan required under sub-paragraph 3.3 (Operational Plan) of this SOW. The safety manual shall minimally include comprehensive instructions in safe job practices, as well as safe operating instructions for selected equipment. Contractor shall edit and update the draft manual for final approval by County Project Manager or designee prior to distribution to Contractor employees. (The safety manual is in addition to the quick reference training booklet requirement set forth in sub-paragraph 2.3.7.6 above).
- 2.3.8.4.2 Contractor shall provide an approved safety manual to all employees performing work under the Contract within ninety (90) calendar days after the Work Start Date. Contractor's employees shall sign an acknowledgment of receipt of the safety manual, in a form and format acceptable to County Project Manager or designee.
- 2.3.8.4.3 Safety manual updates: Contractor shall distribute updated safety manuals, or new safety instructions, to all employees as required from time to time. A new signed acknowledgment of receipt form is required each time the safety manual is updated.
- 2.3.8.4.4 Contractor shall provide an approved safety manual to newly hired employees scheduled to perform work under the Contract within ninety (90) calendar days of their respective hire date. Contractor's new hires shall sign an acknowledgment of receipt of the safety manual, in a form and format acceptable to County Project Manager or designee.
- 2.3.8.4.5 Contractor shall ensure all employees have read and understand the information in the safety manual.
- 2.3.8.4.6 Contractor shall require all employees to keep a copy of the most current safety manual and instructional materials at their workstations at all times.
- 2.3.8.5 Upon completion of safety-related training, Contractor shall require employees to sign a verification form indicating they have been trained in, and understand, the safe operation of each particular piece of equipment being used, pursuant to sub-paragraph 2.3.8.1 of this SOW.
- 2.3.8.6 Contractor shall maintain all employee safety training verification forms and safety manual acknowledgment-of-receipt forms at the Eastern Avenue repair location throughout the term of the Contract, and for a period of five (5) years after Contract expiration, pursuant to sub-paragraph 2.3.7.7 of this SOW.

2.3.9 Contractor Failure to Comply with County Safety Requirements

2.3.9.1 If, at any time, Contractor or Contractor's employee fails or refuses to comply with County safety requirements, County Project Manager or designee may issue an order stopping all or part of the work under the Contract until Contractor implements satisfactory corrective action to remedy the non-compliance.

2.3.9.2 No part of the time lost due to any such work stop order may be subject to claim by Contractor for cost, damages, or extension of repair time requirements set forth in sub-paragraph 4.9.5 (General Repair Time Requirements) of this SOW.

2.3.10 Reporting Incidents and Occupational Accidents

Contractor shall report all incidents or occupational accidents that occur during the provision of work required under the Contract, to County Project Manager or designee, in writing, within twenty-four (24) hours of occurrence or discovery.

2.3.11 Contractor Employee Monetary Incentive Program

2.3.11.1 Contractor is encouraged to implement a monetary incentive program to encourage employees to become ASE and BAR-certified to maintain and repair various vehicle systems and components.

2.3.11.2 Contractor also is also encouraged to provide monetary incentives to encourage technicians, supervisors, and quality control personnel to possess and maintain Class M, Class B, and/or Class A California driver's licenses, including monetary incentives for additional endorsements, such as tanker, hazardous material, and passenger.

2.3.11.3 Contractor may limit the incentive program to a total of ten (10) certifications and/or licenses, including endorsements, per employee.

2.3.12 Injury and Illness Prevention Program

Contractor shall comply with Section 3203 of Title 8 of the California Code of Regulations requiring all California employers to establish, implement, and maintain a written and effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program. The IIPP is subject to review by Cal/OSHA inspectors.

2.3.12.1 Contractor shall provide all employees performing work under the Contract with an IIPP briefing. The briefings may be conducted one-on-one or as group sessions.

2.3.12.2 Contractor shall require each employee to sign an IIPP acknowledgement form verifying the date of the briefing and attesting to their understanding of the IIPP. The form and format of the IIPP form shall be approved by the County Project Manager or designee.

2.3.12.3 Contractor shall maintain the signed employee IIPP acknowledgement forms at the Eastern Avenue repair location throughout the term of the Contract and for a period of five (5) years after Contract expiration at a location within Los Angeles County.

3.0 FLEET MANAGEMENT SERVICES

3.1 Start-Up and Transition

Contractor shall utilize industry best practices to efficiently transition the provision of Fleet management and maintenance services from the outgoing contractor to Contractor. Contractor shall address all start-up and transition requirements in a timely fashion and in a manner so as not to negatively impact nor impede the outgoing contractor's Fleet operation.

Upon Contractor's successful completion of the start-up and transition requirements set forth below, Contractor shall commence the actual day-to-day automotive fleet management and maintenance services required under the Contract, as further described in sub-paragraph 3.2 (Work Start Date, Contractor Obligations) below.

3.1.1 Start-Up and Transition Period (STP)

3.1.1.1 The STP begins upon the effective date of the Contract, which shall be the date of approval and execution of the Contract by the County Board of Supervisors. The STP shall continue through the balance of the then-current month and up to ninety (90) calendar days thereafter, or as otherwise approved in writing by County Project Manager or designee.

3.1.1.2 County may provide office space for Contractor's use during the STP at the Department's Eastern Avenue repair location listed on Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations).

3.1.2 STP Requirements, Tasks

As part of the Contractor's STP requirements, and unless otherwise approved by County in writing, Contractor shall:

3.1.2.1 Inspect and identify all repair location equipment and capabilities;

3.1.2.2 Examine the condition of all Department repair locations and facility equipment in their then-current condition;

3.1.2.3 Prior to the Work Start Date, identify any repair location and facility equipment non-compliance with local, city, County, state or federal regulations, and recommend remedies for any repair location/equipment non-compliance, including costs, for inclusion in the Operational Plan described in sub-paragraph 3.3 (Operational Plan). Each recommendation for inclusion in the Operational Plan shall have the written approval of County Project Manager or designee prior to the Work Start Date (see sub-paragraph 3.3 (Operational Plan));

- 3.1.2.3.1 Contractor shall be entitled to a one-time only reimbursement to offset any County repair location regulatory compliance costs pursuant to sub-paragraphs 3.1.2.3.2 and 3.1.2.3.3 below. Thereafter, all facility compliance costs shall be borne exclusively by Contractor throughout the term of the Contract. Contractor shall not be entitled to further reimbursement by County for said costs.
- 3.1.2.3.2 Contractor shall be reimbursed for the one-time only facility regulatory compliance costs only when: 1) County-approved methods for cost calculations are used, 2) costs are pre-approved in writing by County Project Manager or designee, and 3) costs are submitted for reimbursement in the format required by County.
- 3.1.2.3.3 The final decision as to the timeframe, method, and cost of remedies for any facility repair due to non-compliance shall be at the sole discretion of the County.
- 3.1.2.3.4 Contractor waives any and all demands upon County for further alterations, repairs, or improvements beyond those indicated in the Operational Plan and agreed to by County prior to the Work Start Date.
- 3.1.2.3.5 Notwithstanding the above, Contractor shall make no alterations or improvements to repair locations without prior written approval of County.
- 3.1.2.4 Interview employees who are employed by the outgoing fleet contractor and make employment offers to potential employee new hires;
- 3.1.2.5 Provide as-needed pre-employment training to prospective Contractor employees, after-hours or on weekends, at Contractor's sole expense;
- 3.1.2.6 Ensure that Contractor's employees, new hire employees, and those employees who are transitioning from the outgoing fleet contractor to Contractor, submit to Department background checks. See Appendix C (Sample Contract), sub-paragraph 7.5 (Background and Security Investigations). County will pay costs associated with County background checks;
- 3.1.2.7 Secure worker's compensation/employer's liability coverage for all newly-hired employees, and ensure continued coverage for those employees who are transitioning from the outgoing fleet contractor to Contractor;
- 3.1.2.8 Provide County-approved uniforms and identification badges to Contractor employees as specified in sub-paragraph 2.3.6.13 of this SOW;
- 3.1.2.9 Establish a comprehensive parts inventory;

- 3.1.2.10 Establish agreements with parts suppliers to satisfy the requirements in sub-paragraph 3.10 (Parts Management and Standards) and elsewhere in this SOW, so as to ensure that there is no interruption in County service. Among the options for ensuring this transition is to coordinate with outgoing fleet contractor to ensure a smooth transition with parts and part suppliers; examples could be:
- 3.1.2.10.1 Contractor and outgoing fleet contractor may choose to inventory the current parts, tires, and petroleum products on hand, and incoming Contractor could purchase all or most of the current inventory at fair market value;
 - 3.1.2.10.2 Contractor may choose to temporarily contract with outgoing fleet contractor's parts supplier(s) for a period of time (six (6) months for example) to ensure continuity of service; or
 - 3.1.2.10.3 Contractor may choose to establish agreements with their own parts supplier(s) to facilitate the transition with the outgoing fleet contractor's vendors prior to the Work Start Date.
- 3.1.2.11 Establish agreements with subcontractors to provide hazardous and non-hazardous waste disposal to satisfy the work requirements outlined in sub-paragraph 3.6 (Hazardous and Non-Hazardous Materials, Handling) and elsewhere in this SOW.
- 3.1.2.12 Establish agreements with outgoing fleet contractor's subcontractors, or other subcontractors, to provide towing and emergency road services to satisfy the work requirements outlined in sub-paragraph 4.25 (Towing and Emergency Road Services) of this SOW. Contractor shall ensure there is no interruption in emergency road services and towing. The subcontractor selection process and pricing shall be subject to prior approval by County Project Manager or designee;
- 3.1.2.13 Establish agreements with subcontractors to provide upholstery, alignment, exhaust, and complete tire repair/replacement work, which shall be picked up and delivered by subcontractors located within a five (5) mile radius of each staffed repair location; should subcontractor be unable to pick up and/or deliver vehicle, it will be the Contractor's responsibility to transport vehicle to and from the subcontractor.
- 3.1.2.14 Establish agreements with subcontractors to provide other services as determined by County;
- 3.1.2.15 Set up all office locations. In addition to ShopFax computers and terminals already provided by the Department, Contractor shall supply and maintain "own-use" business-use computers (e.g. desktop computers, printers, fax machines, and perishables (paper, ink cartridges, toner, etc.)), as well as all accounts payable and payroll systems;

- 3.1.2.16 Install additional phone system and computer email lines, if necessary at repair locations, at no cost to County, upon written approval by County Project Manager or designee. Contractor may use County telephones used by previous contractor. County will pay for County telephone voice-line expenses for County telephone lines used by previous contractor. Additional terms of use for telephone and data transmission lines, as well as payment obligations, are outlined in sub-paragraph 5.8 (Other Information Systems/Services) of this SOW;
- 3.1.2.17 Install all necessary repair location safety equipment in appropriate quantities, including, but not limited to: eye wash stations, first aid kits, fire extinguishers, fuel caddies, hazardous material spill kits, and oily rag containers;
- 3.1.2.18 Provide Contractor employee training on County's procedures and requirements for vehicle outfitting, preparation for decommissioning, cannibalization, vehicle licensing, etc., as well other requirements specified throughout this SOW;
- 3.1.2.19 Provide Contractor employee training on the use of ShopFax;
- 3.1.2.20 Obtain all required business licenses, permits and certifications as specified in sub-paragraph 3.5 (Licenses, Permits, Certifications) of this SOW; and
- 3.1.2.21 Obtain and maintain all employee and business permits, licenses, endorsements, and certifications. These include, but are not limited to, those involving paint spray booths, hazardous materials, air conditioning machines, safety, environmental, BAR emission, BAR or ASE brakes, and various miscellaneous operating permits.

3.2 **Work Start Date, Contractor Obligations**

- 3.2.1 Contractor shall achieve formal acceptance from County for successful completion of all STP requirements set forth in sub-paragraph 3.1 (Start-Up and Transition) of this SOW. Such formal acceptance shall mark the commencement of the actual day-to-day automotive fleet management and maintenance services required under the Contract, described herein as the "Work Start Date." The Work Start Date approved by the County Project Manager or designee shall be set forth and documented on a Change Order in accordance with Appendix C (Sample Contract), sub-paragraph 8.1 (Change Orders and Amendments), and shall include a checklist of the STP requirements set forth in sub-paragraph 3.1 (Start-up and Transition) of this SOW.
- 3.2.2 Contractor shall accept the condition of all Department repair locations and equipment in their then-current condition on the Work Start Date.
- 3.2.3 **Initial Fleet Reconfiguration and Reassignment**

Within five (5) business days after the Work Start Date, Contractor shall review the entire Fleet and make an initial Fleet reconfiguration and reassignment (Fleet-

size adjustment). Contractor's initial Fleet reconfiguration and reassignment obligations are further detailed in sub-paragraph 5.4.7 (Initial Fleet Reconfiguration and Reassignment) of this SOW.

3.2.4 Parts Inventory, Usage, Coding and Verification

Within one hundred-eighty (180) calendar days after the Work Start Date, Contractor shall verify and update the "vehicle maintenance reporting standards" (VMRS) codes for all parts entered into the ShopFax inventory. Contractor's VMRS code verification obligations are further detailed in sub-paragraph 5.4.8 (Parts Inventory, Usage, Coding, and Verification) of this SOW.

3.2.5 Tools and Equipment, Initial Inventory

Within sixty (60) calendar days after the Work Start Date, Contractor shall conduct, in coordination with the Department, an initial joint inventory and inspection of County-furnished tools and equipment to be used under the Contract. Each tool and piece of equipment, its location, and operating condition shall be jointly agreed-to and documented. The form and format of the inventory documentation shall be at the direction of County Project Manager or designee.

3.2.6 ShopFax Fleet Codes Procedures Review

Within one hundred-eighty (180) calendar days after the Work Start Date, Contractor shall conduct an initial review of all ShopFax "Fleet Codes" procedures. Contractor shall recommend changes or improvements to County Project Manager or designee.

3.2.7 Physical Fleet Inventory and Verification (Inventory), ShopFax Record Review

Within three hundred sixty-five (365) calendar days after the Work Start Date, Contractor shall complete a physical Fleet inventory and ShopFax record review. Contractor's physical Fleet inventory obligations are further detailed in sub-paragraph 5.4.10 (Physical Fleet Inventory and Verification, ShopFax Record Review) of this SOW.

3.3 Operational Plan

3.3.1 The "Operational Plan" is a detailed document written, maintained, and followed by the Contractor, approved initially and annually by the County, outlining "what, where, and how" the services required under the Contract will be provided by Contractor.

3.3.2 Within forty five (45) calendar days after the Work Start Date, Contractor shall submit the revised Operational Plan to the County Project Manager or designee for review.

3.3.3 Within sixty (60) calendar days after the Work Start Date, County Project Manager or designee will review and approve Contractor's Operational Plan.

- 3.3.4 Contractor shall update the Operational Plan objectives annually, based on Contractor's Annual Report required pursuant to sub-paragraph 7.5 (Annual Report) of this SOW, and Contractor's prior year's work performance, as determined by County Project Manager or designee. Contractor shall deliver to County Project Manager or designee, for County Project Manager's approval, an updated Operational Plan annually thereafter, within thirty (30) calendar days after the anniversary of the Contract's effective date.
- 3.3.5 Contractor's Operational Plan shall include a description of all services to be provided under the Contract, including, but not limited to, the following:
 - 3.3.5.1 Remedies for facility non-compliance, including costs, and Contractor's timeline and methods to effect all required repairs;
 - 3.3.5.2 Scope of services provided, by repair location;
 - 3.3.5.3 Planned hours of operation, by repair location;
 - 3.3.5.4 Complete staffing levels, by job classification and location, for all work locations, including the minimum staff required according to Appendix B, Exhibit 3A (Minimum Staffing Levels per Repair Location) and Exhibit 3B (Administrative and Other Required Staffing).
 - 3.3.5.5 Employee benefits program for Contractor employee-planned holidays and other time-off benefits;
 - 3.3.5.6 Resumes of proposed change in Contractor Project Director and Contractor Project Manager. County reserves its exclusive right to approve or disapprove the candidates without cause and for any reason whatsoever;
 - 3.3.5.7 Preventive Maintenance (PM) Program, as required in Appendix B, (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists), including any modifications to Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Exhibit 5 (Preventive Maintenance and Other Inspection Checklists) which may be required from time to time by the County;
 - 3.3.5.8 A repair location environmental compliance program;
 - 3.3.5.9 Repair location maintenance and repair program, as required in sub-paragraph 3.4.1 (Repair Location Internal Maintenance) of this SOW;
 - 3.3.5.10 Maintenance and repair program for County-furnished tools and equipment, as required in sub-paragraph 3.4.3 (County-Furnished Tools and Equipment, Maintenance and Repair) of this SOW;

- 3.3.5.11 Energy saving measures, identifying all energy saving measures Contractor has implemented, or plans to implement (such as a closing checklist for turning off lights, etc.), by specific repair location. See sub-paragraph 10.2.2 (Repair Locations and Office Space) of this SOW. Contractor shall also provide this information in the Annual Report required in sub-paragraph 7.5 (Annual Report) of this SOW;
- 3.3.5.12 Hazard communications program, as required in sub-paragraph 3.6.1.6 of this SOW;
- 3.3.5.13 Hazardous material spill containment plan, as required in sub-paragraph 3.6.1.1 of this SOW;
- 3.3.5.14 Employee safety program, as required in sub-paragraph 2.3.8 (Employee Safety Program) of this SOW;
- 3.3.5.15 Employee safety manual, as required in sub-paragraph 2.3.8.4 of this SOW;
- 3.3.5.16 Fleet record management program, including, but not limited to, the requirements specified in Paragraph 8.0 (Record Keeping Requirements) of this SOW;
- 3.3.5.17 Clean fuel program, as required in sub-paragraph 3.7 (Clean Fuel Program) of this SOW;
- 3.3.5.18 Warranty information management, as required in sub-paragraph 3.8 (Warranty Work) of this SOW;
- 3.3.5.19 OEM recall programs and Technical Service Bulletins, as specified in sub-paragraph 3.9 (OEM Recall Programs, Technical Service Bulletins, Manuals) of this SOW;
- 3.3.5.20 Quality Control Plan, including, but not limited to, the requirements specified in sub-paragraph 9.2 (Quality Control Plan) of this SOW; and
- 3.3.5.21 Quality control corrective action plan process with specific steps and timetable Contractor will use to achieve compliance.

3.4 **Repair Locations and Facility Equipment**

3.4.1 **Repair Location Internal Maintenance**

Contractor shall be responsible for the safety and clean appearance of all repair locations, their workshops, and other assigned areas at all times.

- 3.4.1.1 **Maintenance Schedule.** Contractor shall establish a maintenance schedule for the internal maintenance and housekeeping of all offices, shop areas, and restrooms of each Contractor-occupied repair location.

- 3.4.1.2 Internal maintenance and housekeeping includes, but is not limited to, sweeping, mopping, dusting, and cleaning necessary to maintain safe, neat, clean, and sanitary working conditions.
- 3.4.1.3 At the direction of the County Project Manager or designee, Contractor shall repair and/or replace the following: 110-volt light bulbs; fluorescent light bulbs; glass; soap/towel/toilet paper dispensers; keys; knobs and handles; minor plumbing (such as stopped-up toilet); stopped-up sinks; worn/damaged faucets; Contractor employee caused damage; and any/all other internal maintenance and housekeeping items required for a safe and sanitary environment.
- 3.4.1.4 Contractor shall immediately clean all spills and promptly remedy all other identified safety hazards.
- 3.4.1.5 Contractor shall furnish all supplies and materials needed to perform internal maintenance and housekeeping.
- 3.4.1.6 Contractor shall clearly label and store all maintenance and cleaning supplies in authorized and secure areas only, as approved by County Project Manager or designee.
- 3.4.1.7 Contractor shall store waste materials and rubbish in appropriate containers, ensuring waste does not accumulate and is disposed of properly.
- 3.4.1.8 Restrooms. Contractor shall clean restrooms at the following repair locations:
- Men's Central Jail repair location
 - Pitchess Detention Center repair location
 - Eastern Avenue repair location (two (2) sets of men's and women's restrooms; one set near Door 50 on the ground floor, and one set on second floor above Department radio installation area near Door 39).
- 3.4.1.9 Contractor shall furnish and stock restrooms listed in sub-paragraph 3.4.1.8 (Restrooms) above with an adequate supply of expendable personal hygiene supplies, such as hand soap, towels, toilet paper, and air fresheners.
- 3.4.1.10 Contractor's obligation to maintain restrooms shall be limited to the repair locations listed in sub-paragraph 3.4.1.8 (Restrooms) above, unless otherwise directed by County Project Manager or designee to provide restroom services at any of the other Department repair locations.

3.4.2 County-Furnished Tools and Equipment, End-of-Contract Inventory

- 3.4.2.1 Department and Contractor personnel shall, sixty (60) calendar days prior to the expiration or termination of the Contract, conduct a joint inventory

and inspection of County-furnished tools and equipment (County tools) used under the Contract. Each tool and piece of equipment, its location and operating condition, will again be jointly agreed to and documented at that time.

3.4.2.2 Contractor shall be accountable for missing and/or damaged County tools (except for normal wear and tear), as determined by County Project Manager or designee. County will withhold the fair market value of missing and/or damaged County tools from Contractor's final invoice payment.

3.4.3 County-Furnished Tools and Equipment, Maintenance and Repair

3.4.3.1 Contractor shall establish a maintenance and repair program for all County-furnished tools and equipment (County tools). The County-furnished tool and equipment maintenance and repair program shall include OEM-recommended inspection and servicing schedules, and, if applicable, Contractor-recommended inspection and servicing schedules.

3.4.3.2 Contractor shall acquire and maintain for Contractors' reference, OEM technical manuals for all County tools, when available, either in hard copy or electronic formats, or via on-line information services.

3.4.3.3 Contractor shall, in the absence of an OEM technical manual, and no later than one hundred and eighty (180) calendar days after the Work Start Date, draft written procedures manuals to maintain such County tools, and provide such manuals to all applicable technical staff.

3.4.3.4 County tools include, but may not be limited to:

- a. Compressors
- b. In-ground and above-ground hoists
- c. Hose reels
- d. Air lines
- e. Barrel pumps
- f. Above-ground storage tanks inclusive of pumps and hoses (for new oil, waste oil, transmission fluid, antifreeze storage)
- g. Emission test machines (currently, machines are being leased by County)
- h. Dynamometers
- i. Chief frame rack, and Genesis measuring system
- j. Paint booth
- k. Steam cleaners
- l. Welding equipment
- m. Hydraulic presses
- n. Jacks
- o. Tugs
- p. Forklifts
- q. Electric utility carts
- r. Rotunda and OTC diagnostic scan tools with laptops

- 3.4.3.5 Contractor shall inspect and maintain all County tools in accordance with Contractor's maintenance and repair program (sub-paragraph 3.4.3.1 above).
- 3.4.3.6 Contractor shall repair inoperative County tools immediately. Out-of-service time for any County tool shall not exceed five (5) business days.
- 3.4.3.7 Contractor shall refurbish existing County tools, as needed, with prior written approval County Project Manager or designee.
- 3.4.3.8 Contractor shall supply temporary replacements for County tools when out-of-service time exceeds two (2) business days, at the request of County Project Manager or designee.
- 3.4.3.9 Contractor shall make equipment "replace-versus-repair" recommendations to the County Project Manager or designee when repairs do not appear to be cost-effective, nor in accordance with industry practices.
- 3.4.3.10 The final decision to replace or repair County tools will be the sole responsibility of County Project Manager or designee, based on Contractor's repair location inspections, maintenance, and servicing history. See sub-paragraph 3.4.6 (Repair Location and Facility Equipment, Records/Reporting) of this SOW.
- 3.4.3.11 County and Contractor may elect to share the costs for County tool replacement, at the sole discretion of County Project Manager or designee.
- 3.4.3.12 Replacement of County Tools, Contractor Negligence.
 - 3.4.3.12.1 Contractor shall be responsible for all excessive wear, breakdown, loss, damage, or destruction of County tools resulting from Contractor's misuse or inadequate maintenance of County tools (Contractor negligence).
 - 3.4.3.12.2 Contractor shall replace such County tools, at Contractor's sole expense, within ten (10) business days of final approval by County Project Manager or designee.
 - 3.4.3.12.3 Contractor shall purchase, at Contractor's expense, comparable replacements for such County tools using a competitive purchasing process approved by County Project Manager or designee.
 - 3.4.3.12.4 Failure to replace County tools in a timely fashion may subject Contractor to daily assessments outlined in Appendix B (Statement of Work Exhibits), Exhibit 8 (Performance Requirements Summary (PRS) Chart). Additionally, County reserves the sole right to purchase

replacement tools. In such event, County shall deduct the cost of such tools, plus taxes, plus a 2% administrative handling fee, from Contractor's most current monthly Fixed-Price invoice. Notwithstanding County's right to purchase said tools, all Performance Requirements Summary (PRS) Chart daily assessments will remain in full force and effect until such time the County is in receipt of replacement tools.

3.4.3.13 Replacement of County Tools due to Normal Wear, Obsolescence

3.4.3.13.1 Contractor shall replace County tools requiring replacement due to normal wear and tear or obsolescence within ten (10) business days of final approval by County Project Manager or designee. Failure to replace County tools in a timely fashion may subject Contractor to daily assessments outlined in Appendix B (Statement of Work Exhibits), Exhibit 8 (Performance Requirements Summary (PRS) Chart).

3.4.3.13.2 Contractor shall purchase or lease comparable replacements for County tools using a competitive purchasing process approved by County Project Manager or designee. Any County replacement tools purchased and/or installed by Contractor pursuant to this sub-paragraph 3.4.3.13 (Replacement of County Tools due to Normal Wear, Obsolescence) will be paid for by County, plus a 2% administrative fee (see Exhibit B (Price Sheet)), in the following billing month, as approved by County Project Manager or designee.

3.4.3.14 All County tools purchased and/or installed by Contractor for County shall become County property, unless otherwise determined by County Project Manager or designee.

3.4.3.15 Contractor may amortize the value of Contractor-purchased County tools using a method acceptable to County.

3.4.3.16 For the purposes of computing amortization, County tools purchased prior to and including the fifteenth (15) calendar day of any month will be considered as having been purchased on the first day of the month. County tools purchased after the fifteenth calendar day of the month and prior to the first day of the succeeding month are considered purchased on the first day of the succeeding month.

3.4.3.17 In the event of early termination of the Contract, County will reimburse Contractor for the unamortized value, less depreciation, for select County tools purchased by Contractor during the Contract term, and only for those replacement tools purchased pursuant to sub-paragraph 3.4.3.13 above.

3.4.3.18 Contractor's maintenance and servicing obligations for County's Fleet information systems is outlined in Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.

3.4.4 Contractor-Owned Tools and Equipment

3.4.4.1 Contractor shall furnish and maintain sufficient tools and equipment to perform the required work under the Contract.

3.4.4.2 Contractor shall establish a maintenance and repair program for all Contractor-owned tools and equipment. The maintenance and repair program shall include OEM-recommended inspection and servicing schedules, and, if applicable, Contractor-recommended inspection and servicing schedules.

3.4.4.3 Contractor shall inspect and maintain all Contractor-owned tools in accordance with Contractor's maintenance and repair program (see sub-paragraph 3.4.4.2 above).

3.4.4.4 Contractor shall repair inoperative Contractor-owned tools immediately. Out-of-service time shall not exceed five (5) business days.

3.4.4.5 Contractor shall acquire and maintain all related technical service manuals and/or obtain access to technical and informational web sites, as necessary.

3.4.4.6 Contractor may, at Contractor's sole expense, provide additional improved tools and equipment (additional tools), with advance approval of County Project Manager or designee.

3.4.4.6.1 Prior to Contractor's acquisition of additional tools, Contractor may request to negotiate terms for sharing the cost of any new equipment with County Project Manager or designee.

3.4.4.7 Upon termination of the Contract, County, at its option, may elect to purchase Contractor-owned tools and equipment, with Contractor's concurrence, less depreciation.

3.4.5 Repair Locations/Tools and Equipment, Monthly Inspections

Contractor shall perform monthly facility inspections, regular maintenance, and as-needed servicing of all repair locations, County-furnished tools and equipment, and Contractor-owned tools and equipment (collectively, "equipment").

3.4.5.1 Contractor shall inspect and properly maintain all repair locations, tools and equipment, a minimum of once monthly (See sub-paragraphs 3.3.5.9 and 3.3.5.10 above).

3.4.5.2 Contractor shall service and/or repair all County-furnished tools and equipment, and Contractor-owned tools and equipment in accordance with OEM standards.

- 3.4.5.3 Contractor shall ensure that the condition of all shop and safety equipment meets or exceeds automotive industry, Cal/OSHA, and American National Standards Institute (ANSI) standards.
- 3.4.5.4 Contractor shall document all monthly inspections (See sub-paragraph 3.4.6.3 below).
- 3.4.5.5 Contractor shall ensure that a current employee safety manual is available at each workstation as required by sub-paragraph 2.3.8.4 (Employee Safety Manual) of this SOW.
- 3.4.5.6 Contractor shall modify repair location and equipment inspection schedules and processes as required by County Project Manager or designee.

3.4.6 Repair Location and Facility Equipment, Records/Reporting

- 3.4.6.1 Contractor shall maintain accurate records of all repair location equipment, facility internal maintenance, and equipment maintenance and repairs, as well as all documented justifications for repairs and Contractor recommendations for replacement of County-furnished tools.
- 3.4.6.2 Contractor shall make such records available within forty-eight (48) hours upon request by County Project Manager or designee. Contractor shall maintain such records for the term of the Contract at the Eastern Avenue repair location and for a period of five (5) years following the expiration or termination of the Contract at a location in Los Angeles County.
- 3.4.6.3 Contractor shall report the condition of repair locations/stations as part of the Monthly and Quarterly Reports, as specified in sub-paragraph 7.3 (Monthly Report) and sub-paragraph 7.4 (Quarterly Report) of this SOW.
- 3.4.6.4 Contractor shall report the status of facility environmental compliance in the Quarterly Report, as specified in sub-paragraph 7.4 (Quarterly Report) of this SOW.

3.4.7 Repair Location Restoration at Contract Conclusion

Upon the expiration or termination of the Contract Contractor shall restore all repair locations to their original condition as of the Work Start Date, less normal wear, to the satisfaction of the County Project Manager or designee.

- 3.4.7.1 Contractor shall remove all fixtures and/or personal property belonging to Contractor within ten (10) business days after expiration or termination of the Contract.
- 3.4.7.2 Removal of fixtures and/or personal property shall be accomplished in such a manner to minimize any disruption of services that Contractor or incoming contractor may be performing. Contractor, upon such

removal, is responsible for restoring repair locations to their original condition as of the Work Start Date, less normal wear.

- 3.4.7.3 All improvements to repair locations made by Contractor shall become County property upon expiration or termination of the Contract.
- 3.4.7.4 Contractor's property that is not removed from the premises, as required by County, shall become County property ten (10) business days after expiration or termination of the Contract.
- 3.4.7.5 Contractor shall return all County-furnished tools and equipment in their original condition as of the Work Start Date, less normal wear, upon expiration or termination of the Contract.
- 3.4.7.6 Contractor shall replace or repair damaged County-furnished tools pursuant to sub-paragraph 3.4.3.12 (Replacement of County Tools, Contractor Negligence). Contractor shall replace damaged or missing County tools with tools of comparable quality and functionality. In lieu of Contractor's replacement of such County-furnished tools, County shall deduct the fair market value of such tools from Contractor's most current invoice, or Contractor shall otherwise reimburse County within thirty (30) calendar days of the expiration or termination of the Contract, as determined by County Project Manager or designee.

3.5 **Licenses, Permits, Certifications**

- 3.5.1 Contractor shall obtain, and maintain current, all required business licenses, permits, and certifications required for the performance of all work associated with the Contract, at no additional cost to the County.
- 3.5.2 Contractor shall obtain, and maintain current, all permits and certifications, which include but are not limited to:
 - a. Hazardous and non-hazardous waste and byproducts
 - b. Paint spray booths
 - c. Air conditioning machine safety
 - d. Environmental
 - e. BAR emission
 - f. BAR and ASE brake
 - g. Pressure vessels
- 3.5.3 Contractor shall obtain, and maintain current, all pressure vessel (e.g. air tanks) permits for all repair locations (except for the Eastern Avenue repair location), listed in Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations).
- 3.5.4 Contractor shall ensure that all pressure vessel permits are reviewed as part of the repair location inspection and maintenance program. See sub-paragraph 3.4.5 (Repair Locations/Tools and Equipment, Monthly Inspections) of this SOW.

- 3.5.5 Should Contractor fail to obtain pressure vessel permits prior to expiration of such permits, County may at the sole discretion and direction of County Project Manager or designee, arrange to have an outside vendor of County's choosing provide inspections and appropriate permits. Contractor shall pay the outside vendor for the permit(s) within five (5) business days of receipt of said permit(s), and confirm the purchase to County Project Manager or designee within seven (7) business days of such purchase.
- 3.5.6 Contractor shall document the date of expiration of all permits in the Monthly Report, as specified in sub-paragraph 7.3 (Monthly Report) of this SOW.
- 3.5.7 Contractor shall be responsible for all costs associated with Contractor's failure to timely procure proper licenses, permits, and certifications.

3.6 **Hazardous and Non-Hazardous Materials, Handling**

Contractor shall be responsible for disposal of all hazardous and non-hazardous trash and waste generated by the maintenance and repair of vehicles and equipment, and all other work performed under the Contract. Contractor shall provide waste disposal services at no additional cost to County in accordance with the Contract and all applicable federal, state, and local rules and regulations.

3.6.1 Hazardous Materials

Contractor shall create and maintain plans for the management, containment, and disposal of all hazardous material waste and waste spills at all repair locations.

- 3.6.1.1 Contractor shall draft a hazardous material spill containment plan (HMSCP) and include it in the Operational Plan. See sub-paragraph 3.3.5.13 of this SOW.
- 3.6.1.2 Contractor's HMSCP shall comply with all federal, state, and local rules and regulations, laws, and requirements.
- 3.6.1.3 The HMSCP shall, at a minimum, include a list of all available and appropriate spill kits, inclusive of employee instructions regarding the handling, cleanup, and proper disposal of hazardous materials, e.g. coolant, motor oil, transmission oil, filters, paint, paint filters, and used tires. See sub-paragraph 2.3.8 (Employee Safety Program) of this SOW.
- 3.6.1.4 The HMSCP shall, at a minimum, include the methods and procedures for recording all stored and used hazardous chemicals, as well as methods for documenting all hazardous waste generated, spilled, and disposed. The records shall minimally include the materials' origin, use, transportation, and ultimate distribution and disposal. All disposals shall be in accordance with current federal, state, and local rules and regulations, laws, and requirements.
- 3.6.1.5 Contractor shall maintain records for five (5) years from date of final disposal of the hazardous material. Contractor shall make all such

records available to County within twenty-four (24) hours of any request to do so by County Project Manager or designee.

- 3.6.1.6 Contractor shall draft and maintain a hazard communications program (HCP) as part of the Operational Plan in accordance with sub-paragraph 3.3.5.12 of this SOW
- 3.6.1.7 Contractor's HCP shall comply with all federal, state, and local rules and regulations, laws, and requirements.
- 3.6.1.8 The HCP shall, at a minimum, include Material Safety Data Sheets (MSDS) and training requirements for employees and supervisory management personnel working with, and handling, hazardous material in accordance with all applicable laws, Cal/OSHA requirements, and Environmental Protection Agency (EPA) regulations.
- 3.6.1.9 Both the HMSCP and HCP are subject to review and approval by County Project Manager or designee. Notwithstanding, Contractor accepts all liability for the effectiveness of the HMSCP and HCP.

3.6.2 Non-Hazardous Materials

- 3.6.2.1 With the exception of the Men's Central Jail repair location, Contractor may utilize Department-provided trash disposal dumpsters for disposal of non-restricted/non-hazardous waste at all repair locations listed in Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations), as directed and approved by County Project Manager or designee.
- 3.6.2.2 Contractor shall provide trash disposal dumpsters for the Men's Central Jail repair location pursuant to the Fixed-Price terms of this Contract pursuant to sub-paragraph 3.12.2j (Trash Disposal Services) of this SOW.

3.7 Clean Fuel Program

3.7.1 General

Contractor shall develop and maintain a clean fuel program, in accordance with sub-paragraph 3.3.5.17 of this SOW, which shall include and incorporate all current and future federal, state, local, and Department clean fuel program mandates to ensure cost-effective clean fuel compliance. The clean fuel program shall be diverse in its approach to clean fuel alternatives.

3.7.2 Clean Fuel Subject Matter Expert

- 3.7.2.1 Contractor shall serve as the Department's subject matter expert on clean fuel regulations and programs.
- 3.7.2.2 Contractor shall attend and/or monitor South Coast Air Quality Management District (SCAQMD), California Air Resources Board

(CARB), and other organizational meetings/workshops that may have an impact on the Fleet.

- 3.7.2.3 Contractor shall track the clean fuel program. Contractor shall monitor all clean fuel program funding possibilities such as Carl Moyer Funds and Mobile Source Air Pollution Reduction Review Committee (MSRC) funds.
- 3.7.2.4 Contractor shall report on the status and funding availability of all clean fuel programs that may assist the Department in meeting its clean fuel goals. Such reporting shall be in accordance with sub-paragraph 7.4 (Quarterly Report) and sub-paragraph 7.5 (Annual Report) of this SOW.
- 3.7.2.5 Contractor shall assist the Department in acquiring appropriate quantities and types of alternate fuel vehicles, and in taking advantage of all clean fuel programs.
- 3.7.2.6 Contractor shall provide all clean fuel program services, including, but not limited to: training Contractor personnel; maintaining and repairing all types of clean fuel vehicles; and modifying equipment and/or vehicles to add particulate traps and/or other emission devices to vehicles.

3.8 **Warranty Work**

3.8.1 **Overview**

Contractor shall maintain the Fleet in accordance with OEM warranty specifications. Contractor shall also ensure that all equipment, components, and parts are properly installed and/or otherwise maintained in compliance with OEM warranty requirements. Contractor shall warrant, and shall be solely responsible for, all repairs performed by subcontractors, and ensure that all work performed by subcontractors meets or exceeds OEM specifications.

- 3.8.1.1 Contractor shall be responsible for, and administer, all warranties associated with management of the Fleet, including, but not limited to: all warranties for vehicles, equipment, components, and parts.
- 3.8.1.2 Contractor shall implement warranty programs prior to vehicle activation or as determined by County Project Manager or designee.
- 3.8.1.3 Contractor shall, at the direction of County Project Manager or designee, coordinate delayed warranty start dates with vehicle manufacturer and ensure such warranties are properly implemented upon vehicle activation.

3.8.2 **Warranty Work, OEM**

Contractor shall coordinate with appropriate OEMs to have vehicles, equipment, and parts repaired and/or replaced. Contractor shall deliver and/or make available to OEM representatives, all vehicles, equipment, and parts covered by OEM warranties.

3.8.3 Warranty Work, In-House – OEM Authorization

Contractor may seek authorization from various vehicle OEMs, as approved by County Project Manager or designee, to perform warranty work on-premises.

3.8.3.1 Contractor shall seek reimbursement from OEMs for all on-premises warranty work. Contractor shall not invoice County for such work.

3.8.3.2 An agreed-upon percentage of the OEM warranty payments or adjustments received by Contractor for warranty work may be retained by Contractor with the express prior written approval of County Project Manager or designee. Contractor shall credit the remainder to the Department. Such credit shall be agreed to in advance by Contractor and County Project Manager or designee and shall appear on Contractor's next monthly invoice to County, as specified and approved in writing by County Project Manager or designee.

3.8.4 Warranty Tracking

3.8.4.1 Contractor shall track the status of all warranties, warranty claims, and warranty reimbursements for all vehicles, equipment, components, and parts in ShopFax. See Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.

3.8.4.2 Contractor shall track all warranty records for, but not limited to, engines, transmissions, transaxles, transfer cases, and other parts/components, and all vendor repairs with warranties that exceed one (1) year and/or 12,000 miles.

3.8.4.3 Contractor shall maintain warranty information by vehicle number. Files shall include a copy of the dealer and/or vendor invoice(s), Repair Order number, Vehicle Identification Number (VIN), and any associated records necessary to ensure dealer and/or vendor compliance with extended warranty.

3.8.5 Warranty Record Requirements

3.8.5.1 Contractor shall maintain hard copies of warranty records in accordance with Paragraph 8.0 (Record Keeping Requirements) of this SOW.

3.8.5.2 Contractor shall maintain warranty records on site at the Eastern Avenue repair location.

3.8.5.3 Contractor shall include a summary of warranty reimbursement claims in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.

3.8.6 Any procedural change to this sub-paragraph 3.8 (Warranty Work) shall be approved in writing by County Project Manager or designee.

3.9 **OEM Recall Programs, Technical Service Bulletins, Manuals**

3.9.1 **Recalls**

Upon written notice from County Project Manager or designee, Contractor shall coordinate all recalls of vehicles, equipment, components, and parts. Contractor shall coordinate with the appropriate OEM to identify, track, and complete all recalls in a timely manner.

3.9.1.1 Contractor shall deliver and/or make available to OEM all vehicles, equipment, components, and parts requiring recall inspections, repairs, or modifications.

3.9.1.2 With the assistance or approval of the Department, Contractor shall coordinate all OEM recalls, including OEM recalls for vehicles held in storage prior to activation into Fleet. Any storage vehicle inadvertently not repaired during an OEM recall shall become the responsibility of Contractor, at no additional cost to County.

3.9.1.3 Contractor shall complete all recall programs within one hundred and twenty (120) calendar days from the date Contractor was notified of such recall by County Project Manager or designee. To ensure against OEM failure to notify County or Contractor, Contractor shall actively monitor any` and all possible vehicle recall programs applicable to County. County Project Manager or designee shall have sole discretion to adjust the recall completion date based on the needs of the County.

3.9.1.4 Shorter recall completion time may be required by County Project Manager or designee due to the urgency of the recall, special needs of the Department, or other circumstance.

3.9.1.5 For extremely urgent recall completion (when such urgency is not the result of Contractor's failure to act on a recall in a timely manner), County Project Manager or designee may authorize recall work to be performed outside of business hours. Contractor shall invoice County for such work as FFS at the Mechanical Repair overtime hourly labor rate set forth on Appendix C (Sample Contract), Exhibit B (Price Sheet).

3.9.1.6 Department Fleet personnel may assist Contractor in completing recalls for both in-service vehicles and vehicles in storage (as made available to Contractor) when directed to do so by County Project Manager or designee.

3.9.1.7 Contractor shall track the status of all OEM recalls for parts, components, equipment, and vehicles in ShopFax. See Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.

3.9.1.8 Contractor shall include the status of all OEM recall programs in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.

3.9.2 Technical Service Bulletins

3.9.2.1 Contractor shall acquire all OEM Technical Service Bulletins for all vehicles in the Fleet.

3.9.2.2 Contractor shall disseminate Technical Service Bulletin information in a timely manner to all supervisors and technicians who repair and maintain the Fleet. Contractor shall adhere to all bulletin directives, unless otherwise directed by County Project Manager or designee.

3.9.3 Technical Service Manuals

3.9.3.1 Contractor shall acquire and maintain sufficient vehicle technical service manuals and obtain access to technical and informational web sites, as necessary, to perform all Fleet vehicle repair and maintenance work.

3.9.3.2 Contractor shall disseminate vehicle technical services manuals in a timely manner to all supervisors and technicians who repair and maintain the Fleet. Contractor shall adhere to all technical service manual instructions.

3.10 **Parts Management and Standards**

3.10.1 General

3.10.1.1 Prior to the Work Start Date, Contractor shall procure parts and establish a comprehensive parts inventory. See sub-paragraph 3.1 (Start-up and Transition) of this SOW.

3.10.1.2 Contractor shall establish and maintain rapid parts procurement and delivery capability throughout the term of the Contract. County Project Manager or designee reserves the right to determine whether the delivery and parts inventory requirements are being met, based on parts availability, accepted Fleet practices for ERVs, and the needs of the Department.

3.10.1.3 Contractor shall maintain a parts inventory at all repair locations to meet County operational needs and Contractor work shift requirements with due consideration for unplanned emergencies.

3.10.1.4 Contractor shall make special provisions for stocking sufficient quantities of spare parts for ERVs to preclude out-of-stock situations and ensure timely and effective return to service.

3.10.1.5 Vehicle out-of-service rates that exceed the standards listed in sub-paragraph 4.12 (Out-of-Service Rate) of this SOW, due to delays in parts acquisition is not acceptable, unless deemed unavoidable by County Project Manager or designee.

3.10.1.6 In addition to managing and maintaining a comprehensive parts inventory procured by Contractor, Contractor shall manage and maintain

the Department's outfitting parts and components inventory and the Department's cannibalized parts inventory, as further discussed in this SOW.

3.10.1.7 As specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), Contractor shall provide a full-time Inventory Control Clerk at the Eastern Avenue repair location who shall manage and maintain the parts inventories, procure parts, and coordinate parts deliveries.

3.10.2 Parts Procurement – Special Measures

Contractor shall take special measures to obtain and/or stock parts and components in order to remain in compliance with the Contract. Contractor shall not require authorization from County Project Manager or designee to do so.

3.10.2.1 Notwithstanding, under no circumstance shall Contractor engage in, or otherwise authorize, encourage, or tacitly accept any procurement practice engaged in by its employees in violation of federal, state, or local purchasing laws and regulations.

3.10.2.2 All shipping charges necessary for Contractor to perform work under the Contract are covered under Fixed-Price and/or the FFS listed in Appendix C (Sample Contract), Exhibit B (Price Sheet), except as specified below. Contractor's request for FFS charges shall have prior written approval by County Project Manager or designee.

3.10.2.3 If special measures are requested by County Project Manager or designee for specific vehicles, and Contractor is otherwise in compliance with repair times and the out-of-service rates listed in subparagraph 4.12 (Out-of-Service Rate) of this SOW, Contractor may bill County for special delivery charges FFS/Direct Purchase to County, at Contractor's actual cost plus tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.

3.10.3 Quality Standards

All newly installed parts shall meet or exceed OEM standards for their specific application. Contractor shall install all parts in accordance with OEM specifications and procedures, unless otherwise specified by County Project Manager or designee. Contractor shall establish and maintain quality standards for the following repair categories:

3.10.3.1 Mechanical, Body and Paint Repair

Parts utilized for mechanical and body/paint repairs on Fleet vehicles must meet or exceed OEM specifications.

a. County Project Manager or designee shall have sole authority to determine OEM equivalents for all parts categories.

- b. Paint utilized in body repairs must meet or exceed OEM specifications.
- c. Single stage paint is authorized for use in painting black and white units, and for certain all white and/or all black units, when specifically approved by County Project Manager or designee.
- d. Contractor shall not use after-market body parts for the repair of vehicles, unless approved prior to use, in writing, by County Project Manager or designee.
- e. After-market bumper covers, parking lamps, turn signal lamps, headlamps, front grills, air conditioning condensers, and radiators are currently authorized for use.

3.10.3.2 Replacement Engines and Transmissions

- a. All replacement engines and transmissions (including differentials, components, and other related parts) shall meet or exceed OEM unit performance as it pertains to operational longevity, failure rates, and in-vehicle performance characteristics.
- b. Warranties for replacement engines and transmissions (including differentials, components, and other related parts) for vehicles with a gross vehicle weight rating (GVWR) up to and including 10,000 lbs. shall meet or exceed OEM warranty of three (3) years or 36,000 miles, or as extended by supplier/manufacturer.
- c. Warranties for replacement engines and transmissions (including differentials, components, and other related parts) for vehicles with a GVWR of 10,001 lbs. or greater shall be for one (1) year/unlimited miles (one year with no limit on mileage), or as extended by supplier/manufacturer.

3.10.3.3 Tires, Pursuit ERVs (designated by vehicle type code)

The original OEM tire installed on any Police Package Vehicle purchased by the Department is the only tire pre-approved as a replacement to be used on that specific year, make, and model of Police Package Vehicle.

Otherwise, all pursuit tires used on Department vehicles must be approved in writing by the County Project Manager or designee. Any variance in specifications related to tires for any Department vehicle must also be approved by the County Project Manager or designee. The pursuit vehicle tires currently approved are:

- a. Goodyear Eagle RS-A or Goodyear Eagle RS-A Plus tires are to be used on all Police Package Vehicles, whether the vehicle is Black & White or a solid color sedan, SUV, etc. Goodyear Eagle RS-A and Goodyear Eagle RS-A Plus tires may not be mismatched on the

same vehicles. Other tires for Police Package Vehicles, or tires for non-standard Police Package Vehicles may be used only when specifically approved, in writing, by the County Project Manager, or designee.

- b. Contractor may use tires other than those specified above, for pursuit vehicles, only when specifically pre-approved, in writing, by County Project Manager or designee.

3.10.3.4 Tires, Non-ERVs, Other Vehicle Types

Tires must meet or exceed OEM specifications. Retread tires shall not be used on Department vehicles or equipment except as follows:

- a. Bandag-quality premium retread tires are currently authorized by the Department for non-steering axles (e.g. drive axles and/or tag axles) of heavy trucks and buses, as are retread slicks used for portions of driver training.
- b. Retread tires may also be installed on certain off-highway and other types of equipment only with prior written consent of County Project Manager or designee.

3.10.3.5 Tires, Replacement Schedule

- a. Contractor shall replace tires on all vehicles during PM, or any other service/repair, when the tread depth is projected to reach the 3/32" minimum, prior to the next PM and/or service.
- b. All non-ERVs shall have tires of same brand, model, and tread design on steering axles, and tires of same brand, model, and tread design on non-steering axles. Tire brand, model, and tread design for steering axles may differ from those installed on non-steering axles, but all must meet or exceed OEM specifications. Any deviation from this standard must be specifically pre-approved, in writing, by County Project Manager or designee. Such approval shall be documented on the Repair Order.

3.10.3.6 Brake Linings, Pursuit ERVs (designated by vehicle type code)

- a. OEM brake linings and Wagner® SevereDuty™ brake linings are currently approved for use on all pursuit vehicles, other than motorcycles. No other brake linings may be used unless otherwise specifically pre-approved in writing by County Project Manager or designee.
- b. All ERV brake linings shall be replaced during PM, or during any other service/repair, whenever they are identified to be fifty percent (50%) or less than the thickness of a new lining.

3.10.3.7 Brake Linings, Non-ERVs

- a. Currently authorized non-ERV brake linings are OEM or equivalent Wagner® brake linings.
- b. All vehicle brake linings shall be replaced during PM, or any other service/repair, whenever they are identified to be fifty percent (50%) or less than the thickness of a new lining.

3.10.3.8 Notwithstanding the standards defined in sub-paragraphs 3.10.3.3 through 3.10.3.7, Contractor shall obtain prior written approval from County Project Manager or designee for all pursuit (designated by vehicle type code) and non-pursuit tires and brake linings installed on Fleet vehicles. Additionally, any variance from these standards must have the prior written approval of the County Project Manager or designee.

3.10.4 Parts Inventory and Usage, General

The parts inventory is tracked, in part, using the vehicle maintenance reporting standard (VMRS) coding established by the American Trucking Association. The VMRS parts coding standards are generally accepted industry-wide among fleet maintenance and management professionals.

3.10.4.1 Contractor shall use the Department's ShopFax asset management system to manage the parts inventory, and capture and report usage history for each part utilized to maintain and repair the Fleet. For a detailed discussion of Contractor requirements related to ShopFax, please refer to Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.

3.10.4.2 Contractor shall ensure that all parts usage history and inventory data is complete and accurate at all times. Parts data shall include part number, VMRS code, part type, part description, manufacturer, cost, and history.

3.10.4.3 Parts inventory and usage history shall be available to authorized Department Fleet personnel at ShopFax terminals.

3.10.4.4 Parts Usage

Contractor shall enter all parts into inventory, as well as accurate and complete parts usage information into ShopFax, whether the parts are Contractor-installed or dealer/vendor-installed.

- a. Dealer/vendor-installed parts include all parts installed for warranty or subcontracted work; e.g. installation of tires at a local vendor.
- b. Complete engines, transmissions and differentials are to be treated as "parts" or "components" and shall be assigned the correct VMRS code, whether they are new, remanufactured, rebuilt, or in some cases, cannibalized/like-kind quality.

3.10.4.5 Contractor shall use ShopFax to capture all parts inventory information, as well as generate as-needed, ad-hoc parts usage reports, upon request by County Project Manager or designee.

- a. Reporting elements may include, but not be limited to, part number, VMRS code, part type, part description, manufacturer, and cost. Parts usage information may include any number of vehicle identification number types, repair location, vehicle type, and reporting period.
- b. Notwithstanding, the final form and format for ad-hoc parts inventory and usage reports shall be at the discretion of County Project Manager or designee.
- c. Authorized Department personnel shall have full access to ShopFax to review all vehicle repair, and parts information.

3.10.4.6 Contractor shall capture accurate and complete parts information on all Repair Orders. Parts information on Repair Orders shall include VMRS code, description, manufacturer, part number and cost. Repair Order processing is discussed further in sub-paragraph 5.4.1 (Repair Order Processing) of this SOW.

3.10.5 Parts, Warranty Information

3.10.5.1 Contractor shall track and maintain all parts warranty information in ShopFax, in accordance with sub-paragraph 3.8 (Warranty Work) of this SOW.

3.10.5.2 Contractor shall input parts warranty data in the ShopFax Warranty Module, including, but not limited to, part number, manufacturer, part description, date installed, and vehicle mileage at time of installation.

3.10.5.3 Contractor shall run a repair history review in ShopFax for each vehicle or piece of equipment when opening a Repair Order, in order to determine if parts and/or components in need of replacement are under warranty, as required in sub-paragraph 4.16 (Repair History Review) of this SOW.

3.10.5.4 Parts under warranty shall be identified on each Repair Order.

3.10.6 County Option to Procure Parts

3.10.6.1 Nothing in the Contract shall prohibit County from seeking or obtaining replacement and repair parts independent of Contractor.

3.10.6.2 For all such parts purchased by County and utilized by Contractor for FFS work, Contractor shall charge County only for the labor associated with the FFS work at the FFS hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet).

3.10.6.3 For all such parts purchased by County and utilized by Contractor for Fixed-Price work, Contractor shall credit County on the following month's Fixed-Price invoice for the County's actual cost of such parts (including sales tax) plus a six percent (6%) administrative fee, unless otherwise specified, and approved by County Project Manager or designee. Any change to this policy must be approved in writing by County Project Manager or designee.

3.10.7 Cannibalized Parts, Inventory Program

Contractor shall manage the cannibalized parts inventory program.

3.10.7.1 Contractor shall store, inventory, issue (as-needed), and track all cannibalized parts removed from Fleet vehicles. See also subparagraph 4.32 (Vehicle Decommissioning Preparation Services) of this SOW.

3.10.7.2 Contractor shall enter all cannibalized parts inventory information into ShopFax. Cannibalized parts shall be identified in ShopFax by description, VMRS code, part number for re-utilized part, and supplier (usually Department).

3.10.7.3 Cannibalized parts shall be identified on all Repair Orders by description, VMRS code, part number, and supplier.

3.10.7.4 Contractor shall bar code cannibalized parts when required by County Project Manager or designee.

3.10.7.5 Contractor shall ensure that all parts history information is accurately documented in ShopFax for all cannibalized parts utilized on Fleet vehicles.

3.10.7.6 Contractor shall track the fair-market value of cannibalized parts actually used in the repair of Fleet vehicles on an Excel spreadsheet. Contractor shall identify all cannibalized parts and their current fair-market value for each vehicle repaired. The Excel spreadsheet shall be sorted by vehicle number and Repair Order number. The final form and format for the Excel spreadsheet shall be at the discretion of County Project Manager or designee.

(Fair-market value is the current market price of similar like-kind quality parts available from automotive dismantlers/auto salvage yards; e.g. the price that Contractor would pay for these parts after a cost-effective bidding process, as determined by County Project Manager or designee.)

3.10.7.7 The Excel spreadsheet shall capture a subtotal for each Repair Order, as well as a running total for all Repair Orders closed each month. Contractor shall track Repair Order information monthly commencing upon the Work Start Date. Contractor shall maintain the Excel spreadsheet throughout the term of the Contract.

3.10.7.8 Contractor shall include a current electronic copy of the Excel spreadsheet on compact disc or other approved format with each Monthly Report required in sub-paragraph 7.3 (Monthly Report) of this SOW. Contractor shall provide hard copies only when requested by County Project Manager or designee.

3.10.7.9 At the direction of County Project Manager or designee, Contractor shall use the Department's cannibalized parts for Fixed-Price work. If cannibalized parts are used for Fixed-Price work, Contractor shall credit County on the following month's Fixed-Price invoice for the fair-market value of any such cannibalized parts used, unless otherwise specified and approved by County Project Manager or designee.

3.10.7.10 At the direction of County Project Manager or designee, Contractor shall use the Department's cannibalized parts for FFS work. If cannibalized parts are used for FFS work, Contractor shall charge County only for the labor associated with the FFS work at the FFS hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet).

3.10.8 Outfitting Parts and Components, Inventory Program

Contractor shall manage the outfitting parts and components inventory program. See also sub-paragraph 4.27 (New Vehicle Receiving, Processing, and Outfitting), of this SOW.

3.10.8.1 Contractor shall receive into inventory, and issue, all outfitting parts and components purchased by the Department or Contractor.

3.10.8.2 Contractor shall inventory all outfitting parts and components in ShopFax, and enter part information, including: part number, VMRS code, description, manufacturer, part value/cost.

3.10.8.3 Contractor shall be capable of running accurate Parts Usage Reports in ShopFax.

3.10.8.4 Contractor shall bar code outfitting parts when required by County Project Manager or designee.

3.10.8.5 Recordkeeping requirements for vehicle outfitting are listed in Paragraph 8.0 (Record Keeping Requirements) of this SOW.

3.10.9 Paint Material Costs

Paint material costs shall be identified on each Repair Order.

3.10.9.1 Paint materials include paint, primer, activators, thinners, reducers, and hardeners.

3.10.9.2 Contractor shall invoice the County for all paint materials utilized for accidents and other FFS body/paint repairs at the FFS paint-hour rates

specified in sub-paragraph 3.2 (FFS Paint Material Costs) of Appendix C (Sample Contract), Exhibit B (Price Sheet).

3.10.9.3 Any change to paint material costs, or any interim adjustment thereto, must be pre-approved in writing by County Project Manager or designee as described in sub-paragraph 3.2 (FFS Paint Material Costs) of Appendix C (Sample Contract), Exhibit B (Price Sheet).

3.10.10 Expendable Supplies

3.10.10.1 Expendable shop supplies include, but are not limited to; top-off oil, lubricants, fluids, nuts, bolts, washers, engine and carburetor cleaner, brake and electric component cleaner, gasket sealer, silicone sealer, sandpaper, abrasives, masking paper/tape, paint masking car bags, body filler, electrical tape, and other material and supplies normally considered by the automotive trade as miscellaneous.

3.10.10.2 Contractor's costs for expendable shop supplies are covered under the annual Fixed-Price portion of the Contract or the FFS hourly rates. To the extent expendable shop supplies are utilized for FFS work, Contractor shall not itemize such costs in Contractor's FFS invoice to County.

3.10.10.3 Contractor shall not itemize nor carry over expendable shop supply items as a line item charge on Repair Orders.

3.10.10.4 Contractor shall capture expendable shop supply costs in ShopFax under the Contractor Cost category.

3.11 Labor Time Standards

3.11.1 Labor Time Standards, Mechanical Repairs

Under the Fixed-Price portion of the Contract, Contractor shall purchase the most current Motor Labor Guide (MLG) manuals (hard copy) for all vehicles currently in the Department's inventory. Contractor shall also purchase sufficient ALLDATA subscriptions to accommodate a minimum of seven (7) computer workstations (locations to be determined by County Project Manager or designee).

3.11.1.1 The most current MLG manuals and/or ALLDATA online data shall function as the labor time standards for all mechanical repairs under the Contract. (PM and required inspections labor and time standards are discussed below in sub-paragraph 3.11.4 (Labor Time Standards, PM) of this SOW.)

3.11.1.2 The labor time allowance for mechanical repairs shall not exceed the most current MLG manuals and/or ALLDATA online update, whichever is less.

- 3.11.1.3 For labor time allowances for mechanical repairs on vehicles not covered by an appropriate MLG manual and/or ALLDATA online data, Contractor shall obtain labor time estimates from OEM's published data, or estimate labor times in accordance with accepted industry practices, with approval of County Project Manager or designee.
- 3.11.1.4 Contractor may adjust labor time allowances to compensate for variables that affect the repair time, such as County/Contractor-installed equipment, specially built equipment, special modifications to the equipment, and severely rusted fasteners or fittings. Such adjustment shall be made with prior written approval from County Project Manager or designee.
- 3.11.1.5 Labor time allowances for equipment and/or adjustments to labor time allowances not specifically covered in the appropriate MLG manual and/or ALLDATA online data are to be proposed by Contractor and must be approved in writing by County Project Manager or designee.
- 3.11.2 Contractor shall record labor times on all Repair Orders, including any authorized exceptions (as listed throughout this SOW).
 - 3.11.2.1 County shall not pay more for FFS repairs than the listed MLG manual labor time standard, unless authorized in advance by County Project Manager or designee.
 - 3.11.2.2 Contractor shall record industry standard flat-rate labor times on Repair Orders when required by County Project Manager or designee.
 - 3.11.2.3 Where industry standard flat-rate times do not exist, Contractor shall use industry averages as approved by County Project Manager or designee.
 - 3.11.2.4 When neither industry standard flat-rate times nor industry averages exist, Contractor shall solicit competitive labor hour bid estimates, as approved by County Project Manager or designee.
- 3.11.3 Labor Time Standards, Accident, Body, Frame, and Paint Repair

CCC One Estimating shall serve as the County-approved instrument for determining labor time standards for all accident, body, and paint repair work. County reserves the exclusive right to use other labor time instruments, on a case-by-case basis, and as determined to be in the County's best interest. Labor time estimates for accident, body and paint repair invoicing are discussed in subparagraph 4.9.2 (Labor Time Estimates, Accident, Body, and Paint Repairs) of this SOW.

3.11.4 Labor Time Standards, PM

Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times and Vehicle Classifications) and Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists) shall function as the work and labor time standards for all PM and

inspection work under the Contract. Contractor shall utilize the PM inspection instruction sheets set forth in Appendix B (Statement of Work Exhibits) Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).

3.11.4.1 Any PM work or inspection labor time standards not covered in this Contract shall be negotiated between County and Contractor and approved by County Project Manager or designee.

3.11.4.2 FFS category vehicles shall be invoiced at the FFS Mechanical Repair regular hourly labor rates listed in Appendix C (Sample Contract), Exhibit B (Price Sheet) and shall not exceed the PM and inspection labor time standards listed in Appendix B (SOW Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications).

3.12 **Other Contractor-Provided Material, Equipment, and Services (Fixed-Price)**

3.12.1 Contractor shall acquire all necessary support agreements, internet subscriptions/licenses, software licenses and updates, vehicle update modules (either annual or as available) for the following equipment and resources:

- a. County-owned vehicle computer scanner tools, and any other tools including, but not limited to, those listed under sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment) of this SOW;
- b. MLG manuals and ALLDATA online data;
- c. CCC One Estimating;
- d. Current Kelly Blue Books (hard copy or computer software versions); and
- e. Data Acquisition Devices (DAD) (ESP System 1, OBD Inspection System).

3.12.2 Contractor shall provide all services, materials, and equipment not supplied by County, and necessary to perform all work under the Contract, including, but not limited to:

- a. Two (2) fully-equipped mobile technician service trucks: Trucks shall be minimally stocked with the following: tires, batteries, and all parts/components necessary to meet the service requirements of the Contract;
- b. Top-off oil, individual quarts: Contractor shall provide top-off oil on consignment to all Department repair locations, accounted for by specific vehicle, as directed by County Project Manager or designee.
- c. ERV rims: Contractor shall maintain a sufficient stock of ERV rims for patrol vehicles, in coordination with, and as directed and approved by, County Project Manager or designee.
 1. All rims, as well as those in inventory on the Work Start Date, shall be considered consigned to Contractor for accountability during the term of the Contract. Contractor shall be responsible for the value of the rims not

accounted for upon expiration or termination of the Contract. The original purchase price, including taxes, for all unaccounted-for rims shall be withheld from Contractor's final payment upon approval by County Project Manager or designee.

- d. Tires: Contractor shall maintain a sufficient stock of tires for all vehicles, as determined by County Project Manager or designee.
- e. Out-of-service light bar covers: Contractor shall supply out-of-service light bar covers approved by County Project Manager or designee. All Contractor employees and subcontractors who drive patrol vehicles with light bars on public roads shall utilize the approved out-of-service light bar covers at all times.
- f. Office Equipment: Contractor shall provide all office equipment, not provided by County, that is necessary for the Contractor's performance of the required services, including, but not limited to, office furnishings, photocopiers, file cabinets, and computer equipment.
- g. Software: The Department authorizes the use of Microsoft Office Professional, version 2013 or higher.
 - 1. Contractor shall install all necessary software on computers used by Contractor staff in support of the Contract. Contractor shall provide as-needed training to all Contractor staff.
 - 2. Program versions shall be approved by County Project Manager or designee, prior to installation, to ensure compatibility with Department systems.
 - 3. Contractor shall utilize specified programs for submitting electronic memos, reports, and documents to County, as requested by County Project Manager or designee.
 - 4. All software programs shall be installed, and all employees shall be trained within sixty (60) calendar days after the Work Start Date.
- h. Hazardous materials storage and containment equipment: This requirement is in addition to equipment supplied by County. Contractor shall provide sufficient quantities necessary for the proper handling of all hazardous materials, including, but not limited to: used oil, Freon, antifreeze, and fuel.
- i. Hazardous materials cleaning equipment: This requirement is in addition to equipment supplied by County. Contractor shall provide sufficient quantities of environmentally approved parts cleaning systems for each repair location, appropriate for the numbers of workers at each repair location. Contractor shall have such systems serviced according to manufacturer recommendations.
- j. Trash Disposal Services: Contractor shall provide trash disposal dumpster(s) and pick-up service for non-restricted/non-hazardous waste at the Men's

Central Jail repair location for use by Contractor and Department Fleet personnel, as needed.

1. Trash disposal service at the Men's Central Jail repair location is covered under the Fixed-Price portion of the Contract.
- k. Contractor shall, without additional expense to County, deliver business plans, records, and/or other information to local, state, and federal government agencies, such as the City of Los Angeles, South Coast Air Quality Management District (SCAQMD), the Environmental Protection Agency (EPA), and/or other institutions, companies, or individuals, as required by statute or as required by County Project Manager or designee.
 1. Contractor shall inform County Project Manager or designee within twenty-four (24) hours of any such request for information. County Project Manager or designee will advise Contractor within forty-eight (48) hours if any of the information is not to be released.
 2. Copies of all requested materials shall be provided to County Project Manager or designee at least five (5) business days prior to submission to the requesting agency, company, or individual.

3.13 **Other Contractor-Provided Material, Equipment, and Services (FFS)**

- 3.13.1 Contractor shall, when approved by County Project Manager or designee, invoice County under the FFS/Direct Purchase billing category for providing other material, equipment, and services not supplied by County, and necessary to perform all work under the Contract, including, but not limited to:
- a. Top-off oil, individual quarts: Contractor shall provide top-off oil to all Department repair locations, as directed by County Project Manager or designee.
 - b. ERV rims: Rims purchased and supplied by Contractor (not including rims supplied by County), shall be invoiced to County as FFS/Direct Purchase, per sub-paragraph 4.6.7.2 of Exhibit B (Price Sheet), of the Contract.
 - c. Trash Disposal Dumpsters: County reserves the right to require Contractor to provide additional trash disposal dumpsters and pick-up service for non-restricted/non-hazardous waste at any or all repair locations, if determined to be necessary by County Project Manager or designee. Such additional trash service for locations other than the Men's Central Jail repair location shall be invoiced as FFS/Direct purchase pursuant to sub-paragraph 4.6.7.11 of Appendix C (Sample Contract), Exhibit B (Price Sheet). If County Project Manager or designee requires additional trash service, Contractor shall bill County monthly, in arrears, at Contractor actual cost with tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.

4.0 FLEET MAINTENANCE AND REPAIR SERVICES

4.1 General

- 4.1.1 Contractor shall not service, nor provide any work, on vehicles that are not part of the Fleet as listed on Exhibits 1 (Fixed-Price Vehicles-Department Vehicle Inventory) and 1A (Fee-for-Service Vehicles-Department Vehicle Inventory) at any Department repair location, unless specifically authorized to do so, in writing, by County Project Manager or designee.
- 4.1.2 Contractor shall provide Fleet maintenance and repair services under the Fixed-Price portion of the Contract for vehicles listed in Exhibit 1 (Fixed-Price Vehicles-Department Vehicle Inventory).
- 4.1.3 Contractor shall maintain the Fleet in a safe and operational condition with good cosmetic appearance.
- 4.1.4 FFS vehicle maintenance and repair work is described in Appendix C (Sample Contract), Exhibit B (Price Sheet), Paragraph 4.0 (FFS Detail), and shall apply to all FFS category vehicles as listed on Exhibit 1A (Fee-for-Service Vehicles-Department Vehicle Inventory), unless such work is due to OEM recall, rework, or warranty. Fixed-Price category vehicles may require FFS repair work when properly documented on Repair Orders.
- 4.1.5 Contractor shall repair or replace all parts, assemblies, sub-assemblies and components in accordance with the Contract, industry standards, and/or as specified by County Project Manager or designee.
- 4.1.6 Comprehensive Service

Contractor shall provide Comprehensive Service for every vehicle admitted for service. "Comprehensive Service" is defined in sub-paragraph 1.7 (Comprehensive Service) of this SOW. Comprehensive Service shall also include:

4.1.6.1 Multi-Point Inspection Eastern (MPIE)

Contractor shall ensure that all vehicles receiving repair services at the Eastern Avenue repair location, receive a Multi-Point Inspection Eastern (MPIE) prior to leaving the repair location (with the exception of PM and quick fix repairs as set forth in sub-paragraph 4.10 (Quick-Fix Repairs and Appointments) of this SOW). The MPIE includes, but is not limited to:

- a. Final inspection of the originally-requested repairs;
- b. Inspection of the condition of all safety-related items; and
- c. Inspection of the overall operating condition of the vehicle.

4.1.6.2 Quick-Fix Safety Inspection (QFSI)

Contractor shall ensure that all vehicles receiving quick-fix repairs (see sub-paragraph 4.10 (Quick-Fix Repairs and Appointments) for definition) are given a Quick-Fix Safety Inspection (QFSI) prior to leaving any repair location. The QFSI includes, but is not limited to:

- a. Final inspection of the originally requested repairs; and
- b. Inspection of all items listed in Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).

4.1.6.3 16-Point Inspection

All vehicles repaired at any repair location, except for Eastern Avenue repair location and except for those receiving a PM or a quick-fix repair, shall receive a 16-point inspection.

4.1.7 Parts Removal/Retention

- 4.1.7.1 Contractor shall retain all removed, worn, defective, and/or used parts.
- 4.1.7.2 With the exception of cannibalized parts, all removed, worn, defective, and/or used parts shall be retained by Contractor for inspection by County for a period of no less than twenty (20) business days, unless otherwise instructed by County Project Manager or designee.

4.1.8 Vehicle Transport for Repair

- 4.1.8.1 Contractor shall transport all vehicles to and from subcontractors for repair.
- 4.1.8.2 Department personnel may deliver vehicles to any Contractor-operated Department repair location for PM, inspections, and repairs.
- 4.1.8.3 Should Department personnel be required to deliver vehicles to any subcontractors due to Contractor inability to transport such vehicles, or to meet Contract repair time requirements, and not due to election by Department, Contractor shall credit County at the FFS Mechanical Repair regular hourly labor rate for heavy vehicles listed in Appendix C (Sample Contract), Exhibit B (Price Sheet) for the total time required to transport the vehicle to and from the subcontractor.
- 4.1.8.4 Contractor shall issue such credit to County within the same month as the repairs are completed.
- 4.1.8.5 If Contractor fails to credit County on the appropriate invoice, County may at its sole discretion, deduct that amount from the following month's invoice, plus a six percent (6%) administrative fee.

4.1.9 Repair Record Requirements

Upon completion of Fleet maintenance or repairs, Contractor shall provide the vehicle's driver or Department representative with copies of the original Driver's Vehicle Condition Report (Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Lists), the completed Repair Order(s) (including any vendor warranty and/or recall Repair Order), and the signed PM and inspection checklists as set forth in Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Lists).

4.1.10 Overview

Contractor shall provide Fleet maintenance and repair services at all repair locations listed in Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations). Contractor's maintenance and repair service delivery shall be consistent with the Contract, OEM specifications and warranties, generally accepted Fleet practices, and in accordance with procedures outlined in the California 1971 Automotive Repair Act, as approved by County Project Manager or designee.

4.1.11 Fleet maintenance and repair services include, but are not limited to:

1. Preventive Maintenance (PM) services
2. Mandatory ERV safety inspections
3. Repairs
4. Overhauls
5. Vehicle/equipment mechanical repair estimates
6. Vehicle/equipment body repair estimates
7. Labor
8. Tools
9. Parts
10. Supplies
11. Materials
12. Tire service
13. Mobile service
14. Emergency road service
15. Towing
16. Quality Control Plan (see sub-paragraph 9.2 (Quality Control Plan) of this SOW)

4.2 **Preventive Maintenance, Inspections, Repairs: Overview**

4.2.1 Systems

Contractor shall maintain and repair all vehicle systems including, but not limited to: brakes, electrical, siren speakers, light bar arrow-sticks, ignition, fuel, on-board vehicle computers and sensors, specialized alternate fuel components, cooling, heating, air conditioning, engine, transmission, clutch, driveline, differential, drive axles, exhaust, chassis, suspension, steering, and alignment. Contractor shall also replace and/or repair vehicle tires.

4.2.2 Exterior and Interior

Contractor shall maintain and repair the exterior and interior of all vehicles. Items to be maintained or repaired include, but are not limited to: body; paint; seats; cushions; seat belts; upholstery; headlight capsules; light bars; all glass and mirrors; all floor coverings, including floor mats; dashboard; instrument panels; accessories; clocks; non-emergency radios; cassette/compact disc/other media players, and speakers; factory-installed navigation systems; alarm and global positioning systems (GPS); steering wheels; weather stripping; door panels; and power window and mirror controls.

4.2.2.1 Exterior and Interior, Quality

Contractor shall ensure all serviced vehicle interiors and exteriors are free of grease marks, fingerprints, smudges, fluid spills, and any other marks or stains resulting from Contractor's PM or inspection.

4.2.3 Lubricants and Fluids

All lubricants and fluids shall meet or exceed OEM standards for their specific application. Contractor shall install all lubricants and fluids in accordance with OEM specifications and procedures, and shall handle such in accordance with OSHA standards. See also sub-paragraph 3.10.3 (Quality Standards) of this SOW.

4.3 Preventive Maintenance (PM) Program

4.3.1 Program Standard

Contractor shall maintain a continuously updated and current Preventive Maintenance (PM) program. Contractor shall maintain all PM inspection checklists generated by ShopFax (see sub-paragraph 4.17 (Inspection Checklist Documents), Table E (Inspection Checklist Documents), bullet (n)).

4.3.2 PM Schedules

Contractor shall provide, at a minimum, PM services and inspections in accordance with the PM schedules listed in Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).

4.3.3 PM Program Changes

PM program schedules change routinely and are intended to be flexible.

4.3.3.1 Contractor shall recommend changes to the PM schedules with the approval of the County Project Manager or designee when maintenance, safety, or operational improvements are identified.

4.3.3.2 County Project Manager or designee may make changes to the PM schedules, based on changing needs and/or types of vehicles in various categories or special/unforeseen circumstances.

4.3.3.3 Contractor's updates to the PM schedules incorporated into the PM program shall meet or exceed OEM recommendations for all vehicles by class/type.

4.3.3.4 Contractor shall update all approved PM program changes to ShopFax within two (2) business days of County approval. Updates to the PM program shall include, but not be limited to, PM inspections/checklists, PM lead times/mileage, vehicle/equipment group, and PM assignments/changes.

4.3.4 Intentionally omitted.

4.3.5 Intentionally omitted.

4.3.6 PM Compliance Rate

Contractor shall maintain a ninety-seven percent (97%) monthly PM compliance rate, which shall be included in Contractor's Monthly Report (see sub-paragraph 7.3 (Monthly Report) of this SOW). The method for calculating the PM compliance rate is found in sub-paragraph 7.3.1.3 (PM Compliance Rate) of this SOW.

4.3.7 Contractor Response Time

Contractor shall respond, without delay, to all local, state, and federally mandated PM requirements related to vehicle safety, emission standards, or other inspections/recalls/campaigns for all vehicles.

4.3.8 Non-OEM/Recalls/Campaigns

Contractor and/or Department-generated PM campaigns (campaigns other than OEM recalls) shall be completed within one hundred and twenty (120) calendar days of notice to Contractor, unless otherwise specified by County Project Manager or designee.

4.3.9 Most Appropriate PM Service and/or Inspection Shall Be Performed

Contractor shall perform the most appropriate PM service and/or inspection when the vehicle is in the County's repair location, even if the vehicle's time and/or mileage requirement (Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Exhibit 5 (Preventive Maintenance and Other Inspection Checklists)) indicates the subject vehicle is not yet due for such service, and as determined by fleet management "best practices."

4.3.10 Marine Vessels (Boats) PMs

- 4.3.10.1 Contractor shall provide PM servicing as FFS for all Fleet boats and associated marine equipment (e.g. trailers, hoists, etc.) listed in Appendix B (Statement of Work Exhibits), Exhibit 1A (Fee-for-Service Vehicles – Department Vehicle Inventory) only upon request of County Project Manager or designee. Boat PM service shall be completed by Contractor boat technicians, as listed on Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing).
- 4.3.10.2 Boat maintenance and repairs may be completed by Department Fleet personnel, at the sole discretion of the County Project Manager or designee.

4.3.11 Engine Oil Analysis: Heavy Duty Vehicles and Boats

- 4.3.11.1 Contractor shall obtain an engine oil analysis as part of every PM service for heavy duty vehicles, having a gross vehicle weight rating (GVWR) of 22,000 lbs. or more, and boats.
- 4.3.11.2 Contractor's engine oil analysis shall be conducted by a licensed laboratory for all Fleet buses, boats, and other on-road compressed natural gas and/or diesel-powered heavy-duty vehicles, such as tractors and trucks having a gross vehicle weight rating (GVWR) of 22,000 lbs. or more.
- 4.3.11.3 Contractor shall obtain oil analysis results from the laboratory within seven (7) business days from when the sample was taken.
- 4.3.11.4 The resulting data and Contractor's assessment of same shall be documented on a ShopFax Repair Order, and shall be available to County Project Manager or designee via a ShopFax report.
- 4.3.11.5 Any deviation in the oil condition from OEM specifications which indicates contamination or impending engine and/or component damage/failure shall be documented and reported to the repair location County Contract Program Monitor or Contractor supervisor and Contractor Project Manager within twenty-four (24) hours of receipt of said results.
- 4.3.11.6 Contractor shall immediately recall to the repair location any vehicle that is determined to be at risk of damage and/or component failure due to results of oil analysis and repair as needed.

4.3.12 PM Service Sticker

Contractor shall attach a sticker, not to exceed 2" by 2" in size, inside the passenger compartment of the vehicle, indicating the mileage and due date for the next required PM service or inspection. County Project Manager or designee shall approve both the sticker size and its location inside the vehicle.

4.3.13 Contractor Notification and Scheduling for PM Service

Contractor shall notify vehicle users and/or designated contacts of required PM maintenance. Contractor shall schedule the service and perform all required PM services, inspections, and repairs in a timely manner.

4.3.13.1 Contractor shall notify vehicle users via email, in person, or any other method approved by County Project Manager or designee.

4.3.13.2 Special Notification

Contractor shall notify County fuel tanker and/or boom operators thirty (30) to ninety (90) calendar days prior to any scheduled PM or other required inspections, as necessary, to allow operators to ensure fuel removal from tankers and/or coordinate out-of-service time with the needs of the Department.

4.3.13.3 Contractor shall provide a second notification to the vehicle user (or other designated person, as the case may be) within five (5) business days of the first notification whenever the user has not responded or called to schedule the service.

4.3.13.4 Contractor shall immediately advise County Project Manager or designee, in writing, when a vehicle user and/or designated contact fails to respond within three (3) business days to a second notification for service. The vehicle user and/or designated person's contact information, if known, shall be provided to the County Project Manager or designee.

4.3.13.5 A listing of all failures to respond for service for the previous thirty (30) calendar days, sorted by UOA, vehicle number, and vehicle user (when possible) shall be included in the Monthly Report, as set forth sub-paragraph 7.3 (Monthly Report) of this SOW or as requested by County Project Manager or designee.

4.3.14 Contractor notification and scheduling requirements may be modified, suspended, and/or reinstated, in whole or in part, by County Project Manager or designee

4.4 **Safety Inspections, Recurring, Mandatory**

4.4.1 Safety Inspections, Weekly (ERV)

4.4.1.1 Contractor shall conduct a mandatory safety inspection of at least two (2) black and white ERVs per UOA, each week, as part of sub-paragraph 9.2 (Quality Control Plan) (except for vehicles based at the Catalina Island repair location).

4.4.1.2 The safety inspection shall consist of, but not be limited to, mechanical, interior/exterior condition, and any additional related safety

requirements for the vehicle as determined by County Project Manager or designee.

- 4.4.1.3 Contractor shall, as part of each inspection, document the tread depth and inflation pressure of each tire to ensure compliance with federal, state, or local regulations.
- 4.4.1.4 Contractor shall, as part of each inspection, also include the date, mileage/hour/hub meter reading, and type and date of the last PM.
- 4.4.1.5 Contractor shall document the vehicle's repair or PM status as "just repaired," "just having received a PM," and the vehicle's operational status as "in-service."
- 4.4.1.6 Re-inspections for deficiencies previously identified are considered additional, and do not count towards the weekly requirement stated in sub-paragraph 4.4.1.1 above.
- 4.4.1.7 Contractor shall include a summary of all ERV inspections (other than those located on Catalina Island) by UOA, with a report of problems identified, remedies, and other pertinent information in each Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.
- 4.4.1.8 Contractor shall include the number completed and percentage of ERVs inspected to date, in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW. Contractor shall attach copies of all inspections to the Monthly Report.
- 4.4.1.9 Contractor shall document that all deficiencies identified have been corrected, or will be scheduled for correction at a later date. In such event, Contractor shall provide County Project Manager or designee with the scheduled dates when all identified deficiencies will be remedied.

4.4.2 Safety Inspections, Quarterly [Catalina Island]

- 4.4.2.1 Contractor shall conduct a quarterly inspection of all Catalina Island-based vehicles, in lieu of weekly inspection required under sub-paragraph 4.4.1.1.
- 4.4.2.2 The safety inspection shall consist of, but not be limited to, mechanical, interior/exterior condition, and any additional related safety requirements for the vehicle as determined by County Project Manager or designee.
- 4.4.2.3 Contractor shall, as part of each quarterly inspection, document the tread depth and inflation pressure of each tire to ensure compliance with federal, state, or local regulations.
- 4.4.2.4 Contractor shall document the date of inspection, mileage/hour/hub meter reading, and type and date of the last PM.

- 4.4.2.5 Contractor shall document the vehicle's repair or PM status as "just repaired," or "just having received a PM," and the vehicle's operational status as "in-service."
 - 4.4.2.6 The inspection shall include the last three (3) months maintenance summary, a copy of the most recently completed PM inspection form, and the type and date of the last PM.
 - 4.4.2.7 Contractor shall include the quarterly Catalina Island safety inspection information in every third Monthly Report, as set forth to sub-paragraph 7.3 (Monthly Report).
 - 4.4.2.8 Contractor shall document that all deficiencies identified have been corrected, or will be scheduled for correction at a later date. In such event, Contractor shall provide County Project Manager or designee with the scheduled dates when all identified deficiencies will be remedied.
- 4.4.3 **Safety Inspections, Annual (ERV)**
- 4.4.3.1 Contractor shall conduct a minimum of one (1) annual safety inspection for all in-service ERVs each Contract year.
 - 4.4.3.2 Contractor shall conduct such annual inspections after the vehicle has gone into service. Sub-paragraph 4.27 (New Vehicle Receiving, Processing, and Outfitting) and any pre-service safety inspections are not considered part of the annual safety inspection.
- 4.4.4 In addition to the inclusion of safety inspection information in the Monthly Reports as discussed in the paragraphs above, Contractor shall include the quarterly (sub-paragraph 4.4.2 (Safety Inspections, Quarterly [Catalina Island])) and annual (sub-paragraph 4.4.3 (Safety Inspections, Annual, ERV)) safety inspection information in the Annual Report required pursuant to sub-paragraph 7.5 (Annual Report).

4.5 **Inspection Assistance**

- 4.5.1 Contractor shall assist County Contract Program Monitors, when requested, at all repair locations during business hours with the inspection of all vehicle systems, including, but not limited to, electrical, ignition, fuel, cooling, heating, air conditioning, driveline, exhaust, suspension, steering, and wheel alignment.
- 4.5.2 Contractor shall assist County Contract Program Monitors, when requested, at all repair locations, during business hours, with the inspection of all vehicle components, including, but not limited to, brakes, batteries, siren speakers, light bars, arrow-stick assemblies, on-board vehicle computers and sensors, specialized alternate fuel components, engine, transmission, clutch, differential, drive axles, chassis, and tires.

- 4.5.3 Contractor technicians shall position vehicles on hoists, and assist County Contract Program Monitors with removal of components including, but not limited to, engine and transmission pans.
- 4.5.4 Contractor technicians shall also assist with various testing, removal of vehicles from hoists, and road testing of vehicles as requested by County Project Manager or designee.

4.6 **Repair Services, Non-Motor Vehicle**

4.6.1 **Mounted Equipment**

Contractor shall repair all mounted equipment, including all wiring and accessories. Such mounted equipment may include, but not be limited to: auxiliary engines, generators, refrigeration units, light bars, emergency lighting and equipment, shotgun locks, lift gates, utility boxes, welders, wheelchair lifts, and other mounted equipment as identified by County Project Manager or designee.

4.6.1.1 Mounted equipment installed part way through a vehicle's lifecycle and not identified by County as part of the Fixed-Price outfitting requirements listed in sub-paragraph 4.27 (New Vehicle Receiving, Processing, and Outfitting) of this SOW shall be invoiced to County as FFS. All subsequent repairs of mounted equipment installed part way through a vehicle's lifecycle shall be completed under the Fixed-Price portion of the Contract, unless such vehicle is specifically classified as FFS by County Project Manager or designee.

4.6.2 **Boat Repairs**

Contractor shall repair all Fleet boats and associated equipment under FFS at the hourly labor rates listed in Appendix C (Sample Contract), Exhibit B (Price Sheet). Repair times for such repairs shall be approved by County Project Manager or designee.

4.6.2.1 Boat and associated equipment repairs may be completed by Department Fleet personnel at the sole discretion of the County Project Manager or designee.

4.6.3 County Project Manager or designee shall have sole and final authority to classify a vehicle repair as either Fixed-Price or FFS.

4.7 Intentionally Omitted

4.8 **Subcontractor Specialized Services**

4.8.1 Contractor may subcontract specialized services under the Fixed-Price or FFS categories. Prior to such event, Contractor shall demonstrate to County that such services qualify as "specialized services" which may be more efficiently delivered by a subcontractor. Each such specialized service shall be justified and approved by County Project Manager or designee prior to services being provided in

accordance with Appendix C (Sample Contract), sub-paragraph 8.40 (Subcontracting).

- 4.8.2 Prior to executing any vendor subcontract agreements pursuant to sub-paragraph 4.8, Contractor shall obtain prior written approval of County Project Manager or designee in accordance with Appendix C (Sample Contract), sub-paragraph 8.40 (Subcontracting).
- 4.8.3 Contractor's subcontractor agreement pricing shall be at cost-effective, industry rates and shall be approved in advance, in writing, by County Project Manager or designee.
- 4.8.4 Contractor's towing subcontract pricing shall be at cost-effective, industry rates and shall be approved in advance, in writing, by County Project Manager or designee.
- 4.8.5 Contractor warrants all work performed by subcontractors. Specifically, Contractor shall warrant the quality, completeness, and timeliness of the repairs performed by all subcontractors.
- 4.8.6 Contractor shall pay all subcontractors directly for both parts and labor for all work rendered by Contractor's subcontractors.
- 4.8.7 Subcontractor Services under FFS or FFS/Direct Purchase

Contractor shall invoice County for subcontractor services as FFS with prior written approval for such work from County Project Manager or designee. Such FFS work shall be rendered in accordance with the hourly labor rates listed in Appendix C (Sample Contract), Exhibit B (Price Sheet), utilizing labor time standards published in, but not limited to MOTOR Labor Guide Manuals; CCC One, AllData Estimating, or other County-approved estimating guide, and/or Genesis frame measuring system time estimates, as applicable. Also see sub-paragraph 4.9 (Labor Time Estimates) of this SOW.

4.8.8 Subcontracting within Five-Mile Radius

Contractor shall obtain subcontractor service agreements for upholstery, alignment, exhaust work, and complete tire repair/replacement, which shall be picked up and delivered by subcontractors located within a five-mile radius of each staffed repair location.

- 4.8.8.1 Contractor may subcontract these services at locations over five (5) miles from the repair locations provided the subcontractor transports the vehicle not more than ten (10) miles each way to the subcontractor location or can transport the vehicle via truck to the subcontractor location within sixty (60) minutes.
- 4.8.8.2 Exceptions to sub-paragraph 4.8.8.1 above, may be approved in writing on a case-by-case basis by County Project Manager or designee.

- 4.8.9 County and Contractor agree there may be work requested by the Department under the Fixed-Price or FFS portion of the Contract that a subcontractor can perform more cost effectively or in a more timely manner. County Project Manager or designee shall have the exclusive right to require that such work be performed by a subcontractor.
- 4.8.10 Contractor shall pay all subcontractors within thirty (30) calendar days of receipt of an approved invoice for all completed work.
- 4.8.11 Should Contractor fail to issue prompt payment to any subcontractor, County may, in its sole discretion, elect to pay such subcontractor. In such event, County will deduct from Contractor's most current Fixed-Price or FFS invoice, the total invoice amount paid to the subcontractor, plus a six percent (6%) administrative fee.

4.9 **Labor Time Estimates**

4.9.1 **Labor Time Estimates, Mechanical Repairs**

- 4.9.1.1 Contractor shall complete all mechanical repair estimates within one (1) business day of receipt of either FFS or Fixed-Price vehicles submitted for FFS repairs.
- 4.9.1.2 In no event shall such estimates exceed the MLG, ALLDATA estimating or other County-approved estimating guide for labor time allowances. Also see sub-paragraph 3.11 (Labor Time Standards) of this SOW.
- 4.9.1.3 Contractor shall provide repair estimates on separate repair estimate forms and not as a part of the Repair Order.
- 4.9.1.4 County may grant an extension of time to Contractor for completing a repair estimate for non-quick-fix repairs (see sub-paragraph 4.10 (Quick-Fix Repairs and Appointments) of this SOW) when justified by Contractor and approved by County Project Manager or designee. Such extension of time shall not exceed five (5) business days.
- 4.9.1.5 County will not grant extensions of time for completing a repair estimate for quick-fix repairs.
- 4.9.1.6 Contractor shall provide estimates for all quick-fix repairs immediately and verbally to County Project Manager or designee.
- 4.9.1.7 Contractor shall provide a mechanical repair estimate with any request to move a vehicle from the Fixed-Price to FFS billing category, in accordance with Contractor's obligation to provide County with replace-versus-repair recommendations (see sub-paragraph 4.19 (Replace-Versus-Repair Recommendations) of this SOW).

4.9.2 **Labor Time Estimates, Accident, Body, and Paint Repairs**

Contractor's accident repair estimates shall be in accordance with accepted industry standards for each repair. In no event shall such estimates exceed the

CCC One Estimating or other County-approved estimating guide for parts costs, and labor time allowances. Also see sub-paragraphs 3.11 (Labor Time Standards) and 4.34 (Accident Repairs) of this SOW.

4.9.2.1 Frame repair times shall be according to the estimated labor time allowances made in conjunction with the Genesis Measuring System, and as approved by County Project Manager or designee.

4.9.2.2 All body/fender repair, frame repair, and paint labor times are subject to final determination and approval by the County Project Manager or designee.

4.9.3 Excessive Repair Time Estimates

4.9.3.1 When County Project Manager or designee determines, in County Project Manager's sole discretion, Contractor's repair estimate to be excessive/inappropriate, or Contractor workmanship has failed to meet Contract work standards, County Project Manager or designee shall have the sole discretion to send the vehicle to outside vendors for estimates and/or repairs.

4.9.3.2 In such event, Contractor shall credit the County for the total of all invoice costs paid to any outside vendor(s), inclusive of, but not limited to, vendor's labor, parts, taxes, and transportation costs, plus a six percent (6%) administrative fee, as applicable. Contractor shall apply such credit to County's most current invoice.

4.9.4 Failure to Complete Timely Repairs and/or Request Extensions

4.9.4.1 Contractor's failure to complete work within the general repair time requirements (sub-paragraph 4.9.5 (General Repair Time Requirements)) or to receive a written extension of time will, in addition to other remedies, result in County's assessment of liquidated damages in accordance with Appendix B (Statement of Work Exhibits), Exhibit 8 (Performance Requirements Summary (PRS) Chart). In addition, County may elect to proceed with said repairs utilizing County staff, obtain repairs from outside vendor repair locations, or utilize any combination of such services.

4.9.4.2 In such event, Contractor shall credit the County for the total of all invoice costs paid by County to any outside vendor(s), inclusive of, but not limited to, vendor's labor, parts, taxes, and transportation costs, as applicable. In like manner, Contractor shall also credit the County, when applicable, for County's fully-burdened labor costs, plus parts, taxes, and transportation costs, as applicable.

4.9.4.3 Contractor shall apply such credit to County's most current invoice following completion of repairs in an amount determined by County Project Manager or designee. Such credit shall include all assessed liquidated damages, in the sole discretion of County Project Manager and/or County Project Director.

4.9.5 General Repair Time Requirements

- 4.9.5.1 Contractor shall generally complete repairs within three (3) business days from the day the vehicle is brought to a repair location, from the day the vehicle is identified to Contractor as requiring mobile service or transport to a repair location, unless a written extension of time has been obtained from the County Project Manager or designee. Exceptions to the three (3) business day requirement are identified below in sub-paragraph 4.9.6 (Specific Repair Time Requirements).
- 4.9.5.2 Repair times run concurrently for vehicles that have auxiliary engines/equipment requiring repairs or maintenance, including, but not limited to, a truck with an auxiliary refrigeration unit.

4.9.6 Specific Repair Time Requirements

Fleet repairs and/or services shall be completed within three (3) business days or less, without regard to the magnitude or quantity of repairs, with the following exceptions:

- 4.9.6.1 All vehicles and motorcycles requiring complete engine, transmission, differential, or transfer case replacement shall be completed within five (5) business days;
- 4.9.6.2 All motorcycles requiring a top-end overhaul, in addition to other maintenance/repairs, shall be completed within five (5) business days;
- 4.9.6.3 Heavy trucks/tractors/buses with a GVWR of 22,000 lbs. or more, requiring engine, transmission, differential, final drives, transfer case, or frame replacement shall be completed within fifteen (15) business days;
- 4.9.6.4 Off-highway equipment and trailer repairs shall be completed within five (5) business days; and
- 4.9.6.5 Off-highway equipment and/or trailers with mounted and/or additional engines/equipment, which require repair or replacement of engine, transmission, differential, final drives, transfer case, or frame shall be completed within fifteen (15) business days, unless otherwise determined by County Project Manager or designee.

4.9.7 Exceptions to Repair Time Requirements

- 4.9.7.1 County may grant exceptions to repair time requirements, other than those enumerated in sub-paragraph 4.9.6 (Specific Repair Time Requirements), upon written request by Contractor on a case-by-case basis. County Project Manager or designee will authorize or deny such request in writing, prior to repair time expiration.
- 4.9.7.2 Such other exceptions may include, but are not limited to: electronic instrument panel repairs; vehicle OEM warranty repairs; and very specialized work such as tanker/boom certification.

4.9.8 County will enforce all repair time requirements for all subcontracted work.

4.10 **Quick-Fix Repairs and Appointments**

Contractor shall receive and accept vehicles submitted for quick-fix repairs at all repair locations.

4.10.1 Quick-fix: means any work requiring one (1) hour or less to inspect, service, or repair, as specified in the Motor Labor Guide (MLG) manuals and/or ALLDATA, or other approved estimating manual as established by County Project Manager or designee. A quick-fix may include limited PM Work that meets the one (1) hour quick-fix requirement, and specific limited services (e.g. general vehicle inspections, emission inspections, minor repairs, recalls, or campaigns) as determined by the County Project Manager or designee.

4.10.2 Quick-fix shall also include tire repair or replacement at a Department repair location or local vendor for up to two (2) passenger car tires or up to two (2) truck tires for trucks up to 10,000 GVWR.

4.10.3 Contractor shall advise driver or Department representative when a request for vehicle repair meets the quick-fix requirement. Contractor shall provide a quick-fix turnaround of less than two (2) hours for items requiring one (1) hour or less to inspect, service, or repair.

4.10.4 Quick-fix services shall be provided when appropriate, or when requested by Department Fleet personnel and/or the vehicle operator.

4.10.5 Contractor shall identify and record quick-fix repairs and their associated costs, in ShopFax.

4.10.6 Accident, body, and paint quick fixes are discussed further under sub-paragraph 4.34.8 (Accident Repair Time Requirements) of this SOW.

4.11 **Daily Vehicle Service Appointments**

4.11.1 Daily vehicle service appointments are not intended for major and/or multiple repairs with extensive labor requirements.

4.11.2 Contractor shall complete all PM work in accordance with the time standards listed in Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) plus one (1) hour.

4.11.3 Contractor, at a minimum, shall provide daily vehicle service appointments by repair location, which shall be scheduled as follows:

4.11.3.1 Four (4) per business day at the Eastern Avenue repair location;

4.11.3.2 Four (4) per business day at STAR Center repair location; and

4.11.3.3 Two (2) per business day at Pitchess Detention Center repair location.

4.11.4 **Additional Work Notifications**

Should additional vehicle repair time be required of Contractor, and should such additional work be approved by County Project Manager or designee, Contractor shall contact and advise the vehicle's driver or other Department representative immediately of the additional work. Such work may also include safety items or other work that should not be deferred.

4.11.5 Contractor may propose adjustments to the number of daily service appointments scheduled by repair location to County Project Manager or designee within ninety (90) calendar days from the Work Start Date. The final decision for the number of daily vehicle service appointments by repair location shall be at the sole discretion of County Project Manager or designee.

4.11.6 Completed PM/Repairs

4.11.6.1 Within one (1) hour of completion of completed repair and quality inspection, Contractor shall notify the vehicle driver indicated on the Driver's Vehicle Condition Report (DVCR) or other appropriate Department representative as identified by County Project Manager or designee that the completed vehicle is ready for pick-up. Such notification shall be verbal, by telephone, or other method approved by County Project Manager or designee.

4.11.6.2 At the Eastern Avenue repair location, Contractor shall immediately notify designated intake personnel that a repaired vehicle is ready for pick-up.

4.11.6.3 Contractor shall provide the vehicle driver or other representative with the location of the vehicle and copies of the completed Repair Order, the original Driver's Vehicle Condition Report, and the signed PM and Inspection Checklists, if applicable.

4.11.7 Contractor may schedule daily vehicle service appointments for quick-fixes, i.e. emission inspection, tire repairs (see sub-paragraph 4.10 (Quick-Fix Repairs and Appointments)) as determined by the County Project Manager or designee.

4.11.8 Vehicle Repair and Service – Pricing

Daily vehicle service appointments for qualifying repairs or services, including quick-fixes, shall be performed at the rates included in the Fixed-Price or FFS portion of the Contract that are appropriate to the vehicle classification and type of work performed.

4.12 **Out-of-Service Rate**

4.12.1 An out-of-service vehicle is one that is not available to the Department and has been received by Contractor for repair or PM work.

4.12.2 Contractor shall monitor the out-of-service rate for each UOA in the Fleet throughout the term of the Contract.

- 4.12.3 Contractor shall calculate and record the out-of-service rate, in real time, based on the most current Repair Order data in ShopFax.
- 4.12.3.1 The real-time out-of-service time versus the availability of Fleet vehicles is based upon opened and closed Repair Orders having current and accurately documented ShopFax “repair reasons,” including, but not limited to, PM, driver’s report, damage due-to-accident (DTA), OEM recall, hold for inspection, etc.
- 4.12.4 Contractor shall open a Repair Order in ShopFax within fifteen (15) minutes of a vehicle’s arrival to the repair location for service.
- 4.12.5 Contractor shall close a Repair Order in ShopFax within one (1) hour of repair completion.
- 4.12.6 The out-of-service rate includes all Fixed-Price and FFS vehicles in the Fleet that are out-of-service, minus the exceptions listed in sub-paragraph 4.12.9 (Exceptions) of this SOW.
- 4.12.7 Contractor shall ensure the out-of-service rate does not exceed the maximum number of vehicles, by category, allowed to be out-of-service (see Table A (Out-of-Service Rate – ERVs Black and White), Table B (Out-of-Service Rate – Non ERVs), and Table C (Out-of-Service Rate – Prisoner Transport Bus), below) at any one time for any of the Department’s UOAs.
- 4.12.8 Table A (Out-of-Service Rate – ERVs Black and White), Table B (Out-of-Service Rate – Non ERVs), and Table C (Out-of-Service Rate – Prisoner Transport Bus) below include the Fleet size ranges with the maximum number of vehicles allowed out-of-service, which may be encountered at any one time at any one of the Department’s UOAs.

[For example: Century Station is a UOA. The Fleet size for all black and white ERVs at Century Station is 62 vehicles. This number falls within the range “61-70” vehicles. Therefore, Century Station’s maximum allowable number of vehicles out-of-service at any time shall not exceed six (6) vehicles.]

TABLE A OUT-OF-SERVICE RATE		
ERVs (BLACK AND WHITE)		
Vehicle Types 1, 9, 19, and 22		
Appendix B, Exhibit 6 (Vehicle/Equipment Type Codes)		
Number of Assigned Vehicles	Maximum	Number
	Vehicles	Out-of-Service
0 to 5 vehicles		N/A
6 to 15 vehicles		1
16 to 25 vehicles		2
26 to 35 vehicles		3

36 to 50 vehicles	4
51 to 60 vehicles	5
61 to 70 vehicles	6
71 to 80 vehicles	7
81 to 90 vehicles	8
91 to 100 vehicles	9
101 to 110 vehicles	10
111 to 120 vehicles	11
121 to 130 vehicles	12
131 to 140 vehicles	13
141 to 150 vehicles	14
151 to 160 vehicles	15
161 to 170 vehicles	16
171 to 180 vehicles	17
181 to 190 vehicles	18
191 to 200 vehicles	19
201 to 210 vehicles	20
211 to 220 vehicles	21
221 to 230 vehicles	22
231 to 240 vehicles	23
241 to 250 vehicles	24

**TABLE B
OUT-OF-SERVICE RATE**

NON-ERVs	
All Other Vehicle Types Except For Types 1, 9, 16, 19, 22, 30, 31, 34, 37 ,99	
Appendix B, Exhibit 6 (Vehicle/Equipment Type Codes)	
Number of Assigned Vehicles	Maximum Number of Vehicles Out-of-Service
0 to 4 vehicles	N/A
5 to 7 vehicles	2
8 to 43 vehicles	3

44 to 56 vehicles	4
57 to 68 vehicles	5
69 to 81 vehicles	6
82 to 93 vehicles	7
94 to 106 vehicles	8
107 to 118 vehicles	9
119 to 131 vehicles	10
132 to 143 vehicles	11
144 to 156 vehicles	12
157 to 168 vehicles	13
169 to 181 vehicles	14
182 to 193 vehicles	15
194 to 206 vehicles	16
207 to 218 vehicles	17
219 to 231 vehicles	18
232 to 243 vehicles	19
244 to 256 vehicles	20
257 to 269 vehicles	21
270 to 281 vehicles	22
282 to 293 vehicles	23
294 to 306 vehicles	24
307 to 319 vehicles	25
320 to 332 vehicles	26
333 to 345 vehicles	27

TABLE C OUT-OF-SERVICE RATE	
PRISONER TRANSPORT BUSES	
Equipment Types 30, 31, 34, and 37	
Appendix B, Exhibit 6 (Vehicle/Equipment Type Codes)	
Number of Assigned Vehicles	Maximum Number of Vehicles Out-of-Service
0 to 5 vehicles	N/A
6 to 15 vehicles	1
16 to 25 vehicles	2
26 to 35 vehicles	3
36 to 50 vehicles	4
51 to 60 vehicles	5
61 to 70 vehicles	6
71 to 80 vehicles	7
81 to 90 vehicles	8
91 to 100 vehicles	9
101 to 110 vehicles	10
111 to 120 vehicles	11
121 to 130 vehicles	12

4.12.9 Exceptions

Vehicles which shall not be included in the daily out-of-service rate, include:

- a. Vehicles for which Contractor is waiting for a decision from Department, relative to recommending disposal or waiting for approval from Department to repair;
- b. Out-of-service vehicles or other vehicles under Department control (i.e. Hold for LASD, Hold for Inspection, manufacturer's recall);
- c. Vehicles awaiting PM service only but which are 1) otherwise operational, 2) physically located at a vehicle's UOA which also has a Contractor-staffed repair location, and 3) normally garaged there at vehicle's UOA.
- d. Vehicles which are out-of-service as a result of an accident/collision; and

- e. Vehicles which are out-of-service and for which Contractor has been authorized an extension of repair time by County Project Manager or designee to complete repairs.

4.12.10 Monitoring and Reporting Requirements

Contractor shall daily monitor and report the out-of-service rate by UOA during all business hours. The Vehicle Out-of-Service Report is further discussed in sub-paragraph 7.1 (Vehicle Out-of-Service Report) of this SOW.

4.12.11 Contractor Remedy for Non-Compliance

4.12.11.1 Contractor shall, at Contractor's sole expense and in accordance with its Fixed-Price service obligations to County, immediately provide overtime and/or additional staff to repair vehicles assigned to UOAs and categories that exceed the maximum number of vehicles allowed out-of-service.

4.12.11.2 Overtime and/or the assignment of additional staff shall continue until the number of out-of-service vehicles is reduced to no more than the allowed maximum.

4.13 Vehicle Yard Check and Reporting

4.13.1 Contractor shall conduct a physical yard check at the Eastern Avenue repair location each business day. The yard check at the Eastern Avenue repair location shall encompass the repair location and all surrounding areas where Fleet vehicles are parked, stored, and/or undergoing repair.

4.13.2 Contractor shall conduct a physical yard check on the first business day of each week at Pitchess Detention Center and STAR Center repair locations.

4.13.3 As the program is evaluated by County and Contractor, the data collected and the reporting format for the yard check may evolve as determined by County Project Manager or designee.

4.13.4 Contractor shall determine the status of vehicles that do not have a Repair Order, and open a Repair Order for those that should have one open.

4.13.5 Contractor shall provide a list of the remaining vehicles to designated Department personnel, indicating the UOA and when the last Repair Order was closed for each of the vehicles at that repair location, including any pertinent notes, or other information requested by the Department.

4.13.6 Reporting

4.13.6.1 Contractor shall provide a completed Vehicle Yard Check Report for the Eastern Avenue location to County Project Manager or designee not later than 10:00 a.m. each business day.

- 4.13.6.2 Initially, Contractor may manually enter the Vehicle Yard Check Report into an Excel spreadsheet. The Department may implement a new asset management system during the term of the Contract that may be used to generate the Vehicle Yard Check Report.
- 4.13.6.3 Contractor shall ultimately enter yard check information into the Department's Fleet Asset Status Tracking (F.A.S.T) program and/or ShopFax to provide an electronic vehicle yard check reporting capability.
- 4.13.6.4 County Project Manager or designee shall have sole discretion to increase or decrease the scope of information required in the Vehicle Yard Check Report, the reporting frequency, and/or the number of repair locations required to be provided in the report.
- 4.13.7 Contractor requests to make changes to this sub-paragraph 4.13 (Vehicle Yard Check and Reporting) shall require prior written approval of County Project Manager or designee.

4.14 **Reworks, Comebacks, Warranty Periods**

4.14.1 Reworks

- 4.14.1.1 "Mechanical rework" shall mean any repair that is required to correct the same noted mechanical/electrical system deficiency within one (1) year, or 12,000 miles (or 100 hours for off-highway equipment) of repair completion, whichever occurs first. Specific warranty periods are listed below in Table D (Components, Parts, and Labor Warranty) below.
- 4.14.1.2 "Paint/body rework" shall mean any repair that is required to correct previously performed paint/body repairs within the warranty periods listed for paint/body in Table D (Components, Parts, and Labor Warranty) below.
- 4.14.1.3 Contractor shall warrant all components, parts, and labor for the periods specified in this sub-paragraph 4.14 (Reworks, Comebacks, Warranty Periods). Contractor shall further warrant all components, parts, labor, and repairs specifically listed in Table D (Components, Parts, and Labor Warranty) below for the periods listed in Table D (Components, Parts, and Labor Warranty) or through the end of the term of the Contract, whichever comes first.
- 4.14.1.4 Rework applies to all repairs, scheduled or unscheduled, under both Fixed-Price and FFS pricing.

TABLE D COMPONENTS, PARTS, AND LABOR WARRANTY		
a.	New or remanufactured parts, components, and all labor. (All vehicles)	Minimum 1 year / 12,000 miles, or as extended by OEM
b.	New or remanufactured engines, transmissions, and all related labor. (Light and Medium Vehicles)	Minimum 3 years/36,000 miles, or as extended by OEM
c.	New or remanufactured engines, transmissions, and all related labor. (Heavy/Super Heavy Vehicles)	Minimum 1 year/unlimited miles, or as extended by OEM
d.	Discoloration/fading of paint	5 years
e.	Flaking/peeling/cracking of paint (for vehicles painted when trim is removed and re-installed)	5 years
f.	Flaking/peeling/cracking of paint (for vehicles painted when trim is masked instead of removed and re-installed)	3 years
g.	Body/frame repair	Through the term of the Contract

4.14.2 Comebacks

4.14.2.1 A “comeback” shall mean any maintenance or repair item not identified and/or repaired while vehicle was in a repair location for PM service, as set forth in sub-paragraph 4.2 (Preventive Maintenance, Inspections, Repairs: Overview) and Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).

4.14.2.2 A “quality control comeback” shall mean any maintenance or repair item identified on the Driver’s Vehicle Condition Report and/or as part of the MPIE, which was not repaired while the vehicle was in a repair location for service as required in Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).

4.14.3 Contractor Expense

Contractor shall incur all expenses, including transportation, for all reworks and/or comebacks for all repairs, whether Fixed-Price or FFS.

4.14.4 Completion Times

- 4.14.4.1 Contractor shall begin corrective work for a mechanical/electrical rework or comeback within four (4) hours of delivery of vehicle to Contractor.
- 4.14.4.2 Contractor shall complete mechanical/electrical reworks or comeback work within two (2) business days, plus MLG or ALLDATA labor time allowance for the corrective work, from time of delivery of vehicle to Contractor.
- 4.14.4.3 Contractor shall begin corrective work for a paint/body rework or comeback immediately upon County or Contractor delivery of vehicle to Contractor.
- 4.14.4.4 Contractor shall complete paint/body reworks or comeback work in accordance with CCC One Estimating or other County-approved estimating guide for parts costs and labor time allowances and/or accepted industry standards for vehicles not listed in the guide, as approved by County Project Manager or designee, plus five (5) business days.
- 4.14.4.5 All reworks and comeback work shall be subject to the same quality standards as the original repair.

4.14.5 Percentage Standards

- 4.14.5.1 Contractor shall track reworks and comebacks separately.
- 4.14.5.2 Contractor shall calculate the numbers of reworks and comebacks monthly for each repair location and for the Fleet overall.
- 4.14.5.3 Contractor shall identify the number of reworks and comebacks by percentage of Repair Orders, by repair location where the original work was completed, and by the Fleet overall.
- 4.14.5.4 Contractor shall not exceed a rework or comeback rate of three percent (3%) per month for each repair location where original work was completed.

4.14.6 Reporting

Contractor shall report the rework and comeback percentage rate for each repair location where original work was completed in the Monthly Report. The Monthly Report is further discussed in sub-paragraph 7.3 (Monthly Report) of this SOW.

4.14.7 Reimbursement to County

- 4.14.7.1 Contractor shall reimburse the County for more than one (1) rework and/or comeback for the same problem. Reimbursement shall be in the form of an invoice credit applied to Contractor's most current invoice to

County, within the same month as the repairs were completed or as determined by County Project Manager or designee.

- 4.14.7.2 County may alternatively send the vehicle for repair to an outside vendor and seek invoice credits from Contractor pursuant to sub-paragraph 4.9.4 (Failure to Complete Timely Repairs and/or Request Extensions) of this SOW.

4.15 **Deferred Work**

- 4.15.1 “Deferred work” shall mean any service, inspection, or repair which the County Project Manager or designee has authorized not to be performed. Deferred work is further discussed in sub-paragraph 5.4.4 (Deferred Work Review) of this SOW.
- 4.15.2 Contractor shall document such authorization on the Repair Order. The Repair Order shall include:
 - 4.15.2.1.1 type of service, inspection, or repair not performed;
 - 4.15.2.1.2 reason for the deferred work;
 - 4.15.2.1.3 name and phone number of person authorizing the deferred work; and
 - 4.15.2.1.4 date vehicle shall return to complete the service, inspection, or repairs.
- 4.15.3 Deferred work shall not be considered a rework or comeback as defined in sub-paragraph 4.14 (Reworks, Comebacks, Warranty Periods) of this SOW.
- 4.15.4 Contractor shall complete all repair work prior to vehicle leaving the repair location, unless approved as deferred work by County Project Manager or designee and documented as such on the Repair Order.

4.16 **Repair History Review**

The repair history review allows Contractor to determine an appropriate PM/repair strategy, discover any recalls or campaigns required, and determine if any deferred work as defined in sub-paragraph 4.15 (Deferred Work) above has been documented on the Repair Order, and/or determine if the needed repairs are reworks or quality control comebacks. Repair Order processing is further discussed in sub-paragraph 5.4.1 (Repair Order Processing) of this SOW.

4.16.1 **When Opening Repair Order, General**

Contractor shall run a minimum one (1) year or 12,000 mile (or 100 hours for off-highway vehicles) repair history review for all vehicles when opening a Repair Order in ShopFax.

4.16.2 When Opening Repair Order, Engines and Transmissions

In order to determine if needed repairs are covered by a warranty, Contractor shall run a minimum three (3) year or 75,000 mile (or 300 hours for off-highway vehicles) vehicle repair history review when opening a Repair Order in ShopFax for major engine or transmission repairs, or any engine or transmission replacement.

4.16.3 Contractor shall gather data for the repair history review from ShopFax, Contractor's records, or dealers/suppliers of engines and transmissions, as the case may be.

4.16.4 Contractor shall input and maintain all warranty data in ShopFax, as set forth in sub-paragraph 3.8.4 (Warranty Tracking) and sub-paragraph 3.8.5 (Warranty Record Requirements) of this SOW.

4.17 Inspection Checklist Documents

Inspection checklist documents include, but are not limited to, the documents listed Table E (Inspection Checklist Documents) below and attached as Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).

TABLE E	
INSPECTION CHECKLIST DOCUMENTS	
a	New Vehicle Preparation Inspection
b	Preparation for Auction Inspection
c	Fuel Tanker Inspection and Certification
d	Aerial Boom Truck Inspection
e	08 Bus Safety Inspection
f	08 Van Safety Inspection
g	08 Truck and Tractor Safety Inspection (BIT Required)
h	Compressed Natural Gas (CNG) Fuel Container (cylinder) Inspection
i	Smoke Opacity Inspection for Heavy Diesel Vehicles
j	Multi-Point Vehicle Safety Inspection-Eastern
k	Driver's Vehicle Condition Report (Beef Sheet)
l	Going Out-of-Service Inspection
m	Ready for Sale/Auction Form
n	Post Conversion Checklist
o	Quick-Fix Safety Inspection
p	Vehicle Outfitting Build Sheet

4.17.1 Contractor shall use the forms provided in Exhibit 5 (Preventive Maintenance and Other Inspection Checklists) of Appendix B (SOW Exhibits).

4.17.2 Contractor shall sign all completed original inspection checklist documents and retain in a secure Contractor-provided file cabinet at the repair location where the Repair Order was processed. Copies shall be provided to Department personnel, as requested by County Project Manager or designee.

4.17.3 Retention Period

Contractor shall retain a complete, signed original [or scanned copy of an original] of all required inspection checklist documents for five (5) years after the expiration or termination of the Contract.

4.17.4 Contractor shall not make any change to inspection checklist documents, nor record retention requirements and procedures set forth in this sub-paragraph 4.17 (Inspection Checklist Documents) without written authorization from County Project Manager or designee.

4.18 Car Wash and Detailing Services

4.18.1 Car Wash Services

Contractor shall provide Fleet car wash services and all related supplies at the Eastern Avenue repair location for up to three (3) vehicles per business day under the Fixed-Price portion of the Contract.

4.18.1.1 Contractor may use the County automated car wash located at the Eastern Avenue repair location, if available, for the exterior washing portion of this requirement.

4.18.1.2 Contractor shall vacuum and clean all vehicle interiors, including carpet and upholstery.

4.18.1.3 All windshields, windows, mirrors, and other glass surfaces shall be cleaned inside and out.

4.18.1.4 Car wash services in excess of the minimum of three (3) vehicles per business day shall be invoiced as FFS at the regular Body Repair/Painting hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet) for labor times mutually agreed upon per vehicle.

4.18.2 Detailing Services

Contractor shall provide Fleet detailing services and related supplies at the Eastern Avenue repair location for up to two (2) vehicles per business day under Fixed-Price portion of the Contract.

4.18.2.1 Vehicle exterior shall be hand washed, polished with rubbing compound or a cleaning pre-wax as needed, and then waxed with professional grade carnauba or other Department-approved wax. Appropriate protective coatings shall be applied to the tires.

4.18.2.2 Contractor may use County automated car wash located at the Eastern Avenue repair location, when it is available, as a pre-wash to the detailing services requirement outlined herein for the exterior washing portion of this requirement.

- 4.18.2.3 Contractor shall vacuum and clean all vehicle interiors, including carpet and upholstery. Carpets shall be spot cleaned and shampooed. Leather conditioner shall be applied to all leather surfaces. Appropriate protective coatings shall be applied to all vinyl surfaces.
- 4.18.2.4 All windshields, windows, mirrors, and other glass surfaces are to be cleaned inside and out.
- 4.18.2.5 County Project Manager or designee reserves sole discretion to determine if a vehicle exterior or interior condition is too degraded to obtain a satisfactory result from detailing.
- 4.18.2.6 County Project Manager or designee reserves sole discretion to determine whether or not the quality of the finished vehicle is satisfactory.
- 4.18.2.7 Fleet detailing services in excess of the minimum of two (2) per business day shall be invoiced as FFS at the Body Repair/Painting regular hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet) for labor times mutually agreed upon per vehicle

4.19 **Replace-Versus-Repair Recommendations**

4.19.1 Contractor shall make replace-versus-repair (RVR) recommendations when a vehicle is over the mileage ranges and repair costs listed in Table F (Department Replacement Guidelines) below, or when Contractor believes the vehicle is uneconomical or unsafe to repair as identified during a repair location visit and as approved in writing by County Project Manager or designee.

4.19.2 RVR evaluation shall include, but shall not be limited to the following:

- 4.19.2.1 Repair estimate;
- 4.19.2.2 Vehicle replacement cycles in accordance with Department policies;
- 4.19.2.3 Vehicle condition;
- 4.19.2.4 Vehicle life cycle cost, including previous two (2) years' costs, miles driven, and cost per mile, separated into Fixed-Price and FFS categories; and
- 4.19.2.5 Current Kelly Blue Book (or other County-approved guide) value of vehicle.

TABLE F DEPARTMENT REPLACEMENT GUIDELINES			
RVR evaluations are made on a case-by-case basis using the following general guidelines:			
VEHICLE TYPE	Mileage Range OVER	AND	Repair Cost EXCEEDS
Black & White sedans	95,000		\$2,000
Black & White sedans	110,000		\$1,000
Solid sedans (pursuit)	150,000		\$2,000

All other sedans	150,000		\$2,000
Trucks, Vans, 4 x 4's & All SUVs B&W and Solid	150,000		\$2,000
Buses (25-60 passenger)	500,000		\$30,000
Motorcycles (Patrol)	120,000		\$2,500

4.19.3 Evaluation of Additional Mileage and Repair Costs

The RVR evaluation of mileage and repair costs for special-use trucks, vans, and other vehicles, as required by the County Project Manager or designee, shall be based on reasonable Fleet practices for vehicle type and condition, as determined by County Project Manager or designee.

4.19.4 Exception to Repair Cost Evaluation

Repair costs used to determine RVR may not be considered if the costs are due to a lack of timely repairs, recalls, and/or maintenance that Contractor should have performed during scheduled and/or non-scheduled services at Contractor-operated County repair locations, as determined by County Project Manager or designee. Notwithstanding, all costs should be included in the RVR recommendation.

4.19.5 Vehicle Billing Category Change

County may elect to transfer Fixed-Price vehicles to the FFS billing category when vehicles exceed the Department Replacement Guidelines set forth in Table F above and are determined by County Project Manager or designee to be uneconomical to repair.

4.19.6 The final decision to replace, repair, or reassign a vehicle to another repair billing category such as Fixed-Price or FFS shall be at the sole discretion of County Project Manager or designee.

4.20 **Suspected Vehicle Abuse**

4.20.1 Mandatory Notification Requirement

Contractor shall immediately advise County Project Manager or designee of any vehicle that is suspected to have been abused by the user. Suspected abuse may include, but is not limited to, damage in excess of normal wear and tear for severe duty and/or police vehicles, or an excessive or unusual number of repairs. Reports of suspected abuse must be validated by County Project Manager or designee.

4.20.2 Documenting Repairs

Contractor shall identify repairs and estimated cost of repairs caused by suspected vehicle abuse, and, upon approval of County Project Manager or

designee, document such suspected abuse together with a repair cost estimate on the Repair Order in ShopFax.

4.20.3 Invoicing for Repairs Due to Abuse

Repairs required due to vehicle abuse shall be pre-approved by County Project Manager or designee in writing. Contractor shall invoice County at the FFS rates listed in Appendix C (Sample Contract), Exhibit B (Price Sheet).

4.21 **Security and Care of Vehicles, Contractor**

4.21.1 Contractor is responsible for the security of all vehicles accepted for service.

4.21.2 Contractor shall secure vehicles from theft, vandalism, and misuse when stored at County repair locations or subcontractor locations, and during transportation between locations.

4.21.3 Vehicles shall be stored at all locations with windows up and doors locked, when not inside a fully enclosed, secure building.

4.21.4 Reporting Theft or Vandalism

4.21.4.1 Contractor shall report any incidents of theft or vandalism to Fleet vehicles to County Project Manager or designee immediately, but no later than twenty-four (24) hours after the incident is discovered.

4.21.4.2 Contractor shall notify and report theft/vandalism to the local law enforcement agency immediately following written approval by County Project Manager or designee to do so.

4.21.5 Misuse of County Vehicles

Contractor shall be responsible for, and ensure there is no misuse of, County vehicles, equipment, and/or radios, while vehicles are under Contractor's control, or the control of any subcontractor. This includes, but is not limited to, unauthorized and/or inappropriate use of County vehicles, equipment, and communication radios, MDTs, MDCs, GPSs, or any other vehicle equipment.

4.21.6 Contractor Negligence: Damage or Loss

Contractor shall be responsible for repair and/or reimbursement to County for the value of vehicles damaged due to Contractor or subcontractor negligence while under control of Contractor or subcontractor, at the sole discretion of the County Project Manager or designee. Examples of negligence include, but are not limited to: leaving vehicle windows down which result in rain damage or animal contamination; not securing plastic covers over a damaged and/or open area of vehicle so weather or animals can damage the engine or interior.

4.21.6.1 Contractor shall reimburse the County for repair and/or replacement costs resulting from damage to, or loss of, Fleet vehicles or any component thereof, due to Contractor and/or subcontractor failure to

perform in accordance with the provisions of the Contract and specifically this sub-paragraph 4.21 (Security and Care of Vehicles, Contractor).

4.21.6.2 Such reimbursement shall be in the form of an invoice credit applied to Contractor's most current invoice to County within the same month as the damage or loss occurred or as determined by County Project Manager or designee.

4.21.6.3 Contractor shall be solely responsible for obtaining reimbursement from Contractor's subcontractors when appropriate.

4.22 **Damage Due to Accident**

4.22.1 Contractor shall inspect all incoming vehicles for damage due to accident (DTA), including missing license plate(s) and damaged/missing communications or emergency equipment.

4.22.2 Contractor shall document DTA on the appropriate inspection checklist (see Table E) and in ShopFax.

4.22.3 Missing Plates

Contractor shall document missing front and/or rear license plate information in the "Comments" section of the Repair Order in ShopFax, in the "Deferred Work" section in ShopFax (sub-paragraph 4.15 (Deferred Work) of this SOW), and on the appropriate inspection checklist (Table E) set forth in Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists). (Note: License plate documentation is not required for new vehicles not previously licensed.)

4.22.4 Damaged/Missing Communications or Emergency Equipment

4.22.4.1 Contractor shall input information about any damaged/missing communications and emergency equipment in the "Comments" section of the Repair Order in ShopFax and shall immediately notify County Project Manager or designee.

4.22.4.2 Contractor shall document the date and time when the damaged/missing communications and emergency equipment was jointly inspected and verified, along with the names of County and Contractor personnel engaged in the inspection and verification process.

4.22.4.3 Contractor shall be responsible for repair and/or reimbursement to County for the value of vehicles damaged while in Contractor's or Contractor's subcontractor's care, as determined by County Project Manager or designee. If not repaired at Contractor's sole expense within the repair time standards set forth in this SOW, Contractor shall apply an invoice credit to Contractor's most current invoice to County

within the same month as the damage or loss occurred or as determined by County Project Manager or designee.

4.23 Emission Testing

- 4.23.1 Contractor shall provide annual and/or biennial emission testing for all Fleet vehicles, following the requirements of all local, state and federally mandated programs in effect each calendar year.
- 4.23.2 Contractor shall establish three (3) Contractor-operated emission testing locations at the following locations: 1) Eastern Avenue repair location; 2) Pitchess Detention Center repair location, and 3) the STAR Center repair location, and establish lease agreements with Emission Analyzer machine vendor.
- 4.23.3 Contractor shall perform emission testing at the three (3) Contractor-operated emission testing locations identified above, unless otherwise required by law and/or specified by County Project Manager or designee.
- 4.23.4 Contractor shall establish emission testing service agreements with subcontractor for any vehicles requiring a “change of ownership emission test.” Such agreements shall be established in accordance with Appendix C (Sample Contract), sub-paragraph 8.40 (Subcontracting). [BAR prohibits government-operated fleets from administering a “change of ownership” emission test.]
- 4.23.5 Contractor shall transport vehicles to and from subcontractor for first-time change-of-ownership emission inspection and emission certificate issuance, at Contractor’s sole expense, as authorized by County Project Manager or designee.
- 4.23.6 County-contracted auction vendors will provide emission certificates to the new owners of disposed auction Fleet vehicles upon sale.

4.24 Seasonal/Specialized Equipment Maintenance

- 4.24.1 Contractor shall establish a seasonal or specialized equipment maintenance and equipment modification program as directed by County Project Manager or designee. These program services are covered under the Fixed-Price portion of the Contract.
- 4.24.2 Seasonal requirements may include seasonal inspections and operational maintenance of air conditioning, and winterization of vehicles, as applicable.
- 4.24.3 Contractor shall coordinate with County Project Manager or designee to perform any seasonal or specialized equipment maintenance or equipment modifications.
- 4.24.4 Contractor shall identify all seasonal or specialized equipment maintenance and equipment modifications on all Repair Orders.

4.25 Towing and Emergency Road Services

4.25.1 Contractor shall establish subcontractor agreements with towing companies to provide twenty-four (24) hour, seven (7) day-per-week towing and emergency road service (inclusive of minor repairs) for all Fleet vehicles. Contractor shall establish such agreements in accordance with sub-paragraph 4.8 (Specialized Services) of this SOW and Appendix C (Sample Contract), sub-paragraph 8.40 (Subcontracting).

4.25.2 Towing and Emergency Road Service Assistance

Contractor's towing vendors shall provide towing and emergency road service assistance, including bus tire repair or replacement, twenty-four (24) hours, seven (7) days-per-week.

4.25.3 Towing and Emergency Road Service Within United States

Contractor's vendor shall provide towing and emergency road services for the Fleet anywhere within the United States when requested by County Project Manager or designee.

4.25.4 Vehicle Towing – Requirements

4.25.4.1 For vehicles located within County limits: Tow services must arrive within one (1) hour from the time Contractor's towing subcontractor dispatcher receives call from Department personnel.

4.25.4.2 For vehicles located outside County limits: Tow services must arrive within two (2) hours from the time Contractor's towing subcontractor dispatcher receives call from Department personnel.

4.25.4.3 Towed vehicles shall be delivered to the nearest Department repair location, unless the Contractor's towing subcontractor is directed by County Project Manager or designee to deliver the vehicle to an alternate repair location.

4.25.4.4 Vehicles requiring repairs that exceed the capability of the Department repair location to which they were delivered shall be transported or towed by Contractor's towing subcontractor to a repair location that can accommodate the repairs.

4.25.4.5 Contractor's towing subcontractor shall leave towing information with the vehicle at its delivery destination. Such information shall include, but not be limited to:

- 4.25.4.5.1 the date and time the call for service was received by towing subcontractor dispatcher;
- 4.25.4.5.2 the date and time tow truck arrived on scene;
- 4.25.4.5.3 the location of the disabled vehicle;
- 4.25.4.5.4 the specific vehicle problem; and
- 4.25.4.5.5 the location where the vehicle was dropped off.

4.25.4.6 Vehicle Verification after Tow

Contractor shall verify within forty-eight (48) hours of a tow that the towed vehicle either has been repaired and returned to service, or is still in the shop undergoing repairs. Contractor shall notify County Project Manager or designee immediately upon discovering a vehicle cannot be located.

4.25.5 Towing Requirements, Buses

Contractor's towing subcontractors shall provide towing, repair, and emergency road services to cover all routes taken by inmate transportation buses throughout the State of California.

4.25.5.1 For buses located within County limits: Tow services must arrive within one (1) hour from the time Contractor's towing subcontractor dispatcher receives call from Department personnel.

4.25.5.2 For buses located outside County limits: Tow services must arrive within two (2) hours from the time Contractor's subcontractor dispatcher receives call from Department personnel.

4.25.6 Out-of-Service Vehicle Towing

Contractor's subcontractor shall provide towing services to the Eastern Avenue repair location for Fleet vehicles that are being removed from service, such as those identified for disposal while at an outlying location and those which are disabled or unsafe to be driven in by Department personnel.

4.25.7 Option for Mobile Service in Lieu of Tow

4.25.7.1 Mobile Fleet repair services include, but are not limited to: PM; tire repair and/or replacement; battery replacement; and other minor repairs, as determined by County Project Manager or designee.

4.25.7.2 Contractor shall provide mobile Fleet repair services (where possible) and, if necessary, transportation and/or towing for specialized equipment, off-highway equipment, and other vehicles that are not brought to a repair location, when requested by County Project Manager or designee.

4.25.8 Towing Data and Tracking

4.25.8.1 Contractor shall track vehicle breakdowns, towing information, and field service expenses in ShopFax, including, but not limited to:

4.25.8.1.1 the date and time the call for service was received by Contractor's towing subcontractor dispatcher;

4.25.8.1.2 the date and time tow truck arrived on scene;

- 4.25.8.1.3 the location of disabled vehicle;
- 4.25.8.1.4 the specific vehicle problem;
- 4.25.8.1.5 the date and time vehicle was back in service, or the time, date, and location where the vehicle was dropped off; and
- 4.25.8.1.6 the cost of the service.

4.25.8.2 Contractor shall provide all towing data as part of the Quarterly Report, as set forth sub-paragraph 7.4 (Quarterly Report) of this SOW.

4.25.9 FFS / Direct Purchase Towing Charges

4.25.9.1 Contractor shall invoice County as FFS/Direct Purchase at Contractor's actual cost with tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost, as identified in Appendix C (Sample Contract), Exhibit B (Price Sheet), sub-paragraph 4.6.7, for the following tow services only:

- 4.25.9.1.1 tows due to accident or vandalism;
- 4.25.9.1.2 tows for safely operable decommissioned vehicles which shall not or cannot be driven by Department personnel;
- 4.25.9.1.3 tows for inoperable decommissioned vehicles; and
- 4.25.9.1.4 tows for all FFS/vehicles regardless of incident.

4.25.10 Fixed-Price Towing Charges

4.25.10.1 All other tow services are included under the Fixed-Price portion of the Contract. Contractor shall notify County Project Manager or designee, in writing, twenty-four (24) hours prior to any change in contact information for towing services.

4.26 Mobile Technician Services

4.26.1 Contractor shall dispatch a mobile technician with service truck, at a minimum of once per month, to perform inspections, maintenance, and repair work on vehicles located at the Mira Loma Detention Center (MLDC) located at 45100 North 60th Street West, Lancaster, California 93536. On-site time for this maintenance visit shall be for a minimum of five (5) hours, plus any needed time to acquire parts, or follow-up on said work, as needed to complete the work.

4.26.2 Contractor shall provide additional mobile technician visits and/or vehicle transport to repair locations, without requiring any other authority and/or request, in order to meet the maintenance and repair requirements standards for vehicles assigned to the Mira Loma Detention Facility and other locations as required, and/or as directed by County Project Manager or designee.

4.27 New Vehicle Receiving, Processing, and Outfitting

4.27.1 New Vehicle Processing

Contractor shall process all new vehicles, including, but not limited to: new and used vehicle dealer purchases; auction vehicle purchases; bailments; seizures; vehicle donations; Federal surplus property vehicle acquisitions; and other acquisitions or temporary loans.

4.27.1.1 Contractor shall be responsible for the pickup and delivery of all documents and paperwork, and shall perform the clerical work required for completing all California Department of Motor Vehicles (DMV) forms and documents necessary to process all Fleet vehicles with the DMV.

4.27.1.2 Contractor shall obtain, secure and process all DMV paperwork for “E plate” and “cold plate” vehicles (e.g., vehicle title, registration, and license) and forward completed documentation to the DMV within five (5) business days of receipt of the vehicles’ paperwork, unless otherwise specified by County Project Manager or designee.

4.27.1.3 Fixed-Price New Vehicle Processing Services

Under the Fixed-Price portion of the Contract, Contractor shall process up to forty (40) new vehicles per month, using procedures approved by County Project Manager or designee.

4.27.1.4 Contractor shall deliver the vehicle title, plates, registration, and all required DMV registration paperwork to County Project Manager or designee.

4.27.1.5 Fee-For-Service (FFS) New Vehicle Processing Services

4.27.1.5.1 Contractor shall invoice County for all new vehicle processing in excess of forty (40) new vehicles per month as FFS at the Mechanical Repair regular hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet), using labor times mutually agreed upon by both Contractor and County Project Manager or designee.

4.27.1.6 Reporting

Contractor shall create an electronic report (e.g. xls) of all vehicles processed. The report shall be in a form and format approved and accepted by the County Project Manager or designee.

4.27.1.7 Contractor shall include the electronic report as part of the Monthly Report, in both hard copy and electronic (CD or other approved format) formats, as further described in sub-paragraph 7.3 (Monthly Report) of this SOW. The content and organization of the CD shall be as determined by County Project Manager or designee. The report shall include monthly and year-to-date information, including:

- 4.27.1.7.1 Number of vehicles processed;
- 4.27.1.7.2 Processing information listed by vehicle number;
- 4.27.1.7.3 DMV status, e.g. “processed” through DMV;

- 4.27.1.7.4 DMV status, e.g. "in process" at DMV; and
- 4.27.1.7.5 DMV status, e.g. "waiting to be processed" by DMV.

4.27.2 New Vehicle Outfitting, General

Contractor shall outfit all new vehicles for their intended function as directed by County Project Manager or designee. Contractor shall be equipped and prepared to transport and outfit new vehicles as set forth herein.

4.27.2.1 "Vehicle outfitting" includes vehicle cleaning and preparation for Department use.

4.27.2.2 Vehicle outfitting includes, but is not limited to, the installation of: push bars; light bars; screens; plastic rear seats; wiring looms and associated components; MDC docking station racks; radio mounting trays; skid plates; intersection clearance lights; push bar lights; map lights; black-out driving switch assemblies; fire extinguisher holders; interior equipment boxes (large and/or small); shotgun racks and lock assemblies; decals; County radio equipment (transceiver, antennas, control heads, and microphones); and other specialized equipment, as determined by County Project Manager or designee. County Project Manager or designee will provide to Contractor a Vehicle Outfitting Build Sheet identifying the specific equipment to be installed on each vehicle to be outfitted. This Vehicle Outfitting Build Sheet will follow the vehicle and be signed off by Contractor when vehicle outfitting is completed (see 4.27.3.2 below).

4.27.2.2.1 "Class A" outfitted vehicles are those Department-only vehicles which generally require more extensive installation of equipment. These vehicles may include, but are not limited to: black and white patrol vehicles; K-9 vehicles; inmate transport vans with single or double cages; command vehicles; SUVs such as Chevrolet Tahoe; Ford Explorer/Utility PI or Expedition; black and white driver training vehicles; and other type vehicles, as determined by the County Project Manager or designee.

4.27.2.2.2 "Class B" outfitted vehicles include any Fleet vehicles which generally require less extensive installation of equipment. These vehicles may include, but are not limited to: solid sedans; standard SUVs; standard cargo or passenger vans; utility trucks; motorcycles; large (twenty-five (25) to sixty (60) passenger) inmate transport buses; specialty vehicles; and other vehicles types, as determined by the County Project Manager or designee.

4.27.2.3 County Project Manager or designee reserves the sole and exclusive right to assign any new vehicle to either the Fixed-Price or FFS outfitting category, or to classify a vehicle as Class A or Class B.

4.27.2.4 Intentionally Omitted

4.27.2.5 Fixed-Price New Vehicle Outfitting (Class A)

- a. Under the Fixed-Price portion of the Contract, Contractor shall transport from the Department's storage areas and outfit up to forty (40) Class A vehicles per calendar month.
- b. The actual number of Class A vehicles outfitted per calendar month shall be as determined by the County Project Manager or designee.
- c. Class A vehicle outfitting in excess of forty (40) Class A vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair overtime hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet), using labor times mutually agreed upon by Contractor and County Project Manager or designee.

4.27.2.6 Fee-for-Service (FFS) New Vehicle Outfitting (Class B)

- a. Under the FFS billing category, Contractor shall transport from the Department's storage areas and outfit all Class B vehicles.
- b. The actual number of Class B vehicles outfitted per calendar month shall be as determined by the County Project Manager or designee.
- c. Class B vehicle outfitting for up to twenty (20) Class B vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair regular hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet), using labor times mutually agreed upon by Contractor and County Project Manager or designee.
- d. Class B vehicle outfitting in excess of twenty (20) Class B vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair overtime hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet), using labor times mutually agreed upon by Contractor and County Project Manager or designee.

4.27.2.7 Contractor shall complete and deliver up to fifteen (15) fully-outfitted Class A vehicles within any fifteen (15) calendar day period when requested by County Project Manager or designee.

4.27.2.8 Contractor shall complete and deliver up to ten (10) fully-outfitted Class B vehicles requiring less than six (6) hours of labor time within any (7) calendar day period when requested by County Project Manager or designee.

4.27.2.9 All Department-affiliated vehicle outfitting shall be invoiced to County as FFS. Such outfitting requirements are additional to the outfitting

requirements stated in this sub-paragraph 4.27.2 (New Vehicle Outfitting, General).

4.27.3 Outfitting Requirements, Specific

- 4.27.3.1 Contractor shall perform all items listed on the Vehicle Outfitting Build Sheet checklist provided to Contractor by the County Project Manager or designee. A sample Vehicle Outfitting Build Sheet is attached as Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Lists).
- 4.27.3.2 Additionally, Contractor shall deliver a signed and completed Outfitting Build Sheet checklist with each completed vehicle to the County Project Manager or designee.
- 4.27.3.3 The Department shall coordinate with Contractor and the Department's Radio Services Unit for the installation of Department's communication radios and other electronic equipment by Department equipment installers.
- 4.27.3.4 Contractor shall clean, refurbish, and repaint push bars, screens, cages, security bars, communication racks, radio mounting trays, skid plates, console boxes, fire extinguisher brackets, shotgun racks, shotgun locks, shotgun lock timers, and plastic rear seats (with seatbelts if required), and other equipment that is re-utilized for similar model vehicles in outfitting, as specified by County Project Manager or designee.
- 4.27.3.5 Contractor shall perform minor repairs such as straightening, welding, and other similar minor modifications as needed to the equipment listed in sub-paragraph 4.27.3.4 above.
- 4.27.3.6 Contractor shall install required equipment and accessories, including, but not limited to:
 - 4.27.3.6.1 Light bars; spotlights; map lights; siren speakers; emergency equipment wiring loom (with schematic); battery hot and ignition hot wires; grounding wires and relays; fuse blocks; power, coaxial, and data cables for communications, such as MDC docking stations, communication radios; control heads; antennas; black-out switches, secure idle; smart sirens; intersection clearance lights; and other lights/equipment, as needed, for Fleet vehicles;
 - 4.27.3.6.2 Push bars; screens; cages; security bars; communication racks; radio mounting trays; skid plates; console boxes; fire extinguisher brackets; shotgun racks and locks; shotgun lock timers; and plastic rear seats (with seatbelts if required);
 - 4.27.3.6.3 Remote control rear door opener; winches; back-up warning devices; tow hitches; trailer plugs, cables, sockets and

- wiring; and K-9 vehicle equipment, such as dog kennels and air conditioning climate control modules for dogs;
- 4.27.3.6.4 Cables; isolators; integrators; solenoids; switches; and security alarms; and auxiliary batteries;
 - 4.27.3.6.5 Auxiliary equipment for driver training cars, including, but not limited to: gauges; speedometers; brakes; seat belts; roll bar padding; wiring; panic stop equipment; auxiliary brake pedal; and
 - 4.27.3.6.6 Special bodies (i.e. utility, service, flatbed bodies) that are installed on new vehicles and/or chassis.
- 4.27.3.7 Contractor shall paint and apply vehicle/equipment numbers and decals, including station numbers on vehicle roof, as specified by County Project Manager or designee.
- 4.27.3.8 Contractor shall install vehicle wiring as follows:
- 4.27.3.8.1 All wire installed and used to operate the equipment specified by the Department shall be in accordance with the Society of Automotive Engineers (SAE) electrical standards for wire sizing, allowable voltage drop, connectors, breakers, and relays.
 - 4.27.3.8.2 Contractor shall use SXL cross-linked insulation automotive wire for all automotive emergency and communication equipment, trailer, and accessory wiring on Fleet vehicles, or GXL automotive wire when SXL is not available in necessary colors, unless another specific wire type is requested and approved in writing by County Project Manager or designee.
 - 4.27.3.8.3 Contractor shall use marine-grade wiring for all marine applications.
 - 4.27.3.8.4 Contractor shall implement the same color code conventions established by the Department for similar circuits for all automotive emergency and communication equipment, trailer, and accessory wiring on all vehicles, as approved by County Project Manager or designee.
 - 4.27.3.8.5 Contractor shall provide, at minimum, two (2) copies of wiring diagrams and schematics of all accessory and emergency equipment installations for all "Class A" and "Class B" outfitted vehicles.
- 4.27.3.9 Auxiliary engines, welders, generators, and other additional mounted equipment (e.g. refrigeration unit on a truck) shall be entered as "attached equipment" in ShopFax and may be listed as either Fixed-

Price (part of primary vehicle) or listed separately as FFS, as determined by County Project Manager or designee.

- 4.27.3.10 Mounted equipment, if not installed “new,” shall come with documented repair histories and PM schedules separate from the primary vehicle. Contractor shall identify mounted equipment by type and equipment classification on all ShopFax Repair Orders. A listing of equipment classifications is found in Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications).
- 4.27.3.11 Non-drive-train-mounted equipment on specialty vehicles such as trucks with service bodies, trucks with lift gates, dump trucks, tow trucks, and specialty rescue vehicles are part of the main vehicle, and are not considered as “attached equipment.” Examples of non-drive-train-mounted equipment include, but are not limited to: power take-offs, hydraulic cylinders, electric motors and controllers, winch assemblies, inverters, and converters.

4.27.4 Outfitting Recordkeeping

- 4.27.4.1 Contractor shall open a Repair Order for every vehicle to be outfitted. The Repair Order shall, among other things, identify the outfitting as Fixed-Price or FFS as determined by County Project Manager or designee. Contractor shall record, on every Repair Order, all vehicle outfitting information, including all outfitting labor hours, as well as parts, components, and equipment (by description, part number, and VMRS code).
- 4.27.4.2 Contractor shall also verify all vehicle outfitting information provided by the County Project Manager or designee on the Vehicle Outfitting Build Sheet as set forth in Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).
- 4.27.4.3 Contractor shall ensure that all Vehicle Outfitting Build Sheet information is entered into ShopFax within three (3) business days of vehicle completion. This task may be performed by Contractor or authorized Department personnel, at the discretion of, and using a process specified by, County Project Manager or designee.
- 4.27.4.4 Contractor shall maintain a copy of the Vehicle Outfitting Build Sheet on file at the Eastern Avenue repair location. Contractor shall deliver the original Vehicle Outfitting Build Sheet to the designated Department personnel within twenty-four (24) hours of vehicle completion, as directed by County Project Manager or designee and identified on the Vehicle Outfitting Build Sheet.

4.27.5 Minimum Inventory, Refurbished and/or New Outfitting Parts

- 4.27.5.1 Contractor shall maintain a minimum inventory of refurbished and/or new outfitting parts in stock at all times (see also sub-paragraph 3.10.8

(Outfitting Parts and Components, Inventory Program)). Contractor shall coordinate with County to set minimum and maximum stock levels for all outfitting parts and components. Contractor shall create ordering timelines to maintain inventory and advise County when inventory falls below agreed-upon stock levels.

4.27.5.2 The inventory shall be sufficient to outfit at least forty (40) ERV vehicles for the purpose of patrol at any time. Specific quantities of identified parts for other specialized vehicles shall be specified by County Project Manager or designee.

4.27.5.3 County will purchase and supply certain outfitting parts to Contractor pursuant to Paragraph 10.0 (County Responsibilities) of this SOW. Notwithstanding, County may direct Contractor to purchase some outfitting parts, in accordance with FFS/Direct Purchase, per Appendix C (Sample Contract), Exhibit B (Price Sheet), using a purchasing process approved by County Project Manager or designee.

4.27.6 County Option to Perform Outfitting

County retains the exclusive right to perform independent outfitting of Fleet vehicles at its sole discretion.

4.28 **Lock and Key Replacement**

4.28.1 Non-Electronic (Non-Micro-Chipped), Standard Keys

4.28.1.1 Contractor is responsible for cost of replacing keys that are lost or missing due to Contractor's negligence.

4.28.1.2 Contractor shall provide additional or replacement non-electronic security vehicle keys within one (1) hour of request, and up to twelve (12) keys per hour. Contractor shall invoice County for such keys as FFS/Direct Purchase at Contractor's actual cost plus tax, plus an administrative/handling fee not to exceed two percent (2%) of actual cost.

4.28.2 Electronic Security (micro-chipped) Keys

4.28.2.1 Contractor is responsible for cost of replacing keys that are lost or missing due to Contractor's negligence.

4.28.2.2 Contractor shall purchase electronic security (micro-chipped) keys from an approved outside vendor when required by County.

4.28.2.3 Contractor shall invoice County for such keys as FFS/Direct Purchase at Contractor's actual cost plus tax, plus an administrative/handling fee not to exceed two percent (2%) of actual cost.

4.28.3 Contractor shall test all keys for proper engagement in corresponding lock cylinders, and/or proper electronic functionality, prior to delivery to County.

4.29 **Fabrication**

“Fabrication” is defined as the construction and/or reinforcement of vehicle components. Contractor shall provide fabrication services as required by County. Fabrication does not include refurbishing of, or minor modifications to, existing components. Contractor shall invoice County for fabrication services as FFS at the Body Repair/Painting regular hourly labor rates, in accordance with Appendix C (Sample Contract), Exhibit B (Price Sheet).

4.29.1 Fabrication services shall be required for, but shall not be limited to: security screens; cages; console boxes; security bars; light bar mounts; switch panels; body modifications; ventilators; gun racks; fire extinguisher brackets; truck bodies; bumpers; push bars; radio and communication mounting racks; flashlight holders; auxiliary power outlets; and electrical wiring packages.

4.29.2 All fabricated component designs must receive prior approval from County Project Manager or designee prior to production run.

4.29.3 Contractor may purchase some components from outside sources when approved by County Project Manager or designee.

4.29.4 **Electrical Wiring Packages**

When requested to fabricate electrical wiring packages, Contractor shall perform the necessary research and develop a complete wiring loom package capable of operating all equipment specified by Department, in accordance with SAE electrical standards for wire sizing, allowable voltage drop, connectors, breakers, and relays.

4.29.4.1 Contractor shall use SXL cross-linked insulation automotive wire for all automotive emergency and communication equipment, trailer, and accessory wiring on Fleet vehicles. Contractor may use GXL automotive wire when properly color coded SXL is not available, unless another specific wire type is requested, and approved in writing by County Project Manager or designee.

4.29.4.2 Contractor shall use marine grade wiring for all marine applications.

4.29.4.3 Contractor shall design, build, and warrant vehicle wiring packages to perform without failure for a period of ten (10) years and/or 150,000 miles consistent with industry standards.

4.29.4.4 Contractor shall, within five (5) business days of completion of vehicle outfitting, provide to County Project Manager or designee three (3) copies of wiring diagrams and schematics of each fabricated electrical wiring package for all installed accessory and emergency equipment.

4.29.4.5 Contractor shall maintain a file of all wiring diagrams and schematics on site at the Eastern Avenue repair location. Contractor shall make all such diagrams and schematics easily accessible to County and Contractor mechanical personnel. Wiring diagrams and schematics may be stored electronically with print capability and/or as hard copies.

The final storage format and file organization method for all wiring diagrams shall be pre-approved by County Project Manager or designee.

4.30 **Modifications**

“Modification” is defined as the alteration of a vehicle, piece of equipment, or previously fabricated component. Contractor shall provide modification services as specified by County Project Manager or designee.

4.30.1 Contractor shall provide modification to vehicles and/or components, which shall include, but shall not be limited to: lights; wiring; locks; utility boxes; vehicle exteriors; and vehicle interiors.

4.30.2 Contractor shall invoice County for modification services as FFS at the Body Repair/Painting regular hourly labor rate, in accordance with Appendix C (Sample Contract), Exhibit B (Price Sheet).

4.31 **Installation, Miscellaneous**

“Installation” means the addition of equipment on or in vehicles at any time during a vehicle’s service life and, as applicable, after vehicle outfitting is completed. Contractor shall provide installation services as specified by County Project Manager or designee.

4.31.1 Installation services shall be required for, but shall not be limited to: push bars; lights; locks; secure idle controls; intersection clearance lights; command boxes; utility boxes; lift gates; air conditioning cut outs; hidden black-out switches; sirens; shotgun racks; screens; radio mounting trays; skid plates; alarms; window tints; special seats; Radio and MDC communication equipment; radio racks; radio/data/power cables (front to rear of vehicle); and auxiliary fuel tanks.

4.31.2 Contractor shall invoice County for installation work as FFS at the Body Repair/Painting regular hourly labor rate, in accordance with Appendix C (Sample Contract), Exhibit B (Price Sheet).

4.31.3 The County makes no guarantee that such work may be required of Contractor at any time during the term of the Contract.

4.31.4 County reserves the exclusive right to outsource certain installations, including, but not limited to, window tinting, alarms, and lift gates to subcontractors, when County Project Manager or designee determines subcontractor to be more efficient, or when such installation requires specialized skills.

4.32 **Vehicle Decommissioning Services**

4.32.1 **Fixed-Price Decommissioning Services**

4.32.1.1 Under the Fixed-Price portion of the Contract, Contractor shall decommission up to forty (40) Class A vehicles per month.

- 4.32.1.2 The actual number of Class A vehicles decommissioned per month shall be as determined by the County Project Manager or designee.
- 4.32.1.3 Monthly vehicle decommissioning in excess of forty (40) Class A vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair regular hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet), using labor times mutually agreed upon by Contractor and County Project Manager or designee.

4.32.2 Fee-for-Service (FFS) Decommissioning Services

- 4.32.2.1 Under the FFS billing category, Contractor shall decommission all Class B vehicles.
- 4.32.2.2 The actual number of Class B vehicles decommissioned per month shall be as determined by the County Project Manager or designee.
- 4.32.2.3 Monthly vehicle decommissioning for up to twenty (20) Class B vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair regular hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet), using labor times mutually agreed upon by Contractor and County Project Manager or designee.
- 4.32.2.4 Monthly vehicle decommissioning in excess of twenty (20) Class B vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair overtime hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet), using labor times mutually agreed upon by Contractor and County Project manager or designee.

4.32.3 Decommissioning Services

Contractor shall decommission vehicles earmarked for auction or sale and for dismantling for parts (cannibalization) or scrap, at the direction of County Project Manager or designee.

4.32.4 General

- 4.32.4.1 Contractor shall expedite the preparation of all vehicles identified by County for decommissioning to minimize County's storage area requirements, particularly at the Eastern Avenue repair location.
- 4.32.4.2 Contractor shall complete routine decommissioning of all vehicles, including those vehicles requiring transport to an auction facility, within thirty (30) calendar days from the date of receiving the vehicle list and vehicle location information from County, as well as document packages required to complete the auction preparation process, when applicable. Contractor shall notify County Project Manager or designee for any vehicle decommissioning anticipated to exceed the thirty (30) calendar day requirement.

- 4.32.4.3 Notwithstanding, County may elect to conduct a portion of decommissioning preparation independent of Contractor.
- 4.32.5 Decommissioning services include, but are not be limited to, the following:
 - 4.32.5.1 Inspecting all vehicles identified for decommissioning;
 - 4.32.5.2 Completing all decommission-related documents, when applicable, including, but not limited to, the Going Out-of-Service Inspection and Preparation for Auction Inspection checklists set forth in Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Checklists), the vehicle title (“pink slip”) and any other ownership documents, and any court orders authorizing the Department to own or sell the vehicle, when applicable;
 - 4.32.5.3 Rendering a vehicle evaluation for each decommissioned vehicle to determine current vehicle condition and reviewing Contractor’s maintenance program therefor;
 - 4.32.5.4 Removing vehicle license plates and any DMV-related paperwork or identifiers from a decommissioned vehicle; and
 - 4.32.5.5 Removing all outfitted emergency equipment including, but not limited to: light bars; push bars; security screens; radio mounting trays; skid plates; spot lights; secure idle; intersection clearance lights; sirens; racks; guns racks; computers; brackets; radios; control heads; antennas; communication and computer equipment; cables; connectors; and other associated equipment and parts.
 - 4.32.5.5.1 Contractor shall remove wiring, cables, connectors, and associated equipment intact and in good condition. Connectors and associated parts shall not be cut off and/or damaged.
 - 4.32.5.5.2 Contractor shall, at the direction of County Project Manager or designee, package/box all communications equipment in appropriately sized packages/boxes. The equipment may include MDTs, MDCs, radios, wiring, and miscellaneous related components.
 - 4.32.5.5.3 Contractor shall prominently label each such package/box by individual vehicle number or other identifying information, as directed by County Project Manager or designee.
 - 4.32.5.5.4 Contractor shall deliver such package to the Department’s Radio Services Unit, as directed by County Project Manager or designee.
 - 4.32.5.5.5 Contractor shall invoice County for all package/box materials requested by County as FFS/Direct Purchase at

Contractor's actual cost with tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.

4.32.5.5.6 Contractor shall be solely responsible for the repair or replacement of any equipment and wiring damaged during removal, as determined by County Project Manager or designee.

4.32.6 Decommissioning for Auction or Sale

4.32.6.1 All required emission equipment shall be installed and operable on all vehicles earmarked for sale to the public. Contractor shall conduct emissions pre-testing and document the results in ShopFax.

4.32.6.2 Contractor shall deliver all removed license plates and equipment to Department personnel designated by County Project Manager or designee.

4.32.6.3 Contractor shall ensure all auction and "for sale" vehicles comply with local, state, and federal safety laws, including emission requirements. Contractor shall complete the Preparation for Auction Inspection checklist set forth in Appendix B (Statement of Work Exhibits, Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).

4.32.6.4 Contractor shall remove all insignias, decals, Fleet vehicle numbers, and lettering (insignia removal), so that no distinguishable insignia or lettering shadow remains to identify the vehicle as a former Department asset.

4.32.6.4.1 Contractor shall complete all insignia removal work without causing damage or blemish to paint finish, metal, and/or other material.

4.32.6.4.2 Contractor shall paint all doors on black and white vehicles earmarked for auction directly to the public, a standard black gloss finish using single stage paint.

4.32.6.4.3 Contractor shall paint all doors on black and white vehicles identified "for wholesale" to dealers, a flat black finish, with prior approval by County Project Manager or designee.

4.32.6.5 Contractor shall remove all County equipment/markings, including, but not limited to, emergency equipment, communications equipment, license plates, all County vehicle numbers and County insignias or lettering prior to auction/sale.

4.32.6.6 Contractor shall remove front and rear license plates, registration cards (if available), and any related paperwork from a decommissioned vehicle scheduled for auction. Contractor shall deliver the license plates, registration, and any related paperwork to Department Fleet personnel identified by County Project Manager or designee.

- 4.32.6.7 Contractor shall reinstall OEM rear seats and seatbelts, as directed by County Project Manager or designee.
- 4.32.6.8 Contractor shall perform cost-effective minor repairs to increase resale value, including, but not limited to, filling holes left by the removal of emergency/communications equipment and minor touch-up painting as directed by County Project Manager or designee.
- 4.32.6.9 Contractor shall perform more substantial repairs and enhancements to decommissioned vehicles, including, but not limited to, installation of rear door handle actuating rod assemblies, as determined and requested by County Project Manager or designee.
 - 4.32.6.9.1 These repairs and enhancements shall be invoiced as FFS at the Mechanical Repair regular hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet), at labor hours mutually agreed upon by Contractor and County Project Manager or designee, but in no event shall such labor hours exceed CCC One Estimating or other County-approved estimating guide, as approved by County Project Manager or designee.
- 4.32.6.10 Contractor shall transport to and from, and/or make decommissioned vehicles available to, subcontractor for special auction preparation services when requested by County Project Manager or designee. Such services shall include, but shall not be limited to, painting and upholstery work.
 - 4.32.6.10.1 Notwithstanding, Contractor's estimate for such work shall require prior approval of County Project Manager or designee prior to commencement of any such work. Contractor shall invoice County for outside vendor decommissioning preparation services as FFS/Direct Purchase at Contractor's actual cost plus tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.
- 4.32.6.11 Contractor shall complete routine decommissioning preparation of all vehicles requiring transport to an auction facility within thirty (30) calendar days from the date of receiving the vehicle list and location of the vehicles from County, as well as document packages required to complete the auction preparation process, when applicable.
- 4.32.6.12 Certain vehicles identified by County Project Manager or designee from time to time may require expedited decommissioning for auction. Such vehicles shall be completed within five (5) business days from the date the vehicle is identified by County and document package is provided to Contractor by County Project Manager or designee.
- 4.32.6.13 Contractor shall coordinate with auction services provider for vehicle transport services to and from the auction site.

4.32.7 Auction Document Processing

4.32.7.1 Contractor shall verify and document that the auction transporter picks up the correct vehicles. Such documentation shall be in a form and format acceptable to County Project Manager or designee.

4.32.7.2 Upon Contractor's completion of the Ready for Sale/Auction Form set forth in Appendix B (Statement of Work Exhibits), Exhibit 5 (Preventive Maintenance and Other Inspection Lists), Contractor shall, as directed by County Project Manager or designee, coordinate with County auction vendor for pickup/delivery of decommissioned auction vehicles.

4.32.7.3 Contractor shall document all pickup, delivery, and sales of vehicles by auction vendor. Such documentation shall be in a form and format acceptable to County Project Manager or designee.

4.32.8 Decommissioning for Cannibalization/Dismantling

4.32.8.1 Contractor shall remove front and rear license plates, registration cards (if available), any related paperwork from a decommissioned vehicle scheduled for cannibalization, or for sale as scrap metal. Contractor shall deliver the license plates, registration, and any related paperwork to Department Fleet personnel identified by County Project Manager or designee.

4.32.8.2 Contractor shall remove the physical vehicle identification number (VIN) tag from decommissioned cannibalized vehicles, or vehicles designated to be sold as scrap metal. Contractor shall deliver the VIN tag to Department Fleet personnel identified by County Project Manager or designee.

4.32.8.3 Contractor shall remove usable mechanical and body parts designated for cannibalization from decommissioned vehicles and turn those parts over to the Department for storage at the direction of County Project Manager or designee. Contractor shall invoice County for the removal of usable mechanical and body parts from decommissioned vehicles as FFS at the Body Repair/Painting regular hourly labor rate, in accordance with Appendix C (Sample Contract), Exhibit B (Price Sheet).

4.32.8.3.1 All FFS work time estimates must have prior approval by County Project Manager or designee prior to drafting.

4.32.8.3.2 All FFS work must have prior approval by County Project Manager or designee prior to commencement thereof.

4.32.8.3.3 Contractor may charge up to, but not more than, ten (10) hours labor for a complete vehicle dismantling, which shall include frame cut up and disposal into on-site County scrap metal bin.

4.32.8.3.4 Contractor shall complete all such work, Monday through Friday, during business hours, unless otherwise approved by County Project Manager or designee.

4.32.8.4 Contractor shall arrange for the remaining vehicle shell to be delivered to a scrap metal recycling vendor, as directed by County Project Manager or designee. Contractor shall execute a warrant payable to County for the full reimbursement amount collected from local scrap metal vendors within ten (10) business days of any vehicle disposal.

4.32.8.5 Contractor shall complete routine decommissioning of all vehicles requiring transport to a scrap metal recycling vendor within thirty (30) calendar days from the date of receiving the vehicle list and location of the vehicles from County. Document packages required to complete the salvage process shall be delivered to the County Project Manager or designee prior to the thirty (30) calendar day date. Contractor shall notify County Project Manager or designee of any vehicle decommissioning that is anticipated to exceed the thirty (30) calendar-day requirement.

4.32.8.6 County, in its sole discretion, may elect to have County personnel cannibalize parts from decommissioned vehicles.

4.33 **Vehicle Decommissioning Records and Reports**

4.33.1 Contractor shall maintain decommissioning data in a Department-approved computer program (such as Excel). The data shall include, but shall not be limited to, all vehicles sent to auction all auction transactions including all sales details, and all decommissioned vehicles cannibalized for parts, as specified by County Project Manager or designee.

4.33.2 Contractor shall deliver a decommissioned vehicle data report to County Project Manager or designee as part of the Monthly Report, as specified in sub-paragraph 7.3 (Monthly Report) of this SOW, in both hard copy and on compact disc or other approved electronic format. The report shall present cumulative data from the Work Start Date.

4.34 **Accident Repairs**

4.34.1 Contractor shall process all Fleet accident repairs, including, but not limited to, transporting of vehicle(s) to and from repair sites, appraising value of damaged vehicle, providing two types of repair estimates with digital pictures of damage, and repairing vehicle to OEM/industry standards while ensuring timeliness and quality of repairs.

4.34.2 **Full-Color Digital Images**

Contractor shall, immediately upon receipt of any vehicle involved in an accident (regardless of severity), take full color digital pictures capturing, at minimum, all four (4) corners of the vehicle, displaying the license plates, the Department

assigned vehicle number, undercarriage, odometer, spare tire, and the actual damages relating to the accident.

4.34.3 Accident Damage, Initial Estimate

4.34.3.1 Contractor shall prepare an estimate for each vehicle involved in an accident. Contractor's estimate shall be a "net-cost-to-repair." The estimate shall include full color digital photographs of the subject vehicle in accordance with sub-paragraph 4.34.1 (Full-Color Digital Images) above.

4.34.3.2 Contractor's estimate shall consider the availability of cannibalized parts currently in inventory that may be used for the repair.

4.34.3.3 Vehicles with GVWR less than 22,000 lbs.

Contractor shall deliver the estimate to County Project Manager or designee within two (2) business days after receipt of any vehicle having a GVWR less than 22,000 lbs.

4.34.3.4 Vehicles with GVWR 22,000lbs. or More

Contractor shall deliver the estimate to County Project Manager or designee within five (5) business days after receipt of any vehicle having a GVWR of 22,000 lbs. or more.

4.34.3.5 Contractor shall document the condition of both vehicle license plates on or within the vehicle, and verify that the license plate numbers are correct for the vehicle.

4.34.3.6 Contractor shall include all labor costs to remove cannibalized parts from decommissioned vehicles, when applicable, on the repair estimate and Repair Order, in accordance with FFS, per Appendix C (Sample Contract), Exhibit B (Price Sheet).

4.34.4 Accident Damage, Second Estimate

Contractor shall prepare an industry-standard "second estimate," containing the fully-burdened market costs for repairs (with full color digital pictures in accordance with sub-paragraph 4.34.1 (Full-Color Digital Images) above), and submit such to the County Project Manager or designee upon completion of accident repairs. The second estimate may be used by the Department subrogation unit to effect collection of the fully burdened market costs to repair the vehicle.

4.34.5 Summarized Report - Listing of Accident Repair Costs, As-Needed

4.34.5.1 Contractor shall provide a summarized report listing accident repair costs by vehicle, and by accident, when requested by County Project Manager or designee.

4.34.5.2 The form and format for this report shall be at the discretion of County Project Manager or designee.

4.34.6 Accident Repair Estimating Standards

Accident repair estimating standards are discussed in sub-paragraph 4.9.2 (Labor Time Estimates, Accident, Body, and Paint Repairs) of this SOW.

4.34.7 Accident Replace-Versus-Repair Recommendations

Contractor shall provide to County replace-versus-repair (RVR) recommendations for accident repairs as outlined in sub-paragraph 4.19 (Replace-Versus-Repair Recommendations) of this SOW, when requested by the County Project Manager or designee. The RVR shall accompany the initial estimate in accordance with the timelines described in sub-paragraph 4.34.2 (Accident Damage, Initial Estimate) above.

4.34.8 Accident Repair, Subcontractor Agreements

In accordance with Appendix C (Sample Contract), sub-paragraph 8.40 (Subcontracting), Contractor shall establish agreements with subcontractors for vehicle accident repair work as needed for overflow work to keep up with established turn around repair times, as listed in sub-paragraph 4.34.8 (Accident Repair Time Requirements).

4.34.8.1 Contractor shall not use subcontractor for accident repair, unless pre-approved in writing by County Project Manager or designee.

4.34.8.2 Upon approval to use subcontractor for accident repair, Contractor shall deliver parts, Department-inventoried when available, to subcontractor, as provided by Department, at no additional cost to County.

4.34.8.3 All repair estimates, billing, and other requirements detailed in this sub-paragraph 4.34 (Accident Repairs) also apply to vehicles repaired by subcontractor.

4.34.8.4 Contractor shall be responsible for the timely processing and payment of all invoices to subcontractor.

4.34.9 Accident Repair Time Requirements

Contractor shall meet all accident repair time requirements listed in this sub-paragraph 4.34.8 (Accident Repair Time Requirements), unless specifically authorized an extension of time, in writing, by County Project Manager or designee. Repair times are defined for the following repair categories: 1) quick-fix accident repair; 2) minor accident repair; 3) major accident repair; and 4) complete single or multiple-stage repaint with minor body damage.

4.34.9.1 Quick-Fix Accident Repair

Quick-fix accident repair shall mean a body/paint repair that is estimated to take seven (7) hours or less, according to CCC One Estimating or other County-approved estimating guide for labor time allowances, or accepted industry standards for vehicles not listed in either guide, as approved by County Project Manager or designee.

4.34.9.2 Contractor shall complete all quick-fix accident repairs within three (3) business days of written approval by County Project Manager or designee.

4.34.9.3 Quick-fix accident repairs may include, but are not limited to:

4.34.9.3.1 “bottom outs” that require the removal and/or subsequent replacement of the radiator or air conditioning condenser, if required;

4.34.9.3.2 recharging air conditioning system and straightening bent radiator supports;

4.34.9.3.3 replacing and painting a new or cannibalized part, such as a door, fender, hood, or bumper assembly;

4.34.9.3.4 repairing minor body damage;

4.34.9.3.5 replacing door hinges, door glass, door channel runs, push bars, front or rear bumper assemblies, header panels; and

4.34.9.3.6 minor welding of the vehicle frame or body that does not require frame straightening.

4.34.9.4 Minor Accident Repair

Minor accident repair shall mean a body/paint repair that is estimated to take more than seven (7) hours, but less than sixteen (16) hours, according to CCC One Estimating or other County-approved estimating guide for labor time allowances, or accepted industry standards for vehicles not listed in either guide, as approved by County Project Manager or designee.

4.34.9.5 Contractor shall complete all minor accident repairs within nine (9) business days of written approval of County Project Manager or designee.

4.34.9.6 Minor accident repairs may include, but are not limited to:

4.34.9.6.1 “bottom outs” that include removing radiator/air conditioning condenser (replacing if required);

4.34.9.6.2 recharging air conditioning system and straightening bent radiator supports;

- 4.34.9.6.3 replacing and painting a new or cannibalized part; such as a door, fender, hood, or bumper assembly,
- 4.34.9.6.4 repairing minor body damage;
- 4.34.9.6.5 replacing door hinges, door glass, door channel runs, push bars, front/ or rear bumper assemblies, header panels; and
- 4.34.9.6.6 minor welding of the vehicle frame or body that does not require frame straightening.

4.34.9.7 Major Accident Repair

Major accident repair shall mean a body/paint repair that is estimated to take more than sixteen (16) hours, according to CCC One Estimating or other County-approved estimating guide for labor time allowances, or accepted industry standards for vehicles not listed in either guide, as approved by County Project Manager or designee.

- 4.34.9.8 Contractor shall complete all major accident repairs within twenty-one (21) business days of written approval of County Project Manager or designee.

4.34.9.9 Complete Repaint (Single or Multiple-Stage) with Minor Body Damage

A complete repaint with minor body damage shall mean a body/paint repair that is estimated to take not more than fifty (50) hours to complete, according to CCC One Estimating or other County-approved estimating guide for labor time allowances, or accepted industry standards for vehicles not listed in either guide, as approved by County Project Manager or designee.

- 4.34.9.9.1 Contractor shall complete all repaints (single or multiple-stage) with minor body damage within fifteen (15) business days of written approval of County Project Manager or designee.

- 4.34.9.9.2 Complete repaint (single or multiple-stage) with minor body damage includes, but is not limited to: standard paint preparation; cleaning; priming; sanding; block sanding; sealing; feathering and priming of small paint chips; as well as all preparation necessary to repair paint that is peeling, checking, cracking, chipped, scratched, and/or oxidized.

4.34.9.10 Final Quality Inspection, Additional Mechanical Work

Contractor shall thoroughly inspect all vehicles upon completion of accident repairs.

4.34.9.10.1 Following the completion of all accident repairs, Contractor shall complete any additional mechanical work (repairs and/or servicing) before the vehicle is returned to service.

4.34.9.10.2 Additional mechanical work (repairs and/or servicing) includes, but is not limited to: any PM either due or overdue; any local, state, or federally-mandated safety or emission inspection; any mechanical/electrical system or interior/exterior component in need of repair or replacement; and/or any other inspection, recall, or campaign.

4.34.9.10.3 Contractor shall open a new Repair Order for any vehicle found to need additional mechanical work after accident repairs have been completed.

4.34.9.10.4 Additional mechanical work shall be completed according to the repair time requirements set forth in sub-paragraph 4.9.5 (General Repair Time Requirements) and sub-paragraph 4.9.6 (Specific Repair Time Requirements) of this SOW, with the appropriate out-of-service rate requirement identified (see sub-paragraph 4.12 (Out-of-Service Rate)) when the Repair Order is opened.

4.34.9.10.5 Out-of-Service, Time End: Out-of-service time calculations (sub-paragraph 4.34.8) shall end upon notification to County Project Manager or designee that the vehicle has been repaired and Contractor's successful completion of all safety and quality control inspections and closure of the Repair Order.

4.34.9.10.6 Contractor shall, upon completion of all repairs, deliver the vehicle to County Project Manager or designee along with copies of the checklists applicable to the Repair Order, and all invoices, before the vehicle repairs may be considered completed.

4.34.10 Out-of-Service Time, Tracking

"Out-of-service" vehicle is defined in sub-paragraph 4.12 (Out-of-Service Rate) of this SOW.

4.34.10.1 Tracking Repair Order, Defined

A Tracking Repair Order is a Repair Order used to track vehicle movement from one repair section to another repair section and the

total out-of-service time of the vehicle. Contractor shall open a Tracking Repair Order to accompany the initial Accident Repair Order required pursuant to sub-paragraph 4.34.11 (Accident Repair Order and Vehicle Accident Report Requirement) below, to track the total out-of-service time of the vehicle, regardless of accident and/or mechanical repairs. The Tracking Repair Order shall not be closed until all work is completed.

4.34.11 Multiple Operational Section Repairs

Vehicles often require repair work from more than one repair section of Contractor's repair operation (e.g., paint shop, body shop, and mechanical repair).

4.34.11.1 Contractor shall move such vehicles from one repair section to another repair section as necessary.

4.34.11.2 The repair sequence for such vehicles begins on the original out-of-service date. The vehicle is not considered a "new arrival" at each subsequent repair section.

4.34.12 Accident Repair Order and Vehicle Accident Report Requirement

4.34.12.1 Contractor shall open an Accident Repair Order in ShopFax upon receipt of the vehicle, provide an initial estimate, and begin work, upon approval of initial estimate by County Project Manager or designee.

4.34.12.2 Contractor shall record the Department File Number for the vehicle accident on the Accident Repair Order prior to closing the Accident Repair Order, regardless of whether or not Contractor is in receipt of a Vehicle Accident Report. Specific procedures for the requirement to obtain the Department File Number and the completed Vehicle Accident Report will be established by County Project Manager or designee, on the Work Start Date.

4.34.12.3 Contractor's request for an exemption to the requirements of this sub-paragraph 4.34.11 (Accident Repair Order and Vehicle Accident Report Requirement) shall be authorized in writing by County Project Manager or designee.

4.34.12.4 Contractor shall begin calculation of out-of-service time for vehicles involved in an accident at the time a vehicle is delivered to Contractor to provide an initial estimate in accordance with sub-paragraph 4.34.2 (Accident Damage, Initial Estimate) of this SOW. Contractor shall document vehicle out-of-service time on the Accident Repair Order, which shall include:

4.34.12.4.1 Contractor's RVR recommendation in accordance with sub-paragraph 4.19 (Replace-Versus-Repair Recommendations) and sub-paragraph 4.34.6 (Accident

Replace-Versus-Repair Recommendations) of this SOW;

4.34.12.4.2 the amount of time necessary to receive the decision to repair or replace from County Project Manager or designee, if applicable;

4.34.12.4.3 the number of labor hours required to complete all repairs; and

4.34.12.4.4 the estimated date of completion and return-to-service date.

4.34.12.5 Contractor shall document vehicle out-of-service time on the Monthly Report as specified in sub-paragraph 7.3 (Monthly Report) of this SOW. The Monthly Report shall include the estimated date of completion and return-to-service date for all vehicles out-of-service due to accident.

4.34.13 Accident Repair Records

4.34.13.1 Contractor shall maintain copies of all accident repair records and estimates for a period of five (5) years after the Contract expiration or termination date.

4.34.13.2 Contractor shall make all accident repair records available to County Project Manager or designee within twenty-four (24) hours of any request to do so.

4.34.13.3 Contractor shall make all accident repair records available to County Project Manager or designee, as needed, for use by the Department subrogation unit to ensure repair cost recovery from outside parties whenever possible.

4.34.14 County Option to Obtain Outside Repair Estimates or Perform Repairs

4.34.14.1 County Project Manager or designee retains sole discretion to obtain estimates from subcontractor if County Project Manager or designee determines Contractor's estimate, or the proposed out-of-service time for the vehicle, is irregular or excessive.

4.34.14.2 County reserves the sole and exclusive right to outsource accident repair work to a local vendor.

4.34.14.3 County reserves the sole and exclusive right to perform its own accident repair work.

5.0 FLEET MANAGEMENT INFORMATION SYSTEMS AND SERVICES

5.1 Background, General

- 5.1.1 Unless stated to the contrary herein, Contractor shall provide all work described in this Paragraph 5.0 (Fleet Management Information Systems and Services) under the Fixed-Price portion of the Contract.
- 5.1.2 The Department utilizes several information systems, including software and hardware, in support of fleet management operations. The information systems owned and/or licensed by the Department include, but are not limited to:
- a. ShopFax, Release 10.1 (asset management software licensed from World Information Systems, Inc. (WIS));
 - b. Fleet Asset Status Tracking (FAST) program (a custom, Department-designed Microsoft Access database application);
 - c. Rocket UniVerse (database management operating environment licensed from Rocket Software, and used exclusively by the ShopFax application);
 - d. IBM UniVerse ODBM Drivers (open database connectivity drivers);
 - e. Esker SmarTerm software;
 - f. IBM Cognos Report Writer;
 - g. SAP Crystal Report Writer; and
 - h. Fuel Focus (an electronic fuel management and monitoring system licensed from Asset Works).
- 5.1.3 Throughout the term of the Contract, Contractor shall make full and proper use of the features and functionality of all Department information systems in support of Contractor's management and maintenance services required hereunder, as approved and/or directed by County Project Manager or designee.
- 5.1.4 At any time during the term of the Contract, the Department may elect to implement a new information system, including, but not limited to, a new asset management system. Contractor shall be required to make full and proper use of the features and functionality of, and assist in the implementation of, any new information system obtained by County during the term of the Contract in support of Contractor's management and maintenance services required hereunder.

5.2 ShopFax Background

- 5.2.1 ShopFax is an automated asset management system licensed by the Department, which provides Fleet management and maintenance information for the Fleet. Both fleet contractor and Department staff use ShopFax. Among other things, ShopFax is used to generate Repair Orders, monitor PM schedules, track vehicle repair progress, track vehicle and parts inventories, document estimates and actual costs for repairs, and provide invoicing data for all Fixed-Price and FFS work rendered to the Department.
- 5.2.2 "ShopFax" or the "System" means the ShopFax software and all hardware, inclusive of all access points, utilized in the operation of the ShopFax software.

- 5.2.3 The ShopFax software resides on a primary computer-server at the Eastern Avenue repair location and is backed up by a disaster recovery server at the Department's Pitchess Detention Center. ShopFax is network-distributed to numerous standalone desktop computer workstation access points, which include printers and scanners, located throughout the County.
- 5.2.4 There are currently seventy-nine (79) ShopFax and IBM UniVerse-associated user licenses, seventy-nine (79) disaster recovery ShopFax and IBM Universe associated user licenses, and seventy-nine (79) access points. An "access point" is analogous to a standalone, networked workstation.
- 5.2.5 The Department utilizes fifteen (15) access points, and sixty-four (64) access points are utilized by fleet contractor. All access points are currently equipped with existing County-owned standalone desktop computers and peripherals.
- 5.2.6 All repair locations listed in Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations), with the exception of Catalina Island, are connected to the System and have one (1) or more terminals, monitors, and printers.
- 5.2.7 Contractor shall make full and proper use of the features and functionality of ShopFax in support of the management and maintenance services required hereunder. Contractor shall manage and maintain all aspects of ShopFax, including all software, software licensing, access point hardware and peripherals, and resident data.
- 5.2.8 Contractor Project Director shall coordinate with, and provide information to, County Project Manager or designee on all aspects of ShopFax, including data entry, reports, and procedures relating to Fleet management and maintenance issues.

5.3 **Technology Administration and Maintenance**

- 5.3.1 Contractor shall purchase, on behalf of the Department, continued licensing and on-going System support, which shall include all software updates, for the current level of seventy-nine (79) ShopFax and UniVerse user licenses from World Information Systems (WIS). Contractor shall install all updates to ShopFax within thirty (30) calendar days of release by WIS.
- 5.3.2 Contractor shall purchase continued licensing and on-going support for WIS Esker-SmarTerm software, Microsoft Windows, and Microsoft Office in support of all ShopFax workstations for the current level of seventy-nine (79) user licenses.
- 5.3.3 Contractor shall acquire all necessary support agreements, internet subscriptions/licenses, software licenses and updates, as well as updates for all County-owned diagnostic equipment (see sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment)), e.g. vehicle update modules (either annual or as available) pursuant to sub-paragraph 3.12 (Other Contractor-Provided Material, Equipment, and Services (Fixed-Price)) of this SOW. Contractor shall install all equipment updates within thirty (30) calendar days of their availability.

- 5.3.4 All licenses purchased by Contractor on behalf of the Department shall be registered to "County of Los Angeles, Sheriff," including, but not limited to, ShopFax and UniVerse licenses throughout the term of the Contract and thereafter.
- 5.3.5 Contractor shall provide in-house System administration and local support for ShopFax, UniVerse, and all associated software/hardware.
- 5.3.5.1 Contractor shall maintain and operate the System-related UniVerse ODBC drivers.
- 5.3.6 ShopFax Expansion and Upgrades
- 5.3.6.1 Contractor shall expand ShopFax by adding additional access points, inclusive of hardware, additional ShopFax and UniVerse user licenses, and any other related licenses and support, in excess of the seventy-nine (79) access points available as of the Work Start Date, as required by County Project Manager or designee.
- 5.3.6.2 Contractor shall upgrade ShopFax, thereby providing additional functionality, as required by County Project Manager or designee.
- 5.3.6.3 Contractor shall invoice County for all costs to expand and/or upgrade ShopFax as contemplated in this sub-paragraph 5.3.6 (ShopFax Expansion and Upgrades) as FFS/Direct Purchase as outlined in sub-paragraph 4.6.7.24 of Appendix C (Sample Contract), Exhibit B (Price Sheet).
- 5.3.7 ShopFax Maintenance
- 5.3.7.1 ShopFax shall not be taken off-line for maintenance during business hours, unless the maintenance work is of an emergent and/or critical nature, as determined and approved by County Project Manager or designee. Contractor shall notify County Project Manager or designee via phone or email within one (1) hour of such emergency. See also sub-paragraph 5.3.9 (ShopFax Downtime) of this SOW.
- 5.3.7.2 Exception: ShopFax downtime resulting from telephone company line/relay failures and/or other circumstances beyond the control of Contractor (force majeure) shall not count against Contractor downtime.
- 5.3.7.3 Contractor shall ensure all System access points are supplied with paper and ink cartridges appropriate to the individual printers at each ShopFax workstation.
- 5.3.7.4 Contractor shall maintain a minimum supply of at least one (1) operational spare peripheral and/or peripheral component part for each ShopFax workstation in order to minimize ShopFax downtime. Such peripherals shall be stored at the Eastern Avenue repair location, or otherwise at the direction of County Project Manager or designee. The peripherals and components include, but are not limited to: scanners,

keyboards, wired and wireless mice, computer terminals preloaded with Esker SmarTerm™ software, monitors, cables, routers, modems, software, and appropriately sized printers to fit all shop locations and access points.

- 5.3.7.5 Contractor shall provide and maintain an assortment of tools to facilitate the maintenance of each ShopFax workstation, as well as each peripheral and/or peripheral component part for each ShopFax workstation, in order to minimize ShopFax downtime.
- 5.3.7.6 All Contractor costs to maintain and repair existing access points, peripherals, and peripheral components, as listed in this Paragraph 5.0 (Fleet Management Information Systems and Services) are included in the Fixed-Price portion of the Contract.
- 5.3.7.7 All costs to maintain and repair new access points in excess of the original seventy-nine (79) access points available on the Work Start Date, including peripherals and peripheral components, as listed in this Paragraph 5.0 (Fleet Management Information Systems and Services) shall be invoiced to County as FFS/Direct Purchase as outlined in sub-paragraph 4.6.7.24 of Appendix C (Sample Contract), Exhibit B (Price Sheet).
- 5.3.7.8 Contractor shall repair any inoperative access point hardware or components within five (5) business days of notice to the Contractor by County Project Manager or designee, and provide temporary replacements within two (2) business days of notice to Contractor, when requested by County Project Manager or designee.

5.3.8 ShopFax Report Modifications/Additions

- 5.3.8.1 Contractor shall modify and/or create, or procure services from WIS to modify and/or create, ShopFax reports, when requested by County Project Manager or designee.
- 5.3.8.2 As needed, Contractor shall purchase ShopFax report modifications requiring additional support and labor from WIS as FFS/Direct Purchase, in accordance with Appendix C (Sample Contract), Exhibit B (Price Sheet) sub-paragraph 4.6.7.22. Contractor shall obtain prior written approval from County Supervising Contract Program Monitor or designee prior to initiating any request for such report modification services.

5.3.9 ShopFax Downtime

- 5.3.9.1 Contractor shall operate, maintain, repair, and provide support and supplies for the System with less than twenty (20) business hours of System downtime per year, and less than twenty (20) business hours of System access-point downtime per year.

5.3.9.2 System downtime and/or System access point downtime in excess of twenty (20) business hours per year shall result in Contractor invoice “credits” to County in the amounts, and in the manner set forth in Appendix B (Statement of Work Exhibits), Exhibit 8 (Performance Requirements Summary (PRS) Chart).

5.4 **ShopFax Procedures**

5.4.1 **Repair Order Processing**

The ShopFax Repair Order (Repair Order) functions as a complete, stand-alone document that clearly and accurately reflects the work requested, work authorizations issued, parts issued, and work performed.

The status of Fleet vehicles is based upon open and closed Repair Orders with current and accurate ShopFax “repair reasons.”

5.4.1.1 Unless otherwise specified herein, Contractor shall open a Repair Order in ShopFax immediately when a vehicle is brought in for service. All Repair Orders shall be closed within one (1) hour of repair completion.

5.4.1.2 Contractor shall enter part numbers and other required data into the System.

5.4.1.3 Contractor shall enter labor times using a barcode scanner to facilitate the capture of real-time information.

5.4.1.4 In the event of a barcode scanner failure, Contractor shall manually enter labor-time data into ShopFax, but only on a temporary basis.

5.4.1.5 Contractor shall quality control all Repair Order data input into the System, including, but not limited to, accurate repair reasons, all issued work authorizations, parts issued, and work performed. Contractor shall ensure all written instructions or comments are input, using correct English grammar and spelling.

5.4.1.6 At the Eastern Avenue repair location, Contractor shall notify intake personnel that a completed vehicle is ready for pick-up and provide intake personnel with the location of the vehicle, and copies of 1) the completed Repair Order, 2) original Driver’s Vehicle Condition Report, and 3) signed PM and Inspection Checklists. Such notification shall be made immediately upon completion of the completed repair and quality inspection.

5.4.1.7 At repair locations other than the Eastern Avenue repair location, Contractor shall notify the vehicle’s driver or other responsible party as instructed by County Project Manager or designee when a completed vehicle is ready for pick-up and provide the responsible party with copies of 1) the completed Repair Order, 2) original Driver’s Vehicle Condition Report, and 3) signed PM and Inspection Checklists. Such notification

shall be made within one (1) hour of completion of the completed repair and quality inspection.

- 5.4.1.8 Contractor shall make notifications that a completed vehicle is ready for pickup either verbally, by telephone, via email, or other method approved by County Project Manager or designee.

5.4.2 Repair Order Data Entry Detail

- 5.4.2.1 All Repair Orders shall contain: 1) Complaint, 2) Cause, and 3) Correction in the Comments field of the Repair Order. Contractor shall use all required data-entry fields, unless otherwise directed by County Project Manager or designee, including, but not limited to:

- a. Instruction field: Enter the work requested, as well as any vehicle operator complaints. Vehicle operator complaints shall be described as coming from the driver or other responsible party. The description shall document how the complaint was received, e.g. verbally or from the Driver's Vehicle Condition Report.
- b. Driver Name field: Enter the full first and full last name of the driver or responsible party requesting the work into the "Driver Name" field.
- c. Driver PH# field: Enter the callback number, with area code, of driver or responsible party requesting the work.

- 5.4.2.2 Contractor shall document work approval in the "Comments" section of each FFS Repair Order. Documentation shall include:

- a. Date and time of approval;
- b. Name and title of Department Fleet Management personnel providing such approval;
- c. Approval number, if given;
- d. Number of approved labor hours; and
- e. Total approved cost.

- 5.4.2.3 In addition, Repair Orders for deferred work shall (when applicable) include, but not be limited to:

- a. FFS approvals (when applicable);
- b. Name and phone number of the person who directed specific work to be deferred, when applicable;
- c. Explanation why certain repairs were not completed, if applicable; and
- d. Date vehicle is scheduled to return for deferred work repairs, if applicable.

Deferred work is defined in sub-paragraph 4.15 (Deferred Work) of this SOW.

5.4.3 Repair Order, Exception

- 5.4.3.1 Contractor is not required to open a Repair Order for a vehicle that is awaiting PM Service when:
- a. the vehicle is fully operational (no other repairs needed); and
 - b. the vehicle is located at its home UOA (patrol stations only) repair location; and
 - c. the vehicle is normally garaged at its home UOA (patrol stations only) repair location.

Contractor shall open Repair Order at the time the PM service work begins.

- 5.4.3.2 This exception may be changed on a case-by-case basis with the authorization of County Project Manager or designee.

5.4.4 Deferred Work Review

- 5.4.4.1 Contractor shall perform a review of deferred work in ShopFax on the first and third Mondays of each month.

- 5.4.4.2 Contractor shall contact vehicle driver or other responsible party verbally, by telephone, via email, or other method approved by County Project Manager or designee to re-schedule deferred work that is overdue, unless otherwise directed by County Project Manager or designee.

- 5.4.4.3 Contractor shall advise County Supervising Contract Program Monitor or designee when the driver or responsible party fails to bring in vehicles for deferred work as scheduled.

- 5.4.4.4 Contractor shall clear all completed deferred work from ShopFax.

5.4.5 New Vehicle Acquisition

The Department anticipates most new vehicle acquisition data will be input into ShopFax by trained Department staff. New vehicle acquisition is defined in subparagraph 4.27 (New Vehicle Receiving, Processing, and Outfitting) of this SOW.

Contractor may be required to input new vehicle acquisitions into ShopFax when directed by County Project Manager or designee. Such new vehicle acquisitions may include new purchases, auction purchases, donations, and bailments.

- 5.4.5.1 Data entry shall include all detailed vehicle specifications available at time of entry, as well as the "Domicile Assignment" and "Customer Number" fields as specified by County Project Manager or designee.

5.4.6 ShopFax - Scanned Error Review

- 5.4.6.1 Contractor shall perform a ShopFax scanned error review daily.

- 5.4.6.2 Contractor shall make necessary corrections immediately, in accordance with processes established by WIS and approved by County Project Manager or designee.
- 5.4.6.3 Contractor shall not delete scanned errors from the System without prior written authorization from County Project Manager or designee.

5.4.7 Initial Fleet Reconfiguration and Reassignment

- 5.4.7.1 Contractor shall review the entire Fleet, in accordance with sub-paragraph 3.2.3 (Initial fleet Reconfiguration and Reassignment), and make an initial Fleet reconfiguration and reassignment (Fleet-size adjustment) in ShopFax, from the base Fixed-Price and FFS Fleet sizes published in County's Request for Proposals (RFP) 475-SH with approval by the County Project Manager or designee. An accurate accounting of the initial Fleet size is critical to Contractor's billing and ensures prompt payment by County.
- 5.4.7.2 The review shall account for additions and deletions to the Fleet from the date of publication of the RFP, as well as changes to vehicle "Customer Numbers" and UOAs.
- 5.4.7.3 Contractor shall update ShopFax with the adjusted base Fleet-size data and properly assign vehicles to the Fixed-Price vehicle groups listed in Appendix C (Sample Contract), Exhibit B (Price Sheet), and provided here as follows:
 - a. Group 1: Non-ERV sedans, SUVs, trucks, vans, and other vehicles/equipment with a GVWR of 10,000 lbs. or less, and all on-road trailers;
 - b. Group 2: ERV sedans, SUVs, trucks, and vans with a GVWR of 10,000 lbs. or less, and on-road and off-road motorcycles, and ATVs;
 - c. Group 3: Non-ERV trucks, some buses and other vehicles/equipment with a GVWR of 10,001 lbs. or greater and
 - d. Group 4: Local and statewide inmate buses.
- 5.4.7.4 Contractor shall review all vehicles assigned to the FFS vehicle categories to ensure proper assignment to those FFS categories in ShopFax.
- 5.4.7.5 The final assignment of vehicles to Fixed-Price or FFS categories shall be at the sole discretion of County Project Manager or designee.
- 5.4.7.6 Contractor shall complete the Fleet reconfiguration and reassignment and deliver to County Project Manager or designee a reconfigured Fleet report ("Equipment List" report) within five (5) business days after the Work Start Date as required in sub-paragraph 3.2.3 (Initial Fleet

Reconfiguration and Reassignment). Contractor and County Project Manager or designee will agree to the report's final form and format.

- 5.4.7.7 The base Fleet-size adjustment shall be documented using the Change Order process as described in Appendix C (Sample Contract), sub-paragraph 8.1 (Change Orders and Amendments).
- 5.4.7.8 Contractor shall confirm full ShopFax reporting capabilities for the vehicle groups listed in sub-paragraph 5.4.7.3 above and Appendix C (Sample Contract), Exhibit B (Price Sheet).
- 5.4.7.9 Contractor shall update all required Fleet reports in ShopFax, including but not limited to, the "Equipment List" and the "Daily Out-of-Service Report," to reflect accurate and current information upon completion of the initial Fleet reconfiguration and reassignment.
- 5.4.7.10 County's Contract Program Monitoring staff will review Contractor's ShopFax data entry of the adjusted base Fleet size to ensure accuracy. Contractor shall document any/all corrections to all data entry errors or inconsistencies, under the supervision of County's Contract Program Monitoring staff, within five (5) business days of County's review. The adjusted base Fleet size, as approved by County Project Manager or designee, shall be effective retroactive to the Work Start Date of the Contract.

5.4.8 Parts Inventory, Usage, Coding and Verification

- 5.4.8.1 There are approximately 49,526 "Active" part numbers in ShopFax. Contractor shall, at Contractor's sole expense and with the prior written approval of County Project Manager or designee, in association with a qualified VMRS coding company, verify the VMRS codes attached to all parts previously and currently used in the ShopFax System, re-code those not correctly coded, and property code those parts that still are not coded. (Note: ShopFax does not allow deletion of parts data from its database. Parts data cannot be deleted from ShopFax. ShopFax categorically labels inventoried parts as "Active" or "De-Activated.")
- 5.4.8.2 VMRS coding verification for the parts inventory shall be completed within one hundred-eighty (180) calendar days after the Work Start Date.
- 5.4.8.3 Contractor shall maintain a current and accurate record of the Fleet parts inventory, parts usage, and VMRS coding, as detailed in sub-paragraphs 3.10.4 (Parts Inventory and Usage, General), 3.10.7 (Cannibalized Repair Parts, Inventory Program), and 3.10.8 (Outfitting Parts and Components, Inventory Program), and as required pursuant to sub-paragraph 9.2 (Quality Control Plan) of this SOW.
- 5.4.8.4 Contractor shall report the status of VMRS parts coding verification in each Quarterly Report, as detailed in sub-paragraph 7.4 (Quarterly Report), until completed and up to date.

- 5.4.8.5 Contractor shall set up VMRS codes for all parts in ShopFax, so that part descriptions print on all Repair Orders.
- 5.4.8.6 Contractor shall set up VMRS codes for all parts in ShopFax to enable queries on “part description” for the purpose of printing parts usage reports; e.g. a System user shall be able to query on “heater core” or “brake rotors” to extract all part information from ShopFax to a usage report.
- 5.4.8.7 Contractor shall ensure the use of consistent units-of-measure for similar automotive fluids, as approved by County Supervising Contract Program Monitor or designee; e.g., quarts of motor oil, gallons of antifreeze, etc.
- 5.4.8.8 Contractor shall train System users to accurately apply VMRS coding to parts as they are added to ShopFax throughout the term of the Contract. Contractor shall propose the method for training and obtain approval for such from County Project Manager or designee prior to any such training.

5.4.9 Detailed Equipment Specifications, Verification and Addition

- 5.4.9.1 The “Detailed Equipment Specifications” listed in ShopFax are comprised of specific data for each vehicle from which reports may be generated.
- 5.4.9.2 Contractor shall verify and, if necessary, update the Detailed Equipment Specifications data fields provided in ShopFax with additional data fields, with the approval of County Project Manager or designee.
- 5.4.9.3 Contractor shall use the Detailed Equipment Specifications in ShopFax to provide various as-needed reports throughout the term of the Contract. The Detailed Equipment Specifications include, but are not limited to, the data fields listed in Table G below:

TABLE G DETAILED EQUIPMENT SPECIFICATION, SHOPFAX			
1	Acquisition Method	33	Model Year
2	Alarm	34	Power Take Off
3	Aux Equipment Type	35	Prisoner Cage
4	Aux Equipment Unit Number	36	Purchase Order Number
5	Auxiliary Battery	37	Radio Makes
6	Auxiliary Equipment	38	Radio Models
7	Axles	39	Radio Serial Number
8	Bilge Pump	40	Radio, Department
9	Body Type	41	Rear Seat
10	CF Number	42	Reason for Removal

11	Drive	43	Refrigeration Unit
12	Driver's Name	44	Replacement Vehicle
13	Engine Family Number	45	Retrofit Type
14	Engine Horsepower	46	Retrofit Vehicle
15	Engine Make	47	RFF Number Issued
16	Engine Model	48	RFF Vehicle Replaced
17	Engine serial Number	49	Roll bar
18	Engine Size	50	Secure Idle
19	Engine Year	51	Serial Number
20	Fire Monitor Apparatus	52	Siren
21	Fuel Tanks	53	Special Equipment
22	Fuel Total Capacity	54	Spotlight
23	Fuel Type	55	Tow Bitt
24	Gross Vehicle Weight (GVWR)	56	Tow Line Reel
25	GVWR<= 14000lb	57	Transmission Make
26	GVWR => 14000lb	58	Transmission Model
27	GVWR => 22000lb	59	Transmission Type
28	GVWR>= 6000lb	60	Undercover Lights
29	GVWR Weight Rating	61	Vehicle Key Code
30	ICL	62	Warranty Status
31	Meter Type	63	Winch
32	Mileage Received	64	Mobile Digital Computer

5.4.10 Physical Fleet Inventory and Verification, ShopFax Record Review

- 5.4.10.1 Within three hundred sixty-five (365) calendar days after the Work Start Date, Contractor shall complete a physical Fleet inventory and ShopFax record review.
- 5.4.10.2 Contractor shall provide County Project Manager or designee with quarterly progress reports during the first year of the inventory and record review. The progress report shall be included in each Quarterly Report required as specified in sub-paragraph 7.4 (Quarterly Report) of this SOW.
- 5.4.10.3 Inventory. Contractor shall perform a complete physical inventory of all in-service vehicles, which are "Active" in ShopFax as identified during the initial Fleet reconfiguration and reassignment pursuant to sub-paragraph 5.4.7 (Initial Fleet Reconfiguration and Reassignment) of this SOW. (Note: ShopFax does not allow deletion of vehicles or equipment data from its database. ShopFax categorically labels in-service vehicles as "Active" and decommissioned vehicles (e.g. salvaged, sold at auction) or vehicles held in storage as "Inactive".)
- 5.4.10.4 Contractor shall, at a minimum, verify and capture vehicle year, make, model, color, description, VIN, other Detailed Equipment Specifications

as listed in Table G of sub-paragraph 5.4.9.3 of this SOW, and other vehicle information as specified by County Project Manager or designee.

5.4.10.5 Contractor shall create a vehicle inventory form to capture the information required in sub-paragraph 5.4.10.1 above. The form and format of Contractor's vehicle inventory form shall be as approved, in writing, by County Project Manager or designee.

5.4.10.6 Record Review. Contractor shall compare the information gathered during the physical inventory with ShopFax information and/or the Department's hard files to determine the completeness and accuracy of all information for in-service vehicles. The record review shall include, but is not limited to: vehicle/equipment year, make, model, color, description, Vehicle Identification Number (VIN), emergency or non-emergency classification, ShopFax equipment type, ShopFax "Fleet Codes," other Detailed Equipment Specifications as listed in Table G of sub-paragraph 5.4.9.3 of this SOW, and other vehicle information as specified by County Project Manager or designee.

5.4.10.7 Once data is verified and approved by County Project Manager or designee, Contractor shall correct, update, and/or add vehicle data to ShopFax.

5.4.11 ShopFax Procedure Manual

5.4.11.1 The ShopFax procedure manual includes: opening/closing Repair Orders; "Fleet Code" procedures; running reports; data entry of parts, components, and labor; data entry and reporting of outside vendor parts, labor, and costs; and performing yard checks, as determined by County Project Manager or designee.

5.4.11.2 Contractor shall obtain the ShopFax procedure manual from WIS and provide copies to all designated Department and Contractor Fleet personnel, when requested by County Project Manager or designee, within ten (10) calendar days of any such request.

5.4.11.3 Contractor shall provide additional and/or replacement copies of the manual and revisions as changes occur, when requested by County Project Manager or designee.

5.5 ShopFax Operations

5.5.1 Contractor shall provide quality control for all ShopFax data-entry operations for the following data sets, including, but not limited to:

- a. vehicle identification number (VIN);
- b. vehicle license number;
- c. vehicle number;
- d. Vehicle type/classification;
- e. vehicle assigned location (UOA or repair location);
- f. vehicle utilization;

- g. vehicle in-service date;
- h. vehicle out-of-service date;
- i. vehicle out-of-service condition (reason), e.g. breakdown, overheated, PM, etc.);
- j. estimated vehicle availability (date and time);
- k. acceptance date by Department;
- l. purchase order numbers - including tracking information;
- m. vehicle odometer/hour meter reading; and
- n. estimated cost of repair, as applicable.

5.5.2 Contractor shall oversee all ShopFax operations and procedures, including, but not limited to:

- a. opening, tracking, and closing all Repair Orders;
- b. capturing actual vehicle odometer/hour meter readings for each Repair Order opened by Contractor personnel;
- c. creating Fleet management and maintenance reports as determined by County Project Manager or designee;
- d. downloading data to other electronic formats; e.g., xls, qpw, mdb, etc, as-needed by Contractor or required by County;
- e. tracking labor and vehicle performance against established standards;
- f. tracking accident repairs and reports;
- g. identifying warranties for vehicles and parts;
- h. tracking the status of claims and reimbursements;
- i. documenting both flat-rate and actual repair time on vehicle Repair Orders, when required;
- j. recording oil sample analysis, and reporting results;
- k. identifying and implementing OEM recalls for vehicles and parts;
- l. tracking all notifications concerning recalls; status as "offline," "completed," and "not-completed";
- m. managing all repair parts inventories (see sub-paragraphs 3.10.4 (Parts Inventory and Usage, General), 3.10.5 (Parts, Warranty Information), and 3.10.10 (Expendable Supplies) by manufacturer, part number, description, VMRS code, part value/cost, usage, and usage rate history;
- n. utilizing bar-code feature to create bar-code labels for labor and other operations, and create bar-code labels for vehicles to expedite vehicle yard checks, and shop operations when requested by County Project Manager or designee;
- o. recording out-of-service vehicles, repairs, PM, parts, labor, warranties, recalls, and other information as required by the Department, in real time, at each repair site;
- p. entering all service/repair work on a ShopFax Repair Order;
- q. utilizing the ShopFax "vehicle replacement report," "vehicle high-mileage report," and "underutilized-vehicle report" to assist Department in budgeting replacements, based on Department-established replacement cycles, vehicle/equipment utilization, and vehicle cost-per-mile (CPM);
- r. tracking vehicle/equipment expenditures and repairs by subcontractors or Department in vehicle repair history;
- s. capturing repair and maintenance of Department boats, as performed by Contractor and Department Fleet employees, including, but not limited to: PM;

- PM instruction sheets/schedules; Repair Orders; repair history; labor hours/costs; parts inventory/usage, subcontractor repairs;
- t. capturing Fleet boat repair costs as “Department labor and parts” versus “Contractor labor and parts”; and
- u. capturing the inventory and assignment of Department communication equipment (as input by Contractor and Department employees), including, but not limited to: radios, MDCs, LoJack units, trackers, and GPS units. Communication equipment information shall include, but not be limited to: year; make; model; serial number; equipment type; description; and vehicle location where installed.

5.5.3 Contractor shall manage all ShopFax reporting functions and requirements detailed throughout this SOW, and in particular, Paragraph 7.0 (Reporting Requirements) of this SOW, many of which are available as ready-made reports in ShopFax. These reporting functions and requirements include, but are not limited to, the following:

- a. vehicle depreciation status;
- b. vehicle cost per mile/hour;
- c. Vehicle classification cost per mile/hour;
- d. Equipment replacement report;
- e. high-mileage vehicle report;
- f. underutilized-vehicle report;
- g. oil sample analysis report;
- h. direct versus indirect labor percentage (mechanical);
- i. detail and summary listing of Repair Orders;
- j. detail of road calls (field services breakdown, sub-paragraph 4.25.8 (Towing Data and Tracking) of this SOW);
- k. detail of subcontractor work;
- l. exception reports for vehicles due or late for PM, recalls, or inspections;
- m. exception reports for vehicles which incur excessive repair and/or PM costs;
- n. vehicle usage reports, based on miles, hours, and gallons of fuel used;
- o. vehicle availability reports, by Departmental unit, assigned repair location, and repair location; and
- p. real-time status of out-of-service vehicles report by out-of service category, including repair reasons, e.g. comeback, rework, quick fix, breakdown, PM, driver’s report, waiting decision, recall, and damage due-to-accident (DTA).

5.5.4 To the extent such reports are not available in ShopFax, Contractor shall provide the report(s) to the Department in a form and format approved by County Project Manager or designee.

5.5.5 Contractor shall support all aspects of the ShopFax-Fuel Focus (fuel system) interface. Contractor shall:

- a. manually upload fuel system data, inclusive of odometer/hour meter readings, to ShopFax each business day, directly or by other data media, in a manner approved by County Project Manager or designee; and
- b. obtain fuel usage data from Department’s fuel system(s), including, but not limited to, Fuel Focus, which contains vehicle odometer/hour meter readings,

fuel usage and type, and date/time dispensed, as directed by County Project Manager or designee; and

- c. utilize out-of-range mileage data filters; and
- d. monitor out-of-range mileage data to prevent inaccurate mileage data from corrupting ShopFax PM scheduling information; and
- e. County Project Management or designee must approve changes to parameters of out-of-range mileage data filters; and
- f. Department fuel system manual data download may be discontinued if an automated or direct interface module is developed and implemented for use by County.

5.5.6 Contractor shall utilize the System to schedule PM and inspections by:

- a. vehicle assigned location, including UOA and repair location assignments;
- b. vehicle identification number;
- c. Vehicle type or classification;
- d. PM schedule; e.g. number of days, weeks, months, and years, or miles;
- e. vehicle usage; e.g. miles, hours, or gallons of fuel used; and
- f. vehicle availability.

5.5.7 Contractor shall provide real-time status of all out-of-service vehicles indicating, at a minimum:

- a. Out-of-service category and status - including repair reasons such as comeback, rework, quick fix, breakdown, PM, Driver's Report, Waiting Decision, recall, damage due-to-accident (DTA);
- b. Out-of-service date and time;
- c. estimated available date and time;
- d. Out-of-service condition reason, for example; breakdown/overheat, PM;
- e. estimated cost of repair; and
- f. warranty status of repair, verified through ShopFax information and/or Contractor files.

5.6 **ShopFax Data Security**

5.6.1 ShopFax data is the exclusive property of the County. Contractor shall use this data only in accordance with the work described herein and as otherwise specified throughout the Contract.

5.6.2 ShopFax data shall not be shared with, nor copied to any personal storage device or media (e.g. personal laptop computers or computing "pads," thumb drives, cell phones, CDs, DVDs, other similar personal digital assistants (PDAs), or the "Cloud"), without the express prior written consent of County Project Manager or designee.

5.6.3 Contractor shall protect ShopFax records from data mining enterprises, viruses, and/or destruction by implementing anti-virus software, and other similar

products, in accordance with Department-approved data protection standards. Department will provide Contractor with the Department's data security standards, along with a listing of approved anti-virus software products, upon approval of the Contract.

- 5.6.4 Contractor shall implement and maintain a minimum 3.0Kva uninterrupted power supply (UPS) for ShopFax. The UPS shall include parachute system software that will correctly shutdown the primary and Disaster Recovery (DR) servers in the event of a power failure.
- 5.6.5 Contractor shall implement a data backup hardware system(s) which enables Contractor to 1) create daily data back-up tapes, 2) routinely review system discs, tapes, and other storage mechanisms for errors, and 3) maintain effective off-site, long-term storage procedures for data back-up tapes.
- 5.6.6 Contractor shall prepare a detailed ShopFax Data Security Manual that includes, but shall not be limited to, Contractor's automated record protection procedures, a catalog and index of stored back-up tapes and their filing location(s), and a catalog and index of long-term, off-site stored tapes.
- 5.6.7 Contractor shall deliver the draft ShopFax Data Security Manual to County Project Manager or designee for review and/or written approval within five (5) business days after the Work Start Date. County Project Manager or designee reserves sole discretion to approve, or request edits and changes to, the Data Security Manual.
- 5.6.8 Contractor shall, upon expiration or termination of the Contract, ensure the Department retains fully-operational and updated, full-production ShopFax and UniVerse licenses for access points, plus any additional access points added to Fleet operations during the term of the Contract, inclusive of any/all required third party software and licenses.

5.7 **ShopFax, Use By Department Fleet Personnel**

- 5.7.1 Department personnel, as designated by County Project Manager or designee, shall have unlimited access to ShopFax data related to vehicle/equipment repair, maintenance, parts, and costs.
- 5.7.2 Department personnel may perform some ShopFax data entry for Fleet vehicles including, but not limited to, creating a vehicle record, vehicle activation, and vehicle disposal.
- 5.7.3 Department personnel may perform some data entry for radio, MDT, MDC, and other communications equipment.
- 5.7.4 Contractor shall recommend the necessary level of access to ShopFax records/systems for all Contractor staff and Department personnel, subject to the approval of County Project Manager or designee.

5.8 Other Information Systems/Services

- 5.8.1 Contractor shall, pursuant to sub-paragraph 3.1.2 (STP Requirements, Tasks) of this SOW, acquire all necessary support agreements, internet subscriptions/licenses, software licenses and updates, and vehicle update modules (either annually or as available) for the equipment and resources listed below:
- 5.8.1.1 County-owned vehicle computer scanner tools, and any other tools including, but not limited to, those listed under sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment) of this SOW;
 - 5.8.1.2 MLG manuals;
 - 5.8.1.3 ALLDATA online data;
 - 5.8.1.4 CCC One Estimating; and
 - 5.8.1.5 Current Kelly Blue Books (hard copy or computer software versions).
 - 5.8.1.6 Data Acquisition Devices (DAD) (ESP System 1, OBD Inspection System).
- 5.8.2 Contractor shall purchase continued licensing and ongoing maintenance and support for all County-owned IBM Cognos report-writer licenses, which shall include all software updates for six (6) Department-designated access points (four (4) Contractor access points, plus two (2) County-only access points).
- 5.8.3 In lieu of IBM Cognos, Contractor may purchase SAP Crystal report-writer licenses, when approved by County Project Manager or designee, inclusive of ongoing maintenance and support which shall include all software updates for six (6) Department-designated access points (four (4) Contractor access points, plus two (2) County-only access points).
- 5.8.4 Contractor shall purchase additional IBM Cognos or SAP Crystal report writer licenses, as the case may be, on behalf of the Department when directed by County Project Manager or designee. All such additional licenses shall be registered to "County of Los Angeles, Sheriff." Contractor shall invoice Department as FFS/Direct Purchase for all such additional licenses.
- 5.8.5 Contractor shall provide as-needed administrative support and training to Department personnel in the use of IBM Cognos or SAP Crystal report writers, which are used in conjunction with ShopFax.
- 5.8.5.1 Contractor shall provide Cognos and/or Crystal reports when requested by County Project Manager or designee within the timeframes requested.
- 5.8.6 Contractor shall not utilize BAR telephone lines except as required to transmit BAR data.
- 5.8.7 Contractor shall pay all telephone/data communication line expenses for ShopFax and the ALLDATA internet service.
- 5.8.8 Contractor shall notify utility service provider within thirty (30) minutes of a reported inoperative communication line(s). Contractor shall request expedited

utility service-provider repair of inoperative data communication lines, when necessary.

5.9 **Contractor's Information Technology Staff, Duties**

Sub-paragraph 2.1 (Staffing Levels and Schedules, General) of this SOW describes Contractor's work obligations with regard to staffing and Contractor's staff requirements to perform work under the Contract. Sub-paragraph 5.9 (Contractor's Information Technology Staff, Duties) through sub-paragraph 5.11 (IT Staff Training) provide specific requirements for Contractor's information technology (IT) staff.

5.9.1 At a minimum, Contractor shall provide one (1) IT System Administrator/Programmer (SAP) and one (1) IT Assistant System Administrator/Programmer (AAP) (collectively, "IT Staff"), as outlined in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing).

5.9.2 Contractor's IT Staff duties include, but are not limited to:

- a. providing expertise and leadership in supporting and providing cost effective and efficient management and maintenance for all existing Fleet management and maintenance applications;
- b. having overall responsibility for the operation and maintenance of the ShopFax System, including the maintenance, as-needed installation, and repair of all hardware inclusive of all peripheral devices; uploading, applying patches, and performing backups for software and data; and maintaining and troubleshooting network connectivity issues;
- c. monitoring vehicle repair and document submission timeliness, and the accuracy of data input to ShopFax;
- d. reviewing the completeness and accuracy of reports derived from ShopFax directly, as downloaded and configured using Excel, Crystal, and Cognos report writers;
- e. downloading ShopFax data to the Department's Fleet Asset Status Tracking (FAST) program; identifying and evaluating opportunities to improve ShopFax; e.g. incorporating other peripheral reporting tools or similar modifications; and
- f. implementing ShopFax improvements, as approved by the County Project Manager or designee.

5.9.3 Contractor's IT Staff qualifications include, but are not limited to:

- a. demonstrated proficiency supporting an asset management information system similar to ShopFax and with similar requirements listed in this Paragraph 5.0 (Fleet Management Information Systems and Services);

- b. demonstrated proficiency in Microsoft Office Suite applications, as well as the Department's legacy Corel Suite application which includes Quattro Pro, WordPerfect, and Paradox database programs, and County's Asset Works® Fuel Focus™ fuel management system; and
- c. demonstrated knowledge and background of Fleet management systems, applications and service functions, procedures.

5.9.4 Contractor's IT Staff duties include, but are not limited to:

- a. providing maintenance, repair, cost, fuel, and various other Fleet reports (form and format to be determined) from ShopFax, when requested by County Project Manager or designee;
- b. delivering to County Project Manager or designee existing "ready-made" ShopFax and other report types within one (1) business day and custom Cognos or Crystal reports (which require new programming) within three (3) business days;
- c. providing as-needed training and assistance to Contractor and Department Fleet personnel in the use of: ShopFax; the Microsoft Office Suite of office tools; Cognos and Crystal report writers; and Asset Works Fuel Focus;
- d. providing as-needed support and expertise in reading and printing, as well as converting, certain legacy Corel data files to MS Office from the following formats: Quattro Pro, Paradox, and WordPerfect;
- e. providing as-needed or as-requested expansion services for ShopFax, including, but not limited to, adding operational access points, coordinating connectivity, and installing hardware and software updates;
- f. providing as-needed System modifications (ShopFax); and
- g. providing and/or modifying reports and data layouts, as required by County Project Manager or designee.

5.9.5 Contractor's IT staff shall maintain and support:

- a. all facets of ShopFax operation, including all access point hardware, as well as software maintenance, troubleshooting, and repair;
- b. all ShopFax reports;
- c. Cognos and Crystal report-writer software;
- d. ALLDATA online [internet] access;
- e. CCC One Estimating online [internet] access;
- f. all Microsoft Office applications installed on Contractor's computing devices; e.g. Access, Excel, Word, etc.;
- g. all functions and processes for managing data downloads from the Department's Fuel Focus Systems;
- h. all functions and processes for managing data uploads to ShopFax; and
- i. as-needed data configuration.

5.10 **IT Staff Schedules**

- 5.10.1 Contractor's IT staff shall each work a minimum of forty (40) hours per week under the Contract, performing a full range of technical IT maintenance and support services for all Department Fleet systems, applications, and services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networks, and applications.
- 5.10.2 One (1) SAP or AAP shall be on site at the Eastern Avenue repair location between 6:00 a.m. and 4:30 p.m., Monday through Friday, excluding County-recognized holidays, as listed in sub-paragraph 6.2 (County-Observed Holidays).
- 5.10.3 One (1) SAP or AAP may be deployed to perform duties directly related to ShopFax, Cognos/Crystal reporting, Fuel Force/Fuel Focus, or other computer systems and/or servicing other Department sites as directed by Contractor management.
- 5.10.4 The dedicated forty (40) hours per week each for the IT SAP and AAP excludes time off for approved vacation, sick time, and other employee time off benefits, in accordance with Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing).
- 5.10.5 Contractor shall provide a full-time, qualified replacement for the SAP or AAP, only if either of them is absent for more than thirty (30) cumulative business days during a Contract year.
- 5.10.6 Location hours and schedules, as listed on Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing), are a minimum coverage requirement. All Contractor IT Staff must also be available, as needed, outside of the stated hours and/or on non-business days to perform any required ShopFax System work, upgrades, and/or to correct System errors when ShopFax is not in use.
- 5.10.7 Any exceptions to IT Staff scheduling requirements shall have prior written approval of County Project Manager or designee.

5.11 **IT Staff Training**

- 5.11.1 Contractor's IT Staff shall each receive a minimum of five (5) days initial ShopFax training at the WIS corporate office. Training shall include, but shall not be limited to, the full-functional administrative capabilities of ShopFax.
- 5.11.2 Contractor shall ensure each of the IT Staff is trained in, and demonstrates competency in, writing and executing programs to extract and manipulate data, and designing and generating reports using one (1) or more of the following applications: Microsoft Access, MS Excel; Cognos Report Writer; or Crystal Report Writer.
- 5.11.3 Contractor shall ensure each of the IT Staff have received the training referred to in sub-paragraphs 5.11.1 and 5.11.2 above, within one hundred and eighty (180) calendar days after the Work Start Date.

5.11.4 Contractor shall provide all required training at Contractor's sole expense. Contractor shall not invoice Department for training expenses.

5.11.5 Continuing Training

5.11.5.1 Contractor shall, at the direction of County Project Manager or designee, and at Contractor's sole expense, send at least one of the above-identified IT Staff to the annual ShopFax User's Conference. The conference is estimated to encumber two (2) to three (3) days of on-site training, plus travel and expenses.

5.11.5.2 Contractor shall provide all continuing training at Contractor's sole expense. Contractor shall not invoice Department for continuing training expenses.

5.12 Training, User

5.12.1 ShopFax

Contractor shall, at Contractor's sole expense and as provided for under the Fixed-Price portion of the Contract, engage World Information Systems, Inc. (WIS) to provide an initial two (2) consecutive business day ShopFax training session at the Eastern Avenue repair location for an as-yet-to-be-determined number of Department and Contractor personnel, as specified by County Project Manager or designee, within the first one hundred-eighty (180) calendar days after the Work Start Date.

5.12.1.1 Contractor shall engage WIS to provide eight (8) hours of continuing ShopFax training on-site at the Eastern Avenue repair location, or via webinar, on an annual basis and throughout the term of the Contract, in coordination with County Project Manager or designee, and Contractor.

5.12.1.2 Contractor shall provide all training equipment and materials, including a computer display projector and screen for each training session [other than the software and training materials (handouts) specifically provided by WIS].

5.12.2 Cognos / Crystal

IBM Cognos Report Writer (Cognos) is currently the standard report-writing tool in use by the Department's Fleet management operation. The standard report-writing tool for the County is the SAP Crystal Report Writer. Contractor understands and acknowledges that, at any time, the Department and thus the Contractor may be required by the County to adopt the County's standard SAP Crystal Report Writer (Crystal) for its Fleet operations.

5.12.2.1 Contractor IT Staff shall provide an initial two (2) consecutive business day training session for up to ten (10) Department personnel on the use of Cognos within the first one hundred-eighty (180) calendar days after the Work Start Date.

- 5.12.2.2 In like manner, should the Department and Contractor be required by the County to adopt Crystal as the report-writing standard for Fleet operations, Contractor IT Staff shall provide an initial two (2) day training session for up to ten (10) Department personnel on the use of Crystal within ninety (90) calendar days of notification by the County Project Manager or designee.
 - 5.12.2.3 Contractor IT Staff shall provide, on an annual basis, and throughout the term of the Contract, up to eight (8) hours of continuing Cognos (or Crystal, as the case may be) training at the Eastern Avenue repair location for up to twenty (20) Department personnel. Contractor shall schedule such training in coordination with County Project Manager or designee.
 - 5.12.2.4 Contractor may use a qualified outside consultant, in lieu of utilizing Contractor IT Staff, to provide the training, if necessary, at Contractor's sole expense. Contractor shall not invoice Department for such training.
 - 5.12.2.5 Contractor shall provide all training materials, documentation, and equipment, including a computer display projector and screen for each training session [other than the software and training materials (handouts) specifically provided by a third-party training consultant].
- 5.12.3 Any exception to the training requirements in this sub-paragraph 5.12 (Training, User) shall be approved in writing by County Project Manager or designee.

6.0 HOURS/DAYS OF OPERATION

6.1 Work Schedule

- 6.1.1 At a minimum, Contractor shall receive vehicles for maintenance/repair work, and provide both on-site and telephonic customer service, continuously from 6:00 A.M. through 11:00 P.M. at the Eastern Avenue repair location and as listed in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) for all other repair locations, Monday through Friday, every scheduled County workday.
- 6.1.2 The minimum hours of operation excludes time off for approved vacation, sick time, and other employee time-off entitlements.
 - 6.1.2.1 The minimum hours of operation for the Eastern Avenue repair location, station repair locations, and outlying shops are listed in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).
 - 6.1.2.2 Contractor shall schedule staggered lunch periods and break times for all staff in order to meet the work requirements set forth in this SOW.
 - 6.1.2.3 Contractor shall provide customer service staff at the Eastern Avenue repair location, during business hours (not answering machines or

similar apparatus) with staff in sufficient numbers to avoid excessive waiting by Department personnel.

- 6.1.2.4 Contractor shall provide voice mail for receiving after-hours customer calls requesting appointments and/or other information, and shall return all after-hours calls within the first two (2) hours on the following business day.
- 6.1.2.5 If Contractor's customer service staff is unsuccessful in the initial attempts to return a customer service call, Contractor's staff shall make a minimum of two (2) additional follow-up attempts to contact the party.
- 6.1.2.6 Contractor shall schedule sufficient technician staff at the Eastern Avenue repair location to receive vehicles and perform quick-fix repairs, as specified in sub-paragraph 4.10 (Quick-Fix Repairs and Appointments) of this SOW, including, but not limited to, the repair or replacement of tires, batteries, light bulbs, and wiper blades. Department may require additional service hours in order to meet specific needs as situations occur, as directed by County Project Manager or their designee.
- 6.1.2.7 The evening shifts as indicated on Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) shall be used primarily for performing PM services and minor to medium repairs, as determined by County Manager or designee.
- 6.1.2.8 Contractor shall provide technicians to work evening shifts, with a lead technician, and ready access to parts and supplies, every scheduled County work day at the Eastern Avenue repair location and other repair locations as indicated on Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), or as approved by County Project Manager or designee.
- 6.1.2.9 Contractor shall, upon approval of County Project Manager or designee, adjust evening shift hours and/or day-shift hours should additional workspace become available for Fleet vehicles at the Eastern Avenue repair location and other Department repair locations.
- 6.1.2.10 Contractor shall extend some repair location hours and shift hours beyond those stated in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) and Exhibit 3B (Administrative and Other Required Staffing Levels), and authorize overtime when necessary, to ensure compliance with the requirements of the Contract; however, Contractor understands and agrees that any FFS work performed during these additional work hours shall be invoiced at the regular hourly labor rate in accordance with Appendix C (Sample Contract), Exhibit B (Price Sheet), unless pre-approved in writing for the overtime hourly labor rate by County Project Manager or designee.

6.1.2.11 Contractor shall assign all necessary additional mechanical, technical, and administrative staff, above and beyond the minimum staffing levels listed in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), and Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing), when necessary to meet Contract performance requirements.

6.1.3 Minimum Hourly Requirement, Technicians

6.1.3.1 Contractor’s light vehicle, truck, bus, or off-highway vehicle technicians shall each perform a minimum five (5) or more hours of direct vehicle repair labor each business day, in satisfaction of the minimum staff technician requirement at the repair locations listed in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).

6.1.3.2 Lead technicians, motorcycle technicians, and technicians at Catalina repair location, Pomona Test Track repair location, and the Eastern Avenue repair location Body Shop are exempt from this five (5) hour minimum requirement. Any other exemption, whether on a per-day basis or otherwise, must be authorized by County Project Manager or designee.

6.1.4 County Project Manager or designee must pre-authorize any business hours closure of any repair location by Contractor.

6.2 County-Observed Holidays

Contractor is not normally required to provide services on County-observed holidays or weekends, with the exception of unforeseen circumstances, i.e., emergencies or excessive backlog.

6.2.1 County-observed holidays are as follows and will be updated by County Project Manager or designee on an annual basis:

County Observed Holidays	
New Year’s Day	January 2
Martin Luther King Day	3 rd Monday in January
President’s Day	3 rd Monday in February
Cesar Chavez Day	March 26
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	October 8
Veteran’s Day	November 12
Thanksgiving Day	4 th Thursday in November
Fri after Thanksgiving	4 th Friday in November
Christmas Day	December 25

- 6.2.2 If in any year, the dates of January 1, July 4, November 11, or December 25 fall on a Saturday, the preceding Friday shall mark the observed holiday, unless otherwise instructed by County Project Manager or designee. If any of these dates fall on a Sunday, the Monday immediately following shall mark the observed holiday, unless otherwise instructed by County Project Manager or designee.
- 6.2.3 Contractor may be required to provide services on County-observed holidays. Contractor shall not expect delivery of additional vehicles for PM or other services on such days.

7.0 REPORTING REQUIREMENTS

Contractor's reporting requirements include:

1. Vehicle Out-of-Service Report (daily)
2. Daily Staffing Report
3. Monthly Report
4. Quarterly Report
5. Annual Report

7.1 Vehicle Out-of-Service Report

- 7.1.1 The Vehicle Out-of-Service Report (VOSR) is a daily report. The VOSR includes, but shall not be limited to, all Fixed-Price and FFS vehicles in the Fleet, with the quantities and percentages for total vehicles out-of-service for maintenance and repair, grouped and classified in accordance with the vehicle types and classifications provided in Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Appendix B (Statement of Work Exhibits), Exhibit 6 (Vehicle/Equipment Type Code List).
- 7.1.2 Contractor and Department shall use the VOSR to document compliance with the vehicle out-of-service requirements set forth in sub-paragraph 4.12 (Out-of-Service Rate) of this SOW.
- 7.1.3 Contractor shall submit a current and accurate VOSR to County Project Manager or designee no later than 3:30 p.m. on a daily basis.
- 7.1.4 The VOSR shall include, but shall not be limited to, the following vehicle categories:
- 7.1.4.1 ERVs (see sub-paragraph 4.12.8, Table A (Out-of-Service Rate – ERVs (Black and White)))
- a. includes a count of all active (in-service) black and white ERVs (Equipment types 1, 9, 19, and 22), for both Fixed-Price and FFS categories, that are out of service for maintenance and/or repairs, by UOA;
 - b. includes the number and percentages of black and white ERVs out-of-service, by UOA;

- c. includes a sub-listing of out-of-service black and white ERVs that qualify as exceptions to the out-of-service rate requirement pursuant to sub-paragraph 4.12.9 (Exceptions); and
- d. indicates Contractor compliance or non-compliance with the out-of-service rates set forth in sub-paragraph 4.12 (Out-of-Service Rate).

7.1.4.2 Non-ERVs (see sub-paragraph 4.12.8, Table B (Out-of-Service Rate – Non-ERVs))

- a. includes a count of all active (in-service) non-ERVs (all Equipment types except 1, 9, 16, 19, 22, 30, 31, 34, 37, and 99), for both Fixed-Price and FFS categories, that are out of service for maintenance and/or repairs, by UOA;
- b. includes the number and percentages of non-ERVs out-of-service, by UOA;
- c. includes a sub-listing of out-of-service non-ERVs that qualify as exceptions to the out-of-service rate requirement pursuant to sub-paragraph 4.12.9 (Exceptions); and
- d. indicates Contractor compliance or non-compliance with the out-of-service rates set forth in sub-paragraph 4.12 (Out-of-Service Rate).

7.1.4.3 Prisoner Transport Buses (see SOW, sub-paragraph 4.12.8, Table C (Out-of-Service Rate – Prisoner Transport Buses))

- a. includes a count of all active (in-service) prisoner transport buses (Equipment types 30, 31, 34, and 37), for both Fixed-Price and FFS categories, that are out of service for maintenance and/or repairs, by UOA;
- b. includes the vehicle number, repair location of each bus, and the types of repairs required;
- c. includes the number and percentages of prisoner transport buses out-of-service, by UOA;
- d. includes a sub-listing of out-of-service prisoner transport buses that qualify as exceptions to the out-of-service rate requirement pursuant to sub-paragraph 4.12.9 (Exceptions) of this SOW; and
- e. indicates Contractor compliance or non-compliance with the out-of-service rates set forth in sub-paragraph 4.12 (Out-of-Service Rate).

7.1.4.4 Patrol Motorcycles (Appendix B (Statement of Work Exhibits), Exhibit 4 (PM Schedules, Labor Times, and Classifications), Equipment Type 16)

- a. includes a count of all active (in-service) patrol motorcycles for both Fixed-Price and FFS categories that are out-of-service for maintenance and/or repairs, by UOA; and
- b. includes the vehicle number, repair location of each motorcycle, and the types of repairs required; and
- c. Contractor shall use this portion of the VOSR to track and calculate motorcycle out-of-service non-compliance and self-assess the automatic deductions required pursuant to sub-paragraph 8.26.5 of the Contract.

7.1.5 The VOSR shall include the following information:

7.1.5.1 total number of vehicles assigned by UOA;

7.1.5.2 maximum number of vehicles allowed out-of-service by UOA (see sub-paragraph 4.12 (Out-of-Service Rate) of this SOW and sub-paragraph 4.12.8, Table A (Out-of-Service Rate – ERVs (Black and White), Table B (Out-of-Service Rate – Non ERVs), and Table C (Out-of-Service Rate – Prisoner Transport Bus));

7.1.5.3 number and percentage of vehicles out-of-service for Contract compliance; and

7.1.5.4 number of vehicles which qualify as exceptions to the out-of-service rate requirements pursuant to sub-paragraph 4.12.9 (Exceptions) of this SOW.

7.1.6 The VOSR shall include a listing of active vehicles currently out-of-service that are exceeding the three (3) to fifteen (15) business day mechanical repair time requirements (see sub-paragraph 4.9.5 (General Repair Time Requirements) and sub-paragraph 4.9.6 (Specific Repair Time Requirements)), and any active vehicles currently out-of-service that are exceeding the three (3) to twenty-one (21) business day accident, body, and paint repair time requirements (see sub-paragraph 4.34.8 (Accident Repair time Requirements)).

7.1.6.1 Information for this requirement shall include a list, by Department repair location, with the number of business days exceeding the repair time requirement per vehicle. Contractor shall provide totals for each category.

7.1.6.2 Contractor shall use the information in this section of the VOSR to assist in tracking and calculating the automatic deductions required pursuant to Appendix B (Statement of Work Exhibits), Exhibit 8 (Performance Requirements Summary (PRS) Chart).

7.1.7 Contractor shall highlight on the VOSR all UOAs that exceed the allowed maximum number of vehicles out of service, by vehicle category as set forth in sub-paragraph 7.1.4 above.

7.1.8 Month-To-Date Spreadsheet: Contractor shall document the vehicle out-of-service non-compliances and running subtotal information by UOA for all

categories listed in sub-paragraph 7.1.4 (patrol motorcycles excluded) on separate “month-to-date” spreadsheets. Grand totals shall be entered on the final report of the month. The final form and format of the month-to-date spreadsheet shall be as approved by County Project Manager or designee.

- 7.1.9 The VOSR shall be run and shall be current and accurate at 2:30 p.m. each business day.
- 7.1.10 Contractor shall, each business day, deliver an electronic copy of the VOSR (bundled with the Daily Staffing Report [see sub-paragraph 7.2 (Daily Staffing Report) below]), via email, to the County Supervising Contract Program Monitor, and to each County Contract Program Monitor by 3:30 p.m. Department will provide Contractor with a directory of email addresses for Department staff.
- 7.1.11 Contractor shall deliver the VOSR, in hard copy, to both County Project Manager or designee and County Supervising Contract Program Monitor or their designees by 3:30 p.m. each business day.
- 7.1.12 Contractor’s obligation to provide the VOSR shall not be diminished in the event of a System (ShopFax) failure. (n.b. Some VOSR information may be obtained from daily yard checks conducted by Contractor pursuant to sub-paragraph 4.13 (Vehicle Yard Check and Reporting) of this SOW).
- 7.1.13 County Project Manager or designee may authorize Contractor to provide a condensed VOSR for a limited amount of time, under special circumstances, and on a case-by-case basis only.
- 7.1.14 The final form and format of the VOSR shall be as approved by County Project Manager or designee.

7.2 **Daily Staffing Report**

- 7.2.1 The Daily Staffing Report (DSR) is comprised of a complete listing of all Contractor’s staff, by name, position, and daily work location as required in accordance with Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) and Exhibit 3B (Administrative and Other Required Staffing).
- 7.2.2 The DSR shall verify daily compliance with the total minimum staffing requirements listed in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) and Exhibit 3B (Administrative and Other Required Staffing) for each business day and shall indicate whether Contractor staff is present (in) or absent (out).
- 7.2.3 Contractor shall document individual personnel changes, as they occur, on the DSR. Contractor shall report all staffing by name, position, work location, and current certifications/licenses.
- 7.2.4 Contractor shall report all permanent personnel changes in accordance with sub-paragraph 2.2.8 of this SOW.

7.2.5 Men's Central Jail, Century Station, Eastern Avenue, and Pitchess Detention Center Repair Locations Minimum Staffing

7.2.5.1 Contractor shall specifically document non-compliance with the minimum staffing and work shift requirements for the Men's Central Jail, Century Station, Eastern Avenue, and Pitchess Detention Center repair locations, as specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).

7.2.5.2 Contractor shall make appropriate deductions for such non-compliance, from each monthly invoice (invoice credits). The deduction amounts are listed in sub-paragraph 8.26.5 of the Contract.

7.2.5.3 Contractor shall indicate all violations waived by County Project Manager or designee.

7.2.6 Contractor shall, each business day, provide an electronic copy of the initial DSR, via email, to the County Supervising Contract Program Monitor and to each County Contract Program Monitor by twelve (12) noon. Department will provide Contractor with a directory of email addresses for Department staff.

7.2.7 Contractor shall, each business day, provide an updated electronic copy of the final DSR (bundled with the VOSR), via email, to the County Supervising Contract Program Monitor, and to each County Contract Program Monitor by 2:30 p.m.

7.2.8 The DSR shall be current and accurate as of 2:30 p.m. each business day.

7.2.9 Contractor shall deliver the DSR, in hard copy, to both County Project Manager or designee and County Supervising Contract Program Monitor or their designees, by 3:30 p.m. each business day.

7.2.10 The final form and format of the DSR shall be as approved by County Project Manager or designee.

7.3 **Monthly Report**

7.3.1 The Monthly Report shall contain the following minimum information:

7.3.1.1 PM assignments and completions: in-service vehicles that do not have a ShopFax PM assignment and/or have not had PM servicing completed within the last 365 calendar days;

7.3.1.2 PM delinquencies: vehicles delinquent for PM after two (2) notifications to the responsible party, when requested by County Project Manager or designee;

7.3.1.3 PM compliance rate: the percentage of vehicles receiving PM during the month, whether "due" or "overdue" for PM, while in shop when a Repair Order was opened. This requirement includes the ShopFax "edit or selection" process to identify vehicles excluded from PM servicing

along with a justification or “repair reason,” e.g. “quick-fix,” “Department driver unable to leave vehicle,” etc.;

- 7.3.1.4 Comebacks (see sub-paragraph 4.14 (Reworks, Comebacks, Warranty Periods)): the number of comebacks by percentage of Repair Orders per repair location, and by percentage of Repair Orders for the Fleet overall;
- 7.3.1.5 Reworks (see sub-paragraph 4.14 (Reworks, Comebacks, Warranty Periods)): the number of reworks by percentage of Repair Orders per repair location, and by percentage of Repair Orders for the Fleet overall;
- 7.3.1.6 OEM recalls, completion status: OEM recall start date, recall description number completed, number not completed (pending), status of recalls in progress, and percent completed. (Contractor may discontinue reporting of completed OEM recall programs in the Monthly Report, following the third month after which all vehicles in a particular OEM recall program have been completed.);
- 7.3.1.7 County-generated ShopFax campaigns and completion status: the number of vehicles completed per campaign, number of vehicles not completed, and percentage completed per campaign;
- 7.3.1.8 Warranty reimbursement claims summary: all revenue received from warranty reimbursements on vehicles, and the percentage credited to County. (Contractor shall categorize warranty reimbursements by type of warranty claim [vehicles, equipment, components, parts, etc.]);
- 7.3.1.9 Vehicle inspections, ERVs: copies of inspections, number of vehicles completed during the monthly reporting period, and year-to-date percentage completed. (Catalina ERV and non-ERV inspections shall be included every third month of the Contract year.);
- 7.3.1.10 Vehicle accidents, status: date vehicle received, days out-of-service, and summary of any or all vehicles exceeding the Contract repair time requirements set forth in sub-paragraph 4.34.8 (Accident Repair Time Requirements);
- 7.3.1.11 Repair Time Requirement Deficiencies: Number of active, out-of-service vehicles during the month that exceeded the mechanical repair time compliance requirements specified in sub-paragraph 4.9.6 (Specific Repair Time Requirements), and the total number of in-service vehicles during the month that exceeded the accident, body, and paint repair time repair time compliance requirements specified in sub-paragraph 4.34.8 (Accident Repair Time Requirements), less the exceptions listed in sub-paragraph 4.9.7 (Exceptions to Repair Time Requirements), listed by Department repair location, vehicle number, days exceeded per vehicle, and totals provided for each repair time category.

- a. Contractor shall use the information from this portion of the Monthly Report to assist in tracking and calculating the automatic deductions per deficiency. The deduction amounts are listed in Appendix C (Sample Contract), sub-paragraph 8.26.5.

7.3.1.12 Vehicle receiving and preparation:

- a. Number and listing by vehicle number of all vehicles received in the previous month, with status of each listed vehicle as processed through DMV, in process with DMV, or waiting to be processed with DMV for the month (see sub-paragraph 4.27.1 (New Vehicle Processing));
- b. Number and listing by vehicle number of all vehicles outfitted and all vehicles prepped for decommissioning for the month. Contractor shall indicate the vehicles by the categories of fully-outfitted (both Fixed-Price and FFS), other-than fully outfitted, and other outfitting work, and sub-totaled by equipment types, as directed by County Project Manager or designee.
- c. Contractor shall maintain the data in spreadsheet format. The final form and format for this portion of the Monthly Report shall be as directed by County Project Manager or designee.

7.3.1.13 Decommissioned Vehicles (sub-paragraph 4.33 (Vehicle Decommissioning Records and Reports)): number of vehicles sent to auction, sold at auction, and/or cannibalized for the month. The final form and format for this portion of the Monthly Report shall be as approved by County Project Manager or designee);

7.3.1.14 Cannibalized parts used in the repair of Fleet vehicles: in spreadsheet format listed by part number (for re-used parts), VMRS code, description, fair market value of "like-kind-quality," and "new" value in accordance with sub-paragraph 3.10.7 (Cannibalized Repair Parts, Inventory Program). The final form and format for this portion of the Monthly Report shall be as directed by County Project Manager or designee;

7.3.1.15 Repair location inspection report summary: by repair location, including status of Contractor's repair location maintenance and equipment servicing program; e.g., on schedule or overdue, re-inspection dates for fire extinguishers, and permit expiration dates for pressure vessels. The final form and format for this portion of the Monthly Report shall be as directed by County Project Manager or designee;

7.3.1.16 Complete staffing report: by Contractor employee name, position, work location, current certifications/licenses (including those listed in sub-paragraph 2.3.7 (Contractor Employee Qualifications and Training), and driver's licenses with endorsements and updated expiration dates;

7.3.1.17 ShopFax downtime: by number of hours, by terminal location, by System overall, and causes;

7.3.2 Contractor shall provide an original hard copy Monthly Report to County Project Manager or designee with a hard copy and electronic version to County Supervising Contract Program Monitor within five (5) business days of the end of each month.

7.3.3 Monthly Report shall be reviewed for accuracy by either Contractor Project Director or Contractor Project Manager, signed and dated, prior to submission to County.

7.4 **Quarterly Report**

7.4.1 Contractor shall provide an original hard copy Quarterly Report to County Project Manager or designee with a hard copy and electronic version to County Supervising Contract Program Monitor within ten (10) business days following the end of each quarter. The Quarterly Report shall contain the following minimum information:

7.4.1.1 Status of Contract compliance/non-compliance, categorized as follows:

- a. three (3) to fifteen (15) day repair time compliance pursuant to sub-paragraph 4.9.5 (General Repair Time Requirements); includes number of repairs initiated, number of repairs in compliance, numbers of repairs not in compliance, frequency, and percentage. Includes special circumstances and/or justifications/explanations for non-compliance;
- b. minimum staffing compliance pursuant to Appendix B (Statement of Work Exhibits, Exhibit 3A (Minimum Staffing Levels per Repair Location) and Exhibit 3B (Administrative and Other Staffing Required));
- c. vehicle out-of-service rate compliance. See sub-paragraph 4.12 (Out-of-Service Rate);
- d. status of facility maintenance and repair schedule compliance. See sub-paragraph 3.4.1 (Repair Location Internal Maintenance);
- e. status of facility environmental compliance. See sub-paragraph 3.4.6 (Repair Location and Facility Equipment, Records/Reporting);
- f. quality control corrective action plans to remedy non-compliance, when required (see sub-paragraph 3.3.5.21 of this SOW), with specific steps and timetables Contractor will use to achieve compliance.

If Contractor is one hundred percent (100%) compliant with this sub-paragraph 7.4.1.1 (a)-(f), then the Quarterly Report shall include that information.

- 7.4.1.2 Tow information, including number and type of breakdowns, tow truck response times, in/out of compliance counts and percentages, and numbers of vehicles returned to service. See sub-paragraph 4.25 (Towing and Emergency Road Services) for towing requirements.
- 7.4.1.3 Status of all Clean Fuel Programs (see sub-paragraph 3.7 (Clean Fuel Program)) that affect the Department, and the availability/status of all Clean Fuel funding revenue streams that could assist the Department in meeting clean fuel goals. The report shall include the status of the Clean Fuel Program, i.e., vehicles completed, vehicles still pending, schedule status, and cost to date.
- 7.4.1.4 Description, serial number, date of purchase, purchase price, and amortized value to date of all equipment purchases and facility improvements made by Contractor, valued at \$5,000 or more, during the reporting quarter. This is to be the current amortization status of equipment purchases or facility improvements for the Contract (see sub-paragraph 3.4.3 (County-Furnished Tools and Equipment, Maintenance and Repair).
- 7.4.1.5 Description, serial number, date of purchase, purchase price, amortized value to date, date of sale, and sale price for any equipment sold that, when new, was purchased for \$5,000 or more.
- 7.4.1.6 Status of ShopFax master record review and physical fleet inventory and verification pursuant to sub-paragraph 3.2.7 (Physical Fleet Inventory and Verification (Inventory), ShopFax Record Review). Indicate number of vehicles completed, number of vehicles remaining, and a list of vehicles/equipment, by vehicle number, that could not be located.
- 7.4.1.7 Status of VMRS parts coding verification pursuant to see sub-paragraph 5.4.8 (Parts Inventory, Usage, Coding and Verification). Indicate number of parts coded/verified, number of parts remaining to be coded, and number of parts found to not be identifiable.
- 7.4.2 Contractor Project Director or Contractor Project Manager shall review, sign and date the Quarterly Report for accuracy, prior to submission to County, pursuant to sub-paragraph 7.4.1 of this SOW.
- 7.4.3 The final form and format for the Quarterly Report shall be as approved by County Project Manager or designee.

7.5 **Annual Report**

- 7.5.1 Contractor shall provide an original hard copy and electronic version of the Annual Report to County Project Manager or designee with a copy to County Supervising Contract Program Monitor no later than thirty (30) calendar days following the anniversary of the Work Start Date for each year of the Contract. The Annual Report shall contain:
 - a. Cost per mile - maintenance and repairs (non-accident)

- b. Cost per mile - accident repairs
- c. Vehicle inspection summaries
- d. Total warranty revenues/savings
- e. Clean fuel program(s)
- f. Energy saving measures
- g. Data communication line expenses
- h. Updated Quality Control Plan

7.5.2 Cost Performance Analysis Reports: Contractor shall provide cost performance analysis reports for the following vehicle types: 01, 04, 07, 09, 10, 13, 16, 19, 22, 28, 31, 34, 37, 40, 43, 70, 72, 73, 75, 76, 79, 82, and 90 (or other vehicle type as requested by County Project Manager or designee). Vehicle types and their descriptions are listed in Appendix B (Statement of Work Exhibits), Exhibit 6 (Vehicle/Equipment Type Code List). Contractor shall provide cost performance analysis reports upon request by the County Project Manager or designee and as part of a complete Annual Report. The final form and format for all cost performance analysis reports shall be as directed by County Project Manager or designee.

7.5.2.1 Cost per mile - maintenance and repairs (non-accident), all vehicles

This information shall be presented in a spreadsheet format, listed by vehicle type, and calculated as the total dollar amount (fully allocated labor, parts, and vendor cost) spent during the year – divided by the total annual mileage for each vehicle type.

7.5.2.2 Maintenance and repair cost per mile shall not include costs for vehicle outfitting, accident repair, and warranty repair work, unless requested by County Project Manager or designee for inclusion.

7.5.2.3 Contractor shall report all cost-per-mile data in a form and format as directed by County Project Manager or designee.

7.5.2.4 Cost per mile – accident repairs

Contractor shall report accident repair costs listed by UOA, vehicle type, quantity and type of accident, including, but not limited to, accident, accident non-reported, and bottom out, as part of the Annual Report. Contractor shall report same information for any specific time period by vehicle types, when requested by County Project Manager or designee.

(Accident repair costs are calculated as the total dollar amount (fully allocated labor, parts, and vendor cost) spent during the year for vehicle accident repair, plus the net value of the vehicles lost due to accident (e.g. “total-loss” vehicles), less the value of Department-provided cannibalized parts re-utilized in the repair of other vehicles, for each vehicle type.)

7.5.2.5 Cost per mile (gross) - accident repairs

This information shall be presented in a spreadsheet format, listed by vehicle type, and calculated as the total dollar amount (fully allocated labor, parts, and vendor cost) spent during the year, divided by the total annual mileage for each vehicle type.

7.5.2.6 Cost per mile (net) - accident repairs

This information shall be presented in a spreadsheet format, listed by vehicle type, including UOA, type of accident (including, but not limited to, accident, accident non-reported, and bottom-out), and calculated as the total dollar amount (fully allocated labor, parts, and vendor cost) spent on repairs during the year, divided by the total annual mileage for each vehicle type. Include the net value* of vehicles lost due-to-accident (e.g. "total-loss" vehicles), less the value of Department-provided cannibalized parts re-utilized in the repair of other vehicles, for each vehicle type.

(*Net value of vehicles shall be determined using Kelly Blue Book figures, the prorated value of emergency equipment destroyed, less the salvage amount obtained from auction, if any.)

7.5.3 Vehicle Inspection Summaries

Includes vehicle inspection summaries of all ERV inspections and Catalina Island vehicle inspections performed during the previous Contract year.

7.5.4 Total Warranty Revenues/Savings

Includes total revenues/savings received from warranty claims for warranty parts and components. Includes a list of the ten (10) most-failed parts/components, with quantity, manufacturer, percent recovery, and warranty period listed. Includes findings relative to actual parts cost savings due to parts/components warranty recovery.

7.5.5 Clean Fuel Program

Includes a clean fuel program status and upcoming year's projections of emission reduction/clean fuel Fleet program(s), including, but not limited to, requirements, grant funds available, and technology.

7.5.5.1 Status of clean fuel programs in progress, summary of advantages and disadvantages of each type of recommended alternative fuel recommended, and projected maintenance and repair costs of alternative fuel vehicles.

7.5.5.2 Contractor shall provide as-needed updates to the Operational Plan related to the clean fuel program pursuant to sub-paragraph 3.3.5.17 of this SOW, based in part on Contractor's Annual Report.

7.5.6 Energy Saving Measures

Includes summary of all repair location energy-saving measures.

7.5.7 Data Communication Line Expenses

Includes summary list of all Contractor expenses by repair location and type of data communication service.

7.5.8 Updated Quality Control Plan

Includes two (2) copies of an updated QCP pursuant to sub-paragraph 9.2.5 of this SOW, subject to approval by County Project Manager or designee.

7.5.9 The final form and format for the Annual Report shall be as directed by County Project Manager or designee.

8.0 RECORD KEEPING REQUIREMENTS

8.1 Contractor shall maintain copies of all Fleet operation records, in both hard and electronic (pdf) formats, on file at the Eastern Avenue repair location throughout the term of the Contract, and for a period of five (5) years after the Contract expiration or termination, in accordance with sub-paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of Appendix C (Sample Contract).

8.2 Such Fleet operation records shall include, but shall not be limited to, all reports outlined in Paragraph 7.0 (Reporting Requirements) of this SOW and the following documents:

8.2.1 Contract Inspection Reports issued to Contractor by County Project Manager or designee and Contractor responses (sub-paragraph 9.1.2 (Contract Discrepancy Report (CDR)) of this SOW);

8.2.2 Contract Discrepancy Reports issued to Contractor with responses (sub-paragraph 9.1.2 (Contract Discrepancy Report (CDR)) of this SOW);

8.2.3 Monthly invoices for payment;

8.2.4 PM and inspection records, signed original or electronic copies of all checklists, including, but not limited to, all documents listed in sub-paragraph 4.17 (Inspection Checklist Document);

8.2.5 Most current revised Operational Plan (sub-paragraph 3.3 (Operational Plan));

8.2.6 Most current updated Quality Control Plan (sub-paragraph 9.2 (Quality Control Plan));

8.2.7 Vehicle maintenance and repair records;

8.2.8 Accident repair records, initial and second estimates with full color photos (sub-paragraph 4.34 (Accident Repairs));

8.2.9 Vehicle and parts warranty information (sub-paragraph 3.8 (Warranty Work));

- 8.2.10 New vehicle receiving and processing records, including New Vehicle Preparation Inspection Checklists (sub-paragraph 4.27 (New Vehicle Receiving, Processing, and Outfitting));
- 8.2.11 Vehicle outfitting records, including Outfitting Build Sheet (sub-paragraph 4.27.2 (New Vehicle Outfitting, General));
- 8.2.12 ShopFax records and reports (Paragraph 5.0 (Fleet Management Information Systems and Services));
- 8.2.13 Repair location and facility equipment maintenance records (sub-paragraph 3.4.6 (Repair Location and Facility Equipment, Records/Reporting)); and
- 8.2.14 Other records, as may be required from time to time and as requested by County Project Manager or designee.

8.3 Record of Quality Control Plan (QCP) Inspections

Contractor shall maintain a record of all Quality Control Plan (QCP) inspections pursuant to sub-paragraph 9.2 (Quality Control Plan).

- 8.3.1 Contractor shall make all QCP records available upon request by County Project Manager or designee within twenty-four (24) hours of such request.

9.0 QUALITY

9.1 Quality Assurance Plan

9.1.1 Meetings

Contractor shall attend all performance evaluation meetings as directed by County Project Manager or designee.

- 9.1.1.1 Performance evaluation meetings will be held jointly by County Project Manager and/or designees, the County Contract Program Monitors, the Contractor's Project Director, the Contractor's Project Manager, and Contractor's supervisors, as appropriate, or as requested by County.

9.1.2 Contract Discrepancy Report (CDR)

- 9.1.2.1 Verbal notification of a contract discrepancy, or a written Contract Inspection Report noting said deficiency, will be given to Contractor's Project Director, Contractor's Project Manager or designee as soon as possible whenever a Contract discrepancy is identified.

- 9.1.2.2 When a written Contract Inspection Report is issued by a County Contract Program Monitor, it may be hand delivered, faxed, or e-mailed to the Contractor's Project Director, Contractor's Project Manager, appropriate supervisor, and/or on-site technician. If a written response to a Contract Inspection Report is required, the Contractor's respondent shall hand deliver, fax, or mail the response directly to the County

Contract Program Monitor who issued the Contract Inspection Report. The response shall be delivered within three (3) business days of Contractor's receipt of the Contract Inspection Report, unless otherwise specified in the Contract Inspection Report.

- 9.1.2.3 Depending on the severity of the discrepancy, County Project Manager or designee will determine if a formal Contract Discrepancy Report (CDR) shall be issued at that time, or if Contractor shall be afforded opportunity to correct the discrepancy based on the initial notification of such. The problem shall be resolved within a timeframe mutually agreed upon by the Department and the Contractor.
- 9.1.2.4 If a CDR is issued, it will be hand delivered or mailed by the Department to Contractor's Project Manager or Contractor's Project Director.
- 9.1.2.5 Upon receipt of a CDR, Contractor shall respond in writing to County Project Manager or designee within five (5) business days, unless otherwise specified in the CDR. Contractor shall acknowledge the reported discrepancies or present evidence to the contrary.
- 9.1.2.6 If the reported discrepancy is acknowledged by Contractor, Contractor shall present a plan of correction for all performance deficiencies identified in the CDR, by the stated deadline in the CDR and/or as directed by County Project Manager or designee.
- 9.1.2.7 County Observations. In addition to Departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during business hours. County personnel will not unreasonably interfere with the Contractor's performance of work required under the Contract.

9.1.3 Credits for Contract Discrepancies

- 9.1.3.1 County Project Director or County Project Manager or designee shall have the sole discretion to impose monetary deductions (invoice credits) from Contractor's invoice(s) for non-compliance with Contract requirements and poor performance in the amounts set forth in Appendix B (Statement of Work Exhibits), Exhibit 8 (Performance Requirements Summary (PRS) Chart) or in accordance with sub-paragraph 8.26 (Liquidated Damages) in Appendix C (Sample Contract).
- 9.1.3.2 The Department is committed to maximizing its Fleet efficiency and conserving Department resources, and expects Contractor's commitment to be the same. In this regard, County Project Manager or designee will work with Contractor to resolve any performance issues that may arise.

9.2 Quality Control Plan

- 9.2.1 Contractor shall establish and utilize a comprehensive Quality Control Plan (QCP) to ensure timely, efficient, and proper delivery of all services, repairs, inspections

due, and all other work and duties described or enumerated throughout the Contract.

9.2.2 Contractor's QCP shall list, by name, title, and level, all Contractor staff performing QCP monitoring functions, including Contractor's full-time mechanical and body quality control staff at the Eastern Avenue repair location. See Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing).

9.2.3 Contractor shall utilize the QCP to ensure the Fleet is properly maintained and repaired, consistent with all Contract requirements, OEM specifications, applicable warranties, generally accepted fleet practices, and as approved by the County Project Manager or designee. The QCP shall include, but not be limited to, the following:

9.2.3.1 A listing of all services outlined throughout this SOW, specifically, processes and controls for monitoring:

- a. Comprehensive Service delivery for all vehicles leaving a Contractor-operated, County repair location, as defined in sub-paragraph 1.7 (Comprehensive Service) of this SOW ;
- b. PM Work: timeliness, overdue vehicles called in for PM, and validity of PM Work performed;
- c. Recall and campaign work;
- d. ERV safety inspections, recurring (sub-paragraph 4.4 (Safety Inspections, Recurring, Mandatory));
- e. Excessive failure rates for components;
- f. Quality of parts installed on vehicles (e.g. in compliance with OEM specifications, reliability standards, and Contract requirements);
- g. Repair Order processing;
- h. VMRS parts coding accuracy (ShopFax) using periodic audits after the initial verification of coding is completed;
- i. All ShopFax data entry, including, but not limited to: vehicle master record information, detailed equipment specifications, ShopFax "Fleet Code" assignment, and ShopFax PM assignment;
- j. Correction process for ShopFax errors identified by Contractor;
- k. ShopFax remedial data-entry training provided to Department and Contractor personnel by Contractor, as needed;
- l. Repair location and equipment cleanliness and safety;

- m. Repair location and equipment condition and maintenance requirements, in compliance with all appropriate OEM requirements as well as all applicable local, state, and federal regulations for all repair locations occupied by Contractor under the Contract;
 - n. Minimum monthly repair location inspections (A summary of inspections by repair location; problems identified; corrective actions; and other pertinent information are part of the Monthly Report (sub-paragraph 7.3 (Monthly Report)); and
- 9.2.3.2 Specific monitoring methods used to identify and prevent deficiencies in the quality of services performed, including but not limited to:
- a. Methods to ensure quality of services;
 - b. Verification of the authenticity of reports;
 - c. Samples of documents to be used in monitoring, including, but not limited to, vehicle, facility, ShopFax Repair Order, and parts inspection forms as appropriate.
- 9.2.3.3 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action. Contractor shall provide the record of inspections to County Project Manager or designee upon request.
- 9.2.4 Contractor shall, within sixty (60) calendar days after the Work Start Date, prepare and submit a copy of the QCP to both the County Supervising Contract Program Monitor and the County Project Manager or designee for review and approval.
- 9.2.5 Contractor shall, throughout the term of the Contract, update the QCP as changes occur. Any proposed change to the QCP, or any portion thereof, shall be submitted to both the County Project Manager or designee and County Supervising Contract Program Monitor for review and approval prior to implementation. Updated QCPs shall be submitted annually as part of the Annual Report in accordance with sub-paragraph 7.5.8 (Updated Quality Control Plan) of this SOW.
- 9.2.6 QCP inspections and reviews shall be conducted by Contractor's supervisory or quality control personnel only. Contractor technicians actually performing repairs on the vehicles shall not conduct QCP inspections.

10.0 COUNTY RESPONSIBILITIES

- 10.1 County personnel will administer the Contract in accordance with Appendix C (Sample Contract), Paragraph 6.0 (Administration of the Contract – County). In addition, County personnel will:
- 10.1.1 Monitor Contractor performance in the daily operation of the Contract;
 - 10.1.2 Provide direction to the Contractor in areas relating to policy and procedural requirements; and

- 10.1.3 Prepare Change Orders and Amendments in accordance with Appendix C (Sample Contract), sub-paragraph 8.1 (Change Orders and Amendments) of the Contract.

10.2 **County-Furnished Items**

10.2.1 **Fleet Management Labor**

10.2.1.1 County may provide labor for receiving vehicles, confirming that vehicles meet specifications, and entering new vehicle data into ShopFax. Data may include the input of "Domicile Assignment," "Customer Number," and Department "Active Date," as determined by County Project Manager or designee.

10.2.1.2 County staff will match vehicle delivery information with County-issued Purchase Orders and provide documentation to County Project Manager or designee.

10.2.2 **Repair Locations and Office Space**

10.2.2.1 County will furnish all repair locations for Contractor's use to provide maintenance for Fleet vehicles, including repair locations and office space for Contractor staff, as set forth on Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations).

10.2.2.2 County will pay all repair location utility costs (electricity, natural gas, water) associated with Contractor's use of Department repair locations. Contractor shall take appropriate energy-saving measures and manage energy consumption of their work force to ensure cost efficiencies. Such energy saving measures shall be included in the Annual Report in accordance with sub-paragraph 7.5 (Annual Report) of this SOW.

10.2.3 **Facility Telephone Voice and BAR Lines**

County will pay for County telephone voice-line and County BAR line expenses for telephone lines assigned for joint use by both Department and Contractor, as approved by County Project Manager or designee.

10.2.4 **Repair Location Maintenance**

10.2.4.1 County will maintain the repair location structure, which includes; major plumbing (for example, pipe breakage), major electrical, electric and manual overhead doors, entry doors, air conditioning units, space heaters, exhaust fans at all repair locations, and the car wash at the Eastern Avenue repair location.

10.2.5 **Underground Storage Tanks and Clarifiers**

County will service and maintain underground storage tanks and clarifiers.

10.2.6 County-Owned Equipment, General

County will furnish County-owned equipment utilized by County's prior fleet contractor. (A partial list of County-furnished tools and equipment is provided in sub-paragraph 3.4.3 (County-Furnished Tools and Equipment, Maintenance and Repair) and sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment) of this SOW.)

10.2.7 Storage and Containment Equipment

County will furnish County-owned storage and containment equipment utilized by prior fleet contractor. This equipment includes existing new oil storage and dispensing equipment, and waste-oil storage tanks.

10.2.8 ShopFax and Electronic Testing/Diagnostic Equipment

County will furnish ShopFax and electronic testing/diagnostic equipment presently owned and/or licensed by County and utilized by prior fleet contractor in the repair and maintenance of Fleet vehicles, including but not limited to the following:

- 10.2.8.1 Fifteen (15) vehicle computer scanners (two (2) Snap-On Solus units and thirteen (13) One Tool Company (OTC) Nemisys and Encore units);
- 10.2.8.2 Seven (7) Ford Rotunda Vehicle Communication Modules (VCM) with laptop computers and cables;
- 10.2.8.3 One (1) DELL Laptop computer/Scan tool with Nexiq Diagnostic interface, including diagnostic software for Detroit Diesel, Cummins, Caterpillar, Allison Transmission, Bendix ABS system and Meritor WABCO ABS system;
- 10.2.8.4 Nine (9) personal computers (with MS Office Professional, Adobe, and other programs, as required by County) located at nine (9) ShopFax access points;
- 10.2.8.5 One (1) BMW Motorrad GT;
- 10.2.8.6 Three (3) Diesel Opacity Meters (one (1) Wager, two (2) Red Mountain);
- 10.2.8.7 Chief frame machine and Genesis frame measuring system;
- 10.2.8.8 Five (5) emission test machines (leased)/(3) dynamometers (DAD and GEN 3 Emission Machines/Mustang Dynamometers) located at the Eastern Avenue repair location, STAR Center repair location, and Pitchess Detention Center repair location, and all other similar equipment;
- 10.2.8.9 Cummins INLINE 6 data link adapter with software;

10.2.8.10 Twenty (20) ACTIA model number 112403 handheld diagnostic scanners for the Motor Coach Industries (MCI) buses.

10.2.9 Outfitting Parts Purchased by County

10.2.9.1 County will purchase and supply outfitting parts to Contractor. Parts include, but are not limited to:

- a. back-up warning devices;
- b. brake equipment, auxiliary;
- c. cages/screens
- d. command boxes;
- e. communication racks;
- f. console boxes;
- g. decals;
- h. fire-extinguisher hold-down cords;
- i. foam protector panels, heavy-duty (when required by County);
- j. K-9 vehicle equipment;
- k. lift gates;
- l. light bar arrow stick controllers;
- m. light bars;
- n. lights for undercover vehicles (red, blue, and amber);
- o. lights, intersection clearance;
- p. lights, map (with alternate red lens);
- q. mounting trays, radio;
- r. push bars;
- s. rear seats, plastic;
- t. roll-bar padding;
- u. roll cages (installed);;
- v. seat belts, driver training;
- w. secure idle units;
- x. security alarms;
- y. security bars;
- z. shotgun lock timers;
- aa. shotgun locks;
- bb. siren speakers;
- cc. skid plates;
- dd. special vehicle bodies, (e.g. utility body, cargo body, etc.);
- ee. speedometers, auxiliary;
- ff. spotlights;
- gg. switches, black-out;
- hh. tow hitches;
- ii. winches;
- jj. wiring loom packages, complete (emergency equipment).

10.2.9.2 Notwithstanding this sub-paragraph 10.2.9 (Outfitting Parts Purchased by County), County may direct Contractor to purchase some outfitting parts in accordance with FFS/Direct Purchase pursuant to Appendix C (Sample Contract), Exhibit B (Price Sheet), using a purchasing process approved by County Project Manager or designee.

10.2.9.3 Notwithstanding this sub-paragraph 10.2.9 (Outfitting Parts Purchased by County), County may direct Contractor to fabricate “in-house” complete emergency equipment wiring loom packages or other items under the FFS Body Repair/Painting regular hourly labor rate, as approved by County Project Manager or designee.

10.2.10 Mobile Data Computer (MDC) and Radio Systems Maintenance

County will maintain and repair vehicle-installed communications and computer equipment, including but not limited to Department radio and antennas, MDC laptop including docking station, light bar control head, card reader, and finger print reader in support of Department communication systems.

APPENDIX B

STATEMENT OF WORK

EXHIBITS

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- 1A Fee-For-Service Vehicles – Department Inventory
- 2 Department Repair Locations
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- 4 Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications
- 5 Preventive Maintenance and Other Inspection Checklists
- 6 Vehicle/Equipment Type Code List
- 7 Contract Discrepancy Report
- 8 Performance Requirements Summary (PRS) Chart

STATEMENT OF WORK - EXHIBIT 1
REQUEST FOR PROPOSAL VEHICLE INVENTORY
FIXED-PRICE VEHICLES
DEPARTMENT VEHICLE INVENTORY

Quantities Effective March 27, 2018

VEHICLE TYPE*	COUNT	VEHICLE TYPE*	COUNT
1 - Sedans - B/W - Emergency Response	735	50 - Sedan Solid - V.O.P.05 Prog.	10
2 - Sedans Solid - Emergency Response	106	51 - S.U.V. Solid - All Wheel Drive	69
3 - Sp Purpose 10,001 - 18K GVW	8	52 - Sedan Solid - CSO, PCO	17
4 - Pickup 2 wheel drive - B/W	23	55 - Sedan Solid - CSS, CPS	84
5 - Sp Purpose 18,001 - 35K GVW	27	58 - Sedan Solid - V.O.P.	13
6 - Sp Purpose > 35K GVW	2	61 - Van up to 12 pass. - Solid	179
7 - Pickup 4 wheel drive - B/W	4	64 - Van 15 passenger - Solid	1
9 - S.U.V. B/W - AWD Emergency Response	608	66 - Food Van	1
10 - Van up to 12 pass. - B/W	34	67 - Van Cargo Solid 10K or < GVW	77
11 - Van up to 12 pass. Solid - PrisonerTransport	23	68 - Step van	8
13 - Van 15 passenger - B/W	32	69 - Van Cargo Solid 10K or > GVW	0
15 - Solid Motorcycle - On Road	38	70 - Truck Utility 10K or < GVW	22
16 - Motorcycle - B/W - On Road	33	71 - Van Utility 10K or < GVW	65
19 - S.U.V. Black/White - 2WD	148	72 - Truck Utility 10,001 or > GVW	89
20 - S.U.V. Solid - 2WD Emergency Response	72	73 - Pickup Truck - Solid	215
22 - S.U.V. Black/White - 4WD	70	74 - Van Utility 10,001or > GVW	0
23 - S.U.V. Solid - 4WD Emergency Response	5	75 - Pickup Truck - Solid >10K GVW	15
24 - S.U.V. Solid - AWD Emergency Response	50	76 - Truck Cargo - Bobtail	26
25 - Cargo Van - Black/White	0	79 - Truck Cargo - Stake side	13
28 - 4x4 Rescue Truck - B/W	7	80 - Refrigeration Unit - Attached	0
29 - Rescue Truck GVW > than10K	19	82 - Truck - Refrigerated	11
30 - Para-Trans GVW 10K or Higher	6	85 - Truck - Dump	12
31 - Bus B/W 25-35 Passenger	2	86 - Truck - Boom	3
34 - Bus B/W 36-49 Passenger	11	87 - Truck Utility 35,000 or > GVW	1
37 - Bus B/W 50-60 Passenger	72	88 - Truck - Tanker	3
39 - Display Vehicles	1	90 - Truck - Tractor	17
40 - Sedan Solid - Large	734	91 - Trailer - Semi (flatbed)	1
41 - Sedan Solid - Large All Wheel Drive	136	92 - Trailer - Semi (container)	22
43 - Sedan Solid - Medium	434	93 - Trailer - Semi (refrigerated)	8
44 - Sedan Solid - Medium All Wheel Drive	0	94 - Trailer - Semi (tanker)	1
45 - Sedan Solid Hybrid	40	95 - Trailer - Utility (2 or 4 wheel)	35
46 - Sedan Solid - Small	13	96 - Trailer - R.V.	6
47 - S.U.V. Solid - 2 wheel drive	228	97 - Off Highway ATV	0
48 - S.U.V. Solid - 4 wheel drive	126	98 - Misc. Vehicle/Equipment	0
49 - Sedan Solid - CSO, PCO	37		

* Refer to Exhibit 6 for type code list

Totals for Group 1: 2,690
Group 2: 1,872
Group 3: 261
Group 4: 85

FIXED PRICE TOTAL: 4,908

STATEMENT OF WORK - EXHIBIT 1A
REQUEST FOR PROPOSAL VEHICLE INVENTORY
FEE-FOR-SERVICE VEHICLES
DEPARTMENT VEHICLE INVENTORY

Quantities Effective March 27, 2018

VEHICLE TYPE*	COUNT	VEHICLE TYPE*	COUNT
1 - Sedans - B/W - Emergency Response	387	51 - S.U.V. Solid - All Wheel Drive	7
2 - Sedans Solid - Emergency Response	16	52 - Sedan Solid - CSO, PCO	39
3 - Sp Purpose 10,001 - 18K GVW	11	55 - Sedan Solid - CSS, CPS	0
4 - Pickup 2 wheel drive - B/W	4	58 - Sedan Solid - V.O.P.	25
5 - Sp Purpose 18,001 - 35K GVW	3	61 - Van up to 12 pass. - Solid	12
6 - Sp Purpose > 35K GVW	2	64 - Van 15 passenger - Solid	1
7 - Pickup 4 wheel drive - B/W	0	66 - Food Van	0
9 - S.U.V. B/W - AWD Emergency Response	0	67 - Van Cargo Solid 10K or < GVW	0
10 - Van up to 12 pass. - B/W	4	68 - Step van	1
11 - Van up to 12 pass. Solid - PrisonerTransport	0	69 - Van Cargo Solid 10K or > GVW	0
13 - Van 15 passenger - B/W	1	70 - Truck Utility 10K or < GVW	2
15 - Solid Motorcycle - On Road	20	71 - Van Utility 10K or < GVW	3
16 - Motorcycle - B/W - On Road	27	72 - Truck Utility 10,001 or > GVW	0
19 - S.U.V. Black/White - 2WD	18	73 - Pickup Truck - Solid	35
20 - S.U.V. Solid - 2WD Emergency Response	4	74 - Van Utility 10,001or > GVW	0
22 - S.U.V. Black/White - 4WD	2	75 - Pickup Truck - Solid >10K GVW	1
23 - S.U.V. Solid - 4WD Emergency Response	0	76 - Truck Cargo - Bobtail	2
24 - S.U.V. Solid - AWD Emergency Response	0	79 - Truck Cargo - Stake side	3
25 - Cargo Van - Black/White	0	80 - Refrigeration Unit - Attached	10
28 - 4x4 Rescue Truck - B/W	0	81 - Generator - Attached	49
29 - Rescue Truck GVW > than10K	0	82 - Truck - Refrigerated	0
30 - Para-Trans GVW 10K or Higher	1	83 - Generator - Mobile	37
31 - Bus B/W 25-35 Passenger	0	85 - Truck - Dump	0
34 - Bus B/W 36-49 Passenger	5	86 - Truck - Boom	0
37 - Bus B/W 50-60 Passenger	3	87 - Truck Utility 35,000 or > GVW	0
39 - Display Vehicles	11	88 - Truck - Tanker	4
40 - Sedan Solid - Large	87	90 - Truck - Tractor	0
41 - Sedan Solid - Large All Wheel Drive	1	91 - Trailer - Semi (flatbed)	3
43 - Sedan Solid - Medium	30	92 - Trailer - Semi (container)	7
44 - Sedan Solid - Medium All Wheel Drive	0	93 - Trailer - Semi (refrigerated)	5
45 - Sedan Solid Hybrid	0	94 - Trailer - Semi (tanker)	1
46 - Sedan Solid - Small	2	95 - Trailer - Utility (2 or 4 wheel)	129
47 - S.U.V. Solid - 2 wheel drive	44	96 - Trailer - R.V.	2
48 - S.U.V. Solid - 4 wheel drive	9	97 - Off Highway ATV	94
49 - Sedan Solid - marked	0	98 - Misc. Vehicle/Equipment	218
50 - Sedan Solid - V.O.P. 05 Program	11	99 - Boats	40

* Refer to Exhibit 6 for type code list

FEE-FOR-SERVICE TOTAL: 1,433

APPENDIX B - SOW EXHIBITS - EXHIBIT 2

DEPARTMENT REPAIR LOCATIONS

<p>ALTADENA* 780 East Altadena Dr. Altadena, CA 91001 (626) 798-1131 - vehicles currently serviced at Crescenta Station</p>	<p>CRESCENTA VALLEY* 4554 North Briggs Ave La Crescenta, CA 91214 (818) 248-3464 Ext. 3266</p>	<p>LOMITA* 26123 So Narbonne Ave Lomita, CA 90717 (310) 539-1661 Ext. 2203</p>
<p>CARSON* 21356 S. Avalon Blvd Carson, CA 90745 (310) 830-1123 Ext. 3296 FAX (310) 549-5759</p>	<p>EAST LOS ANGELES* 5019 E. Third St. Los Angeles, CA 90022 (323) 264-7447</p>	<p>LOST HILLS* 27050 Agoura Road Agoura, CA 91301 (818) 878-1808 Ext. 3264</p>
<p>CATALINA ISLAND* 215 Sumner Avenue Avalon, CA 90704 (310) 510-0174 -outside vendors on island/as-needed Technician/transport to Eastern Avenue</p>	<p>EASTERN AVENUE Mechanical / Body Work 1104 N. Eastern Ave Los Angeles, CA 90063 (323) 267-2337 - Mechanical FAX (323) 267-2940 (323) 267-2380 - Body Shop</p>	<p>MARINA DEL REY* 13483 Fiji Way Marina Del Rey, CA 90292 (310) 578-9840 - Automotive FAX (310) 578-7012 BOATYARD 13555 Fiji Way, Marina Del Rey, CA 90292 (310) 305-4532, FAX (310) 305-1709</p>
<p>CENTRAL JAIL 441 Bauchet St Los Angeles, CA 90012 (213) 626-3404 FAX (213) 628-8831</p>	<p>INDUSTRY* 150 North Hudson Ave Industry, CA 91744 (626) 330-3322 Ext. 4213</p>	<p>NORWALK* 12335 Civic Center Drive Norwalk, CA 90650 (562) 466-5477 FAX (562) 929-2651 (LASD Office)</p>
<p>CENTURY* 11703 S. Alameda St Lynwood, CA 90262 (323) 249-1487 FAX (323) 357-3568</p>	<p>LAKEWOOD* 5130 North Clark Ave Lakewood CA 90712 (562) 623-3662</p>	<p>PALMDALE* 750 E. Ave. Q Palmdale, CA. 93550 (661) 272-2519 FAX (661) 272-2521</p>
<p>CERRITOS* 18135 Bloomfield Ave. Cerritos, Ca. 90703 (562) 860-0044 -vehicles currently serviced at Lakewood Station</p>	<p>LANCASTER* 501 W. Lancaster Blvd Lancaster, CA 93534 (661) 726-0828 FAX (661) 948-6397</p>	<p>PITCHESS DETENTION CENTER 29380 The Old Road Castaic, CA 91310 (661) 295-8841 FAX(661)295-8032</p>
<p>COMPTON* 301 S. Willowbrook Ave. Compton, Ca. 90220. (310) 605-6500 -vehicles currently serviced at Century Station</p>	<p>LENNOX* 4331 Lennox Blvd Inglewood, CA 90304 (310) 671-4197</p>	<p>PICO RIVERA* 6631 S. Passons Blvd Pico Rivera, CA 90660 (562) 641-4215 FAX(562) 801-2809</p>

**APPENDIX B - SOW EXHIBITS - EXHIBIT 2
DEPARTMENT REPAIR LOCATIONS**

<p>POMONA TEST TRACK DRIVER TRAINING 1445 McKinley Avenue Pomona, CA 91767 (909) 622-2078 FAX (909) 623-0271 (LASD Office)</p>	<p>SOUTH LOS ANGELES* 1310 W. Imperial Highway Los Angeles, CA 90044 (323) 820-6858</p>	<p>TEMPLE CITY* 8838 East Las Tunas Dr. Temple City, CA 91780 (626) 285-7171 Ex 3705 FAX (626) 285-9083</p>
<p>SAN DIMAS* 270 S. Walnut Avenue San Dimas, CA 91773 (909) 450-2778</p>	<p>SPECIAL ENFORCEMENT BUREAU (SEB) 1060 N. Eastern Ave Los Angeles, CA 90063 (323) 881-7804</p>	<p>WALNUT* 21695 Valley Boulevard Walnut, CA 91789 (626) 913-1715 Ext. 3163 or 3164 FAX (909) 594-3168</p>
<p>SANTA CLARITA* 23740 Magic Mountain Pkwy. Santa Clarita, CA 91355 (661) 799-5127</p>	<p>STAR CENTER 11515 S. Colima Road Whittier, CA 90604 (562) 946-7830 FAX (562) 903-1850</p>	<p>WEST HOLLYWOOD* 780 N. San Vicente Blvd West Hollywood, CA 90069 (310) 855-8850 Ex 508 FAX (310) 659-4589</p>
<p>* DENOTES STATION</p>		

Note -1: While Department vehicles may use any repair location, the vehicles normally assigned to the station will receive most repairs and Preventive Maintenance at that station repair facility.

Note - 2: There are twenty-six (26) fully-staffed repair locations. The other four (4) repair locations listed (Altadena, Catalina Island, Cerritos, and Compton) have their vehicles serviced at other locations and/or by alternate means.

APPENDIX B - SOW EXHIBITS - EXHIBIT 3A

MINIMUM STAFFING LEVELS PER REPAIR LOCATION

1 of 5

Locations	Start Time	End Time	Count	Repair Locations / Required Staffing
ALTADENA STATION Proposed new station - may open during Contract term. Vehicles are currently serviced at Crescenta Valley Station	TBD	TBD		One (1) additional Technician may be required when new station opens. TBD
			0	Total To Be Determined
CARSON STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
CATALINA ISLAND STATION	TBD	TBD		Contractor may transport a Technician to Catalina Island as needed and/or may subcontract with a local vendor, as approved by County Project Manager. TBD
			0	Total To Be Determined
CENTRAL JAIL Requires Bus Technician coverage for these mandatory shift hours.	BUS	BUS		Ten (10) bus Technicians - 5 day shift/5 evening shift including one (1) Lead each shift
	5:00 A.M.	1:30 P.M.	2	Two (2) Bus Technicians
	7:00 A.M.	3:30 P.M.	2	Two (2) Bus Technicians/includes one working "Lead" Technician
	10:00 A.M.	6:30 P.M.	1	One (1) Bus Technician
	9:00 P.M.	5:30 A.M.	5	Five (5) Bus Technicians/includes one working "Lead" Technician
				*Note: One (1) Technician or Supervisor per shift at this location <u>must</u> possess a Class "A" or Class "B" Commercial Driver's license to drive and road test the buses.
	LIGHT/MED Duty	LIGHT/MED Duty		
	5:00 A.M.	1:30 P.M.	1	One (1) Light/Medium Duty Technician
	7:00 A.M.	3:30 P.M.	1	One (1) Light/Medium Duty Technician
			12	Technicians
	8:00 A.M.	4:30 P.M.	1	One (1) Data Entry Clerk/Parts Runner
			13	Total Central Jail Personnel
CENTURY STATION	6:00 A.M.	2:30 P.M.	4	Eight (8) technicians - 4 day shift/4 evening shift including one (1) as lead each Four (4) Technicians/includes one working "Lead" Technician
	2:00 P.M.	10:30 P.M.	4	Four (4) Technicians/includes one working "Lead" Technician
	8:00 A.M.	4:30 P.M.	1	One (1) Data Entry Clerk/Parts Runner
			8	Technicians
			1	Data Entry Clerk/Parts Runner
			9	Total Century Station Personnel

**APPENDIX B - SOW EXHIBITS - EXHIBIT 3A
MINIMUM STAFFING LEVELS PER REPAIR LOCATION**

Locations	Start Time	End Time	Count	Repair Locations / Required Staffing
CRESCENTA VALLEY STATION	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician for Crescenta Valley Station
EAST LOS ANGELES STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
EASTERN AVENUE - MECHANICAL DAY SHIFT	6:00 A.M.	4:30 P.M.	12	Twelve (12) Light/Medium Duty Technicians
			4	Four (4) Heavy/Bus Technicians (Note1) *Note1: One (1) Technician or Supervisor must possess a Class "A" Commercial Driver's License with tanker/hazardous material endorsement to drive and road test tractors, trailers, fuel and water tankers.
			3	Three (3) Motorcycle Technicians (Notes 2, 3) *Note2: One (1) of the Motorcycle Technicians may share work time between the Pitchess Detention Center, Eastern Avenue and Palmdale repair locations. *Note3: One (1) Technician or Supervisor must possess a Class "M" Driver's license to drive and road test motorcycles.
			1	One (1) Mobile Technician with service truck (Note4) *Note4: The Mobile Technician will be expected to service vehicles, tractor-trailers, and off-highway equipment in the field/on-site. Additional Notes: *Note: One (1) Technician must possess BAR Lamp Adjuster license.
			20	Technicians at Eastern Facility
			1	One (1) Tire Installer - day shift
		2	Two (2) Data Entry Clerks	
		23	Total Day-Shift Personnel	
EASTERN AVENUE - MECHANICAL EVENING SHIFT	2:30 P.M.	11:00 P.M.	10	Ten (10) Light/Medium Duty Technicians/includes one working "Lead" Technician *Note: The evening shift may be adjusted, changed to days, and/or relocated should additional shop space become available, as approved by County Project Manager.
			10	Total Evening Shift Technicians
EASTERN AVENUE - BODY/OUTFITTING	6:00 A.M.	2:30 P.M.	21	Body Shop Workers includes the following personnel: Body/Fender Technicians Painters Frame Technician Minor Fabrication Personnel Electrical Personnel Inventory Control Clerk (1) Outfitting/prep for disposal personnel *Note: One (1) Technician or Supervisor must possess BAR Lamp Adjuster license.
			21	Body Shop Workers

**APPENDIX B - SOW EXHIBITS - EXHIBIT 3A
MINIMUM STAFFING LEVELS PER REPAIR LOCATION**

3 of 5

Locations	Start Time	End Time	Count	Repair Locations / Required Staffing
INDUSTRY STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
LAKEWOOD STATION	6:00 A.M.	2:30 P.M.	3	Three (3) Technicians
			3	Technicians
LANCASTER STATION	6:00 A.M.	2:30 P.M.	3	Three (3) Technicians
			3	Technicians
LENNOX	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
LOMITA STATION	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
LOST HILLS STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
MARINA DEL REY STATION	6:00 A.M.	2:30 P.M.	1	One (1) Technician *Note: This station may close before or during the Contract term. Marina vehicles may then be serviced at Lennox Repair Location or South Los Angeles Station. If station closes before or during the Contract term, Marina Technician may be transferred to the Lennox Repair Location or the South Los Angeles Station.
			1	Technician
NORWALK STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
PALMDALE STATION	6:00 A.M. 8:00 A.M.	2:30 P.M. 4:30 P.M.	2	Two (2) Technicians
			1	One (1) Technician
			3	Technicians
PITCHESS DETENTION CENTER	7:00 A.M.	3:30 P.M.	5	Five (5) Light/Medium Duty Technicians/includes one working "Lead" Technician. (Note1)
				*Note: One (1) Technician or Supervisor must possess a Class "B" Commercial Driver's License
	5:30 A.M.	2:00 P.M.	5	Five (5) Heavy/Bus Technicians (Note2)
				*Note2: One (1) Technician or supervisor must possess a Class "A" Commercial Driver's License with tanker/hazardous material endorsement to drive and road test tractors, trailers, fuel and water tankers.
			1	One (1) Off Highway Equipment/Mobile Technician with service truck
	7:00 A.M.	3:30 P.M.	1	One (1) Heavy/Bus Technician
12			Technicians Additional Notes *Note: One (1) Technician with BAR smog check license at all times during Business Hours.	
			1	Data Entry Clerk/Parts Runner
			13	Total PDC Personnel

**APPENDIX B - SOW EXHIBITS - EXHIBIT 3A
MINIMUM STAFFING LEVELS PER REPAIR LOCATION**

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Locations	Start Time	End Time	Count	Repair Locations / Required Staffing
PICO RIVERA STATION	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
POMONA TEST TRACK Technician has additional track and vehicle-related duties as specified by the County Project Manager	HOURS	VARY	1	One (1) Technician (40 HOURS PER WEEK) Work hours/shift as determined by County Project Manager or Designee. Additional staff may be required for vehicle testing (see SOW, Subparagraph 2.2.11).
			1	Technician
SAN DIMAS STATION	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
SANTA CLARITA STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
SOUTH LOS ANGELES STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
	8:00 A.M.	4:30 P.M.	1	One (1) Technician
			3	Technicians
SPECIAL ENFORCEMENT BUREAU	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
STAR CENTER	6:00 A.M.	2:30 P.M.	3	Three (3) Technicians/includes
			1	one (1) working as Lead Technician
				*Note: One (1) Technician with BAR smog check license at all times during Business Hours.
			4	Technicians
TEMPLE CITY STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
WALNUT STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
WEST HOLLYWOOD STATION	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
			104	TECHNICIANS
			1	TIRE INSTALLER
			5	DATE ENTRY CLERK
			110	MAINTENANCE AND REPAIR STAFF
			21	BODY SHOP AND OUTFITTING STAFF
			131	TOTAL REQUIRED MINIMUM MAINTENANCE, REPAIR, AND BODY SHOP STAFFING SOW 3A

APPENDIX B - SOW EXHIBITS - EXHIBIT 3A

MINIMUM STAFFING LEVELS PER REPAIR LOCATION

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SUMMARY AND ADDITIONAL REQUIREMENTS FOR EXHIBIT 3A

The Two (2) Mobile Technicians with service trucks, which are included in the minimum maintenance and repair Technician staff, are to be based at the following locations: one (1) at the Eastern Avenue facility and one (1) at the Pitchess Detention Center, unless otherwise authorized by the County Project Manager or his/her designee.

Required minimum maintenance and repair staffing is **110 employees** [includes one hundred and four (104) Technicians, one (1) Tire Installer (Eastern Avenue - day shift), and five (5) data entry clerk/parts runner personnel.]

Required minimum body shop repair and outfitting staffing is **21 employees**

Total required minimum maintenance, repair, and body shop staffing of 131 employees identified in this Exhibit 3A.

A complete mechanical (maintenance and repair) and body shop staff listing by name and daily work location shall be provided to the County Supervising Contract Monitor, and to each County Contract Program Monitor, by email, no later than twelve o'clock noon each Business Day, and as a hard copy, delivered with the Daily Report to the County Project Manager, no later than 3:30 P.M. each Business Day, in a format approved by the County Project Manager or his/her designee. This report shall verify compliance with the total Minimum Staffing requirements for each Business Day.

Contractor is required to cover all shifts at all locations, maintain the minimum staff as specified in this Exhibit 3A, and replace a non-reporting minimum staff person within (2) hours of the start of shift.

Contractor shall, upon approval of County Project Manager or designee, adjust evening shift hours and/or day-shift hours should additional workspace become available for Fleet vehicles at the Eastern Avenue repair location and other Department repair locations.

Supervisors, administration, parts, clerical, IT staff, additional data entry, and other category personnel required for this Contract are identified in Exhibit 3B (Administrative and Other Required Staffing).

**APPENDIX B - SOW EXHIBITS - EXHIBIT 3B
ADMINISTRATIVE AND OTHER REQUIRED STAFFING LEVEL**

Locations	Start Time	End Time	Count	Administrative / Other Required Staffing
EASTERN AVENUE- ADMINISTRATION Hours for administrative personnel listed in this Exhibit 3B are on-site and as approved by County Project Manager	6:30 A.M.	3:30 P.M.	1	One (1) Project Director
	7:30 A.M.	4:30 P.M.	1	One (1) Project Manager
	6:00 A.M.	2:30 P.M.	1	One (1) IT System Administrator
	8:00 A.M.	4:30 P.M.	1	One (1) IT Assistant System Administrator
	6:00 A.M.	2:30 P.M.	1	One (1) Safety/Environmental Administrator
	8:00 A.M.	4:30 P.M.	1	One (1) Office Administrator
	7:00 A.M.	3:30 P.M.	1	One (1) Office Clerk
			7	Personnel
EASTERN AVENUE - MECHANICAL	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
			1	One (1) Data Entry Clerk/Tire Installer/Porter
			1	One (1) Full Time Quality Control Person
			3	Personnel
EASTERN AVENUE - BODY SHOP	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
			1	One (1) Data Entry Clerk
			1	One (1) Quality Control Person
			1	One (1) Collision Estimator
			4	Personnel
EASTERN AVENUE - OUTFITTING	6:00 A.M.	2:30 P.M.	1	One (1) Outfitting Supervisor
			1	One (1) Data Entry/DMV Clerk
			2	Personnel
CENTRAL JAIL	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
EAST ZONE Includes the following repair locations: Pomona Test Track, San Dimas, Walnut, Industry, Temple, Crescenta, Star Center, Pico, East L.A., and Norwalk.	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor

**APPENDIX B - SOW EXHIBITS - EXHIBIT 3B
ADMINISTRATIVE AND OTHER REQUIRED STAFFING LEVEL**

Locations	Start Time	End Time	Count	Administrative / Other Required Staffing
NORTH ZONE - Includes the following repair locations: Palmdale, Lancaster, Santa Clarita, and Pitchess Detention Center (PDC) and PDC Boats.	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
	6:00 A.M.	2:30 P.M.	1	One (1) FFS Boat Technician
			2	Personnel
WEST ZONE - Includes the following repair locations: Catalina Island, Lost Hills, Carson, West Hollywood, Marina Del Rey, Century, Lomita, Lakewood, Lennox and South L.A.	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
			1	Supervisor
MARINA DEL REY (BOATS)				Three (3) dedicated FFS Boat Technicians and a Data Entry Clerk are assigned to provide the management and maintenance of the Department boats, trailers, and equipment. Work will be directed and quality checked by the County Project Manager and/or his/her designee.
	7:00 A.M.	5:30 P.M.	2	Two (2) FFS Technicians - Four (4) ten (10) hour days per week Monday through Thursday
	7:00 A.M.	5:30 P.M.	1	One (1) FFS Technician - Four (4) ten (10) hour days per week Tuesday through Friday
	7:00 A.M.	3:30 P.M.	1	One (1) Data Entry Clerk/Porter/Parts Runner -Five (5) eight (8) hour days per week, Monday through Friday
			4	Personnel
RELIEF/ADDITIONAL SUPPORT STAFF As Needed, Per Shift Requirements, to Fulfill Staffing Requirements As Identified in Attachment 3A.			12	Twelve (12) Technicians - Combination of Heavy Truck/Bus and Light/Medium Duty and Vehicle/Motorcycle Technicians to support and provide relief coverage for vacation, sick, and other time-off necessities for any and all minimum staff employees identified in Exhibit 3A.
			12	Personnel
			37	TOTAL REQUIRED MINIMUM ADMINISTRATIVE AND OTHER STAFFING SOW 3B

APPENDIX B - SOW EXHIBITS - EXHIBIT 3B
ADMINISTRATIVE AND OTHER REQUIRED STAFFING LEVEL

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The twenty-five (25) administrative and other required staffing specifically identified by location, and the twelve (12) technicians (Relief/Additional Support) above on Exhibit 3B, are in addition to the total required minimum maintenance, repair, and body shop staffing listed on Exhibit 3A. Exhibit 3A and Exhibit 3B requires a grand total of no less than one hundred and sixty-eight (168) employees that must be staffed and specifically identified on Proposal. The Contractor Project Director, Contractor Project Manager, the two (2) Information Technology (IT) System personnel, the Body Shop Supervisor and the Collision Estimator are identified within Appendix A (Statement of Work), and covered under Paragraph 4.0 of the Contract, and are collectively identified as "Contractor Key Personnel".

In order to support and provide relief coverage for vacation, sick, and other time-off necessities for the minimum staffing of employees identified in Exhibit 3A, and to support Contract vehicle repair time and vehicle out of service rate requirements, Contractor is required to additionally staff a minimum of twelve (12) Technicians, in a combination of Heavy Truck/Bus Technicians, Light /Medium Duty Vehicle Technicians and Motorcycle Technicians, to provide support as needed for Exhibit 3A and located at Contractor's discretion. Additionally, these Technician personnel shall be trained to perform data entry and tire worker duties, in order replace minimum staff data entry and tire worker personnel identified in Exhibit 3A.

Any additional personnel needed for Contract compliance are in addition to the employees identified on Exhibits 3A and 3B. Contractor shall additionally staff as needed based on the workload beginning on the Work Start Date and throughout the term of the Contract. Contractor may utilize some of the twelve (12) Technicians (Relief/Additional Support) staff for data entry, and so forth, provided minimum staffing requirements, out of service rates, vehicle repair times, and other labor impacted requirements are all in compliance, and when approved by the County Project Manager or the County Supervising Contract Program Monitor

The Contractor shall be required to provide a full time, qualified replacement for any of the personnel identified on this Exhibit 3B, only if the individual is absent from their position for more than thirty (30) business days during any Contract year. The personnel identified on this Exhibit 3B are entitled to vacation, sick, and other time-off necessities without replacement provided they do not exceed the above stated absence standard for more than thirty (30) business days during any Contract year, unless specifically identified as critical to the Contract operation by the County Project Manager, and approved in writing.

**APPENDIX B - SOW EXHIBITS - EXHIBIT 4
PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

<u>VEHICLE PM CLASSIFICATIONS:</u>	<u>DESCRIPTION</u>
Light Vehicles (AG, AG1, AA):	Passenger cars and vehicles up to, but not including, ½ ton trucks
Medium Vehicles (BA):	1/2, 3/4, and 1 ton vehicles including trucks, vans, and others up to 10,000 lbs. GVW rating
Heavy Vehicles (CA):	Trucks, tractors, and other vehicles from 10,001 lbs. GVW to 35,000
Super Heavy (FA):	Trucks, tractors, and other vehicles exceeding 35,000 lbs. GVW rating
Buses (DA):	25 to 60 passenger buses
Rescue Vehicles (RA):	All rescue vehicles, including, but not limited to trucks, vans, tractors and other vehicles from less than 10,000 lbs. GVW rating up to and including 80,000 lbs. GVW rating
Training Motorcycles (TMC):	BMW and/or other manufacturers, all years
Motorcycles (BMW/MC):	BMW manufacturer, all years
Off Hwy/Motorcycles: ATVs (MCOH)	Kawasaki and other manufacturers, all years
On Road Trailer (ORTLR):	Semi-trailers, including flatbeds, dry vans, refrigerated trailers, and tanker trailers. This 90 day PM includes the required Biennial Inspection of Terminals (B.I.T.) Inspection
Off Highway/Trailer (EB):	Semi-Annual - Off road equipment such as electric/gas forklifts, carts, sprayers, farm equipment, air compressors, etc., also on and off-road trailers
Off Highway/Trailer (EA):	Annual - Off road equipment such as electric/gas forklifts, carts, sprayers, farm equipment, air compressors, etc., and off-road trailers
Off Highway (EC) Refrigerated:	Refrigeration units on trucks, trailers, and other vehicles/equipment
Catalina Vehicles Only (PMD):	For vehicles stationed on Catalina Island
Non-Emergency Boat Trailers (EG):	Annual - On-Road trailers used to transport boats
Emergency Vessel - Gasoline (EV1)	Semi-Annual - Gasoline powered patrol and search/rescue boats
Emergency Vessel - Diesel (EV2)	Semi-Annual - Diesel powered patrol and search/rescue boats

**APPENDIX B - SOW EXHIBITS - EXHIBIT 4
PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

Light Vehicles: AG, AG1 (extended interval)

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Emergency response vehicles and severe duty vehicles (all patrol units, including 4x4 with lights and sirens, and parking control vehicles)

Service	Schedule	Time Standard (hours)
PMA	3,000 miles or 3 months*	1.0
PMA (AG1- Extended Interval) - approximately 300 Vehicles (Lancaster Palmdale, Other Locations)	4,000 miles or 4 months *	1.0
PMB Service includes PMA service plus, change fuel filter (if serviceable) and rotate tires	12,000 miles or 12 months*	1.5
PMC Service includes PMA service plus change fuel filter (if serviceable), transmission service, rotate tires, cooling system service, change rear axle lubricant, and change spark plugs (per OEM requirements)	24,000 miles or 24 months*	2.5
NOTE 1: An additional 0.5 hour labor time is authorized on vehicles that require skidplate removal and re-installation to perform the PM service or repair - covered under Fixed Price for Fixed-Price vehicles or Fee-For-Service for work covered in sub-paragraph 4.5 of Appendix D (Required Forms) Exhibit 11 (Price Sheet)		

**APPENDIX B - SOW EXHIBITS - EXHIBIT 4
PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

Light Vehicles: AA

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Non-Emergency Vehicles

Service	Schedule	Time Standard (hours)
PMA	5,000 miles or 6 months*	1.0
PMB Service includes PMA service plus change fuel filter (if serviceable) and rotate tires	15,000 miles or 18 months*	1.5
PMC Service includes PMA service plus change fuel filter (if serviceable), transmission service, rotate tires, cooling system service, change rear axle lubricant, and replace spark plugs (per OEM requirements)	30,000 miles or 36 months*	2.5

Medium Vehicles: BA

Non-Emergency Vehicles

Service	Schedule	Time Standard (hours)
PMA	5,000 miles or 6 months*	1.3
PMB Service includes PMA plus rotate tires	15,000 miles or 18 months*	1.8
PMC Service includes PMA plus change fuel filter (if serviceable), transmission service, rotate tires, cooling system service, change rear axle lubricant and spark plugs (per OEM requirements)	30,000 miles or 36 months*	3.8
NOTE:		
The above program is based on the requirement that wheel bearings (if serviceable) will be repacked, and wheel seals replaced, each brake relining or every 15,000 miles, whichever comes first		

**APPENDIX B - SOW EXHIBITS - EXHIBIT 4
PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

Heavy Vehicles: CA

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Service	Schedule	Time Standard (hours)
PMA	6,000 miles or 6 months*	1.5
PMB	12,000 miles or 12 months*	2.5
PMC	24,000 miles or 24 months*	3.5
08 Inspection / Trucks and tractors	90 days	1.0

Super Heavy Vehicles: FA

Service	Schedule	Time Standard (hours)
PMA	10,000 miles or 6 months*	2.0
PMB	20,000 miles or 12 months*	3.0
PMC	40,000 miles or 24 months*	4.0
08 Inspection / Trucks and tractors	90 days	1.0

**APPENDIX B - SOW EXHIBITS - EXHIBIT 4
PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

Buses: DA

Service	Schedule	Time Standard (hours)
PMA (Buses Up To 2006)	6,000 miles or 6 months*	2.5
PMA (Buse 2007 To 2008)		2.3
PMA (Buse 2009 And Newer)		3.3
PMB (Buses Up To 2006)	12,000 miles or 12 months*	2.5
PMB (Buse 2007 To 2008)		2.3
PMA (Buse 2009 And Newer)		3.3
PMC (Buses Up To 2006)	24,000 miles or 24 months*	4.5
PMB (Buse 2007 To 2008)		4.8
PMA (Buse 2009 And Newer)		5.8
CHP (08) Safety Inspection - Buses designated as Local become overdue at 3,501 miles or 46 days since previous 08 Safety Inspection, and buses designated as Statewide or High Mileage become overdue at 6,501 miles or 46 days since previous 08 Safety Inspection	3,000/6,000 miles or 45 days,* plus or minus 500 miles	1.5

Rescue Vehicles: RA

Service	Schedule	Time Standard (hours)
PMA	5,000 miles or 6 months*	1.5
PMB	15,000 miles or 18 months*	2.5
PMC	30,000 miles or 36 months*	3.5

**APPENDIX B - SOW EXHIBITS - EXHIBIT 4
PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

Motorcycles - BMW: TMC (training motorcycles)

Service	Schedule	Time Standard (hours)
PMA	every 6 months	4.0
PMB	every 12 months	6.0
PMC	NA	

Motorcycles - BMW: BMW/MC

Service	Schedule	Time Standard (hours)
PMA	6,000 miles or 6 months*	4.0
PMB	12,000 miles or 12 months*	6.0

**APPENDIX B - SOW EXHIBITS - EXHIBIT 4
PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

Off Highway Motorcycles/ATVs - All Manufacturers: MCOH

Service	Schedule	Time Standard (hours)
PMA	200 hours, or 3,000 miles or 12 months*	3.0
(Unless OEM Requires Different Servicing)		

On Road Trailer: ORTLR (Can Be A Campaign)

Service	Schedule	Time Standard (hours)
PM/08/BIT	6,000 miles or 90 days	1.5
CHP Requirement – B.I.T. becomes out of compliance at 91 days since previous B.I.T.		

Off Highway - Semi Annual: EB

Service	Schedule	Time Standard (hours)
PMA	100 hours or 6 months	3.0
PMB	NA	
PMC	NA	

**APPENDIX B - SOW EXHIBITS - EXHIBIT 4
PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

Off-Highway - Annual: EA

Service	Schedule	Time Standard (hours)
PMA	200 hours or 12 months*	3.0
PMB	NA	
PMC	NA	

Off-Highway - Refrigerated Units: EC

Service	Schedule	Time Standard (hours)
PMA	1,000 hours or 6 months*	1.5
PMB	3,000 miles or 12 months*	1.5

Catalina Vehicles Only: PMD

Service	Schedule	Time Standard (hours)
PMD Service requires transportation to and from Catalina Island to the Eastern Avenue repair facility. All PMD services shall be performed at the Eastern Avenue repair facility	Every 36 months	6.0

**APPENDIX B - SOW EXHIBITS - EXHIBIT 4
PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

Non-Emergency Boat Trailers: EG

Service	Schedule	Time Standard (hours)
PMA	every 12 months	1.5
PMB	NA	
PMC	NA	

Emergency Vessel - Gasoline (Boats): EV1

Service	Schedule	Time Standard (hours)
PMA	100 hours or 6 months*	4.0
PMB	500 hours or 12 months*	5.0
PMC	1,000 hours or 24 months*	10.0

Emergency Vessel - Diesel (Boats): EV2

Service	Schedule	Time Standard (hours)
PMA	250 hours or 6 months*	6.0
PMB	500 hours or 12 months*	8.0
PMC	1,000 hours or 24 months*	14.0

***Whichever comes first**

APPENDIX B - SOW EXHIBITS - EXHIBIT 5
PREVENTIVE MAINTENANCE AND OTHER INSPECTION CHECKLISTS

VEHICLE PM CLASSIFICATIONS:	DESCRIPTION
Light Vehicles (AG, AG1, AA):	Passenger cars and vehicles up to, but not including ½ ton trucks
Medium Vehicles (BA):	1/2, 3/4, and 1 ton vehicles including trucks, vans, and others up to 10,000 lbs. GVW rating
Heavy Vehicles (CA):	Trucks, tractors, and other vehicles from 10,001 lbs. GVW to 35,000 lbs. GVW rating
Super Heavy (FA):	Trucks, tractors, and other vehicles exceeding 35,000 lbs. GVW rating
Buses (DA):	25 to 60 passenger buses
Rescue Vehicles (RA):	All Rescue Vehicles including, but not limited to trucks, vans, tractors and other vehicles from less than 10,000 lbs. GVW rating up to and including 80,000 lbs. GVW rating
Training Motorcycles (TMC):	BMW and/or other manufacturers, all years
Motorcycles (BMW/MC):	BMW manufacturer, all years
Off Hwy/Motorcycles/ATVs (MCOH):	Kawasaki and other manufacturers, all years
On Road Trailer (ORTLR):	Semi-trailers, including flatbeds, dry vans, refrigerated trailers, and tanker trailers. This 90 day PM includes the required Biennial Inspection of Terminals (B.I.T.) Inspection
Off Highway/Trailer (EB):	Semi-Annual - Off road equipment such as electric/gas forklifts, carts, sprayers, farm equipment, air compressors, etc., also on and off-road trailers
Off Highway/Trailer (EA):	Annual - Off road equipment such as electric/gas forklifts, carts, sprayers, farm equipment, air compressors, etc., also on and off-road trailers
Off Highway (EC) Refrigerated:	Refrigeration units on trucks, trailers, and other vehicles/equipment
Catalina Vehicles Only (PMD):	For vehicles stationed on Catalina Island
Non-Emergency Boat Trailers (EG):	Annual - On-Road trailers used to transport boats
Emergency Vessel - Gasoline (EV1)	Semi-Annual - Gasoline powered patrol and search/rescue boats
Emergency Vessel - Diesel (EV2)	Semi-Annual - Diesel powered patrol and search/rescue boats
OTHER INSPECTION CHECKLISTS:	<ul style="list-style-type: none"> a) New Vehicle Preparation Inspection b) Preparation for Auction Inspection c) Fuel Tanker Inspection and Certification d) Aerial Boom Truck Inspection e) 08 Bus Safety Inspection f) 08 Van Safety Inspection g) 08 Truck and Tractor Safety Inspection (BIT Required) h) Compressed Natural Gas (CNG) Fuel Container (cylinder) Inspection i) Smoke Opacity Inspection for Heavy Diesel Vehicles j) Multi-Point Vehicle Safety Inspection k) Driver's Vehicle Condition Report (Beef Sheet) l) Going Out-Of-Service Inspection m) Ready for Sale/Auction Form n) Post Conversion Checklist o) Quick Fix Safety Inspection p) Outfitting Build Sheet

08 TRUCK AND TRACTOR INSPECTION

Vehicle Safety Inspection Checklist

Vehicle # _____ Mileage _____ Date _____

INSTRUCTIONS

The Items listed below are to be inspected every 90 days.

Interiors and Exteriors

Ok Def

- () () Fire extinguisher and reflectors- secured- marked
- () () Horn- defrosters, gauges and speedometer
- () () Mirror and supports
- () () Check seat belts; condition and proper operation
- () () Windshield/windows for cracks; windshield wiper operation and wipers' condition
- () () Check operation of horn and warning devices; air, oil temperature, anti-skid, etc.
- () () Check operation heater, air conditioning, defroster, cooling vents, switches, etc.
- () () Check lighting system; lights, turn signals, reflectors, etc.
- () () Check all electrical wiring; condition and protection
- () () Check batteries; water, terminals and cables
- () () Warning devices; air, oil, and temperature, vacuum
- () () Radiator and water hoses; condition, leaks
- () () Belts; air compressor, ac compressor, fan and water pump
- () () Air lines; leaks, condition and protection
- () () Fuel System; tanks, lines, pump, condition/leaks
- () () Exhaust System; manifold, flange gaskets, muffler condition
- () () Engine mounts, oil and fuel leaks
- () () Clutch adjustment and free play
- () () Throttle operation and linkage, air filter
- () () Starting/Charging System; alternator, starter, brushes, wiring and mounting.
- () () Tractor protection valve; breakaway lost
- () () Lube all zerk fittings
- () () Check condition of exterior panels, fenders, mud flaps, etc.
- () () Check license plates, registration, permits, certifications, CA number, etc

Brakes

Ok Def

- () () Check all brake components, brake system fluid level (if applicable), hoses and tubing
- () () Grease slack adjusters
- () () Brakes; lining, drums, and adjustment-near cam over, pedal height (hydraulic system)
- () () Hoses, and tubing condition- protection, hyd., brake reservoir level
- () () Air leaks and 1- minute brake application test, vacuum loss
- () () Air governor adjustment- minimum (cut in) 85psi - maximum (cut out) 130psi
- () () Identify primary air tank- drain and test check valve

08 TRUCK AND TRACTOR INSPECTION

Vehicle Safety Inspection Checklist

Brakes Continued

Ok Def

- () () Air tanks secure, drains operable, drain tank
- () () Check tires, wheels, lug nuts and studs condition (cracks, secure, etc.)
- () () Parking brake-condition and adjustment
- () () Emergency stopping system-labeled, operable
- () () Release after loss of service air- test anti-skid lamp
- () () Inspect condition of slack adjusters, and measure and record brake travel on this document. Adjust all non-auto slack adjusters, and report all auto slack adjusters that are out of adjustment
- () () Check tire air pressures. Inspect tread condition on all tires including spare tire and record readings on repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to the next PM.

Axle # 1 (Steer Axle)

Measured Left Slack Adjuster: _____ Adjusted To: _____ (if not auto slack adjuster)

Measured Right Slack Adjuster: _____ Adjusted To: _____ (if not auto slack adjuster)

Brake Lining Percentages - Left: _____ Right: _____

Tire Tread Depths - Left Side: _____ Right Side: _____

Tire Air Pressure - Left Side: _____ Pressure adjusted to _____

Right Side: _____ Pressure adjusted to _____

Axle # 2 (Drive Axle)

Measured Left Slack Adjuster: _____ Adjusted To: _____ (if not auto slack adjuster)

Measured Right Slack Adjuster: _____ Adjusted To: _____ (if not auto slack adjuster)

Brake Lining Percentages - Left: _____ Right: _____

Tire Tread Depths - Left Inside: _____ Left Outside: _____

Right Inside: _____ Right Outside: _____

Tire Air Pressures - Left Inside: _____ Left Outside: _____

Right Inside: _____ Right Outside: _____

08 TRUCK AND TRACTOR INSPECTION

Vehicle Safety Inspection Checklist

Axle # 3 (if applicable)

Measured Left Slack Adjuster: _____ Adjusted To: _____ (if not auto slack adjuster)

Measured Right Slack Adjuster: _____ Adjusted To: _____ (if not auto slack adjuster)

Brake Lining Percentages - Left: _____ Right: _____

Tire Tread Depths - Left Inside: _____ Left Outside: _____

Right Inside: _____ Right Outside: _____

Tire Air Pressures - Left Inside: _____ Left Outside: _____

Right Inside: _____ Right Outside: _____

Chassis Inspection

Ok Def

- Check steering gear and mounting-free lash
- Fifth wheel, pintle hitch, mounting and condition
- Springs, shackles and U-bolts-torque arms
- Check frame, cross members, cracks, etc.
- Drive shaft and universal joints
- Transmission, differential-mounting and seals
- Wheel seal leaks, hydraulic brakes system leaks(if applicable)
- Clean under carriage, if needed

Note: Items identified as defective must be addressed and repaired unless otherwise noted by Sheriff Fleet personnel.

Time Standard = 1.0 hour

COMMENTS

Inspected By _____ Employee # _____
Print Name

Inspected By _____ Date _____
Signature

08 VAN SAFETY INSPECTION

Vehicle Safety Inspection Checklist

Vehicle#: _____ Odometer Reading _____ Date: _____

Year: _____ Make: _____ Model: _____ Type: _____

INSTRUCTIONS

The following safety inspection are required for buses and passenger vans which have seating of more than 16 passengers including the driver every 45 days or 3,000 miles, plus or minus 500 miles, whichever occurs first. Bus or van becomes overdue when 08 inspections are conducted at 3,501 miles or 46 days or more after last 08 inspection.

Interiors and Exteriors

Ok Def.

- () () 01. Check fire extinguishers current, warning reflectors, and first aid kit.
- () () 02. Check instruments for proper operation.
- () () 03. Check all seats and seat belts for correct operation and cleanliness.
- () () 04. Para transit - inspect all wheelchair tie down straps, shoulder belts, mechanical latches and floor anchors (if applicable).
- () () 05. Check windshield, windows, wipers, mirrors, and floor condition.
- () () 06. Check operation and condition of interior lighting and exterior signal/warning lights, switches and wiring.
- () () 07. Check operation and condition of door, horn, oil temperature, and lift warning devices.
- () () 08. Check operation and condition of heater, air conditioning, defroster, cooling vents, switches and wiring.
- () () 09. Check operation and condition of sensitive edges, padding, doors, handrails, and safety panels.
- () () 10. Check condition of exterior; body, panels, fenders, mud flaps.
- () () 11. Check license plates, registration, permits, certifications, CA number, etc.

Engine and Electric

Ok Def.

- () () 12. Check operation, condition and proper mounting of generator/alternator, starter and wiring.
- () () 13. Check condition of battery, cables, connections, terminals, battery tray and fluid level.
- () () 14. Check operation and condition of radiator, hoses, fan, water pump, and check for leaks.
- () () 15. Check operation, condition and adjustment of drive belts; AC compressor, belt driven accessories, etc.
- () () 16. Check clutch components for proper adjustments and lubrication (if applicable).
- () () 17. Check entire fuel system for leaks and proper mounting. Also, check the throttle operation and throttle linkage (if applicable).
- () () 18. Check exhaust system for leaks and proper mounting.
- () () 19. Check engine and transmission mounts. Inspect for oil leaks.

08 VAN SAFETY INSPECTION

Vehicle Safety Inspection Checklist

Vehicle#: _____ Odometer Reading _____ Date: _____

Brakes

Ok Def.

- 20. Check all brake components, brake system fluid level, hoses and tubing.
- 21. Remove all wheels, check air pressure, inspect all rims and stud condition, inspect tread condition on all tires including spare tire and record tread depth readings in Comments section of repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to next pm. Record air pressure readings in Comments section of repair order.

Check Air Brake System (if Applicable)

Ok Def.

- 22. Check air governor adjustment (minimum 85 psi, maximum 130 psi)
- 23. Check for air leaks with brakes unapplied (1 minute - 3 psi maximum)
- 24. Check for air leaks with brakes applied (1 minute - 2 psi maximum)
- 25. Drain #1 air reservoir, test check valve, and check low air warning operation.
- 26. Check air tank mounting, operation of drains and drain all tanks.
- 27. Check for vacuum loss (3" per minute, 15" minimum vacuum) and check low Vacuum Warning Device.
- 28. Check adjustment on lining and drum (when visible) and pedal height.
- 29. Check condition and adjust parking brake.
- 30. Check operation and proper labeling of emergency stop system.
- 31. Check anti-skid (if-equipped) loss of service air initiates brake application

Chassis Inspection

Ok Def.

- 32. Check condition of wheels, tires, studs, and lug nuts for cracks, mounted securely, proper torque, tread wear, and proper inflation.
- 33. Check for leaks and condition of axles, brake cylinders, flanges, seals and torque arms.
- 34. Check operation, mounting, fluid level and adjustment of steering gear.
- 35. Check condition, mounting, lubrication of steering arms, drag links, shock absorbers and tie rod ends.
- 36. Check condition and mounting of cross members and inspect frame for cracks.
- 37. Check springs and shackles, kingpins, ball joints, shock absorbers, torque arms.
- 38. Check operation, mounting and fluid levels of transmission, drive shafts, differential and u-joints.
- 39. Check drawbar hitch and safety cable.
- 40. Inspect body underside and firewall, airtight and clean.
- 41. Road test vehicle.

Note: Items identified as defective must be addressed and repaired unless otherwise noted by Sheriff Fleet personnel.

08 VAN SAFETY INSPECTION

Vehicle Safety Inspection Checklist

Vehicle#: _____ Odometer Reading _____ Date: _____

C O M M E N T S

Time Standard = :45 Minutes

Inspected By _____ Employee # _____
Print Name

Inspected By _____ Date _____
Signature

Completed By: _____ Date: _____

08 BUS SAFETY INSPECTION

Vehicle Safety Inspection Checklist

Vehicle#: _____ Odometer Reading _____ Date: _____

Year: _____ Make: _____ Model: _____ Type: _____

INSTRUCTIONS

To be performed every 45 days or 3,000 miles.

Local bus becomes overdue when 08B inspection is conducted at 3,501 miles and/or 46 days or more after last 08B inspection.

Local bus will be taken out of service 3 days or 200 miles prior to scheduled 08B inspection until 08B inspection is completed.

Interior and Exterior

OK DEF

- () () 01. Fire extinguishers, warning reflectors, first aid kit.
- () () 02. Instruments, secure seats, clean interior, inspect lap/shoulder belts and latches for wear
- () () 03. Para transit type vehicles – Inspect all wheelchair tie down straps, shoulder belts, mechanical latches and floor anchors.
- () () 04. Windshield, wipers, windows, mirrors, and floor condition.
- () () 05. Lights, interior, exterior, signals, warning lamps, switches and wiring.
- () () 06. Warning devices- horn, oil, temperature, door(s).
- () () 07. Switches and wiring heaters, defrosters, cooling and vent systems.
- () () 08. Door operation, sensitive edges, timing, padding, handrails, safety panels.
- () () 09. Exterior condition, paint identification.

Engine and Electric

OK DEF

- () () 10. Generator / alternator, starter, brushes, and wiring- mounting, condition and protection.
- () () 11. Batteries, fluid, terminals, cables.
- () () 12. Radiator, hoses, water pump- secured, with no leaks.
- () () 13. Compressor(s) fan, water pump, acc., belts - condition and adjustment.
- () () 14. Electrical wiring-in good condition, protected, and secured.
- () () 15. Throttle operation (inspect linkage if applicable), fuel system leaks, air cleaner.
- () () 16. Manifolds, gaskets- secured, with no leaks
- () () 17. Engine mounts, oil leaks.

Brakes

OK DEF

- () () 18. Check air brake system
- () () 19. Fluid level, leaks, hoses and tubing- secured.
- () () 20. Perform Air Governor Test – min. 85 psi, max. 130 psi
- () () 21. Check For Air Loss, Static, 1 Minute 2 Psi Maximum.
- () () 22. Check For Air Loss, applied, 1 Minute 3 psi Maximum.
- () () 23. Drain number 1 air reservoir- test check valve and low pressure warning device operation.
- () () 24. Check that all tanks are secured, and drains are operable; drain tanks.
- () () 25. Vac. Loss- 3 psi per min, 15 psi minimum vac.- low vacuum warning device operates- tanks secure.
- () () 26. Adjustment, lining and drums (when visible); pedal height on hydraulic system.

08 BUS SAFETY INSPECTION

Vehicle Safety Inspection Checklist

Vehicle#: _____ Odometer Reading _____ Date: _____

Year: _____ Make: _____ Model: _____ Type: _____

Brakes (Cont.)

OK DEF

- () () 27. Parking brake- condition and adjustment
() () 28. Emergency stop system - labeled, operable
() () 29. Loss of Service Air Initiates Brake Application. Anti-skid if equipped.

****** REMINDER ******

Brake Inspections Must Be Inspected / Documented By 2 Technicians. No Exceptions.

() Brake Adjustment. Lining And Drums (When Visible) Pedal Height on hydraulic system.

Steering Axle

Measured left: _____ Adjusted to: _____ Measured right: _____ Adjusted to: _____
(Chamber size -24 Max pushrod travel spec. 1.75")

Brake percentages: Left: _____ Right: _____

Tire tread depths: Left side: _____ Right side: _____

Tire pressure: Left side: _____ Right side: _____

Drive Axle

Measured left: _____ Adjusted to: _____ Measured right: _____ Adjusted to: _____
(Chamber size - 30-dd3 Max pushrod travel spec. 2.25")

Brake percentages: Left: _____ Right: _____

Tire tread depths: Left inside: _____ Left outside: _____ Right inside: _____ Right outside: _____

Tire pressures: Left inside: _____ Left outside: _____ Right inside: _____ Right outside: _____

Tag Axle

Measured left: _____ Adjusted To: _____ Measured right: _____ Adjusted to: _____
(Chamber size - 12 Max pushrod travel spec. 1.35")

Brake percentages: Left: _____ Right: _____

Tire tread depths: Left side: _____ Right side: _____ Tire pressure: Left side: _____ Right side: _____

Note: If Bus has drum brakes equipped with automatic slack adjusters, enter push rod travel measurement as required, in the "measured" spaces. If no adjustment is needed, indicate so by writing an A in the "adjusted to" spaces where the new measurement would go. If bus is equipped with disc brakes, indicate so by writing a D in the "adjusted to" spaces, and if no push rod travel measurement is required, write "N/A" in the "measured" spaces.

08 BUS SAFETY INSPECTION

Vehicle Safety Inspection Checklist

Vehicle#: _____ Odometer Reading _____ Date: _____

Year: _____ Make: _____ Model: _____ Type: _____

Chassis

OK DEF

- () () 30. Wheels for cracks, lug nuts secured- Tires- tread depth, inflation, condition.
Record Readings (above).
- () () 31. Wheel seals, leaks, axles, flanges, studs.
- () () 32. Check steering gear and mounting- free lash, oil level.
- () () 33. Steering arms, drag links, and tie rod ends for wear.
- () () 34. Frame cross members, secure, wear, cracks.
- () () 35. Check air suspension (air bags).
- () () 36. Springs, shackles, u bolts, king pins, shock absorbers for wear; cracks.
- () () 37. Transmission, differential fluid level, seals, mountings, drive shaft, U-joints.
- () () 38. Clutch and adjustments- free play (if applicable)
- () () 39. Exhaust- condition, leaks and mountings.
- () () 40. Fuel tanks, lines, pumps- condition, mounts, leaks.
- () () 41. Body underside and firewall, airtight and clean.
- () () 42. Check license plates, registration, permits, certifications, etc.

Brake Inspection Completed or Performed

By: _____ Employee #: _____ Date: _____

Brake Chamber Pushrod Adjustment

Steering Axle O K

Right Brake Chamber ()

Left Brake Chamber ()

Drive Axle O K

Right Brake Chamber ()

Left Brake Chamber ()

Tag Axle O K

Right Brake Chamber ()

Left Brake Chamber ()

Brake Chamber Pushrod Adjustment Inspection Performed

By: _____ Employee# _____ Date: _____

Contractor Supervisor

Lug Nut Torque

Steering Axle O K

(10 Lug Nuts)

Right Wheel ()

Left Wheel ()

08 BUS SAFETY INSPECTION

Vehicle Safety Inspection Checklist

Vehicle#: _____ Odometer Reading _____ Date: _____

Year: _____ Make: _____ Model: _____ Type: _____

<u>Drive Axle</u> (10 Lug Nuts)	<u>O K</u>	<u>Budd Nuts</u> (10 Budd Nuts)	<u>O K</u>
Right Wheel	()	Right Wheel	()
Left Wheel	()	Left Wheel	()

<u>Tag Axle</u> (10 Lug Nuts)	<u>O K</u>
Right Wheel	()
Left Wheel	()

Lug Nut Torque Inspected By: _____ Employee# _____ Date: _____

(Torque 475 Ft. Lbs.) Contractor Supervisor _____

Note: Items identified as defective must be addressed and repaired unless otherwise noted by Sheriff Fleet personnel.

Time Standard = 1.5 hours

COMMENTS :

COMPLETED BY: _____ DATE: _____

AERIAL BOOM TRUCK INSPECTION

Vehicle #: _____ Odometer Reading: _____ Date: _____

Year: _____ Make: _____ Model: _____

Type of boom: _____

INSTRUCTIONS

Vehicle Mounted Elevating and Rotating Work Platforms shall undergo periodic inspection by a competent person at intervals not exceeding 12 months. This safety inspection shall be performed in accordance with the Periodic Inspection standards set forth in ANSI/SIA A92.2-1990 and Title 8 CCR, Div. 1, Chapter 4, SC 7 GISO, Article 24.

Unless otherwise provided in this section, aerial devices (aerial lifts) manufactured after July 1, 1975, shall be designed and constructed in conformance with the applicable requirements of the American National Standard for "Vehicle Mounted Elevating and Rotating Work Platforms," ANSI A92.2 - 1969, including appendix, which is incorporated by reference as specified in 1910.6. Aerial lifts acquired for use before July 1, 1975 which do not meet the requirements of ANSI A92.2 - 1969, may not be used after July 1, 1976, unless they shall have been modified so as to conform to the applicable design and construction requirements of ANSI A92.2 - 1969. Aerial devices include the following types of vehicle-mounted aerial devices used to elevate personnel to jobsites above ground:

This periodic inspection shall cover but not be limited to the following items:

Steps.

Step Fastenings.

Rails.

Rail Supports and Fastenings.

Rollers and Slides.

Belt and Belt Tension.

Handholds and Fastenings.

Floor Landings.

Guardrails.

Lubrication.

Limit Switches.

Warning Signs and Lights.

Illumination.

Drive Pulley.

Bottom (boot) Pulley and Clearance.

Pulley Supports.

Motor.

Driving Mechanism.

Brake.

Electrical Switches.

Vibration and Misalignment.

"Skip" on up or down run when mounting step (indicating worn gears).

"Inspection record." A certification record shall be kept of each inspection which includes the date of the inspection, the signature of the person who performed the inspection and the serial number, or other identifier, of the manlift which was inspected.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BMWMC BMW Motorcycle Group PM Level: A Service 6,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Check If OK

Road Test and Inspection

- () Verify level of PM service required, outstanding campaigns, recalls, or other programs
- () Read Motronic Fault Memories with most current BMW diagnostic scan tool (currently GS911 diagnostic system)
- () Change engine oil (at operating temperature) & oil filter (synthetic oil only)
- () Inspect tire tread wear & air pressure. Record readings on this document and in the comment section of the repair order. Replace tire if tread depth is expected to reach 3/32" or 2.0mm minimum prior to next pm
Tread Depth Front _____ Rear _____
Tire PSI Front _____ Rear _____
- () Inspect wheels & spokes
- () Inspect brake lining condition, record % remaining on repair order. Replace brake linings if lining is 50% or less of new
- () Inspect Brake Rotors for wear
- () Check ABS sensor/pulse wheels for correct gap. Adjust & clean as required
- () Check operation of all warning indicators
- () Inspect lights for proper operation
- () Inspect brake fluid level & condition
- () Inspect battery fluid & water level (main battery & police battery)
- () Load Test Batteries
- () Inspect starting & charging system
- () Check clutch fluid level
- () Check Valve Clearance; Adjust Valves If Necessary
- () Check condition of spark plugs. Replace as per OEM requirements.
- () Inspect exhaust system
- () Inspect poly v-belt. Replace as per OEM requirements
- () Check swing arm bearing (no play), adjust if necessary
- () Lubricate side stand/center stand pivots
- () Check operation of throttle linkage, cables & valves
- () Synchronize throttle valves
- () Check side stand mounting bolt
- () Check safety interlock switch on side stand
- () Inspect crash bar mountings
- () Inspect seat condition & mounting
- () Check condition & location of all Sheriff decals (replace if necessary)
- () Note condition of paint & body in comment section of repair order

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BMWMC BMW Motorcycle Group PM Level: A Service 6,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Sheriff Equipment inspection:
 - Pursuit lights operational
 - Siren/speaker operational
 - Radio equipment securely mounted
 - Map light operational (if equipped)

- () Final inspection with safety/operation check:
 - Check torque on rear wheel retaining bolts
 - Lights, horn, & signal systems
 - Indicator & warning systems
 - Clutch, gearshift, & side stand switch function
 - Hand brake, foot brake, and ABS
 - Steering (no cable drag from radio equipment)
 - Instruments (including optional accessories)
 - Test ride, visual quality check

Technician's Name _____ Employee # _____
Please Print

Technician's Signature _____ Date _____

Labor Standard – up to 4.0 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BMWMC BMW Motorcycle Group PM Level: B Service 12,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Check If OK

Road Test and Inspection

- () Verify level of PM service required, outstanding campaigns, recalls, or other programs
- () Read Motronic Fault Memories with most current BMW diagnostic scan tool (currently GS911 diagnostic system)
- () Change engine oil (at operating temperature) & oil filter (synthetic oil only)
- () Change Transmission Oil (at operating temperature) 2007 thru 2015
- () Change oil in bevel gears (Rear Drive)
- () Inspect tire tread wear & air pressure. Record readings on this document and in the comment section of the repair order. Replace tire if tread depth is expected to reach 3/32" or 2.0mm minimum prior to next pm
Tread Depth Front _____ Rear _____
Tire PSI Front _____ Rear _____
- () Inspect wheels & spokes
- () Inspect brake lining condition, record % remaining on repair order. Replace brake linings if lining is 50% or less of new
- () Inspect Brake Rotors for wear
- () Check ABS sensor/pulse wheels for correct gap. Adjust & clean as required
- () Check operation of all warning indicators
- () Inspect lights for proper operation
- () Flush brake fluid and refill
- () Inspect battery fluid & water level (main battery & police battery)
- () Load Test Batteries
- () Inspect starting & charging system
- () Flush clutch fluid and refill
- () Check Valve Clearance; Adjust Valves If Necessary
- () Check condition of spark plugs. Replace as per OEM requirements.
- () Inspect exhaust system
- () Inspect poly v-belt. Replace as per OEM requirements
- () Check swing arm bearing (no play), adjust if necessary
- () Lubricate side stand/center stand pivots
- () Check operation of throttle linkage, cables & valves
- () Synchronize throttle valves (if applicable)
- () Replace Fuel Filter (if serviceable)
- () Check side stand mounting bolt
- () Check safety interlock switch on side stand
- () Inspect crash bar mountings
- () Inspect seat condition & mounting
- () Check condition & location of all Sheriff decals (replace if necessary)
- () Note condition of paint & body in comment section of repair order

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BMWMC BMW Motorcycle Group PM Level: B Service 12,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Sheriff Equipment inspection:
 - Pursuit lights operational
 - Siren/speaker operational
 - Radio equipment securely mounted
 - Map light operational (if equipped)

- () Final inspection with safety/operation check:
 - Check torque on rear wheel retaining bolts
 - Lights, horn, & signal systems
 - Indicator & warning systems
 - Clutch, gearshift, & side stand switch function
 - Hand brake, foot brake, and ABS
 - Steering (no cable drag from radio equipment)
 - Instruments (including optional accessories)
 - Test ride, visual quality check

Technician's Name _____ Employee # _____
Please Print

Technician's Signature _____ Date _____

Labor Standard – up to 6.0 Hours



DRIVER'S VEHICLE CONDITION REPORT

CHECK UNIT THAT IS IN NEED OF REPAIRS	CAR NO.		MILEAGE	DATE
	NATURE OF TROUBLE	NATURE OF TROUBLE		
PM-A INSPECTION(PM)			FAN(42)	
PM-B INSPECTION(PM)			FUEL PUMP(44)	
PM-C INSPECTION(PM)			GAUGES(SPECIFY)(03)	
ACCESSORIES(SPECIFY)0			HORN(54)	
AIR CONDITIONING(01)			LIGHTS(SPECIFY)(34)	
ALTERNATOR(31)			RADIATOR(42)	
BATTERY(32)			SIREN(99)	
BELTS(53)			SPEEDOMETER(03)	
BODY(SPECIFY)(02)			STEERING GEAR(15)	
BRAKES(13)			SUSPENSION(16)	
CARBURETOR(44)			TIRES(17)	
FUEL INJECTION			TRANSMISSION(27)	
CLUTCH(23)			WINDSHIELD WIPER(02)	
DIFFERENTIAL(22)			WRITTEN EVALUATION	
ENGINE(45)			OTHER	
SMOG CHECK				

REMARKS:

PRINT NAME _____ U.O.A. _____ PHONE: _____

USE BACK OF THIS SHEET FOR FURTHER REMARKS

LASD FLEET MANAGEMENT
PM INSTRUCTIONS

PM Group: EG NON-EMERGENCY BOAT TRAILERS

PM Level: A 12 MONTHS

INSTRUCTIONS

Repair Order #: _____

Equipment ID: _____

Trailer #: _____

License #: _____

***** Instructions *****

***** Brakes *****

- () Inspect Brake Lining Condition, Record % Remaining On Repair Order
- () Inspect Brake Lines And Hoses, Replace If Needed
- () Inspect Brake Control Unit, Lubricate All Moving Parts
- () Inspect Wheel Cylinders Or Calipers, Replace If Needed

***** Hubs And Axles *****

- () Clean And Repack Bearing, Replace Grease Seals
- () Inspect Spindles And Axle For Wear

***** Frames *****

- () Inspect Frame, Brackets, Hangers For Cracks And Condition, Repair If Necessary
- () Inspect Mounting Bolts And Hardware Replace As Necessary
- () Inspect Condition Of Bunk Boards And Rollers, Replace As Necessary
- () Inspect Condition Winch And Lubricate

***** Tire & Wheels *****

- () Check Air Pressure, Inspect Tread Condition And Side Wall Of Tire For Cracks
Replace If Necessary, Record Tread Readings On Repair Order
- () Inspect Condition Of Rims

***** Lighting & Wiring *****

- () Plug Service Truck In To Trailer Check All Lights, Repair Or Replace As Needed

Technician's Signature: _____ Emp.#: _____ Date: _____

Labor Standard=01:30

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL - GASOLINE PM Level: A 100 HRS OR 6 MONTHS

INSTRUCTIONS

Repair Order Number.....:_____

Equipment ID Number.....:_____

Boat Hour Meter Reading.....:_____

Hour Meter Port Engine.....:_____

Hour Meter Starboard Engine:_____

Vessel Number.....:_____

Sea Trial

- () Sea Trial Vessel And Evaluate
- () Check Power And Engine Performance
- () Check Interior Or Helm Electrical And Mechanical Performance
- () Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- () Check Heaters Performance
- () Check Steering, Shift And Throttle Cables
- () Verify Level Of Pm Service Required
- () Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- () Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- () Check Operation Of Sheriff Radio
- () Check Operation Of V H F Marine Radio
- () Inspect Fire Extinguisher And Mounting Bracket
- () Check For Any Open Campaigns

Engine Compartment Service And Inspection

- () Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- () Replace Fuel Filter As Necessary
- () Clean Flame Arrestors If Equipped
- () Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- () Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- () Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- () Replace Non Platinum Spark Plugs
- () Inspect All Hoses, Belts, Wiring And Moving Parts
- () Inspect And Clean Sea Strainers
- () Inspect Engine And Trans For Oil Leaks And Repair As Necessary
- () Inboard Powered Boats - Inspect Propeller Shaft, Drive Disc Bolt And Transmission Output Flange Bolt

Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- () Lubricate All Fittings, Hinges, Pivots, And Cables
- () Check All Steering And Components For Wear And Proper Operation
- () Inspect Drive Shaft, Lube Fittings (If Equipped)
- () Inspect Propeller And Cotter Pin (if Equipped)

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL - GASOLINE PM Level: A 100 HRS OR 6 MONTHS

INSTRUCTIONS

Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems (cont.)

- () Inspect Jet Drive And Impeller (If Equipped)
- () Inspect Sacrificial Anode Metal And Replace As Needed
- () Inspect Outboard Tilt Motors
- () Clean Cooling Water Passages

Hull, Power Train, Exhaust, Exterior Inspection And Service

- () Inspect Engine Mounting Brackets For Cracks And Condition
- () Inspect Condition, Operation And Mounting Of All Exhaust System Components
- () Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- () Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- () Inspect And Lubricate All Power Train Linkages And Cables
- () Inspect Bilge Pumps And Blowers
- () Inspect Windows And Wipers
- () Inspect Drain Plug

Technician's Signature _____ Emp # _____ Date _____

Labor Standard=04:00 Hours
(Includes One Hour For Sea Trial)

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL-GASOLINE PM Level: B 500 HRS OR 12 MONTHS

INSTRUCTIONS

Repair Order Number.....:_____

Equipment ID Number.....:_____

Boat Hour Meter Reading.....:_____

Hour Meter Port Engine.....:_____

Hour Meter Starboard Engine:_____

Vessel Number.....:_____

Sea Trial

- () Sea Trial Vessel And Evaluate
- () Check Power And Engine Performance
- () Check Interior Or Helm Electrical And Mechanical Performance
- () Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- () Check Heaters Performance
- () Check Steering, Shift And Throttle Cables
- () Verify Level Of PM Service Required
- () Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- () Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- () Check Operation Of Sheriff Radio
- () Check Operation Of V H F Marine Radio
- () Inspect Fire Extinguisher And Mounting Bracket
- () Check For Any Open Campaigns

Engine Compartment Service And Inspection

- () Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- () Change Engine Fuel Filters
- () Clean Flame Arrestors If Equipped
- () Change Inboard Trans. Fluid Or Lower Gear Unit Oil
- () Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- () Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- () Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- () Replace Non Platinum Spark Plugs
- () Inspect All Hoses, Belts, Wiring And Moving Parts
- () Inspect And Clean Sea Strainers
- () Check Raw Water Pump Flow
- () Inspect Engine And Trans. For Oil Leaks And Repair As Necessary
- () Inboard Powered Boats - Inspect Propeller Shaft, Drive Disc Bolt And Transmission Output Flange Bolt
- () Outboard Powered Boats – Adjust Engine Valves

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL-GASOLINE PM Level: B 500 HRS OR 12 MONTHS

INSTRUCTIONS

Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- () Lubricate All Fittings, Hinges, Pivots, And Cables
- () Check All Steering And Components For Wear And Proper Operation
- () Inspect Drive Shaft, Lube Fittings (If Equipped)
- () Inspect Propeller And Cotter Pin (if Equipped)
- () Inspect Jet Drive And Impeller (If Equipped)
- () Inspect Sacrificial Anode Metal And Replace As Needed
- () Inspect Outboard Tilt Motors
- () Flush Cooling Water Passages

Hull, Power Train, Exhaust, Exterior Inspection And Service

- () Inspect Engine Mounting Brackets For Cracks And Condition
- () Inspect Condition, Operation And Mounting Of All Exhaust System Components
- () Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- () Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- () Inspect and Lubricate All Power Train Linkages And Cables
- () Inspect Bilge Pumps And Blowers
- () Inspect Windows And Wipers
- () Inspect Drain Plug

Technician's Signature _____ Emp # _____ Date _____

Labor Standard=05:00 Hours
(Includes One Hour For Sea Trial)

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL-GASOLINE PM Level: C 1000 HRS OR 24 MTHS

INSTRUCTIONS

Repair Order Number.....:_____

Equipment ID Number.....:_____

Boat Hour Meter Reading.....:_____

Hour Meter Port Engine.....:_____

Hour Meter Starboard Engine:_____

Vessel Number.....:_____

Sea Trial

- Sea Trial Vessel And Evaluate
- Check Power And Engine Performance
- Check Interior Or Helm Electrical And Mechanical Performance
- Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- Check Heaters Performance
- Check Steering, Shift And Throttle Cables
- Verify Level Of PM Service Required
- Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- Check Operation Of Sheriff Radio
- Check Operation Of V H F Marine Radio
- Inspect Fire Extinguisher And Mounting Bracket
- Check For Any Open Campaigns

Engine Compartment Service And Inspection

- Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- Change Engine Fuel Filters And Water Separating Filters
- Clean Flame Arrestors If Equipped
- Change Inboard Trans. Fluid Or Lower Gear Unit Oil
- Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- Replace Non Platinum Spark Plugs
- Inspect All Hoses, Belts, Wiring And Moving Parts
- Inspect And Clean Sea Strainers
- Replace Raw Water Pump Impeller
- Inspect Engine And Trans. For Oil Leaks And Repair As Necessary
- Inspect, Clean, or Replace Engine Oil Cooler, Trans. Cooler, Fuel Cooler, and Heat Exchanger
- Inspect, Clean, or Replace Exhaust Manifolds And Risers If Equipped
- Inboard Powered Boats - Inspect Propeller Shaft, Drive Disc Bolt And Transmission Output Flange Bolt
- Outboard Powered Boats – Adjust Engine Valves

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL-GASOLINE PM Level: C 1000 HRS OR 24 MTHS

INSTRUCTIONS

Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- () Lubricate All Fittings, Hinges, Pivots, And Cables
- () Check All Steering And Components For Wear And Proper Operation
- () Inspect Drive Shaft, Lube Fittings (If Equipped)
- () Inspect Propeller And Cotter Pin (if Equipped)
- () Inspect Jet Drive And Impeller (If Equipped)
- () Replace Sacrificial Anode Metal
- () Inspect Outboard Tilt Motors
- () Flush Cooling Water Passages

Hull, Power Train, Exhaust, Exterior Inspection And Service

- () Inspect Engine Mounting Brackets For Cracks And Condition
- () Inspect Condition, Operation And Mounting Of All Exhaust System Components
- () Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- () Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- () Inspect and Lubricate All Power Train Linkages And Cables
- () Inspect Bilge Pumps And Blowers
- () Inspect Windows And Wipers
- () Inspect Drain Plug

Technician's Signature _____ Emp # _____ Date _____

Labor Standard=10:00 Hours
(Includes One Hour For Sea Trial)

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL - DIESEL PM Level: A 250 HRS OR 6 MONTHS

INSTRUCTIONS

Repair Order Number.....:_____

Equipment ID Number.....:_____

Boat Hour Meter Reading.....:_____

Hour Meter Port Engine.....:_____

Hour Meter Starboard Engine:_____

Vessel Number.....:_____

Sea Trial

- () Sea Trial Vessel And Evaluate
- () Check Power And Engine Performance
- () Check Interior Or Helm Electrical And Mechanical Performance
- () Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- () Check Heaters Performance
- () Check Steering, Shift And Throttle Cables
- () Verify Level Of Pm Service Required
- () Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- () Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- () Check Operation Of Sheriff Radio
- () Check Operation Of V H F Marine Radio
- () Inspect Fire Extinguisher And Mounting Bracket
- () Check For Any Open Campaigns

Engine Compartment Service And Inspection

- () Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- () Replace Fuel Filter As Necessary
- () Clean Flame Arrestors If Equipped
- () Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- () Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- () Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- () Inspect All Hoses, Belts, Wiring And Moving Parts
- () Inspect And Clean Sea Strainers
- () Inspect Engine And Trans For Oil Leaks And Repair As Necessary

Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- () Lubricate All Fittings, Hinges, Pivots, And Cables
- () Check All Steering And Components For Wear And Proper Operation
- () Inspect Drive Shaft, Lube Fittings (If Equipped)
- () Inspect Propeller And Cotter Pin (if Equipped)
- () Inspect Jet Drive And Impeller (If Equipped)
- () Inspect Sacrificial Anode Metal And Replace As Needed

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL - DIESEL PM Level: A 250 HRS OR 6 MONTHS

INSTRUCTIONS

Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems (cont.)

- () Inspect Outboard Tilt Motors
- () Clean Cooling Water Passages

Hull, Power Train, Exhaust, Exterior Inspection And Service

- () Inspect Engine Mounting Brackets For Cracks And Condition
- () Inspect Condition, Operation And Mounting Of All Exhaust System Components
- () Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- () Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- () Inspect And Lubricate All Power Train Linkages And Cables
- () Inspect Bilge Pumps And Blowers
- () Inspect Windows And Wipers
- () Inspect Drain Plug

Technician's Signature _____ Emp # _____ Date _____

Labor Standard=06:00 Hours
(Includes One Hour For Sea Trial)

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL-DIESEL PM Level: B 500 HRS OR 12 MONTHS

INSTRUCTIONS

Repair Order Number.....:_____

Equipment ID Number.....:_____

Boat Hour Meter Reading.....:_____

Hour Meter Port Engine.....:_____

Hour Meter Starboard Engine:_____

Vessel Number.....:_____

Sea Trial

- () Sea Trial Vessel And Evaluate
- () Check Power And Engine Performance
- () Check Interior Or Helm Electrical And Mechanical Performance
- () Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- () Check Heaters Performance
- () Check Steering, Shift And Throttle Cables
- () Verify Level Of PM Service Required
- () Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- () Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- () Check Operation Of Sheriff Radio
- () Check Operation Of V H F Marine Radio
- () Inspect Fire Extinguisher And Mounting Bracket
- () Check For Any Open Campaigns

Engine Compartment Service And Inspection

- () Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- () Change Engine Fuel Filters
- () Clean Flame Arrestors If Equipped
- () Change Inboard Trans. Fluid Or Lower Gear Unit Oil
- () Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- () Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- () Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- () Inspect All Hoses, Belts, Wiring And Moving Parts
- () Inspect And Clean Sea Strainers
- () Check Raw Water Pump Flow
- () Inspect Engine And Trans. For Oil Leaks And Repair As Necessary

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL-DIESEL PM Level: B 500 HRS OR 12 MONTHS

INSTRUCTIONS

Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- () Lubricate All Fittings, Hinges, Pivots, And Cables
- () Check All Steering And Components For Wear And Proper Operation
- () Inspect Drive Shaft, Lube Fittings (If Equipped)
- () Inspect Propeller And Cotter Pin (if Equipped)
- () Inspect Jet Drive And Impeller (If Equipped)
- () Inspect Sacrificial Anode Metal And Replace As Needed
- () Inspect Outboard Tilt Motors
- () Flush Cooling Water Passages

Hull, Power Train, Exhaust, Exterior Inspection And Service

- () Inspect Engine Mounting Brackets For Cracks And Condition
- () Inspect Condition, Operation And Mounting Of All Exhaust System Components
- () Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- () Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- () Inspect and Lubricate All Power Train Linkages And Cables
- () Inspect Bilge Pumps And Blowers
- () Inspect Windows And Wipers
- () Inspect Drain Plug

Technician's Signature _____ Emp # _____ Date _____

Labor Standard=08:00 Hours
(Includes One Hour For Sea Trial)

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL-DIESEL PM Level: C 1000 HRS OR 24 MTHS

INSTRUCTIONS

Repair Order Number.....:_____

Equipment ID Number.....:_____

Boat Hour Meter Reading.....:_____

Hour Meter Port Engine.....:_____

Hour Meter Starboard Engine:_____

Vessel Number.....:_____

Sea Trial

- () Sea Trial Vessel And Evaluate
- () Check Power And Engine Performance
- () Check Interior Or Helm Electrical And Mechanical Performance
- () Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- () Check Heaters Performance
- () Check Steering, Shift And Throttle Cables
- () Verify Level Of PM Service Required
- () Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- () Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- () Check Operation Of Sheriff Radio
- () Check Operation Of V H F Marine Radio
- () Inspect Fire Extinguisher And Mounting Bracket
- () Check For Any Open Campaigns

Engine Compartment Service And Inspection

- () Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- () Change Engine Fuel Filters And Water Separating Filters
- () Clean Flame Arrestors If Equipped
- () Change Inboard Trans. Fluid Or Lower Gear Unit Oil
- () Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- () Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- () Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- () Inspect All Hoses, Belts, Wiring And Moving Parts
- () Inspect And Clean Sea Strainers
- () Replace Raw Water Pump Impeller
- () Inspect Engine And Trans. For Oil Leaks And Repair As Necessary
- () Inspect, Clean, or Replace Engine Oil Cooler, Trans. Cooler, Fuel Cooler, and Heat Exchanger
- () Inspect, Clean, or Replace Exhaust Manifolds And Risers If Equipped

LASD FLEET MANAGEMENT

PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL-DIESEL

PM Level: C 1000 HRS OR 24 MTHS

INSTRUCTIONS

Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- () Lubricate All Fittings, Hinges, Pivots, And Cables
- () Check All Steering And Components For Wear And Proper Operation
- () Inspect Drive Shaft, Lube Fittings (If Equipped)
- () Inspect Propeller And Cotter Pin (if Equipped)
- () Inspect Jet Drive And Impeller (If Equipped)
- () Replace Sacrificial Anode Metal
- () Inspect Outboard Tilt Motors
- () Flush Cooling Water Passages

Hull, Power Train, Exhaust, Exterior Inspection And Service

- () Inspect Engine Mounting Brackets For Cracks And Condition
- () Inspect Condition, Operation And Mounting Of All Exhaust System Components
- () Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- () Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- () Inspect and Lubricate All Power Train Linkages And Cables
- () Inspect Bilge Pumps And Blowers
- () Inspect Windows And Wipers
- () Inspect Drain Plug

Technician's Signature _____ Emp # _____ Date _____

Labor Standard=14:00 Hours
(Includes One Hour For Sea Trial)

GOING OUT OF SERVICE INSPECTION

All vehicles going out of service must have this form completed, including motorcycles.
Vehicles must be inspected bumper to bumper.

Vehicle #: _____ Repair Order #: _____ Date: _____

Repair Location: _____ Customer # _____ Mileage: _____

License Plates Front _____ Rear _____

Year: ____ Make: _____ Model: _____ Color: _____

INSPECT AND DOCUMENT CONDITION OF COMPONENTS

Drivetrain (Engine, Transmission and Differential).

Suspension _____

A/C & Heater _____ N/A If Motorcycle

All Lighting Systems

Instrument Gauges _____

Power Windows and Mirrors _____ N/A If
Motorcycle

Other _____

Exterior _____

Interior _____

Note: All Vehicles are assumed to be in Safe Running Condition and must meet the following
Minimum Requirements. (If Not, Inform a Sheriff Contract Monitor).

Brake Percentage LF _____ % LR _____ % RR _____ % RF _____ % (Minimum
20%)

Tire Tread Depth LF _____ LR _____ RR _____ RF _____ (Minimum 3/32)

All Smog Equipment Present and Passes Smog Test. () Yes () No
(Attach print out)

Test Drive. Are the Brakes In Good Working Order? () Yes () No

CVC 26508 Emergency Stopping Distance Requirements.
No Test of Emergency Stopping System Performance shall be made Upon a Highway at a
Speed In Excess of 25 Miles per Hour. 20 Miles per Hour, 90 Feet or Less.

GOING OUT OF SERVICE INSPECTION

All vehicles going out of service must have this form completed, including motorcycles.
Vehicles must be inspected bumper to bumper.

Vehicle # _____ Date: _____ Mileage _____

Tires in Safe Condition? () Yes () No

Is the Speedometer in Working Order? () Yes () No

Are the Windshield Wipers in Good Working Order? () Yes () No

Is The Windshield In safe Condition? (No Cracks). () Yes () No
If Not, Provide an estimate for replacement.

Does Horn Operate? () Yes () No

Do Headlights, Parking Lights, and Brake Lights Operate Properly? () Yes () No

Are Directional Lights operating both Front and rear? () Yes () No

Perform Frame Inspection. Are cracks present? () Yes () No
If A Yes®, Inform a Contract Monitor.

Additional Comments:

Inspected by: _____ Date: _____ Employee #: _____
PRINT NAME

Signature: _____

Labor Standard: 0.5 hour

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: MCOH Off Hwy Motorcycle / ATV PM Level: A 200 HR, 3,000 Miles Or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Check If OK

- () Verify level of PM service required, outstanding campaigns, recalls, or other programs
- () Change oil & filter
- () Change air filter
- () Replace fuel filter
- () Check carb(s). Adjust if necessary
- () Replace spark plugs
- () Lube & adjust chain
- () Inspect tire tread wear & air pressure. Record tread depth
 - Tire PSI Front _____ Rear _____
 - Tread Depth Front _____ Rear _____
- () Inspect wheels & spokes
- () Inspect brakes. List brake lining percentage remaining on repair order. Replace brake linings if lining is 50% or less of new. Front _____ Rear _____
- () Check operation of all warning indicators
- () Inspect lights for proper operation
- () Inspect battery condition & water level
- () Inspect starting & charging system
- () Inspect & pressure test cooling system (if applicable). Change coolant every 400 hours or 24 months
- () Inspect brake fluid level & condition. Change every 400 hours or 24 months
- () Check clutch operation
- () Lube clutch & brake lever pivots
- () Inspect exhaust system
- () Inspect fork seals
- () Lube & adjust throttle cables
- () Clean & lube throttle tube
- () Lube choke sliders
- () Lube swing arm
- () Check charging system output
- () Check seat mounting & condition
- () Inspect frame
- () Sheriff Equipment inspection: (if applicable)
 - Pursuit lights operational
 - Siren/speaker operational
 - Radio equipment securely mounted
 - Map light operational (if applicable)

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: MCOH Off Hwy Motorcycle / ATV PM Level: A 200 HR, 3,000 Miles Or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Check If OK

- () Final inspection with safety/operation check:
Check torque on rear wheel retaining bolts
Lights, horn, & signal systems
Indicator & warning systems
Clutch, gearshift, & side stand switch function
Hand brake, foot brake & ABS
Steering (no cable drag from radio equipment)
Instruments (including optional accessories)
Test ride, visual quality check

Technician's Name _____ Employee # _____
Please Print

Technician's Signature _____ Date _____

Labor Standard – up to 3.0 Hours

Multi-Point Vehicle Safety Inspection - Eastern

Vehicle # _____ Year: _____ Make: _____ Model: _____

Type: _____ Odometer Reading: _____ Department: _____

Date: _____

INSTRUCTIONS

Inspect original requested repair, condition of all safety related items and the overall operating condition of the vehicle. Put vehicle on hoist to properly complete this inspection.

Ok Def.

- () () Inspect tires for proper inflation, tread depth, damage and wear pattern.
Document the tire inflation pressure and tread depth readings for all tires on this form and repair order. Ensure spare tire and jack are properly secured.

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare _____

PSI Readings LF _____ RF _____ LR _____ RR _____ Spare _____

- () () Inspect condition of upper and lower control arm bushings, Front and Rear suspension, as well as linkage bushings. Inspect differential protective shields for fuel tank (Crown Victoria).

- () () Inspect rear frame rails, and upper and lower control arm brackets for cracks (Crown Victoria)

Note: For 2003 through 2011 Crown Victoria vehicles equipped with a skid plate, inspect all upper cross member bracket nuts for correct torque.

- () () Check all fluid levels, add fluids to proper levels as needed.

- () () Check cooling system, Master Cylinders and Hydro Boost for leaks or corrosion.

- () () Inspect battery terminals, hold down and water level.

- () () Inspect condition of all glass, mirrors, reflectors, and the condition of windshield wiper blades.

- () () Check operation of all lights, turn signals, reverse, 4-way flashers, horn, windshield wipers and washer.

- () () Check operation; travel of foot/hand brakes and clutch.

- () () Check (with engine running)

A. Amp Meter, Fuel, Oil Pressure, and Temperature Gauges.

B. Air Conditioning, Heater, and Defroster operation.

C. Steering Column play and gear indicator alignment.

- () () Check operation of all warning indicators, e.g., ABS, Airbag, Brake, Check Engine, etc.

- () () Check "Beef Sheet" to ensure all items have been addressed. Check for PM's and Campaigns Due.

Multi-Point Vehicle Safety Inspection - Eastern

Vehicle # _____ Odometer Reading: _____ Department: _____

INSTRUCTIONS

- () () Note condition of paint and body in comments section of repair order, e.g. worn hinges, peeling paint, rust, bottom-out damage, etc. Advise supervisor and County Contract Monitor of deficiencies or damages.
- () () Check all Emergency Lighting/Equipment for proper operation. Ensure that all radio equipment is mounted and grounded inside vehicle and in trunk area. Inspect light bar wiring for overheating (Run for ten minutes).
- () () Inspect seatbelts (lap/shoulder) and latches for wear and proper operation.
- () () Inspect hard seat for cracks and proper mounting hardware.
- () () Road test vehicle.

Note: Items identified as defective must be addressed unless otherwise authorized to defer by Sheriff fleet personnel.

Comments:

Inspected by: _____ Employee # _____
Print

Inspected By: _____ Date: _____
Signature

Time standard = 45 min.

COMPRESSED NATURAL GAS (CNG) FUEL CONTAINER (CYLINDER) INSPECTION

Vehicle Safety Inspection

Vehicle #: _____ Odometer Reading: _____ Department: _____

Year: _____ Make: _____ Model: _____ Type: _____

Last date inspected: _____

INSTRUCTIONS: A visual inspection for natural gas fuel cylinders is required every 3-year/36,000 mile (whichever occurs first). A qualified inspector should perform the visual inspection of a natural gas vehicle (NGV) fuel container.

CNG fuel containers (cylinder) require a visual inspection for damaged or deterioration at least every 36 months or 36,000 miles whichever comes first. A qualified inspector will note cuts, cracks, gouges, abrasions, discoloration, broken fibers, loose brackets, damaged gaskets or isolator, heat damage or other problems, and recommend proper action to assure safety.

In addition to the 3-year/36,000 mile inspection, CNG containers should undergo a detailed visual examination for damage or deterioration after a motor vehicle accident.

Almost all CNG vehicle fuel containers now in use meet Federal Motor Vehicle Safety Standard 304 (*Compressed Natural Gas Fuel Container Integrity*) and or the natural gas vehicle (NGV) industry standard ANSI/IAS NGV2 (Basic Requirement for Compressed Natural Gas Vehicle Fuel Containers). Both of these standards specify a detailed visual examination every three years. NGV2 further states that the inspection follows the procedure in Compressed Gas Association (CGA) pamphlet C-6.4 (Methods from External Visual Inspection of Natural Gas Vehicle Containers and their Installations) and the container=s manufacturer=s recommendations. However, containers shall not be removed from vehicle unless damaged or deterioration is seen on the exposed container surface.

C-6.4 sets out visual inspection requirements and rejection criteria in detail. Contact the cylinder manufacturer directly to determine its inspection recommendations. The manufacturer name, address and telephone number will be on the container label which should be legible without removing the container.

NOTE: The Natural Gas Pamphlet C6.4 can be obtained from the Compressed Gas Association, Inc., 1725 Jefferson Davis Highway, Arlington, VA 22202-4102

COMMENTS: _____

Time Standard = 30 min.

Inspected by: _____ Employee #: _____ Date: _____

NEW VEHICLE PREPARATION INSPECTION

Vehicle # _____

Repair Order # _____

Instructions

Check Off as Completed

- Verify Vehicle Identification Number (V.I.N) and all Vehicle Information are correct in ShopFax ()
- Inspect Tires, Including Spare, for Proper Inflation, Tread Depth and Damage. ()
- Check all Fluid levels. ()
- Check Differential Fluid level (when applicable). ()
- Check Cooling System, including Radiator, for leaks or corrosion. ()
- Check Brake System, including Master Cylinder, for leaks or corrosion. ()
- Inspect Battery, Terminals, Hold Down and Water level. ()
- Inspect condition of All Glass, Mirrors, and Reflectors. ()
- Inspect condition of Wiper Blades, Windshield Wiper and Washer. ()
- Check operation of All Lights, Turn Signals, 4-Way Flasher and Horn. ()
- Check operation of all Emergency Equipment, i.e. Light Bar, Gun Locks etc. ()
- Check operation of All Warning Indicators (A.B.S., Airbag, Brakes). ()
- Check (with engine running): Voltmeter, Fuel, Oil Pressure and Temperature Gauges, Operation of Air Conditioning, Heater and Defroster. ()
- Re-Torque All Lug-Nuts. ()
- Road Test Vehicle. ()

Enter any Discrepancies below and notify Foreman.

Employee # _____ Signature: _____ Date: _____

Labor Standard - :45 Minutes

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: A 6,000 Miles or 6 Months

Vehicle # _____ Mileage _____ Date _____

INSTRUCTIONS

Use The Following Process To Indicate Tasks "Inspected", "Completed", And/Or "Adjusted/Repaired". Mark "Task" Column With One of the Following;
 (I) = Inspected, (O) = Follow-Up Work Required, (X) = Adjusted Or Repairs Were Made
 Note: (X) To Be Written Over an (O) If The Item Is Adjusted or Repaired. Document repairs On The Additional Work Worksheet.

Technicians Are To Initial In The Column Marked "Tech" Next To Each Task/ Inspection They Complete During The Preventive Maintenance.

Road Test / Interior Service and Inspection

	Task	Tech	
01	()	()	Verify Level Of PM Service Required, Outstanding Campaigns, Recalls Or Other Programs
02	()	()	Check All Lights, Turn Signals, Emergency Equipment (Lights and Siren) And Mud Flaps
03	()	()	Inspect Windshield Wipers And Wiper Operation, Check All Glass For Cracks, Delamination And Overall Condition
04	()	()	Inspect Mirrors To Include Spot Mirrors And Supports
05	()	()	Inspect Interior Condition And Operation Of All Components
06	()	()	Check Operation Of Entrance Door
07	()	()	Test Drive Vehicle (5 miles minimum). Evaluate Engine and Drive Train Performance.
08	()	()	Check Steering, Suspension And Braking Performance
09	()	()	Test Anti-skid Brake System If Equipped
10	()	()	Fire Extinguisher And Reflectors - Secured And Tagged And Fully Charged, List Charge Status Ext 1 _____ Ext 2 _____
11	()	()	Check Operation Of Air & Elect. Horns, Back-Up Alarm Systems Speedometer, And Gauges
12	()	()	Inspect Lap/Shoulder Belts And Seat Latches For Wear And Proper Operation
13	()	()	Para Transit Type Vehicles - Inspect All Wheelchair Tie Down Straps, Shoulder Belts, Mechanical Latches And Floor Anchors.
14	()	()	Check Interior Electrical Wiring Condition And Protection
15	()	()	Check Operation Of All Warning Devices - Air, Oil, Temperature, and Vacuum
16	()	()	Inspect Air Compressor And Governor Operation
17	()	()	Check Low Air Warning Buzzer And Light
18	()	()	Perform Air Governor Test (Minimum 85 Psi, And Maximum 130 Psi)
19	()	()	Check For Air Loss, Static, 1 Minute 2 Psi Maximum
20	()	()	Check For Air Loss, Applied, 1 Minute 3 Psi Maximum

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: A 6,000 Miles or 6 Months

Vehicle # _____ Mileage _____ Date _____

- 21 () () Check For a Loss Of Service Air. Condition Initiates Brake Application (if applicable).
- 22 () () Check Emergency Stop System / Spring Brake / Parking Brake System, Ensure Proper Labeling And Operation
- 23 () () Drain Number 1 Air Reservoir - Test All Check Valves – Low Air Warning Devices
- 24 () () Check Interior; Electrical And Mechanical Performance Of All Components
- 25 () () Inspect Condition and Operation of Cage Locks
- 26 () () Inspect Condition and Operation Of Body, Cab And Doors Including all Emergency Exits And Baggage Doors
- 27 () () Note Condition Of Paint, Body And Decals On Additional Worksheet And In The Comments Section Of The Repair Order
- 28 () () Check Operation Of Heater And Defrosters Systems
- 29 () () Check Operation Of A/C System
- 30 () () Remove, Inspect And Clean (or Replace if Needed) A/C Evaporator Filter
- 31 () () Test AMEREX Fire Suppression System
- 32 () () Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Equipped) Inspect Tank Mountings, Hoses, And Drains as needed. Clean Excessive Overflow and Corrosion as Needed.
- 33 () () Lube All Grease Fittings, Door Hinges Pivot Points, Cables, Linkages That Are Accessible While The Vehicle Is On The Ground

Engine Compartment / Under Vehicle, Service And Inspection

- 34 () () While draining engine oil, Draw Oil Sample From Engine Crankcase Oil (min 4oz). Prepare Sample To Go to Lab For Oil Analysis.
- 35 () () Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- 36 () () Change Coolant Filter, If Required by OEM
- 37 () () Inspect Coolant And Inhibitor Strength, Bring Up To Specifications. Replace Coolant With New 50/50 Mix (coolant/deionized water) If Campaign Is Due. Write Up As "Additional Work"
- 38 () () Inspect Condition Of Radiator, Fluid, Hoses, And Tanks
- 39 () () Attach coolant dam and pressurize the cooling system while checking for coolant leaks, and hose and hose clamp condition. Leave system under pressure for 30 Minutes while other tasks are performed. Record any unsatisfactory conditions as "additional" work.
- 40 () () Inspect Fuel System And Replace Fuel Filters (including Fuel/Water Separator If Required)
- 41 () () Check Charging And Cranking System
- 42 () () Clean, Service and Test Battery. Clean And Service, Battery Doors, Cables, And Tray As Necessary.
- 43 () () Inspect Generator/alternator, Starter, Brushes, And Wiring-mountings
- 44 () () Inspect Air Filter And Change And/or Service As Needed

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: A 6,000 Miles or 6 Months

Vehicle # _____ Mileage _____ Date _____

- 45 () () Inspect Exhaust System. Check Manifold And Flange Gaskets. Check Muffler And Condition. Remove inmate seat, as needed, on left side by emergency exit door. Remove rear engine access panel, and inspect exhaust flex pipe and heat shield for cracks, breaks or exhaust leaks.
- 46 () () Inspect All Belts; Tensioners, Compressors, Fans, Engine And/Or Other Belt Driven Accessories
- 47 () () Inspect Air Lines; Leaks, Condition And Protection
- 48 () () Inspect Diesel Particulate Filter (DPF) And Components, Lines and Sensors. Service as per OEM recommendations.
- 49 () () Inspect Engine Mounts
- 50 () () Check For Fluid Leaks (Oil, Water, Fuel, Etc.) Repair If Found
- 51 () () Check Throttle Linkage, Or Electronic Throttle Components and Wiring

Tires And Wheel Inspection

- | | Task | Tech | |
|----|------|------|--|
| 52 | () | () | Check Condition Of All Tires (I.E. Cuts, Damage, Separations, and Wear) |
| 53 | () | () | Inspect Wheels, Nuts, and Axle Flange Nuts For Cracks And Looseness |
| 54 | () | () | Inspect Tire Tread Depths And Record Below. Write Any Tire up For Replacement if Tire Tread Depth Is Expected To Reach 5/32 or less(front) or 3/32 or less(rear) Prior To The Next PM. |
| 55 | () | () | Check Tire Air Pressure, And Record Below. Adjust Tire Air Pressure and Reset Tire Pressure Monitoring System (TPMS) If Needed |

***** Tire Measurements *****

<p>Record Left Ft. () Tread 32nd _____</p> <p>Left Ft. () PSI</p> <p style="padding-left: 40px;">INS. OUT.</p> <p>Left Rr. () () Tread 32nd _____</p> <p>Left Rr. () () PSI</p> <p>Left Tag () Tread 32nd</p> <p>Left Tag _____ () PSI</p> <p>Spare () Tread 32nd</p>	<p>Record Right Ft.() Tread 32nd _____</p> <p>Right Ft.() PSI</p> <p style="padding-left: 40px;">INS. OUT.</p> <p>Right Rr. () () Tread 32nd _____</p> <p>Right Rr. () () PSI</p> <p>Right Tag () Tread 32nd</p> <p>Right Tag _____ () PSI</p> <p>Spare () PSI</p>
---	--

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: A 6,000 Miles or 6 Months

Vehicle # _____ Mileage _____ Date _____

	Task	Tech	
56	()	()	Check Torque Of Lug Nuts; torque between 450-500 Ft. Lbs. (Document completion Of Task Below With Supervisor)

Technician Signature _____ Emp. # _____

Supervision Signature _____ Date _____

Under Chassis Inspection And Lubrication

	Task	Tech	
57	()	()	Clean Under Carriage And Engine Compartment if Needed
58	()	()	Inspect Wheel Seals For Leaks. Inspect Hydraulic Brake System (if applicable) For Leaks
59	()	()	Check Oil Level in Front Hubs And On Tag Axle Hubs
60	()	()	Check Steering Gear And Mounting. Check Free Lash And Oil Level
61	()	()	Inspect Steering Arms, Drag Links, And Tie Rod Ends
62	()	()	Check Frame, Cross Members For Wear, Cracks, Rust, Damage, Etc.
63	()	()	Inspect Springs, Shackles, U-bolts, Kingpins, Shock Absorbers, And Suspension Air Bags
64	()	()	Check Transmission, Differential Fluid Level, Seals, And Mounting
65	()	()	Inspect Drive Shaft, Universal Joints, And Guards
66	()	()	Fuel Tanks, Lines, Pumps Condition, Mounts, For Leaks
67	()	()	Body Underside And Firewall, Air Tight And Clean
68	()	()	Check Parking Brake Condition And Adjustment (If Applicable)
69	()	()	Check All Air Tanks, Operate Air Tank Drains; Check Tanks Are Securely Mounted
70	()	()	Lube Underside Of Chassis (Except Slack Adjusters)

Brakes: Drum Type? () Yes () No

If Yes, Continue With This Section. If No, Continue To "Disc Brake" Section

	Task	Tech	
71	()	()	Inspect Entire Brake Operation, Air And Mechanical Devices
72	()	()	Inspect Hoses And Tubing, Condition And Protection
73	()	()	Inspect All Valves, Relays And Hoses For Leaks
74	()	()	Drain And Inspect Air Tanks For Leaks And Condition
75	()	()	Check Brake-linings, Drums And Condition. List Measurements Below Before and After Adjustment.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: A 6,000 Miles or 6 Months

Vehicle # _____ Mileage _____ Date _____

- 76 () () Adjust Brakes Only If Not Equipped With Auto Slack Adjusters, Or Disc Brakes Systems (If Found Out Of Spec)
- 77 () () Inspect Brake Lining Condition, Thickness. Record Remaining Brake Lining Percentage.
** Note** Write Up Brakes For Replacement If Brake Linings Are 50% Or Less Of New.
- 78 () () Check Parking Brake operation; adjust if needed. Record Brake Lining Percentage remaining (if Applicable).
- 79 () () Lube Slack Adjusters

*****Drum Brake Information*****

Steering Axle – Brake Can Rod Travel

Measured left: _____ Adjusted To: _____ Measured right: _____ Adjusted to: _____

Brake Lining percentages: Left: _____ Right: _____

Drive Axle – Brake Can Rod Travel

Measured left: _____ Adjusted to: _____ Measured right: _____ Adjusted to: _____

Brake Lining percentages: Left: _____ Right: _____

Tag Axle – Brake Can Rod Travel

Measured left: _____ Adjusted to: _____ Measured right: _____ Adjusted to: _____

Brake Lining percentages: Left: _____ Right: _____

Brake Chamber Pushrod Adjustment

Steering Axle OK
Right Brake Chamber ()
Left Brake Chamber ()

Drive Axle OK	Tag Axle OK
Right Brake Chamber ()	Right Brake Chamber ()
Left Brake Chamber ()	Left Brake Chamber ()

Technician's Name _____ Employee # _____
Please Print

Technician's Signature: _____ Date _____

Inspection Performed By: _____ Employee # _____ Date: _____
Contractor Supervisor

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: A 6,000 Miles or 6 Months

Vehicle # _____ Mileage _____ Date _____

Technician's Name _____ Employee # _____
Please Print

Technician's Signature: _____ Date _____

Inspection Performed By: _____ Employee # _____ Date: _____
Contractor Supervisor

Auxiliary Equipment System Inspection and Service

	Task	Tech	
91	()	()	Inspect and Service Auxiliary Equipment (i.e. Lift gate, Wheel Chair Lift)
92	()	()	Inspect reservoir, pump and valve condition and operation
93	()	()	Inspect hoses, rams, valves and pump for leaks
94	()	()	Lubricate all grease fittings
95	()	()	Check complete operation

PM Inspection Completed By:

Technician's Name _____ Employee # _____
Please Print

Technician's Signature: _____ Date _____

Note Additional Work Needed

Time Standards For This Task

- Buses Up To Year 2006 2.5 Hours
- Buses Years 2007 & 2008 2.3 Hours
- Buses Years 2009 & later 3.3 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: A 5,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Check all lights, fluid levels, tires, ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check interior electrical, mechanical, a/c, heater, and defroster performance
- () Check steering, suspension and braking performance
- () Check operation of all warning indicators
- () Check operation of all emergency lighting equipment and siren (if equipped)
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Note condition of paint and body in comment section of repair order

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid conditions
- () Inspect cooling system, pressure test and repair leaks if needed
- () Inspect condition of air filter, cabin air filter, breather elements, pcv filter and valve (replace if needed)
- () Inspect charging and cranking system, service battery, cables and tray as necessary
- () Replace spark plugs per OEM requirements
- () Inspect all hoses, belts, wiring and accessories (replace if needed)

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lubricate all fittings, hinges, and cables
- () Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare Tire _____

PSI Reading LF _____ RF _____ LR _____ RR _____ Spare Tire _____

Ensure that tire pressure meets manufacturer specifications.

- () Rotate tires, including spare
- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: A 5,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

- () Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- () Inspect all steering and suspension components for wear and proper operation
- () If applicable, re-pack wheel bearings, and replace wheel bearing seals, at each brake relining, or at every 15,000 miles, whichever occurs first

Chassis, Drive Train, Exhaust, Exterior Inspection and Service

All Crown Victoria Vehicles

- () Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- () Frame crack found () No frame crack found
*If Frame crack is found, Contact Sheriff Contract Monitor for Approval to Repair

-
- () Inspect condition, operation, and mounting of all exhaust system components
 - () Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
 - () Inspect fluid condition and levels of transmission, rear axle, and power steering system
 - () Inspect fluid condition and levels of transfer case and front axle on 4X4 models
 - () Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Labor Standard – 1.0 hour

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: A 3,000 Miles or 3 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Check all lights, fluid levels, tires; ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check interior electrical, mechanical, a/c, heater, and defroster performance
- () Check steering, suspension and braking performance
- () Check operation of all warning indicators
- () Check operation of all emergency lighting equipment and siren
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Ensure correct fasteners are used to install hard seat (if equipped with hard seat)
- () Note condition of paint and body in comments section of repair order

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid conditions
- () Inspect cooling system, pressure test and repair leaks if needed
- () Inspect condition of air filter, cabin air filter, breather elements, pcv filter and valve (Replace if needed)
- () Inspect charging and cranking systems, service battery, cables and tray as necessary
- () Replace spark plugs per OEM requirements
- () Inspect all hoses, belts, wiring and accessories (replace if needed)

Light bar Inspection Check

- () Run all lights, to include light bar, arrow stick, and map light.
- () Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- () Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- () Ensure connectors are fastened securely on all vehicles.
- () Ensure the light bar shuts off when the power switch is turned off
- () If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- () Lubricate all fittings, hinges, and cables
- () Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: A 3,000 Miles or 3 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

Tread depth LF _____ RF _____ LR _____ RR _____ spare tire _____

PSI Reading LF _____ RF _____ LR _____ RR _____ spare tire _____

Ensure that tire pressure meets OEM specifications.

- () Rotate tires, including spare
- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- () Inspect all steering and suspension components for wear and proper operation
- () If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

Chassis, Drive Train, Exhaust, Exterior Inspection and Service

On Crown Victoria Vehicles

- () Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- () Frame crack found () No frame crack found
*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

-
- () Inspect condition, operation, and mounting of all exhaust system components
 - () Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
 - () Inspect fluid condition and levels of transmission, rear axle, and power steering system
 - () Inspect fluid condition and levels of transfer case and front axle on 4X4 models
 - () Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name _____ Date _____

Please Print

Technician's Signature _____ Employee # _____

Labor Standard – 1.0 hour

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES

PM Level: A 4,000 Miles or 4 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Check all lights, fluid levels, tires; ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check interior electrical, mechanical, a/c, heater, and defroster performance
- () Check steering, suspension and braking performance
- () Check operation of all warning indicators
- () Check operation of all emergency lighting equipment and siren
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Ensure correct fasteners are used to install hard seat (if equipped with hard seat)
- () Note condition of paint and body in comments section of repair order

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid conditions
- () Inspect cooling system, pressure test and repair leaks if needed
- () Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace if needed)
- () Inspect charging and cranking systems, service battery, cables and tray as necessary
- () Replace spark plugs per OEM requirements
- () Inspect all hoses, belts, wiring and accessories

Light bar Inspection Check

- () Run all lights, to include light bar, arrow stick, and map light.
- () Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- () Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- () Ensure connectors are fastened securely on all vehicles.
- () Ensure the light bar shuts off when the power switch is turned off
- () If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- () Lubricate all fittings, hinges, and cables
- () Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES PM Level: A 4,000 Miles or 4 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

Tread depth LF _____ RF _____ LR _____ RR _____ spare tire _____

PSI Reading LF _____ RF _____ LR _____ RR _____ spare tire _____

Ensure that tire pressure meets OEM specifications.

- () Rotate tires, including spare
- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- () Inspect all steering and suspension components for wear and proper operation
- () If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

Chassis, Drive Train, Exhaust, Exterior Inspection and Service

On Crown Victoria Vehicles

- () Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- () Frame crack found () No frame crack found
*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

- () Inspect condition, operation, and mounting of all exhaust system components
- () Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
- () Inspect fluid condition and levels of transmission, rear axle, and power steering system
- () Inspect fluid condition and levels of transfer case and front axle on 4X4 models
- () Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: A 5,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM Service required, outstanding campaigns, recalls, or other programs
- () Check all lights, turn signals, mud flaps, ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Check steering, suspension, and braking performance
- () Check fire extinguisher and reflectors - secured and marked (if applicable)
- () Check operation of horn, a/c, defroster, gauges, and speedometer
- () Check interior electrical and mechanical performance
- () Inspect mirrors and supports
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check electrical wiring condition and protection
- () Check warning devices - air, oil, temperature, and vacuum
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Note condition of paint and body in comment section of the repair order

Engine Compartment Service and Inspection

- () Change engine oil and filter. Check all fluid levels, and fluid conditions
- () Inspect condition of air filter, cabin filter (if equipped), breather elements, pcV filter and valve
- () Check charging and cranking systems, service battery, cables, and tray
- () Inspect complete cooling system, pressure test and repair leaks as necessary
- () Inspect condition of all belts and hoses (replace if needed)
- () Inspect all compressors, fans, engine and/or belt driven accessories
- () Inspect air lines for leaks, condition and protection (if air brake equipped)
- () Inspect fuel system; tank(s), lines and pump for leaks, condition and protection
- () Inspect complete exhaust system.
- () Inspect engine mounts
- () Check clutch adjustment and free play (if applicable)
- () Check throttle linkage (if applicable)

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lube all grease fittings, door hinges, pivot points, cables, and linkages
- () Inspect all steering and suspension components for wear and proper operation
- () Check steering gear box and mounting. Check leaks and free play.
- () Rotate tires, including spare (if appropriate)
- () Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: A 5,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

Tread Depth LF _____ RF _____ LR _____ RR _____ spare _____

PSI Reading LF _____ RF _____ LR _____ RR _____ spare _____

Ensure that tire pressure meets manufacturer specifications.

- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection
- () Inspect master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- () If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first.

Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection and Service

- () Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- () Inspect drive shaft and universal joints for wear, loose bolts, etc.
- () Inspect transmission for leaks, inspect mounts
- () Inspect axle seals and/or wheel seals for leaks
- () Inspect condition, operation, and mounting of exhaust system
- () Inspect differential for leaks, condition and fluid level. Check mounting (bolts, nuts, etc.)
- () If four wheel drive, inspect fluid condition and levels of transfer case and front axle
- () Clean under carriage, if necessary

Air Brake Inspection (vehicles equipped with Air Brakes)

- () Inspect air compressor operation
- () Check air governor cut-in and cut-out - minimum 85psi - maximum 130 psi
- () Inspect all valves, relays and hoses for leaks
- () Drain and inspect air tanks for leaks; condition. Check mountings
- () Inspect entire brake operation, air and mechanical devices
- () Check for air leaks and 1-minute brake application test, air loss
- () Release after loss of service air-test
- () Check low air pressure warning buzzer

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: A 5,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Auxiliary Mounted Equipment (if Applicable)

- () Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- () Inspect hoses, rams, valves and pump for leaks
- () Lubricate all grease fittings (i.e. liftgate, etc.)
- () Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Labor Standard – 1.3 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: A 6,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Conduct 08 Inspections With PM Service When Feasible.

Note: On Lenco/Bearcat Armored vehicles, print out supplemental inspection list.

Road Test / Walk Around Inspection

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Test drive vehicle and evaluate
- () Check drivetrain and engine performance
- () Check steering, suspension and braking performance
- () Fire extinguisher and reflectors - secured and marked
- () Check operation of horn, defrosters, heating and A.C. system, gauges, and speedometer
- () Check interior electrical and mechanical performance
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Inspect window glass condition/operation
- () Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- () Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- () Check electrical wiring condition and protection
- () Check operation of all warning devices - air, oil, temperature, and vacuum
- () Inspect cage locks and condition (if applicable)
- () Inspect condition of interior & exterior
- () Note condition of paint and body in comment section of repair order
- () Check for proper permits, registration, CA number and license plates

Engine Compartment Service and Inspection

- () Change engine oil and filter, check all fluid levels and fluid condition
- () Draw oil sample while draining oil from engine crankcase (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- () Change coolant filter
- () Inspect coolant and inhibitor strength, bring up to OEM specifications.
If Campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications
- () Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- () Check charging and cranking system. Check starter operation.
- () Clean & service battery, cables, tray and doors as necessary
- () Inspect generator/alternator, starter, brushes, wiring-mounting
- () Inspect air filter, change or service as needed
- () Inspect all belts, compressors, fans, engine and/or belt driven accessories
- () Inspect air lines for leaks, condition and protection
- () Inspect exhaust manifold, flange gaskets, muffler and condition
- () Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: A 6,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Engine Compartment Service and Inspection (cont.)

- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- () Check clutch adjustment, free play and clutch brake (if applicable)
- () Check throttle linkage
- () Replace suspension filter (if applicable)
- () If campaign is due, adjust valve train as per OEM specifications

Chassis Inspection

- () Check fifth wheel condition and mounting (if applicable)
- () Lube all grease fittings, door hinges and pivot points, cables, linkages
- () Inspect and service all add on equipment i.e., lift gate, lifts, etc.
- () Inspect wheels for cracks. Check lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to next PM (4/32 front tires)

Tread Depth LF _____	RF _____	LR _____	RR _____	Spare _____
		LRI _____	RRI _____	
PSI Reading LF _____	RF _____	LR _____	RR _____	Spare _____
		LRI _____	RRI _____	

- () Inspect wheel seal for leaks.
- () Check steering gear box and mounting. Check free lash (not to exceed two inches).
- () Inspect all steering components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- () Check frame, cross members for wear, cracks, rust, damage, etc.
- () Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers and air bags
- () Check transmission, differential fluid level, seals, and mounting
- () Inspect drive shaft, universal joints, guards, and support bearings
- () Inspect fuel system, fuel tank(s), mounts, lines, and pump condition
- () Inspect fuel water separator and service as needed.
- () Body underside and firewall, air tight and clean
- () Clean under carriage-if needed

Hydraulic Brake System

- () Inspect hydraulic brake system for leaks
- () Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: A 6,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Hydraulic Brakes (cont.)

- () Inspect master cylinder, hydro-boost/power booster (if equipped) and brake fluid reservoir level
- () Re-pack grease type wheel bearings, and replace wheel bearing seals, at each brake relining, or at every 15,000 miles, whichever occurs first (if applicable)
- () Inspect all oil bath wheel bearings adjustment and check for leaks (i.e. hub caps, seals)

Air Brake System Inspection (if Applicable)

- () Inspect air compressor and governor operation
- () Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- () Inspect all valves, relays and hoses for leaks, or cracks
- () Inspect air tanks for leaks and condition; mounting, secure.
- () Inspect entire brake operation, air and mechanical devices
- () Inspect Anti-lock brake (ABS), system and operation
- () Check for air loss, static, 1 minute 2 psi maximum
- () Check for air loss, applied, 1 minute 3 psi maximum
- () Drain primary (#1) air reservoir - test check valve
- () Check all tank drains operable; drain tanks
- () Check low air warning buzzer and light
- () Check tractor protection valve
- () Inspect hoses and tubing, (glad hand seals) condition and protection
- () Check brake linings and drums
- () Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Lube slack adjusters
- () Adjust slack adjusters (unless automatic slack adjusters)
- () Emergency stop system, labeled, operable
- () Check spring brake operation

Auxiliary Mounted Equipment Inspection and Service

- () Inspect reservoir, pump, motor and valve condition and operation
- () Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- () Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- () Check operation and condition of any auxiliary mounted equipment (i.e. power liftgate, PTO, etc.)

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EA OFF ROAD PM. GROUP

PM Level: A 200 Hours or 1 Year

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

Note: All Items are "As Applicable" to the Vehicle/Equipment.

Road Test

- () Check operation of all warning devices - air, oil & temperature, vacuum
- () Check drivetrain and engine performance
- () Check all lights, turn signals-reflectors, mud flaps
- () Check electrical wiring - condition & performance
- () Check onboard 110v/220v charging

Engine Compartment Service And Inspection

- () Change oil and filter, check all fluid levels and condition
- () Inspect coolant strength, bring up to OEM specifications
- () Check charging and cranking system
- () Clean & service battery, cables, and tray
- () Inspect generator/alternator, starter, brushes, wiring mounting
- () Inspect air filter and change if needed
- () Inspect condition of radiator, fluid, hoses, and tanks
- () Inspect all belts, compressors, fans, engine and/or belt driven accessories
- () Inspect fuel system. Check lines & pump, condition & protection. Replace fuel filter every 12 months or 200 hours
- () Inspect transmission fluid & filter, change as per (OEM)
- () Inspect entire exhaust system, manifold and flange gaskets, muffler condition
- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.). Repair if needed.
- () Check clutch adjustment & free play
- () Check throttle linkage

Brakes

- () Inspect hoses, tubing, condition and protection
- () Inspect air lines-leaks, condition and protection
- () Check brake lining, drums & adjustment - near cam over, pedal height
- () Inspect brake lining condition, record % remaining on repair order. Replace brake lining if lining is 50% or less of new. Check parking brake. (Adjust if necessary). Record % remaining on repair order.
- () Lube slack adjusters
- () Adjust slack adjusters
- () Check parking brake condition & adjustment
- () Emergency stop system, labeled, operable
- () Releases after loss of service air, and skid if equipped

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EA OFF ROAD PM. GROUP

PM Level: A 200 Hours or 1 Year

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

Note: All Items are "As Applicable" to the Vehicle/Equipment.

Chassis

- () Lube all grease fittings, door hinges and pivot points, cables, linkages
- () Inspect & service all add on equipment, i.e., lift gate, lifts, etc.
- () Inspect wheels, tires, and lug nuts for cracks & correct torque. Replace tire if tread depth is expected to reach 3/32 minimum prior to next pm
- () Inspect wheel seal for leaks. Inspect hydraulic brake system for leaks
- () Repack wheel bearings and replace seals
- () Check steering gear & mounting. Check free lash & oil level
- () Inspect steering arms, drag links, tie rod ends
- () Check frame, cross members for wear, cracks, rust, damage, etc.
- () Inspect springs, shackles, U-bolts, kingpins, shock absorbers
- () Inspect drive shaft, universal joints, & guards
- () Inspect exhaust system. Check manifold & flange gaskets - muffler & condition
- () Body underside & firewall, air tight & clean
- () Check articulated steering
- () Check rear steering
- () Clean under carriage if needed

Air Brake System Inspection (if Applicable)

- () Inspect Air Compressor & Governor Operation
- () Inspect All Valves, Relays & Hoses for Leaks
- () Drain & Inspect Air Tanks for Leaks & Condition
- () Inspect Entire Brake Operation, Air & Mechanical Devices
- () Air Governor Adjustment - Minimum 85 Psi - Maximum 130 Psi
- () Check For Air Loss, Un-applied, 1 Minute 3 Psi Maximum
- () Check For Air Loss, Applied, 1 Minute 3 Psi Maximum
- () Drain Number 1 Air Reservoir - Test All Check Valves - Low Air Warning Devices
- () Check All Tanks, Secure, Drain Operable, Drain Tanks
- () Check Low Air Warning Buzzer

Auxiliary Mounted Equipment (if Applicable)

- () Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- () Inspect hoses, rams, valves and pump for leaks
- () Lubricate all grease fittings (i.e. liftgate, etc.)
- () Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

Propane Powered/Diesel Powered

- () Check diaphragms (leaks, corrosion)
- () Check fuel fittings, lines, hoses
- () Check tank condition & mounting

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EA OFF ROAD PM. GROUP

PM Level: A 200 Hours or 1 Year

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

Note: All Items are "As Applicable" to the Vehicle/Equipment.

Inspect Fifth Wheel

- Check plate
- Check locking pin
- Lube slide
- Check slide release

Refrigeration Unit

- Correct operation to include auto startup & restart to maintain temperature
- Cycle unit to 30f in less than 1 hour
- Manual start
- Check belts for leaks & cracks
- Check condensation fans in cargo compartment
- Check cooler & heat lights operations defrost

Trailers

- Check landing gear & support
- Check tire pressure & tire tread
- Inspect king pin and plate

Note: For On-Board Generators/Aux Engines (See Engine Compartment Service & Inspection)

Check Off Sheet

- Odometer
- Hourmeter

Technician's Name _____ Employee # _____
Please Print

Technician's Signature: _____ Date _____

Labor Standard: up to (3) Hours depending on equipment requirements

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EB OFF ROAD SEMI-ANNUAL GROUP PM Level: A 100 Hours or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

Note: All Items are "As Applicable" to the Vehicle/Equipment.

Road Test

- () Check operation of all warning devices - air, oil & temperature, vacuum
- () Check drivetrain and engine performance
- () Check all lights, turn signals-reflectors, mud flaps
- () Check electrical wiring - condition & performance
- () Check onboard 110v/220v charging

Engine Compartment Service And Inspection

- () Change oil and filter, check all fluid levels and condition
- () Inspect coolant strength, bring up to OEM specifications
- () Check charging and cranking system
- () Clean & service battery, cables, and tray
- () Inspect generator/alternator, starter, brushes, wiring mounting
- () Inspect air filter and change if needed
- () Inspect condition of radiator, fluid, hoses, and tanks
- () Inspect all belts, compressors, fans, engine and/or belt driven accessories
- () Inspect fuel system. Check lines & pump, condition & protection. Replace fuel filter every 12 months or 200 hours
- () Inspect transmission fluid & filter, change as per (OEM)
- () Inspect entire exhaust system, manifold and flange gaskets, muffler condition
- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.). Repair if needed.
- () Check clutch adjustment & free play
- () Check throttle linkage

Brakes

- () Inspect hoses, tubing, condition and protection
- () Inspect air lines-leaks, condition and protection
- () Check brake lining, drums & adjustment - near cam over, pedal height
- () Inspect brake lining condition, record % remaining on repair order. Replace brake lining if lining is 50% or less of new. Check parking brake. (Adjust if necessary). Record % remaining on repair order.
- () Lube slack adjusters
- () Adjust slack adjusters
- () Check parking brake condition & adjustment
- () Emergency stop system, labeled, operable
- () Releases after loss of service air, and skid if equipped

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EB OFF ROAD SEMI-ANNUAL GROUP PM Level: A 100 Hours or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

Note: All Items are "As Applicable" to the Vehicle/Equipment.

Chassis

- () Lube all grease fittings, door hinges and pivot points, cables, linkages
- () Inspect & service all add on equipment, i.e., lift gate, lifts, etc.
- () Inspect wheels, tires, and lug nuts for cracks & correct torque. Replace tire if tread depth is expected to reach 3/32 minimum prior to next pm
- () Inspect wheel seal for leaks. Inspect hydraulic brake system for leaks
- () Repack wheel bearings and replace seals
- () Check steering gear & mounting. Check free lash & oil level
- () Inspect steering arms, drag links, tie rod ends
- () Check frame, cross members for wear, cracks, rust, damage, etc.
- () Inspect springs, shackles, U-bolts, kingpins, shock absorbers
- () Inspect drive shaft, universal joints, & guards
- () Inspect exhaust system. Check manifold & flange gaskets - muffler & condition
- () Body underside & firewall, air tight & clean
- () Check articulated steering
- () Check rear steering
- () Clean under carriage if needed

Air Brake System Inspection (if Applicable)

- () Inspect Air Compressor & Governor Operation
- () Inspect All Valves, Relays & Hoses for Leaks
- () Drain & Inspect Air Tanks for Leaks & Condition
- () Inspect Entire Brake Operation, Air & Mechanical Devices
- () Air Governor Adjustment - Minimum 85 Psi - Maximum 130 Psi
- () Check For Air Loss, Un-applied, 1 Minute 3 Psi Maximum
- () Check For Air Loss, Applied, 1 Minute 3 Psi Maximum
- () Drain Number 1 Air Reservoir - Test All Check Valves - Low Air Warning Devices
- () Check All Tanks, Secure, Drain Operable, Drain Tanks
- () Check Low Air Warning Buzzer

Auxiliary Mounted Equipment (if Applicable)

- () Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- () Inspect hoses, rams, valves and pump for leaks
- () Lubricate all grease fittings (i.e. liftgate, etc.)
- () Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

Propane Powered/Diesel Powered

- () Check diaphragms (leaks, corrosion)
- () Check fuel fittings, lines, hoses
- () Check tank condition & mounting

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EB OFF ROAD SEMI-ANNUAL GROUP PM Level: A 100 Hours or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

Note: All Items are "As Applicable" to the Vehicle/Equipment.

Inspect Fifth Wheel

- Check plate
- Check locking pin
- Lube slide
- Check slide release

Refrigeration Unit

- Correct operation to include auto startup & restart to maintain temperature
- Cycle unit to 30f in less than 1 hour
- Manual start
- Check belts for leaks & cracks
- Check condensation fans in cargo compartment
- Check cooler & heat lights operations defrost

Trailers

- Check landing gear & support
- Check tire pressure & tire tread
- Inspect king pin and plate

Note: For On-Board Generators/Aux Engines (See Engine Compartment Service & Inspection)

Check Off Sheet

- Odometer
- Hourmeter

Technician's Name _____ Employee # _____
Please Print

Technician's Signature: _____ Date _____

Labor Standard: up to (3) Hours depending on equipment requirements

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EC OFF HIGHWAY PM GROUP PM Level: A 1000 HOURS OR 12 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

ENGINE

- () Check operation of all warning devices - air, oil & temperature, vacuum
- () Change oil & filters
- () Test run
- () Check for oil leaks
- () Check low oil safety system
- () Check high & low rpm
- () Inspect engine mounts
- () Inspect exhaust manifold & flange gaskets-muffler & Condition

FUEL SYSTEM

- () Drain fuel tank pump
- () Clean fuel pump strainer
- () Change fuel filters
- () Check for fuel leaks
- () Inspect throttle linkage

COOLING SYSTEM

- () Check antifreeze level (50/50)
- () Clean radiator fin area
- () Check hoses & connectors
- () Check water pump
- () Check water temperature & safety switch
- () Check all belts
- () Check & lube fan bearings & belt idlers

EXHAUST SYSTEM

- () Check rain cap
- () Check muffler, clamps & piping

AIRINTAKE SYSTEM

- () Check dry air filter & replace if necessary
- () Check oil bath filter
- () Check air intake tubing

STARTING CIRCUIT

- () Check battery
- () Check battery, connections, cables, & hold down clean as needed
- () Check starter operation etc.
- () Check glow plugs

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EC OFF HIGHWAY PM GROUP PM Level: A 1000 HOURS OR 12 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

CHARGING CIRCUIT

- () Check alternator belt
- () Check alternator mounting, wiring, connection etc.
- () Check alternator output

UNIT

- () Check unit mounting bolts
- () Check engine & compressor mount bolts
- () Check external & internal frame members
- () Check gauges, switches, & electrical products

REFRIGERATION SYSTEM

- () Check compressor drive
- () Check air switch & calibrate
- () Check & clean evaporator & condenser coil
- () Check compressor oil level
- () Check refrigerant drier
- () Check refrigerant level
- () Check operating refrigerant pressure
- () Check thermometer calibration
- () Check unit cycling
- () Calibrate mechanical thermostats & thermo king solid state thermostat
- () Check pilot solenoid valve - thermo king only
- () Check refrigerant solenoid valves
- () Check defrost damper
- () Check fan defrost actuator - thermo king only
- () Check defrost drains
- () Check throttling valves - thermo king only
- () Check defrost termination thermostats
- () Check solid state defrost timer

Technician's Name _____ Employee # _____
Please Print

Technician's Signature: _____ Date _____

Labor Standard – 1.5 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: A 10,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Conduct 08 Inspections With PM Service When Applicable.

Road Test / Walk Around Inspection

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Test drive vehicle and evaluate
- () Check drivetrain and engine performance
- () Check steering, suspension and braking performance
- () Fire extinguisher and reflectors - secured and marked
- () Check operation of horn, defrosters, heating and A.C. system, gauges, and speedometer
- () Check interior electrical and mechanical performance
- () Inspect lap/shoulder belts, sleeper restraints and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Inspect window glass condition/operation
- () Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- () Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- () Check electrical wiring condition and protection
- () Check starter operation
- () Check operation of all warning devices/lights - air, oil, temperature, DPF system and vacuum
- () Inspect cage locks and condition (if applicable)
- () Inspect condition of interior & exterior
- () Note condition of paint and body in comment section of repair order
- () Check for proper permits, registration, CA number and license plates.

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid condition
- () Draw oil sample while draining oil from engine crankcase oil (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- () Change coolant filter
- () Inspect coolant and inhibitor strength, bring up to OEM specifications.
If campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications.
- () Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- () Ensure fan hub engages when vehicle is at operating temperature (if applicable)
- () Check charging and cranking system
- () Clean & service battery, cables, tray and doors as necessary
- () Inspect generator/alternator, starter, brushes, wiring-mounting
- () Inspect air filter, change or service as needed
- () Inspect all belts, compressors, fans, engine and/or belt driven accessories

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: A 10,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Inspect air lines for leaks, condition and protection
- () Inspect exhaust manifold, flange gaskets, muffler and condition
- () Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)
- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- () Check clutch adjustment, free play and clutch brake (if applicable)
- () Check throttle linkage
- () Replace power steering line filter and suspension filter (if applicable)
- () Adjust valve train as per manufacturer's specifications (if campaign is due)

Chassis Inspection

- () Check fifth wheel, slider condition/operation (if applicable) and mounting
- () Lube all grease fittings, door hinges and pivot points, cables, linkages
- () Inspect and service all add on equipment i.e., lift gate, lift gate charge cord, etc.
- () Inspect wheels for cracks & lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire if tread depth is expected to reach 3/32 minimum prior to next PM.

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare _____

PSI Reading LF _____ RF _____ LRI _____ RRI _____ (if dual wheels)
LR _____ RR _____ Spare _____

LRI _____ RRI _____ (if dual wheels)

- () Inspect wheel seal for leaks.
- () Check steering gear and mounting. Check free lash and oil level
- () Inspect all steering and suspension components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- () Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers, air bags, air lines, mounting, and leveling valves
- () Check frame, cross members for wear, cracks, rust, damage, etc.
- () Check transmission, differential fluid level, seals, and mounting
- () Inspect drive shaft, universal joints, guards, and support bearings
- () Inspect fuel system, fuel tank(s), mounts, lines, and pump condition and protection
- () Inspect fuel water separator and service as needed.
- () Body underside and firewall, air tight and clean
- () Clean under carriage-if needed
- () Re-pack grease type wheel bearings and replace wheel bearing seals (if applicable)
- () Inspect all oil bath wheel bearings adjustment, and check for leaking hub caps or seals

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: A 10,000 Miles or 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Air Brake System Inspection

- () Inspect air compressor and governor operation
- () Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- () Inspect all valves, relays and hoses for leaks, or cracks
- () Drain and inspect air tanks for leaks and condition; mountings secure
- () Inspect entire brake operation, air and mechanical devices
- () Inspect Anti-lock brake (ABS), system and operation
- () Check for air loss, static, 1 minute 2 psi maximum
- () Check for air loss, applied, 1 minute 3 psi maximum
- () Drain primary (#1) air reservoir - test check valve
- () Check all tanks, secure, drains operable; drain tanks
- () Check low air warning buzzer and light
- () Check tractor protection valve
- () Inspect hoses and tubing, (Glad hand seals) condition and protection
- () Check brake linings and drums
- () Inspect brake linings and associated brake components condition. Record remaining Brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Lube slack adjusters
- () Adjust slack adjusters (if non-automatic slack adjusters)
- () Emergency stop system, labeled, operable
- () Check spring brake operation

Auxiliary Mounted Equipment Inspection and Service

- () Inspect reservoir, pump, motor and valve condition and operation
- () Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- () Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- () Check operation and condition of any auxiliary mounted equipment

Note - Perform The Following:

Brake Chambers: Adjust to Manufacturer's Specifications

Steering Axle

Measured Left: _____ Adjusted To: _____ Measured Right: _____ Adjusted To: _____

Chamber Size _____ Max Pushrod Travel Spec _____

Brake Percentages: Left: _____ Right: _____

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: B 15,000 Miles or 18 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM service required, outstanding campaigns, recalls or other programs
- () Check all lights, fluid levels, tires, ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check interior electrical, mechanical, a/c, heater, and defroster performance
- () Check steering, suspension and braking performance
- () Check operation of all warning indicators
- () Check operation of all emergency lighting equipment and siren (if equipped)
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Note condition of paint and body in comment section of repair order

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid condition
- () Inspect cooling system, pressure test and repair leaks as necessary
- () Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (replace if needed)
- () Inspect charging and cranking system, service battery, cables and tray as necessary
- () Replace spark plugs per OEM requirements
- () Inspect all hoses, belts, wiring and accessories (replace if needed)
- () Replace fuel filter (if serviceable)

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lubricate all fittings, hinges, and cables
- () Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this Document and the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare _____

PSI Reading LF _____ RF _____ LR _____ RR _____ Spare _____

Ensure that Tire Pressure meets Manufacturer Specifications.

- () Rotate tires, including spare
- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: B 15,000 Miles or 18 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

- () Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- () Inspect all steering and suspension components for wear and proper operation
- () If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

Chassis, Drive Train, Exhaust, Exterior Inspection and Service

All Crown Victoria Vehicles

- () Inspect rear frame rails, upper control arm brackets and lower control arm brackets for cracks.
- () Frame crack found () No frame crack found
*If frame crack is found, Contact Sheriff Contract Monitor for Approval to Repair

-
- () Inspect condition, operation, and mounting of all exhaust system components
 - () Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
 - () Inspect fluid condition and levels of transmission, rear axle, and power steering system
 - () Inspect fluid condition and levels of transfer case and front axle on 4X4 models
 - () Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Labor Standard – 1.5 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: B 12,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- Verify level of PM service required, outstanding campaigns, recalls or other programs
- Check all lights, fluid levels, tires; ensure vehicle is safe
- Test drive vehicle and evaluate
- Check drive train and engine performance
- Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- Check interior electrical, mechanical, a/c, heater, and defroster performance
- Check steering, suspension and braking performance
- Check operation of all warning indicators
- Check operation of all emergency lighting equipment and siren
- Inspect lap/shoulder belts and seat latches for wear and proper operation
- Ensure correct fasteners are used to install hard seat (if equipped with hard seat)
- Note condition of paint and body in comments section of repair order

Engine Compartment Service and Inspection

- Change oil and filter, check all fluid levels and fluid conditions
- Inspect cooling system, pressure test and repair leaks if needed
- Inspect condition of air filter, cabin air filter, breather elements, pcv filter and valve
(Replace if needed)
- Inspect charging and cranking systems, service battery, cables and tray as necessary
- Replace spark plugs per OEM requirements
- Inspect all hoses, belts, wiring and accessories (replace if needed)
- Replace Fuel Filter (if serviceable)

Light bar Inspection Check

- Run all lights, to include light bar, arrow stick, and map light.
- Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- Ensure connectors are fastened securely on all vehicles.
- Ensure the light bar shuts off when the power switch is turned off.
- If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

Steering, Suspension, Brake and Tire Inspection and Lube Service

- For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- Lubricate all fittings, hinges, and cables
- Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES PM Level: B 12,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

Tread depth LF _____ RF _____ LR _____ RR _____ spare tire _____

PSI Reading LF _____ RF _____ LR _____ RR _____ spare tire _____

Ensure that tire pressure meets OEM specifications.

- () Rotate tires, including spare
- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- () Inspect all steering and suspension components for wear and proper operation
- () If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

Chassis, Drive Train, Exhaust, Exterior Inspection and Service

On Crown Victoria Vehicles

- () Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- () Frame crack found () No frame crack found
*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

-
- () Inspect condition, operation, and mounting of all exhaust system components
 - () Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
 - () Inspect fluid condition and levels of transmission, rear axle, and power steering system
 - () Inspect fluid condition and levels of transfer case and front axle on 4X4 models
 - () Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name _____ Date _____

Please Print

Technician's Signature _____ Employee # _____

Labor Standard – 1.5 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES PM Level: B 12,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM service required, outstanding campaigns, recalls or other programs
- () Check all lights, fluid levels, tires; ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check interior electrical, mechanical, a/c, heater, and defroster performance
- () Check steering, suspension and braking performance
- () Check operation of all warning indicators
- () Check operation of all emergency lighting equipment and siren
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Ensure correct fasteners are used to install hard seat (if equipped with hard seat)
- () Note condition of paint and body in comments section of repair order

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid conditions
- () Inspect cooling system, pressure test and repair leaks if needed
- () Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace if needed)
- () Inspect charging and cranking systems, service battery, cables and tray as necessary
- () Replace spark plugs per OEM requirements
- () Inspect all hoses, belts, wiring and accessories
- () Replace Fuel Filter (if serviceable)

Light bar Inspection Check

- () Run all lights, to include light bar, arrow stick, and map light.
- () Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- () Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- () Ensure connectors are fastened securely on all vehicles.
- () Ensure the light bar shuts off when the power switch is turned off.
- () If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- () Lubricate all fittings, hinges, and cables

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES PM Level: B 12,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

Tread depth LF _____ RF _____ LR _____ RR _____ spare tire _____

PSI Reading LF _____ RF _____ LR _____ RR _____ spare tire _____

Ensure that tire pressure meets OEM specifications.

- () Rotate tires, including spare
- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- () Inspect all steering and suspension components for wear and proper operation
- () If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

Chassis, Drive Train, Exhaust, Exterior Inspection and Service

On Crown Victoria Vehicles

- () Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- () Frame crack found () No frame crack found
*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

-
- () Inspect condition, operation, and mounting of all exhaust system components
 - () Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
 - () Inspect fluid condition and levels of transmission, rear axle, and power steering system
 - () Inspect fluid condition and levels of transfer case and front axle on 4X4 models
 - () Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: B 15,000 Miles or 18 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM Service required, outstanding campaigns, recalls, or other programs
- () Check all lights, turn signals, mud flaps, ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Check steering, suspension, and braking performance
- () Check fire extinguisher and reflectors - secured and marked (if applicable)
- () Check operation of horn, a/c, defroster, gauges, and speedometer
- () Check interior electrical and mechanical performance
- () Inspect mirrors and supports
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check electrical wiring condition and protection
- () Check warning devices - air, oil, temperature, and vacuum
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Note condition of paint and body in comment section of the repair order

Engine Compartment Service and Inspection

- () Change engine oil and filter. Check all fluid levels, and fluid conditions
- () Inspect condition of air filter, cabin filter (if equipped), breather elements, pcV filter and valve
- () Check charging and cranking systems, service battery, cables, and tray
- () Inspect complete cooling system, pressure test and repair leaks as necessary
- () Inspect condition of all belts and hoses (replace if needed)
- () Inspect all compressors, fans, engine and/or belt driven accessories
- () Inspect air lines for leaks, condition and protection (if air brake equipped)
- () Inspect fuel system; tank(s), lines and pump for leaks, condition and protection
- () Replace fuel filter(s)
- () Inspect complete exhaust system.
- () Inspect engine mounts
- () Check clutch adjustment and free play (if applicable)
- () Check throttle linkage (if applicable)

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lube all grease fittings, door hinges, pivot points, cables, and linkages
- () Inspect all steering and suspension components for wear and proper operation
- () Check steering gear box and mounting. Check leaks and free play.
- () Rotate tires, including spare (if appropriate)
- () Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: B 15,000 Miles or 18 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

Tread Depth LF _____ RF _____ LR _____ RR _____ spare _____

PSI Reading LF _____ RF _____ LR _____ RR _____ spare _____

Ensure that tire pressure meets manufacturer specifications.

- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection
- () Inspect master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- () If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first.

Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection and Service

- () Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- () Inspect drive shaft and universal joints for wear, loose bolts, etc.
- () Inspect transmission for leaks, inspect mounts
- () Inspect axle seals and/or wheel seals for leaks
- () Inspect condition, operation, and mounting of exhaust system
- () Inspect differential for leaks, condition and fluid level. Check mounting (bolts, nuts, etc.)
- () If four wheel drive, inspect fluid condition and levels of transfer case and front axle
- () Clean under carriage, as needed

Air Brake Inspection (vehicles equipped with Air Brakes)

- () Inspect air compressor operation
- () Check air governor cut-in and cut-out - minimum 85psi - maximum 130 psi
- () Inspect all valves, relays and hoses for leaks
- () Drain and inspect air tanks for leaks; condition. Check mountings
- () Inspect entire brake operation, air and mechanical devices
- () Check for air leaks and 1-minute brake application test, air loss
- () Release after loss of service air-test
- () Check low air pressure warning buzzer

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES PM Level: B 15,000 Miles or 18 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Auxiliary Mounted Equipment (if Applicable)

- () Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- () Inspect hoses, rams, valves and pump for leaks
- () Lubricate all grease fittings (i.e. liftgate, etc.)
- () Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Labor Standard – 1.8 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: B 12,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Conduct 08 Inspections With PM Service When Feasible.

Note: On Lenco/Bearcat Armored vehicles, print out supplemental inspection list.

Road Test / Walk Around Inspection

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Test drive vehicle and evaluate
- () Check drivetrain and engine performance
- () Check steering, suspension and braking performance
- () Fire extinguisher and reflectors - secured and marked
- () Check operation of horn, defrosters, gauges, and speedometer
- () Check interior electrical and mechanical performance
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Inspect window glass condition/operation
- () Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- () Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- () Check electrical wiring condition and protection
- () Check operation of all warning devices - air, oil, temperature, and vacuum
- () Inspect cage locks and condition (if applicable)
- () Inspect condition of interior & exterior
- () Note condition of paint and body in comment section of repair order
- () Check for proper permits, registration, CA number and license plates

Engine Compartment Service and Inspection

- () Change engine oil and filter, check all fluid levels and fluid condition
- () Draw oil sample while draining oil from engine crankcase (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- () Change coolant filter
- () Inspect coolant and inhibitor strength, bring up to OEM specifications.
If Campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications
- () Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- () Check charging and cranking system. Check starter operation.
- () Clean & service battery, cables, tray and doors as necessary
- () Inspect generator/alternator, starter, brushes, wiring-mounting
- () Inspect air filter, change or service as needed
- () Inspect all belts, compressors, fans, engine and/or belt driven accessories
- () Inspect air lines for leaks, condition and protection
- () Inspect exhaust manifold, flange gaskets, muffler and condition
- () Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: B 12,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Engine Compartment Service and Inspection (cont.)

- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- () Check clutch adjustment, free play and clutch brake (if applicable)
- () Check throttle linkage
- () Replace power steering filter and suspension filter (if applicable)
- () If campaign is due, adjust valve train as per OEM specifications

Chassis Inspection

- () Check fifth wheel condition and mounting (if applicable)
- () Lube all grease fittings, door hinges and pivot points, cables, linkages
- () Inspect and service all add on equipment i.e., lift gate, lifts, etc.
- () Inspect wheels for cracks. Check lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to next PM (4/32 front tires)

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare _____

PSI Reading LF _____ RF _____ LR _____ RR _____ Spare _____
LRI _____ RRI _____
LRI _____ RRI _____

- () Inspect wheel seal for leaks.
- () Check steering gear box and mounting. Check free lash (not to exceed two inches).
- () Inspect all steering components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- () Check frame, cross members for wear, cracks, rust, damage, etc.
- () Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers and air bags
- () Check transmission, differential fluid level, seals, and mounting
- () Inspect drive shaft, universal joints, guards, and support bearings
- () Inspect fuel system, fuel tank(s), mounts, lines, and pump condition
- () Replace fuel filter(s)
- () Inspect fuel water separator and service as needed.
- () Body underside and firewall, air tight and clean
- () Clean under carriage-if needed

Hydraulic Brake System

- () Inspect hydraulic brake system for leaks
- () Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: B 12,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Hydraulic Brakes (cont.)

- () Inspect master cylinder, hydro-boost/power booster (if equipped) and brake fluid reservoir level
- () Re-pack grease type wheel bearings, and replace wheel bearing seals, at each brake relining, or at every 15,000 miles, whichever occurs first (if applicable)
- () Inspect all oil bath wheel bearings adjustment and check for leaks (i.e. hub caps, seals)

Air Brake System Inspection (if Applicable)

- () Inspect air compressor and governor operation
- () Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- () Inspect all valves, relays and hoses for leaks, or cracks
- () Inspect air tanks for leaks and condition; mounting, secure.
- () Inspect entire brake operation, air and mechanical devices
- () Inspect Anti-lock brake (ABS), system and operation
- () Check for air loss, static, 1 minute 2 psi maximum
- () Check for air loss, applied, 1 minute 3 psi maximum
- () Drain primary (#1) air reservoir - test check valve
- () Check all tank drains operable; drain tanks
- () Check low air warning buzzer and light
- () Check tractor protection valve
- () Inspect hoses and tubing, (glad hand seals) condition and protection
- () Check brake linings and drums
- () Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Lube slack adjusters
- () Adjust slack adjusters (unless automatic slack adjusters)
- () Emergency stop system, labeled, operable
- () Check spring brake operation

Auxiliary Mounted Equipment Inspection and Service

- () Inspect hydraulic reservoir, pump, motor and valve condition and operation
- () Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- () Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- () Check operation and condition of any auxiliary mounted equipment (i.e. power liftgate, PTO, etc.)

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: B 12,000 Miles or 12 Months

Vehicle # _____ Mileage _____ Date _____

INSTRUCTIONS

Use The Following Process To Indicate Tasks "Inspected", "Completed", And/Or "Adjusted/Repaired". Mark "Task" Column With One of the Following;
 (I) = Inspected, (O) = Follow-Up Work Required, (X) = Adjusted Or Repairs Were Made
 Note: (X) To Be Written Over an (O) If The Item Is Adjusted or Repaired. Document repairs On The Additional Work Worksheet.
 Technicians Are To Initial In The Column Marked "Tech" Next To Each Task/ Inspection They Complete During The Preventive Maintenance.

Road Test / Interior Service and Inspection

	Task	Tech	
01	()	()	Verify Level Of PM Service Required, Outstanding Campaigns, Recalls Or Other Programs
02	()	()	Check All Lights, Turn Signals, Emergency Equipment (Lights and Siren) And Mud Flaps
03	()	()	Inspect Windshield Wipers And Wiper Operation, Check All Glass For Cracks, Delamination And Overall Condition
04	()	()	Inspect Mirrors To Include Spot Mirrors And Supports
05	()	()	Inspect Interior Condition And Operation Of All Components
06	()	()	Check Operation Of Entrance Door
07	()	()	Test Drive Vehicle (5 miles minimum). Evaluate Engine and Drive Train Performance.
08	()	()	Check Steering, Suspension And Braking Performance
09	()	()	Test Anti-skid Brake System If Equipped
10	()	()	Fire Extinguisher And Reflectors - Secured And Tagged And Fully Charged, List Charge Status Ext 1 _____ Ext 2 _____
11	()	()	Check Operation Of Air & Elect. Horns, Back-Up Alarm Systems, Speedometer, And Gauges
12	()	()	Inspect Lap/Shoulder Belts And Seat Latches For Wear And Proper Operation
13	()	()	Para Transit Type Vehicles - Inspect All Wheelchair Tie Down Straps, Shoulder Belts, Mechanical Latches And Floor Anchors.
14	()	()	Check Interior Electrical Wiring Condition And Protection
15	()	()	Check Operation Of All Warning Devices - Air, Oil, Temperature, And Vacuum
16	()	()	Inspect Air Compressor And Governor Operation
17	()	()	Check Low Air Warning Buzzer And Light
18	()	()	Perform Air Governor Test (Minimum 85 Psi, And Maximum 130 Psi)
19	()	()	Check For Air Loss, Static, 1 Minute 2 Psi Maximum
20	()	()	Check For Air Loss, Applied, 1 Minute 3 Psi Maximum
21	()	()	Check For a Loss Of Service Air. Condition Initiates Brake Application (if applicable).

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: B 12,000 Miles or 12 Months

Vehicle # _____ Mileage _____ Date _____

- 22 () () Check Emergency Stop System / Spring Brake / Parking Brake System, Ensure Proper Labeling And Operation
- 23 () () Drain Number 1 Air Reservoir - Test All Check Valves – Low Air Warning Devices
- 24 () () Check Interior; Electrical And Mechanical Performance Of All Components
- 25 () () Inspect Condition and Operation of Cage Locks
- 26 () () Inspect Condition and Operation Of Body, Cab And Doors Including all Emergency Exits And Baggage Doors
- 27 () () Note Condition Of Paint, Body And Decals On Additional Worksheet And In The Comments Section Of The Repair Order
- 28 () () Check Operation Of Heater And Defroster Systems
- 29 () () Check Operation Of A/C System
- 30 () () Remove, Inspect And Clean (or Replace if Needed) A/C Evaporator Filter
- 31 () () Test AMEREX Fire Suppression System
- 32 () () Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Equipped) Inspect Tank Mountings, Hoses, And Drains as needed. Clean Excessive Overflow and Corrosion as Needed.
- 33 () () Lube All Grease Fittings, Door Hinges Pivot Points, Cables, Linkages That Are Accessible While The Vehicle Is On The Ground

Engine Compartment / Under Vehicle, Service And Inspection

- 34 () () While draining engine oil, Draw Oil Sample From Engine Crankcase Oil (min 4oz). Prepare Sample To Go to Lab For Oil Analysis.
- 35 () () Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- 36 () () Change Coolant Filter, If Required by OEM
- 37 () () Inspect Coolant And Inhibitor Strength, Bring Up To Specifications. Replace Coolant With New 50/50 Mix (coolant/deionized water) If Campaign Is Due. Write Up As “Additional Work”
- 38 () () Inspect Condition Of Radiator, Fluid, Hoses, And Tanks
- 39 () () Attach coolant dam and pressurize the cooling system while checking for coolant leaks, and hose and hose clamp condition. Leave system under pressure for 30 Minutes while other tasks are performed. Record any unsatisfactory conditions as additional work.
- 40 () () Inspect Fuel System And Replace Fuel Filters (including Fuel/Water Separator If Required)
- 41 () () Check Charging And Cranking System
- 42 () () Clean, Service and Test Battery. Clean And Service, Battery Doors, Cables, And Tray As Necessary.
- 43 () () Inspect Generator/Alternator, Starter, Brushes, And Wiring-mountings
- 44 () () Inspect Air Filter; Change and/or Service As Needed
- 45 () () Inspect Exhaust System. Check Manifold And Flange Gaskets. Check Muffler And Condition. Remove inmate seat, as needed, on left side by emergency exit door. Remove rear engine access panel, and inspect exhaust flex pipe and heat shield for cracks, breaks or exhaust leaks.

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: B 12,000 Miles or 12 Months

Vehicle # _____ Mileage _____ Date _____

- 46 () () Inspect All Belts; Tensioners, Compressors, Fans, Engine And/Or Other Belt Driven Accessories
- 47 () () Inspect Air Lines; Leaks, Condition And Protection
- 48 () () Inspect Diesel Particulate Filter (DPF) And Related Components, Lines and Sensors. Service as per OEM recommendations.
- 49 () () Inspect Engine Mounts
- 50 () () Check For Fluid Leaks (Oil, Water, Fuel, Etc.) Repair If Found
- 51 () () Check Throttle Linkage, Or Electronic Throttle Components and Wiring

Tires And Wheel Inspection

- | | Task | Tech | |
|----|------|------|--|
| 52 | () | () | Check Condition Of All Tires (I.E. Cuts, Damage, Separations, and Wear) |
| 53 | () | () | Inspect Wheels, Nuts, and Axle Flange Nuts For Cracks And Looseness |
| 54 | () | () | Inspect Tire Tread Depths And Record Below. Write Any Tire up For Replacement if Tire Tread Depth Is Expected To Reach 5/32 or less (front) or 3/32 or less (rear) Prior To The Next PM. |
| 55 | () | () | Check Tire Air Pressure, And Record Below. Adjust Tire Air Pressure and Reset Tire Pressure Monitoring System (TPMS) If Needed |

***** Tire Measurements *****

<p style="text-align: center;">Record</p> Left Ft. () () Tread 32nd _____ Left Ft. () () PSI <p style="text-align: center;">INS. OUT.</p> Left Rr. () () Tread 32nd _____ Left Rr. () () PSI Left Tag () Tread 32nd Left Tag _____ PSI Spare () Tread 32 nd	<p style="text-align: center;">Record</p> Right Ft.() () Tread 32nd _____ Right Ft.() () PSI <p style="text-align: center;">INS. OUT.</p> Right Rr. () () Tread 32nd _____ Right Rr. () () PSI Right Tag () Tread 32 nd Right Tag _____ PSI Spare () PSI
--	---

- | | Task | Tech | |
|----|------|------|---|
| 56 | () | () | Check Torque Of Lug Nuts; torque between 450-500 Ft. Lbs. (Document completion Of Task Below With Supervisor) |

Technician Signature _____ Emp. # _____

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: B 12,000 Miles or 12 Months

Vehicle # _____ Mileage _____ Date _____

Supervision Signature _____ Date _____

Under Chassis Inspection And Lubrication

- | | Task | Tech | |
|----|------|------|---|
| 57 | () | () | Clean Under Carriage And Engine Compartment if Needed |
| 58 | () | () | Inspect Wheel Seals For Leaks. Inspect Hydraulic Brake System (if applicable) For Leaks |
| 59 | () | () | Check Oil Level in Front Hubs And On Tag Axle Hubs |
| 60 | () | () | Check Steering Gear And Mounting. Check Free Lash And Oil Level |
| 61 | () | () | Inspect Steering Arms, Drag Links, And Tie Rod Ends |
| 62 | () | () | Check Frame, Cross Members For Wear, Cracks, Rust, Damage, Etc. |
| 63 | () | () | Inspect Springs, Shackles, U-bolts, Kingpins, Shock Absorbers, And Suspension Air Bags |
| 64 | () | () | Check Transmission, Differential Fluid Level, Seals, And Mounting |
| 65 | () | () | Inspect Drive Shaft, Universal Joints, And Guards |
| 66 | () | () | Inspect Fuel Tanks, Lines, Pumps Condition, Mounts, For Leaks |
| 67 | () | () | Body Underside And Firewall, Air Tight And Clean |
| 68 | () | () | Check Parking Brake Condition And Adjustment (if applicable) |
| 69 | () | () | Check All Air Tanks, Operate Air Tank Drains; Check Tanks Are Securely Mounted |
| 70 | () | () | Lube Underside Of Chassis (Except Slack Adjusters) |

Brakes: Drum Type? () Yes () No

If Yes, Continue With This Section. If No, Continue To "Disc Brake" Section

- | | Task | Tech | |
|----|------|------|---|
| 71 | () | () | Inspect Entire Brake Operation, Air And Mechanical Devices |
| 72 | () | () | Inspect Hoses And Tubing, Condition And Protection |
| 73 | () | () | Inspect All Valves, Relays And Hoses For Leaks |
| 74 | () | () | Drain And Inspect Air Tanks For Leaks And Condition |
| 75 | () | () | Check Brake-linings, Drums And Condition. |
| 76 | () | () | Adjust Brakes Only If Not Equipped With Auto Slack Adjusters, Or Disc Brakes Systems (If Found Out Of Spec) List Measurements Below Before and After Adjustment. |
| 77 | () | () | Inspect Brake Lining Condition, Thickness. Record Remaining Brake Lining Percentage.
** Note** Write Up Brakes For Replacement If Brake Linings Are 50% Or Less Of New. |
| 78 | () | () | Check Parking Brake operation; adjust if needed. Record Brake Lining Percentage remaining (if applicable) |
| 79 | () | () | Lube Slack Adjusters |

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: B 12,000 Miles or 12 Months

Vehicle # _____ Mileage _____ Date _____

*****Drum Brake Information*****

Steering Axle – Brake Can Rod Travel

Measured left: _____ Adjusted To: _____ Measured right: _____ Adjusted to: _____

Brake Lining percentages: Left: _____ Right: _____

Drive Axle – Brake Can Rod Travel

Measured left: _____ Adjusted to: _____ Measured right: _____ Adjusted to: _____

Brake Lining percentages: Left: _____ Right: _____

Tag Axle – Brake Can Rod Travel

Measured left: _____ Adjusted to: _____ Measured right: _____ Adjusted to: _____

Brake Lining percentages: Left: _____ Right: _____

Brake Chamber Pushrod Adjustment

Steering Axle OK
Right Brake Chamber ()
Left Brake Chamber ()

Drive Axle OK	Tag Axle OK
Right Brake Chamber ()	Right Brake Chamber ()
Left Brake Chamber ()	Left Brake Chamber ()

Technician's Name _____ Employee # _____
Please Print

Technician's Signature: _____ Date _____

Inspection Performed By: _____ Employee # _____ Date: _____
Contractor Supervisor

Lug Nut Torque Check (Torque 450-500 Ft. Lbs.)

Steering Axle OK
(10 Lug Nuts)
Right Wheel ()
Left Wheel ()

Drive Axle OK	Budd Nuts OK
(10 Lug Nuts)	(10 Budd Nuts)
Right Wheel ()	Right Wheel ()
Left Wheel ()	Left Wheel ()

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: B 12,000 Miles or 12 Months

Vehicle # _____ Mileage _____ Date _____

Tag Axle OK
(10 Lug Nuts)
Right Wheel ()
Left Wheel ()

Inspected By: _____ Employee # _____ Date: _____
 Contractor Supervisor

Brakes: Disc Type? () Yes () No

	Task	Tech	
80	()	()	Inspect Entire Brake Operation, Air And Mechanical Devices
81	()	()	Inspect Hoses And Tubing; Condition And Protection
82	()	()	Inspect All Valves, Relays And Hoses For Leaks
83	()	()	Drain And Inspect Air Tanks For Leaks And Condition
84	()	()	Inspect Condition and Function of Calipers, Mounting Hardware and Hubs
85	()	()	Inspect Air Chamber (Brake Cans) Condition and Mounting
86	()	()	Inspect Overall Condition of Rotors; Check for Bluing and Signs of Overheating, Check for Deep Heat Cracks
87	()	()	Check for Grooving on Rotors (Not To Exceed 0.02 deep)
88	()	()	Check Rotor Thickness; Meets Minimum thickness per OEM
89	()	()	Check Brake Pads and Rotors are Wearing Evenly
90	()	()	Measure Brake Pad Wear Indicator Pin; If Pin is Protruding Less Than 10 Mm (= 50% or less of lining remaining), Replace Pads

*****Disc Brake Information*****

Left Frt. Pad Pin Measurement () Right Frt. Pad Pin Measurement ()

Left Rear Pad Pin Measurement () Right Rear Pad Pin Measurement ()

Left Tag Pad Pin Measurement () Right Tag Pad Pin Measurement ()

Technician's Name _____ Employee # _____
 Please Print

Technician's Signature: _____ Date _____

Inspection Performed By: _____ Employee # _____ Date: _____
 Contractor Supervisor

Auxiliary Equipment System Inspection and Service

	Task	Tech	
91	()	()	Inspect and Service Auxiliary Equipment (i.e. Lift gate, Wheel Chair Lift)
92	()	()	Inspect reservoir, pump and valve condition and operation
93	()	()	Inspect hoses, rams, valves and pump for leaks

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP _____ PM Level: B 12,000 Miles or 12 Months

Vehicle # _____ Mileage _____ Date _____

- 94 () () Lubricate all grease fittings
- 95 () () Check complete operation

PM Inspection Completed By:

Technician's Name _____ Employee # _____
Please Print

Technician's Signature: _____ Date _____

Note Additional Work Needed

Time Standards For This Task

- Buses Up To Year 2006 2.5 Hours
- Buses Years 2007 & 2008 2.3 Hours
- Buses Years 2009 & later 3.3 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EC OFF HIGHWAY PM GROUP PM Level: B 3000 HOURS OR 24 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

ENGINE

- Check operation of all warning devices - air, oil & temperature, vacuum
- Change oil & filters
- Take compression reading
- Adjust valves
- Clean & adjust injector nozzles
- Test run
- Check for oil leaks
- Check low oil safety system
- Check high & low rpm
- Inspect engine mounts
- Inspect exhaust manifold & flange gaskets-muffler & condition

FUEL SYSTEM

- Drain fuel tank pump
- Clean fuel pump strainer
- Change fuel filters
- Check for fuel leaks
- Check injection pump timing
- Inspect throttle linkage

COOLING SYSTEM

- Drain & flush (2 years)
- Check antifreeze level (50/50)
- Check radiator fin area
- Test run
- Check hoses & connections
- Check water pump
- Check water temperature & safety switch
- Check all belts
- Check & lube fan bearings & belt idlers

EXHAUST SYSTEM

- Check rain cap
- Check muffler, clamps & piping

AIR INTAKE SYSTEM

- Check dry air filter & replace if necessary
- Clean oil bath filter
- Check air intake tubing

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: EC OFF HIGHWAY PM GROUP PM Level: B 3000 HOURS OR 24 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage/Hourmeter _____ Date _____

STARTING CIRCUIT

- () Check battery
- () Check battery connections, cables & hold downs clean as needed
- () Check starter
- () Check glow plugs (replace as per manufactures specifications)

CHARGING CIRCUIT

- () Check alternator belt
- () Check alternator mounting wiring, connections etc.
- () Check alternator brushes
- () Check alternator output

UNIT

- () Check unit mounting bolts
- () Check engine & compressor mount bolts
- () Check external & internal frame members
- () Check gauges, switches, & electrical products

REFRIGERATION SYSTEM

- () Check compressor drive
- () Check air switch & calibrate
- () Check & clean evaporator & condenser coil
- () Check compressor oil level
- () Check refrigerant
- () Check operating refrigerant pressure
- () Check thermometer calibration
- () Check unit cycling
- () Calibrate mechanical thermostats & thermo king solid state Thermostat
- () Check pilot solenoid valve - thermo king units only
- () Check refrigerant solenoid valves
- () Check defrost damper
- () Check fan defrost actuator - thermo king units only
- () Check defrost drains
- () Check throttling valve - thermo king unit only
- () Check defrost termination thermostats
- () Check solid state defrost timer

Technician's Name _____ Employee # _____
Please Print

Technician's Signature _____ Date _____

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: B 20,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Conduct 08 Inspections With PM Service When Applicable.

Road Test / Walk Around Inspection

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Test drive vehicle and evaluate
- () Check drivetrain and engine performance
- () Check steering, suspension and braking performance
- () Fire extinguisher and reflectors - secured and marked
- () Check operation of horn, defrosters, heating and A.C. system, gauges, and speedometer
- () Check interior electrical and mechanical performance
- () Inspect lap/shoulder belts, sleeper restraints and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Inspect window glass condition/operation
- () Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- () Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- () Check electrical wiring condition and protection
- () Check starter operation
- () Check operation of all warning devices/lights - air, oil, temperature, DPF system and vacuum
- () Inspect cage locks and condition (if applicable)
- () Inspect condition of interior & exterior
- () Note condition of paint and body in comment section of repair order
- () Check for proper permits, registration, CA number and license plates

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid condition
- () Draw oil sample while draining oil from engine crankcase oil (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- () Change coolant filter
- () Inspect coolant and inhibitor strength, bring up to OEM specifications.
If campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications.
- () Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- () Ensure fan hub engages when vehicle is at operating temperature (if applicable)
- () Check charging and cranking system
- () Clean & service battery, cables, tray and doors as necessary
- () Inspect generator/alternator, starter, brushes, wiring-mounting
- () Inspect air filter, change or service as needed
- () Inspect all belts, compressors, fans, engine and/or belt driven accessories

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: B 20,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Inspect air lines for leaks, condition and protection
- () Inspect exhaust manifold, flange gaskets, muffler and condition
- () Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)
- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- () Check clutch adjustment, free play and clutch brake (if applicable)
- () Check throttle linkage
- () Replace power steering line filter and suspension filter (if applicable)
- () Adjust valve train as per manufacturer's specifications (if campaign is due)

Chassis Inspection

- () Check fifth wheel, slider condition/operation (if applicable) and mounting
- () Lube all grease fittings, door hinges and pivot points, cables, linkages
- () Inspect and service all add on equipment i.e., lift gate, lift gate charge cord, etc.
- () Inspect wheels for cracks & lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire if tread depth is expected to reach 3/32 minimum prior to next PM.

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare _____

PSI Reading LF _____ RF _____ LRI _____ RRI _____ (if dual wheels)
LR _____ RR _____ Spare _____

LRI _____ RRI _____ (if dual wheels)

- () Inspect wheel seal for leaks.
- () Check steering gear and mounting. Check free lash and oil level
- () Inspect all steering and suspension components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- () Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers, air bags, air lines, mounting, and leveling valves
- () Check frame, cross members for wear, cracks, rust, damage, etc.
- () Check transmission, differential fluid level, seals, and mounting
- () Inspect drive shaft, universal joints, guards, and support bearings
- () Inspect fuel system, fuel tank(s), mounts, lines, and pump condition and protection
- () Replace fuel filters
- () Inspect fuel water separator and service as needed.
- () Body underside and firewall, air tight and clean
- () Clean under carriage-if needed
- () Re-pack grease type wheel bearings and replace wheel bearing seals (if applicable)
- () Inspect all oil bath wheel bearings adjustment, and check for leaking hub caps or seals

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: B 20,000 Miles or 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Air Brake System Inspection

- () Inspect air compressor and governor operation
- () Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- () Inspect all valves, relays and hoses for leaks, or cracks
- () Drain and inspect air tanks for leaks and condition; mountings secure
- () Inspect entire brake operation, air and mechanical devices
- () Inspect Anti-lock brake (ABS), system and operation
- () Check for air loss, static, 1 minute 2 psi maximum
- () Check for air loss, applied, 1 minute 3 psi maximum
- () Drain primary (#1) air reservoir - test check valve
- () Check all tanks, secure, drains operable; drain tanks
- () Check low air warning buzzer and light
- () Check tractor protection valve
- () Inspect hoses and tubing, (Glad hand seals) condition and protection
- () Check brake linings and drums
- () Inspect brake linings and associated brake components condition. Record remaining Brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Lube slack adjusters
- () Adjust slack adjusters (if non-automatic slack adjusters)
- () Emergency stop system, labeled, operable
- () Check spring brake operation

Auxiliary Mounted Equipment Inspection and Service

- () Inspect reservoir, pump, motor and valve condition and operation
- () Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- () Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- () Check operation and condition of any auxiliary mounted equipment

Note - Perform The Following:

Brake Chambers: Adjust to Manufacturer's Specifications

Steering Axle

Measured Left: _____ Adjusted To: _____ Measured Right: _____ Adjusted To: _____

Chamber Size _____ Max Pushrod Travel Spec _____

Brake Percentages: Left: _____ Right: _____

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: C 30,000 Miles or 36 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM Service required outstanding campaigns, recalls or other programs
- () Check all lights, fluid levels, tires, ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check interior electrical, mechanical, a/c, heater, and defroster performance
- () Check steering, suspension and braking performance
- () Check operation of all warning indicators
- () Check operation of all emergency lighting equipment and siren (if equipped)
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Note condition of paint and body in comment section of repair order

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid condition
- () Inspect cooling system, pressure test and repair leaks as necessary
- () Flush cooling system and refill with a 50/50 mix of coolant and water (or as per OEM requirements)
- () Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace if needed)
- () Inspect charging and cranking system, service battery, cables and tray as necessary
- () Replace spark plugs per OEM requirements
- () Inspect all hoses, belts, wiring and accessories (replace if needed)
- () Replace Fuel Filter (if serviceable)

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lubricate all fittings, hinges, and cables
- () Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare _____

PSI Reading LF _____ RF _____ LR _____ RR _____ Spare _____

Ensure that Tire Pressure meets Manufacturer Specifications.

- () Rotate tires, including spare

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: C 30,000 Miles or 36 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order. Check brake fluid for contamination. Inspect power booster. (If equipped)
- () Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level
- () Inspect all steering and suspension components for wear and proper operation
- () If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

Chassis, Drive Train, Exhaust, Exterior Inspection and Service

All Crown Victoria Vehicles

All Crown Victoria Vehicles

- () Inspect rear frame rails, upper control arm brackets and lower control arm brackets for cracks.
- () Frame crack found () No frame crack found
*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

-
- () Inspect condition, operation, and mounting of all exhaust system components
 - () Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
 - () Inspect fluid condition and level of power steering system
 - () Inspect clutch adjustment and condition (if equipped), lubricate all drive train linkages
 - () Change transmission fluid (and filter if applicable) using appropriate method recommended by OEM.
 - () Change rear axle fluid on rear wheel drive vehicles. On 4X4 vehicles, change front axle Fluid also.
 - () On Crown Victorias, remove rear axles and inspect for wear (pitting). Inspect axle bearings. Replace axles and/or bearings as needed. Replace axle seals.
 - () On All Wheel Drive Ford PI's, change Power Transfer Unit (PTU) fluid.
 - () On all other All Wheel Drive vehicles, service Power Transfer Unit (PTU) as per OEM.
 - () On 4X4 vehicles, change transfer case fluid per OEM recommendations.

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Labor Standard – 2.5 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: C 24,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Check all lights, fluid levels, tires; ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check interior electrical, mechanical, a/c, heater, and defroster performance
- () Check steering, suspension and braking performance
- () Check operation of all warning indicators
- () Check operation of all emergency lighting equipment and siren
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Ensure correct fasteners are used to install hard seat. (If equipped with hard seat)
- () Note condition of paint and body in comments section of repair order

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid condition
- () Pressure test cooling system and repair leaks if needed
- () Flush cooling system and refill with a 50/50 mix of coolant and water (or as per OEM requirements)
- () Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace as needed)
- () Inspect charging and cranking system, service battery, cables and tray as necessary
- () Replace spark plugs per OEM requirements
- () Inspect all hoses, belts, wiring and accessories (replace if needed)
- () Replace Fuel Filter (if serviceable)

Light bar Inspection Check

- () Run all lights, to include light bar, arrow stick, and map light.
- () Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- () Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- () Ensure connectors are fastened securely on all vehicles.
- () Ensure the light bar shuts off when the power switch is turned off.
- () If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- () Lubricate all fittings, hinges, and cables

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES PM Level: C 24,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

- () Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread depth LF _____ RF _____ LR _____ RR _____ spare tire _____

PSI Reading LF _____ RF _____ LR _____ RR _____ spare tire _____

Ensure that tire pressure meets OEM specifications.

- () Rotate tires, including spare
- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- () Inspect all steering and suspension components for wear and proper operation
- () If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

Chassis, Drive Train, Exhaust, Exterior Inspection and Service

On Crown Victoria Vehicles

- () Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.

- () Frame crack found () No frame crack found

*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

-
- () Inspect condition, operation, and mounting of all exhaust system components
 - () Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
 - () Inspect fluid condition and level of power steering system
 - () Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages
 - () Change transmission fluid (and filter if applicable) using appropriate method recommended by OEM.
 - () Change rear axle fluid on rear wheel drive vehicles. On 4X4 vehicles, change front axle Fluid also.
 - () On Crown Victorias, remove rear axles and inspect for wear (pitting). Inspect axle bearings. Replace axles and/or bearings as needed. Replace axle seals.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES PM Level: C 24,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Chassis, Drive Train, Exhaust, Exterior Inspection and Service (cont.)

- () On All Wheel Drive Ford PI's, change Power Transfer Unit (PTU) fluid.
- () On 4X4 vehicles, change transfer case fluid as per OEM recommendations.

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Labor Standard – 2.5 hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES PM Level: C 24,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Check all lights, fluid levels, tires; ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check interior electrical, mechanical, a/c, heater, and defroster performance
- () Check steering, suspension and braking performance
- () Check operation of all warning indicators
- () Check operation of all emergency lighting equipment and siren
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Ensure correct fasteners are used to install hard seat. (If equipped with hard seat)
- () Note condition of paint and body in comments section of repair order

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid condition
- () Pressure test cooling system and repair leaks if needed
- () Flush cooling system and refill with a 50/50 mix of coolant and water (or as per OEM requirements)
- () Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace if needed)
- () Inspect charging and cranking system, service battery, cables and tray as necessary
- () Replace spark plugs per OEM requirements
- () Inspect all hoses, belts, wiring and accessories (replace if needed)
- () Replace Fuel Filter (if serviceable)

Light bar Inspection Check

- () Run all lights, to include light bar, arrow stick, and map light.
- () Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- () Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- () Ensure connectors are fastened securely on all vehicles.
- () Ensure the light bar shuts off when the power switch is turned off.
- () If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, then torque all cross member bracket nuts (top frame) to OEM specifications.
- () Lubricate all fittings, hinges, and cables

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES PM Level: C 24,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

- () Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread depth LF _____ RF _____ LR _____ RR _____ spare tire _____

PSI Reading LF _____ RF _____ LR _____ RR _____ spare tire _____

Ensure that tire pressure meets OEM specifications.

- () Rotate tires, including spare
- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- () Inspect all steering and suspension components for wear and proper operation
- () If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

Chassis, Drive Train, Exhaust, Exterior Inspection and Service

On Crown Victoria Vehicles

- () Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- () Frame crack found () No frame crack found
*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

-
- () Inspect condition, operation, and mounting of all exhaust system components
 - () Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
 - () Inspect fluid condition and level of power steering system
 - () Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages
 - () Change transmission fluid (and filter if applicable) using appropriate method recommended by OEM.
 - () Change rear axle fluid on rear wheel drive vehicles. On 4X4 vehicles, change front axle Fluid also.
 - () On Crown Victorias, remove rear axles and inspect for wear (pitting). Inspect axle bearings. Replace axles and/or bearings as needed. Replace axle seals.
 - () On All Wheel Drive Ford PI's, change Power Transfer Unit (PTU) fluid.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES PM Level: C 24,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

() On 4X4 vehicles, change transfer case fluid as per OEM recommendations.

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: C 30,000 Miles or 36 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test

- () Verify level of PM Service required, outstanding campaigns, recalls, or other programs
- () Check all lights, turn signals, mud flaps, ensure vehicle is safe
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Check steering, suspension, and braking performance
- () Check fire extinguisher and reflectors - secured and marked (if applicable)
- () Check operation of horn, a/c, defroster, gauges, and speedometer
- () Check interior electrical and mechanical performance
- () Inspect mirrors and supports
- () Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- () Check electrical wiring condition and protection
- () Check warning devices - air, oil, temperature, and vacuum
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Note condition of paint and body in comment section of the repair order

Engine Compartment Service and Inspection

- () Change engine oil and filter. Check all fluid levels, and fluid conditions
- () Inspect condition of air filter, cabin filter (if equipped), breather elements, pcV filter and valve
- () Check charging and cranking systems, service battery, cables, and tray
- () Inspect complete cooling system, pressure test and repair leaks as necessary
- () Inspect condition of all belts and hoses (replace if needed)
- () Inspect all compressors, fans, engine and/or belt driven accessories
- () Inspect air lines for leaks, condition and protection (if air brake equipped)
- () Inspect fuel system; tank(s), lines and pump for leaks, condition and protection
- () Replace fuel filter(s)
- () Inspect complete exhaust system.
- () Inspect engine mounts
- () Check clutch adjustment and free play (if applicable)
- () Check throttle linkage (if applicable)

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lube all grease fittings, door hinges, pivot points, cables, and linkages
- () Inspect all steering and suspension components for wear and proper operation
- () Check steering gear box and mounting. Check leaks and free play.
- () Rotate tires, including spare (if appropriate)
- () Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: C 30,000 Miles or 36 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

Tread Depth LF _____ RF _____ LR _____ RR _____ spare _____

PSI Reading LF _____ RF _____ LR _____ RR _____ spare _____

Ensure that tire pressure meets manufacturer specifications.

- () Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection
- () Inspect master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- () If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first.

Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection and Service

- () Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- () Inspect drive shaft and universal joints for wear, loose bolts, etc.
- () Inspect transmission for leaks, inspect mounts
- () Change transmission fluid and filter (including torque converter if it has a drain plug)
- () Inspect axle seals and/or wheel seals for leaks
- () Change rear axle fluid. If four wheel drive, change front axle fluid.
- () Inspect condition, operation, and mounting of exhaust system
- () Inspect differential for leaks, condition and fluid level. Check mounting (bolts, nuts, etc.)
- () If four wheel drive, change transfer case fluid as per OEM specifications.
- () Clean under carriage, as needed

Air Brake Inspection (vehicles equipped with Air Brakes)

- () Inspect air compressor operation
- () Check air governor cut-in and cut-out - minimum 85psi - maximum 130 psi
- () Inspect all valves, relays and hoses for leaks
- () Drain and inspect air tanks for leaks; condition. Check mountings
- () Inspect entire brake operation, air and mechanical devices
- () Check for air leaks and 1-minute brake application test, air loss
- () Release after loss of service air-test
- () Check low air pressure warning buzzer

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES PM Level: C 30,000 Miles or 36 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Auxiliary Mounted Equipment (if Applicable)

- () Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- () Inspect hoses, rams, valves and pump for leaks
- () Lubricate all grease fittings (i.e. liftgate, etc.)
- () Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

Technician's Name _____ Date _____
Please Print

Technician's Signature _____ Employee # _____

Labor Standard – 3.8 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: C 24,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Conduct 08 Inspections With PM Service When Feasible.

Note: On Lenco/Bearcat Armored vehicles, print out supplemental inspection list.

Road Test / Walk Around Inspection

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Test drive vehicle and evaluate
- () Check drivetrain and engine performance
- () Check steering, suspension and braking performance
- () Fire extinguisher and reflectors - secured and marked
- () Check operation of horn, defrosters, gauges, and speedometer
- () Check interior electrical and mechanical performance
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Inspect window glass condition/operation
- () Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- () Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- () Check electrical wiring condition and protection
- () Check operation of all warning devices - air, oil, temperature, and vacuum
- () Inspect cage locks and condition (if applicable)
- () Inspect condition of interior & exterior
- () Note condition of paint and body in comment section of repair order
- () Check for proper permits, registration, CA number and license plates

Engine Compartment Service and Inspection

- () Change engine oil and filter, check all fluid levels and fluid condition
- () Draw oil sample while draining oil from engine crankcase (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- () Change coolant filter
- () Inspect coolant and inhibitor strength, bring up to OEM specifications.
If Campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications
- () Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- () Check charging and cranking system. Check starter operation.
- () Clean & service battery, cables, tray and doors as necessary
- () Inspect generator/alternator, starter, brushes, wiring-mounting
- () Inspect air filter, change or service as needed
- () Inspect all belts, compressors, fans, engine and/or belt driven accessories
- () Inspect air lines for leaks, condition and protection
- () Inspect exhaust manifold, flange gaskets, muffler and condition
- () Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: C 24,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Engine Compartment Service and Inspection (cont.)

- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- () Check clutch adjustment, free play and clutch brake (if applicable)
- () Check throttle linkage
- () Replace power steering filter and suspension filter (if applicable)
- () If campaign is due, adjust valve train as per OEM specifications

Chassis Inspection

- () Check fifth wheel condition and mounting (if applicable)
- () Lube all grease fittings, door hinges and pivot points, cables, linkages
- () Inspect and service all add on equipment i.e., lift gate, lifts, etc.
- () Inspect wheels for cracks. Check lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to next PM (4/32 front tires)

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare _____

PSI Reading LF _____ RF _____ LR _____ RR _____ Spare _____
LRI _____ RRI _____

- () Inspect wheel seal for leaks.
- () Check steering gear box and mounting. Check free lash (not to exceed two inches).
- () Inspect all steering components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- () Check frame, cross members for wear, cracks, rust, damage, etc.
- () Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers and air bags
- () Change transmission fluid and filter (if applicable)
- () Change differential(s) gear oil
- () Inspect drive shaft, universal joints, guards, and support bearings
- () Inspect fuel system, fuel tank(s), mounts, lines, and pump condition
- () Replace fuel filter(s)
- () Inspect fuel water separator and service as needed.
- () Body underside and firewall, air tight and clean
- () Clean under carriage-if needed

Hydraulic Brake System

- () Inspect hydraulic brake system for leaks
- () Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: C 24,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Hydraulic Brakes (cont.)

- () Inspect brake hoses and tubing condition-protection
- () Inspect master cylinder, hydro-boost/power booster (if equipped) and brake fluid reservoir level
- () Re-pack grease type wheel bearings, and replace wheel bearing seals, at each brake relining, or at every 15,000 miles, whichever occurs first (if applicable)
- () Inspect all oil bath wheel bearings adjustment and check for leaks (i.e. hub caps, seals)

Air Brake System Inspection (if Applicable)

- () Inspect air compressor and governor operation
- () Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- () Inspect all valves, relays and hoses for leaks, or cracks
- () Inspect air tanks for leaks and condition; mounting, secure.
- () Inspect entire brake operation, air and mechanical devices
- () Inspect Anti-lock brake (ABS), system and operation
- () Check for air loss, static, 1 minute 2 psi maximum
- () Check for air loss, applied, 1 minute 3 psi maximum
- () Drain primary (#1) air reservoir - test check valve
- () Check all tank drains operable; drain tanks
- () Check low air warning buzzer and light
- () Check tractor protection valve
- () Inspect hoses and tubing, (glad hand seals) condition and protection
- () Check brake linings and drums
- () Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Lube slack adjusters
- () Adjust slack adjusters (unless automatic slack adjusters)
- () Emergency stop system, labeled, operable
- () Check spring brake operation

Auxiliary Mounted Equipment Inspection and Service

- () Inspect hydraulic reservoir, pump, motor and valve condition and operation
- () Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- () Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- () Check operation and condition of any auxiliary mounted equipment (i.e. power liftgate, PTO, etc.)

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: C 24,000 Miles or 24 Months

Vehicle # _____ Mileage _____ Date _____

INSTRUCTIONS

Use The Following Process To Indicate Tasks "Inspected", "Completed", And/Or "Adjusted/Repaired". Mark "Task" Column With One of the Following;
 (I) = Inspected, (O) = Follow-Up Work Required, (X) = Adjusted Or Repairs Were Made
 Note: (X) To Be Written Over an (O) If The Item Is Adjusted or Repaired. Document repairs On The Additional Work Worksheet.
 Technicians Are To Initial In The Column Marked "Tech" Next To Each Task/ Inspection They Complete During The Preventive Maintenance.

Road Test / Interior Service and Inspection

	Task	Tech	
01	()	()	Verify Level Of PM Service Required, Outstanding Campaigns, Recalls Or Other Programs
02	()	()	Check All Lights, Turn Signals, Emergency Equipment (Lights and Siren) And Mud Flaps
03	()	()	Inspect Windshield Wipers And Wiper Operation, Check All Glass For Cracks, Delamination And Overall Condition
04	()	()	Inspect Mirrors To Include Spot Mirrors And Supports
05	()	()	Inspect Interior Condition And Operation Of All Components
06	()	()	Check Operation Of Entrance Door
07	()	()	Test Drive Vehicle (5 miles minimum). Evaluate Engine and Drive Train Performance.
08	()	()	Check Steering, Suspension And Braking Performance
09	()	()	Test Anti-skid Brake System If Equipped
10	()	()	Fire Extinguisher And Reflectors - Secured And Tagged And Fully Charged, List Charge Status Ext 1 _____ Ext 2 _____
11	()	()	Check Operation Of Air & Elect. Horns, Back-Up Alarm Systems Speedometer, And Gauges
12	()	()	Inspect Lap/Shoulder Belts And Seat Latches For Wear And Proper Operation
13	()	()	Para Transit Type Vehicles - Inspect All Wheelchair Tie Down Straps, Shoulder Belts, Mechanical Latches And Floor Anchors.
14	()	()	Check Interior Electrical Wiring Condition And Protection
15	()	()	Check Operation Of All Warning Devices - Air, Oil, Temperature, And Vacuum
16	()	()	Inspect Air Compressor And Governor Operation
17	()	()	Check Low Air Warning Buzzer And Light
18	()	()	Perform Air Governor Test (Minimum 85 Psi, And Maximum 130 Psi)
19	()	()	Check For Air Loss, Static, 1 Minute 2 Psi Maximum
20	()	()	Check For Air Loss, Applied, 1 Minute 3 Psi Maximum
21	()	()	Check For a Loss Of Service Air. Condition Initiates Brake Application (if applicable).

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: C 24,000 Miles or 24 Months

Vehicle # _____ Mileage _____ Date _____

- 22 () () Check Emergency Stop System / Spring Brake / Parking Brake System, Ensure Proper Labeling And Operation
- 23 () () Drain Number 1 Air Reservoir - Test All Check Valves – Low Air Warning Devices
- 24 () () Check Interior; Electrical And Mechanical Performance Of All Components
- 25 () () Inspect Condition and Operation of Cage Locks
- 26 () () Inspect Condition and Operation Of Body, Cab And Doors Including all Emergency Exits And Baggage Doors
- 27 () () Note Condition Of Paint, Body And Decals On Additional Worksheet And In The Comments Section Of The Repair Order
- 28 () () Check Operation Of Heater And Defroster Systems
- 29 () () Check Operation Of A/C System
- 30 () () Remove, Inspect And Clean (or Replace if Needed) A/C Evaporator Filter
- 31 () () Test AMEREX Fire Suppression System
- 32 () () Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Equipped) Inspect Tank Mountings, Hoses, And Drains as needed. Clean Excessive Overflow and Corrosion as Needed.
- 33 () () Lube All Grease Fittings, Door Hinges Pivot Points, Cables, Linkages That Are Accessible While The Vehicle Is On The Ground

Engine Compartment / Under Vehicle, Service And Inspection

- 34 () () While draining engine oil, Draw Oil Sample From Engine Crankcase Oil (min 4oz). Prepare Sample To Go to Lab For Oil Analysis.
- 35 () () Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- 36 () () Change Coolant Filter, If Required by OEM
- 37 () () Inspect Coolant And Inhibitor Strength, Bring Up To Specifications. Replace Coolant With New 50/50 Mix (coolant/deionized water) If Campaign Is Due. Write Up As “Additional Work”
- 38 () () Inspect Condition Of Radiator, Fluid, Hoses, And Tanks
- 39 () () Attach coolant dam and pressurize the cooling system while checking for coolant leaks, and hose and hose clamp condition. Leave system under pressure for 30 Minutes while other tasks are performed. Record any unsatisfactory conditions as additional work.
- 40 () () Inspect Fuel System And Replace Fuel Filters (including Fuel/Water Separator If Required)
- 41 () () Check Charging And Cranking System
- 42 () () Clean, Service and Test Battery. Clean And Service, Battery Doors, Cables, And Tray As Necessary.
- 43 () () Inspect Generator/Alternator, Starter, Brushes, And Wiring-mountings
- 44 () () Inspect Air Filter; Change and/or Service As Needed
- 45 () () Inspect Exhaust System. Check Manifold And Flange Gaskets. Check Muffler And Condition. Remove inmate seat, as needed, on left side by emergency exit door. Remove rear engine access panel, and inspect exhaust flex pipe and heat shield for cracks, breaks or exhaust leaks.

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: C 24,000 Miles or 24 Months

Vehicle # _____ Mileage _____ Date _____

- 46 () () Inspect All Belts; Tensioners, Compressors, Fans, Engine And/Or Other Belt Driven Accessories
- 47 () () Inspect Air Lines; Leaks, Condition And Protection
- 48 () () Inspect Diesel Particulate Filter (DPF) And Related Components, Lines and Sensors. Service as per OEM recommendations.
- 49 () () Inspect Engine Mounts
- 50 () () Check For Fluid Leaks (Oil, Water, Fuel, Etc.) Repair If Found
- 51 () () Check Throttle Linkage, Or Electronic Throttle Components and Wiring

Tires And Wheel Inspection

- | | Task | Tech | |
|----|------|------|--|
| 52 | () | () | Check Condition Of All Tires (I.E. Cuts, Damage, Separations, and Wear) |
| 53 | () | () | Inspect Wheels, Nuts, and Axle Flange Nuts For Cracks And Looseness |
| 54 | () | () | Inspect Tire Tread Depths And Record Below. Write Any Tire up For Replacement if Tire Tread Depth Is Expected To Reach 5/32 or less (front) or 3/32 or less (rear) Prior To The Next PM. |
| 55 | () | () | Check Tire Air Pressure, And Record Below. Adjust Tire Air Pressure and Reset Tire Pressure Monitoring System (TPMS) If Needed |

***** Tire Measurements *****

<p style="text-align: center;">Record</p> <p>Left Ft. () () Tread 32nd _____</p> <p>Left Ft. () () PSI</p> <p style="text-align: center;">INS. OUT.</p> <p>Left Rr. () () Tread 32nd _____</p> <p>Left Rr. () () PSI</p> <p>Left Tag () Tread 32nd</p> <p>Left Tag _____ () PSI</p> <p>Spare () Tread 32nd</p>	<p style="text-align: center;">Record</p> <p>Right Ft.() () Tread 32nd _____</p> <p>Right Ft.() () PSI</p> <p style="text-align: center;">INS. OUT.</p> <p>Right Rr. () () Tread 32nd _____</p> <p>Right Rr. () () PSI</p> <p>Right Tag () Tread 32nd</p> <p>Right Tag _____ () PSI</p> <p>Spare () PSI</p>
--	---

- | | Task | Tech | |
|----|------|------|---|
| 56 | () | () | Check Torque Of Lug Nuts; torque between 450-500 Ft. Lbs. (Document completion Of Task Below With Supervisor) |

Technician Signature _____ Emp. # _____

Los Angeles County
SHERIFF'S DEPARTMENT
 Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: C 24,000 Miles or 24 Months

Vehicle # _____ Mileage _____ Date _____

Supervision Signature _____ Date _____

Under Chassis Inspection And Lubrication

	Task	Tech	
57	()	()	Clean Under Carriage And Engine Compartment if Needed
58	()	()	Inspect Wheel Seals For Leaks. Inspect Hydraulic Brake System (if applicable) For Leaks
59	()	()	Check Oil Level in Front Hubs And On Tag Axle Hubs
60	()	()	Change Power Steering Fluid and Reservoir Filter
61	()	()	Check Steering Gear And Mounting. Check Free Lash And Oil Level
62	()	()	Inspect Steering Arms, Drag Links, And Tie Rod Ends
63	()	()	Check Frame, Cross Members For Wear, Cracks, Rust, Damage, Etc.
64	()	()	Inspect Springs, Shackles, U-bolts, Kingpins, Shock Absorbers, And Suspension Air Bags
65	()	()	Check Transmission and Differential Seals And Mountings
66	()	()	Inspect Drive Shaft, Universal Joints, And Guards
67	()	()	Inspect Fuel Tanks, Lines, Pumps Condition, Mounts, For Leaks
68	()	()	Body Underside And Firewall, Air Tight And Clean
69	()	()	Check Parking Brake Condition And Adjustment (if applicable)
70	()	()	Check All Air Tanks, Operate Air Tank Drains; Check Tanks Are Securely Mounted
71	()	()	Change Transmission Fluid and Filter
72	()	()	Change Differential Oil
73	()	()	Lube Underside Of Chassis (Except Slack Adjusters)

Brakes: Drum Type? () Yes () No

If Yes, Continue With This Section. If No, Continue To "Disc Brake" Section

	Task	Tech	
74	()	()	Inspect Entire Brake Operation, Air And Mechanical Devices
75	()	()	Inspect Hoses And Tubing, Condition And Protection
76	()	()	Inspect All Valves, Relays And Hoses For Leaks
77	()	()	Drain And Inspect Air Tanks For Leaks And Condition
78	()	()	Inspect and Replace Air Dryer Coalescing Cartridge (If Applicable)
79	()	()	Check Brake-linings, Drums And Condition.
80	()	()	Adjust Brakes Only If Not Equipped With Auto Slack Adjusters, Or Disc Brakes Systems (If Found Out Of Spec) List Measurements Below Before and After Adjustment.
81	()	()	Inspect Brake Lining Condition, Thickness. Record Remaining Brake Lining Percentage. ** Note** Write Up Brakes For Replacement If Brake Linings Are 50% Or Less Of New.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP PM Level: C 24,000 Miles or 24 Months

Vehicle # _____ Mileage _____ Date _____

- 82 () () Check Parking Brake operation; adjust if needed. Record Brake Lining Percentage remaining (if applicable)
83 () () Lube Slack Adjusters
-

*****Drum Brake Information*****

Steering Axle – Brake Can Rod Travel

Measured left: _____ Adjusted To: _____ Measured right: _____ Adjusted to: _____

Brake Lining percentages: Left: _____ Right: _____

Drive Axle – Brake Can Rod Travel

Measured left: _____ Adjusted to: _____ Measured right: _____ Adjusted to: _____

Brake Lining percentages: Left: _____ Right: _____

Tag Axle – Brake Can Rod Travel

Measured left: _____ Adjusted to: _____ Measured right: _____ Adjusted to: _____

Brake Lining percentages: Left: _____ Right: _____

Brake Chamber Pushrod Adjustment

Steering Axle OK
Right Brake Chamber ()
Left Brake Chamber ()

Drive Axle OK	Tag Axle OK
Right Brake Chamber ()	Right Brake Chamber ()
Left Brake Chamber ()	Left Brake Chamber ()

Technician's Name _____ Employee # _____
Please Print

Technician's Signature: _____ Date _____

Inspection Performed By: _____ Employee # _____ Date: _____
Contractor Supervisor

Lug Nut Torque Check (Torque 450-500 Ft. Lbs.)

Steering Axle OK
(10 Lug Nuts)
Right Wheel ()
Left Wheel ()

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP _____ PM Level: C 24,000 Miles or 24 Months

Vehicle # _____ Mileage _____ Date _____

Auxiliary Equipment System Inspection and Service

	Task	Tech	
95	()	()	Inspect and Service Auxiliary Equipment (i.e. Lift gate, Wheel Chair Lift)
96	()	()	Inspect reservoir, pump and valve condition and operation
97	()	()	Inspect hoses, rams, valves and pump for leaks
98	()	()	Lubricate all grease fittings
99	()	()	Check complete operation

PM Inspection Completed By:

Technician's Name _____ Employee # _____

Please Print

Technician's Signature: _____ Date _____

Note Additional Work Needed

Time Standards For This Task

- Buses Up To Year 2006 4.5 Hours
- Buses Years 2007 & 2008 4.8 Hours
- Buses Years 2009 & later 5.8 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: C 40,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Conduct 08 Inspections With PM Service When Applicable.

Road Test / Walk Around Inspection

- () Verify level of PM Service required, outstanding campaigns, recalls or other programs
- () Test drive vehicle and evaluate
- () Check drivetrain and engine performance
- () Check steering, suspension and braking performance
- () Fire extinguisher and reflectors - secured and marked
- () Check operation of horn, defrosters, heating and A.C. system, gauges, and speedometer
- () Check interior electrical and mechanical performance
- () Inspect lap/shoulder belts, sleeper restraints and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Inspect window glass condition/operation
- () Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- () Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- () Check electrical wiring condition and protection
- () Check starter operation
- () Check operation of all warning devices/lights - air, oil, temperature, DPF system and vacuum
- () Inspect cage locks and condition (if applicable)
- () Inspect condition of interior & exterior
- () Note condition of paint and body in comment section of repair order
- () Check for proper permits, registration, CA number and license plates

Engine Compartment Service and Inspection

- () Change oil and filter, check all fluid levels and fluid condition
- () Draw oil sample while draining oil from engine crankcase oil (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- () Change coolant filter
- () Inspect coolant and inhibitor strength, bring up to OEM specifications.
If campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications.
- () Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- () Ensure fan hub engages when vehicle is at operating temperature (if applicable)
- () Check charging and cranking system
- () Clean & service battery, cables, tray and doors as necessary
- () Inspect generator/alternator, starter, brushes, wiring-mounting
- () Inspect air filter, change or service as needed
- () Inspect all belts, compressors, fans, engine and/or belt driven accessories

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: C 40,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Inspect air lines for leaks, condition and protection
- () Inspect exhaust manifold, flange gaskets, muffler and condition
- () Inspect Diesel Exhaust Fluid (DEF) System and fill reservoir as needed. Change DEF filter as per OEM.
- () Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable). Service as per OEM.
- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- () Check clutch adjustment, free play and clutch brake (if applicable)
- () Check throttle linkage
- () Replace power steering line filter and suspension filter (if applicable)
- () Adjust valve train as per manufacturer's specifications (if campaign is due)

Chassis Inspection

- () Check fifth wheel, slider condition/operation (if applicable) and mounting
- () Lube all grease fittings, door hinges and pivot points, cables, linkages
- () Inspect and service all add on equipment i.e., lift gate, lift gate charge cord, etc.
- () Inspect wheels for cracks & lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire if tread depth is expected to reach 3/32 minimum prior to next PM.

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare _____

PSI Reading LF _____ RF _____ LRI _____ RRI _____ (if dual wheels)
LR _____ RR _____ Spare _____

LRI _____ RRI _____ (if dual wheels)

- () Inspect wheel seal for leaks.
- () Check steering gear and mounting. Check free lash and oil level
- () Inspect all steering and suspension components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- () Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers, air bags, air lines, mounting, and leveling valves
- () Check frame, cross members for wear, cracks, rust, damage, etc.
- () Check transmission and differential seals for leaks and mounting
- () Change transmission fluid and filter
- () Change differential(s) fluid
- () Inspect drive shaft, universal joints, guards, and support bearings
- () Inspect fuel system, fuel tank(s), mounts, lines, and pump condition and protection
- () Replace fuel filters
- () Inspect fuel water separator and service as needed.

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: C 40,000 Miles or 24 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Body underside and firewall, air tight and clean
- () Clean under carriage-if needed
- () Re-pack grease type wheel bearings and replace wheel bearing seals (if applicable)
- () Inspect all oil bath wheel bearings adjustment, and check for leaking hub caps or seals

Air Brake System Inspection

- () Inspect air compressor and governor operation
- () Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- () Inspect all valves, relays and hoses for leaks, or cracks
- () Drain and inspect air tanks for leaks and condition; mountings secure
- () Inspect entire brake operation, air and mechanical devices
- () Inspect Anti-lock brake (ABS), system and operation
- () Check for air loss, static, 1 minute 2 psi maximum
- () Check for air loss, applied, 1 minute 3 psi maximum
- () Drain primary (#1) air reservoir - test check valve
- () Check all tanks, secure, drains operable; drain tanks
- () Check low air warning buzzer and light
- () Check tractor protection valve
- () Inspect hoses and tubing, (Glad hand seals) condition and protection
- () Check brake linings and drums
- () Inspect brake linings and associated brake components condition. Record remaining Brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Lube slack adjusters
- () Adjust slack adjusters (if non-automatic slack adjusters)
- () Emergency stop system, labeled, operable
- () Check spring brake operation

Auxiliary Mounted Equipment Inspection and Service

- () Inspect reservoir, pump, motor and valve condition and operation
- () Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- () Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- () Check operation and condition of any auxiliary mounted equipment

Note - Perform The Following:

Brake Chambers: Adjust to Manufacturer's Specifications

Steering Axle

Measured Left: _____ Adjusted To: _____ Measured Right: _____ Adjusted To: _____

Chamber Size _____ Max Pushrod Travel Spec _____

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: (PMD) CATALINA VEHICLES ONLY

PM Level: D 36 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Transport vehicle off Catalina Island and deliver to Eastern Avenue Repair Facility for PMD
() Open tracking repair order (007) when vehicle is delivered to Contractor for transport.

Road Test

- () Verify level of PM service required, outstanding campaigns, recalls, or other programs
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Inspect windshield wipers and wiper operation; check all glass condition; Inspect for cracks
- () Check interior electrical, mechanical, A/C, heater and defroster performance
- () Check steering, suspension, and braking performance
- () Check operation of all warning indicators/gauges - oil, temperature, and charging
- () Check fire extinguisher - secured and current inspection certified
- () Check operation of horn
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Check all lights, turn signals, brake, and 4-way flashers
- () Check operation of all emergency lighting equipment and siren (if Applicable)
- () Inspect interior & exterior condition
- () Note condition of paint and body in comments section of the repair order

Engine Compartment Service and Inspection

- () Change engine oil and filter.
- () Check all fluid levels, and fluid conditions. Inspect for leaks.
- () Replace air filter, cabin filter (if equipped), breather elements, pcv filter and valve
- () Check charging and cranking systems, service battery, cables, and tray
- () Inspect All Hoses, Belts, Wiring and Accessories (replace if needed)
- () Inspect and Pressure test cooling system. Repair leaks if necessary
- () Flush cooling system; replace coolant with 50/50 mix of coolant and water (or as per OEM requirements)
- () Replace spark plugs as per OEM requirements
- () Replace spark plug wires as per OEM requirements
- () Replace Fuel Filter(s) (if Applicable)
- () Inspect air lines for leaks, condition and protection (if Applicable)
- () Inspect fuel tank(s), fuel lines and pump for condition and protection
- () Inspect complete exhaust system.
- () Inspect engine mounts
- () Check clutch adjustment and free play (if Applicable)
- () Check throttle linkage (if Applicable)

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: (PMD) CATALINA VEHICLES ONLY

PM Level: D 36 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Light Bar Inspection/Check (if Applicable)

- () Run all light bar lights, arrow stick, and map light
- () Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- () Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- () Ensure connectors are fastened securely on all vehicles.
- () Check inner light bar wires for signs of burning. Check for signs of over-heating.
- () Ensure that light bar shuts off when the power switch is turned to the off position.
- () If equipped with MDC, inspect all wiring and connectors including trunk tray area.

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lube all grease fittings, door hinges, pivot points, cables, and linkages
- () Inspect all steering & suspension components for wear & proper operation
- () Inspect CV boots and joints (if Applicable)
- () Check steering gear fluid & mounting; check free lash (if applicable)
- () Flush and change power steering fluid complete
- () Remove all wheels, check air pressure; inspect condition of all tire's, record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach the 3/32 minimum prior to the next PM

Tread Depth LF _____ RF _____ LR _____ RR _____ Spare _____

PSI Reading LF _____ RF _____ LR _____ RR _____ Spare _____

Ensure That Tire Pressure Meets Manufacturer Specifications.

- () Rotate tires including spare and balance all tires
- () Inspect brake lining and associated brake components condition, record remaining brake Lining percentage on repair order. Replace brake linings and any associated brake components if lining is 50% or less of new. Check parking brake operation, (adjust if necessary). Record remaining brake lining percentage on repair order
- () Inspect brake hoses and tubing condition-protection
- () Check master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- () Flush brake system and replace fluid
- () Re-pack wheel bearings, & replace wheel bearing seals (if serviceable)

Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection/Service

- () Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- () Inspect drive shaft and universal joints for wear, loose bolts, etc.
- () Inspect transmission for leaks; Inspect mounts
- () Inspect for axle seals and/or wheel seals for leaks

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: (PMD) CATALINA VEHICLES ONLY

PM Level: D 36 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection/Service (cont.)

- () Inspect condition, operation, and mounting of all exhaust system components
- () Inspect condition of body, lubricate hinges (doors, trunk, hood, etc.)
- () Inspect differential for leaks; Check mounting and condition
- () Change transmission fluid and filter, including torque converter if drainable
- () Change rear axle fluid, Change front axle fluid on 4X4 models
- () Change transfer case fluid on 4X4 models
- () Pressure wash undercarriage and body inspect complete vehicle for any sign of rust or corrosion.
- () Apply Undercoating to entire undercarriage to prevent rust

Air Brake Inspection (if applicable)

- () Inspect air compressor and governor operation
- () Inspect all valves, relays and hoses for leaks
- () Drain and inspect air tanks for leaks and condition. check mounting
- () Inspect entire brake operation, air and mechanical devices
- () Check air leaks and 1-minute brake application test, air loss
- () Check air governor adjustment-minimum 85psi - maximum 130 psi
- () Release after loss of service air-test antiskid lamp
- () Check low air pressure warning buzzer

Auxiliary Mounted Equipment Inspection (if Applicable)

- () Inspect reservoir, pump and valve condition and operation
 - () Inspect hoses, rams, valves and pump for leaks
 - () Lubricate all grease fittings on any auxiliary mounted equipment
 - () Check operation and condition of any auxiliary mounted equipment
- *Auxiliary Equipment may include Liftgate, Power Take-off, Winches, etc.

Technician's Printed Name _____ Date _____

Technician's Signature _____ Employee # _____

Contractor Quality Control Inspector's Printed Name _____ Date _____

Contractor Quality Control Inspector's Signature _____ Employee # _____

Delivered to County Contract Monitor by _____ Date _____

County Contract Monitor Okay To Release: Yes/No _____ Date _____

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: (PMD) CATALINA VEHICLES ONLY

PM Level: D 36 Months

INSTRUCTIONS

Transport vehicle from Eastern Avenue Repair Facility to Catalina Island and deliver to Department representative

() Close tracking repair order (007) when vehicle is delivered back to Department

Representative on Catalina Island.

Out of Service Time Standard = Ten (10) Business Days Maximum

Labor Standard: Up to 6.0 hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: ORTLR – On Road Trailer Group _____ PM Level: A 6,000 Miles or 90 Days

Vehicle # _____ Hub Reading _____ Date _____

Year _____ Make _____ Model _____ Type _____

CHP Requirement – BIT Becomes Out of Compliance at 91 Days Since Previous BIT
INSTRUCTIONS

- | OK | Def | |
|-----|-----|---|
| () | () | Inspect Glad Hands and Seals for Condition and Leaks |
| | | Inspect Registration, Holder and State Inspection |
| () | () | Inspect Liftgate Power Charger Receptacle for Wear and Condition |
| () | () | Inspect Mounts For Refrigeration Units, or Mounts for Special Equipment |
| () | () | Inspect Engine Oil Level For Trailers with Refrigeration Units |
| () | () | Inspect Exterior Body and Roof Condition for Loose and/or Missing Fasteners, Dents, Holes and Rust |
| () | () | Check Side and Rear Doors for Missing Hardware and Proper Operation |
| | | Check Door Seals and Lube Doors |
| () | () | Inspect Interior Panels, Posts, Liner, Floor, Roof Bows, and Skylights Including Ducts |
| () | () | Check Landing Gear for Damage, Proper Operation and Loose Fasteners |
| () | () | Inspect Spare Tire Rack Condition (If Equipped) |
| () | () | Inspect Slider and Slider Components (If Equipped) |
| () | () | Check Lights; Stop, Tail, Turn Signal, Reflectors and All Electrical Connections |
| () | () | Inspect Wheels, Lug Nuts, and Studs for Cracks, Looseness and Condition |
| () | () | Inspect Tire Condition and Ensure the Correct Tire Size Has Been Installed At All Wheel Positions |
| () | () | Measure Tire Tread Depth and Tire Inflation. Record on This Document and the Repair Order. Replace Any Tire That Measures at or Below 3/32 or Will Reach That Measurement Before The Next PM. |
| () | () | Inspect Hub Oil Levels. Inspect For Hub Oil Leaks and Wheel Seal Leaks |
| () | () | Check Draw Bar, Hitches, Pintle Hooks and Safety Cable |
| () | () | Check Mud Flaps and Fenders (If Applicable) |
| () | () | Verify Hubodometer Has Been Installed |
| () | () | Check License Plates for Condition and For Current Registration Stickers/Tags |
| () | () | Inspect Tarps For Wear, Holes, Etc. (If Applicable) |
| () | () | Inspect ABS System Including Warning Devices |
| () | () | Inspect Frame, Sub-Frame, Cross Members, and Body Mounts For Cracks or Damage |
| () | () | Inspect Air Hoses and Tubing for Leaks, Condition and/or Protection From Rubbing/Chafing; Wear |
| () | () | Check Leaf Springs, U-Bolts, Torque Arms; Check Condition of Air Bags, Leveling Valves, etc. (If Equipped With Air Suspension). |
| () | () | Inspect Condition of Slack Adjusters; Measure and Record Brake Travel on This Document. Adjust All Non-Auto Slack Adjusters and Report All Auto Slack Adjusters That Were Out of Adjustment. |
| () | () | Inspect Brake System, Brake Shoes, and Drums Condition; Check For Excessively Worn Drums. |
| () | () | Lube Complete Unit (Including Slider If Equipped) |

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: ORTLR – On Road Trailer Group _____ PM Level: A 6,000 Miles or 90 Days

Vehicle # _____ Hub Reading _____ Date _____

Year _____ Make _____ Model _____ Type _____

INSTRUCTIONS (cont.)

Air Tanks

- | OK | Def | |
|-----|-----|---|
| () | () | Check Air Tank Mounting; Check Operation of All Drains. |
| () | () | Check Air Brake System |
| () | () | Check For Air Leaks With Brakes Un-Applied (1 Minute; 3 Pounds Max Drop) |
| () | () | Check For Air Leaks; Suspension Dump System |
| () | () | Check Operation of Spring Brake System When Air Pressure Drops Below 30 PSI |

*****Drum Brake Information*****

Axle #1

Brake Can Rod Travel

Measured Left Slack Adjuster: _____ Adjusted To: _____ (Non-Auto Slack Adjuster)

Measured Right Slack Adjuster: _____ Adjusted to: _____ (Non-Auto Slack Adjuster)

Brake Lining Percentage Remaining: Left: _____ Right: _____

Tire Tread Depths

Left Inside: _____ Left Outside: _____

Right Inside: _____ Right Outside: _____

Tire Air Pressure

Left Inside: _____ Left Outside: _____

Right Inside: _____ Right Outside: _____

Axle #2

Brake Can Rod Travel

Measured Left Slack Adjuster: _____ Adjusted To: _____ (Non-Auto Slack Adjuster)

Measured Right Slack Adjuster: _____ Adjusted to: _____ (Non-Auto Slack Adjuster)

Brake Lining Percentage Remaining: Left: _____ Right: _____

Tire Tread Depths

Left Inside: _____ Left Outside: _____

Right Inside: _____ Right Outside: _____

Tire Air Pressure

Left Inside: _____ Left Outside: _____

Right Inside: _____ Right Outside: _____

PREPARATION FOR AUCTION INSPECTION REPORT

All vehicles being sent to auction must have this form completed.

All vehicles are assumed to be in safe running condition and must meet the following minimum requirements. If not, enter comments at the bottom describing the conditions.

Vehicle #	_____	Mileage	_____	
Year	_____	Color	_____	
Make	_____	RFF #	_____	
Model	_____	License Plate #	_____	Frnt./Rear _____
				YES/NO

1. All lights operational?
(headlamps, parking lights, stop lights,directional signal back up lights) _____

2. Windshield and side/rear view mirrors in safe condition? (no cracks)
If not, provide estimate for replacement. _____

3. Are windshield wipers operational? _____

4. Speedometer in proper operation? _____

5. Is the horn operational? _____

6. Tires in safe condition? (Minimum 3/32" tread depth)
LF _____ LR _____ RR _____ RF _____ _____

7. Service brakes in safe condition? (Minimum 20%)
*does it meet the CVC 26508 emergency stopping distance requirement?
LF _____% LR _____% RR _____% RF _____% _____

8. All smog equipment present and pass smog test?
*If passed, attach printout. _____

Comments: _____

Inspected by: _____ Date: _____ Emp. # _____
PRINT NAME

SIGNATURE

Labor Standard: 1.0 Hour

Quick Fix Safety Inspection

Date_____

Vehicle#_____ Odometer Reading_____ Year_____ Make_____ Model_____

Instructions: Inspect The Original Requested Repair and the following safety related items.

Ok Def

- () () 1. Inspect Tires for Proper Inflation and Record Below.
- () () 2. Check All Fluid Levels. ***** Add Fluids To Proper Levels. *****
- () () 3. Inspect Battery Terminals, Hold Down.
- () () 4. Inspect Condition of All Glass, Mirrors and Reflectors.
- () () 5. Check Operation of All Lights, Turn Signals And 4-way Flasher to Include Emergency Lighting and Equipment.
- () () 6. Check Operation of Horn and Siren.
- () () 7. Check Operation of All Warning Indicators, e.g., ABS, Airbag, Brakes, etc., (check by turning key to "on" position).
- () () 8. List All Deferred Work On This Document And Note It In ShopFax.

Left Front Tire Pressure () Right Front Tire Pressure ()

Left Rear Tire Pressure () Right Rear Tire Pressure ()

Spare Tire Pressure ()

Note: Items Identified As Non-Safety Related Deferred Repairs Are To Be Listed Below.

Comments:

Inspected By_____ Employee #_____ Date_____

Print Name

Inspected By_____

Signature

Time Standard - :15 Minutes

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP PM Level: A 5,000 MILES OR 6 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test / Walk Around Inspection

- () Verify level of PM service required, outstanding campaigns, recalls or other programs
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Check steering, suspension, and braking performance
- () Check fire extinguisher and reflectors - secured and marked
- () Check operation of horn, air conditioning and heating system, defrosters, gauges, and speedometer
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Inspect windshield wipers and wiper operation, windshield washer operation and top off washer fluid reservoir
- () Inspect all glass for cracks, condition
- () Check all lights, turn signals, mud flaps
- () Check electrical wiring condition and protection
- () Check warning devices - air, oil, temperature, and vacuum
- () Check interior electrical and mechanical performance
- () Inspect interior & exterior condition
- () Inspect all storage compartment doors and locks for proper operation
- () Inspect storage compartment lights (if equipped)
- () Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Applicable)
- () Note condition of paint and body in comment section of repair order

Engine Compartment Service And Inspection

- () Change engine oil and filter. Check all fluid levels, fluid conditions
- () Inspect condition of air filter, breather elements, pcv filter and valve
- () Check charging and cranking systems, service battery, cables, and tray
- () Inspect cooling system, pressure test and repair leaks as necessary
- () Inspect condition of radiator, coolant, and tanks
- () Inspect condition of all belts and hoses
- () Inspect all compressors, fans, engine and/or belt driven accessories
- () Inspect air lines-leaks, condition and protection (if applicable)
- () Inspect fuel tanks, fuel lines and pump, condition and protection
- () Inspect exhaust system. Check manifold and flange gaskets-muffler and condition
- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.) repair if necessary
- () Check clutch adjustment and free play (if applicable)
- () Check throttle linkage

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lube all grease fittings, door hinges, and pivot points, cables, linkages
- () Inspect all steering & suspension components for wear & proper operation
- () Check steering gear & mounting - free lash

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP PM Level: A 5,000 MILES OR 6 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Remove all wheels. Check air pressure, inspect tire tread condition and record readings on repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to the next PM. Record tire air pressure and tread depth on this document and in the comment section of the repair order.

Tread Depth LF _____ RF _____ LR _____ RR _____

PSI Reading LF _____ RF _____ LR _____ RR _____

Spare Tire Tread Depth _____ PSI Reading _____

Ensure that tire pressure meets manufacturer's specifications.

- () Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection
- () Check master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- () Re-pack wheel bearings, & replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

Undercarriage, Chassis, Drivetrain, Exhaust, And Exterior Inspection

- () Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- () Inspect drive shaft and universal joints for wear, loose bolts, etc.
- () Inspect transmission for leaks. Inspect mounts
- () Inspect axle seals and/or wheel seals for leaks
- () Inspect fluid condition and levels of transfer case and front axle (if equipped)
- () Inspect condition, operation, and mounting of all exhaust system components
- () Inspect rear differential for leaks, condition and level of fluid. Check mounting and condition
- () Clean under carriage, if needed

Air Brake Inspection (If Applicable)

- () Inspect air compressor and governor operation
- () Inspect all valves, relays and hoses for leaks
- () Drain and inspect air tanks for leaks and condition. Check mounting
- () Inspect entire brake operation, air and mechanical devices
- () Check air leaks and 1-minute brake application test, air loss
- () Check air governor adjustment-minimum 85psi - maximum 130 psi
- () Release after loss of service air-test anti-skid lamp
- () Check low air pressure warning buzzer

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP PM Level: B 15,000 MILES OR 18 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test / Walk Around Inspection

- () Verify level of PM service required, outstanding campaigns, recalls or other programs
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Check steering, suspension, and braking performance
- () Check fire extinguisher and reflectors - secured and marked
- () Check operation of horn, air conditioning and heating system, defrosters, gauges, and speedometer
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Inspect windshield wipers and wiper operation, windshield washer operation and top off washer fluid reservoir
- () Inspect all glass for cracks, condition
- () Check all lights, turn signals, mud flaps
- () Check electrical wiring condition and protection
- () Check warning devices - air, oil, temperature, and vacuum
- () Check interior electrical and mechanical performance
- () Inspect interior & exterior condition
- () Inspect all storage compartment doors and locks for proper operation
- () Inspect storage compartment lights (if equipped)
- () Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Applicable)
- () Note condition of paint and body in comment section of repair order

Engine Compartment Service And Inspection

- () Change engine oil and filter. Check all fluid levels, fluid conditions
- () Inspect condition of air filter, breather elements, pcv filter and valve
- () Check charging and cranking systems, service battery, cables, and tray
- () Inspect cooling system, pressure test and repair leaks as necessary
- () Inspect condition of radiator, coolant, and tanks
- () Inspect condition of all belts and hoses
- () Inspect all compressors, fans, engine and/or belt driven accessories
- () Inspect air lines-leaks, condition and protection (if applicable)
- () Inspect fuel tanks, fuel lines and pump, condition and protection
- () Replace fuel filter(s)
- () Inspect exhaust system. Check manifold and flange gaskets-muffler and condition
- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.) repair if necessary
- () Check clutch adjustment and free play (if applicable)
- () Check throttle linkage

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lube all grease fittings, door hinges, and pivot points, cables, linkages
- () Inspect all steering & suspension components for wear & proper operation
- () Check steering gear & mounting - free lash

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP PM Level: B 15,000 MILES OR 18 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Remove all wheels. Check air pressure, inspect tire tread condition and record readings on repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to the next PM. Record tire air pressure and tread depth on this document and in the comment section of the repair order.

Tread Depth LF _____ RF _____ LR _____ RR _____

PSI Reading LF _____ RF _____ LR _____ RR _____

Spare Tire Tread Depth _____ PSI Reading _____

Ensure that tire pressure meets manufacturer's specifications.

- () Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection
- () Check master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- () Re-pack wheel bearings, & replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

Undercarriage, Chassis, Drivetrain, Exhaust, And Exterior Inspection

- () Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- () Inspect drive shaft and universal joints for wear, loose bolts, etc.
- () Inspect transmission for leaks. Inspect mounts
- () Inspect axle seals and/or wheel seals for leaks
- () Inspect fluid condition and levels of transfer case and front axle (if equipped)
- () Inspect condition, operation, and mounting of all exhaust system components
- () Inspect rear differential for leaks, condition and level of fluid. Check mounting and condition
- () Clean under carriage, if needed

Air Brake Inspection (If Applicable)

- () Inspect air compressor and governor operation
- () Inspect all valves, relays and hoses for leaks
- () Drain and inspect air tanks for leaks and condition. Check mounting
- () Inspect entire brake operation, air and mechanical devices
- () Check air leaks and 1-minute brake application test, air loss
- () Check air governor adjustment-minimum 85psi - maximum 130 psi
- () Release after loss of service air-test anti-skid lamp
- () Check low air pressure warning buzzer

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP PM Level: B 15,000 MILES OR 18 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Auxiliary Mounted Equipment Inspection and Service (if Applicable)

- () Inspect reservoir, pump, motor and valve condition and operation
- () Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- () Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- () Inspect hydraulic fluid level and condition (if equipped)
- () Check operation and condition of any auxiliary mounted equipment

PTO & Winch (If Applicable)

- () Engage PTO (if equipped) and verify operation
- () Operate front and rear winches (if equipped) checking for proper operation.
- () Ensure any remote controls for winch are operational
- () Inspect winch cables for any kinks, fraying, corrosion or damage.
- () Inspect winch cable ends for any corrosion, looseness or cracks.
- () Inspect winch cable rollers for binding or wear.

Emergency Lighting Inspection Check

- () Run all emergency lights including light bar, spot lights, flood lights and map light.
- () Continue to run emergency lights for a minimum of 10 minutes to determine any malfunctions (i.e. lights shut off, etc.)
- () Check all relays, circuit breakers and connectors. Check for excessive heat, signs of burning and poor connections.
- () Ensure electrical connectors are fastened securely on all vehicles
- () Check inner light bar wires for signs of overheating

Technician's Name _____ Employee# _____

Print Name

Technician's Signature _____ Date _____

Labor Standard – 2.5 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP PM Level: C 30,000 MILES OR 36 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Road Test / Walk Around Inspection

- () Verify level of PM service required, outstanding campaigns, recalls or other programs
- () Test drive vehicle and evaluate
- () Check drive train and engine performance
- () Check steering, suspension, and braking performance
- () Check fire extinguisher and reflectors - secured and marked
- () Check operation of horn, air conditioning and heating system, defrosters, gauges, and speedometer
- () Inspect lap/shoulder belts and seat latches for wear and proper operation
- () Inspect mirrors and supports
- () Inspect windshield wipers and wiper operation, windshield washer operation and top off washer fluid reservoir
- () Inspect all glass for cracks, condition
- () Check all lights, turn signals, mud flaps
- () Check electrical wiring condition and protection
- () Check warning devices - air, oil, temperature, and vacuum
- () Check interior electrical and mechanical performance
- () Inspect interior & exterior condition
- () Inspect all storage compartment doors and locks for proper operation
- () Inspect storage compartment lights (if equipped)
- () Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Applicable)
- () Note condition of paint and body in comment section of repair order

Engine Compartment Service And Inspection

- () Change engine oil and filter. Check all fluid levels, fluid conditions
- () Inspect condition of air filter, breather elements, pcv filter and valve
- () Check charging and cranking systems, service battery, cables, and tray
- () Replace Coolant; Flush Cooling System and Replace with 50/50 Coolant/Water Mix (or as per OEM Recommendations)
- () Inspect cooling system, pressure test and repair leaks as necessary
- () Inspect condition of radiator, coolant, and tanks
- () Inspect condition of all belts and hoses
- () Inspect all compressors, fans, engine and/or belt driven accessories
- () Inspect air lines-leaks, condition and protection (if applicable)
- () Inspect fuel tanks, fuel lines and pump, condition and protection
- () Replace fuel filter(s)
- () Replace spark plugs as per OEM recommendations
- () Inspect exhaust system. Check manifold and flange gaskets-muffler and condition
- () Inspect engine mounts
- () Check for fluid leaks (oil, water, fuel, etc.) repair if necessary
- () Check clutch adjustment and free play (if applicable)
- () Check throttle linkage

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP PM Level: C 30,000 MILES OR 36 MONTHS

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Steering, Suspension, Brake and Tire Inspection and Lube Service

- () Lube all grease fittings, door hinges, and pivot points, cables, linkages
- () Inspect all steering & suspension components for wear & proper operation
- () Check steering gear & mounting - free lash
- () Remove all wheels. Check air pressure, inspect tire tread condition and record readings on repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to the next PM. Record tire air pressure and tread depth on this document and in the comment section of the repair order.

Tread Depth LF _____ RF _____ LR _____ RR _____

PSI Reading LF _____ RF _____ LR _____ RR _____

Spare Tire Tread Depth _____ PSI Reading _____

Ensure that tire pressure meets manufacturer's specifications.

- () Inspect brake linings and associated brake components condition. Record remaining brake percentages on repair order. Replace brake linings if lining is 50% or less of new.
- () Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- () Inspect brake hoses and tubing condition-protection
- () Check master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- () Re-pack wheel bearings, & replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

Undercarriage, Chassis, Drivetrain, Exhaust, And Exterior Inspection

- () Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- () Inspect drive shaft and universal joints for wear, loose bolts, etc.
- () Inspect transmission for leaks. Inspect mounts
- () Replace Transmission Fluid and Filter on Automatic Transmission; Replace Gear oil on Manual Transmission
- () Inspect axle seals and/or wheel seals for leaks
- () Replace transfer case fluid on 4X4 Vehicles
- () Inspect condition, operation, and mounting of all exhaust system components
- () Inspect rear differential for leaks. Check mounting and condition
- () Replace rear differential fluid. Replace front differential fluid on 4X4 Vehicles
- () Clean under carriage, if needed

Air Brake Inspection (If Applicable)

- () Inspect air compressor and governor operation
- () Inspect all valves, relays and hoses for leaks
- () Drain and inspect air tanks for leaks and condition. Check mounting

READY FOR SALE/AUCTION FORM

Remove From Fleet (RFF) # _____

Vehicle _____	VIN # _____	Title _____
Year _____	Color _____	Duplicate _____
Make _____	Body Type _____	Court Order _____
Model _____	Mileage _____	Form 97 (military) _____

DOCUMENTS

262 Transfer form
 Remove From Fleet
 Auction Inspection Report
 Smog Check printout

YES	NO

VEHICLE

Remove License Plates
 Remove all County Documents
 Paint doors black on B/W vehicles
 Remove all decals and numbers
 Install original equipment rear seat (B/W vehicles)
 Install original equipment rear seat belts (B/W vehicles)
 Remove all emergency lights and equipment
 Remove communication equipment

YES	NO

INSPECTION

Perform smog check
 Going out of service inspection
 Final vehicle inspection

YES	NO

Type of sale at auction: Wholesale _____ Public sale _____

If wholesale, please explain:

Submitted by: _____
PRINT NAME

Date: _____

SIGNATURE

TANKER INSPECTION AND CERTIFICATION

Vehicle Safety Inspection

Vehicle #: _____ Odometer Reading: _____ Department: _____

Year: _____ Make: _____ Model: _____ Type of Tanker: _____

INSTRUCTIONS: Testing shall be performed in accordance with DOT federal regulations, the Air Resources Board (ARB) regulations, U.S. Environmental Protection Agency (EPA) and any other Federal, State, and local requirements. Fuel tankers shall be tested and certified annually:

1. Mobile transport tanks shall be certified and tested annually using ARB "Certification Procedure for Vapor Recovery Systems of Cargo Tanks" (CP-204) and ARB Test Method TP-204.1 "Determination of Five Minute Static Pressure Performance of Vapor Recovery Systems of Cargo Tanks." Ongoing testing shall be performed using either ARB Test Method TP-204.1, or ARB Test Method TP-204.2 "Determination of One Minute Static Pressure Performance of Vapor Recovery Systems of Cargo Tanks" as approved by Environmental Protection Agency (EPA).
2. Vapor control systems at bulk plants and bulk terminals shall be tested using the ARB Test Methods TP-202.1 "Determination of Emission Factor of Vapor Recovery Systems of Bulk Plants" and TP-203.1 "Determination of Emission Factor of Vapor Recovery Systems of Terminals," respectively, as they exist on July 26, 2000.
3. Fugitive leaks shall be tested using either EPA Method 21 "Determination of Volatile Organic Leaks" or ARB Test Method TP-204.3 "Determination of Leak(s)," as they exist on July 26, 2000
4. Any other test procedure approved by EPA and ARB for determining the performance of systems used to control VOC emissions from the transfer of organic compounds into mobile transport tanks may be used.

All test procedures shall be performed in accordance with a protocol approved in writing by the Air Pollution Control Officer.

COMMENTS:

Inspected by: _____ Employee # _____ Date: _____

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: TMC Training Motorcycle Group

PM Level: A Service every 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Check If OK

Road Test and Inspection

- () Verify level of PM service required, outstanding campaigns, recalls, or other programs
- () Read Motronic Fault Memories with most current BMW diagnostic scan tool (currently GS911 diagnostic system)
- () Change engine oil (at operating temperature) & oil filter (synthetic oil only)
- () Inspect tire tread wear & air pressure. Record readings on this document and in the comment section of the repair order. Replace tire if tread depth is expected to reach 3/32" or 2.0mm minimum prior to next pm
Tread Depth Front _____ Rear _____
Tire PSI Front _____ Rear _____
- () Inspect wheels & spokes
- () Inspect brake lining condition, record % remaining on repair order. Replace brake linings if lining is 50% or less of new
- () Inspect Brake Rotors for wear
- () Check ABS sensor/pulse wheels for correct gap. Adjust & clean as required
- () Check operation of all warning indicators
- () Inspect lights for proper operation
- () Inspect brake fluid level & condition
- () Inspect battery fluid & water level (main battery & police battery)
- () Load Test Batteries
- () Inspect starting & charging system
- () Check clutch fluid level
- () Check Valve Clearance; Adjust Valves If Necessary
- () Check condition of spark plugs. Replace as per OEM requirements.
- () Inspect exhaust system
- () Inspect poly v-belt. Replace as per OEM requirements
- () Check swing arm bearing (no play), adjust if necessary
- () Lubricate side stand/center stand pivots
- () Check operation of throttle linkage, cables & valves
- () Synchronize throttle valves
- () Check side stand mounting bolt
- () Check safety interlock switch on side stand
- () Inspect crash bar mountings
- () Inspect seat condition & mounting
- () Check condition & location of all Sheriff decals (replace if necessary)
- () Note condition of paint & body in comment section of repair order

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: TMC Training Motorcycle Group PM Level: A Service every 6 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Sheriff Equipment inspection:
 - Pursuit lights operational
 - Siren/speaker operational
 - Radio equipment securely mounted
 - Map light operational (if equipped)

- () Final inspection with safety/operation check:
 - Check torque on rear wheel retaining bolts
 - Lights, horn, & signal systems
 - Indicator & warning systems
 - Clutch, gearshift, & side stand switch function
 - Hand brake, foot brake, and ABS
 - Steering (no cable drag from radio equipment)
 - Instruments (including optional accessories)
 - Test ride, visual quality check

Technician's Name _____ Employee # _____
Please Print

Technician's Signature _____ Date _____

Labor Standard – up to 4.0 Hours

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: TMC Training Motorcycle Group

PM Level: B Service 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

Check If OK

Road Test and Inspection

- () Verify level of PM service required, outstanding campaigns, recalls, or other programs
- () Read Motronic Fault Memories with most current BMW diagnostic scan tool (currently GS911 diagnostic system)
- () Change engine oil (at operating temperature) & oil filter (synthetic oil only)
- () Change Transmission Oil (at operating temperature) 2007 thru 2015
- () Change oil in bevel gears (Rear Drive)
- () Inspect tire tread wear & air pressure. Record readings on this document and in the comment section of the repair order. Replace tire if tread depth is expected to reach 3/32" or 2.0mm minimum prior to next pm
Tread Depth Front _____ Rear _____
Tire PSI Front _____ Rear _____
- () Inspect wheels & spokes
- () Inspect brake lining condition, record % remaining on repair order. Replace brake linings if lining is 50% or less of new
- () Inspect Brake Rotors for wear
- () Check ABS sensor/pulse wheels for correct gap. Adjust & clean as required
- () Check operation of all warning indicators
- () Inspect lights for proper operation
- () Flush brake fluid and refill
- () Inspect battery fluid & water level (main battery & police battery)
- () Load Test Batteries
- () Inspect starting & charging system
- () Flush clutch fluid and refill
- () Check Valve Clearance; Adjust Valves If Necessary
- () Check condition of spark plugs. Replace as per OEM requirements.
- () Inspect exhaust system
- () Inspect poly v-belt. Replace as per OEM requirements
- () Check swing arm bearing (no play), adjust if necessary
- () Lubricate side stand/center stand pivots
- () Check operation of throttle linkage, cables & valves
- () Synchronize throttle valves (if applicable)
- () Replace Fuel Filter (if serviceable)
- () Check side stand mounting bolt
- () Check safety interlock switch on side stand
- () Inspect crash bar mountings
- () Inspect seat condition & mounting
- () Check condition & location of all Sheriff decals (replace if necessary)
- () Note condition of paint & body in comment section of repair order

Los Angeles County
SHERIFF'S DEPARTMENT
Preventive Maintenance Instructions

PM Group: TMC Training Motorcycle Group PM Level: B Service 12 Months

INSTRUCTIONS

Vehicle # _____ Mileage _____ Date _____

- () Sheriff Equipment inspection:
 - Pursuit lights operational
 - Siren/speaker operational
 - Radio equipment securely mounted
 - Map light operational (if equipped)

- () Final inspection with safety/operation check:
 - Check torque on rear wheel retaining bolts
 - Lights, horn, & signal systems
 - Indicator & warning systems
 - Clutch, gearshift, & side stand switch function
 - Hand brake, foot brake, and ABS
 - Steering (no cable drag from radio equipment)
 - Instruments (including optional accessories)
 - Test ride, visual quality check

Technician's Name _____ Employee # _____
Please Print

Technician's Signature _____ Date _____

Labor Standard – up to 6.0 Hours

APPENDIX B - SOW EXHIBITS - EXHIBIT 6
Vehicle/Equipment Type Code List

TYPE

- 01 - Sedans B/W - **Emergency Response Vehicle**
- 02 - Sedans Solid - **Emergency Response Vehicle**
- 03 - Special Purpose Vehicle 10,001 to 18,000 GVW
- 04 - B/W Pickup 2 Wheel
- 05 - Special Purpose Vehicle 18,001 to 35,000 GVW
- 06 - Special Purpose Vehicle 35,001 GVW or higher
- 07 - B/W Pickup 4 Wheel
- 09 - B/W S.U.V. ALL Wheel Drive - **Emergency Response Vehicle (Example - Ford Utility PI AWD)**
- 10 - B/W Up To 12 Passenger Van
- 11 - Van Up To 12 Passengers Solid - **Prisoner Transport**
- 13 - B/W 15 Passenger Van
- 15 - Solid Motorcycle On Road
- 16 - B/W Motorcycle On Road - **Emergency Response Vehicle**
- 19 - B/W S.U.V. 2 Wheel Drive - **Emergency Response Vehicle**
- 20 - S.U.V. Solid 2 Wheel Drive - **Emergency Response Vehicle (Example - Chevrolet Tahoe)**
- 22 - B/W S.U.V. 4 Wheel Drive - **Emergency Response Vehicle (Example - Ford Expedition 4WD)**
- 23 - S.U.V. Solid 4 Wheel Drive - **Emergency Response Vehicle (Example - Ford Expedition 4WD)**
- 24 - S.U.V. Solid ALL Wheel Drive - **Emergency Response Vehicle (Example - Ford Utility AWD)**
- 25 - B/W Cargo Van
- 28 - B/W 4X4 Rescue Truck, with a GVW rating of 10,000 lbs. or less - **Emergency Response Vehicle**
- 29 - B/W Rescue Vehicles, with a GVW rating of 10,001 lbs. or higher - **Emergency Response Vehicle**
- 30 - Para-Transit Bus, with a GVW rating of 10,001 lbs. or higher (Wheel-Chair Transport)
- 31 - B/W Bus 25 - 35 Passenger
- 34 - B/W Bus 36 - 49 Passenger
- 37 - B/W Bus 50 - 60 Passenger
- 39 - Display Vehicles
- 40 - Sedan Solid Large (Example - Charger, Crown Victoria)
- 41 - Sedan Solid Large All Wheel Drive (Example - Charger, Ford Sedan PI)
- 43 - Sedan Solid Medium (Example - Chevrolet Impala FWD, Nissan Altima, Taurus)
- 44 - Sedan Solid Medium All Wheel Drive (Example - Chevrolet Impala, Nissan Altima)
- 45 - Sedan Solid Hybrid (Example - Chevrolet Volt, Toyota Prius)
- 46 - Sedan Solid Small (Example - Chevrolet Cruze, Ford Fusion)
- 47 - S.U.V. Solid 2X2
- 48 - S.U.V. Solid 4X4
- 49 - Sedan Solid Marked (Decals, lightbar,)
- 50 - Sedan Solid V.O.P. 2005 Program
- 51 - S.U.V. Solid ALL Wheel Drive - (Example - Ford Explorer) - **Non-Emergency Response Vehicle**
- 52 - Sedan Solid C.S.O., P.C.O.
- 55 - Sedan Solid C.S.S., C.P.S.
- 58 - Sedan Solid V.O.P.
- 61 - Van Up To 12 Passengers Solid
- 64 - Van 15 Passenger Solid
- 66 - Food Van
- 67 - Van, Solid Cargo, with a GVW rating of 10,000 lbs. or less
- 68 - Step Van
- 69 - Van, Solid Cargo, with a GVW rating of 10,001 lbs. or higher
- 70 - Truck, Utility, with a GVW rating of 10,000 lbs. or less
- 71 - Van, Utility, with a GVW rating of 10,000 lbs. or less
- 72 - Truck, Utility, with a GVW rating of at least 10,001 lbs. but less than 35,000 lbs.
- 73 - Pickup Truck Solid, with a GVW rating of 10,000 lbs. or less
- 74 - Van, Utility, with a GVW rating of 10,001 lbs. or higher
- 75 - Pickup Truck Solid, with a GVW rating of at least 10,001 lbs. or more
- 76 - Truck Cargo Bobtail
- 79 - Truck Cargo Stakeside
- 80 - Refrigeration Unit - Attached
- 81 - Generator Unit - Attached- **Always Fee-for-Service; Not included in Fixed Price Groups**
- 82 - Truck Refer Compartment
- 83 - Generator Unit - Mounted on Trailer, w or w/o Lighting- **Always Fee-for-Service; Not included in Fixed Price Groups**
- 85 - Truck Dump
- 86 - Truck, Boom, Hydraulic, Electric Attach.
- 87 - Truck, Utility, with a GVW rating of 35,000 lbs. or higher
- 88 - Truck Tanker
- 90 - Truck Tractor
- 91 - Semi Trailer Flatbed
- 92 - Semi Trailer Container
- 93 - Semi Trailer Refrigerated
- 94 - Semi Trailer Tanker
- 95 - Utility Trailer 2 or 4 Wheel
- 96 - RV Trailer
- 97 - Off Highway ATV
- 98 - Miscellaneous Vehicle/Equipment
- 99 - Boat

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	2.0	STAFFING			
	Appendix A, SOW, Sub-paragraph 2.1, Staffing Levels and Schedules, General	2.1.1 Contractor shall provide not less than the minimum staffing levels specified in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), by job classification and work location, for each business day and each work shift.	100%	\$25 per business hour per employee.	\$50 per business hour per employee.
	Appendix A, SOW, Sub-paragraph 2.1, Staffing Levels and Schedules, General	2.1.9 <u>Contractor Failure to Meet Minimum Staffing, Unfilled Position</u> Contractor shall be responsible to provide sufficient staff, including relief for breaks and meal periods when necessary, for all positions according to Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location), unless County provides Contractor with a written exemption. In addition to assessments, Contractor shall be liable for all directly related and associated costs in the event the County or another contractor is required to fill a position that Contractor is responsible for staffing. County will view any unfilled position as a breach of performance. More than three (3) instances of an unfilled position at any repair location within a thirty (30) calendar day period, or three consecutive days of an unfilled position, may subject Contractor to assessments, liquidated damages, possible forfeiture of Contract, and/or debarment. Refer to Appendix B (Statement of Work Exhibits), Exhibit 8 (Performance Requirements Summary (PRS) Chart).	100%	\$200 per open position, per business day until post is filled.	\$500 per position, per business day upon three instances of an open position at any Repair Facility within a thirty-day period. -OR- \$500 per position, upon three consecutive business days of an open position. -OR- Possible Termination for Default of contract for continued failure to perform -AND- Debarment for up to five (5) years.
	Appendix A, SOW, Sub-paragraph 2.2, Staffing Levels and Schedules, Special Circumstances	2.2.1 <u>Absences, Unplanned</u> Contractor shall replace any of the minimum staff required pursuant to Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) who do not report to work for an unplanned reason (e.g., illness, accident, personal emergency, etc.) within two (2) hours of the beginning of the absence. A two (2) hour allowance shall apply on the first day of such unplanned absence. Contractor is authorized to use the technicians identified as Relief/Additional Support in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing) to replace and/or substitute for their equivalent positions in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).	100%	\$25 per business hour per employee.	\$50 per business hour per employee.

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 2.2 Staffing Levels and Schedules, Special Circumstances	2.2.3 Absences, Extraordinary Contractor shall provide a full-time qualified replacement for any administrative staff specified in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Staffing) that exceeds thirty (30) cumulative business days of absence during a Contract year.	100%	\$50 per business hour per employee, after five (5) business day grace period.	\$100 per business hour per employee, after five (5) business day grace period.
	Appendix A, SOW, Sub-paragraph 2.2, Staffing Levels and Schedules, Special Circumstances	2.2.10.4 Contractor shall provide the required staffing during an emergency at all repair locations as identified by County Project Manager or designee. County Project Manager or designee reserves the exclusive right to determine the level of staffing during an emergency.	100%	\$500 per day per facility.	\$1000 per day per facility.
	Appendix A, SOW, Sub-paragraph 2.2, Staffing Levels and Schedules, Special Circumstances	2.2.13 Staffing During Joint Vehicle Inspections Contractor shall provide qualified technicians to perform vehicle inspections in the presence of County personnel and interested third parties.	100%	\$20 per vehicle, per business hour exceeding requested inspection time	\$40 per vehicle, per business hour exceeding requested inspection time
	Appendix A, SOW, Sub-paragraph 2.2, Staffing Levels and Schedules, Special Circumstances	2.2.14.2 Should services be interrupted or reduced by work stoppages, slowdowns, or emergencies (see sub-paragraph 2.2.10 (Staffing during Emergencies)), or by Contractor's failure to provide adequate staffing, parts, or service delivery, Contractor shall continue to provide services by whatever means available, including the provision of services using outside vendors, as approved by County Project Manager or designee.	100%	Contract Termination	

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<p>Appendix A, SOW, Sub-paragraph 2.3, Staff Qualifications and Training</p>	<p>2.3.7.4 Contractor shall ensure and document that employees receive on-going training appropriate to the position for which they are employed after they start work on the Contract, as approved by County, especially in the following areas, including, but not limited to:</p> <ul style="list-style-type: none"> a. Fleet management; b. administration of Fleet services; c. computer systems operation (ShopFax, office systems, etc); d. vehicle diagnostic systems operation; e. vehicle licensing; f. vehicle decommissioning; g. vehicle/parts cannibalization; h. component fabrication/installation; i. vehicle outfitting; j. workplace and employee safety; k. workplace and employee emergency protocols; l. hazardous materials handling and disposal; m. tool and equipment safety and operation (hoists, frame machines, alignment systems, etc); n. safety equipment use; o. model year-to-year changes in safety equipment; p. vehicle maintenance, repair (e.g. mechanical, electrical, body, and frame repair); q. model year-to-year changes in mechanical, electrical, frame, and body; and r. OEM recalls and Technical Service Bulletins. 	<p>100%</p>	<p>\$25 per business day, per employee needing training</p>	<p>\$50 per business day, per employee needing training</p>
	<p>Appendix A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training</p>	<p>2.3.7.8 All Contractor employees who perform brake system inspections and/or other brake work on vehicles shall, at a minimum, be certified/licensed to perform such work by the National Institute of Automotive Service Excellence (ASE) or the California State Bureau of Automotive Repair (BAR). Employee certifications shall be appropriate to the vehicles requiring inspection and/or repair; i.e. ASE medium/heavy truck, bus, automobile, or BAR class A, B, or C.</p>	<p>100%</p>	<p>\$50 per un-certified/unlicensed employee per business day</p>	<p>\$100 per un-certified/unlicensed employee per business day</p>

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<p>Appendix A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training</p>	<p>2.3.7.9 Contractor shall train, test, and certify each employee who is required to service, inspect, or repair vehicle passive-restraint airbag systems , prior to such employee servicing, inspecting, or repairing such systems.</p> <p>a. Contractor employees may, in lieu of receiving Contractor-provided training, and upon hire, provide documentation of training received from an independent source such as an OEM or community college.</p> <p>b. Contractor shall inspect and warrant all work on passive-restraint airbag systems performed on vehicles by subcontractors. Contractor shall indicate the date and inspecting employee's name on the Repair Order prior to returning the vehicle to service.</p>	<p>100%</p>	<p>\$50 per un-certified/unlicensed employee per business day</p>	<p>\$100 per un-certified/unlicensed employee per business day</p>
	<p>Appendix A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training</p>	<p>2.3.7.11 The Department's three (3) emission-testing facilities are located at the Eastern Avenue repair location, Pitchess Detention Center repair location, and STAR Center repair location. See Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location).</p> <p>a. Contractor shall ensure, at all times, that a minimum of one (1) or more employees working at each of the three (3) Department emission testing facilities listed above have a current BAR emission check technician's license.</p> <p>b. Contractor shall also ensure, at all times, that at least one BAR-licensed emission check technician is available on-site at each of the three emission-testing facilities during business hours, regardless of daily variances in repair location staffing.</p>	<p>100%</p>	<p>\$10 per business hour per location without BAR licensed smog technician</p>	<p>\$20 per business hour per location without BAR licensed smog technician</p>
	<p>Appendix A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training</p>	<p>2.3.7.12 All Contractor employees who operate the Chief Automotive Technologies (Chief) frame machine and the Chief Genesis Velocity (Genesis) measuring system shall have current documented training and certification on both of these systems.</p>	<p>100%</p>	<p>\$20 each business day out of compliance</p>	<p>\$40 each business day out of compliance</p>

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training	2.3.7.14 All Contractor employees who perform headlight adjustments on vehicles shall be BAR licensed lamp adjusters. Contractor's licensed employees shall certify the lighting systems on all vehicles repaired due to accidents involving side or front impacts, or other impact areas that would possibly affect proper headlight alignment of the vehicle, as determined by the Contractor Project Manager or designee and approved by County Project Manager or designee. 2.3.7.15 Contractor shall staff two (2) or more employees to work at the Eastern Avenue repair location who have a current BAR lamp adjuster license to perform headlight alignment.	100%	\$50 per unlicensed employee per business day	\$100 per unlicensed employee per business day
	Appendix A, SOW, Sub-paragraph 2.3.8, Employee Safety Program	2.3.8 Employee Safety Program, Contractor shall ensure all employees, prior to beginning work under the Contract, are trained in safe work practices, and the proper handling of hazardous materials associated with the work as set forth in sub-paragraph 3.6 (Hazardous and Non-Hazardous Material, Handling) of this SOW. Such training may be performed by Contractor or any qualified outside vendor, at Contractor's sole expense, with the concurrence of County Project Manager or designee. Contractor shall not invoice County for any training expenses.	100%	\$50 per employee not trained per business day	\$100 per employee not trained per business day
	3.1	FLEET MANAGEMENT SERVICES			
	Appendix A, SOW, Sub-paragraph 3.1, Start-Up and Transition	3.1 <u>Start-Up and Transition</u> Contractor shall utilize industry best practices to efficiently transition the County's Fleet services from the prior contractor to Contractor's services. Contractor shall address all start-up and transition requirements in a timely fashion and in a manner so as not to negatively impact nor impede the outgoing contractor's Fleet operation.	100%	\$100 per day, per transition service not provided	\$200 per day per transition service not provided
	Appendix A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks	3.1.2.3.5 Notwithstanding the above, Contractor shall make no alterations or improvements to repair locations without prior written approval of County.	100%	\$50 per incident	\$100 per incident

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<p>Appendix A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</p>	<p>3.1.2 <u>STP Requirements, Tasks</u> As part of the Contractor's STP requirements, and unless otherwise approved by County, Contractor shall: 3.1.2.3 Prior to the Work Start Date, identify any repair location and facility equipment non-compliance with local, city, County, state or federal regulations, and recommend remedies for any repair location/equipment non-compliance, including costs, for inclusion in the Operational Plan described in sub-paragraph 3.3 (Operational Plan). Each recommendation for inclusion in the Operational Plan shall have the written approval of County Project Manager or designee prior to the Work Start Date (see sub-paragraph 3.3 (Operational Plan)).</p>	<p>100%</p>	<p>\$20 per business day exceeding the STP, not provided, or incomplete</p>	<p>\$40 per business day, not provided, or incomplete, when over sixty (60) days past Work Commencement.</p>
	<p>Appendix A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</p>	<p>3.1.2.11 Establish agreements with subcontractors to provide hazardous and non-hazardous waste disposal to satisfy the work requirements outlined in sub-paragraph 3.6 (Hazardous and Non-Hazardous Materials, Handling) and elsewhere in this SOW.</p>	<p>100%</p>	<p>\$50 per vendor, per business day, not established and approved, in writing, by County Project Manager.</p>	<p>\$100 per vendor, per business day, not established and approved, in writing, by County Project Manager.</p>
	<p>Appendix A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</p>	<p>3.1.2.12 Establish agreements with outgoing fleet contractor's subcontractors, or other subcontractors, to provide towing and emergency road services to satisfy the work requirements outlined in sub-paragraph 4.25 (Towing and Emergency Road Services) of this SOW. Contractor shall ensure there is no interruption in emergency road services and towing. The subcontractor selection process and pricing shall be subject to prior approval by County Project Manager or designee.</p>	<p>100%</p>	<p>\$50 per vendor, per business day, not established and approved, in writing, by County Project Manager.</p>	<p>\$100 per vendor, per business day, not established and approved, in writing, by County Project Manager.</p>
	<p>Appendix A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</p>	<p>3.1.2.13 Establish agreements with subcontractors to provide upholstery, alignment, exhaust, and complete tire repair/replacement work, which shall be picked up and delivered by subcontractors located within a five (5) mile radius of each staffed repair location; should subcontractor be unable to pick up and/or deliver vehicle, it will be the Contractor's responsibility to transport vehicle to and from the subcontractor.</p>	<p>100%</p>	<p>\$50 per vendor, per business day, not established and approved, in writing, by County Project Manager.</p>	<p>\$100 per vendor, per business day, not established and approved, in writing, by County Project Manager.</p>

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks	3.1.2.14 Establish agreements with subcontractors to provide other services as determined by County.	100%	\$50 per vendor, per business day, not established and approved, in writing, by County Project Manager.	\$100 per vendor, per business day, not established and approved, in writing, by County Project Manager.
	Appendix A, SOW, Sub-paragraph 3.2, Work Start Date, Contractor Obligations	3.2.6 <u>ShopFax Fleet Codes Procedures Review</u> Within one hundred-eighty (180) calendar days after the Work Start Date, Contractor shall conduct an initial review of all ShopFax "Fleet Codes" procedures. Contractor shall recommend changes or improvements to County Project Manager or designee.	100%	\$50 each business day not completed after 180 day requirement, as required.	\$100 each business day not completed after 180 day requirement, as required.
	Appendix A, SOW, Sub-paragraph 3.2, Work Start Date, Contractor Obligations	3.2.7 Physical Fleet Inventory and Verification (Inventory), ShopFax Record Review Within three hundred sixty-five (365) calendar days after the Work Start Date, Contractor shall complete a physical Fleet inventory and ShopFax record review. Contractor's physical Fleet inventory obligations are further detailed in sub-paragraph 5.4.10 (Physical Fleet Inventory and Verification, ShopFax Record Review) of this SOW.		\$50 each business day not completed after 365 day requirement, as required.	\$100 each business day not completed after 365 day requirement, as required.
	Exhibit B, Statement of Work (SOW), Sub-paragraph 3.3, Operational Plan	3.3.2 Within forty five (45) calendar days after the Work Start Date, Contractor shall submit the revised Operational Plan to the County Project Manager or designee for review.	100%	\$50 per section of plan, per business day, not provided, or incomplete	\$100 per section of plan, per business day, not provided, or incomplete
	Exhibit B, Statement of Work (SOW), Sub-paragraph 3.3, Operational Plan	3.3.4 Contractor shall update the Operational Plan objectives annually, based on Contractor's Annual Report required pursuant to sub-paragraph 7.5 (Annual Report) of this SOW, and Contractor's prior year's work performance, as determined by County Project Manager or designee. Contractor shall deliver to County Project Manager or designee, for County Project Manager's approval, an updated Operational Plan annually thereafter, within thirty (30) calendar days after the anniversary of the Contract's effective date.	100%	\$25 per section of plan, per business day, not provided, or incomplete	\$50 per section of plan, per business day, not provided, or incomplete

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Exhibit B, Statement of Work (SOW), Sub-paragraph 3.3, Operational Plan	3.3.5 Contractor's Operational Plan shall include a description of all services to be provided under the Contract, including, but not limited to, the following: 3.3.5.8 A repair location environmental compliance program.	100%	\$100 + any fines levied by local , city, county, state, or federal agencies	\$250 + any fines levied by local , city, county, state, or federal agencies
	Exhibit B, Statement of Work (SOW), Sub-paragraph 3.3, Operational Plan	3.3.5.11 Energy saving measures, identifying all energy saving measures Contractor has implemented, or plans to implement (such as a closing checklist for turning off lights, etc.), by specific repair location. See sub-paragraph 10.2.2.2 (Repair Locations and Office Space) of this SOW. Contractor shall also provide this information in the Annual Report required in sub-paragraph 7.5 (Annual Report) of this SOW.	100%	\$25 per business day exceeding 30 day requirement to report in Annual Report	\$50 per business day exceeding 30 day requirement to report in Annual Report
	Appendix A, SOW, Sub-paragraph 3.4.1, Repair Locations and Facility Equipment	3.4.1.1 <u>Maintenance Schedule</u> . Contractor shall establish a maintenance schedule for the internal maintenance and housekeeping of all offices, shop areas, and restrooms of each Contractor-occupied repair location.	100%	\$50 per Incident per location for failure to schedule and maintain Contractor-occupied facilities	\$100 per Incident per location for failure to schedule and maintain Contractor-occupied facilities
	Appendix A, SOW, Sub-paragraph 3.4.1, Repair Locations and Facility Equipment	3.4.1.2 Internal maintenance and housekeeping includes, but is not limited to, sweeping, mopping, dusting, and cleaning necessary to maintain safe, neat, clean, and sanitary working conditions.	100%	\$50 per Incident per location for failure to schedule and maintain Contractor-occupied facilities	\$100 per Incident per location for failure to schedule and maintain Contractor-occupied facilities
	Appendix A, SOW, Sub-paragraphs 3.4.1, Repair Locations and Facility Equipment	3.4.1.3 Contractor shall repair and/or replace, as applicable: 110-volt light bulbs; fluorescent light bulbs; glass; soap/towel/toilet paper dispensers; keys; knobs and handles; minor plumbing (such as stopped-up toilet); stopped-up sinks; worn/damaged faucets; Contractor-employee-caused damage; and any/all other internal maintenance and housekeeping items required for a safe and sanitary environment, at the direction County Project Manager or designee.	100%	\$50 per Incident per location for failure to perform repairs and maintenance of Contractor-occupied facilities	\$100 per Incident per location for failure to perform repairs and maintenance of Contractor-occupied facilities
	Appendix A, SOW, Sub-paragraphs 3.4.1, Repair Locations and Facility Equipment	3.4.1.4 Contractor shall immediately clean all spills and promptly remedy all other identified safety hazards.	100%	\$50 per incident plus cost of clean up if performed by a vendor	\$100 per incident plus cost of clean up if performed by a vendor

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraphs 3.4.1, Repair Locations and Facility Equipment	3.4.1.5 Contractor shall furnish all supplies and materials needed to perform internal maintenance and housekeeping.	100%	\$50 per location per business day without supplies	\$100 per location per business day without supplies
	Appendix A, SOW, Sub-paragraphs 3.4.1, Repair Locations and Facility Equipment	3.4.1.6 Contractor shall clearly label and store all maintenance and cleaning supplies in authorized and secure areas only, as approved by County Project Manager or designee.	100%	\$50 per incident per location	\$100 per incident per location
	Appendix A, SOW, Sub-paragraphs 3.4.1, Repair Locations and Facility Equipment	3.4.1.7 Contractor shall store waste materials and rubbish in appropriate containers, ensuring waste does not accumulate and is disposed of properly.	100%	\$50 per incident + any fines levied by local, city, county, state, or federal agencies	\$100 per incident + any fines levied by local, city, county, state, or federal agencies
	Appendix A, SOW, Sub-paragraphs 3.4.1, Repair Locations and Facility Equipment	3.4.1.8 <u>Restrooms</u> . Contractor shall clean restrooms at the following repair locations: <ul style="list-style-type: none"> • Men’s Central Jail repair location • Pitchess Detention Center repair location • Eastern Avenue repair location (two (2) sets of men’s and women’s restrooms; one set near Door 50 on the ground floor, and one set on second floor above Department radio installation area near Door 39). 	100%	\$50 per location not cleaned	\$100 per location not cleaned
	Appendix A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair	3.4.3.1 Contractor shall establish a maintenance and repair program for all County-furnished tools and equipment (County tools). The County-furnished tool and equipment maintenance and repair program shall include OEM-recommended inspection and servicing schedules, and, if applicable, Contractor-recommended inspection and servicing schedules. 3.4.3.5 Contractor shall inspect and maintain all County tools in accordance with Contractor’s maintenance and repair program (sub-paragraph 3.4.3.1 above).	100%	\$50 per County tool or shop equipment not inspected and maintained plus cost of replacement tool if needed.	\$100 per County tool or shop equipment not inspected and maintained plus cost of replacement tool if needed.
	Appendix A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair	3.4.3.6 Contractor shall repair inoperative County tools immediately. Out-of-service time for any County tool shall not exceed five (5) business days.	100%	\$50 each business day exceeding five (5) business day allowance, per piece of equipment	\$100 each business day exceeding five (5) business day allowance, per piece of equipment

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair	3.4.3.8 Contractor shall supply temporary replacements for County tools when out-of-service time exceeds two (2) business days, at the request of County Project Manager or designee.	100%	\$50 each business day exceeding one (1) business day allowance, after request by County Project Manager, per piece of equipment	\$100 each business day exceeding one (1) business day allowance, after request by County Project Manager, per piece of equipment
	Appendix A, SOW, Sub-paragraph 3.4.3, Replacement of County Tools, Contractor Negligence	3.4.3.12.1 Contractor shall be responsible for all excessive wear, breakdown, loss, damage, or destruction of County tools resulting from Contractor's misuse or inadequate maintenance of County tools (Contractor negligence).	100%	\$50 per tool and/or piece of equipment + cost of replacement, as determined by County Project Manager	\$100 per tool and/or piece of equipment + cost of replacement, as determined by County Project Manager
	Appendix A, SOW, Sub-paragraph 3.4.3, Replacement of County Tools, Contractor Negligence	3.4.3.12.2 Contractor shall replace such County tools, at Contractor's sole expense, within ten (10) business days of final approval by County Project Manager or designee.	100%	\$50 per tool and/or piece of equipment + cost of replacement, as determined by County Project Manager	\$100 per tool and/or piece of equipment + cost of replacement, as determined by County Project Manager
	Appendix A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair	3.4.3.12.3 Contractor shall purchase, at Contractor's expense, comparable replacements for such County tools using a competitive purchasing process approved by County Project Manager or designee.	100%	\$50 per tool and/or piece of equipment not replaced + cost of replacement as determined by County Project Manager	\$100 per tool and/or piece of equipment not replaced + cost of replacement as determined by County Project Manager
	Appendix A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair	3.4.3.13.2 Contractor shall purchase or lease comparable replacements for County tools using a competitive purchasing process approved by County Project Manager or designee. Any County replacement tools purchased and/or installed by Contractor pursuant to this sub-paragraph 3.4.3.13 (Replacement of County Tools due to Normal Wear, Obsolescence) will be paid for by County, plus a 2% administrative fee (see Exhibit B (Price Sheet)), in the following billing month, as approved by County Project Manager or designee.	100%	\$50 per tool and/or piece of equipment not replaced + cost of replacement as determined by County Project Manager	\$100 per tool and/or piece of equipment not replaced + cost of replacement as determined by County Project Manager

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.4.3.13, Replacement of County Tools due to Normal Wear, Obsolescence	3.4.3.13.1 Contractor shall replace County tools requiring replacement due to normal wear and tear or obsolescence within ten (10) business days of final approval by County Project Manager or designee. Failure to replace County tools in a timely fashion may subject Contractor to daily assessments outlined in Appendix B (Statement of Work Exhibits), Exhibit 8 (Performance Requirements Summary (PRS) Chart).	100%	\$50 per tool and/or piece of equipment + cost of replacement for failure to comply with replacement timeframe	\$100 per tool and/or piece of equipment + cost of replacement for failure to comply with replacement timeframe
	Appendix A, SOW, Sub-paragraph 3.4.3.13, Replacement of County Tools due to Normal Wear, Obsolescence	3.4.3.15 Contractor may amortize the value of Contractor-purchased County tools using a method acceptable to County.	100%	\$50	\$100
	Appendix A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment	3.4.4.2 Contractor shall establish a maintenance and repair program for all Contractor-owned tools and equipment. The maintenance and repair program shall include OEM-recommended inspection and servicing schedules, and, if applicable, Contractor-recommended inspection and servicing schedules.	100%	\$50 per Contractor tool or shop equipment not inspected and maintained plus cost of replacement tool if necessary.	\$100 per Contractor tool or shop equipment not inspected and maintained plus cost of replacement tool if necessary.
	Appendix A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment	3.4.4.3 Contractor shall inspect and maintain all Contractor-owned tools in accordance with Contractor's maintenance and repair program (see sub-paragraph 3.4.4.2 above).	100%	\$50 per Contractor tool or shop equipment not inspected and maintained plus cost of replacement tool if necessary.	\$100 per Contractor tool or shop equipment not inspected and maintained plus cost of replacement tool if necessary.
	Appendix A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment	3.4.4.4 Contractor shall repair inoperative Contractor-owned tools immediately. Out-of-service time shall not exceed five (5) business days.	100%	\$50 each business day exceeding five (5) business day allowance, per piece of equipment	\$100 each business day exceeding five (5) business day allowance, per piece of equipment
	Appendix A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment	3.4.4.6 Contractor may, at Contractor's sole expense, provide additional improved tools and equipment (additional tools), with advance approval of County Project Manager or designee.	100%	\$50 per incident for failure to negotiate terms and receive prior approval from County Project Manager	\$100 per incident for failure to negotiate terms and receive prior approval from County Project Manager
	Appendix A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment	3.4.4.6.1 Prior to Contractor's acquisition of additional tools, Contractor may request to negotiate terms for sharing the cost of any new equipment with County Project Manager or designee.	100%	\$50 per incident for failure to negotiate terms and receive prior approval from County Project Manager	\$100 per incident for failure to negotiate terms and receive prior approval from County Project Manager

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.4.6, Repair Facility and Facility Equipment, Records/Reporting	3.4.6.1 Contractor shall maintain accurate records of all repair location equipment, facility internal maintenance, and equipment maintenance and repairs, as well as all documented justifications for repairs and Contractor recommendations for replacement of County-furnished tools.	100%	\$20 per inspection and/or service record not documented (on file).	\$40 per inspection and/or service record not documented (on file).
	Appendix A, SOW, Sub-paragraph 3.4.6, Repair Location and Facility Equipment, Records/Reporting	3.4.6.3 Contractor shall report the condition of repair locations/stations as part of the Monthly and Quarterly Reports, as specified in sub-paragraph 7.3 (Monthly Report) and sub-paragraph 7.4 (Quarterly Report) of this SOW.	100%	\$50 per facility or station, not correctly reported	\$100 per facility or station, not correctly reported
	Appendix A, SOW, Sub-paragraph 3.4.6, Repair Location and Facility Equipment, Records/Reporting	3.4.6.4 Contractor shall report the status of facility environmental compliance in the Quarterly Report, as specified in sub-paragraph 7.4 (Quarterly Report) of this SOW.	100%	\$50 per facility or station, not correctly reported	\$100 per facility or station, not correctly reported
	Appendix A, SOW, Sub-paragraph 3.4.7, Repair Location Restoration at Contract Conclusion	3.4.7.5 Contractor shall return all County-furnished tools and equipment in their original condition, less normal wear, upon expiration or termination of the Contract.	100%	\$50 per tool and/or piece of equipment + actual Fair Market value	\$100 per tool and/or piece of equipment + actual Fair Market value
	Appendix A, SOW, Sub-paragraph 3.5, Licenses, Permits, Certifications.	3.5.1 Contractor shall obtain, and maintain current, all required business licenses, permits, and certifications required for the performance of all work associated with the Contract, at no additional cost to the County.	100%	\$25 per business day, per missing or expired license, permit, and/or certification.	\$50 per business day, per missing or expired license, permit, and/or certification.
	Appendix A, SOW, Sub-paragraph 3.5 Licenses, Permits, Certifications	3.5.3 Contractor shall obtain, and maintain current, all pressure vessel (e.g. air tanks) permits for all repair locations (except for the Eastern Avenue repair location), listed in Appendix B (Statement of Work Exhibits), Exhibit 2 (Department Repair Locations).	100%	\$20 per business day, per missing or expired Pressure Vessel Permit.	\$40 per business day, per missing or expired Pressure Vessel Permit.
	Appendix A, SOW, Sub-paragraph 3.6, Hazardous and Non-Hazardous Materials, Handling	3.6 Contractor shall be responsible for disposal of all hazardous and non-hazardous trash and waste generated by the maintenance and repair of vehicles and equipment, and all other work performed under the Contract. Contractor shall provide waste disposal services at no additional cost to County in accordance with the Contract and all applicable federal, state, and local rules and regulations.	100%	\$50 + cost of any penalties and/or fines	\$100 + cost of any penalties and/or fines

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.6.1 Hazardous Materials	3.6.1.4 The HMSCP shall, at a minimum, include the methods and procedures for recording all stored and used hazardous chemicals, as well as methods for documenting all hazardous waste generated, spilled, and disposed. The records shall minimally include the materials' origin, use, transportation, and ultimate distribution and disposal. All disposals shall be in accordance with current federal, state, and local rules and regulations, laws, and requirements.	100%	\$50 per missing record and/or required component of record	\$100 per missing record and/or required component of record
	Appendix A, SOW, Sub-paragraph 3.6.1 Hazardous Materials	3.6.1.5 Contractor shall maintain records for five (5) years from date of final disposal of the hazardous material. Contractor shall make all such records available to County within twenty-four (24) hours of any request to do so by County Project Manager or designee.	100%	\$50 per missing record and/or required component of record	\$100 per missing record and/or required component of record
	Appendix A, SOW, Sub-paragraph 3.7, Clean Fuel Program	3.7.1 <u>General</u> Contractor shall develop and maintain a clean fuel program, in accordance with sub-paragraph 3.3.5.17 of this SOW, which shall include and incorporate all current and future federal, state, local, and Department clean fuel program mandates to ensure cost-effective clean fuel compliance. The clean fuel program shall be diverse in its approach to clean fuel alternatives.	100%	\$50 per business day not provided in Operational Plan	\$100 business day not provided in Operational Plan
	Appendix A, SOW, Sub-paragraph 3.7, Clean Fuel Program	3.7.2.3 Contractor shall track the clean fuel program. Contractor shall monitor all clean fuel program funding possibilities such as Carl Moyer Funds and Mobile Source Air Pollution Reduction Review Committee (MSRC) funds.	100%	\$50	\$100
	Appendix A, SOW, Sub-paragraph 3.7, Clean Fuel Program	3.7.2.5 Contractor shall assist the Department in acquiring appropriate quantities and types of alternate fuel vehicles, and in taking advantage of all clean fuel programs.	100%	\$50	\$100
	Appendix A, SOW, Sub-paragraph 3.8 Warranty Work	3.8.1 <u>Overview</u> Contractor shall maintain the Fleet in accordance with OEM warranty specifications. Contractor shall also ensure all equipment, components, and parts are properly installed and/or otherwise maintained in compliance with OEM warranty requirements.	100%	\$50	\$100

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.8, Warranty Work	3.8.1 <u>Overview (continued)</u> ...Contractor shall warrant, and be solely responsible for, all repairs performed by subcontractors, and ensure that all work performed by subcontractors meets or exceeds OEM specifications.	100%	\$50 per repair not meeting OEM and/or Contract standards, plus rework of repair at no cost to County.	\$100 per repair not meeting OEM and/or Contract standards, plus rework of repair at no cost to County.
	Appendix A, SOW, Sub-paragraph 3.8 Warranty Work	3.8.2 Warranty Work, OEM Contractor shall coordinate with appropriate OEMs to have vehicles, equipment, and parts repaired and/or replaced. Contractor shall deliver and/or make available to OEM representatives, all vehicles, equipment, and parts covered by OEM warranties.	100%	\$50 per vehicle not made available to OEM.	\$100 per vehicle not made available to OEM.
	Appendix A, SOW, Sub-paragraph 3.8.3 Warranty Work, In-House - OEM Authorization	3.8.3.2 An agreed-upon percentage of the OEM warranty payments or adjustments received by Contractor for warranty work may be retained by Contractor with the express prior written approval of County Project Manager or designee. Contractor shall credit the remainder to the Department. Such credit shall be agreed to in advance by Contractor and County Project Manager or designee and shall appear on Contractor's next monthly invoice to County, as specified and approved in writing by County Project Manager or designee.	100%	\$50 per incident with no prior approval.	\$100 per incident with no prior approval.
	Appendix A, SOW, Sub-paragraph 3.8.4 Warranty Tracking	3.8.4.1 Contractor shall track the status of all warranties, warranty claims, and warranty reimbursements for all vehicles, equipment, components, and parts in ShopFax. See Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.	100%	\$40 per incident	\$80 per incident
	Appendix A, SOW, Sub-paragraph 3.8.4 Warranty Tracking	3.8.4.2 Contractor shall track all warranty records for, but not limited to, engines, transmissions, transaxles, transfer cases, and other parts/components, and all vendor repairs with warranties that exceed one (1) year and/or 12,000 miles.	100%	\$40 per incident	\$80 per incident
	Appendix A, SOW, Sub-paragraph 3.8.4 Warranty Tracking	3.8.4.3 Contractor shall maintain warranty information by vehicle number. Files shall include a copy of the dealer and/or vendor invoice(s), Repair Order number, Vehicle Identification Number (VIN), and any associated records necessary to ensure dealer and/or vendor compliance with extended warranty.	100%	\$50 per record not kept plus cost of repairs not warranted by dealer/vendor	\$100 per record not kept plus cost of repairs not warranted by dealer/vendor

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.8.5 Warranty Record Requirements	3.8.5.3 Contractor shall include a summary of warranty reimbursement claims in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.	100%	\$50 per Monthly Report missing summary	\$100 per Monthly Report missing summary
	Appendix A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals	3.9.1 Recalls Contractor shall, upon written notice from County Project Manager or designee, coordinate all recalls of vehicles, equipment, components, and parts. Contractor shall coordinate with the appropriate OEM to identify, track, and complete all recalls in a timely manner.	100%	\$50 per business day each recall not coordinated	\$100 per business day each recall not coordinated
	Appendix A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals	3.9.1.1 Contractor shall deliver and/or make available to OEM all vehicles, equipment, components, and parts requiring recall inspections, repairs, or modifications.	100%	\$50 per vehicle/part not delivered to OEM	\$100 per vehicle/part not delivered to OEM
	Appendix A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals	3.9.1.3 Contractor shall complete all recall programs within one hundred and twenty (120) calendar days from the date Contractor was notified of such recall by County Project Manager or designee. To ensure against OEM failure to notify County or Contractor, Contractor shall actively monitor any` and all possible vehicle recall programs applicable to County. County Project Manager or designee shall have sole discretion to adjust the recall completion date based on the needs of the County.	100%	\$10 per vehicle, per recall not completed, per business day exceeding 120 days, or other adjusted time period as per County Project Manager.	\$25 per vehicle, per recall not completed, per business day exceeding 120 days or other adjusted time period as per County Project Manager.
	Appendix A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals	3.9.1.7 Contractor shall track the status of all OEM recalls for parts, components, equipment, and vehicles in ShopFax. See Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.	100%	\$10 per vehicle per recall not tracked in ShopFax	\$25 per vehicle per recall not tracked in ShopFax
	Appendix A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals	3.9.1.8 Contractor shall include the status of all OEM recall programs in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.	100%	\$25 per business day not provided in Monthly Report	\$50 per business day not provided in Monthly Report
	Appendix A, SOW, Sub-paragraph 3.10, Parts Management and Standards	3.10.1.1 Contractor shall procure parts, and establish an adequate inventory and rapid delivery procurement capability, prior to the Work Start Date of the Contract. See sub-paragraph 3.1 (Start-up and Transition) of this SOW.	100%	\$50 per part not stocked and/or failure to order resulting in vehicle(s) exceeding repair time requirement	\$100 per part not stocked and/or failure to order resulting in vehicle(s) exceeding repair time requirement

PERFORMANCE REQUIREMENTS SUMMARY

EXHIBIT 8

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.10, Parts Management and Standards	3.10.1.3 Contractor shall maintain a parts inventory at all repair locations to meet County operational needs and Contractor work shift requirements with due consideration for unplanned emergencies.	100%	\$50 per incident	\$100 per incident
	Appendix A, SOW, Sub-paragraph 3.10.2 Parts Procurement – Special Measures	3.10.2 Contractor shall take special measures to obtain and/or stock parts and components in order to remain in compliance with the Contract. Contractor shall not require authorization from County Project Manager or designee to do so.	100%	\$50 per incident	\$100 per incident
	Appendix A, SOW, Sub-paragraph 3.10.3, Quality Standards	3.10.3 <u>Quality Standards</u> All newly installed parts shall meet or exceed OEM standards for their specific application. Contractor shall install all parts in accordance with OEM specifications and procedures, unless otherwise specified by County Project Manager or designee.	100%	\$100 + replacement of deficient part with part that meets or exceeds OEM specifications and at no cost to County	\$200 + replacement of deficient part with part that meets or exceeds OEM specifications and at no cost to County

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<p>Appendix A, SOW, Sub-paragraph 3.10.3, Quality Standards</p>	<p>3.10.3.3 Tires, Pursuit ERVs (designated by vehicle type code) The original OEM tire installed on any Police Package Vehicle purchased by the Department is the only tire pre-approved as a replacement to be used on that specific year, make, and model of Police Package Vehicle. a. Goodyear Eagle RS-A or Goodyear Eagle RS-A Plus tires are to be used on all Police Package Vehicles, whether the vehicle is Black & White or a solid color sedan, SUV, etc. Goodyear Eagle RS-A and Goodyear Eagle RS-A Plus tires may not be mismatched on the same vehicles. Other tires for Police Package Vehicles, or tires for non-standard Police Package Vehicles may be used only when specifically approved, in writing, by the County Project Manager, or designee. b. Contractor may use tires other than those specified above, for pursuit Vehicles, only when specifically pre-approved, in writing, by County Project Manager or designee.</p> <p>3.10.3.4 Tires, Non-ERVs, Other Vehicle Types Tires must meet or exceed OEM specifications. Retread tires shall not be used on Department vehicles or equipment except as follows: a. Bandag-quality premium retread tires are currently authorized by the Department for non-steering axles (e.g. drive axles and/or tag axles) of heavy trucks and buses, as are retread slicks used for portions of driver training. b. Retread tires may also be installed on certain off-highway and other types of equipment only with prior written consent of County Project Manager or designee.</p>	<p>100%</p>	<p>\$100 per incorrect part installation + actual damages and at no cost to County</p>	<p>\$200 per incorrect part installation + actual damages and at no cost to County</p>
	<p>Appendix A, SOW, Sub-paragraph 3.10.3, Quality Standards</p>	<p>3.10.3.5 Tires, Replacement Schedule a. Contractor shall replace tires on all vehicles during PM, or any other service/repair, when the tread depth is projected to reach the 3/32" minimum, prior to the next PM and/or service.</p>	<p>100%</p>	<p>\$25 per tire found to be at or below 3/32" + cost of replacement tire</p>	<p>\$50 per tire found to be at or below 3/32" + cost of replacement tire</p>

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.10.4, Parts Inventory and Usage, General	3.10.4.1 Contractor shall use the Department's ShopFAX asset management system to manage the repair parts inventory, and capture and report usage history for each part utilized to maintain and repair the Fleet. For a detailed discussion of Contractor requirements related to ShopFAX, please refer to Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.	100%	\$20 per incident	\$40 per incident
	Appendix A, SOW, Sub-paragraph 3.10.4, Parts Inventory and Usage, General	3.10.4.2 Contractor shall ensure that all parts usage history and inventory data is complete and accurate at all times. Parts data shall include part number, VMRS code, part type, part description, manufacturer, cost, and history. 3.10.4.3 Parts inventory and usage history shall be available to authorized Department Fleet personnel at ShopFAX terminals.	100%	\$50 per business day inventory data is incomplete and inaccurate	\$100 per business day inventory data is incomplete and inaccurate.
	Appendix A, SOW, Sub-paragraph 3.10.4, Parts Inventory and Usage, General	3.10.4.5 Contractor shall use ShopFAX to capture all parts inventory information, as well as generate as-needed, ad-hoc parts usage reports, upon request by County Project Manager or designee.	100%	\$10 per part not recorded	\$20 per part not recorded
	Appendix A, SOW, Sub-paragraph 3.10.4, Parts Inventory and Usage, General	3.10.4.6 Contractor shall capture accurate and complete parts information on all Repair Orders. Parts information on Repair Orders shall include VMRS code, description, manufacturer, part number and cost. Repair Order processing is discussed further in sub-paragraph 5.4.1 (Repair Order Processing) of this SOW.	100%	\$10 per part not fully and accurately identified	\$20 per part not fully and accurately identified
	Appendix A, SOW, Sub-paragraph 3.10.6 County Option to Procure Parts	3.10.6.2 For all such parts purchased by County, and utilized by Contractor for FFS work, Contractor shall charge County for labor costs only, at the FFS hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet).	100%	\$50 per incident	\$100 per incident
	Appendix A, SOW, Sub-paragraph 3.10.6 County Option to Procure Parts	3.10.6.3 For all such parts purchased by County, and utilized by Contractor for Fixed-Price work, Contractor shall credit County on the following month's Fixed-Price invoice for the County's actual cost of such parts (including sales tax) plus a six percent (6%) administrative fee, unless otherwise specified, and approved by County Project Manager or designee. Any change to this policy must be approved in writing by County Project Manager or designee.	100%	\$50 per incident	\$100 per incident

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 3.10.7 Cannibalized Repair Parts, Inventory Program	3.10.7.5 Contractor shall ensure that all parts history information is accurately documented in ShopFax for all cannibalized repair parts utilized on Fleet vehicles.	100%	\$10 per part or component not correctly identified and tracked in ShopFax	\$20 per part or component not correctly identified and tracked in ShopFax
	Appendix A, SOW, Sub-paragraph 3.10.7 Cannibalized Repair Parts, Inventory Program	3.10.7.6 Contractor shall track the fair-market value of cannibalized repair parts actually used in the repair of Fleet vehicles on an Excel spreadsheet. Contractor shall identify all cannibalized parts and their current fair-market value for each vehicle repaired. The Excel spreadsheet shall be sorted by vehicle number and Repair Order number. The final form and format for the Excel spreadsheet shall be at the discretion of County Project Manager or designee. 3.10.7.8 Contractor shall include a current electronic copy of the Excel spreadsheet on compact disc or other approved format with each Monthly Report required in sub-paragraph 7.3 (Monthly Report) of this SOW. Contractor shall provide hard copies only when requested by County Project Manager or designee.	100%	\$10 per Cannibalized part not identified and tracked and/or \$100 per report not accurately provided in Monthly Report.	\$20 per Cannibalized part not identified and tracked and/or \$200 per report not accurately provided in Monthly Report.
	Appendix A, SOW, Sub-paragraph 3.10.8 Outfitting Parts and Components, Inventory Program	3.10.8.1 Contractor shall receive into inventory, and issue, all outfitting parts and components purchased by the Department or Contractor. 3.10.8.2 Contractor shall inventory all outfitting parts and components in ShopFax, and enter part information, including: part number, VMRS code, description, manufacturer, part value/cost.	100%	\$10 per Outfitting part or component not correctly identified and tracked in ShopFax	\$20 per Outfitting part or component not correctly identified and tracked in ShopFax
	Appendix A, SOW, Sub-paragraph 3.11, Labor Time Standards	3.11.1 <u>Labor Time Standards, Mechanical Repairs</u> Under the Fixed-Price portion of the Contract, Contractor shall purchase the most current Motor Labor Guide (MLG) manuals (hard copy) for all vehicles currently in the Department's inventory. Contractor shall also purchase sufficient ALLDATA subscriptions to accommodate a minimum of seven (7) computer workstations (locations to be determined by County Project Manager or designee).	100%	\$50 per business day Alldata subscriptions are not provided	\$100 per business day Alldata subscriptions are not provided

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<p>Appendix A, SOW, Sub-paragraph 3.12, Other Contractor-Provided Material, Equipment, and Services (Fixed Price)</p>	<p>3.12.1 Contractor shall acquire all necessary support agreements, internet subscriptions/licenses, software licenses and updates, vehicle update modules (either annual or as available) for the following equipment and resources: a. County-owned vehicle computer scanner tools, and any other tools including, but not limited to, those listed under sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment) of this SOW; b. MLG manuals and ALLDATA online data; c. CCC One Estimating; d. Current Kelly Blue Books (hard copy or computer software versions); and e. Data Acquisition Devices (DAD) (ESP System 1, OBD Inspection System).</p>	<p>100%</p>	<p>\$50 per software updates/licenses/agreement, per location, per week, not provided</p>	<p>\$100 per software updates/licenses/agreement, per location, per week, not provided</p>
	<p>Appendix A, SOW, Sub-paragraph 3.12, Other Contractor-Provided Material, Equipment, and Services (Fixed Price)</p>	<p>3.12.2 a-k Contractor shall provide all services, materials, and equipment not supplied by County, and necessary to perform all work under the Contract, including, but not limited to: [listed]</p>	<p>100%</p>	<p>\$100 per service, materials, and equipment listed in a-k per business day not provided</p>	<p>\$200 per service, materials, and equipment listed in a-k per business day not provided.</p>
	<p>4.0</p>	<p>FLEET MAINTENANCE AND REPAIR SERVICES</p>			
	<p>Appendix A, SOW, Sub-paragraph 4.1, General</p>	<p>4.1.1 Contractor shall not service, nor provide any work, on vehicles that are not part of the Fleet as listed on Exhibits 1 (Fixed-Price Vehicles-Department Vehicle Inventory) and 1A (Fee-for-Service Vehicles-Department Vehicle Inventory) at any Department repair location, unless specifically authorized to do so, in writing, by County Project Manager or designee.</p>	<p>100%</p>	<p>\$50 per incident</p>	<p>\$100 per incident</p>
	<p>Appendix A, SOW, Sub-paragraph 4.1, General</p>	<p>4.1.2 Contractor shall provide Fleet maintenance and repair services under the Fixed-Price portion of the Contract for vehicles listed in Exhibit 1 (Fixed-Price Vehicles-Department Vehicle Inventory).</p>	<p>100%</p>	<p>\$50 per business day, per item not provided.</p>	<p>\$100 per business day, per item not provided.</p>
	<p>Appendix A, SOW, Sub-paragraph 4.1, General</p>	<p>4.1.5 Contractor shall repair or replace all parts, assemblies, sub-assemblies and components in accordance with the Contract, industry standards, and/or as specified by County Project Manager or designee.</p>	<p>100%</p>	<p>\$50 per improper repair and/or omitted service/repair</p>	<p>\$100 per improper repair and/or omitted service/repair</p>

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.1.6, Comprehensive Service	4.1.6.1 Contractor shall ensure that all vehicles receiving repair services at the Eastern Avenue repair location, receive a Multi-Point Inspection Eastern (MPIE) prior to leaving the repair location (with the exception of PM and quick fix repairs as set forth in sub-paragraph 4.10 (Quick-Fix Repairs and Appointments) of this SOW).	100%	\$50 per MPIE not performed	\$100 per MPIE not performed
	Appendix A, SOW, Sub-paragraph 4.1.6, Comprehensive Service	4.1.6.2 Contractor shall ensure that all vehicles receiving quick-fix repairs (see sub-paragraph 4.10 (Quick-Fix Repairs and Appointments) for definition) are given a Quick-Fix Safety Inspection (QFSI) prior to leaving any repair location.	100%	\$50 per QFSI not performed	\$100 per QFSI not performed
	Appendix A, SOW, Sub-paragraph 4.1.6, Comprehensive Service	4.1.6.3 All vehicles repaired at any repair location, except for Eastern Avenue repair location and except for those receiving a PM or a quick-fix repair, shall receive a 16-point inspection.	100%	\$50 per 16-Point Inspection not performed	\$100 per 16-Point Inspection not performed
	Appendix A, SOW, Sub-paragraph 4.1.8, Vehicle Transport for Repair	4.1.8.1 Contractor shall transport all vehicles to and from subcontractors for repair.	100%	\$50 per vehicle not transported to subcontractor	\$100 per vehicle not transported to subcontractor
	Appendix A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program	4.3.1 <u>Program Standard</u> Contractor shall maintain a continuously updated and current Preventive Maintenance (PM) program. Contractor shall maintain all PM inspection checklists generated by ShopFax (see sub-paragraph 4.17 (Inspection Checklist Documents), Table E (Inspection Checklist Documents), bullet (n)).	100%	\$50 per PM Checklist not updated	\$100 per PM Checklist are not updated
	Appendix A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program	4.3.3.4 Contractor shall update all approved PM program changes to ShopFax within two (2) business days of County approval. Updates to the PM program shall include, but not be limited to, PM inspections/checklists, PM lead times/mileage, vehicle/equipment group, and PM assignments/changes.	100%	\$100 per business day exceeding two (2) business days PM Program not updated	\$200 per business day exceeding two (2) business days PM Program not updated
	Appendix A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program	4.3.6 <u>PM Compliance Rate</u> Contractor shall maintain a ninety-seven percent (97%) monthly PM compliance rate, which shall be included in Contractor's Monthly Report (see sub-paragraph 7.3 (Monthly Report) of this SOW). The method for calculating the PM compliance rate is found in sub-paragraph 7.3.1.3 (PM Compliance Rate) of this SOW.	100%	\$250 for failure to maintain 97% PM compliance for the month	\$500 for failure to maintain 97% PM compliance for the month

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program	4.3.8 <u>Non-OEM/Recalls/Campaigns</u> Contractor and/or Department-generated PM campaigns (campaigns other than OEM recalls) shall be completed within one hundred and twenty (120) calendar days of notice to Contractor, unless otherwise specified by County Project Manager or designee.	100%	\$10 per calendar day overdue by campaign overdue, per vehicle	\$20 per calendar day overdue, by campaign overdue, per vehicle
	Appendix A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program	4.3.9 <u>Most Appropriate PM Service and/or Inspection Shall Be Performed</u> Contractor shall perform the most appropriate PM service and/or inspection when the vehicle is in the County's repair location, even if the vehicle's time and/or mileage requirement (Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Exhibit 5 (Preventive Maintenance and Other Inspection Checklists)) indicates the subject vehicle is not yet due for such service, and as determined by fleet management "best practices."	100%	\$50 per incorrect PM or PM not performed	\$100 per incorrect PM or PM not performed
	Appendix A, SOW, Sub-paragraph 4.3.11, Engine Oil Analysis: Heavy Duty Vehicles and Boats	4.3.11.1 Contractor shall obtain an engine oil analysis as part of every PM service for heavy duty vehicles, having a gross vehicle weight rating (GVWR) of 22,000 lbs. or more, and boats. 4.3.11.2 Contractor's engine oil analysis shall be conducted by a licensed laboratory for all Fleet buses, boats, and other on-road compressed natural gas and/or diesel-powered heavy-duty vehicles, such as tractors and trucks having a gross vehicle weight rating (GVWR) of 22,000 lbs. or more.	100%	\$50 per oil analysis not performed	\$100 per oil analysis not performed
	Appendix A, SOW, Sub-paragraph 4.3.13, Contractor Notification and Scheduling for PM Service	4.3.13.2 <u>Special Notification</u> Contractor shall notify County fuel tanker and/or boom operators thirty (30) to ninety (90) calendar days prior to any scheduled PM or other required inspections, as necessary, to allow operators to ensure fuel removal from tankers and/or coordinate out-of-service time with the needs of the Department.	100%	\$50 per incident for failure to provide 30 to 90 day notification of PM or inspection due.	\$100 per incident for failure to provide 30 to 90 day notification of PM or inspection due.
	Appendix A, SOW, Sub-paragraph 4.4.1., Safety Inspections, Weekly (ERV)	4.4.1.1 Contractor shall conduct a mandatory safety inspection of at least two (2) black and white ERVs per UOA, each week, as part of sub-paragraph 9.2 (Quality Control Plan) (except for vehicles based at the Catalina Island repair location).	100%	\$20 per Emergency Response vehicle not inspected per week.	\$40 per Emergency Response vehicle not inspected per week.

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.4.2, Safety Inspections, Quarterly (Catalina Island)	4.4.2.1 Contractor shall conduct a quarterly inspection of all Catalina Island-based vehicles, in lieu of weekly inspection required under sub-paragraph 4.4.1.1.	100%	\$20 per Emergency Response, Non - Emergency Response vehicles, and/or other fleet equipment not inspected per quarter for Catalina Island equipment	\$40 per Emergency Response, Non - Emergency Response vehicles, and/or other fleet equipment not inspected per quarter for Catalina Island equipment
	Appendix A, SOW, Sub-paragraph 4.4.3., Safety Inspections, Annual (ERV)	4.4.3.1 Contractor shall conduct a minimum of one (1) annual safety inspection for all ERVs that were placed "in-service" each Contract year, at least one hundred and twenty (120) calendar days prior to the Work Start Date anniversary.	100%	\$25 per Emergency Response vehicle not inspected annually	\$50 per Emergency Response vehicle not inspected annually
	Appendix A, SOW, Sub-paragraph 4.8.8, Subcontracting within Five-Mile Radius	4.8.8 Contractor shall obtain subcontractor service agreements for upholstery, alignment, exhaust work, and complete tire repair/replacement, which shall be picked up and delivered by subcontractors located within a five-mile radius of each staffed repair location.	100%	\$25 per outsourced service per repair facility not obtained.	\$50 per outsourced service per repair facility not obtained.
	Appendix A, SOW, Sub-paragraph 4.9.1, Labor Time Estimates, Mechanical Repairs	4.9.1.1 Contractor shall complete all mechanical repair estimates within one (1) business day of receipt of either FFS or Fixed-Price vehicles submitted for FFS repairs.	100%	\$25 per estimate not completed within one (1) business day of receipt of vehicle.	\$50 per estimate not completed within one (1) business day of receipt of vehicle.
	Appendix A, SOW, Sub-paragraph 4.9.2, Labor Time Estimates, Accident, Body, and Paint Repairs	4.9.2 <u>Labor Time Estimates, Accident, Body, and Paint Repairs</u> Contractor's accident repair estimates shall be in accordance with accepted industry standards for each repair. In no event shall such estimates exceed the CCC One Estimating or other County-approved estimating guide for parts costs, and labor time allowances.	100%	\$25 per incorrect estimate.	\$50 per incorrect estimate.
	Appendix A, SOW, Sub-paragraph 4.9.5, General Repair Time Requirements	4.9.5.1 Contractor shall generally complete repairs within three (3) business days from the day the vehicle is brought to a repair location, from the day the vehicle is identified to Contractor as requiring mobile service or transport to a repair location, unless a written extension of time has been obtained from the County Project Manager or designee.	100%	\$25 per business day, per vehicle exceeding standard	\$50 per business day, per vehicle exceeding standard
	Appendix A, SOW, Sub-paragraph 4.10, Quick-Fix Repairs and Appointments	4.10.3 Contractor shall advise driver or Department representative when a request for vehicle repair meets the quick-fix requirement. Contractor shall provide a quick-fix turnaround of less than two (2) hours for items requiring one (1) hour or less to inspect, service, or repair.	100%	\$10 per business hour delayed, per vehicle	\$20 per business hour delayed, per vehicle

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.10, Quick-Fix Repairs and Appointments	4.10.5 Contractor shall identify and record quick-fix repairs and their associated costs, in ShopFax.	100%	\$10 per incorrect repair order	\$20 per incorrect repair order
	Appendix A, SOW, Sub-paragraph 4.11, Daily Service Appointments	4.11.2 Contractor shall complete all PM work in accordance with the time standards listed in Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) plus one (1) hour.	100%	\$10 per business hour exceeding standard plus one (1) hour, per vehicle	\$20 per business hour exceeding standard plus one (1) hour, delayed, per vehicle
	Appendix A, SOW, Sub-paragraph 4.12, Out-of-Service Rate	4.12.3 Contractor shall calculate and record the out-of-service rate, in real time, based on the most current Repair Order data in ShopFax.	100%	\$50 per "out of service" incorrectly calculated due to incorrect repair order data	\$100 per "out of service" incorrectly calculated due to incorrect repair order data
	Appendix A, SOW, Sub-paragraph 4.12, Out-of-Service Rate	4.12.7 Contractor shall ensure the out-of-service rate does not exceed the maximum number of vehicles, by category, allowed to be out-of-service (see Table A (Out-of-Service Rate – ERVs Black and White), Table B (Out-of-Service Rate – Non ERVs), and Table C (Out-of-Service Rate – Prisoner Transport Bus), below) at any one time for any of the Department's UOAs.	100%	\$25 per day, per vehicle exceeding the maximum number of vehicles allowed out of service, by category, per Unit of Assignment, as of 2:30 PM each business day	\$50 per day, per vehicle exceeding the maximum number of vehicles allowed out of service, by category, per Unit of Assignment, as of 2:30 PM each business day
	Appendix A, SOW, Sub-paragraph 4.14, Reworks, Comebacks, Warranty Periods	4.14.1.3. Contractor shall warrant all components, parts, and labor for the periods specified in this sub-paragraph 4.14 (Reworks, Comebacks, Warranty Periods). Contractor shall further warrant all components, parts, labor, and repairs specifically listed in Table D (Components, Parts, and Labor Warranty) below for the periods listed in Table D (Components, Parts, and Labor Warranty) or at the end of the term of the Contract, whichever comes first.	100%	\$50 per failure to warrant parts as per Table D plus cost of replacement part(s)	\$100 per failure to warrant parts as per Table D plus cost of replacement part(s)
	Appendix A, SOW, Sub-paragraph 4.14, Reworks, Comebacks, Warranty Periods	4.14.3 <u>Contractor Expense</u> Contractor shall incur all expenses, including transportation, for all reworks and/or comebacks for all repairs, whether Fixed-Price or FFS.	100%	\$50 per occurrence plus expenses including rework and/or comeback repairs	\$100 per occurrence plus expenses including rework and/or comeback repairs
	Appendix A, SOW, Sub-paragraph 4.14, Reworks, Comebacks, Warranty Periods	4.14.4.2 Contractor shall complete mechanical/electrical reworks or comeback work within two (2) business days, plus MLG or ALLDATA labor time allowance for the corrective work, from time of delivery of vehicle to Contractor.	100%	\$50 per business day exceeding two business days rework and/or comeback repairs are not completed	\$100 per business day exceeding two business days rework and/or comeback repairs are not completed

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.14, Reworks, Comebacks, Warranty Periods	4.14.5.4 Contractor shall not exceed a rework or comeback rate of three percent (3%) per month for each repair location where original work was completed.	100%	\$50 times the number of vehicles causing combined "comeback/rework" rate to exceed 3%.	\$100 times the number of vehicles causing combined "comeback/rework" rate to exceed 3%.
	Appendix A, SOW, Sub-paragraph 4.15, Deferred Work	4.15.2 Contractor shall document such authorization on the Repair Order. The Repair Order shall include: 4.15.2.1.1 type of service, inspection, or repair not performed; 4.15.2.1.2 reason for the deferred work; 4.15.2.1.3 name and phone number of person authorizing the deferred work; and 4.15.2.1.4 date vehicle shall return to complete the service, inspection, or repairs.	100%	\$25 per authorization not documented on Repair Order	\$50 per authorization not documented on Repair Order
	Appendix A, SOW, Sub-paragraph 4.17 Inspection Checklist Documents	4.17.3 <u>Retention Period</u> Contractor shall retain a complete, signed original [or scanned copy of an original] of all required inspection checklist documents for five (5) years after the expiration or termination of the Contract.	100%	\$25 per record not retained	\$50 per record not retained
	Appendix A, SOW, Sub-paragraph 4.18, Car Wash and Detailing Services	4.18.1 Car Wash Services Contractor shall provide Fleet car wash services and all related supplies at the Eastern Avenue repair location for up to three (3) vehicles per business day.	100%	\$25 per car wash service not provided per business day	\$50 per car wash service not provided per business day
	Appendix A, SOW, Sub-paragraph 4.18, Car Wash and Detailing Services	4.18.2 Detailing Services Contractor shall provide Fleet detailing services and related supplies at the Eastern Avenue repair location for up to two (2) vehicles per business day under Fixed-Price portion of the Contract.	100%	\$50 per detailing service not provided per business day	\$100 per detailing service not provided per business day
	Appendix A, SOW, Sub-paragraph 4.19, Replace-Versus-Repair Recommendations	4.19.1 Contractor shall make replace-versus-repair (RVR) recommendations when a vehicle is over the mileage ranges and repair costs listed in Table F (Department Replacement Guidelines) below, or when Contractor believes the vehicle is uneconomical or unsafe to repair as identified during a repair location visit and as approved in writing by County Project Manager or designee.	100%	\$25 per vehicle for failure to provide RVR recommendation	\$50 per vehicle for failure to provide RVR recommendation

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.20 Suspected Vehicle Abuse	4.20.2 <u>Documenting Repairs</u> Contractor shall identify repairs and estimated cost of repairs caused by suspected vehicle abuse, and, upon approval of County Project Manager or designee, document such suspected abuse together with a repair cost estimate on the Repair Order in ShopFax.	100%	\$25 per vehicle for failure to document and estimate suspected abuse	\$50 per vehicle for failure to document and estimate suspected abuse
	Appendix A, SOW, Sub-paragraph 4.21 Security and Care of Vehicles, Contractor	4.21.2 Contractor shall secure vehicles from theft, vandalism, and misuse when stored at County repair locations or subcontractor locations, and during transportation between locations.	100%	\$50 per incident + actual damages incurred	\$100 per incident + actual damages incurred
	Appendix A, SOW, Sub-paragraph 4.21 Security and Care of Vehicles, Contractor	4.21.4 <u>Reporting Theft or Vandalism</u> 4.21.4.1 Contractor shall report any incidents of theft or vandalism to Fleet vehicles to County Project Manager or designee immediately, but no later than twenty-four (24) hours after the incident is discovered. 4.21.4.2 Contractor shall notify and report theft/vandalism to the local law enforcement agency immediately following written approval by County Project Manager or designee to do so.	100%	\$50 per incident not reported	\$100 per incident not reported
	Appendix A, SOW, Sub-paragraph 4.21 Security and Care of Vehicles, Contractor	4.21.5 <u>Misuse of County Vehicles</u> Contractor shall be responsible for, and ensure there is no misuse of, County vehicles, equipment, and/or radios, while vehicles are under Contractor's control, or the control of any subcontractor. This includes, but is not limited to, unauthorized and/or inappropriate use of County vehicles, equipment, and communication radios, MDTs, MDCs, GPSs, or any other vehicle equipment.	100%	\$50 per incident + actual damages incurred	\$100 per incident + actual damages incurred
	Appendix A, SOW, Sub-paragraph 4.21 Security and Care of Vehicles, Contractor	4.21.6 <u>Contractor Negligence: Damage or Loss</u> Contractor shall be responsible for repair and/or reimbursement to County for the value of vehicles damaged due to Contractor or subcontractor negligence while under control of Contractor or subcontractor, at the sole discretion of the County Project Manager or designee. Examples of negligence include, but are not limited to: leaving vehicle windows down which result in rain damage or animal contamination; not securing plastic covers over a damaged and/or open area of vehicle so weather or animals can damage the engine or interior.	100%	\$100 + repair/replacement cost	\$200 + repair/replacement cost

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.25, Towing and Emergency Road Services	4.25.2 <u>Towing and Emergency Road Service Assistance</u> Contractor's towing vendors shall provide towing and emergency road service assistance, including bus tire repair or replacement, twenty-four (24) hours, seven (7) days-per-week.	100%	\$20 per requirement and/or per hour delayed	\$40 per requirement and/or per hour delayed
	Appendix A, SOW, Sub-paragraph 4.25, Towing and Emergency Road Services	4.25.4.6 <u>Vehicle Verification after Tow</u> Contractor shall verify within forty-eight (48) hours of a tow that the towed vehicle either has been repaired and returned to service, or is still in the shop undergoing repairs. Contractor shall notify County Project Manager or designee immediately upon discovering a vehicle cannot be located.	100%	\$50 per vehicle not verified after forty-eight (48) hours	\$100 per vehicle not verified after forty-eight (48) hours
	Appendix A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting	4.27.1.3 <u>Fixed-Price New Vehicle Processing Services</u> Under the Fixed-Price portion of the Contract, Contractor shall process up to forty (40) new vehicles per month, using procedures approved by County Project Manager or designee.	100%	\$10 per vehicle not processed within time period specified	\$20 per vehicle not processed within time period specified
	Appendix A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting	4.27.2.5 <u>Fixed-Price New Vehicle Outfitting (Class A)</u> a. Under the Fixed-Price portion of the Contract, Contractor shall, under normal operating conditions, transport from the Department's storage areas and outfit up to forty (40) Class A vehicles per calendar month. b. The actual number of Class A vehicles outfitted per calendar month shall be as determined by the County Project Manager or designee. c. Class A vehicle outfitting in excess of forty (40) Class A vehicles in any one calendar month shall be invoiced at the FFS Mechanical Repair overtime hourly labor rates specified in Appendix C (Sample Contract), Exhibit B (Price Sheet), using labor times mutually agreed upon by both Contractor and County Project Manager or designee.	100%	\$150 per each Class A (fully outfitted) vehicle not completed during the month requested.	\$100 per each Class A (fully outfitted) vehicle not completed during the month requested.
	Appendix A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting	4.27.2.7 Contractor shall complete and deliver up to fifteen (15) fully-outfitted Class A vehicles within any fifteen (15) calendar day period when requested by County Project Manager or designee.	100%	\$50 per day per vehicle not completed within specified time frame	\$100 per day per vehicle not completed within time specified frame

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting	4.27.2.8 Contractor shall complete and deliver up to ten (10) fully-outfitted Class B vehicles requiring less than six (6) hours of labor time within any (7) calendar day period when requested by County Project Manager or designee.	100%	\$50 per day per vehicle not completed within time frame	\$100 per day per vehicle not completed within time frame
	Appendix A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting	4.27.3.3 The Department shall coordinate with Contractor and the Department's Radio Services Unit for the installation of Department's communication radios and other electronic equipment by Department equipment installers.	100%	\$50 per incident for failure to coordinate with Department Radio shop	\$100 per incident to coordinate with Department Radio shop
	Appendix A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting	4.27.3.7 Contractor shall paint and apply vehicle/equipment numbers and decals, including station numbers on vehicle roof, as specified by County Project Manager or designee.	100%	\$25 per vehicle without numbers/decals applied	\$50 per vehicle without numbers/decals applied
	Appendix A, SOW, Sub-paragraph 4.29, Fabrication	4.29 <u>Fabrication</u> "Fabrication" is defined as the construction and/or reinforcement of vehicle components. Contractor shall provide fabrication services as required by County. Fabrication does not include refurbishing of, or minor modifications to, existing components. Contractor shall invoice County for fabrication services as FFS at the Body Repair/Painting regular hourly labor rates, in accordance with Appendix C (Sample Contract), Exhibit B (Price Sheet).	100%	\$50 per day Fabrication services are not provided	\$100 per day Fabrication services are not provided
	Appendix A, SOW, Sub-paragraph 4.31, Installation, Miscellaneous	4.31 Installation, Miscellaneous ... Contractor shall provide installation services as specified by County Project Manager or designee. 4.31.1 Installation services shall be required for, but shall not be limited to: push bars; lights; locks; secure idle controls; intersection clearance lights; command boxes; utility boxes; lift gates; air conditioning cut outs; hidden black-out switches; sirens; shotgun racks; screens; radio mounting trays; skid plates; alarms; window tints; special seats; Radio and MDC communication equipment; radio racks; radio/data/power cables (front to rear of vehicle); and auxiliary fuel tanks.	100%	\$25 per day Installation services are not provided plus cost of installation requested	\$50 per day Installation services are not provided plus cost of installation requested
	Appendix A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Preparation Services	4.32.1.1 Under the Fixed-Price portion of the Contract, Contractor shall decommission up to forty (40) Class A vehicles per month.	100%	\$50 per vehicle not decommissioned during the month requested	\$100 per vehicle not decommissioned during the month requested

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Preparation Services	4.32.2.1 Under the FFS billing category, Contractor shall decommission up to twenty (20) Class B vehicles per calendar month.	100%	\$50 per vehicle not decommissioned during the month requested	\$100 per vehicle not decommissioned during the month requested
	Appendix A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Preparation Services	4.32.4.2 Contractor shall complete routine decommissioning of all vehicles, including those vehicles requiring transport to an auction facility, within thirty (30) calendar days from the date of receiving the vehicle list and vehicle location information from County, as well as document packages required to complete the auction preparation process, when applicable. Contractor shall notify County Project Manager or designee for any vehicle decommissioning anticipated to exceed the thirty (30) calendar day requirement.	100%	\$25 per vehicle not decommissioned within time period specified	\$50 per vehicle not decommissioned within time period specified
	Appendix A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Preparation Services	4.32.5 Decommissioning services include, but are not be limited to, the following: 4.32.5.5 Removing all outfitted emergency equipment including, but not limited to: light bars; push bars; security screens; radio mounting trays; skid plates; spot lights; secure idle; intersection clearance lights; sirens; racks; guns racks; computers; brackets; radios; control heads; antennas; communication and computer equipment; cables; connectors; and other associated equipment and parts.	100%	\$50 per vehicle all outfitted emergency equipment is not removed	\$100 per vehicle all outfitted emergency equipment is not removed

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<p>Appendix A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Preparation Services</p>	<p>4.32.5.5.1 Contractor shall remove wiring, cables, connectors, and associated equipment intact and in good condition. Connectors and associated parts shall not be cut off and/or damaged.</p> <p>4.32.5.5.2 Contractor shall, at the direction of County Project Manager or designee, package/box all communications equipment in appropriately sized packages/boxes. The equipment may include MDTs, MDCs, radios, wiring, and miscellaneous related components.</p> <p>4.32.5.5.3 Contractor shall prominently label each such package/box by individual vehicle number or other identifying information, as directed by County Project Manager or designee.</p> <p>4.32.5.5.4 Contractor shall deliver such package to the Department's Radio Services Unit, as directed by County Project Manager or designee.</p> <p>4.32.5.5.5 Contractor shall invoice County for all package/box materials requested by County as FFS at Contractor's actual cost with tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.</p> <p>4.32.5.5.6 Contractor shall be solely responsible for the repair or replacement of any equipment and wiring damaged during removal, as determined by County Project Manager or designee.</p>	<p>100%</p>	<p>\$25 per incident + actual damages</p>	<p>\$50 per incident + actual damages</p>
	<p>Appendix A, SOW, Sub-paragraph 4.32.6, Preparation for Auction or Sale</p>	<p>4.32.6.3 Contractor shall ensure all auction and "for sale" vehicles comply with local, state, and federal safety laws, including emission requirements. Contractor shall complete the Preparation for Auction Inspection checklist set forth in Appendix B (Statement of Work Exhibits, Exhibit 5 (Preventive Maintenance and Other Inspection Checklists).</p>	<p>100%</p>	<p>\$50 per vehicle failing to comply and checklist not completed</p>	<p>\$100 per vehicle failing to comply and checklist not completed</p>

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<p>Appendix A, SOW, Sub-paragraph 4.32.6, Preparation for Auction or Sale</p>	<p>4.32.6.4 Contractor shall remove all insignias, decals, Fleet vehicle numbers, and lettering (insignia removal), so that no distinguishable insignia or lettering shadow remains to identify the vehicle as a former Department asset. 4.32.6.4.1 Contractor shall complete all insignia removal work without causing damage or blemish to paint finish, metal, and/or other material. 4.32.6.4.2 Contractor shall paint all doors on black and white vehicles earmarked for auction directly to the public, a standard black gloss finish using single stage paint. 4.32.6.4.3 Contractor shall paint all doors on black and white vehicles identified "for wholesale" to dealers, a flat black finish, with prior approval by County Project Manager or designee.</p>	<p>100%</p>	<p>\$25 per vehicle for failure to complete insignia removal and/or paint</p>	<p>\$50 per vehicle for failure to complete insignia removal and/or paint</p>
	<p>Appendix A, SOW, Sub-paragraph 4.32.6, Preparation for Auction or Sale</p>	<p>4.32.6.8 Contractor shall perform cost-effective minor repairs to increase resale value, including, but not limited to, filling holes left by the removal of emergency/communications equipment and minor touch-up painting as directed by County Project Manager or designee. 4.32.6.9 Contractor shall perform more substantial repairs and enhancements to decommissioned vehicles, including, but not limited to, installation of rear door handle actuating rod assemblies, as determined and requested by County Project Manager or designee.</p>	<p>100%</p>	<p>\$25 per vehicle for failure to complete repairs plus cost of repairs</p>	<p>\$50 per vehicle for failure to complete repairs plus cost of repairs</p>
	<p>Appendix A, SOW, Sub-paragraph 4.32.8, Preparation for Cannibalization/Dismantling</p>	<p>4.32.8.3 Contractor shall remove usable mechanical and body parts designated for cannibalization from decommissioned vehicles and turn those parts over to the Department for storage at the direction of County Project Manager or designee. Contractor shall invoice County for the removal of usable mechanical and body parts from decommissioned vehicles as FFS at the Body Repair/Painting regular hourly labor rate, in accordance with Appendix C (Sample Contract), Exhibit B (Price Sheet).</p>	<p>100%</p>	<p>\$50 per vehicle not cannibalized as directed by County plus FFS labor cost.</p>	<p>\$100 per vehicle not cannibalized as directed by County plus FFS labor cost.</p>

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.34, Accident Repairs	4.34.1 <u>Full-Color Digital Images</u> Contractor shall, immediately upon receipt of any vehicle involved in an accident (regardless of severity), take full color digital pictures capturing, at minimum, all four (4) corners of the vehicle, displaying the license plates, the Department assigned vehicle number, undercarriage, odometer, spare tire, and the actual damages relating to the accident.	100%	\$25 per vehicle for failure to provide all digital photos with estimate	\$50 per vehicle for failure to provide all digital photos with estimate
	Appendix A, SOW, Sub-paragraph 4.34, Accident Repairs	4.34.2.3 Vehicles with GVWR less than 22,000 lbs. Contractor shall deliver the estimate to County Project Manager or designee within two (2) business days after receipt of any vehicle having a GVWR less than 22,000 lbs.	100%	\$25 per business day exceeding two (2) business days, per complete estimate not provided	\$50 per business day exceeding two (2) business days, per complete estimate not provided
	Appendix A, SOW, Sub-paragraph 4.34, Accident Repairs	4.34.2.4 Vehicles with GVWR 22,000lbs. or More Contractor shall deliver the estimate to County Project Manager or designee within five (5) business days after receipt of any vehicle having a GVWR of 22,000 lbs. or more.	100%	\$20 per business day, per complete estimate not provided	\$40 per business day, per complete estimate not provided
	Appendix A, SOW, Sub-paragraph 4.34, Accident Repairs	4.34.4.1 Contractor shall provide a summarized report listing accident repair costs by vehicle, and by accident, when requested by County Project Manager or designee. 4.34.4.2 The form and format for this report shall be at the discretion of County Project Manager or designee.	100%	\$50 per business day accurate report not received	\$100 per business day accurate report not received
	Appendix A, SOW, Sub-paragraph 4.34.8, Accident Repair Time Requirements	4.34.8.2 Contractor shall complete all quick-fix accident repairs within three (3) business days of written approval by County Project Manager or designee.	100%	\$25 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26	\$50 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26
	Appendix A, SOW, Sub-paragraph 4.34.8, Accident Repair Time Requirements	4.34.8.5 Contractor shall complete all minor accident repairs within nine (9) business days of written approval of County Project Manager or designee.	100%	\$25 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26	\$50 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26
	Appendix A, SOW, Sub-paragraph 4.34.8, Accident Repair Time Requirements	4.34.8.8 Contractor shall complete all major accident repairs within twenty-one (21) business days of written approval of County Project Manager or designee.	100%	\$25 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26	\$50 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26

PERFORMANCE REQUIREMENTS SUMMARY

EXHIBIT 8

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 4.34.8, Accident Repair Time Requirements	4.34.8.9.1 Contractor shall complete all repaints (single or multiple-stage) with minor body damage within fifteen (15) business days of written approval of County Project Manager or designee.	100%	\$25 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26	\$50 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26
	Appendix A, SOW, Sub-paragraph 4.34, Accident Repairs	4.34.9.1 <u>Tracking Repair Order, Defined</u> A Tracking Repair Order is a Repair Order used to track vehicle movement from one repair section to another repair section and the total out-of-service time of the vehicle. Contractor shall open a Tracking Repair Order to accompany the initial Accident Repair Order required pursuant to sub-paragraph 4.34.11 (Accident Repair Order and Vehicle Accident Report Requirement) below, to track the total out-of-service time of the vehicle, regardless of accident and/or mechanical repairs. The Tracking Repair Order shall not be closed until all work is completed.	100%	\$50 per vehicle with no Tracking Repair Order opened	\$100 per vehicle with no Tracking Repair Order opened
	Appendix A, SOW, Sub-paragraph 4.34, Accident Repairs	4.34.11.1 Contractor shall open an Accident Repair Order in ShopFax upon receipt of the vehicle, provide an initial estimate, and begin work, upon approval of initial estimate by County Project Manager or designee.	100%	\$50 per vehicle with no Repair Order opened	\$100 per vehicle with no Repair Order opened
	Appendix A, SOW, Paragraph 4.34, Accident Repairs	4.34.11.2 Contractor shall record the Department File Number for the vehicle accident on the Accident Repair Order prior to closing the Accident Repair Order, regardless of whether or not Contractor is in receipt of a Vehicle Accident Report. Specific procedures for the requirement to obtain the Department File Number and the completed Vehicle Accident Report will be established by County Project Manager or designee, on the Work Start Date.	100%	\$50 per vehicle/repair order without File Number	\$100 per vehicle/repair order without File Number
	5.0	FLEET MANAGEMENT INFORMATION SYSTEMS AND SERVICES			

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<p>Appendix A, SOW, Sub-paragraph 5.3, Technology Administration and Maintenance</p>	<p>5.3.1 Contractor shall purchase, on behalf of the Department, continued licensing and on-going System support, which shall include all software updates and upgrades, for the current level of seventy-nine (79) ShopFax and UniVerse user licenses from World Information Systems (WIS). Contractor shall install all updates and/or upgrades to ShopFax within thirty (30) calendar days of release by WIS.</p> <p>5.3.2 Contractor shall purchase continued licensing and on-going support for WIS Esker-SmarTerm software, Microsoft Windows and Microsoft Office in support of all ShopFax workstations for the current level of seventy-nine (79) user licenses.</p> <p>5.3.3 Contractor shall acquire all necessary support agreements, internet subscriptions/licenses, software licenses and updates, as well as updates for all County-owned diagnostic equipment (see sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment)) and, e.g. vehicle update modules (either annual or as available) pursuant to sub-paragraph 3.12 (Other Contractor-Provided Material, Equipment, and Services (Fixed-Price)) of this SOW. Contractor shall install all equipment updates and/or upgrades within thirty (30) calendar days of their availability.</p>	100%	\$25 per business day exceeding 30 business days for failure purchase and effect software updates and/or upgrades.	\$50 per business day exceeding 30 business days for failure purchase and effect software updates and/or upgrades.
	<p>Appendix A, SOW, Sub-paragraph 5.3, Technology Administration and Maintenance</p>	<p>5.3.6.1 Contractor shall expand ShopFax, adding additional access points, inclusive of hardware, additional ShopFax and UniVerse user licenses, and any other related licenses and support in excess of the seventy-nine (79) access points available as after the Work Start Date, as required by County Project Manager or designee.</p>	100%	\$25 per business day additional access points are not provided as required by County Project Manager	\$50 per business day additional access points are not provided as required by County Project Manager
	<p>Appendix A, SOW, Sub-paragraph 5.3, Technology Administration and Maintenance</p>	<p>5.3.7.8 Contractor shall repair any inoperative access point hardware or components within five (5) business days of notice to the Contractor by County Project Manager or designee, and provide temporary replacements within two (2) business days of notice to Contractor, when requested by County Project Manager or designee.</p>	100%	\$25 per business day exceeding 5 business days for failure to repair or replace access point.	\$50 per business day exceeding 5 business days for failure to repair or replace access point.
	<p>Appendix A, SOW, Sub-paragraph 5.3, Technology Administration and Maintenance</p>	<p>5.3.9.1 Contractor shall operate, maintain, repair, and provide support and supplies for the System with less than twenty (20) business hours of System downtime per year, and less than twenty (20) business hours of System access-point downtime per year.</p>	100%	\$50 per business hour exceeding 20 business hours system downtime per year.	\$100 per business hour exceeding 20 business hours system downtime per year.

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 5.4, ShopFax Procedures	5.4.1.1 Contractor shall open a Repair Order in ShopFax immediately when a vehicle is brought in for service unless otherwise specified herein. All Repair Orders shall be closed within one (1) hour of repair completion.	100%	\$20 per repair order per vehicle not opened	\$40 per repair order per vehicle not opened
	Appendix A, SOW, Sub-paragraph 5.4, ShopFax Procedures	5.4.1.5 Contractor shall quality control all Repair Order data input into the System, including, but not limited to, accurate repair reasons, all issued work authorizations, parts issued, and work performed. Contractor shall ensure all written instructions or comments are input, using correct English grammar and spelling.	100%	\$20 per inaccurate repair order	\$40 per inaccurate repair order
	Appendix A, SOW, Sub-paragraph 5.4, ShopFax Procedures	5.4.2.2 Contractor shall document work approval in the "Comments" section of each FFS Repair Order. Documentation shall include: a. Date and time of approval; b. Name and title of Department Fleet Management personnel providing such approval; c. Approval number, if given; d. Number of approved labor hours; and e. Total approved cost.	100%	\$20 per repair order without Work approval plus cost of repairs	\$40 per repair order without Work approval plus cost of repairs
	Appendix A, SOW, Sub-paragraph 5.4, ShopFax Procedures	5.4.8.2 VMRS coding verification for the parts inventory shall be completed within one hundred-eighty (180) calendar days after the Work Start Date.	100%	\$250 + \$5 for each part number not completed	\$500 + \$5 for each part number not completed
	Appendix A, SOW, Sub-paragraph 5.5, ShopFax Operations	5.5.1 Contractor shall provide quality control for all ShopFax data-entry operations for the following data sets, including, but not limited to: a. through n.	95%	\$20 per vehicle per data item not included in ShopFax	\$40 per vehicle per data item not included in ShopFax
	Appendix A, SOW, Sub-paragraph 5.5, ShopFax Operations	5.5.2 Contractor shall oversee all ShopFax operations and procedures, including, but not limited to: a. through u.	100%	\$20 per vehicle per data item not included in ShopFax	\$40 per vehicle per data item not included in ShopFax

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 5.5, ShopFax Operations	5.5.5 Contractor shall support all aspects of the ShopFax-Fuel Focus (fuel system) interface. Contractor shall: a. manually upload fuel system data, inclusive of odometer/hour meter readings, to ShopFax each business day, directly or by other data media, in a manner approved by County Project Manager or designee; and b. obtain fuel usage data from Department's fuel system(s), including, but not limited to, Fuel Focus, which contains vehicle odometer/hour meter readings, fuel usage and type, and date/time dispensed, as directed by County Project Manager or designee; and c. utilize out-of-range mileage data filters; and d. monitor out-of-range mileage data to prevent inaccurate mileage data from corrupting ShopFax PM scheduling information; and e. County Project Management or designee must approve changes to parameters of out-of-range mileage data filters; and f. Department fuel system manual data download may be discontinued if an automated or direct interface module is developed and implemented for use by County.	100%	\$25 each business day not downloaded per system	\$50 each business day not downloaded per system
	Appendix A, SOW, Sub-paragraph 5.6, ShopFax Data Security	5.6.2 ShopFax data shall not be shared with, nor copied to any personal storage device or media (e.g. personal laptop computers or computing "pads," thumb drives, cell phones, CDs, DVDs, other similar personal digital assistants (PDAs), or the "Cloud"), without the express prior written consent of County Project Manager or designee.	100%	\$100 per incident	\$200 per incident
	Appendix A, SOW, Sub-paragraph 5.6, ShopFax Data Security	5.6.4 Contractor shall implement and maintain a minimum 3.0Kva uninterrupted power supply (UPS) for ShopFax. The UPS shall include parachute system software that will correctly shutdown the primary and Disaster Recovery (DR) servers in the event of a power failure.	100%	\$100	\$200
	Appendix A, SOW, Sub-paragraph 5.6, ShopFax Data Security	5.6.5 Contractor shall implement a data backup hardware system(s) which enables Contractor to 1) create daily data back-up tapes, 2) routinely review system discs, tapes, and other storage mechanisms for errors, and 3) maintain effective off-site, long-term storage procedures for data back-up tapes.	100%	\$100 per day data is not backed up	\$200 per day data is not backed up

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 5.6, ShopFax Data Security	5.6.8 Contractor shall, upon expiration or termination of the Contract, ensure the Department retains fully-operational and updated, full-production ShopFax and UniVerse licenses for access points, plus any additional access points added to Fleet operations during the term of the Contract, inclusive of any/all required third party software and licenses.	100%	\$50 + actual cost to upgrade	\$100 + actual cost to upgrade
	Appendix A, SOW, Sub-paragraph 5.7, ShopFax, Use By Department Fleet Personnel	5.7.1 Department personnel, as designated by County Project Manager or designee, shall have unlimited access to ShopFax data related to vehicle/equipment repair, maintenance, parts, and costs.	100%	\$50	\$100
	Appendix A, SOW, Sub-paragraph 5.8, Other Information Systems/Services	5.8.7 Contractor shall pay all telephone/data communication line expenses for ShopFax and the ALLDATA internet service. 5.8.8 Contractor shall notify utility service provider within thirty (30) minutes of a reported inoperative communication line(s). Contractor shall request expedited utility service-provider repair of inoperative data communication lines, when necessary.	100%	\$25 each business day per communications line/internet service not paid	\$50 each business day per communications line/internet service not paid
	Appendix A, SOW, Sub-paragraph 5.9, Contractor's Information Technology Staff, Duties	5.9.1 At a minimum, Contractor shall provide one (1) IT System Administrator/Programmer (SAP) and one (1) IT Assistant System Administrator/Programmer (AAP) (collectively, "IT Staff"), as outlined in Appendix B (Statement of Work Exhibits), Exhibit 3B (Administrative and Other Required Staffing).	100%	\$25 per business hour not provided	\$50 per business hour not provided
	Appendix A, SOW, Sub-paragraph 5.9, Contractor's Information Technology Staff, Duties	5.9.4 Contractor's IT Staff duties include, but are not limited to: a. providing maintenance, repair, cost, fuel, and various other Fleet reports (form and format to be determined) from ShopFax, when requested by County Project Manager or designee; b. delivering to County Project Manager or designee existing "ready-made" ShopFax and other report types within one (1) business day and custom Cognos or Crystal reports (which require new programming) within three (3) business days.	100%	\$25 per business day report is not provided as requested	\$50 per business day report is not provided as requested
	Appendix A, SOW, Sub-paragraph 5.9, Contractor's Information Technology Staff, Duties	5.9.4c. providing as-needed training and assistance to Contractor and Department Fleet personnel in the use of: ShopFax; the Microsoft Office Suite of office tools; Cognos and Crystal report writers; and Asset Works Fuel Focus.	100%	\$100 for failure to provide training as requested	\$200 for failure to provide training as requested

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 5.10, IT Staff Schedules	5.10.5 Contractor shall provide a full-time, qualified replacement for the SAP or AAP, only if either of them is absent for more than thirty (30) cumulative business days during a Contract year.	100%	\$25 per business day exceeding thirty (30) business days not provided	\$50 per business day exceeding thirty (30) business days not provided
	6.0	HOURS/DAYS OF OPERATION			
	Appendix A, SOW, Sub-paragraph 6.1, Work Schedule	6.1.1 At a minimum, Contractor shall receive vehicles for maintenance/repair work, and provide both on-site and telephonic customer service, continuously from 6:00 A.M. through 11:00 P.M. at the Eastern Avenue repair location and as listed in Appendix B (Statement of Work Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) for all other repair locations, Monday through Friday, every scheduled County workday.	100%	\$50 per minimum requirement and/or per business hour not open and staffed.	\$100 per minimum requirement and/or per business hour not open and staffed.
	Appendix A, SOW, Sub-paragraph 6.1, Work Schedule	6.1.4 County Project Manager or designee must pre-authorize any business hours closure of any repair location by Contractor.	100%	\$50 per business hour, per repair location with unauthorized closure	\$100 per business hour, per repair location with unauthorized closure
	7.0	REPORTING REQUIREMENTS			
	Appendix A, SOW, Sub-paragraph 7.1, Vehicle Out-of-Service Report	7.1.3 Contractor shall submit a current and accurate VOSR to County Project Manager or designee no later than 3:30 p.m. on a daily basis.	100%	\$10 per section of report, per business day, incomplete and/or not provided by 3:30 pm	\$20 per section of report, per business day, incomplete and/or not provided by 3:30 pm
	Appendix A, SOW, Paragraph 7.1, Vehicle Out-of-Service Report	7.1.4.4 c) Contractor shall use this portion of the VOSR to track and calculate motorcycle out-of-service non-compliance and self-assess the automatic deductions required pursuant to sub-paragraph 8.26.5 of the Contract.	100%	\$50 + deduction, per deduction missed	\$100 + deduction, per deduction missed
	Appendix A, SOW, Sub-paragraph 7.2, Daily Staffing Report	7.2.5.2 Contractor shall make appropriate deductions for such non-compliance, from each monthly invoice (invoice credits). The deduction amounts are listed in sub-paragraph 8.26.5 of the Contract.	100%	\$50 + deduction, per deduction missed	\$100 + deduction, per deduction missed
	Appendix A, SOW, Sub-paragraph 7.2, Daily Staffing Report	7.2.6 Contractor shall, each business day, provide an electronic copy of the initial DSR, via email, to the County Supervising Contract Program Monitor and to each County Contract Program Monitor by twelve (12) noon. Department will provide Contractor with a directory of email addresses for Department staff.	100%	\$25 per DSR, per business day, not provided by 12:00 noon	\$50 per DSR, per business day, not provided by 12:00 noon

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 7.2, Daily Staffing Report	7.2.7 Contractor shall, each business day, provide an updated electronic copy of the final DSR (bundled with the VOSR), via email, to the County Supervising Contract Program Monitor, and to each County Contract Program Monitor by 2:30 p.m. 7.2.8 The DSR shall be current and accurate as of 2:30 p.m. each business day. 7.2.9 Contractor shall deliver the DSR, in hard copy, to both County Project Manager or designee and County Supervising Contract Program Monitor or their designees, by 3:30 p.m. each business day. 7.2.10 The final form and format of the DSR shall be as approved by County Project Manager or designee.	100%	\$20 per business day not provided by 3:30 pm or for an incomplete report.	\$40 per business day not provided by 3:30 pm or for an incomplete report.
	Appendix A, SOW, Sub-paragraph 7.3, Monthly Report	7.3.1.11 <u>Repair Time Requirement Deficiencies</u> : Number of active, out-of-service vehicles during the month that exceeded the mechanical repair time compliance requirements specified in sub-paragraph 4.9.6 (Specific Repair Time Requirements), and the total number of in-service vehicles during the month that exceeded the accident, body, and paint repair time repair time compliance requirements specified in sub-paragraph 4.34.8 (Accident Repair Time Requirements), less the exceptions listed in sub-paragraph 4.9.7 (Exceptions to Repair Time Requirements), listed by Department repair location, vehicle number, days exceeded per vehicle, and totals provided for each repair time category.	100%	\$50 + deduction, per missed deduction	\$100 + deduction, per deduction missed
	Appendix A, SOW, Sub-paragraph 7.3, Monthly Report	7.3.3 Monthly Report shall be reviewed for accuracy by either Contractor Project Director or Contractor Project Manager, signed and dated, prior to submission to County.	100%	\$25 per business day exceeding five (5) business days Report not provided or for an incomplete report.	\$50 per business day exceeding five (5) business days Report not provided or for an incomplete report.
	Appendix A, SOW, Sub-paragraph 7.4, Quarterly Report	7.4.1 Contractor shall provide an original hard copy Quarterly Report to County Project Manager or designee with a hard copy and electronic version to County Supervising Contract Program Monitor within ten (10) business days following the end of each quarter. (Sub-paragraphs 7.4.1.1-7.4.1.7 lists all quarterly reporting requirements)	100%	\$25 per business day exceeding ten (10) business days Report not provided or for an incomplete report.	\$50 per business day exceeding ten (10) business days Report not provided or for an incomplete report.

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 7.4, Quarterly Report	7.4.1 ...The Quarterly Report shall contain the following minimum information: 7.4.1.2 Tow information, including number and type of breakdowns, tow truck response times, in/out of compliance counts and percentages, and numbers of vehicles returned to service. See sub-paragraph 4.25 (Towing and Emergency Road Services) for towing requirements.	100%	\$10 per tow not documented in Quarterly Report	\$20 per tow not documented in Quarterly Report
	Appendix A, SOW, Sub-paragraph 7.5, Annual Report	7.5.1 Contractor shall provide an original hard copy and electronic version of the Annual Report to County Project Manager or designee with a copy to County Supervising Contract Program Monitor no later than thirty (30) calendar days following the anniversary after the Work Start Date for each year of the Contract. The Annual Report shall contain: a. Cost per mile - maintenance and repairs (non-accident) b. Cost per mile - accident repairs c. Vehicle inspection summaries d. Total warranty revenues/savings e. Clean fuel program(s) f. Energy saving measures g. Data communication line expenses h. Updated Quality Control Plan	100%	\$25 per requirement, per business day, exceeding thirty (30) calendar days, not provided, or incomplete	\$50 per requirement, per business day, exceeding thirty (30) calendar days, not provided, or incomplete
	8.0	RECORDS AND AUDITS			
	Appendix A, SOW, Sub-paragraph 8.0, Record Keeping Requirements	8.1 Contractor shall maintain copies of all Fleet operation records, in both hard and electronic (pdf) formats, on file at the Eastern Avenue repair location throughout the term of the Contract, and for a period of five (5) years after the Contract expiration or termination, in accordance with sub-paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of Appendix C (Sample Contract).	100%	\$25 per record not on file and/or not provided when requested by County	\$50 per record not on file and/or not provided when requested by County
	9.0	QUALITY			

PERFORMANCE REQUIREMENTS SUMMARY

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	Appendix A, SOW, Sub-paragraph 9.1, Quality Assurance Plan	9.1.1 <u>Meetings</u> Contractor shall attend all performance evaluation meetings as directed by County Project Manager or designee.	100%	\$50 per incident	\$100 per incident
	Exhibit A, SOW, Sub-paragraph 9.1.2, Contract Discrepancy Report (CDR)	9.1.2.6 If the reported discrepancy is acknowledged by Contractor, Contractor shall present a plan of correction for all performance deficiencies identified in the CDR, by the stated deadline in the CDR and/or as directed by County Project Manager or designee.	100%	\$50 per business day, exceeding the five (5) business day requirement to respond, that a plan of correction is not provided to County	\$100 per business day, exceeding the five (5) business day requirement to respond, that a plan of correction is not provided to County
		APPENDIX C, SAMPLE CONTRACT			
	Appendix C, Sample Contract, Sub-paragraph 5.5, Invoices and Payments	5.5.1 The Contractor's invoices shall be priced in accordance with Exhibit B (Price Sheet).	100%	\$25 per incorrect and/or incomplete FFS repair order, and \$200 per incorrect Fixed Price invoice.	\$50 per incorrect and/or incomplete FFS repair order, and \$400 per incorrect Fixed Price invoice.

APPENDIX C
SAMPLE CONTRACT



CONTRACT
BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
(CONTRACTOR)
FOR
AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE
SERVICES

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STANDARD EXHIBITS

- A STATEMENT OF WORK (NOT ATTACHED TO SAMPLE)
- B PRICE SHEET (NOT ATTACHED TO SAMPLE)
- C INTENTIONALLY OMITTED
- D CONTRACTOR'S EEO CERTIFICATION
- E COUNTY'S ADMINISTRATION
- F CONTRACTOR'S ADMINISTRATION
- G FORM(S) REQUIRED AT THE TIME OF CONTRACT EXECUTION
- H JURY SERVICE ORDINANCE
- I SAFELY SURRENDERED BABY LAW

UNIQUE EXHIBITS

PROP A - LIVING WAGE PROGRAM EXHIBITS

- J LIVING WAGE ORDINANCE
- K LIVING WAGE RATE ANNUAL ADJUSTMENTS
- L PAYROLL STATEMENT OF COMPLIANCE

Sample Contract

**CONTRACT BY AND BETWEEN
COUNTY OF LOS ANGELES
AND**

**FOR
AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE
SERVICES**

This Contract ("Contract") made and entered into this ___ day of _____, 20_ by and between the County of Los Angeles ("County") and _____ ("Contractor"). _____ is located at _____.

RECITALS

WHEREAS, the County may contract with private businesses for Automotive Fleet Management and Maintenance Services when certain requirements are met; and

WHEREAS, Contractor represents that it possesses the necessary special skills, knowledge, experience, technical competence and sufficient staffing to provide the services required under this Contract; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for Automotive Fleet Management and Maintenance Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, and L are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the

contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Price Sheet
- 1.3 EXHIBIT C - Intentionally Omitted
- 1.4 EXHIBIT D - Contractor's EEO Certification
- 1.5 EXHIBIT E - County's Administration
- 1.6 EXHIBIT F - Contractor's Administration
- 1.7 EXHIBIT G - Forms Required at the Time of Contract Execution
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law

Prop A - Living Wage Program

- 1.10 EXHIBIT J - Living Wage Ordinance
- 1.11 EXHIBIT K - Living Rate Annual Adjustments
- 1.12 EXHIBIT L - Payroll Statement of Compliance

This Contract constitutes the complete and exclusive statement of understanding between the parties, and supersedes all previous contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to sub-paragraph 8.1 (Change Orders and Amendments) and signed by both parties.

2.0 DEFINITIONS

2.1 Standard Definitions

- 2.1.1 The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein

shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1.1.1 **Board:** The Los Angeles County Board of Supervisors.
- 2.1.1.2 **Change Order:** has the meaning is set forth in sub-paragraph 8.1 (Change Orders and Amendments).
- 2.1.1.3 **Contract:** This agreement executed between County and Contractor, which includes all supplemental agreements amending or extending the service to be performed. It sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work, including Exhibit A (Statement of Work).
- 2.1.1.4 **Contractor:** The sole proprietor, partnership, corporation or other person or entity that has entered into this Contract with the County to perform or execute the work covered by this Contract.
- 2.1.1.5 **Contractor Key Personnel:** Personnel performing key functions under this Contract, including but not limited to Contractor Project Director, Contractor Project Manager, IT System Administrator/Programmer, IT Assistant System Administrator/Programmer, Body Shop Supervisor, and a Collision Estimator, as identified in Exhibit F (Contractor's Administration).
- 2.1.1.6 **Contractor Project Director:** Person identified in Exhibit F (Contractor's Administration) and described in sub-paragraph 7.1 (Contractor's Project Director).
- 2.1.1.7 **Contractor Project Manager:** Person identified in Exhibit F (Contractor's Administration) and described in sub-paragraph 7.2 (Contractor's Project Manager).
- 2.1.1.8 **County:** County of Los Angeles.
- 2.1.1.9 **County Contract Program Monitor:** Person with responsibility to oversee the day-to-day administration of this Contract.

- 2.1.1.10 **County Project Director:** Person designated by County with authority for County on contractual or administrative matters relating to this Contract and identified in Exhibit E (County's Administration).
- 2.1.1.11 **County Project Manager:** Person designated by County's Project Director to manage the operations under this Contract and identified in Exhibit E (County's Administration).
- 2.1.1.12 **County Supervising Contract Program Monitor:** Person with responsibility to oversee the County Contract Program Monitors and identified in Exhibit E (County's Administration).
- 2.1.1.13 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.1.1.14 **Department:** Los Angeles County Sheriff's Department.
- 2.1.1.15 **Fee for Service or FFS:** has the meaning set forth in sub-paragraph 1.5.2 of Exhibit A (Statement of Work).
- 2.1.1.16 **Fixed Price:** has the meaning set forth in sub-paragraph 1.5.1 of Exhibit A (Statement of Work).
- 2.1.1.17 **Sheriff:** The elected official who is the Sheriff of the County of Los Angeles.
- 2.1.1.18 **Work Start Date:** means the mutually-agreed upon date on which the Contractor commences providing the actual day-to-day automotive fleet management and maintenance services required under this Contract.

3.0 WORK

- 3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

4.0 TERM OF CONTRACT

- 4.1 The term of this Contract shall commence on the date of execution of this Contract by the County Board of Supervisors and shall terminate five (5) years from the Work Start Date, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 The County shall have the sole option to extend the Contract term for up to two (2) additional two-year periods and twelve (12) additional months in any increment, for a maximum total Contract term not to exceed ten (10) years. Each such extension option may be exercised at the sole discretion of the Sheriff or his designee as authorized by the County Board of Supervisors and shall be in the form of an Amendment in accordance with sub-paragraph 8.1 (Change Orders and Amendments).
- 4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a Contract term extension option.
- 4.4 The Contractor shall notify Department when this Contract is within six (6) months of the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to Department at the address herein provided in Exhibit E (County's Administration).

5.0 CONTRACT SUM

5.1 Contract Prices and Rates

- 5.1.1 The prices and rates for performing all tasks, deliverables, goods, services and any other work required under this Contract shall be as set forth on Exhibit B (Price Sheet).
- 5.1.2 The annual price payable by County to Contractor for the provision of all Fixed-Price services required under this Contract shall be as set forth on Exhibit B (Price Sheet). Contractor shall invoice County one-twelfth of the annual Fixed Price portion of this Contract in arrears on a monthly basis, beginning thirty (30) calendar days after the Work Start Date, for the prior calendar month.
- 5.1.3 The hourly labor rates payable by County to Contractor for the provision of all Fee-for-Service work required under this

Contract shall be those hourly labor rates set forth on Exhibit B (Price Sheet).

- 5.1.4 The annual price for Fixed-Price services and the hourly labor rates for Fee-for-Service work shall remain firm and fixed for the term of this Contract, unless adjusted in accordance with the terms of this Contract, including Exhibit A (Statement of Work) and Exhibit B (Price Sheet).
- 5.1.5 The annual price for Fixed-Price services shall be adjusted based upon the increase or decrease in the numbers of vehicle and equipment types in accordance with the process stated in this Contract, including Exhibit B (Price Sheet) and sub-paragraph 8.1.5 below.
- 5.1.6 The annual price for Fixed-Price services shall be adjusted based upon the increase or decrease in the mandated minimum staffing levels in accordance with the process stated in this Contract, including Exhibit B (Price Sheet) and sub-paragraph 8.1.5 below.
- 5.1.7 The annual price for Fixed-Price services may be adjusted based upon a verified increase to Contractor's actual costs for Fixed-Price automotive parts in accordance with the process stated in this Contract, including Exhibit B (Price Sheet) and sub-paragraph 8.1.5 below.
- 5.1.8 The annual price for Fixed-Price services may be adjusted based upon a sales tax change that impacts the Contractor's cost of providing Fixed-Price services in accordance with the process stated in this Contract, including Exhibit B (Price Sheet) and sub-paragraph 8.1.5 below.
- 5.1.9 The paint-hour rates for Fee-for-Service paint material costs may be adjusted in accordance with the process stated in sub-paragraph 3.2 (FFS Paint Material Costs) of Exhibit B (Price Sheet) and sub-paragraph 8.1.6 below.

5.2 **Written Approval for Reimbursement**

- 5.2.1 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or

performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall not occur except with the County's express prior written approval.

5.3 Notification of 75% of Total Contract Sum

5.3.1 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract sum under this Contract. Upon occurrence of this event, the Contractor shall send written notification to Department at the address herein provided in Exhibit E (County's Administration).

5.4 No Payment for Services Provided Following Expiration-Termination of Contract

5.4.1 The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration-termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 Invoices and Payments

5.5.1 Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A (Statement of Work) and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payment shall be as provided in Exhibit B (Price Sheet), and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing, then no payment shall be due to the Contractor for that work.

5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B (Price Sheet).

5.5.3 The Contractor's invoices shall contain the information set forth in Exhibit A (Statement of Work) describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service. No invoice will be approved for payment unless the following is included:

- Exhibit L - Payroll Statement of Compliance

5.5.5 All invoices under this Contract shall be submitted to the County Project Manager or designee, and a copy to the County's Accounts Payable Unit as outlined under Exhibit E (County Administration)

5.5.6 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager or designee, prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.5.7 Local Small Business Enterprises – Prompt Payment Program

Certified Local Small Business Enterprises (LSBEs) will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

5.6 Cost of Living Adjustments (COLA's)

5.6.1 If requested by the Contractor, the contract (hourly, daily, monthly, annually, etc.) amounts for both Fixed-Price services and Fee-for-Service work may, at the sole discretion of the County, be increased annually based on the most recent published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the twelve (12) month period preceding the

contract anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior twelve (12) month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a COLA pursuant to this subparagraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Contract, it shall first require a written Amendment to this Contract that has been formally approved and executed by the parties.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following subparagraphs are designated in Exhibit E (County's Administration). The County will notify the Contractor in writing of any change in the names or addresses shown.

6.1 County's Project Director

The role of the County's Project Director may include:

- 6.1.1 Coordinating with Contractor and ensuring Contractor's performance of the Contract; however, in no event shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and
- 6.1.2 Upon request of the Contractor, providing direction to the Contractor, as appropriate in areas relating to County policy, information requirements, and procedural requirements; however, in no event, shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

6.2 County's Project Manager

The role of the County's Project Manager is authorized to include:

- 6.2.1 Meeting with the Contractor's Project Manager on a regular basis; and
- 6.2.2 Inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor; however, in no event shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.
- 6.2.3 The County's Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract unless otherwise stated in this Contract, including but not limited to, sub-paragraph 8.1 (Change Orders and Amendments).

6.3 County's Supervising Contract Program Monitor

The role of the County's Supervising Program monitor is to oversee the County Contract Program Monitors.

6.4 County's Contract Program Monitor

The role of the County's Program Monitor is to oversee the day-to-day administration of this Contract; however, in no event shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby. The County's Contract Program Monitor reports to the County's Supervising Contract Project Monitor.

7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR

A listing of all of Contractor's Administration referenced in the following sub-paragraphs are designated in Exhibit F (Contractor's Administration). The Contractor will notify the County in writing of any change in the names or addresses shown.

7.1 Contractor's Project Director

- 7.1.1 Contractor Project Director shall have five (5) years of experience within the last ten (10) years providing fleet management and fleet maintenance and repair services.

- 7.1.2 Contractor Project Director shall have full authority to act on behalf of Contractor on all matters relating to the daily operation of this Contract.
- 7.1.3 Contractor Project Director shall be responsible for Contractor's performance of all of the work and ensuring Contractor's compliance with this Contract.
- 7.1.4 Contractor Project Director shall be available to meet and confer with County Project Director or designee, in person or by phone, to review project progress and discuss project coordination, as further discussed in sub-paragraph 9.1.1 (Meetings) of Exhibit A (Statement of Work).
- 7.1.5 Any changes to the Contractor Project Director shall be subject to advanced written approval, as further described in sub-paragraph 7.3 (Approval of Contractor's Staff) of this Contract.
- 7.1.6 Any exceptions to the requirements listed in this sub-paragraph 7.1 must be approved by the County Project Director.

7.2 Contractor's Project Manager

- 7.2.1 Contractor Project Manager shall have five (5) years of experience within the last ten (10) years providing fleet management and fleet maintenance and repair services.
- 7.2.2 Contractor Project Manager shall have full authority to act on behalf of Contractor on all matters relating to the daily operation of this Contract.
- 7.2.1 Contractor Project Manager shall be responsible for Contractor's day-to-day activities as related to this Contract.
- 7.2.2 Contractor Project Manager shall be available to meet and confer as necessary, with County, as further described in sub-paragraph 9.1.1 (Meetings) of Exhibit A (Statement of Work).
- 7.2.3 Any changes to the Contractor Project Manager shall be subject to advanced written approval, as further described in sub-paragraph 7.3 (Approval of Contractor's Staff) of this Contract.

7.2.4 Any exceptions to the requirements listed in this sub-paragraph 7.2 must be approved by the County Project Director.

7.3 Approval of Contractor's Staff

7.3.1 County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor Project Director and Contractor Project Manager.

7.3.2 County Project Director or County Project Manager has the right to approve or disapprove any proposed replacement for the Contractor Project Director and the Contractor Project Manager. If Contractor desires to replace, or if County, at its discretion, requires removal of, either the Contractor Project Director or the Contractor Project Manager, Contractor shall provide County with a resume of each such proposed replacement, and an opportunity to interview such person prior to such person performing any work hereunder.

7.3.3 County shall not unreasonably delay its approval of a replacement of Contractor Project Director or Contractor Project Manager. Approved change shall be processed in accordance with sub-paragraphs 8.1 (Change Orders and Amendments) and 8.34 (Notices) of this Contract.

7.3.4 During the term of this Contract, Contractor shall endeavor to assure continuity of Contractor personnel performing key functions under this Contract, including but not limited to: Contractor Project Director, Contractor Project Manager, IT System Administrator/Programmer, IT Assistant System Administrator/Programmer, Body Shop Supervisor, and Collision Estimator (collectively "Contractor Key Personnel").

7.4 Intentionally Omitted

7.5 Background and Security Investigations

7.5.1 Each of Contractor's staff performing services under this Contract shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted by Livescan to the California

Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the County as indicated in sub-paragraph 3.1.2.6 of Exhibit A (Statement of Work), regardless of whether the member of Contractor's staff passes or fails the background investigation.

7.5.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be removed immediately from performing services under this Contract. Contractor shall comply with County's request at any time during the term of this Contract. County will not provide to Contractor, nor to Contractor's staff, any information obtained through the County's background investigation

7.5.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.5.4 Disqualification of any member of Contractor's staff pursuant to this sub-paragraph 7.5 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

7.6.1 Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

7.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers,

employees, agents, or subcontractors, to comply with this sub-paragraph 7.6, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this sub-paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

- 7.6.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

Contractor shall sign and adhere to the provisions of Exhibit G1 (Contractor Acknowledgement and Confidentiality Agreement).

- 7.6.4 Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the provisions of Exhibit G2 (Contractor Employee Acknowledgment and Confidentiality Agreement).

- 7.6.5 Contractor shall cause each non-employee performing services covered by this Contract to sign and adhere to the provisions of Exhibit G3 (Contractor Non-Employee Acknowledgment and Confidentiality Agreement).

8.0 STANDARD TERMS AND CONDITIONS

8.1 Change Orders and Amendments

- 8.1.1 For any change which does not materially affect the scope of work, term, contract sum, payments, or any other term or condition included under this Contract, a Change Order shall be executed by Contractor Project Manager and County Project Director or County Project Manager.

- 8.1.2 For any change which materially affects the scope of work, term, contract sum, payments, or any other term or condition included under this Contract, an Amendment to this Contract shall be executed by the Contractor and by the County Board of Supervisors.
- 8.1.3 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to this Contract shall be executed by the Contractor and by the Sheriff or his designee.
- 8.1.4 Notwithstanding sub-paragraphs 8.1.1 and 8.1.2 above, for (1) any option term extension of the Contract in accordance with sub-paragraph 4.2 (Term of Contract) of this Contract, (2) an assignment of rights or delegation of duties by Contractor pursuant to sub-paragraph 8.2 (Assignment and Delegation) of this Contract, or (3) any cost of living adjustment in accordance with sub-paragraph 5.6 (Cost of Living Adjustments (COLA's)) of this Contract, an Amendment to this Contract shall be executed by the Contractor and the Sheriff or his designee.
- 8.1.5 Notwithstanding sub-paragraphs 8.1.1 and 8.1.2 above, for any of the following modifications to the annual price for Fixed-Price services set forth in sub-paragraph 5.1.2 (Contract Prices and Rates), a Change Order shall be executed by Contractor Project Manager and County Project Director or County Project Manager.
- (1) Any increase or decrease to the Department's vehicle Fleet in accordance with sub-paragraph 2.4 (Fixed-Price Change Due to Changes in Fleet Size) of Exhibit B (Price Sheet) which increases or decreases the annual price for Fixed-Price services;
 - (2) Any verified increase to Contractor's actual costs for Fixed-Price automotive parts in accordance with sub-paragraph 2.5 (Fixed-Price Changes Due to Parts Costs Increases) of Exhibit B (Price Sheet);
 - (3) Any sales tax change that impacts the Contractor's cost of providing Fixed Price services in accordance

with sub-paragraph 2.6 (Fixed-Price Change Due to Sales Tax Increases or Decreases) of Exhibit B (Price Sheet); or

- (4) Any increase or decrease to the minimum staffing levels in accordance with sub-paragraph 2.7 (Fixed-Price Adjustments for Minimum Staffing Increases or Decreases) of Exhibit B (Price Sheet), which increases or decreases the annual price for Fixed-Price services.

8.1.6 Notwithstanding sub-paragraphs 8.1.1 and 8.1.2 above, for any increase to the paint-hour rates in accordance with sub-paragraph 3.2 (FFS Paint Material Costs) of Exhibit B (Price Sheet), a Change Order shall be executed by Contractor Project Manager and County Project Director or County Project Manager.

8.2 Assignment and Delegation/Mergers or Acquisitions

8.2.1 The Contractor shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.

8.2.2 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegatee or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.

8.2.3 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority

control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

8.2.4 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 Authorization Warranty

8.3.1 The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 Budget Reductions

8.4.1 In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the

preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

8.5 Complaints

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

8.5.1 Within thirty (30) business days after the Contract effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.

8.5.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.

8.5.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within ten (10) business days for County approval.

8.5.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.

8.5.5 The Contractor shall preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.

8.5.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

8.5.7 Copies of all written responses shall be sent to the County's Project Manager within five (5) business days of mailing to the complainant.

8.6 Compliance with Applicable Law

8.6.1 In the performance of this Contract, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this subparagraph 8.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

8.7 Compliance with Civil Rights Laws

8.7.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with Exhibit D (Contractor's EEO Certification).

8.8 Compliance with the County's Jury Service Program

8.8.1 Jury Service Program:

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Contract.

8.8.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of fifty-thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) business days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall also be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the

Jury Service Program shall be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. Contractor's violation of this sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.9 Conflict of Interest

- 8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.
- 8.9.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be

enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this sub-paragraph shall be a material breach of this Contract.

8.10 Consideration of Hiring County Employees Targeted for Layoff or Re-Employment List

8.10.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

8.11 Consideration of Hiring GAIN-GROW Participants

8.11.1 Should the contractor require additional or replacement personnel after the effective date of this Contract, the contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the contractor will interview qualified candidates. The County will refer GAIN-GROW participants by job category to the contractor. Contractors shall report all job openings with job requirements to: GAINGROW@DPSS.LACOUNTY.GOV and BSERVICES@WDACS.LACOUNTY.GOV and DPSS will refer qualified GAIN/GROW job candidates.

8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.12 Contractor Responsibility and Debarment

8.12.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.12.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.12.4 Contractor Hearing Board

8.12.4.1 If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is

the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

8.12.4.2 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

8.12.4.3 After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.4.4 If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.

8.12.4.5 The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred

for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

8.12.4.6 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.13 Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law

8.13.1 The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post Exhibit I (Safely Surrendered Baby Law) in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. Information and posters for printing are available at www.babysafela.org.

8.14 Contractor's Warranty of Adherence to County's Child Support Compliance Program

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.15 County's Quality Assurance Plan

8.15.1 The County or its agent(s) will monitor the Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors and listed in the appropriate Contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 Damage to County Facilities, Buildings or Grounds

8.16.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or

grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) calendar days after the occurrence.

8.16.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

8.17 Employment Eligibility Verification

8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 Facsimile Representations

8.18.1 The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Change Orders and Amendments prepared pursuant to sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Change Orders and Amendments to this Contract, such that the parties need not

follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.19 Fair Labor Standards

8.19.1 The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 Force Majeure

8.20.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this sub-paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other

sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.21 Governing Law, Jurisdiction, and Venue

8.21.1 This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.22 Independent Contractor Status

8.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 The Contractor shall adhere to the provisions stated in subparagraph 7.6 (Confidentiality).

8.23 Indemnification

8.23.1 The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (“County Indemnitees”) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.24 General Provisions for all Insurance Coverage

8.24.1 Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in sub-paragraphs 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the “Required Insurance”) also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.2 Evidence of Coverage and Notice to County

8.24.2.1 Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor’s General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.

8.24.2.2 Renewal Certificates shall be provided to County not less than ten (10) days prior to contractor’s policy expiration dates. The County reserves the right to obtain complete, certified copies of any required contractor and/or sub-contractor insurance policies at any time.

8.24.2.3 Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars (\$50,000), and list any County required endorsement forms.

8.24.2.4 Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

8.24.2.5 Certificates and copies of any required endorsements shall be sent to the County's Contract Monitoring manager identified in Exhibit E (County's Administration).

8.24.2.6 Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to contractor. Contractor also shall promptly notify County of any third party claim or suit filed against contractor or any of its subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.3 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, employees and volunteers

(collectively County and its Agents) shall be provided additional insured status under contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the contractor's acts or omissions, whether such liability is attributable to the contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.4 Cancellation of or Changes in Insurance

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.5 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.24.6 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.7 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.8 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.9 Subcontractor Insurance Coverage Requirements

Contractor shall include all subcontractors as insureds under Contractor's own policies, or shall provide County with each subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each subcontractor complies with the Required Insurance provisions herein, and shall require that each subcontractor name the County and Contractor as additional insureds on the subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

8.24.10 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such

bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.11 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.12 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.13 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.14 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.15 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County’s determination of changes in risk exposures.

8.25 Insurance Coverage

8.25.1 Commercial General Liability Insurance (providing scope of coverage equivalent to ISO policy form CG01 01), naming

County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$2 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.25.2 Garage Insurance (written on ISO form CA 00 05 or its equivalent) including coverages with limits of not less than the following:

A. Garage Operations – Liability Other Than Covered Autos:

General Aggregate:	\$4 million
Products/Completed Operations:	\$2 million
Personal and Advertising Injury:	\$1 million
Per Accident:	\$2 million

B. Garage Operations – Liability for Covered Autos:

Automobile Liability for all Contractors’ “owned”, “non-owned” and “hired” vehicles, or coverage for “any auto”: \$2 million each accident

C. Garagekeepers Liability:

Coverage shall apply on a Direct Primary basis, and include Comprehensive and Collision coverages, with limits not less than five-hundred thousand (\$500,000) dollars per vehicle.

8.25.3 **Workers Compensation and Employers’ Liability** insurance or qualified self- insurance satisfying statutory requirements, which includes Employers’ Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor’s

operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.26 Liquidated Damages

- 8.26.1 If, in the judgment of the Sheriff, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Sheriff, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Sheriff, or his/her designee, in a written notice describing the reasons for said action.
- 8.26.2 If the Sheriff, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Sheriff, or his/her designee, deems are correctable by the Contractor over a certain time span, the Sheriff, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Sheriff, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the monthly contract sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is One Hundred dollars (\$100) per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Exhibit A (Statement of Work), Attachment 8, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) upon giving five (5) calendar days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it

be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in sub-paragraph 8.26.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or sub-paragraph 8.26.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.26.5 The following liquidated damages shall be automatically deducted by Contractor from monthly invoices based upon Contractor's failure to meet the required Statement of Work performance standards specified below, for "in-service" vehicles for both Fixed-Price and Fee-for-Service categories. It is the responsibility of the Contractor to calculate and take the deductions from each month's invoices, based on the number of occurrences that met the criteria listed below during and for the previous month billed; in other words, one month in arrears. For example, liquidated damages accrued under this sub-paragraph 8.26.5 during the month of March would be deducted from the Contractor monthly invoices for April. The liquidated damages to be automatically deducted by Contractor for the second to last, and last months' invoices, shall be calculated and deducted from the appropriate final month's invoices.

8.26.5.1 Exceeding the compliance requirement of the three (3) business day quick-fix accident repair requirement, the nine (9) business day minor accident repair requirement, the twenty-one (21) business day major accident repair requirement, or the fifteen (15) business day complete repaint (single or multiple stage) with minor body damage repair requirement, as specified in sub-paragraph 4.34.8 (Accident Repair Time Requirements) of Exhibit A (Statement of Work), by more than three (3) business days, as documented in the

Contractor generated reports, results in automatic deductions from the monthly accident repair billing invoice. County Contract Program Monitors may run concurrent reports, at County discretion, for auditing purposes. The automatic deductions begin for the fourth and subsequent continuous business days and are to be calculated as part of the invoicing process each calendar month. The automatic deduction amount is fifty dollars (\$50) per vehicle and/or piece of equipment, per business day, for the number of vehicles and/or pieces of equipment exceeding the compliance requirement by four (4) or more business days.

8.26.5.2 Exceeding the compliance requirement of the three (3) or five (5) business day repair requirements set forth in sub-paragraph 4.9.6 (Specific Repair Time Requirements) of Exhibit A (Statement of Work) for on-road patrol motorcycles by more than three (3) business days, as documented in the Contractor generated reports, results in automatic deductions from the monthly Fixed-Price billing invoice. County Contract Program Monitors may run concurrent reports, at County discretion, for auditing purposes. The automatic deductions begin on the fourth and subsequent continuous business days and are to be calculated based on the Fixed Price or Fee-for-Service repair times, per business day, for the number of motorcycles exceeding the compliance requirement. The automatic deduction amount is fifty dollars (\$50) per on-road patrol motorcycles, per business day, for the number of such on-road patrol motorcycles exceeding the compliance requirement by four (4) or more business days.

8.26.5.3 Failure to meet minimum staffing and shift requirements for the Central Jail and Century repair locations in accordance with Exhibit 3A (Minimum Staffing Levels per Repair Location) and sub-paragraph 7.2.5 (Men's Central Jail, Century Station, Eastern Avenue, and Pitchess Detention Center Minimum Staffing) of Exhibit A (Statement of Work), in excess of three (3) hours. Contractor shall document any minimum staffing

and shift requirement shortages and deduct from the monthly Fixed-Price invoice the automatic deduction amount of thirty dollars (\$30) for each fourth and subsequent business hour, per employee, per business day, per location. County Contract Program Monitors may also document such shortages, at County's Discretion, for auditing purposes and to ensure correct invoice billing. Contractor may request, in writing, a waiver from the County Project Manager or designee, for each business day there is a failure to meet the requirements of this sub-paragraph 8.26.5.3. County Project Manager or designee may, at their discretion, elect to waive the automatic deduction for that business day per Contractor's request.

8.26.5.4 Exceeding the compliance requirement of the three (3) to fifteen (15) business day repair time requirements set forth in sub-paragraph 4.9.6 (Specific Repair Time Requirements) of Exhibit A (Statement of Work) for all vehicles and equipment, excluding on-road patrol motorcycles, by more than ten (10) business days, as documented in the Contractor generated reports, results in automatic deductions from the monthly Fixed-Price billing invoice. County Contract Program Monitors may run concurrent reports, at County discretion, for auditing purposes. The automatic deductions begin on the eleventh and subsequent continuous business days and are to be calculated based on the Fixed-Price or Fee-for-Service repair times per business day, for the number of vehicles and equipment exceeding the compliance requirement. The automatic deduction amount is fifty dollars (\$50) per vehicle and/or equipment, per business day, for the number of such vehicles and equipment exceeding the compliance requirement by eleven (11) or more business days.

8.26.5.5 County Project Manager or designee reserves the right to waive any or all automatic deductions specified above based on Contractor performance, extenuating circumstances, or for other reasons determined by County Project Manager or designee.

8.27 Most Favored Public Entity

8.27.1 If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

8.28 Nondiscrimination and Affirmative Action

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 The Contractor shall certify to, and comply with, the provisions of Exhibit D (Contractor's EEO Certification).

8.28.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.28.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental

disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.28.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this sub-paragraph 8.28 when so requested by the County.

8.28.7 If the County finds that any provisions of this sub-paragraph 8.28 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 Non Exclusivity

8.29.1 Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 Notice of Delays

8.30.1 Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1)

business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.31 Notice of Disputes

8.31.1 The Contractor shall bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Sheriff, or designee shall resolve it.

8.32 Notice to Employees Regarding the Federal Earned Income Credit

8.32.1 The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.33 Notice to Employees Regarding the Safely Surrendered Baby Law

8.33.1 The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit I (Safely Surrendered Baby Law) of this Contract. Additional information is available at www.babysafela.org.

8.34 Notices

8.34.1 All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibit E (County's Administration) and Exhibit F (Contractor's Administration). Addresses may be changed by either party giving ten (10) business days' prior written notice thereof to the other party. The Sheriff or his designee shall have the authority to issue all notices or

demands required or permitted by the County under this Contract.

8.35 Prohibition Against Inducement or Persuasion

8.35.1 Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.36 Public Records Act

8.36.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to sub-paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.37 Publicity

8.37.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services

and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

8.37.1.1 The Contractor shall develop all publicity material in a professional manner; and

8.37.1.2 During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this subparagraph 8.37 shall apply.

8.38 Record Retention and Inspection-Audit Settlement

8.38.1 The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other

costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

- 8.38.2 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) calendar days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.38.3 Failure on the part of the Contractor to comply with any of the provisions of this sub-paragraph 8.38 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- 8.38.4 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.
- 8.38.5 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized

representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this sub-paragraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.39 Recycled Bond Paper

8.39.1 Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.40 Subcontracting

8.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor shall

provide the following information promptly at the County's request:

8.40.2.1 A description of the work to be performed by the subcontractor;

8.40.2.2 A draft copy of the proposed subcontract; and

8.40.2.3 Other pertinent information and/or certifications requested by the County.

8.40.3 The Contractor shall indemnify, defend, and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.

8.40.4 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

8.40.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.

8.40.6 The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.

8.40.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

8.40.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to the Contract Monitoring Manager (refer to Exhibit E, County's Administration), before any subcontractor employee may perform any work hereunder.

8.41 Termination for Breach of Warranty to Maintain Compliance with County’s Child Support Compliance Program

8.41.1 Failure of the Contractor to maintain compliance with the requirements set forth in sub-paragraph 8.14 (Contractor’s Warranty of Adherence to County’s Child Support Compliance Program), shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to sub-paragraph 8.43 (Termination for Default) and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.42 Termination for Convenience

8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) calendar days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

8.42.2.1 Stop work under this Contract on the date and to the extent specified in such notice, and

8.42.2.2 Complete performance of such part of the work as shall not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with sub-paragraph 8.38 (Record Retention and Inspection-Audit Settlement).

8.43 Termination for Default

8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County’s Project Director:

8.43.1.1 Contractor has materially breached this Contract; or

8.43.1.2 Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

8.43.1.3 Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in sub-paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this sub-paragraph.

8.43.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in sub-paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the

required performance schedule. As used in this sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this sub-paragraph 8.43, or that the default was excusable under the provisions of sub-paragraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to sub-paragraph 8.42 (Termination for Convenience).

8.43.5 The rights and remedies of the County provided in this sub-paragraph 8.43 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.44 Termination for Improper Consideration

8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.44.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

8.45 Termination for Insolvency

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

8.45.1.1 Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) calendar days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;

8.45.1.2 The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;

8.45.1.3 The appointment of a Receiver or Trustee for the Contractor; or

8.45.1.4 The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this subparagraph 8.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 Termination for Non-Adherence of County Lobbyist Ordinance

8.46.1 The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.47 Termination for Non-Appropriation of Funds

8.47.1 Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until

the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.48 Validity

8.48.1 If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.49 Waiver

8.49.1 No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this sub-paragraph 8.49 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.50 Warranty Against Contingent Fees

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.51 Warranty of Compliance with County’s Defaulted Property Tax Reduction Program

8.51.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

8.52 Termination for Breach of Warranty to Maintain Compliance with County’s Defaulted Property Tax Reduction Program

8.52.1 Failure of Contractor to maintain compliance with the requirements set forth in sub-paragraph 8.51 (Warranty of Compliance with County’s Defaulted Property Tax Reduction Program) shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within ten (10) calendar days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

8.53 Time Off for Voting

8.53.1 The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) calendar days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

8.54 Compliance with County’s Zero Tolerance Policy on Human Trafficking

8.54.1 Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

8.54.2 If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

8.54.3 Disqualification of any member of Contractor's staff pursuant to this paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 Compliance with the County's Living Wage Program

9.1.1 Living Wage Program

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J (Living Wage Ordinance) and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

9.1.2.1 Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its employees no less than the applicable hourly living wage rate, as set forth in Exhibit K (Living Wage Rate Annual Adjustment), for the employees' services provided to the County, including, without limitation, "Travel Time" as defined below sub-paragraph 9.1.2.5 under the Contract:

9.1.2.2 For purposes of this sub-paragraph, “contractor” includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. “Employee” means any individual, who is an employee of the Contractor under the laws of California, and who is providing full-time or part-time services to the Contractor, which are provided to the County under the Contract. “Full-time” means a minimum of forty (40) hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than thirty-five (35) hours worked per week will not, in any event, be considered full-time.

9.1.2.3 If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

9.1.2.4 If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its “exemption status” from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program’s definition of “Employer” or if the Contractor no longer qualifies for the exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County’s satisfaction that the Contractor either continues to remain outside of the Living Wage Program’s definition of “Employer” and/or that the Contractor

continues to qualify for the exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

9.1.2.5 For purposes of the Contractor's obligation to pay its employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an employee physically travels to or from a County facility if the Contractor pays the employee any amount for that time or if California law requires the Contractor to pay the employee any amount for that time; and 2) With respect to travel by an employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an employee physically travels to or from, or between such County facilities if the Contractor pays the employee any amount for that time or if California law requires the Contractor to pay the employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

9.1.3.1 The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid, for each of its employees. All certified monitoring reports shall be submitted on forms provided in Exhibit L (Payroll Statement of Compliance), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor,

through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law-Payroll Violations and Claims

9.1.4.1 During the term of the Contract, if the Contractor becomes aware of any labor law-payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law-payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law-payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law-payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

9.1.5.1 Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

9.1.6.1 The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's employees are working. The Contractor shall also

distribute County-provided notices to each of its employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Contractor's employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this sub-paragraph, the County shall have the rights and remedies described in this sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring

report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of one hundred dollars (\$100) per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding Payment. If the Contractor fails to pay one or more of its employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely

difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of fifty dollars (\$50) per employee per day for each and every instance of an underpayment to an employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to pay any of its employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

3. Debarment. In the event the Contractor breaches a requirement of this sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time employee staffing plan. If the Contractor changes its full-time employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this sub-paragraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

9.1.10 Contractor Standards

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six (6) months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or

- b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first ninety (90) calendar days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 Data Destruction

- 9.2.1 Contractor(s) and Vendor(s) that have maintained, processed, or stored the County of Los Angeles' ("County") data and/or information, implied or expressed, have the sole responsibility to certify that the data and information have been appropriately destroyed consistent with the National Institute of Standards and Technology (NIST) Special Publication SP 800-88 titled *Guidelines for Media Sanitization*. Available at:

<http://csrc.nist.gov/publications/PubsDrafts.html#SP-800-88 Rev.%201>

- 9.2.2 The data and/or information may be stored on purchased, leased, or rented electronic storage equipment (e.g., printers, hard drives) and electronic devices (e.g., servers, workstations) that are geographically located within Los Angeles County. The County must receive within ten (10) business days, a signed document from Contractor(s) and Vendor(s) that certifies and validates the data and information were placed in one or more of the following stored states: unusable, unreadable, and indecipherable.

9.2.3 Vendor shall certify that any County data stored on purchased, leased, or rented electronic storage equipment and electronic devices, including, but not limited to printers, hard drives, servers, and/or workstations are destroyed consistent with the current National Institute of Standard and Technology (NIST) Special Publication SP-800-88, *Guidelines for Media Sanitization*. Vendor shall provide County with written certification, within ten (10) business days of removal of any electronic storage equipment and devices that validates that any and all County data was destroyed and is unusable, unreadable, and/or undecipherable.

9.3 Local Small Business Enterprise (LSBE) Preference Program (if applicable)

9.3.1 This Contract is subject to the provisions of the County's ordinance entitled LSBE Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

9.3.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a LSBE.

9.3.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a LSBE.

9.3.4 If the Contractor has obtained certification as a LSBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

9.4 Social Enterprise (SE) Preference Program (if applicable)

- 9.4.1 This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.
- 9.4.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.
- 9.4.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.
- 9.4.4 If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

9.5 Disabled Veteran Business Enterprise (DVBE) Preference Program (if applicable)

- 9.5.1 This Contract is subject to the provisions of the County's ordinance entitled DVBE Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.
- 9.5.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.
- 9.5.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.
- 9.5.4 If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such

certification has been awarded this contract to which it would not otherwise have been entitled, Contractor shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and
4. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

Notwithstanding any other remedies in this contract, the above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: (_____)
Name

By _____
Name

Title

COUNTY OF LOS ANGELES

By _____
Chair Board of Supervisors

ATTEST:

CELIA ZAVALA, Acting Executive Officer
Of the Board of Supervisors

By _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _____
Michele Jackson
Principal Deputy County Counsel

STANDARD EXHIBITS

- A STATEMENT OF WORK (NOT ATTACHED TO SAMPLE)
- B PRICE SHEET (NOT ATTACHED TO SAMPLE)
- C INTENTIONALLY OMITTED
- D CONTRACTOR'S EEO CERTIFICATION
- E COUNTY'S ADMINISTRATION
- F CONTRACTOR'S ADMINISTRATION
- G FORM(S) REQUIRED AT THE TIME OF CONTRACT EXECUTION
- H JURY SERVICE ORDINANCE
- I SAFELY SURRENDERED BABY LAW

UNIQUE EXHIBITS

PROP A - LIVING WAGE PROGRAM EXHIBITS

- J LIVING WAGE ORDINANCE
- K LIVING WAGE RATE ANNUAL ADJUSTMENTS
- L PAYROLL STATEMENT OF COMPLIANCE

STATEMENT OF WORK

NOT ATTACHED TO SAMPLE

PRICE SHEET

NOT ATTACHED TO SAMPLE

INTENTIONALLY OMITTED

CONTRACTOR'S EEO CERTIFICATION

 Contractor Name

 Address

 Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | |
|--|------------------------------|-----------------------------|
| 1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

 Authorized Official's Printed Name and Title

 Authorized Official's Signature

 Date

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

COUNTY PROJECT MANAGER:

Name: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

COUNTY SUPERVISING CONTRACT PROGRAM MONITOR:

Name: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

COUNTY'S ACCOUNTS PAYABLE UNIT:

Name: Los Angeles County Sheriff's Department _____
Title: Attn: Accounts Payable Unit _____
Address: 211 West Temple Street, 5th Floor _____
Los Angeles, California 90012 _____

COUNTY'S CONTRACT MONITORING MANAGER:

Name: Los Angeles County Sheriff's Department _____
Title: Attn: Contract Monitoring Unit _____
Address: 211 West Temple Street, 6th Floor _____
Los Angeles, California 90012 _____

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: _____

CONTRACT NO: _____

CONTRACTOR PROJECT DIRECTOR: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR PROJECT MANAGER:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S IT SYSTEM ADMINISTRATOR/PROGRAMMER:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S ASSISTANT IT SYSTEM ADMINISTRATOR/PROGRAMMER:

Name: _____

Title: _____

Address: _____

CONTRACTOR'S ADMINISTRATION

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S BODY SHOP SUPERVISOR:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S COLLISION ESTIMATOR:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

- G1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME _____ Contract No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name _____ Contract No. _____

Employee Name _____

GENERAL INFORMATION:

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name _____ Contract No. _____

Non-Employee Name _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

SAFELY SURRENDERED BABY LAW

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

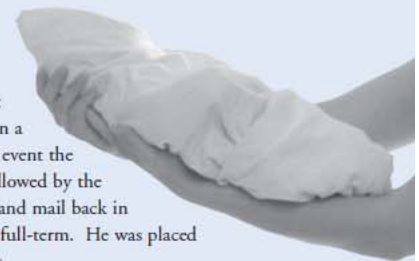
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

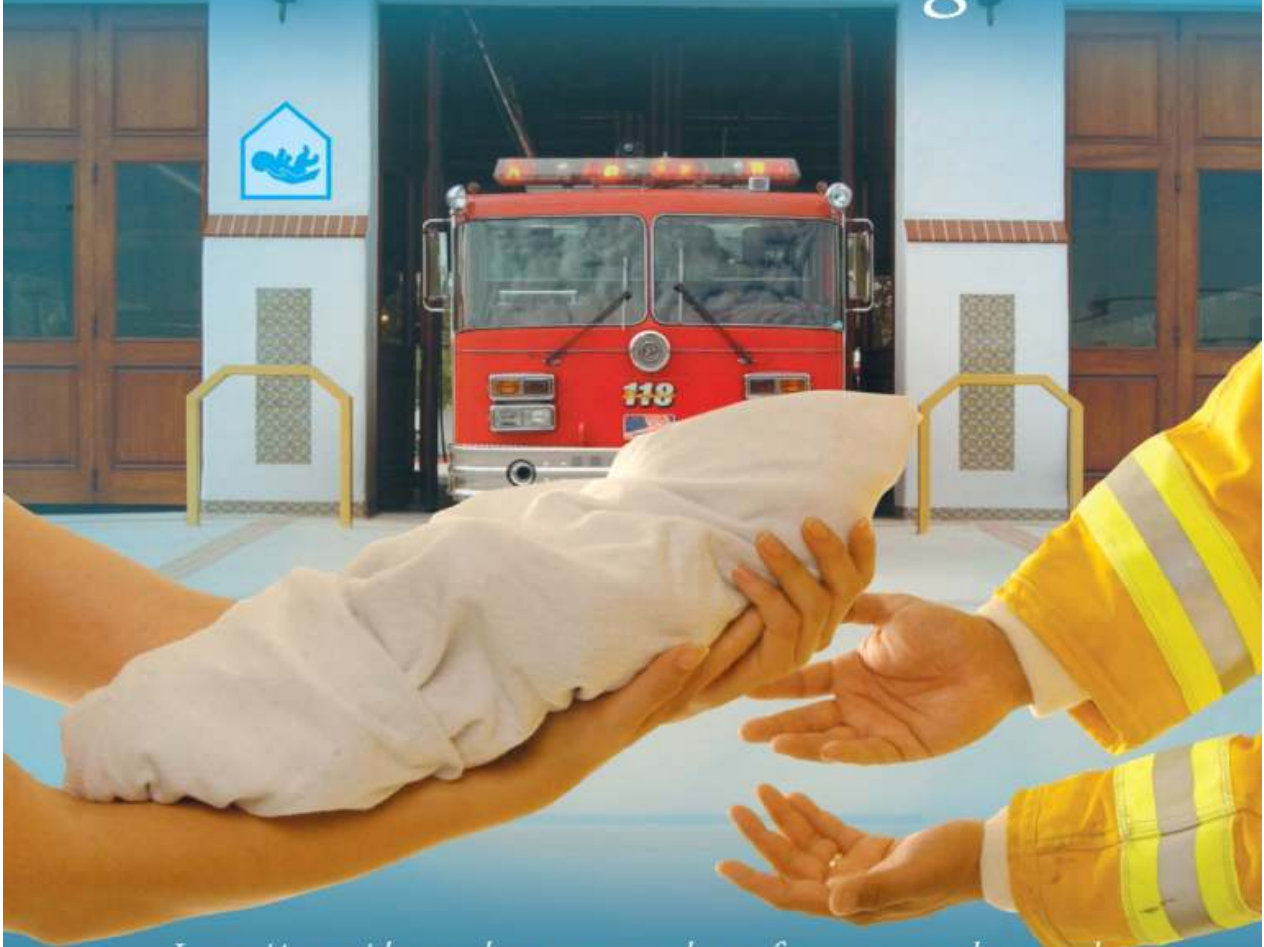
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

Chapter 2.201 - LIVING WAGE PROGRAM

- 2.201.010 - Findings.
- 2.201.020 - Definitions.
- 2.201.030 - Prospective effect.
- 2.201.040 - Payment of living wage.
- 2.201.050 - Other provisions.
- 2.201.060 - Employer retaliation prohibited.
- 2.201.070 - Employee retention rights.
- 2.201.080 - Enforcement and remedies.
- 2.201.090 - Exceptions.
- 2.201.100 - Severability.

Sections:

2.201.010 - Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007; Ord. 99-0048 § 1 (part), 1999.)

2.201.020 - Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this Chapter unless inconsistent with the following definitions:

- A. "County" includes the County of Los Angeles, any County officer or body, any County department head, and any County employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.
- B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full- or part-time services to an employer, some or all of which are provided to the County of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a County of Los Angeles owned or leased facility.
- C. "Employer" means:
 - 1. An individual or entity who has a contract with the County:
 - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the County of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this Chapter as a "Proposition A contract," or

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

- b. For cafeteria services, referred to in this Chapter as a "cafeteria services contract," and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the County.
- D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer, but in no event less than 35 hours worked per week.
- E. "Part time" means less than 40 hours worked per week, unless a lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer.
- F. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq., of this code, entitled Contracting with Private Business.

(Ord. 2015-0061 § 1, 2015: Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 - Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. ^[16] It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.040 - Payment of living wage.

- A. Employers shall pay employees a living wage for their services provided to the County of no less than the hourly rate set under this Chapter or in Title 8— Consumer Protection, Business and Wage Regulations, commencing with Section 8.100.010, whichever is higher. The rate shall be as follows:
- 1. On March 1, 2016, and thereafter the rate shall be \$13.25 per hour;
 - 2. On January 1, 2017, and thereafter the rate shall be \$14.25 per hour;
 - 3. On January 1, 2018, and thereafter the rate shall be \$15.00 per hour;
 - 4. On January 1, 2019, and thereafter the rate shall be \$ 15.79 per hour;
 - 5. Beginning January 1, 2020, and thereafter the living wage rate shall increase annually based on the average Consumer Price Index for Urban Wage Earners and Clerical Works (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics of the United States Department of Labor.

Title 2 ADMINISTRATION
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- B. The Board of Supervisors may, from time to time, adjust the amounts specified in subsection A of this Section, above for future contracts. Any adjustments to the living wage rate specified in subsection A that are adopted by the Board of Supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments.

(Ord. 2015-0061 § 2, 2015: Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 - Other provisions.

- A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the County the necessity to use non-full time employees based on staffing efficiency or the County requirements of an individual job.
- B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.
- C. Administration. The Chief Executive Officer and the Internal Services Department shall be responsible for the administration of this chapter. The Chief Executive Officer and the Internal Services Department may, with the advice of County Counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the Internal Services Department shall issue written instructions on the implementation and ongoing administration of this Chapter. Such instructions may provide for the delegation of functions to other County departments.
- D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and provide other information deemed relevant to the enforcement of this Chapter by the County. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the Board of Supervisors on contractor compliance with the provisions of this Chapter.
- E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2015-0061 § 3, 2015: Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.060 - Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.070 - Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

- A. A "retention employee" is an employee of a predecessor employer:
 - 1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
 - 2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
 - 3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.
- B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.
- C. A subsequent employer is not required to hire a retention employee who:
 - 1. Has been convicted of a crime related to the job or his or her job performance; or
 - 2. Fails to meet any other county requirement for employees of a contractor.
- D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.080 - Enforcement and remedies.

For violation of any of the provisions of this chapter:

- A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

- B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:
1. Assess liquidated damages as provided in the contract; and/or
 2. Recommend to the board of supervisors the termination of the contract; and/or
 3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 - Exceptions.

- A. Other Laws. This Chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.
- B. Collective Bargaining Agreements. Any provision of this Chapter shall be superseded by a collective bargaining agreement that expressly so provides.

(Ord. 2015-0061 § 4, 2015: Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 - Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999.)

Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.



**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM**

PAYROLL STATEMENT OF COMPLIANCE

I, _____, _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by _____
Company or Subcontractor
 on the _____ that during the payroll period commencing on the _____
Service, Building or Work Site
 _____ day of _____, and ending the _____ day of _____
Calendar Day of Month Month and Year Calendar Day of Month
 _____ all persons employed on said work site have been paid the full weekly wages
Month and Year
 earned, that no rebates have been or will be made, either directly or indirectly, to or on behalf of
 _____ from the full weekly wages earned by any
Company Name
 person, and that no deductions have been made either directly or indirectly, from the full wages
 earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR
 Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63
 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	
Print Name and Title	Owner or Company Representative Signature:
	Date:
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD CONSISTENT WITH THE SERIOUSNESS OF THE VIOLATION.	

APPENDIX D

REQUIRED FORMS

FOR

REQUEST FOR PROPOSALS (RFP)

APPENDIX D - EXHIBITS

BUSINESS FORMS

- 1 Proposer's Organization Questionnaire/Affidavit and CBE Information
- 2 Prospective Contractor References
- 3 Prospective Contractor List of Contracts
- 4 Prospective Contractor List of Terminated Contracts
- 5 Certification of No Conflict of Interest
- 6 Familiarity with the County Lobbyist Ordinance Certification
- 7 Request for Preference Program Consideration
- 8 Proposer's EEO Certification
- 9 Attestation of Willingness to Consider GAIN/GROW Participants
- 10 Contractor Employee Jury Service Program Certification Form and Application for Exception

COST FORMS

- 11 Price Sheet
- 12 Certification of Independent Price Determination and Acknowledgement of RFP Restrictions
- 13 Budget Sheet
- 14 Employee Benefits

LIVING WAGE FORMS

- 15 Contractor Non-Responsibility Debarment - Acknowledgement and Statement of Compliance
- 16 Labor/Payroll/Debarment History - Acknowledgement and Statement of Compliance
- 17 Application for Exemption
- 18 Model Staffing Plan

OTHER

- 19 Charitable Contributions Certification

DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 20 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- 21 Zero Tolerance Policy on Human Trafficking Certification

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

Please complete, sign and date this form. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

1. Is your firm a corporation or limited liability company (LLC)? Yes No

If yes, complete:

Legal Name (found in Articles of Incorporation) _____

State _____ Year Inc. _____

2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. Is your firm doing business under one or more DBA's? Yes No

If yes, complete:

Name	County of Registration	Year became DBA
_____	_____	_____
_____	_____	_____

4. Is your firm wholly/majority owned by, or a subsidiary of another firm? Yes No

If yes, complete:

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Has your firm done business as other names within last five (5) years? Yes No

If yes, complete:

Name _____ Year of Name Change _____

Name _____ Year of Name Change _____

6. Is your firm involved in any pending acquisition or mergers, including the associated company name?

Yes No If yes, provide information:

Proposer acknowledges and certifies that firm meets and will comply with the Proposer's Minimum Mandatory Requirements as stated in Paragraph 3.0, of this Request for Proposal, as listed below.

Check the appropriate boxes:

3.1 Minimum Mandatory Requirements:

Interested and qualified proposers that can demonstrate their ability and qualifications to successfully provide the required services outlined in Appendix A (Statement of Work), of this RFP, are invited to submit proposal(s), provided they meet the following minimum mandatory requirements:

Yes No

3.1.1 Proposer must demonstrate a minimum of five (5) years of experience within the last ten (10) years Directly Providing both comprehensive management and Maintenance for a Fleet or Fleets of Vehicles of at least 1,000 Vehicles at one repair location.

Proposer shall provide references that verify this minimum mandatory requirement, which shall include start dates, end dates, agency names, and services provided on Exhibit 2 (Prospective Contractor References) of Appendix D (Required Forms).

Yes No

3.1.2 Proposer must demonstrate a minimum of one (1) year of experience within the last ten (10) years Directly Providing both comprehensive management and Maintenance at three (3) or more repair locations simultaneously, which serve a combined total of at least 1,000 Vehicles.

Proposer shall provide references that verify this minimum mandatory requirement, which shall include start dates, end dates, agency names, and services provided on Exhibit 2 (Prospective Contractor References) of Appendix D (Required Forms).

3.2 Desirable Qualifications

Points may be awarded to Proposers that demonstrate they meet the Desirable Qualification below:

Yes No

3.2.1 Proposer should demonstrate experience for three (3) years within the last five (5) years Directly Providing both comprehensive management and Maintenance for a Fleet that includes at least thirty-five (35) or more Police Emergency Response Vehicles, excluding motorcycles.

Proposer shall provide references that verify this desirable qualification and include start dates, end dates, name of governmental agency, and the services provided.

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

I. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Specify) _____						
Total Number of Employees (including owners):						
Race/Ethnic Composition of Firm. Distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

II. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

III. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Other

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

PROPOSER NAME:		COUNTY WEBVEN NUMBER:	
ADDRESS:			
PHONE NUMBER:		E-MAIL:	
INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER:		CALIFORNIA BUSINESS LICENSE NUMBER:	
PROPOSER OFFICIAL NAME AND TITLE (PRINT):			
SIGNATURE		DATE	

REQUIRED FORMS - EXHIBIT 2
PROSPECTIVE CONTRACTOR REFERENCES

Contractor's Name: _____

List three (3) references where the same or similar scope of services were provided in order to meet the Minimum Mandatory Requirements as stated in this RFP. The same references may be included in Exhibit 3,

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
5. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.

REQUIRED FORMS - EXHIBIT 3
PROSPECTIVE CONTRACTOR LIST OF CONTRACTS

Contractor's Name: _____

List of all public entities for which the Contractor has provided service within the last three (3) years. Use additional sheets if necessary.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
5. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.

REQUIRED FORMS - EXHIBIT 4
PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS

Contractor's Name: _____

List of all contracts that have been terminated within the past three (3) years.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.		Reason for Termination:		
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.		Reason for Termination:		
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.		Reason for Termination:		
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.		Reason for Termination:		

REQUIRED FORMS - EXHIBIT 5
CERTIFICATION OF NO CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

Proposer Name

Proposer Official Title

Official's Signature

REQUIRED FORMS - EXHIBIT 6
FAMILIARITY WITH THE COUNTY
LOBBYIST ORDINANCE CERTIFICATION

The Proposer certifies that:

- 1) it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
- 2) that all persons acting on behalf of the Proposer organization have and will comply with it during the proposal process; and
- 3) it is not on the County's Executive Office's List of Terminated Registered Lobbyists.

Signature: _____ Date: _____

**REQUIRED FORMS - EXHIBIT 7
REQUEST FOR PREFERENCE PROGRAM CONSIDERATION**

INSTRUCTIONS: Businesses requesting preference consideration must complete and return this form for proper consideration of the proposal. Businesses may request consideration for one or more preference programs. Check all certifications that apply.*

I MEET ALL OF THE REQUIREMENTS AND REQUEST THIS PROPOSAL BE CONSIDERED FOR THE PREFERENCE PROGRAM(S) SELECTED BELOW. A COPY OF THE CERTIFICATION LETTER ISSUED BY THE DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS (DCBA) IS ATTACHED.

Request for Local Small Business Enterprise (LSBE) Program Preference

- Certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one (1) year; **or**
- Certified as a LSBE with other certifying agencies under DCBA's inclusion policy that has its principal place of business located in Los Angeles County and has revenues and employee sizes that meet the State's Department of General Services requirements; **and**
- Certified as a LSBE by the DCBA.

Request for Social Enterprise (SE) Program Preference

- A business that has been in operation for at least one year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; **and**
- Certified as a SE business by the DCBA.

Request for Disabled Veterans Business Enterprise (DVBE) Program Preference

- Certified by the State of California, **or**
- Certified by U.S. Department of Veterans Affairs as a DVBE; **or**
- Certified as a DVBE with other certifying agencies under DCBA's inclusion policy that meets the criteria set forth by: the State of California as a DVBE or is verified as a service-disabled veteran-owned small business by the Veterans Administration: **and**
- Certified as a DVBE by the DCBA.

***BUSINESS UNDERSTANDS THAT ONLY ONE OF THE ABOVE PREFERENCES WILL APPLY. IN NO INSTANCE SHALL ANY OF THE ABOVE LISTED PREFERENCE PROGRAMS PRICE OR SCORING PREFERENCE BE COMBINED WITH ANY OTHER COUNTY PROGRAM TO EXCEED FIFTEEN PERCENT (15%) IN RESPONSE TO ANY COUNTY SOLICITATION.**

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

DCBA certification is attached.

Name of Firm		County Webven No.	
Print Name:		Title:	
Signature:		Date:	
Reviewer's Signature	Approved	Disapproved	Date

**REQUIRED FORMS - EXHIBIT 8
PROPOSER'S EEO CERTIFICATION**

Company Name

Address

Internal Revenue Service Employer Identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Proposer certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Proposer has written policy statement prohibiting discrimination in all phases of employment.	()	()
2. Proposer periodically conducts a self-analysis or utilization analysis of its work force.	()	()
3. Proposer has a system for determining if its employment practices are discriminatory against protected groups.	()	()
4. When problem areas are identified in employment practices, Proposer has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	()	()

Signature

Date

Name and Title of Signer (please print)

REQUIRED FORMS - EXHIBIT 9
ATTESTATION OF WILLINGNESS TO CONSIDER
GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for contract award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: GAINGROW@DPSS.LACOUNTY.GOV and BSERVICES@WDACS.LACOUNTY.GOV.

Proposers unable to meet this requirement shall not be considered for contract award.

Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

A. Proposer has a proven record of hiring GAIN/GROW participants.

_____ YES (subject to verification by County) _____ NO

B. Proposer is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

_____ YES _____ NO

C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

_____ YES _____ NO _____ N/A (Program not available)

Proposer's Organization: _____

Signature: _____

Print Name: _____

Title: _____ Date: _____

Telephone No: _____ Fax No: _____

REQUIRED FORMS - EXHIBIT 10

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM CERTIFICATION FORM AND APPLICATION FOR EXCEPTION

The County's solicitation for this Request for Proposals is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All proposers, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the proposer is given an exemption from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For _____ Services:		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

- My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

REQUIRED FORMS - EXHIBIT 11

PRICE SHEET

EXHIBIT 11
PRICE SHEET

1.0 FIXED PRICE FOR FLEET MANAGEMENT AND MAINTENANCE SERVICES

- 1.1 Contractor shall provide all Fixed-Price management and maintenance services as required in the Contract at the annual price set forth below. Contractor shall invoice County one-twelfth of the annual Fixed-Price portion of the Contract in arrears on a monthly basis, beginning thirty (30) calendar days after the Work Start Date of the Contract, for the prior calendar month.
- 1.2 The annual price payable by County to Contractor for the provision of all Fixed Price services required under the Contract shall be (\$ _____). The amount is for the Fixed-Price base fleet size of 4,908 units, in the quantities specified below for Groups 1 through 4 [see TABLE 1 below]. The annual price for Fixed-Price services shall be firm and fixed for the term of the Contract, unless adjusted in accordance with the terms of the Contract. The annual price may be adjusted in accordance with sub-paragraph 8.1 (Change Orders and Amendments) and Paragraph 5.0 (Contract Sum) of the Contract. The annual price set forth above will remain as the set price for the base Fleet size of 4,908 units, from which all future Fixed-Price adjustments will be made.

2.0 BASE FLEET SIZE, FIXED PRICE

2.1 Fixed-Price Base Fleet Size

TABLE 1. FIXED-PRICE BASE FLEET SIZE	NUMBER OF UNITS
Group 1 - Non-ERV sedans, SUVs, trucks, vans, and other vehicles/equipment with a GVW rating of 10,000 lbs. or less, and all on-road trailers.	2,690
Group 2 - ERV sedans, SUVs, trucks, and vans with a GVW rating of 10,000 lbs. or less, as well as all on and off-road motorcycles, and ATVs.	1,872
Group 3 – Trucks, some buses and other vehicles/equipment with a GVW rating of 10,001 lbs. or greater.	261
Group 4 - Local and statewide inmate Buses (Equipment Types 31, 34 and 37).	85
TOTAL	4,908

2.2 Fixed-Price Adjustments, Change to Base Fleet Size

TABLE 2. FLEET COMPONENT GROUPS	PER-UNIT PRICE
Group 1 - Non-ERV sedans, SUVs, trucks, vans, and other vehicles/equipment with a GVW rating of 10,000 lbs. or less, and all on-road trailers.	\$ _____
Group 2 - ERV sedans, SUVs, trucks, and vans with a GVW rating of 10,000 lbs. or less, as well as all on and off-road motorcycles, and ATVs.	\$ _____
Group 3 – Trucks, some buses and other vehicles/equipment with a GVW rating of 10,001 lbs. or greater.	\$ _____
Group 4 – Local and statewide inmate Buses (Equipment Types 31, 34 and 37).	\$ _____

*The current equipment type numbers of vehicles assigned to each Fleet Component Group are as follows:

Group 1: 4, 7, 10, 11, 13, 25, 39, 40, 41, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 55, 58, 61, 64, 67, 70, 71, 73, 80, 91, 92, 93, 94, 95, 96, and 98

Group 2: 1, 2, 9, 15, 16, 19, 20, 22, 23, 24, 28, and 97

Group 3: 3, 5, 6, 29, 30, 66, 68, 69, 72, 74, 75, 76, 79, 82, 85, 86, 87, 88 and 90

Group 4: 31, 34, and 37

A description of each of the equipment types is provided in Exhibit 6 (Vehicle/Equipment Type Code List) to Appendix B (Statement of Work Exhibits). Additional equipment type numbers may be added during the term of the Contract by the County Project Manager or designee as needed, and grouped as appropriate within Fleet Component Groups 1 through 4 above.

2.3 COLAs

At the sole discretion of the County, cost of living adjustments (COLAs) may be applied to the base price for Fixed-Price services in accordance with sub-paragraph 5.6 (Cost of Living Adjustment (COLAs)) of the Contract.

2.4 Fixed-Price Change Due to Change in Fleet Size

2.4.1 The per-unit prices for Groups 1 through 4 set forth in Table 2 (Fleet Component Groups) above, are applicable for each vehicle or piece of equipment added to, or deleted from, the Fixed-Price Fleet.

2.4.2 The adjustment amount for any increase or decrease to the Fixed-Price base fleet price shall be calculated based on the per-unit prices listed in Table 2 (Fleet Component Groups) above, and shall be added to, or deducted from the annual Fixed-Price in the manner set forth below.

- 2.4.3 In accordance with sub-paragraph 3.2.3 (Initial Fleet Reconfiguration and Reassignment) of Exhibit A (Statement of Work), an initial Fixed-Price fleet size adjustment from the **base fleet size of 4,908 units** shall be made within the first five (5) business days after the Work Start Date, and will be effective retroactively to the Work Start Date. Additionally, Fixed Price fleet size adjustments shall be made semi-annually, on the first of the month every six (6) months thereafter.
- 2.4.4 Interim Fixed-Price fleet size adjustments may be made, when requested in writing by Contractor, or by County, when increases or decreases equating to \$150,000 occur within a semi-annual period. The interim Fixed-Price adjustment shall become effective on the first day of the month following the date the adjustment is approved by the County Project Director or the County Project Manager, and a Change Order is executed.
- 2.4.5 Any vehicle or piece of equipment (e.g. attached refrigeration units) found during a fleet inventory review to be assigned to the wrong Fleet Component Group (Table 2), based on its vehicle or equipment type, shall be assigned to the correct group at that time.
- 2.4.6 The Fleet size adjustment for any vehicle, when removed, corrected, and/or added to the Fleet will be priced according to its correct Fleet Component Group assignment.

2.5 **Fixed-Price Change Due to Parts Costs Increases**

- 2.5.1 At the discretion of the County, the annual price for Fixed-Price services may be adjusted on the Contract Work Start Date anniversary for subsequent years of the Contract, based upon verified increases to Contractor's actual costs for Fixed-Price automotive parts due to market price mandates, governmental and/or environmental related costs (but excluding sales taxes), as determined and verified by the County Project Manager or designee.
- 2.5.2 An adjustment to the annual price for Fixed Price services shall not be made if Contractor has been granted a COLA which equals or exceeds the verified percentage price increase for automotive parts. When a COLA has been granted which is less than the verified percentage price increase, the adjustment to the annual price for Fixed-Price services shall equal the difference between the COLA percentage increase and the verified percentage price increase. When no COLA has been granted, the percentage increase to the annual price for Fixed-Price services shall be adjusted as verified by the parties.
- 2.5.3 Using a method determined by the County Project Manager or designee, automotive parts pricing comparisons shall be made annually, at the beginning and ending of the one-year period preceding the Contract's Work Start Date anniversary on an annual basis. The actual COLA granted to Contractor, if any, shall be subtracted from the resulting actual "Percentage of Parts Price Increase." If the results are less than zero, there will not be a parts cost increase

granted for that period. If the results are greater than zero, then an increase may be granted to the annual price for Fixed-Price services in proportion to the parts-versus-labor expenses incurred under Fixed-Price. (Fixed-Price parts-versus-labor expenses shall be recorded in ShopFax).

Example: Should the Contractor be granted 0% COLA, and the actual "Percentage of Parts Price Increase" was determined to be 3.0%, and parts were found to make up 40% of Fixed Price expenses, the Contractor's annual price for Fixed-Price services may be increased as follows:

$$\begin{aligned} \text{Annual price} \times .40 &= \text{Parts cost} \\ \text{Parts cost} \times .03 \text{ increase} &= X \\ \text{Annual price} + X &= \text{increased annual price} \end{aligned}$$

This increase relates solely to parts and not to labor. The Contractor's annual price for the Fixed-Price base fleet size of **4,908** units (sub-paragraph 1.2 above) and the current rates used for changes to the base fleet size for Fixed-Price services (sub-paragraph 2.2 above) shall be increased accordingly.

2.6 Fixed-Price Change Due to Sales Tax Increases or Decreases

2.6.1 The annual price for Fixed-Price services may be adjusted throughout the term of the Contract, coinciding with, or no more than sixty (60) calendar days following, any sales tax change, if it is determined by the County Project Manager or designee that increases or decreases in the sales tax impact the Contractor's cost of providing the required Fixed-Price services under the Contract.

2.6.2 The increase or decrease to the annual price for Fixed-Price services shall be adjusted only to the impacted portion of the Fixed-Price cost as determined by the County Project Manager or designee. The Fixed-Price base fleet size of **4,908** units and the current change in Fleet size rates for Fixed-Price services shall be increased or decreased accordingly (refer to sub-paragraph 2.5.3).

2.7 Fixed-Price Adjustments for Minimum Staffing Increases or Decreases

2.7.1 The annual price for Fixed-Price services shall be adjusted for increases or decreases to Exhibit 3A (Minimum Staffing Levels per Repair Location) of Appendix B (SOW Exhibits) of the RFP, when required by County.

2.7.2 County's Fixed Rate for Changes in Minimum Staffing: An addition or reduction of journeyman vehicle, equipment, or body/fender technicians, or automotive painters above or below the total Minimum Staffing Levels of one hundred, thirty-one (131) personnel in these job classifications, as specified in Exhibit 3A (Minimum Staffing Levels per Repair Location) to Appendix B (SOW Exhibits), shall increase or decrease the Contractor's annual price (see sub-paragraph 1.2 above) for Fixed-Price services by **\$65,000** annually per staff employee added or deleted. Example:

2.7.2.1 Should the Department open a new repair location, and the County Project Manager determines that this requires additional minimum staff technician (and not just the transfer of existing personnel), the annual price for Fixed-Price services would increase by \$65,000, per technician added.

2.7.2.2 Conversely, should the Department close a repair location or require less minimum staff technician at any location, and the County Project Manager determines that this requires a reduction of minimum staff technicians, Contractor shall decrease the price for Fixed-Price services by \$65,000 per staff technician eliminated.

2.8 Any Fixed-Price changes, with the exception of COLA, shall be in the form of a Change Order in accordance with sub-paragraph 8.1 (Change Orders and Amendments) of the Contract.

3.0 FEE-FOR-SERVICE (FFS) WORK

3.1 Hourly Labor Rates

3.1.1 The following hourly labor rates shall apply to FFS work as specified in sub-paragraph 4.5 below.

TABLE 3. FLEET CATEGORIES	HOURLY LABOR RATE	OVERTIME HOURLY LABOR RATE
Mechanical repair, including but not limited to: new vehicle processing, PM, outfitting, special events, preparation for decommissioning/disposal - for light and medium vehicles, trailers and RV trailers, with GVW ratings up to 10,000 lbs. Mechanical repair for all boats.	\$ _____	\$ _____
Mechanical repair, including but not limited to: new vehicle processing, PM, outfitting, special events, preparation for decommissioning/disposal, for heavy vehicles, trailers, semi-trailers, and RV trailers with GVW ratings of 10,001 lbs. or greater.	\$ _____	\$ _____

Mechanical repair and body repair/painting of off-highway and auxiliary equipment.	\$ _____	\$ _____
Mechanical repair and body repair/painting of on and off-road motorcycles and ATVs.	\$ _____	\$ _____
Body repair/painting for light and medium vehicles, trailers and RV trailers with GVW ratings up to 10,000 lbs.	\$ _____	\$ _____
Body repair/painting for heavy vehicles, trailers, semi-trailers, RV trailers, and buses, with GVW ratings of 10,001 lbs. or greater. Body repair/painting for all boats.	\$ _____	\$ _____

3.2 FFS Paint Material Costs

3.2.1 Contractor’s paint-hour rates (Table 4) shall apply to accident and other FFS body/paint repairs which are described in sub-paragraphs 3.10.9 (Paint Material Costs), 4.34.8.1 (Quick-Fix Accident Repair), 4.34.8.4 (Minor Accident Repair), 4.34.8.7 (Major Accident Repair), and 4.34.8.9 (Complete Repaint (Single or Multiple-Stage) with Minor Body Damage) of Exhibit A (Statement of Work).

3.2.1.1 Increases in auto and truck paint material costs due to governmental or environmental regulations, and/or market price fluctuations, may justify changes in the paint-hour rates when documented by Contractor, and approved by the County Project Director or County Project Manager. In the event that changes to government regulations regarding the content of paint materials create an increase in the cost of paint supplies, the parties may agree to re-negotiate the paint-hour rates set forth in Table 4 below, in accordance with sub-paragraph 5.1.7 of the Contract and sub-paragraph 3.10.9.3 of Appendix A (Statement of Work). The County Project Manager shall have authority on behalf of the County to execute any such Change Order in accordance with sub-paragraph 8.1 (Change Orders and Amendments) of the Contract.

TABLE 4. CATEGORY	RATE PER PAINT-HOUR
Single-Stage Paint Rate	\$ _____
Multiple-Stage Paint Rate	\$ _____

3.3 COLAs

At the sole discretion of the County, cost of living adjustments (COLAs) may be applied to the FFS hourly rates in accordance with sub-paragraph 5.6 (Cost of Living Adjustments (COLAs)) of the Contract.

3.4 Any FFS changes, with the exception of COLA, shall be in the form of a Change Order in accordance with sub-paragraph 8.1 (Change Orders and Amendments) of the Contract.

4.0 FFS DETAIL

4.1 Contractor shall provide FFS repair and maintenance services at the FFS hourly labor rates specified in sub-paragraph 3.1 above, plus repair parts costs at actual Contractor cost with tax, plus a six percent (6%) administrative handling fee for parts.

4.2 All FFS work is subject to prior approval by County Project Manager or designee. Any FFS work performed (see sub-paragraph 4.3 below) without approval shall be deemed a gratuitous effort on the part of the Contractor. Contractor shall have no claim whatsoever against County therefore.

4.3 Contractor shall document the work approval in Comments Section of each FFS Repair Order. Documentation shall include:

1. Date and time of approval;
2. Name and title of Department Fleet management personnel providing approval;
3. Approval number, if given;
4. Number of labor hours utilized; and
5. Total approved cost.

4.4 For the purposes of FFS labor, actual hours shall be defined as actual technician labor time, not to exceed, and as applicable to, the times listed in:

- Motor Labor Guide and/or ALLDATA, for mechanical repairs;
- CCC One Estimating, or other County-approved crash estimating guide for accident and paint repairs;
- Genesis Frame Measuring System time estimates for accident and paint repairs;
- Appendix B (Statement of Work Exhibits), Exhibit 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications); and
- Other labor hour standards specified and pre-authorized by County for repairs not listed in these documents.

4.5 FFS work applies to, but is not limited to:

4.5.1 Vehicles, equipment, and boats assigned to FFS (as approved by County Project Manager or designee);

4.5.2 Vehicle accident repairs (as approved by County Project Manager or designee);

- 4.5.3 Paint and body repairs not resulting from accident, vandalism, or operator abuse (when requested and approved by County Project Manager or designee);
- 4.5.4 Paint and body repairs as a result of corrosion, fading, clear-coat discoloration, or peeling, and not as a result of the Contractor's failure to properly maintain the vehicle;
- 4.5.5 FFS paint materials (including paint, primer, activators, thinners, reducers, and hardeners) for accidents and other FFS body/paint repairs. See also, sub-paragraph 3.10.9 (Paint Material Costs) of Appendix A (Statement of Work). (Such repairs are rendered at the paint material rates specified in Table 4 above with no markup);
- 4.5.6 Frame repair due to accident. See sub-paragraph 4.9.2 (Labor Time Estimates, Accident, Body, and Paint Repairs) of Appendix A (Statement of Work);
- 4.5.7 Vandalism and/or vehicle abuse, as determined by County Project Manager or designee;
- 4.5.8 All Department-affiliated joint task force vehicles, including, but not limited to, PM, inspections, mechanical and electrical repair, accident, body, and paint repair, outfitting, new vehicle preparation, preparation for decommissioning, recall and campaign transportation, and all labor and parts not covered under a manufacturer warranty;
- 4.5.9 Repairs normally covered under a vehicle's new car warranty, but no longer covered by the manufacturer due to extended storage time by the Department. (This does not include used vehicles purchased from auctions.);
- 4.5.10 Fabrication of equipment and or parts, and other customization and reinforcing;
- 4.5.11 Installation of County radio equipment if requested;
- 4.5.12 Hours incurred by Contractor personnel assisting with vehicle testing during non-business hours. FFS overtime hourly labor rates shall apply. Hours incurred for vehicle testing during normal business hours are covered under Fixed-Price. See sub-paragraph 2.2.11.5 of Appendix A (Statement of Work);
- 4.5.13 Vehicle outfitting in excess of limits set forth in sub-paragraph 4.27.2 (New Vehicle Outfitting, General) of Appendix A (Statement of Work). FFS overtime hourly labor rates shall apply;
- 4.5.14 Cannibalization of body, mechanical, and electrical parts (labor) from decommissioned vehicles earmarked for scrap or auction. Labor charges for removal of these parts shall be in accordance with FFS Body Repair/Painting regular hourly labor rates listed in this Exhibit 11 (Price Sheet) and shall not exceed ten (10) hours for the complete dismantling of a vehicle in accordance

with sub-paragraph 4.32.8.3 of Appendix A (Statement of Work), as approved by County Project Manager or designee);

- 4.5.15 Vehicle preparation for decommissioning in excess of limits set forth in sub-paragraphs 4.32.1 (Fixed-Price Decommissioning Services) and 4.32.2 (Fee-for-Service (FFS) Decommissioning Services) of Appendix A (Statement of Work). Contractor shall invoice County for FFS work at the overtime hourly labor rates specified in this Exhibit 11 (Price Sheet);
- 4.5.16 Repairs performed on vehicles specifically put in a temporary FFS category; e.g. vehicles undergoing refurbishment, or repairs to decommissioned vehicles intended for auction;
- 4.5.17 “New vehicle preparation” of used vehicles/equipment being brought into the fleet part way through their service life cycle; e.g. auctions, military surplus, bailment, donated or seized vehicles. (No factory and/or County warranty is guaranteed or implied for these vehicles.);
- 4.5.18 First-time repairs/servicing of used vehicles/equipment brought into the Fleet part way through their service life cycle; e.g. auctions, military surplus, bailment, donated or seized vehicles. (Subsequent repairs/servicing may be Fixed-Price should the vehicle be placed into the Fixed-Price category. No factory and/or County warranty is guaranteed or implied for these vehicles.);
- 4.5.19 Outfitting of used vehicles/equipment being brought into the fleet part way through their service life cycle; e.g. auctions, military surplus, bailment, donated or seized vehicles. (No factory and/or County warranty is guaranteed or implied for these vehicles.);
- 4.5.20 Vehicle/equipment detailing in excess as described in 4.18.2.7 of Appendix A (Statement of Work);
- 4.5.21 Special-event mobile technician and service truck services for such events as the Rose Parade, elections, and others. See sub-paragraph 2.2.12 (Staffing During Special Events) of Appendix A (Statement of Work);
- 4.5.22 Light bar lens replacement on vehicles as a result of corrosion, fogging over, fading, clear-coat discoloration, and peeling (not as a result of the Contractor’s failure to properly maintain the vehicle);
- 4.5.23 Emergency situation labor as determined by County Project Manager or designee, outside normal business hours and on an overtime basis;
- 4.5.24 New vehicle processing in excess of limits set forth in sub-paragraph 4.27.1 (New Vehicle Processing) of Appendix A (SOW);
- 4.5.25 Recall and/or campaign work performed outside of normal business hours (Should a specific recall and/or campaign completion become extremely urgent,

and not as a result of Contractor's failure to act on the recall in a timely manner), County Project Manager or designee may authorize Contractor FFS overtime hourly labor rates for all such work;

4.5.26 Maintenance and repair of vehicle MDC systems (not including the computer or transceiver units) for all vehicles assigned to the FFS category at the FFS hourly labor rates specified in this Exhibit 11 (Price Sheet);

4.6 **FFS/Direct Purchase**

4.6.1 Contractor shall FFS/Direct Purchase services, parts, special delivery services for parts, towing, equipment, related materials, and supplies, as directed by County Project Manager.

4.6.2 Contractor shall invoice County for all FFS/Direct Purchases at Contractor's actual cost with tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.

4.6.3 With regard to FFS/Direct Purchase of subcontractor services, Contractor shall be responsible for complying with all repair time requirements enumerated in sub-paragraph 4.9 (Labor Time Estimates) of Appendix A (Statement of Work).

4.6.4 Contractor is responsible for, and shall warrant the quality, completeness, and timeliness of, all subcontractor services rendered on behalf of County.

4.6.5 Contractor shall make every effort to obtain the best price for all requested purchases. Contractor shall utilize a competitive bidding process using a selection process approved by County Project Manager.

4.6.6 All FFS/Direct Purchases are subject to prior approval by County Project Manager or designee. FFS/Direct Purchases made without such approval shall be deemed gratuitous on the part of the Contractor. Contractor shall have no claim whatsoever against County therefore.

4.6.7 FFS/Direct Purchase may include, but not be limited to the following:

4.6.7.1 Outfitting parts, as directed by County Project Manager or designee, using a purchasing process approved by County Project Manager. See sub-paragraph 4.27.5 (Minimum Inventory, Refurbished and/or New Outfitting Parts) of Appendix A (Statement of Work);

4.6.7.2 ERV rims for patrol vehicles purchased and supplied by Contractor, in coordination with and as directed and approved by County Project Manager or designee. See sub-paragraph 3.13.1(b) of Appendix A (Statement of Work);

4.6.7.3 "Top-off" oil which is consigned, but not accounted for by specific vehicle, to County locations determined not to be under Contractor

control;

- 4.6.7.4 Engine oil analysis services for FFS Fleet boats and select FFS heavy-duty vehicles, when requested by County Project Manager or designee. See sub-paragraph 4.3.11 (Engine Oil Analysis: Heavy Duty Vehicles and Boats) of Appendix A (Statement of Work);
- 4.6.7.5 Bus accident repair;
- 4.6.7.6 Repair of fiberglass components, hydraulic cylinders, and recreational vehicle trailers;
- 4.6.7.7 Repair of electric material-handling equipment;
- 4.6.7.8 Certification, if applicable, of electric material-handling equipment;
- 4.6.7.9 Installation of tires for specialized off-highway and heavy equipment;
- 4.6.7.10 Custom wood or metal fabrication and installation;
- 4.6.7.11 Trash disposal services for locations other than the MCJ repair location. See sub-paragraph 3.13.1(c) of Appendix A (Statement of Work);
- 4.6.7.12 Vehicle towing due to accident or vandalism;
- 4.6.7.13 Vehicle towing for safely operable decommissioned vehicles which shall not or cannot be driven by Department personnel;
- 4.6.7.14 Vehicle towing for inoperable decommissioned vehicles;
- 4.6.7.15 Vehicle towing for FFS category vehicles/equipment regardless of incident;
- 4.6.7.16 Hazardous medical and/or biological waste clean-up in vehicles;
- 4.6.7.17 Vehicle and equipment detailing services;
- 4.6.7.18 Window tinting;
- 4.6.7.19 Vehicle alarm installation;
- 4.6.7.20 Specialty radio, LoJack, or GPS equipment installation; and
- 4.6.7.21 "Special measures" purchases of parts and components. Contractor shall employ an expedited purchasing process and procure expedited delivery services, when directed by County Project Manager. If special measures are requested by County Project Manager for specific

vehicles, and Contractor is otherwise in compliance with repair time and out-of-service rates. See sub-paragraph 3.10.2 (Parts Procurement – Special Measures) of Appendix A (Statement of Work);

- 4.6.7.22 ShopFax report modifications requiring additional support and labor from WIS. See sub-paragraph 5.3.8 (Shop/Fax Report Modifications/Additions) of Appendix A (Statement of Work).
- 4.6.7.23 Additional IBM Cognos or SAP Crystal report-writer, as the case may be, licenses and related support, when directed by County Project Manager or designee. See sub-paragraph 5.8.4 of Appendix A (Statement of Work).
- 4.6.7.24 Expansion of ShopFax with additional access points, inclusive of:
 - a. additional ShopFax and UniVerse user licenses and support, and any other related licenses and support in excess of the seventy-nine (79) access points in use as of the Work Start Date, as required by County Project Manager or designee, pursuant to sub-paragraph 5.3.6 (ShopFax Expansion and Upgrades) of Appendix A (Statement of Work); and
 - b. additional access point computers and printers together with any associated miscellaneous hardware and data connectivity, as required by Department, to ensure unhindered access to ShopFax for both Contractor and Department Fleet personnel; and
 - c. additional computing equipment or peripherals other than the equipment types described throughout Paragraph 5.0 (Fleet Management Information Systems and Services) of Appendix A (Statement of Work), as determined by County Project Manager or designee.
- 4.6.7.25 ShopFax upgrades for additional functionality, as required by County Project Manager or designee (refer to sub-paragraph 5.3.6 (ShopFax Expansion and Upgrades)) of Appendix A (Statement of Work).

REQUIRED FORMS - EXHIBIT 12

**CERTIFICATION OF INDEPENDENT PRICE DETERMINATION
AND ACKNOWLEDGEMENT OF RFP RESTRICTIONS**

- A. By submission of this Proposal, Proposer certifies that the prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition.
- B. List all names and telephone number of person legally authorized to commit the Proposer.

NAME

PHONE NUMBER

_____	_____
_____	_____
_____	_____

NOTE: Persons signing on behalf of the Contractor will be required to warrant that they are authorized to bind the Contractor.

- C. List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".

- D. Proposer acknowledges that it has not participated as a consultant in the development, preparation, or selection process associated with this RFP. Proposer understands that if it is determined by the County that the Proposer did participate as a consultant in this RFP process, the County shall reject this proposal.

Name of Firm

Print Name of Signer

Title

Signature

Date

REQUIRED FORMS - EXHIBIT 14
EMPLOYEE BENEFITS

Medical Insurance/Health Plan:

Employer Pays \$ _____ Employee Pays \$ _____ Total Mo. Premium \$ _____

Annual Deductible
Employee \$ _____ Family \$ _____

Coverage (✓)

- _____ Hospital Care (In Patient _____ Out Patient _____)
- _____ X-Ray and Laboratory
- _____ Surgery
- _____ Office Visits
- _____ Pharmacy
- _____ Maternity
- _____ Mental Health/Chemical Dependency, In Patient
- _____ Mental Health/Chemical Dependency, Out Patient

Dental Insurance:

Employer Pays \$ _____ Employee Pays \$ _____ Total Mo. Premium \$ _____

Life Insurance:

Employer Pays \$ _____ Employee Pays \$ _____ Total Mo. Premium \$ _____

Vacation:

Number of Days _____ and

Any increase after _____ years of employment, number of days or hours _____

Sick Leave:

Number of Days _____ and

Any increase after _____ years of employment, number of days or hours _____

Holidays:

Number of Days _____ per year

Retirement:

Employer Pays \$ _____ Employee Pays \$ _____ Total Premium \$ _____



**REQUIRED FORMS - EXHIBIT 15
COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM**

**CONTRACTOR NON-RESPONSIBILITY DEBARMENT
ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE**

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm.

The Agent is required to check each of the following two boxes:

LIVING WAGE ORDINANCE:

The Agent has read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

The Agent has read the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

LABOR LAW/PAYROLL VIOLATIONS:

A "Labor Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

History of Alleged Labor Law/Payroll Violations (Check One):

- The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; **OR**
- The Firm **HAS** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

History of Determinations of Labor Law /Payroll Violations (Check One):

- There **HAS BEEN NO** determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**
- There **HAS BEEN** a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) *(The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)*

HISTORY OF DEBARMENT (Check one):

- The Firm **HAS NOT** been debarred by any public entity during the past ten (10) years; **OR**
- The Firm **HAS** been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Owner's/Agent's Authorized Signature	Print Name and Title
Print Name of Firm	Date



**REQUIRED FORMS - EXHIBIT 16
COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM**

**LABOR/PAYROLL/DEBARMENT HISTORY
ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE**

If applicable, Firm must complete and submit a separate form (make photocopies of form) **for each instance of any of the following** (check the applicable box below):

- An alleged claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three (3) years of the date of the proposal.
- A determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Labor/Payroll Violation.
- A debarment by a public entity listed below within the past ten (10) years.

Print Name of Firm:	Print Name of Owner:
Print Address of Firm:	Owner's/Agent's Authorized Signature:
City, State, Zip Code:	Print Name and Title:

Public Entity Name:		Date of Incident:
Case Number/Date Claim Opened:	Case Number:	Date Claim Opened:
Name and Address of Claimant:	Name:	
	Street Address:	
	City, State, Zip:	
Description of Work: (e.g., janitor)		
Description of Allegation and/or Violation:		
Disposition of Finding (attach disposition letter): (e.g., Liquidated Damages, Penalties, Debarment, etc.)		

Additional Pages are attached for a total of _____ pages.



**REQUIRED FORMS - EXHIBIT 17
COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
APPLICATION FOR EXEMPTION**

The contract to be awarded pursuant to the County's solicitation is subject to the County of Los Angeles Living Wage Program (LW Program) (Los Angeles County Code, Chapter 2.201). Contractors and subcontractors must apply individually for consideration for an exemption from the LW Program. **To apply, Contractors must complete and submit this form with supporting documentation to the County after the Mandatory Proposers Conference by the due date set forth in the solicitation document.** Upon review of the submitted Application for Exemption, the County department will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the LW Program.

Company Name:			
Company Address:			
City:		State:	Zip Code:
Telephone Number:	Facsimile Number:		Email Address:
Awarding Department:			Contract Term:
Type of Service:			
Contract Dollar Amount:			Contract Number (if any):
My business has received an aggregate sum of less than \$25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount			<input type="checkbox"/> Yes <input type="checkbox"/> No

I am requesting an exemption from the LW Program for the following reason(s) (*attach all documentation that supports your claim to this form*). Please check all that apply:

- My business is subject to a bona fide Collective Bargaining Agreement (*attach agreement*); **AND**
 - the Collective Bargaining Agreement expressly provides that it supersedes all of the provisions of the Living Wage Program; **OR**
 - the Collective Bargaining Agreement expressly provides that it supersedes the following specific provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program not expressly superseded by my business' Collective Bargaining Agreement):

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME:	TITLE:
SIGNATURE:	DATE:

REQUIRED FORMS - EXHIBIT 19
CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

Date

Please Print Name and Title of Signer

REQUIRED FORMS EXHIBIT 20

CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract For _____ Services:		

The Proposer/Bidder/Contractor certifies that:

- It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

- OR -

- I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

REQUIRED FORMS - EXHIBIT 21

**ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING
CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for Automotive Fleet Management and Maintenance Services		

PROPOSER CERTIFICATION

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Proposer acknowledges and certifies compliance with Section 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of the proposed Contract and agrees that proposer or a member of his staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's Zero Tolerance Policy on Human Trafficking may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Print Name:	Title:
Signature:	Date:

REQUEST FOR PROPOSALS (RFP) TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW

A Solicitation Requirements Review must be received by the County
within 10 business days of issuance of the solicitation document

Proposer Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Evaluation Criteria**
- Application of **Business Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

Results of Review - Comments:

Date Response sent to Proposer: _____

COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about four percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

WE RECOGNIZE. . . .

The importance of small business to the County. . .

- in fueling local economic growth
- providing new jobs
- creating new local tax revenues
- offering new entrepreneurial opportunity to those historically under-represented in business

The County can play a positive role in helping small business grow. . .

- as a multi-billion dollar purchaser of goods and services
- as a broker of intergovernmental cooperation among numerous local jurisdictions
- by greater outreach in providing information and training
- by simplifying the bid/proposal process
- by maintaining selection criteria which are fair to all
- by streamlining the payment process

WE THEREFORE SHALL:

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully-coordinated among our departments and districts, as well as other participating governments to: a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business; and b) to further opportunities for all businesses to compete regardless of size.
4. Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

List of Debarred Contractors in Los Angeles County may be obtained by going to the following website.

<http://doingbusiness.lacounty.gov/DebarmentList.htm>

IRS NOTICE 1015

Latest version is available from IRS website at
<http://www.irs.gov/pub/irs-pdf/n1015.pdf>



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2016)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whose wages you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note: You are encouraged to notify each employee whose wages for 2016 are less than \$53,505 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following.

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you give an employee a Form W-2 on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If you give an employee a substitute Form W-2, but it does not have the required information, you must notify

the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2017.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can download copies of the notice at www.irs.gov/formspubs. Or you can go to www.irs.gov/orderforms to order it.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

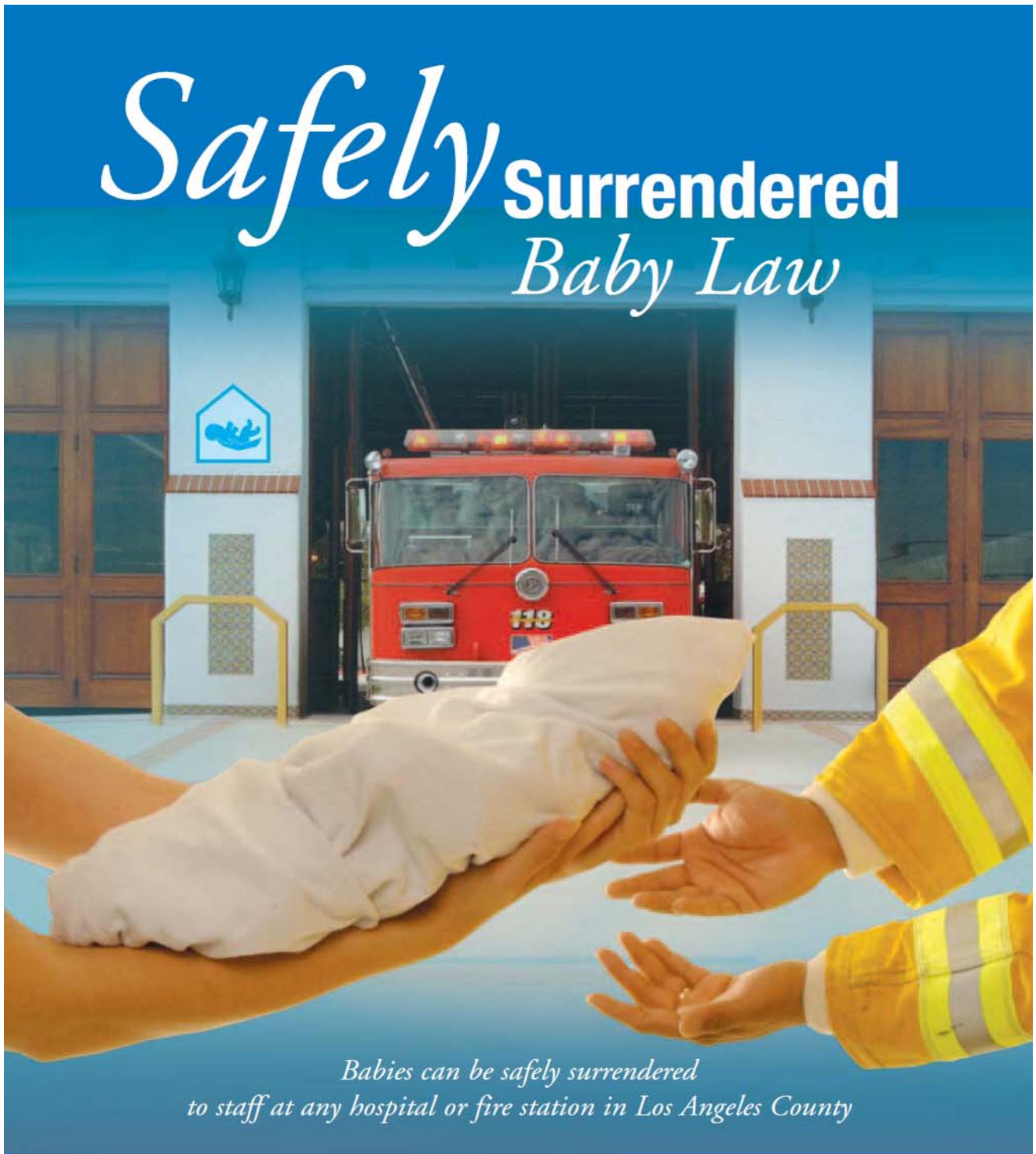
How Do My Employees Claim the EIC?

An eligible employee claims the EIC on his or her 2016 tax return. Even an employee who has no tax withheld from wages and owes no tax may claim the EIC and ask for a refund, but he or she must file a tax return to do so. For example, if an employee has no tax withheld in 2016 and owes no tax but is eligible for a credit of \$800, he or she must file a 2016 tax return to get the \$800 refund.

Notice **1015** (Rev. 12-2016)

Cat. No. 205991

Safely Surrendered *Baby Law*



*Babies can be safely surrendered
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

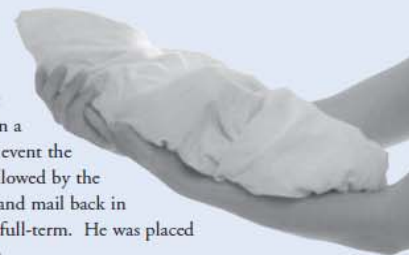
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

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Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

Chapter 2.201 - LIVING WAGE PROGRAM

- 2.201.010 - Findings.
- 2.201.020 - Definitions.
- 2.201.030 - Prospective effect.
- 2.201.040 - Payment of living wage.
- 2.201.050 - Other provisions.
- 2.201.060 - Employer retaliation prohibited.
- 2.201.070 - Employee retention rights.
- 2.201.080 - Enforcement and remedies.
- 2.201.090 - Exceptions.
- 2.201.100 - Severability.

Sections:

2.201.010 - Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 - Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this Chapter unless inconsistent with the following definitions:

- A. "County" includes the County of Los Angeles, any County officer or body, any County department head, and any County employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.
- B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full- or part-time services to an employer, some or all of which are provided to the County of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a County of Los Angeles owned or leased facility.
- C. "Employer" means:
 1. An individual or entity who has a contract with the County:
 - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the County of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this Chapter as a "Proposition A contract," or

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- b. For cafeteria services, referred to in this Chapter as a "cafeteria services contract," and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the County.
- D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer, but in no event less than 35 hours worked per week.
- E. "Part time" means less than 40 hours worked per week, unless a lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer.
- F. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq., of this code, entitled Contracting with Private Business.

(Ord. 2015-0061 § 1, 2015: Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 - Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. [16](#) It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.040 - Payment of living wage.

- A. Employers shall pay employees a living wage for their services provided to the County of no less than the hourly rate set under this Chapter or in Title 8— Consumer Protection, Business and Wage Regulations, commencing with Section 8.100.010, whichever is higher. The rate shall be as follows:
- 1. On March 1, 2016, and thereafter the rate shall be \$13.25 per hour;
 - 2. On January 1, 2017, and thereafter the rate shall be \$14.25 per hour;
 - 3. On January 1, 2018, and thereafter the rate shall be \$15.00 per hour;
 - 4. On January 1, 2019, and thereafter the rate shall be \$ 15.79 per hour;
 - 5. Beginning January 1, 2020, and thereafter the living wage rate shall increase annually based on the average Consumer Price Index for Urban Wage Earners and Clerical Works (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics of the United States Department of Labor.

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16) --- **Editor's note**—Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

- B. The Board of Supervisors may, from time to time, adjust the amounts specified in subsection A of this Section, above for future contracts. Any adjustments to the living wage rate specified in subsection A that are adopted by the Board of Supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments.

(Ord. 2015-0061 § 2, 2015: Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 - Other provisions.

- A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the County the necessity to use non-full time employees based on staffing efficiency or the County requirements of an individual job.
- B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.
- C. Administration. The Chief Executive Officer and the Internal Services Department shall be responsible for the administration of this chapter. The Chief Executive Officer and the Internal Services Department may, with the advice of County Counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the Internal Services Department shall issue written instructions on the implementation and ongoing administration of this Chapter. Such instructions may provide for the delegation of functions to other County departments.
- D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and provide other information deemed relevant to the enforcement of this Chapter by the County. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the Board of Supervisors on contractor compliance with the provisions of this Chapter.
- E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services

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contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2015-0061 § 3, 2015: Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

2.201.060 - Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.070 - Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

- A. A "retention employee" is an employee of a predecessor employer:
1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
 2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
 3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.
- B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.
- C. A subsequent employer is not required to hire a retention employee who:
1. Has been convicted of a crime related to the job or his or her job performance;
or
 2. Fails to meet any other county requirement for employees of a contractor.
- D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.080 - Enforcement and remedies.

For violation of any of the provisions of this chapter:

- A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

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- B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:
1. Assess liquidated damages as provided in the contract; and/or
 2. Recommend to the board of supervisors the termination of the contract; and/or
 3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 - Exceptions.

- A. Other Laws. This Chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.
- B. Collective Bargaining Agreements. Any provision of this Chapter shall be superseded by a collective bargaining agreement that expressly so provides.

(Ord. 2015-0061 § 4, 2015: Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 - Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999.)

Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

2.202.010 Findings and declaration.**2.202.020 Definitions.****2.202.030 Determination of contractor non-responsibility.****2.202.040 Debarment of contractors.****2.202.050 Pre-emption.****2.202.060 Severability.****2.202.010 - Findings and declarations.**

- A. The board of supervisors finds that, in order to promote integrity in the county's contracting processes and to protect the public interest, the county's policy shall be to conduct business only with responsible contractors. The board of supervisors further finds that debarment is to be imposed only in the public interest for the county's protection and not for the purpose of punishment.
- B. Determinations of contractor non-responsibility and contractor debarment shall be made in accordance with the procedures set forth in the ordinance codified in this chapter and implementation instructions issued by the Internal Services Department.

(Ord. 2014-0035 § 1, 2014: Ord. 2005-0066 § 1, 2005: Ord. 2000-0011 § 1 (part), 2000.)

2.202.020 - Definitions.

For purposes of this chapter, the following definitions apply:

- A. "Contractor" means a person, partnership, corporation, or other entity who has contracted with, or is seeking to contract with, the county or a nonprofit corporation created by the county to provide goods to, or perform services for or on behalf of, the county or a nonprofit corporation created by the county. A contractor includes a contractor, subcontractor, vendor, or any of their respective officers, directors, owners, co-owners, shareholders, partners, managers, employees, or other individuals associated with the contractor, subcontractor, or vendor who participated in, knew of, or should reasonably have known of conduct that results in a finding of non-responsibility or debarment.
- B. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county or a nonprofit corporation created by the county.
- C. "Debarment" means an action taken by the county which results in a contractor being prohibited from bidding or proposing on, being awarded and/or performing work on a contract with the county. A contractor who has been determined by the county to be subject to such a prohibition is "debarred."

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- D. "Department head" means either the head of a department responsible for administering a particular contract for the county or the designee of same.
- E. "County" means the county of Los Angeles, any public entities for which the board of supervisors is the governing body, and any joint powers authorities of which the county is a member that have adopted county contracting procedures.
- F. "Contractor hearing board" means the persons designated to preside over contractor debarment hearings and make recommendations on debarment to the board of supervisors.
- G. Determination of "non-responsibility" means an action taken by the county which results in a contractor who submitted a bid or proposal on a particular contract being prohibited from being awarded and/or performing work on that contract. A contractor who has been determined by the county to be subject to such a prohibition is "non-responsible" for purposes of that particular contract.
- H. "Bid or proposal" means a bid, proposal, or any other response to a solicitation submitted by or on behalf of a contractor seeking an award of a contract.
- (Ord. 2014-0035 § 2, 2014: Ord. 2005-0066 § 2, 2005: Ord. 2004-0009 § 1, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.030 - Determination of contractor non-responsibility.

- A. Prior to a contract being awarded by the county, the county may determine that a contractor submitting a bid or proposal is non-responsible for purposes of that contract. In the event that the county determines that a contractor is non-responsible for a particular contract, said contractor shall be prohibited from being awarded and/or performing work on that contract.
- B. The county may declare a contractor to be non-responsible for purposes of a particular contract if the county, in its discretion, finds that the contractor has done any of the following: (1) violated a term of a contract with the county or a nonprofit corporation created by the county; (2) committed an act or omission which negatively reflects on the contractor's quality, fitness, or capacity to perform a contract with the county, any other public entity, or a nonprofit corporation created by the county, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the county or any other public entity.
- C. The decision by the county to find a contractor non-responsible for a particular contract is within the discretion of the county. The seriousness and extent of the contractor's acts, omissions, patterns, or practices as well as any relevant mitigating or aggravating factors, including those described in Subsection 2.202.040 (E) below, may be considered by the county in determining whether a contractor should be deemed non-responsible.

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- D. Before making a determination of non-responsibility pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed non-responsibility determination, and shall advise the contractor that a non-responsibility hearing will be scheduled on a date certain. Thereafter, the department head shall conduct a hearing where evidence on the proposed non-responsibility determination is presented. The contractor and/or attorney or other authorized representative of the contractor shall be afforded an opportunity to appear at the non-responsibility hearing and to submit documentary evidence, present witnesses, and offer rebuttal evidence. After such hearing, the department head shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be found non-responsible with respect to the contract(s) at issue. A record of the hearing, the proposed decision, and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the department head. A non-responsibility finding shall become final upon approval by the board of supervisors.

(Ord. 2005-0066 § 3, 2005: Ord. 2004-0009 § 2, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.040 - Debarment of contractors.

- A. The county may debar a contractor who has had a contract with the county in the preceding three years and/or a contractor who has submitted a bid or proposal for a new contract with the county.
- B. The county may debar a contractor if the county finds, in its discretion, that the contractor has done any of the following: (1) violated a term of a contract with the county or a nonprofit corporation created by the county; (2) committed an act or omission which negatively reflects on the contractor's quality, fitness, or capacity to perform a contract with the county, any other public entity, or a nonprofit corporation created by the county, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the county or any other public entity.
- C. The decision by the county to debar a contractor is within the discretion of the county. The seriousness and extent of the contractor's acts, omissions, patterns, or practices as well as any relevant mitigating or aggravating factors, including those described in Subsection (E) below, may be considered by the county in determining whether to debar a contractor and the period of debarment. Generally, the period of debarment should not exceed five years. However, if

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circumstances warrant, the county may impose a longer period of debarment up to and including permanent debarment.

- D. To impose a debarment period of longer than five years, and up to and including permanent debarment, in addition to the grounds described in Subsection (B) above, the county shall further find that the contractor's acts or omissions are of such an extremely serious nature that removal of the contractor from future county contracting opportunities for the specified period is necessary to protect the county's interests.
- E. Mitigating and aggravating factors that the county may consider in determining whether to debar a contractor and the period of debarment include but are not limited to:
- (1) The actual or potential harm or impact that results or may result from the wrongdoing.
 - (2) The frequency and/or number of incidents and/or duration of the wrongdoing.
 - (3) Whether there is a pattern or prior history of wrongdoing.
 - (4) A contractor's overall performance record. For example, the county may evaluate the contractor's activity cited as the basis for the debarment in the broader context of the contractor's overall performance history.
 - (5) Whether a contractor is or has been debarred, found non-responsible, or disqualified by another public entity on a basis of conduct similar to one or more of the grounds for debarment specified in this Section.
 - (6) Whether a contractor's wrongdoing was intentional or inadvertent. For example, the county may consider whether and to what extent a contractor planned, initiated, or carried out the wrongdoing.
 - (7) Whether a contractor has accepted responsibility for the wrongdoing and recognizes the seriousness of the misconduct that led to the grounds for debarment and/or has taken corrective action to cure the wrongdoing, such as establishing ethics training and implementing programs to prevent recurrence.
 - (8) Whether and to what extent a contractor has paid or agreed to pay criminal, civil, and administrative liabilities for the improper activity, and to what extent, if any, has the contractor made or agreed to make restitution.
 - (9) Whether a contractor has cooperated fully with the county during the investigation, and any court or administrative action. In determining the extent of cooperation, the county may consider when the cooperation began and whether the contractor disclosed all pertinent information known to the contractor.

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- (10) Whether the wrongdoing was pervasive within a contractor's organization.
- (11) The positions held by the individuals involved in the wrongdoing.
- (12) Whether a contractor participated in, knew of, or tolerated the offense.
- (13) Whether a contractor brought the activity cited as a basis for the debarment to the attention of the county in a timely manner.
- (14) Whether a contractor has fully investigated the circumstances surrounding the cause for debarment and, if so, made the result of the investigation available to the county.
- (15) Whether a contractor had effective standards of conduct and internal control systems in place at the time the questioned conduct occurred.
- (16) Whether a contractor has taken appropriate disciplinary action against the individuals responsible for the activity which constitutes the cause for debarment.
- (17) Other factors that are appropriate to the circumstances of a particular case.

(Ord. 2014-0035 § 4, 2014: Ord. 2005-0066 § 4, 2005: Ord. 2004-0009 § 3, 2004: Ord. 2000-0011 § 1 (part), 2000.)

- F. Before making a debarment determination pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed debarment, and shall advise the contractor that a debarment hearing will be scheduled on a date certain. The contractor hearing board shall conduct a hearing where evidence on the proposed debarment is presented. The contractor and/or attorney or other authorized representative must be given an opportunity to appear at the debarment hearing and to submit documentary evidence, present witnesses, and offer rebuttal evidence at that hearing. After such hearing, the contractor hearing board shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be debarred and, if so, the appropriate length of time for the debarment. A record of the hearing, the proposed decision, and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the contractor hearing board. A debarment finding shall become final upon the approval of the board of supervisors.
- G. In making a debarment determination, the board of supervisors may also, in its discretion and consistent with the terms of any existing contracts that the contractor may have with the county, terminate any or all such existing contracts. In the event that any existing contract is terminated by the board of supervisors,

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

the county shall maintain the right to pursue all other rights and remedies provided by the contract and/or applicable law.

- H. With respect to a contractor who has been debarred for a period longer than five years, the contractor may, after the debarment has been in effect for at least five years, request that the county review the debarment determination to reduce the period of debarment or terminate the debarment. The county may consider a contractor's request to review a debarment determination based upon the following circumstances: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the county. A request for review shall be in writing, supported by documentary evidence, and submitted to the chair of the contractor hearing board. The chair of the contractor hearing board may either: 1) determine that the written request is insufficient on its face and deny the contractor's request for review; or (2) schedule the matter for consideration by the contractor hearing board which shall hold a hearing to consider the contractor's request for review, and, after the hearing, prepare a proposed decision and a recommendation to be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the contractor hearing board. A reduction of the period of the debarment or termination of the debarment shall become final upon the approval of the board of supervisors. (Ord. 2005-0066 § 4, 2005: Ord. 2004-0009 § 3, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.050 - Pre-emption.

In the event any contract is subject to federal and/or state laws that are inconsistent with the terms of the ordinance codified in this chapter, such laws shall control.

(Ord. 2000-0011 § 1 (part), 2000.)

2.202.060 - Severability.

If any section, subsection, subpart or provision of this chapter, or the application thereof to any person or circumstances, is held invalid, the remainder of the provisions of this chapter and the application of such to other persons or circumstances shall not be affected thereby.

(Ord. 2000-0011 § 1 (part), 2000.)

GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS

COUNTY DETERMINATION	RANGE OF DEDUCTION (Deduction is taken from the maximum evaluation points available)	
Proposer Name: _____ Contracting Department: _____ Department Contact Person: _____ Phone: _____	Proposer Fully Disclosed	Proposer <i>Did Not</i> Fully Disclose
MAJOR County determination, based on the Evaluation Criteria, that proposer has a record of very serious violations.*	8 - 10% Consider investigating a finding of proposer non-responsibility**	16 - 20% Consider investigating a finding of proposer non-responsibility**
SIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of significant violations.*	4 - 7%	8 - 14% Consider investigating a finding of proposer non-responsibility**
MINOR County determination, based on the Evaluation Criteria, that proposer has a record of relatively minor violations.*	2 - 3%	4 - 6%
INSIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of very minimal violations.*	0 - 1%	1 - 2%
NONE County determination, based on the Evaluation Criteria, that proposer does not have a record of violations.*	0	N/A

Assessment Criteria

* A "Labor Law/Payroll Violation" includes violations of any Federal, State or local statute, regulation or ordinance pertaining to wages, hours, working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination. The County may deduct points from a proposer's final evaluation score only for Labor Law/Payroll Violations with disposition by a public entity within the past three years of the date of the proposal.

The assessment and determination of whether a violation is major, significant, minor, or insignificant and the assignment of a percentage deduction shall include, but not be limited to, consideration of the following criteria and variables:

- Accuracy in self-reporting by proposer
- Health and/or safety impact
- Number of occurrences
- Identified patterns in occurrences
- Dollar amount of lost/delayed wages
- Assessment of any fines and/or penalties by public entities
- Proportion to the volume and extent of services provided, e.g., number of contracts, number of employees, number of locations, etc.

**** County Code Title 2, Chapter 2.202.030 sets forth criteria for making a finding of contractor non-responsibility which are not limited to the above situations.**

BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION

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There is a keen public interest in preventing misuse of charitable contributions. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates those raising and receiving charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) tightened Charitable Purposes Act requirements for charitable organization administration and fundraising.

The Charitable Purposes Act rules cover California public benefit corporations, unincorporated associations, and trustee entities. They may include similar foreign corporations doing business or holding property in California. Generally, an organization is subject to the registration and reporting requirements of the Charitable Purposes Act if it is a California nonprofit public benefit corporation or is tax exempt under Internal Revenue Code § 501(c)(3), and not exempt from reporting under Government Code § 12583. Most educational institutions, hospitals, cemeteries, and religious organizations are exempt from Supervision of Trustees Act requirements.

Key new Charitable Purposes Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding grants and service-contract funds a governmental entity requires to be accounted for) have new audit requirements. Charities required to have audits must also establish an audit committee whose members have no material financial interest in any entity doing business with the charity.

Organizations or persons that receive or raise charitable contributions are likely to be subject to the Charitable Purposes Act. A Proposer on Los Angeles County contracts must determine if it is subject to the Charitable Purposes Act and certify either that:

- It is not presently subject to the Act, but will comply if later activities make it subject, or,
- If subject, it is currently in compliance.

RESOURCES

The following references to resources are offered to assist Proposers who engage in charitable contributions activities. Each Proposer, however, is ultimately responsible to research and determine its own legal obligations and properly complete its compliance certification (Exhibit 20).

In California, supervision of charities is the responsibility of the Attorney General, whose website, <http://oag.ca.gov/> contains much information helpful to regulated charitable organizations.

1. LAWS AFFECTING NONPROFITS

The "Supervision of Trustees and Fundraisers for Charitable Purposes Act" is found at California Government Code §§ 12580 through 12599.7. Implementing regulations are found at Title 11, California Code of Regulations, §§ 300 through 312. In California, charitable solicitations ("advertising") are governed by Business & Professions Code §§ 17510 through 17510.95. Regulation of nonprofit corporations is found at Title 11, California Code of Regulations, §§ 999.1 through 999.5. (Amended regulations are pending.) Links to all of these rules are at: <http://oag.ca.gov/charities/laws>

BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION

2. SUPPORT FOR NONPROFIT ORGANIZATIONS

Several organizations offer both complimentary and fee-based assistance to nonprofits, including in Los Angeles, the *Center for Nonprofit Management*, 606 S. Olive St #2450, Los Angeles, CA 90014 (213) 623-7080 <http://www.cnmsocal.org/>, and statewide, the *California Association of Nonprofits*, <http://www.calnonprofits.org/>. Both organizations' websites offer information about how to establish and manage a charitable organization.

The above information, including the organizations listed, provided under this sub-section of this Appendix N is for informational purposes only. Nothing contained in this sub-section shall be construed as an endorsement by the County of Los Angeles of such organizations.

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 2.206.010 Findings and declarations.**
- 2.206.020 Definitions.**
- 2.206.030 Applicability.**
- 2.206.040 Required solicitation and contract language.**
- 2.206.050 Administration and compliance certification.**
- 2.206.060 Exclusions/Exemptions.**
- 2.206.070 Enforcement and remedies.**
- 2.206.080 Severability.**

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.
- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

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2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

- A. This chapter shall not apply to the following contracts:
 1. Chief Executive Office delegated authority agreements under \$50,000;

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2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
 3. A purchase made through a state or federal contract;
 4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
 5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
 6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
 7. Program agreements that utilize Board of Supervisors' discretionary funds;
 8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
 9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
 10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
 11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
 12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
 13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
 14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.

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- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
 - 1. Recommend to the Board of Supervisors the termination of the contract; and/or,
 - 2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
 - 3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)