



COUNTY OF LOS ANGELES
Internal Services Department
1100 North Eastern Avenue
Los Angeles, California 90063



United We Stand

DAVE LAMBERTSON
Interim Director

TO ENRICH LIVES THROUGH EFFECTIVE AND CARING SERVICE

TELEPHONE: (323) 267-2103
FACSIMILE: (323) 415-8664

May 8, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR APPROVAL AND AWARD OF THE VEHICLE FLEET MAINTENANCE
AND REPAIR SERVICES CONTRACT TO JOHNSON CONTROLS, INC.
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that vehicle fleet maintenance and repair services can be more economically performed by an independent contractor than by County employees.
2. Approve, award and instruct the Chair to sign a contract with Johnson Controls World Services, Inc. (JCI) to provide vehicle fleet maintenance and repair services effective August 1, 2003, for a term of three (3) years with two (2) one-year renewal options and six (6) month-to-month extensions.
3. Authorize the Interim Director of Internal Services Department (ISD) or designee to exercise the renewal options and month-to-month extensions under the terms of the Contract at his sole discretion.
4. Authorize the Interim Director of ISD or designee to add and delete facilities and to approve necessary changes to scope in service.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Internal Services Department (ISD) provides automotive services, through a contract, to all County departments except the Sheriff and Public Works. The Contract also does not include the Fire Department's large fire-fighting trucks and apparatus. Under the existing contract, services are available at seven (7) County-owned facilities and on Catalina Island through a subcontractor hired by the Contractor.

The current Vehicle Fleet Maintenance and Repair Services Contract expires on July 31, 2003. JCI was selected based on proposal evaluations and because their proposal response was the lowest cost option. The recommended action is necessary to insure continuation of crucial repair and maintenance services for the 3,700 vehicles and equipment in the County fleet for which ISD is responsible.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended Vehicle Fleet Maintenance and Repair Services Contract supports the County's Strategic Plan Goals No. 1 and No. 4, Service Excellence and Fiscal Responsibility. More specifically, it aligns with these goals by providing an enhanced level of automotive maintenance and repair services, and provides auto repair services at lower hourly costs.

FISCAL IMPACT/FINANCING

Under the recommended contract, the Contractor will be reimbursed for services in the following manner:

- Fee-For-Service: For all repair services, the Contractor will receive an agreed upon hourly rate for actual hours of work performed. The hourly rate varies slightly based on the specific vehicle category (e.g., light vehicles vs. off-road vehicles, etc.) and ranges from \$36.36 to \$37.93 per hour. The Contractor's parts costs are reimbursed at 25% off of the manufacturer's suggested retail price.
- Management Fee: The Contractor will receive a fixed annual Management Fee of \$240,128 to provide motor pool operations, fuel site operations and fleet management services at all facilities.
- Car washes are provided at a fixed rate of \$10 per car.

JCI's hourly rates for all vehicle categories shall remain fixed and firm for the term of the Contract. The recommended contract allows for a Cost of Living Adjustment (COLA) to the hourly labor rates during the 4th and 5th year, if the option to renew is exercised. The COLA language in the Contract is consistent with your Board's policy of January 29, 2002 and the Chief Administrative Office memorandum of May 2, 2002. The management fee, car wash rate and parts discount are fixed and firm for the entire term of the Contract as well as any subsequent renewals and extensions.

The Contractor is not guaranteed any particular fixed workload and will be paid primarily on a Fee For Service basis. This approach is in the County's best interest, as departments will only be charged for repair costs as they are incurred. Only the annual Management Fee is a guaranteed contract cost. The estimated annual contract cost, based on the County historical repair data is approximately \$5.4 million. Specifically:

Estimated mechanical labor costs based on historical repair hours times proposed rates	\$3,158,445
Estimated gross parts cost less proposed 25% discount	\$1,832,435
Estimated car washes times proposed car wash rate	\$ 136,000
Fixed annual Management Fees and Equipment	\$ 264,659
Estimated Contract Cost	\$5,391,539

The estimated contract cost is subject to change based on actual workload. Sufficient funds for the recommended contract are included in ISD's Fiscal Year 2003-04 budget. ISD will only incur expenditures to the extent that they are offset through billings to County departments.

No layoffs or reductions in County workforce or other adverse impacts to County employees will result from this award, as the work is presently contracted out. The County's cost to provide vehicle fleet maintenance and repair services in house would be \$7,930,784 and an annual savings of approximately \$1,775,784 will result from this contract. The Proposition A Contract Cost Analysis, approved by the Auditor Controller, is attached as Attachment 1.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the Contract have been approved as to form by County Counsel and the Contract award fully complies with the mandatory Proposition A requirements contained in County Code Section 2.121.380. Under the Contract, the Contractor will consider qualified GAIN/GROW participants for employment openings, and comply with the Jury Duty Ordinance, Safely Surrender Baby Law and County's Child Support Compliance Program. The Child Support Services Department has confirmed that JCI has complied with the requirement to file a Principal Owner Information Form with its office. The Risk Management Section of the Chief Administrative Office has approved insurance coverage required by the Agreement. As this is a Proposition A Contract, this Contract is subject to the Living Wage Program (County Code Chapter 2.201). JCI complies with the Living Wage Program by paying in excess of \$9.46 with benefits.

The Contract contains provisions requiring the Contractor to provide comprehensive vehicle fleet maintenance and repair services for County vehicles and incorporates multiple performance standards to monitor contractor compliance to insure performance levels are met and the highest level of service is obtained. These services include, but are not limited to, mechanical and body shop repairs for vehicles brought in for service, scheduling of maintenance, fleet management services, cleaning and maintenance of facilities, and providing all tools and portable equipment required to provide services under this Contract.

Additionally, the new Contract provides for the deletion of one (1) existing County facility located at the Peter Pitchess Honor Ranch and the addition of two (2) facilities in north San Fernando Valley and south County. The new locations will allow greater flexibility in meeting the needs of the County departments with vehicles in those two geographic areas. The Contractor is responsible for leasing and assuming the costs for these facilities.

CONTRACTING PROCESS

On December 19, 2002, ISD notified the 36 vendors shown on Attachment 2, regarding the release of the RFP. The RFP was released on December 26, 2002 by posting on the County's website and made available via hard copy. Additionally, the mandatory Proposition A advertising was published in the Los Angeles Times, La Opinion, Rafu Shimpo, and the Los Angeles Sentinel. Nine (9) vendors attended the mandatory Proposer's Conference and site visits that were held on January 14 and 15, 2003.

Four (4) proposals were received and reviewed for compliance with the minimum requirement criteria stated in the RFP. All four proposals were submitted to an evaluation committee of subject matter experts for evaluation in accordance with the evaluation criteria in the RFP. The Evaluation Committee, including members of ISD Fleet Services, and three subject matter experts outside of Los Angeles County (Fleet Managers for the cities of Beverly Hills, Anaheim and Torrance), evaluated the proposals in accordance with the criteria set forth in the RFP.

Community Business Enterprise Program participation information for the four firms is shown in Attachment 3. The proposed contractor was selected without regard to gender, race, creed, or color for award of a contract.

Proposals were rated on the following criteria: 1) Proposer's Qualifications (20%); 2) Proposer's Approach to Providing Required Services (40%); and 3) Cost (40%). The JCI

The Honorable Board of Supervisors
May 8, 2003
Page 5

proposal earned the highest score and offered the lowest cost proposal for providing the required Vehicle Fleet Maintenance and Repair Services.

The three (3) proposers that were not selected were offered and received vendor debriefings. The debriefings provided the firms with an understanding of the proposal evaluation and scoring processes and how their individual proposal scored.

The recommended Contractor, JCI, has indicated their willingness to interview and consider the existing contractor's work force for employment with their company as well as provide a probation period to allow time for each employee to obtain the Contract required certifications. Additionally, Johnson Controls will pay for certification test fees for any employee who takes the required certifications once accepting a position with JCI.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This is a re-solicitation of an existing contract; no County employees will be impacted. No layoffs or reductions in County workforce or other adverse impacts to County employees will result from this award, as the work is presently contracted out.

CONCLUSION

Approval of the Contract will allow the County to continue to provide quality vehicle fleet maintenance and repair services for County departments in nine (9) locations throughout Los Angeles County and Catalina Island, and will ensure a continued well-maintained County vehicle fleet.

Respectfully submitted,

Dave Lambertson
Interim Director

DL:DB:ml
Attachments (4)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller

**COMMUNITY BUSINESS ENTERPRISE PROGRAM
INFORMATION SUMMARY**

This information was gathered for statistical purposes only. On final analysis and consideration of award, selection was made without regard to gender, race, creed or color.

FIRM INFORMATION		PARKING COMPANY OF AMERICA MANAGEMENT LLC	SKE SUPPORT SERVICES INC.	JOHNSON CONTROLS WORLD SERVICE, INC*	SERCO
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	N/A	N/A	N/A
	Hispanic/Latin American	62%	N/A	N/A	N/A
	Asian American	0%	N/A	N/A	N/A
	American Indian/Alaskan	0%	N/A	N/A	N/A
	All others	5%	N/A	N/A	N/A
	Women	33%	N/A	N/A	N/A
	Number	Number	Number	Number	Number
MANAGER	Black/African American	4	1	N/A	7
	Hispanic/Latin American	15	0	N/A	2
	Asian American	5	1	N/A	0
	American Indian/Alaskan	0	0	N/A	1
	All others	25	19	N/A	54
	Women	12	2	N/A	17
STAFF	Black/African American	41	43	N/A	86
	Hispanic/Latin American	292	11	N/A	51
	Asian American	76	5	N/A	25
	American Indian/Alaskan	2	2	N/A	0
	All others	178	200	N/A	153
	Women	180	69	N/A	94
TOTAL # OF EMPLOYEES		830	353	N/A	490
BUSINESS STRUCTURE		LLC	Corporation	Corporation	Corporation
Certified as Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise?		YES	NO	NO	NO
CERTIFYING AGENCY		City of Los Angeles, OCC, County of Los Angeles**			

*Corporation data not available

**County of Los Angeles

Vehicle Fleet Maintenance and Repair Services

Vendor Listing

COMPANY	CONTACT	ADDRESS	CITY/STATE/ZIP	PHONE	FAX
American Auto Service	Arthur Atkins	1015 Fremont Ave.	South Pasadena, CA 91030	626/441-4037	626/441-4090
ARI Fleet Leasing Management	Karen Wallace	18301 Von Karman, Ste. 870	Irvine, CA 92612	949/863-9192	949/863-1988
Butler Fleet Services	Mike Masters	110 Summit Ave.	Montvale, NJ 07645	973/471-8884	201/573-8667
Charles E. Thomas Company	Patrick Doran	13701 S. Alma Ave.	Gardena, CA 90249	310/323-6730	310/323-4433
Consolidated Service Corp.	Paul Kasbar	5350 Keystone Ct.	Rolling Meadows, IL 60008	847/481-2000	847/368-3416
Del-Jen Inc.	Janet Oliver	28441 Highridge Rd., Ste. 401	Rolling Hills, CA 90274	310/544-2299	310/541-5630
Duran's Auto Body Shop	Martin Duran	4605 E. 3rd St.	Los Angeles, CA 90022	323/261-4233	323/261-9415
Enterprise Fleet Services	Larry	17210 Main St.	Gardena, CA 90248	310/329-3110	310/516-4879
First Vehicle Services	Kevin Mulcahy	42402 N. La Plata Rd.	Cave Creek, AZ 85331	480/575-6789	480/595-1724
First Vehicle Services	Bill Fowler	705 Central Ave., Ste. 500	Cincinnati, OH 45202	513/772-5869	
Fleet Service, Inc.	Office Manager	532 Monterey Pass Rd.	Monterey Park, CA 91754		
GE Capital Fleet Services	John Rodriguez	2400 E. Katella Ave., Ste. 200	Anaheim, CA 92806	714/941-1100	714/941-1018
Golden State Ford Truck	Richard Reynolds	5925 S. Alameda St.	Los Angeles, CA 90001	323/586-8072	
Guaranty Chevrolet	Mike Gertz	711 E. 17th Street	Santa Ana, CA 92701	714/973-1711	714/973-8207
Halsey King & Associates	Office Manager	2604 B El Camino Real, #128	Carlsbad, CA 92008		
J. L. Associates, Inc.	Ray Bergeron	22 Enterprise Parkway, Ste. 310	Hampton, VA 23666-0460		
Johnson Controls World Svs., Inc	Pat Carroll	7315 N. Atlantic Ave.	Cape Canaveral, FL 32920	321/784-7100	321/784-7152
Leaders Industries Inc.	Mario Montes	10941 Weaver Ave.	So. El Monte, CA 91733	626/575-0880	626/575-0286
Lear Siegler Services, Inc.	Barney Jenkinson	2701 Liberty Parkway, Ste. 304	Mid West City, OK 73110	405/610-6200	
Morgan Attwood & Son	Rebecca L. Attwood	843 W. Kildare	Lancaster, CA 93534	661/948-5716	661/726-9667
On-Site Wheel Alignment, Inc.	Rick Shedore	1901 W. Collins Ave.	Orange, CA 92867	714/538-0700	714/538-1122
Orange Line Oil Company, Inc.	Scott Tredinnick	404 E. Commercial St.	Pomona, CA 91767	909/623-0533	909/622-9863
Parking Company of America	Helen Mouat	11101 Lakewood Blvd.	Downey, CA 90241	562/862-2118	562/862-4409
Peck Road Ford Truck Sales	Jim Kelley	2450 Kella Ave.	Whittier, CA 90601	562/692-7267	562/692-4987
Penske Truck Leasing	Ken McKibben	Route 10 Green Hills, PO Box 563	Reading, PA 19603-0563	610/775-6000	610/775-6418
Rollin Wrench	Dan Halfhill	3835R E. Thousand Oaks Bl. #408	Westlake Village, CA 91362	310/456-1077	310/456-1518
Rushton International	Mark Littlefield	4535 S. Commerce Dr.	Murray, UT 84107	801/281-4466	801*262-2630
Salex Fleet Specialists	George Argueta	50 Laser Court	Hauppauge, NY 11788-8829		
SERCO Management Svs., Inc.	Ray Bergeron	20 East Clemention Rd., Ste. 102	Gibbsboro, NJ 08026	856/309-9346	
SKE Support Services, Inc.	Dave Jones	13782 Douglass Ranch	Pine, CO 80470	303-816-0284	303-816-0238
Sutton Leasing, Inc.	Bryan Rodgers	4220 Colfax Ave., #106	Studio City, CA 91604	818/985-1054	818/985-1037
TECOM Fleet Management, Inc.	Greg McIntosh	P.O. Box 26492	Austin, TX 78759		
TECOM, Inc.	Toby Dickinson	8834 N. Capital of Texas, Ste 302	Austin, TX 78759	512/454-7966	512/454-3800
Time For A Change	Steve de Baets	P.O. Box 994	Manhattan Beach, CA 90267	310-545-8849	310/545-1183
Transmission Clinic, Inc.	Ronald Leonard	3839 W. Imperial Hwy.	Inglewood, CA 90303	310/673-9881	310/673-6922
VehiCare	Office Manager	290 Woodcliff Drive	Fairport, NY 14450		

**ISD - CONTRACT ADMINISTRATION DIVISION
Comparison of County's Estimated Costs to Contractor's Costs**

COUNTY COSTS

Direct Costs

Salaries -

<u>Classification</u>	<u>Monthly 5th Step Salary</u>	<u>No. of Positions</u>	<u>No. of Months</u>	<u>Total</u>
Body & Fender Mech Wkg Supv	4,258.52	1.0	12	\$ 51,102
Power Eq Mech	3,966.20	52.0	624	2,474,909
Body & Fender Mech	3,966.20	2.0	24	95,189
Power Eq Mech Supv	4,452.12	15.0	180	801,382
Power Eq Spec Writer	4,989.45	1.0	12	59,873
Garage Attendant I	2,623.82	7.0	84	220,401
Power Equip Painter	3,868.88	2.0	24	92,853
Data Control Clerk	1,943.55	2.0	24	46,645
Administrative Manager, XI	8,069.09	1.0	12	96,829
Sr. Secretary III	3,910.18	1.0	12	46,922
Intermediate Typist-Clerk	2,481.00	1.0	12	29,772
Intermediate Clerk	2,421.00	2.0	24	58,104
Subtotal		<u>87.0</u>	<u>1,044</u>	<u>\$ 4,073,981</u>

Less: 5th Step Salary Savings (151,145)

Total Direct Salaries \$ 3,922,837

Employee Benefits

1,377,308

Total Salaries & Employee Benefits \$ 5,300,144

Services & Supplies

\$ 2,338,938

Equipment

<u>Description</u>	<u>No. of Units</u>	<u>Cost/Unit</u>	<u>Total Cost</u>	<u>Amortized</u>
Hoists 12,000 lbs	7	13,624	95,368	\$ 19,074
Tire Balancer	4	3,322	13,288	2,658
Alignment Rack	2	7,000	14,000	2,800
Equipment - Other			195,855	39,171

Total \$ 63,702

Lease cost for two additional sites identified in the RFP \$ 228,000

Total Estimated County Costs \$ 7,930,784

CONTRACTING COSTS

Direct Costs

Contract costs \$ 5,391,539

Indirect Costs

Contract monitoring (1.0 Supv Cont Program Monitor & 8.0 Cont Program Monitor) 763,461

Total Contract Costs \$ 6,155,000

Estimated Savings from Contracting (County Costs less Contract Costs) \$ 1,775,784

Savings 22.4%

EXHIBIT A
STATEMENT OF WORK

TABLE OF CONTENTS

SECTION	TITLE	PAGE
1.0	SCOPE OF WORK	1
2.0	DEFINITIONS	3
3.0	DAYS/HOURS OF OPERATION.....	6
4.0	OPERATIONAL REQUIREMENTS.....	6
5.0	WARRANTY/COMEBACKS/MANUFACTURES RECALL.....	13
6.0	OPERATIONS AND SERVICES	15
7.0	ADMINISTRATIVE REQUIREMENTS.....	20
8.0	COUNTY RESPONSIBILITY	21
9.0	CONTRACTOR RESPONSIBILITY	23
10.0	ADDITIONS/DELETIONS/CHANGES OF PARKING FACILITIES, STAFFING, SPECIFIC TASKS AND/OR WORK HOURS.....	25
11.0	QUALITY CONTROL PLAN	25
12.0	PERFORMANCE REQUIREMENTS SUMMARY (PRS).....	26
13.0	DELIVERABLES	27

ATTACHMENTS

- ATTACHMENT 1 – FACILITY SPECIFICATIONS
- ATTACHMENT 2 - PREVENTATIVE MAINTENANCE SCHEDULE
- ATTACHMENT 3 - EXECUTIVE VEHICLE LISTING
- ATTACHMENT 4 - ISD TOTAL FLEET VEHICLE LISTING
- ATTACHMENT 5 – CONTRACT DISCREPANCY REPORT
- ATTACHMENT 6 – PERFORMANCE REQUIREMENTS SUMMARY CHART
- ATTACHMENT 7 – FACILITY INSPECTION REPORT
- ATTACHMENT 8 – FACILITY LOCATION PARAMETERS

1.0 SCOPE OF WORK

CONTRACTOR shall provide Vehicle Fleet Maintenance and Repair Services to a fleet of approximately 3,700 vehicles belonging to more than 28 different Los Angeles County Departments and deployed over the County's 2,200 square miles. CONTRACTOR shall provide all labor, supervision, tools, parts, materials, supplies, utilities, expendables, janitorial services, building maintenance and computer system costs and subcontractor services necessary to perform the services specified in this Statement of Work (SOW) to include, but not limited to, preventive maintenance, remedial repairs, repairs necessitated by accident, abuse and vandalism, tire service, towing, vehicle preparation, fuel site management, executive vehicle services, motor pool services, federal and state inspections, and other administrative services required.

CONTRACTOR shall perform the services listed below and other services as may be required to ensure the effective and economical operation and management of the ISD fleet. Each of these services is defined in greater detail later in this SOW.

- Timely, convenient, high quality and cost competitive vehicle and equipment maintenance and repair services.
- The provision of fleet management services including parts procurement, executive and pool vehicle fleet management.
- The provision of information management services including real-time work order data entry and closeout and real-time work order progress monitoring for all repairs and maintenance provided in all facilities. Information from work orders performed by subcontractors, will be input into the management information system electronically and as close to real-time as feasible. If electronic input is not possible, this data will be manually input as soon as it is available to the contractor.
- The provision of fuel management services at the Mall, Alameda and Eastern facilities. Services shall include, but not be limited to, fueling service, replenishment, and notification of equipment malfunction and monitoring water levels.
- The provision of emergency services during weather and geological related emergencies, fire and other natural and declared emergencies.

County facilities, with a brief description, which are available for use under this contract are listed below. The three facilities in the Civic Center and surrounding vicinity (Mall, Alameda, and Eastern) are required to be used by Contractor, the

other facilities are at Contractor's option. A summary chart including geographic areas of coverage, vehicle types, and maintenance and repair services required are listed in Attachment 1, Facility Specifications.

- **140 N. Grand Ave., Los Angeles, CA 90012 (The Mall) – mandatory use**

This facility provides maintenance for many of the light administrative vehicles and generally handles minor repairs. It is located in a parking structure. It provides two dedicated repair bays, both equipped with in-ground vehicle lifts, which can be secured via roll up overhead screens. The remainder of the maintenance area is twelve unsecured vehicle-parking bays that are used for minor maintenance.

- **1055 N. Alameda Ave., Los Angeles, CA 90012 (Alameda) – mandatory use**

This facility provides major and minor service for the County's light vehicle fleet. It is located in a parking garage. It is configured in a circular pattern with over 22 maintenance bays on the perimeter, and office and parts support in the center core.

- **1104 N. Eastern Ave., Los Angeles, CA 90063 (Eastern) – mandatory use**

This facility is the main facility of the County's locations. It is equipped to provide for all types of vehicle maintenance.

- **1703 Mountain Ave., Monrovia, CA 91016 (Monrovia) - optional**

This facility has ten standard service bays and was built as a full service facility. In addition to the main building, there are two out buildings that are also equipped for the maintenance of vehicles.

- **11236 Playa Ct., Culver City, CA 90230 (Culver City or West LA) - optional**

This facility has three bays, which are deep so as to accommodate repairs of larger vehicles. There is one additional bay, currently being used for parts and tool storage but allows for expansion if needed.

- **45000 N. 60th St., West, Lancaster, CA 93534 (Lancaster) - optional**

This facility is a Quonset hut metal structure, which has been modified to perform light vehicle maintenance on smaller vehicles.

The following are facility summary attributes on each of the facilities:

Garage	Lifts	Bays	Storage Space	Office Space	Alignment Rack	Eyewash Station	In floor lighting	Overhead lubrication	Smog Station
Mall	2	2	x	x	N/A	x	x	N/A	N/A
Alameda	7	22	x	x	Non-op	x	N/A	Non-op	N/A
Eastern	38	55	x	x	x	x	Some	Non-op	x
Monrovia	9	10	x	x	Pit	x	N/A	Non-op	N/A
Culver City	3	3	x	x	N/A	x	N/A	Non-op	N/A
Lancaster	3	10	x	x	x	x	N/A	N/A	N/A

2.0 DEFINITIONS

2.1 Bureau of Automotive Repair, California State Dept. of Consumer Affairs (BAR)

The agency that regulates automotive repair in the State of California.

2.2 Comeback

Any failure or symptom of failure related to previous repairs or services performed on a vehicle or component thereof occurring within the warranty period.

2.3 Contract Discrepancy Report

A document written by a Contract Monitor to identify key performance indicators of the contract that the Contractor has not met during the contract term.

2.4 County Recognized Holidays

- New Year's Day (January 1)
- Martin Luther King's Birthday (Third Monday in January)
- Presidents Day (Third Monday in February)
- Memorial Day, (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving (Friday after Thanksgiving)
- Christmas Day (December 25)

2.5 Customer

The County user department responsible for the vehicle or equipment being serviced.

- 2.6 Customer Vehicle Coordinator
Individual(s) assigned by a County Department to be responsible for initiating, reviewing and approving vehicle equipment repairs, disposals, specifications and maintenance on behalf of that department.
- 2.7 CCC Information Services
A professional trade organization that provides and publishes a standardized time guide for body repair.
- 2.8 Detailing
The process of cleaning and polishing a vehicle's interior, exterior, engine compartment and undercarriage.
- 2.9 Emergency Vehicle
County vehicle which has as its primary function to respond and/or assist in the response to situations concerning life, health, injury or property damage or threat thereof.
- 2.10 Motor's Labor Time Guide
A professional trade organization that provides and publishes a standardized time guide for mechanical repair.
- 2.11 Motor Pool
A group of vehicles belonging to ISD Fleet Services that are available to rent by Customer on a daily or mileage basis.
- 2.12 National Institute for Automotive Service Excellence (ASE)
An organization that provides voluntary nationally recognized automotive technician competency certification.
- 2.13 Original Equipment Manufacturer Part (OEM)
OEM part is one manufactured, rebuilt or remanufactured by the company that originally made the vehicle.
- 2.14 Portable equipment
Equipment that is moved relatively easily from location to location. Included, but not limited to, engine analyzers, tire mounting/balancing machines, air conditioning recharging machines, brake lathes, battery chargers, grinders, battery testers, etc.
- 2.15 Performance Requirements Summary (PRS)
A chart (Attachment 6) which identifies key performance indicators of the contract that will be evaluated by the COUNTY to ensure that contract performance

standards are met by the CONTRACTOR and deduction/fees to be applied if there are occurrences of non-compliance.

2.16 Preventative Maintenance

A program of services to maintain the longevity and reliability of vehicles as detailed in Attachment 4, Preventative Maintenance Schedule.

2.17 Quick Fix

Mechanical services which take less than one hour to perform.

2.18 Safety Inspection

A visual and performance testing of a vehicle to insure that it conforms with all applicable federal, state and local laws and regulations relating to the safe operation on the highway.

2.19 Sublet Vendor/Subcontractor

An individual or company, other than the Contractor, that performs repair or installation of a component, or system of components in a vehicle.

2.20 Vehicle Type

Vehicle truck classification categorized by Light, Medium, Heavy, and Off-road vehicles. County shall adopt the nationally recognized NAFA vehicle classification system with the implementation of the Automotive Fleet Management Information System (AFMIS).

Light Duty:

Class 1 - 1/2 ton or less

Classes 2 - 8500 to 10,000 lbs. Gross Vehicle Weight Rating (GVWR)

Class 3 - 10,001 to 14,000 GVWR

Passenger Cars and Trailers under 8500 GVWR

Medium Duty:

Class 4 - 14,001 to 16,000 GVWR

Class 5 - 16,001 to 19,500 GVWR

Heavy Duty:

Class 6 - 19,501 to 26,000 GVWR

Class 7 - 26,001 to 33,000 GVWR

Class 8 - 33,001 GVWR and up

Off road vehicles - forklifts, golf carts, neighborhood electric vehicle (NEV)

3.0 DAYS/HOURS OF OPERATION

3.1 Regular Hours

All service facilities shall be at a minimum open for nine (9) hours during normal business hours Monday through Friday. Hours for individual facilities are subject to change depending on customers' needs. CONTRACTOR must obtain approval from the County Project Manager prior to closing any facility under this contract during normal business hours.

3.2 Holiday Work Schedule

CONTRACTOR may be required to provide staff on COUNTY recognized holidays either to assist in any backlog or for emergency operations.

4.0 OPERATIONAL REQUIREMENTS

4.1 Repair Orders and Estimates

4.1.1 Repair Orders

CONTRACTOR shall create a repair order for each vehicle received for service immediately upon receipt, but in no event longer than one (1) hour of the vehicle's arrival at the repair facility or two (2) hours of facility opening the following business day if vehicles were received after business hours of facility.

CONTRACTOR shall complete all repair orders within two (2) hours of repair completion and shall close repair orders immediately upon County approval of said repair order.

CONTRACTOR shall provide customer a completed copy of the repair order upon vehicle pick-up.

4.1.2 Estimates

CONTRACTOR must obtain written customer vehicle coordinator or designee approval (FAX, e-mail or electronic signatures are acceptable) on all estimates prior to performing any work. If work is performed without prior written approval such work will be at the cost of CONTRACTOR.

CONTRACTOR shall provide mechanical estimates within one (1) business day and body shop estimates on the same business day of receipt of vehicle.

In those instances wherein the COUNTY'S Project Manager determines the repair estimate to be excessive/inappropriate, or workmanship has failed to meet Contract standards, the COUNTY'S Project Manager may, at their

sole discretion, send the vehicle to an outside vendor(s) for estimates and/or repairs. The COUNTY shall be reimbursed by the CONTRACTOR for the full costs of the repair and any associated cost, including but not limited to, transportation, estimate and parts.

If CONTRACTOR believes that the repair cost is estimated to be greater than the fair market value for any vehicle or piece of equipment vehicle or ancillary capital equipment or replacement appears to be more cost-effective than repair, the CONTRACTOR will present such information in writing on the provided estimate, to the Customer Vehicle Coordinator. The Coordinator shall decide whether to repair or replace a vehicle or piece of equipment.

4.2 Labor Times

CONTRACTOR shall utilize Mechanical labor times as published by the Motor's Labor Time Guide including proper allowances for combination operations (overlaps). CONTRACTOR shall obtain County approval prior to using labor time not published in the Motor's Time Guide.

CONTRACTOR shall utilize body shop labor times per the CCC Information Services Labor Time Guide. CONTRACTOR shall obtain County approval prior to using labor time not published in the CCC Information Systems Labor Time Guide.

4.3 Turnaround Times

CONTRACTOR shall meet the turnaround times required under the resulting contract as per the below, regardless of magnitude or repair of service.

If CONTRACTOR does not complete work within the allowable turnaround time, or receive a time extension from the COUNTY'S Project Manager or designee, COUNTY shall repair the vehicle or obtain repairs from an outside vendor repair facility and shall be reimbursed by CONTRACTOR for all repair costs and associated fees including transportation, estimates and parts. CONTRACTOR shall adhere to all vehicle turnaround times as per below time schedule. If Contractor can not adhere to a turnaround time Contractor shall obtain County Project Manager written approval for an extension.

TURN AROUND TIME SCHEDULE

CATEGORY	ALLOWABLE TIME	
	VEHICLES LESS THAN 7 YRS OLD	VEHICLES MORE THAN 7 YRS OLD
Quick Fix	1.0 Hour	1.0 Hour
Scheduled Preventative Maintenance (PM) Light Duty	2.0 Hours	2.0 Hours
Unscheduled PM Light Duty	4.0 Hours	4.0 Hours
Scheduled PM Medium/Heavy Duty	4.0 Hours	4.0 Hours
Unscheduled PM Medium/Heavy Duty	Next Business Day	Next Business Day
Scheduled Repair	Two Business Days	Three Business Days
Unscheduled Repair	Three Business Days	Four Business Days
Estimates	Same Business Day	Same Business Day
Comebacks	Same Business Day	Same Business Day
Body & Paint Repair	Not to exceed 30 calendar days unless by agreement with Customer	Not to exceed 30 calendar days unless by agreement with Customer
New Vehicle Preparation	1 business day from receipt of prep letter	1 business day from receipt of prep letter
Disposal Vehicle Preparation	2 business days from notification	2 business days from notification

4.4 Inspections

CONTRACTOR shall perform bi-annual smog inspections on all vehicles during the first service visit in the year that necessitates the inspection.

CONTRACTOR shall insure all vehicles undergo a safety inspection, regardless of repairs performed, prior to release of vehicle back to Customer.

CONTRACTOR shall perform a Bi-annual Inspection Terminal (BIT) inspection every forty-five (45) days for all vehicles over 14,000 pounds.

CONTRACTOR shall conduct inspections of each vehicle and piece of equipment according to federal, state, local, and ISD requirements and shall coordinate the scheduling of such inspections with customers as necessary.

4.5 Records

CONTRACTOR shall be responsible for maintaining all records and documentation related to all services provided under the resulting contract in accordance with Contract subparagraph 8.38.

4.6 Computer System

Contractor is required to use the County’s Automated Fleet Management Information System (AFMIS), Fleet Focus M4 for the term of the resulting contract. This system is a detailed automated system that provides a basis for fleet

management and provides detailed fleet maintenance and operating information for COUNTY. COUNTY shall, at CONTRACTOR'S cost, provide connection, hardware, software and training for this system at one facility in each geographic area and at all three mandated facilities in the Civic Center and immediate vicinity (Mall, Alameda and Eastern). CONTRACTOR shall be responsible for connectivity, hardware and software requirements at any facilities in addition to one per geographic area.

CONTRACTOR shall maintain safe computer system practices and insure that County data is protected from destruction and/or viruses. CONTRACTOR shall insure that County computer systems are utilized for County business purposes only.

4.7 Contractors Contingency Plan

CONTRACTOR shall have a contingency plan in place should there be an interruption or reduction in service during the term of the resulting Contract due to work stoppages, slow downs, or CONTRACTOR's failure to provide adequate staffing, parts and/or service delivery. CONTRACTOR shall continue to provide required services by whatever means available and shall incur all related costs. Related costs include, but not limited to, all costs necessary to provide repair and maintenance services as specified in the in the resulting contract at rates specified in the resulting contract.

Should CONTRACTOR fail to supply an alternate service, COUNTY shall have the right to continue services by whatever means available and charge any reasonable costs associated with the alternate service to the CONTRACTOR. Further, such service interruptions shall be grounds for termination of the contract.

4.8 Capital Assets/Supplies/Equipment

4.8.1 Capital Assets

Several County locations require the acquisition of capital assets in order to perform the required services. COUNTY reserves the right at its sole discretion, to acquire such assets rather than requiring CONTRACTOR to do so, or to reimburse CONTRACTOR for the acquisition of said assets on a separate schedule. If COUNTY elects to have CONTRACTOR acquire capital assets and equipment, CONTRACTOR shall acquire (using County accepted procurement practices) and install within sixty (60) days of contract start date the following assets in all the mandated facilities and in

any remaining County facilities Contractor selects to utilize: Overhead fluid distribution system for each County owned facility Contractor utilizes. A overhead fluid distribution system shall consist of all necessary equipment to store in bulk and distribute to individual service bays compressed air and the following fluids: transmission fluid, gear oil, engine oil, water, chassis grease. Three (3) light duty hoists in the Alameda and Lancaster facilities and one (1) light duty hoists in the Culver City facility. Light duty hoists to be a surface mount electro-hydraulic symmetrical design with clear floor, frame contact, and overhead equalization system and arm restraints. 15,000 gvwr capacity and an overhead clearance of at least 15' 6" and, a wheel alignment rack and machine for the Monrovia facility.

4.8.2 Supplies/Tools/Portable Equipment

CONTRACTOR shall provide, at their sole expense, all shop supplies, expendables, tools and portable equipment necessary to perform all services under the resulting contract.

4.8.3 Equipment

COUNTY shall furnish CONTRACTOR an inventory list of COUNTY facility equipment (portable and fixed) for use by CONTRACTOR during the contract term. COUNTY shall provide equipment list prior to contract start date. Both the COUNTY and CONTRACTOR shall maintain the list. CONTRACTOR shall notify COUNTY within 48 hours of equipment breakdown or malfunction. Upon expiration of Contract, inventory shall be taken by County and confirmed by CONTRACTOR. CONTRACTOR shall be required to acknowledge in writing the receipt of all equipment provided by COUNTY for CONTRACTOR'S use. Such equipment shall be provided to CONTRACTOR for the term of the contract and shall be the responsibility of the Contractor. Upon completion of the contract, said equipment will be returned in the same condition in which they were provided to CONTRACTOR, less normal wear and tear. CONTRACTOR shall be responsible for replacing any stolen, missing, or destroyed equipment with comparable equipment at CONTRACTORS expense or restitution made by adjustment of the Contractor's final invoice.

CONTRACTOR shall obtain prior County approval for any new equipment other than that listed in Paragraph 4.7.1, to be purchased and/or installed by the CONTRACTOR in any County facility.

4.9 Parts Management/Retention

4.9.1 Parts Management

ISD does not currently own a repair parts inventory. CONTRACTOR shall procure, maintain, inventory and use repair parts as necessary. CONTRACTOR and all subcontractors must meet COUNTY's turnaround times with due consideration of unplanned emergency situations. COUNTY reserves the right to dictate the use of specific manufacturers parts for specific vehicles. CONTRACTOR is required to manage the repair parts inventory associated with providing services pursuant to this contract with AFMIS, the fleet system utilized by the COUNTY. CONTRACTOR shall use AFMIS to monitor and control all parts inventory or purchases. CONTRACTOR shall operate AFMIS so as to capture and report the usage history for each part utilized to maintain and repair the COUNTY fleet. The parts usage history and inventory shall be by description, part number, manufacturer, cost, vehicle number, repair location, time period, type, and category as required in AFMIS. CONTRACTOR shall also utilize AFMIS to generate a complete parts inventory by manufacturer, part number, description, and cost. Such inventories and parts usage reports shall be provided to the COUNTY'S Project Manager or designee upon request. Reports shall adhere to the criteria specified by County Project Manager.

4.9.2 Parts Retention

CONTRACTOR and all subcontractors shall retain replaced parts for a minimum of sixty (60) days from the date of replacement and tag with repair order information, vehicle number and date so that they are easily identified and retrievable within one (1) hour of request by County Project Monitor. CONTRACTOR may discard such parts after the sixty (60) day period.

CONTRACTOR shall replace all tires with new tires, unless approved in writing by County.

4.10 Facility Modification

CONTRACTOR shall not make any changes, modifications, alterations or improvements to any County facility without prior written approval from the COUNTY. CONTRACTOR shall immediately, at CONTRACTOR's expense, restore modifications not approved by COUNTY to original condition. CONTRACTOR's failure to restore the facility shall result in restoration by the COUNTY at CONTRACTOR's expense.

4.11 Safety

All work will be conducted in a safe manner and will comply with the requirements of state and local rules and regulations or OSHA safety standards. CONTRACTOR personnel shall provide a written report of any incident/accidents that occur on COUNTY property immediately, but in no event longer than within 24 hours of occurrence or discovery of occurrence to the appropriate County Project Monitor.

CONTRACTOR shall furnish and maintain safety supplies and equipment, including first aid kits, flashlights, and fire extinguishers at all repair facilities. CONTRACTOR shall use materials and equipment that are safe for the environment and personnel. CONTRACTOR personnel must be trained in the use of basic safety equipment.

CONTRACTOR is responsible to insure the safe keeping of all COUNTY vehicles. Any vandalism, theft or damage to vehicles determined to be the responsibility of CONTRACTOR by failure of safekeeping shall be repaired at the expense of CONTRACTOR.

4.12 Disposal

CONTRACTOR shall be responsible for disposal of all hazardous and non-hazardous trash and waste generated during the course of the resulting contract, to include but not limited to, used tires, parts, metal, oil, antifreeze, fuel, freon, batteries, and hazardous waste. CONTRACTOR may utilize the County's trash disposal dumpsters for the disposal of non-restricted/non-hazardous waste, resulting from the maintenance of the County's fleet, at all County repair locations, as directed and when approved by the County's Project Manager. COUNTY reserves the right to require CONTRACTOR to provide trash disposal dumpsters and pickup services at any or all CONTRACTOR locations if determined to be necessary by COUNTY'S Project Manager.

CONTRACTOR shall maintain records of all hazardous chemicals and other hazardous waste. The records shall contain the materials' origin, use, transportation, and ultimate distribution and disposal. All disposal shall be in accordance with current local, state and federal law.

CONTRACTOR shall provide training and management for employees working with and handling hazardous material, in accordance with all applicable laws and EPA regulations. CONTRACTOR shall hold the COUNTY free of liability for all actions of CONTRACTOR relating to waste disposal.

4.13 Retail Work

CONTRACTOR may perform limited retail work for County employees only at the Mall and Alameda facilities such work to include nothing greater than minor repairs and car washes. Car washes are allowed at the Mall facility only. COUNTY reserves the right, at its sole discretion, to permit CONTRACTOR to provide maintenance services for County employees' personal vehicles at additional facilities. Any such authorization shall immediately terminate if the CONTRACTOR is unable to meet the performance standards of the Contract for COUNTY owned vehicles.

CONTRACTOR or CONTRACTOR personnel shall not use ISD property in any manner for any personal advantage or endeavor other than in the performance of the work described in the Contract unless otherwise authorized in writing by COUNTY.

5.0 WARRANTY/COMEBACKS/MANUFACTURERS RECALL

5.1 Warranty

CONTRACTOR shall administer all warranties and recalls for vehicles, equipment, parts, and subcontractor repairs including receiving any reimbursement for such work that is performed by the CONTRACTOR or subcontractor(s).

All work performed under the resulting contract shall meet or exceed original equipment manufacturer's specifications and shall meet all local, state, and federal laws, regulations and statutes governing such work.

CONTRACTOR furnished materials, parts, and workmanship shall be free from defects for a minimum period of 12 months or 12,000 miles except as noted below or per the original equipment manufacturer's warranty specification, whichever is greater. All parts warranties shall include the labor to diagnose and

replace the failed part as well as the part itself. Any parts warranties provided by the part manufacturer that exceed the minimums listed here shall be passed through to the County with written notification of such extended warranty made by the CONTRACTOR to the COUNTY at time of part installation.

Category	Minimum Warranty Term
Engines & Transmission Rebuilt or New	Three (3) years or 36,000 miles-whichever occurs first
Batteries	Sixty (60) months- first 18 months free replacement; prorated thereafter
Tires	Warranty provided by manufacturer of tire

CONTRACTOR shall remedy all defects under warranty within three (3) business days after notification unless otherwise approved in writing by COUNTY. CONTRACTOR shall assume all related costs, including but not limited to, collateral damage, towing, alternate transportation, materials, parts and labor associated to repair of defects under warranty.

CONTRACTOR must insure that any vehicle services covered under the vehicle manufacturer's base warranty, extended warranty, or a special policy warranty period shall be performed at a duly authorized dealer for that manufacturer unless authorized in writing by Customer Vehicle Coordinator.

Should CONTRACTOR become an approved warranty repair center for any manufacturer of vehicles used by the County, it shall not charge the County for manufacturer reimbursable performed warranty repairs, for parts and/or labor nor shall CONTRACTOR prohibit any County vehicle from being repaired at any repair facility irrelevant of warranty center location.

5.2 Comebacks, Reworks and Rechecks

CONTRACTOR shall perform corrective repair on any comebacks, reworks and rechecks improperly diagnosed and/or repaired and reimburse County any difference of such repair.

CONTRACTOR shall perform comebacks, reworks and rechecks under a new repair order with reference to the original repair.

CONTRACTOR shall insure that comebacks, reworks and rechecks are completed within three (3) business days.

CONTRACTOR shall not exceed 1% comeback/rework rate per facility for all repairs and shall report its comeback/rework percent per facility on a quarterly basis.

6.0 OPERATIONS AND SERVICES

6.1 Operations

6.1.1 Emergency Operations

CONTRACTOR shall insure all personnel and equipment required to operate facilities and provide repair services during times of emergency (e.g. earthquake, flood or civil disturbance) are available within 24 hours of notification by Project Manager.

6.1.2 Fuel Site Operations

CONTRACTOR shall operate County owned fuel sites for the exclusive use of County vehicles at facilities specified in Facility Specification, Attachment 1.

CONTRACTOR shall conduct a daily inspection of fuel dispensing equipment for working conditions and operation, a weekly cleaning and painting (if necessary) of fuel island and dispensers and a weekly inspection of fuel storage tank levels.

CONTRACTOR shall place fuel orders of no less than 5,000 gallons and shall not allow any one tank to fall below 5,000 gallons at any time. CONTRACTOR shall not be responsible for payment of fuel, invoicing shall go directly to County Project Manager.

CONTRACTOR shall immediately notify County Project Manager of any equipment repairs needs and when fuel orders are placed. COUNTY reserves the right to change frequency of such tasks should it deem it necessary.

CONTRACTOR shall monitor the level of water in all fuel tanks and should water level exceed 2 inches in depth, as measured by either the automatic tank monitoring system or manually by a fuel measuring stick, CONTRACTOR shall notify County Project Manager immediately. CONTRACTOR shall be responsible for removing and disposing of the water according to EPA and State regulations.

CONTRACTOR shall monitor fuel, new and waste oil inventory levels at the respective County locations on a daily basis in order to detect

possible leaks and to reorder fuel and oil at pre-specified minimum stocking levels. When suspected or continued petroleum product losses are discovered, CONTRACTOR will immediately notify County Project Manager of such losses and perform an inventory reconciliation in accordance with EPA and State regulations. County Project Manager shall be notified immediately of any problem noted during an on-site inspection or through off-site monitoring that violates EPA and/or State regulations or discovery of any actual or suspected fuel leak or spill.

6.1.3 Motor Pool Operations

CONTRACTOR shall manage County Motor Pool in accordance with the below steps and classifications.

- 1) Check Out and Check In of Pool vehicles including:
 - a) Fill Fuel Tank prior to delivery to customer
 - b) Insure vehicle is clean inside and out prior to delivery to customer
 - c) Inspection and documentation of any damage to vehicle
 - d) Insure correct and complete documentation of rental
 - e) Insure no Pool vehicle rental exceeds 30 days duration
- 2) Insure Pool vehicles receive preventative maintenance services on schedule
- 3) Any damage not noted and is subsequently "discovered" shall be the responsibility of the Contractor to repair.

Classifications:

Class A: The class of vehicles reserved for use by Board of Supervisors members or Department Heads. These vehicles are generally high-end type vehicles (e.g. Chrysler Concorde).

Class B: The class of vehicles reserved for use by Board of Supervisors Deputies, departmental Chief Deputies and similar high-level persons. These vehicles are generally mid-level type vehicles (e.g. fully optioned Ford Taurus or Crown Victoria).

Class C: The class of vehicles available for use by all County employees authorized to drive County vehicles in the course of their job performance. These vehicles are generally either specialized equipment (e.g. 15 passenger van) or standard passenger sedans (e.g. entry-level Ford Taurus or Honda Accord).

6.1.4 Road Operations Test

CONTRACTOR and subcontractors must conduct a road or appropriate operations test on all vehicles and equipment that have had safety related repairs or adjustments (e.g.; brakes, steering, aerial lifts, etc.). These

vehicles and equipment must be deemed safe to operate by the CONTRACTOR and subcontractors prior to being returned to service. CONTRACTOR shall work with County Project Manager immediately upon Contract execution to create a test drive route map for each facility. CONTRACTOR must insure that light bars are covered for any on highway use of all County emergency vehicles.

6.2 Services

6.2.1 Mobile Services

CONTRACTOR shall provide mobile repair services out of the Eastern Avenue facility to vehicles, including off-road forklifts, electric carts, etc. in unusual circumstances or under emergency situations within Los Angeles County and with County Project Manager approval.

6.2.2 Executive Vehicle Services

CONTRACTOR shall provide Executive Vehicle Services 24 hours per day, 7 days per week, as outlined below, to those vehicles designated “Executive” per Attachment 3.

Washing of vehicle and cleaning of windows/interior weekly or as requested by driver
Pick up and delivery of vehicle when due for service or requiring repairs and leaving comparably sized and equipped pool vehicle in its place
Provide secured parking as required at the Hall of Administration
Quarterly detailing of entire vehicle or when requested by driver
Regular fueling and checking of fluid levels at frequency to be determined by the driver
Maintain spare set of keys and deliver to vehicle when required for lock-out or other need
Schedule and perform Preventative Maintenance services as required per Attachment 2
Provide 24 hour contact person to insure services are provided whenever necessary

6.2.3 Quick Fix Repair Services

CONTRACTOR shall provide a "Quick Fix" service at all facilities for repairs that can be completed in less than one (1) hour. Quick fix service items (inspect, service, and/or repair) are as specified in Motor Parts and Time Guide or as established by the County’s Project Manager or when the vehicle operator delivers the vehicle to a garage for service and chooses to wait for the service. Quick fix services include but are not limited to, tire repair/replacement, single item minor repair, e.g. belt or light bulb, battery diagnosis and replacement, replacing of wiper blades, fuses, topping off fluids; replacing a belt or a hose; and tire pressure. Quick fix service will be continuously available during business hours.

6.2.4 Towing Services

CONTRACTOR shall provide towing services for fleet vehicles on a twenty-four (24) hour, seven (7) day per week basis. COUNTY reserves the right to dictate towing vendor(s) at its sole discretion. Responding unit must arrive within one (1) hour from time dispatcher receives call. Vehicles shall be transported/towed by CONTRACTOR to a repair facility under the resulting contract that can accommodate the repairs. Towing services shall include, but not be limited to, repair and/or replace flat tires, open vehicle due to lockout, winch out due to stuck in ditch/sand/mud, provide up to five (5) gallons of emergency fuel, and other minor repairs as required. CONTRACTOR shall establish a single toll free phone number for towing service calls. CONTRACTOR shall provide and install stickers with the toll free phone number in every COUNTY vehicle serviced. County shall provide sticker specifications within thirty (30) days after contract execution.

6.2.5 Car Wash Services

CONTRACTOR shall provide automatic car wash services at the Mall Facility and hand car wash services at any facility equipped for such services, for all executive fleet and motor pool vehicles only. County reserves the right to add other vehicles to car wash services. Car wash services, to include but not limited to, wash body of vehicle, vacuum inside and tire dressing.

CONTRACTOR shall staff, operate and maintain the Mall car wash during normal business hours. CONTRACTOR shall insure vehicles washed have windows cleaned inside and out and the interior vacuumed. CONTRACTOR shall clean the surrounding area daily and notify the County Project Manager immediately of equipment breakdown.

CONTRACTOR shall provide all cleaning, disinfecting, and other miscellaneous supplies necessary to operate the car wash and service the vehicles. CONTRACTOR shall service and maintain the clarifier that serves the carwash.

CONTRACTOR shall ensure that the water utilized in carwash operations is properly treated at all times. COUNTY will perform mechanical repair

and maintenance of the automatic car wash equipment at the Mall Facility.

6.2.6 No Charge Services

Such services shall include, but not limited to, top-offs of vehicle fluids, check and set tire pressure, and estimates.

6.2.7 Smog Services

CONTRACTOR shall have a California Licensed Smog Inspection Technician(s) to insure all vehicles receive timely and appropriate emissions testing. Contractor shall perform biennial smog inspections, on all vehicles requiring such an inspection, during the vehicle's first service visit in the calendar year that necessitates the inspection.

6.2.8 Lamp/Brake Adjuster

CONTRACTOR shall have a California State Certified Lamp Adjuster(s) and a California State Certified Brake Adjuster(s) to insure all vehicles receive appropriate lamp and brake certification prior to release back to customer.

6.2.9 Preparation of New/Disposal Vehicle Services

CONTRACTOR shall prepare all new and disposal vehicles when instructed to do so by County Project Manager or Monitors in accordance to the following standards:

New Vehicle Preparation
Install all County seals, departmental logos, vehicle numbers and other insignia as required by the operating department.
Installation of safety equipment as required by County and departmental rules.
Installation of any other equipment or items that may be required by the department.
Inspection of the vehicle to insure all equipment is fully operational.
Detailing and filling of fuel tank prior to delivery to customer.
Vehicle Disposal Preparation
Remove all County seals, departmental logos, bumper stickers, vehicle numbers and other identifying insignia.
Arrange for removal of emergency equipment, lights and radios as required.
Repaint doors, trunk, hood or other portions of the vehicle as requested by ISD.
Remove license plates and perform any other operations deemed necessary by ISD prior to disposal.

6.2.10 Preventative Maintenance

CONTRACTOR and its subcontractors shall perform all preventive maintenance, repair and other maintenance services. CONTRACTOR will provide preventive maintenance (PM) programs for each class and

type of vehicle and piece of equipment within the ISD fleet in accordance with Attachment 2. The PM program must be equivalent to or exceed original equipment manufacturer specifications and warranty requirements, and any regulations that apply or as specified in Attachment 2. PM programs will be reviewed annually by ISD to ensure that they reflect changes in fleet composition, generally accepted fleet practice, and experience with ISD's fleet. CONTRACTOR will perform timely PM service on all vehicles and equipment in the ISD maintained fleet.

7.0 ADMINISTRATIVE REQUIREMENTS

7.1 Sublet/Subcontractor Services

CONTRACTOR shall coordinate and be responsible for all sublet services. CONTRACTOR may only charge actual invoice cost for all sublet services. CONTRACTOR shall assume all liability and responsibility for all services, parts and workmanship performed by any sublet vendors. Total cost of sublet services, may not exceed the maximum allowable labor time set forth in the Contract for the CONTRACTOR to perform the same operations as those sublet. All invoices from sublet vendor shall be copied and attached to the corresponding repair order and placed in the vehicle's permanent history file. CONTRACTOR shall provide an accurate annual list of subcontract/sublet vendors and their hourly rates for services and shall keep such list current through out the year. All subcontract/sublet vendors must have the approval of County Project Manager prior to use by the CONTRACTOR. When requesting approval for sublet vendor, CONTRACTOR must provide:

- a) Company name, address and ownership information.
- b) Justification for the necessity of subletting.
- c) Schedule of Rates
- d) Certificate of Insurance as required per Contract
- e) Any other documentation as may be deemed necessary by County Project Manager.

7.2 Complaint Policy and Procedures

CONTRACTOR must provide and update the firm's Complaint Policy and Procedure for receiving, investigating and responding to user complaints, within

fifteen (15) business days after contract start date, to COUNTY Project Manager as per Appendix A, Sample Contract Paragraph 8.5.

7.3 Customer Survey

CONTRACTOR must distribute a County created and provided Customer Satisfaction Survey to each customer at time of vehicle pick-up.

7.4 Monthly Meetings

Contractor is required to attend all scheduled monthly meetings with County Project Manager and County Vehicle Coordinator meetings when requested by County Project Manager.

7.5 Annual Meeting

CONTRACTOR and COUNTY shall meet annually in September of each contract year to discuss budget and cost adjustment requirements. CONTRACTOR shall assist COUNTY in budget requirements by providing a list of required equipment to continue to provide services in the upcoming year. Topics for discussion shall include but not limited to, recommendations for changes to improve preventative maintenance and repair performance, future operating and capital budget needs, review of Contractor's performance and cost of doing business for COUNTY and cost reduction proposals from CONTRACTOR.

7.6 Notification

CONTRACTOR shall notify Customer Vehicle Coordinator ten (10) business days prior to next anticipated preventive maintenance services automatically tracked through County computer system, AFMIS.

8.0 COUNTY RESPONSIBILITY

8.1 COUNTY Personnel

8.1.1 COUNTY shall appoint a County Project Director in accordance with Section 6.1 of the Sample Contract to administer the Contract and resolve disputes. The County Project Director shall provide verbal or written direction to the CONTRACTOR in areas relating to policy and procedural requirements.

8.1.2 COUNTY shall appoint a County Project Manager who shall have full authority to act for COUNTY on all contract matters and shall be responsible for the daily oversight of the contract.

8.1.3 COUNTY shall appoint various County Project Monitors who shall be responsible for the daily oversight at individual repair facilities. The Project

Monitors shall interface with CONTRACTOR regularly to identify and resolve all operational issues related to vehicle maintenance and repair services, facility appearance and CONTRACTOR performance evaluations.

8.2 Furnished Items

- 8.2.1** COUNTY shall furnish CONTRACTOR a monthly Executive Vehicle Report, listing vehicles that qualify for executive services. Current listing of vehicles is as per Attachment 3, Executive Vehicle Listing.
- 8.2.2** COUNTY shall provide training to CONTRACTOR personnel for COUNTY'S computer software system, at CONTRACTOR'S expense.
- 8.2.3** COUNTY shall furnish CONTRACTOR with the Customer Satisfaction Survey within ten (10) business days of Contract start date.
- 8.2.4** COUNTY shall furnish CONTRACTOR an office at each County owned facility.
- 8.2.5** COUNTY shall provide gas, water, phone and electricity to all COUNTY owned facilities at CONTRACTOR'S expense. CONTRACTOR shall be charged a surcharge for said utilities in accordance with Sample Contract Paragraph 5.6.
- 8.2.6** COUNTY shall provide, at CONTRACTOR'S expense, the maintenance and repair of County owned facility structures including plumbing, heating/air conditioning, elevators, escalators, locks, etc., and equipment that are utilized by CONTRACTOR under the resulting contract unless such repairs are due to the negligence of the CONTRACTOR. CONTRACTOR shall inform COUNTY within 48 hours of any element of the facility or its contents are in need of repair. Failure to do so could be deemed CONTRACTOR negligence. COUNTY shall provide CONTRACTOR notice prior to performing repairs.

8.3 Facility Inspection

COUNTY shall inspect on a monthly basis all facilities operated by the CONTRACTOR in the performance of this Contract and note any deficiencies on a Facility Inspection Report, Attachment 7. CONTRACTOR shall be provided a copy of such report on the day the inspection and shall be responsible to rectify any deficiencies within the time frame specified on the report.

8.4 Performance Monitoring

The COUNTY shall monitor CONTRACTOR's performance under the resulting contract in accordance with SOW Paragraph 12.0.

9.0 CONTRACTOR RESPONSIBILITY

- 9.1** CONTRACTOR shall comply with all rules and regulations issued by the Bureau of Automotive Repair (BAR) and any other regulatory agency and shall pay any fines incurred and correct any non-compliance with regulatory agency rules, statutes and regulation violations due to CONTRACTOR negligence as determined by COUNTY. CONTRACTOR shall immediately notify County Project Manager of such non-compliance. CONTRACTOR shall immediately notify County Project Manager once it becomes aware of any new automotive regulations.
- 9.2** CONTRACTOR shall be responsible for acquisition and payment of all licenses, permits, and other regulatory certifications relative to services provided pursuant to the resulting Contract.
- 9.3** CONTRACTOR shall be responsible for acquiring all manufacturer's technical service bulletins pertaining to all vehicles in the County's fleet. CONTRACTOR shall, in a timely manner, disseminate technical service bulletin information to all supervisors and mechanics who repair and maintain vehicles in the COUNTY's fleet. CONTRACTOR shall ensure that bulletin directives are followed, unless otherwise directed by COUNTY'S Project Manager.
- 9.4** CONTRACTOR and its subcontractors must renew and keep current Automotive Repair Dealer License from the California Bureau of Automotive Repair annually, or as required. Lapse or loss of such license shall be grounds for immediate termination of Contract.
- 9.5** CONTRACTOR shall be responsible for all janitorial, interior and exterior housekeeping and supplies.
- 9.6** CONTRACTOR shall notify County Project Manager within 48 hours of discovery of any equipment failure or repair requirements.
- 9.7** CONTRACTOR shall be responsible for the repair of all portable equipment.
- 9.8** **CONTRACTOR Personnel**
CONTRACTOR shall staff personnel to facilities as appropriate to perform requirements of this SOW within the established turnaround times as required by this Contract.

- 9.8.1** CONTRACTOR shall appoint a full time Project Manager and alternate, acceptable to COUNTY, to this Contract to act as central point of contact with COUNTY. Project Manager or alternate must be available to COUNTY on-site at the Eastern Avenue facility during business hours and via mobile phone or pager during non-business hours and shall have full authority to act for CONTRACTOR on all matters related to daily operations of the Contract.
- 9.8.2** CONTRACTOR shall appoint a full time Shop Supervisor, acceptable to the COUNTY, for each facility to act as on-site supervisor and provide daily oversight and control of facility functions. Shop Supervisor shall have full authority to act in all matters related to vehicle service and repair in that facility. Shop Supervisors must be available to County on-site during normal business. Shop Supervisors shall have a minimum of five (5) years hands-on experience in the field of certification (auto or truck) as applicable to the line of which they are assigned to supervise.
- 9.8.3** CONTRACTOR shall insure that personnel be trained to render a high degree of courteous and efficient service. CONTRACTOR shall control the conduct, demeanor, and appearance of its officers, agents, employees, and representatives. CONTRACTOR shall insure CONTRACTOR personnel report to assigned work stations on time and as scheduled so as to insure COUNTY facilities are manned during business hours.
- 9.8.4** CONTRACTOR personnel must be at least eighteen (18) years of age and a U.S. citizen or legally permitted to work in the United States and shall be able to fluently read, write, speak and understand English.
- 9.8.5** CONTRACTOR personnel, who may operate vehicles in the course of their duties, must have a current and valid California Drivers License applicable to the vehicle class they are driving. CONTRACTOR personnel shall not operate any County vehicles outside of repair facility for reasons other than are required and appropriate for the specific repair.
- 9.8.6** CONTRACTOR personnel shall be trained in their assigned tasks and in the safe handling of equipment. All equipment will be checked daily for safety. All CONTRACTOR personnel must work according to Federal and/or California Occupational Safety and Health Agency (OSHA) standards. CONTRACTOR must comply and maintain with IIPP

standards and records. CONTRACTOR shall provide proof of training and IIPP records upon COUNTY request.

- 9.8.7 CONTRACTOR technicians shall receive minimally 32 hours of continuing education in automotive technical services each calendar year.
- 9.8.8 CONTRACTOR shall provide County project manager a list of CONTRACTOR personnel and their respective assignments quarterly and upon contract start date.
- 9.8.9 CONTRACTOR shall provide County Project Manager upon contract start date and at the end of each calendar year a list of technicians and copies of training certifications each have achieved during the year.
- 9.8.10 CONTRACTOR personnel assigned to COUNTY repair facilities shall wear CONTRACTOR uniforms with company name/logo. All uniforms will be provided by and at the CONTRACTOR's expense and must be approved by the COUNTY.
- 9.8.11 CONTRACTOR shall remove any personnel assigned to a facility within four (4) hours of demand by COUNTY, demand of which is at the sole discretion of the COUNTY.

10.0 ADDITIONS/DELETIONS/CHANGES OF REPAIR FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

COUNTY reserves the right to add or delete repair facilities and adjust business hours of facilities during the contract term. CONTRACTOR will be notified by the COUNTY upon COUNTY's knowledge of any additions or deletions of a repair facility, or changes to operation hours as per Contract Paragraph 8.4.

11.0 QUALITY CONTROL PLAN

CONTRACTOR shall establish, maintain, and utilize a comprehensive Quality Control Plan to assure COUNTY a consistently high level of service throughout the term of the Contract. The Quality Control Plan shall be provided to COUNTY within three (3) business days prior to contract start date and as changes occur. At minimum the plan shall include:

11.1 Inspection System

A description of the proposed Inspection System that covers all services listed in the Performance Requirements Summary. Activities must be specified that will be inspected; if they will be inspected on a scheduled or unscheduled basis; frequency of inspections, and title/position of the individual(s) who will perform the inspection(s).

11.2 Record of Inspection

A record of all inspections conducted by the CONTRACTOR, any corrective action taken, the time and date a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the COUNTY upon request.

11.3 Identification Methods

The method(s) for identifying and preventing deficiencies in the quality of services, maintenance and upkeep of a file for all inspections conducted by the CONTRACTOR, and any corrective actions taken, if necessary. Inspection documents shall be made available to the COUNTY during the contract term.

11.4 Continued Services

Methods for continuing to ensure services to the COUNTY in the event of a strike by the CONTRACTOR's employees.

12.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

All listings of services used in the Performance Requirements Summary (PRS), SOW Attachment 6, are intended to be completely consistent with the Contract and the body of the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Contract and the body of the SOW. In any case of apparent inconsistency between services as stated in the Contract and the body of the SOW and this PRS, the meaning apparent in the Contract and the body of the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Contract and the body of the SOW, that apparent service will be null and void and place no requirement on Contractor.

When the Contractor's performance does not conform to the requirements of this Contract, the County will have the option to apply the following non-performance remedies:

- Require Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- Reduce payment to Contractor by a computed amount based on the penalty fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.

- Failure of the Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) days shall constitute authorization for the County to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Contractor's failure to perform said service(s), as determined by the County, shall be credited to the County on the Contractor's future invoice.

This section does not preclude the County's right to terminate the contract upon ten (10) days written notice with or without cause, as provided for in the Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.43, Termination for Convenience.

13.0 DELIVERABLES

CONTRACTOR shall provide deliverables in written hard copy unless otherwise approved by COUNTY in accordance with the below matrix:

DELIVERABLE	DUE DATE	SOW REFERENCE
Purchase and install facility equipment	60 calendar days after contract start date.	4.8
Complaint Policy and Procedures	15 business days after contract start date.	7.2
Fuel consumption reports	Upon request	6.1.5
Test Route Map	Upon contract execution	6.1.5
Proof of IIPP training	Upon request	9.8.6
List of CONTRACTOR personnel and assignments	Quarterly and upon contract start date	9.8.8
List of CONTRACTOR personnel and certifications	Annually and upon contract start date	9.8.9
Quality Control Plan	3 business days prior to contract start date	11.0

FACILITY SPECIFICATION CHART

Geographic Area of Coverage	County Facility Location	Mandated Use	Body Shop	Mechanical Service	Vehicle Type				Motor Pool	Executive Service	Fuel Site Operations	Approx. No. of Vehicles**	STALL COUNT	HOISTS PRESENT	FUEL SITE OPERATIONS	ISSUES***
Los Angeles Civic Center and immediate vicinity	1104 N. Eastern Ave. Los Angeles, CA 90063	Yes	Yes	Yes	light	medium	heavy	off-road	Yes	Yes	Yes	1575	55 body: 5 flat w/anchors	1 21 light; alignment rack; 16 medium/heavy	2-10,000 gallons underground	Inoperable overhead fluid distribution system and bulk fluid storage. In-ground heavy duty hoists are leaking. Tire machine not updated for new style wheels.
	1055 N. Alameda Ave. Los Angeles, CA 90012	Yes	No	Yes	light	medium			Yes	Yes	Yes	Included in Eastern number	22	1 6 light; alignment rack	2-15,000 gallons underground, 1-10,000 gallons underground; Diesel tanks: 1-10,000 gallons underground	Alignment machine is missing parts required, for operation, no operational overhead fluid distribution system, one in-ground hoist inoperable, automatic car wash inoperable, tire Installation machine not updated for new style wheels, no scope.
	140 N. Grand Ave. Los Angeles, CA 90012	Yes	No	Yes	light				Yes	Yes	Yes	Included in Eastern number	2	2 light	1-10,000 gallons underground	
San Gabriel Valley	1703 Mountain Ave. Monrovia, CA 91016	Optional	No	Yes	light	medium	heavy	off-road	Yes	No	No	575	11	1 8 medium; light; alignment pit	N/A	No scope, inoperable overhead fluid distribution system, roof leaks, tire machine and balancer not updated for new wheels, and one in-ground hoist inoperable.
West Los Angeles	11236 Playa Ct. Culver City, CA 90230	Optional	No	Yes	light	medium		off-road	Yes	No	No	320	3	2 light	N/A	No operational overhead fluid distribution system, tire machine not updated for new style wheels.
Antelope Valley	45000 N. 60th St. West Lancaster, CA 93534	Optional	No	Yes	light	medium	heavy	off-road	Yes	No	No	314	10 light 1 medium	1 2 medium (inside); 1 light (outside)	N/A	Roof leaks and tire machine not updated for new wheels.
*North San Fernando Valley	none	N/A	Yes	Yes	light	medium	heavy	off-road	Yes	No	No	570			N/A	
*South County	none	N/A	Optional	Yes	light	medium	heavy	off-road	Yes	No	No	1020			N/A	
*Catalina	none	N/A	No	Yes	light	medium		off-road	No	No	No	15			N/A	

*Contractor must provide facility of operation in these geographic areas, however location of facility is at Contractor discretion.

**Number of vehicles is approximate only, as new and disposal vehicles are constantly changing.

***Issues mentioned may not represent a complete list.

Medium/Heavy Duty Vehicle Preventative Maintenance Schedule

PM Service Due (labor)	1K	5k	10k	15k	20k	25k	30k	35k	40k	45k	50k	55k	60k	65k	70k	75k	80k	85k	90k	95k	100K	
PM (2.5)																						
Replace Air Filter (.3)																						
Replace Fuel Filter *																						
Differential Svc. *																						
Transmission Svc. *																						
Cooling System Svc. *																						
Replace Fan Belt(s) *																						
Replace Spark Plugs *																						
Replace PCV Valve *																						
Replace Shocks/Struts *																						
Replace Brake Fluid (1.0)																						
Align Suspension *	500-1K miles																					
Replace Plug Wires/Cap *																						
Replace Engine Coolant Filter *																						
Inspections Due																						
Smog (1.0)	Every 2 yrs.		Exempt first four years																			
08/BIT (1.5)	Every 45 dys																					
Complete Vehicle Detailing (4.0)	Every 6 months from last detail																					
* Use applicable Motor Labor Time Guide hours																						
PM to be performed each 5K miles or 4 months-whichever occurs first																						
Complete vehicle evaluation to be performed at 100K miles by ISD & Contractor staff prior to service being done																						

Count of UNIT					
CLASS	MAKE	MODEL	YEAR	Total	
0100	CHEV	NOVA	1987	1	
		NOVA Total		1	
		SPECTRUM	1989	1	
		SPECTRUM Total		1	
	CHEV Total				2
	DODGE	OMNI	1985	1	
		OMNI Total		1	
	DODGE Total				1
	FORD	FOCUS	2002	1	
		FOCUS Total		1	
	FORD Total				1
	GEO	METRO	1996	1	
		METRO Total		1	
	GEO Total				1
	HONDA	CIVIC	1986	1	
		CIVIC Total		1	
	HONDA Total				1
	TOYOT	TERCEL	1991	1	
		TERCEL Total		1	
	TOYOT Total				1
0100 Total				7	
0110	AMC	CONCORD	1981	1	
		CONCORD Total		1	
	AMC Total				1
	CHEV	CAVALIER	1985	1	
			1987	1	
			1988	2	
			1990	3	
			1991	2	
			2002	4	
			CAVALIER Total		13
			CORSICA	1995	2
	CORSICA Total		2		
	CHEV Total				15
	DODGE	NEON	1996	6	
			1997	4	
	NEON Total		10		
	DODGE Total				10
	FORD	ESCORT	1985	4	
			1986	2	
			1988	3	
1991			6		
1993			2		
1995			2		
1996			1		
1997			11		
1998			1		
1999	3				

0110	FORD	ESCORT Total		35
		FOCUS	2000	4
		FOCUS Total		4
		TEMPO	1985	1
			1986	1
			1988	2
			1991	1
			1992	1
			1993	1
	1994	1		
	TEMPO Total		8	
	FORD Total			47
	HONDA	ACCORD	2002	4
		ACCORD Total		4
		CIVIC	1992	1
		CIVIC Total		1
		CIVIC GX	1999	12
		CIVIC GX Total		12
		CIVIC LX	1999	15
		CIVIC LX Total		15
	HONDA Total			32
	NISSA	ALTIMA GXE	1993	2
		ALTIMA GXE Total		2
		STANZA	1986	4
			1987	1
			1988	2
	STANZA Total		7	
NISSA Total			9	
TOYOT	COROLLA	1990	1	
	COROLLA Total		1	
TOYOT Total			1	
0110 Total			115	
0120	ACURA	3.2TL	2000	1
			2002	2
		3.2TL Total		3
	ACURA Total			3
	BUICK	CENTURY	1989	3
			1990	1
			1992	1
			2001	1
			2003	3
		CENTURY Total		9
		LE SABRE	1998	1
		LE SABRE Total		1
		REGAL	1989	1
			1994	2
			1998	3
	1999		2	
2000	1			
2001	1			
2002	1			
REGAL Total		11		

0120	BUICK Total		21	
	CHEV	CAMARO	1998	1
		CAMARO Total		1
		CELEBRITY	1985	2
			1986	3
			1989	2
			1990	1
		CELEBRITY Total		8
		LUMINA	1991	7
			1992	16
			1993	2
			1999	2
			2000	3
		LUMINA Total		30
		MALIBU	1999	1
	2000		1	
	2001		1	
	2002		8	
	2003		14	
	MALIBU Total		25	
	MONTE CARLO	1999	1	
		2001	2	
	MONTE CARLO Total		3	
	NOVA	1978	1	
	NOVA Total		1	
	CHEV Total		68	
	FORD	CONTOUR	1997	2
		CONTOUR Total		2
		LTD	1985	2
			1986	2
		LTD Total		4
MUSTANG		1994	1	
MUSTANG Total		1		
TAURUS		1988	2	
		1989	5	
		1990	1	
		1991	9	
		1992	1	
		1993	3	
		1994	17	
		1995	6	
	1996	10		
	1997	16		
	1998	17		
1999	25			
2000	80			
2001	21			
2002	31			
2003	6			
TAURUS Total		250		
T-BIRD	1994	3		
T-BIRD Total		3		

0120	FORD Total			260	
	MERCU	COUGAR	1994	2	
			1995	1	
		COUGAR Total			3
	MERCU Total			3	
	NISSA	ALTIMA GXE	2003	1	
			ALTIMA GXE Total		
		MAXIMA	1989	1	
			1990	1	
			1991	2	
			1992	1	
			1995	1	
			1996	1	
			1997	1	
			1998	1	
			1999	1	
			2001	1	
	2002	1			
	MAXIMA Total			12	
	NISSA Total			13	
	OLDS	CUTLASS	1990	2	
			1994	1	
		CUTLASS Total			3
		INTRIGUE	2000	1	
	INTRIGUE Total			1	
	OLDS Total			4	
	PLYM	RELIANT	1987	1	
RELIANT Total			1		
PLYM Total			1		
PONTI	GRAND AM	2001	1		
		GRAND AM Total			1
	GRAND PRIX	1999	3		
		2001	1		
GRAND PRIX Total			4		
PONTI Total			5		
TOYOT	AVALON	2000	1		
		2001	1		
	AVALON Total			2	
	CAMRY	1996	1		
		2002	4		
CAMRY Total			5		
TOYOT Total			7		
0120 Total			385		
0130	BUICK	LE SABRE	1992	2	
			1994	3	
			2002	1	
		LE SABRE Total			6
	PARK AVENUE	1991	1		
		PARK AVENUE Total			1
	BUICK Total			7	
CHEV	CAPRICE	1987	5		
		1988	2		

ISD Total Fleet Vehicle Listing

0130	CHEV	CAPRICE	1989	10		
			1990	10		
			1991	14		
			1992	6		
			1993	16		
			1994	2		
			1995	5		
			1996	13		
			CAPRICE Total			83
				IMPALA	2002	3
	IMPALA Total			3		
	CHEV Total				86	
	CHRY	CONCORDE	2002	1		
			CONCORDE Total		1	
	CHRY Total				1	
	DODGE	INTREPID	2002	1		
			INTREPID Total		1	
	DODGE Total				1	
	FORD	CROWN VICTORI	1994	1		
			1996	5		
			1997	10		
			1998	15		
			1999	37		
			2000	37		
			2001	2		
			2002	1		
			CROWN VICTORI Total			108
			CROWN VICTORIA	1993	7	
				1994	3	
				1995	2	
				1996	3	
				1997	23	
				1998	12	
1999				6		
2000				38		
2001				37		
2002				9		
2003	8					
CROWN VICTORIA Total			148			
FORD Total				256		
MERCU	GRAND MARQUIS	2001	1			
		2002	2			
		GRAND MARQUIS Total		3		
MERCU Total				3		
PONTI	BONNEVILLE	1994	2			
		1999	1			
		2000	1			
		BONNEVILLE Total		4		
PONTI Total				4		
0130 Total				358		
0140	ACURA	3.2TL	1999	1		
			2002	2		

0140	ACURA	3.2TL	2003	3	
		3.2TL Total		6	
	ACURA Total				6
	AUDI	A4	2001	1	
		A4 Total		1	
	AUDI Total				1
	BUICK	LE SABRE		1999	1
		LE SABRE Total			1
		PARK AVENUE		1998	1
				2000	3
				2001	1
	PARK AVENUE Total			5	
	BUICK Total				6
	CAD	DHC	2000	1	
		DHC Total		1	
	CAD Total				1
	CHEV	IMPALA SS		1996	1
		IMPALA SS Total			1
	CHEV Total				1
	CHRYSLER	300M		2001	1
				2002	1
		300M Total			2
	CHRYSLER Total				2
	INFINITI	G35	2003	1	
		G35 Total		1	
	INFINITI Total				1
LINC	CONTINENTAL		1998	1	
	CONTINENTAL Total			1	
LINC Total				1	
MERCURY	GRAND MARQUIS		1993	1	
			1998	1	
			2001	1	
	GRAND MARQUIS Total			3	
MERCURY Total				3	
NISSAN	MAXIMA		1998	1	
	MAXIMA Total			1	
NISSAN Total				1	
0140 Total				23	
0150	FORD	MUSTANG	1998	1	
		MUSTANG Total		1	
FORD Total				1	
0150 Total				1	
0160	DAEWU	NUBIRA		2001	1
		NUBIRA Total			1
	DAEWU Total				1
	FORD	ESCORT		1995	3
				1998	1
				1999	8
		ESCORT Total			12
		RANCH WAGON		1981	1
RANCH WAGON Total			1		
TAURUS		1996	1		

ISD Total Fleet Vehicle Listing

0160	FORD	TAURUS	1997	2	
			1998	3	
		TAURUS Total		6	
		FORD Total		19	
0160 Total				20	
0200	CHEV	ASTRO	1985	1	
			1986	3	
			1987	3	
			1988	1	
			1989	4	
			1991	3	
			1993	2	
			1994	2	
			1995	3	
			1997	5	
			1998	1	
			1999	7	
			2001	20	
			2002	22	
		2003	3		
		ASTRO Total		80	
		S-10	1985	19	
			1986	1	
			1987	6	
			1988	1	
			1991	1	
			1993	2	
			1996	1	
			2001	14	
			2002	5	
		2003	1		
		S-10 Total		51	
		VENTURE	2000	1	
			2002	1	
		VENTURE Total		2	
		CHEV Total		133	
		CHRYSLER	TOWN & COUNTRY	2000	1
			TOWN & COUNTRY Total		1
CHRYSLER Total		1			
DODGE	CARAVAN	1995	2		
		2002	2		
	CARAVAN Total		4		
	DAKOTA	1988	1		
		2000	2		
		2001	1		
		2002	1		
DAKOTA Total		5			
RAM 1500	2002	1			
RAM 1500 Total		1			
DODGE Total		10			
FORD	AEROSTAR	1987	2		
		1990	1		

0200	FORD	AEROSTAR	1993	1	
			1994	5	
			1995	6	
			1996	2	
			1997	4	
		AEROSTAR Total			21
		E-250	2000	4	
		E-250 Total			4
		RANGER	1984	2	
			1986	8	
			1989	1	
			1991	4	
			1993	5	
			1994	11	
			1995	10	
			1997	8	
	1999		7		
	2000		11		
	2002	16			
	RANGER Total			83	
	WINDSTAR	1998	1		
	WINDSTAR Total			1	
	WINSTAR LX	2002	1		
	WINSTAR LX Total			1	
	FORD Total			110	
	GMC	C-10	2003	1	
			C-10 Total		
		S-10	1985	1	
			S-10 Total		
		S-15	1985	1	
			1989	3	
			S-15 Total		
		SAFARI	1988	4	
1989			6		
1990			5		
1991			15		
1992			8		
1993			1		
1994			4		
1995			4		
1997			4		
1998			1		
1999	3				
2000	23				
2001	15				
2002	10				
SAFARI Total			103		
SAVANA	1998	2			
SAVANA Total			2		
SONOMA	1991	5			
	1993	1			
	1994	10			

0200	GMC	SONOMA	1995	12
			1997	2
			1998	8
			1999	14
			2000	27
			2001	51
			2002	9
	SONOMA Total			139
	GMC Total			250
	MITSU	MIGHTY MAX	1987	1
		MIGHTY MAX Total		1
	MITSU Total			1
	NISSA	FRONTIER	1999	11
			2000	2
		FRONTIER Total		13
		HARDBODY	1987	25
			1988	1
			1990	3
		HARDBODY Total		29
		KING CAB SE-V	1990	1
			1992	5
		KING CAB SE-V Total		6
	XE 4X4	1986	16	
		1988	1	
	XE 4X4 Total		17	
	NISSA Total			65
	TOYOT	PICKUP	1995	1
PICKUP Total			1	
SIENNA CE		2000	1	
SIENNA CE Total		1		
SIENNA XLE		1998	1	
SIENNA XLE Total		1		
SR5		1985	1	
		1991	2	
SR5 Total		3		
TRUCK		1991	12	
TRUCK Total		12		
TOYOT Total			18	
0200 Total			588	
0210	AMC	JEEP	1977	1
		JEEP Total		1
	AMC Total			1
	CHEV	BLAZER	1994	1
		BLAZER Total		1
		SUBURBAN	1984	1
			1988	1
			1989	1
			1997	3
			2001	2
			2002	2
2003	1			
SUBURBAN Total		11		

ISD Total Fleet Vehicle Listing

0210	CHEV	TAHOE	1999	2	
			2002	2	
		TAHOE Total			4
		CHEV Total			
	FORD	EXCURSION	2001	1	
			2002	1	
		EXCURSION Total			2
		EXPEDITION	1997	1	
			1998	1	
			2001	1	
		EXPEDITION Total			3
		EXPLORER	1992	1	
			1994	1	
			1997	3	
			1998	10	
			1999	1	
			2000	1	
			2001	1	
	2002		4		
	2003	1			
	EXPLORER Total			23	
	FORD Total				28
	GMC	JIMMY	1989	1	
			1990	1	
			1991	2	
			1998	1	
		JIMMY Total			5
		SUBURBAN	1990	5	
			1991	5	
			1996	1	
1999			1		
SUBURBAN Total			12		
YUKON	1995	1			
	1999	2			
	2001	6			
YUKON Total			9		
GMC Total				26	
JEEP	CHEROKEE	1999	4		
	CHEROKEE Total			4	
JEEP Total				4	
NISSA	PATHFINDER	1987	6		
		1988	2		
		1989	1		
		1990	5		
		1992	2		
	1999	1			
	PATHFINDER Total			17	
	X TERRA SE	2000	4		
2001		4			
X TERRA SE Total			8		
XE 4X4	1988	1			
XE 4X4 Total			1		

0210	NISSA Total			26	
	TOYOT	4 RUNNER	1986	1	
		4 RUNNER Total			1
		6153A	1982	4	
		6153A Total			4
		7445A	1986	1	
		7445A Total			1
	TOYOT Total			6	
0210 Total			107		
0220	CHEV	1500 PICK-UP	2002	2	
		1500 PICK-UP Total			2
		DELUXE	1983	1	
		DELUXE Total			1
		EXPRESS 1500	2001	1	
			2002	6	
		EXPRESS 1500 Total			7
		EXPRESS 3500	2002	1	
		EXPRESS 3500 Total			1
		G-10	1987	1	
			1992	1	
		G-10 Total			2
	SILVERADO	2002	4		
	SILVERADO Total			4	
	CHEV Total			17	
	DODGE	RAM 1500	1995	1	
			1996	6	
			2001	2	
			2002	1	
		RAM 1500 Total			10
	DODGE Total			10	
	FORD	E-100	1991	1	
		E-100 Total			1
E-150		1982	1		
		1985	1		
		1994	1		
		1995	4		
		1996	2		
		1997	4		
		1998	2		
		1999	8		
		2000	7		
2002		7			
E-150 Total			37		
F-100		1980	1		
F-100 Total			1		
F-150	1990	1			
	1992	1			
	1994	2			
	1996	1			
	1997	1			
	1998	4			
1999	3				

0220	FORD	F-150	2001	4	
			2002	3	
			2003	1	
		F-150 Total			21
		F-250	1999	1	
		F-250 Total			1
		FORD Total			61
		GMC	1500	1996	1
	2000			1	
	2001			3	
	1500 Total			5	
	SAVANA		1998	2	
	SAVANA Total			2	
	SAVANA 1500		2001	12	
	SAVANA 1500 Total			12	
	SIERRA 1500		1993	1	
			1999	2	
			2000	5	
	SIERRA 1500 Total			8	
	VANDURA	1994	2		
VANDURA Total			2		
GMC Total			29		
0220 Total				117	
0230	CHEV	2500	1984	2	
			1986	1	
			1994	8	
			1995	1	
			1996	9	
			1998	6	
			1999	7	
			2000	4	
			2002	9	
			2003	2	
		2500 Total			49
		3500	1992	1	
			1995	2	
			1996	1	
			2000	14	
			2001	4	
			2002	25	
			2003	6	
		3500 Total			53
		BLAZER	1984	1	
		BLAZER Total			1
		BONAVEN	1985	4	
		BONAVEN Total			4
		C-20	1982	2	
			1983	3	
			1984	2	
			1985	4	
1986	4				
1987	5				

0230	CHEV	C-20	1988	1	
			1989	3	
			1991	2	
		C-20 Total			26
		C-30	1983	4	
			1986	2	
			1988	2	
			1991	1	
			1995	1	
		C-30 Total			10
		CUSTOM	1985	1	
			1986	2	
		CUSTOM Total			3
		EXPRESS 3500	2000	2	
		EXPRESS 3500 Total			2
		G-20	1983	1	
			1984	1	
			1987	1	
			1988	2	
		G-20 Total			5
		G-30	1981	1	
			1982	2	
			1984	3	
			1985	6	
			1986	2	
			1988	1	
			1990	1	
			1992	4	
			1995	7	
		G-30 Total			27
		P-30	1986	1	
		P-30 Total			1
		PICKUP	1984	1	
		PICKUP Total			1
		R-20	1988	1	
		R-20 Total			1
		SPORT	1982	1	
			1989	1	
		SPORT Total			2
		STEPVAN	1976	1	
			1978	1	
		STEPVAN Total			2
		CHEV Total			187
CHEVY	CHEYENNE 2500	1989	1		
		1991	1		
	CHEYENNE 2500 Total			2	
	CHEYENNE 3500	1994	1		
CHEYENNE 3500 Total			1		
CHEVY Total			3		
DODGE	3500	2002	4		
	3500 Total			4	
	B2500	1995	6		

0230	DODGE	B2500 Total		6
		B-300	1987	1
		B-300 Total		1
		B-350	1979	1
			1985	4
			1986	1
			1987	1
			1988	1
			1994	2
		B-350 Total		10
		B3500	1996	1
		B3500 Total		1
		D-200	1975	1
		D-200 Total		1
		D2500	1995	2
		D2500 Total		2
		D-300	1975	4
		D-300 Total		4
		D-350	1987	4
		D-350 Total		4
		RAM 250	1990	1
		RAM 250 Total		1
		RAM 2500	1995	3
			1998	1
			2000	1
			2001	64
			2002	7
		RAM 2500 Total		76
		RAM 350	1983	2
			1985	1
			1987	4
			1989	2
			1990	4
1991	52			
1993	40			
1994	4			
1995	1			
RAM 350 Total		110		
RAM 3500	2001	31		
RAM 3500 Total		31		
W-200	1977	1		
W-200 Total		1		
DODGE Total			252	
FORD	CLUB WAGON	1985	1	
		1986	1	
		1987	1	
		1988	9	
		1989	22	
		1990	9	
		1991	4	
		1992	8	
1993	1			

ISD Total Fleet Vehicle Listing

0230	FORD	CLUB WAGON	1994	6	
			1998	1	
			2000	1	
		CLUB WAGON Total			64
		E-100	1988	1	
		E-100 Total			1
		E-250	1981	2	
			1986	2	
			1988	1	
			1991	1	
			1992	1	
			1996	2	
			1997	4	
			1998	3	
			2000	2	
			2001	7	
			2002	2	
		2003	2		
		E-250 Total			29
		E-350	1979	1	
			1984	4	
			1985	6	
			1986	3	
			1987	6	
			1988	2	
			1989	12	
			1990	4	
			1991	5	
			1992	23	
			1994	21	
			1995	6	
1996	3				
1997	26				
1998	11				
1999	31				
2000	20				
2001	6				
2002	38				
2003	7				
E-350 Total			235		
F-150	2000	3			
F-150 Total			3		
F-250	1978	1			
	1981	2			
	1988	1			
	1991	9			
	1992	1			
	1994	9			
	1996	3			
	1997	13			
1998	6				
1999	10				

ISD Total Fleet Vehicle Listing

0230	FORD	F-250	2001	5	
			2002	7	
			2003	10	
		F-250 Total			77
		F-350	1978	3	
			1981	2	
			1983	2	
			1984	1	
			1985	2	
			1986	1	
			1988	1	
			1990	2	
			1991	4	
			1992	2	
			1993	3	
			1994	7	
			1995	5	
			1996	1	
		1997	6		
	1999	1			
	2000	5			
	2001	18			
	2002	9			
	2003	4			
	F-350 Total			79	
	FORD Total			488	
	GMC	3500	1995	19	
			1999	1	
			2000	4	
			2002	1	
		3500 Total			25
		C-2500	1995	1	
			1997	1	
			1999	1	
		C-2500 Total			3
		C-30	1986	1	
		C-30 Total			1
		C-3500	1995	6	
			1996	1	
			2000	5	
		C-3500 Total			12
		G-30	1989	1	
			1990	5	
			1991	3	
	G-30 Total			9	
	GRUMMAN	1986	4		
		1988	2		
1989		1			
1990		2			
1991		1			
GRUMMAN Total			10		
G-VAN	1993	1			

0230	GMC	G-VAN Total		1
		K-3500	1995	1
		K-3500 Total		1
		R-30	1988	5
			1989	2
		R-30 Total		7
		RALLY G-30	1995	3
		RALLY G-30 Total		3
		RALLY VAN	1994	1
			1995	1
		RALLY VAN Total		2
		RALLY WAGON	1978	1
			1979	1
			1981	2
			1985	2
			1989	4
			1990	3
			1991	11
			1992	7
			1993	4
			1995	1
		RALLY WAGON Total		36
		SAVANA	1998	2
			2000	2
		SAVANA Total		4
		SAVANA 2500	1999	19
			2002	1
		SAVANA 2500 Total		20
		SAVANA 3500	1999	4
			2000	9
			2001	32
		SAVANA 3500 Total		45
		SIERRA 2500	1978	1
			1981	1
			1985	1
			1989	8
	1990	42		
	1991	7		
	1992	4		
	1993	1		
	1994	5		
	1995	5		
	1997	1		
	1998	4		
	2000	20		
	2001	5		
SIERRA 2500 Total		105		
SIERRA 3500	1979	1		
	1984	13		
	1985	7		
	1986	1		
	1987	4		

0230	GMC	SIERRA 3500	1988	1	
			1989	44	
			1990	42	
			1991	11	
			1992	5	
			1993	5	
			1994	15	
			1995	11	
			1996	3	
			1997	9	
			1998	1	
			1999	4	
			2000	3	
		2001	3		
		SIERRA 3500 Total			183
		VALUE VAN	1992	2	
		VALUE VAN Total			2
		VANDURA	1981	1	
			1988	1	
			1989	7	
			1990	6	
1991	9				
1992	1				
1993	15				
1994	4				
1995	1				
VANDURA Total			45		
GMC Total			514		
0230 Total			1444		
0300	ALLEG	MOTOR HOME	1987	1	
			1990	1	
		MOTOR HOME Total			2
	ALLEG Total			2	
	CHEV	3500	2000	1	
		3500 Total			1
		BOOKMOBILE	1981	3	
		BOOKMOBILE Total			3
		C-70	1986	2	
		C-70 Total			2
		D-70	1985	2	
		D-70 Total			2
		KODIAK	1991	2	
			1993	3	
		KODIAK Total			5
	TILTMASER	1998	1		
	TILTMASER Total			1	
	CHEV Total			14	
	DODGE	C-600	1972	1	
		C-600 Total			1
		D-400	1966	1	
D-400 Total			1		
DODGE Total			2		

0300	EAGLE	38-MMC	2001	1
		38-MMC Total		1
		MH	1998	1
		MH Total		1
		MOBILE OFFICE	1999	1
		MOBILE OFFICE Total		1
		MOTOR HOME	1995	1
		MOTOR HOME Total		1
		MOTOR HOMES	1997	5
		MOTOR HOMES Total		5
	EAGLE Total			9
	FORD	C-601	1976	1
		C-601 Total		1
		E-350	2003	1
		E-350 Total		1
		E-450	2000	1
		E-450 Total		1
		F-350	1995	2
			2003	1
		F-350 Total		3
		F-450	1990	1
			2003	1
		F-450 Total		2
		F-53	2001	1
		F-53 Total		1
		F-600	1972	1
			1973	4
			1974	3
			1975	9
			1976	1
		F-600 Total		18
		F-700	1980	6
			1981	3
			1982	1
			1983	1
			1986	1
			1988	1
			1992	1
			1995	1
		F-700 Total		15
	F-7000	1982	1	
	F-7000 Total		1	
	LN7000	1982	3	
	LN7000 Total		3	
	N600	1963	1	
	N600 Total		1	
	FORD Total			47
GMC	5000	1980	1	
	5000 Total		1	
	5500	2000	3	
	5500 Total		3	
	6500	2002	1	

ISD Total Fleet Vehicle Listing

0300	GMC	6500 Total		1
		7000	1984	1
			1985	2
			1989	1
		7000 Total		4
		C-3500	1999	1
			2001	1
		C-3500 Total		2
		C-60	1977	1
			1987	1
			1990	2
		C-60 Total		4
		C-6500	1999	2
		C-6500 Total		2
		SIERRA 3500	1995	1
		SIERRA 3500 Total		1
		TOP KICK	1991	1
		TOP KICK Total		1
		W4	1995	1
		W4 Total		1
	GMC Total			20
	INTL	1600	1973	1
			1977	1
			1978	1
			1985	1
		1600 Total		4
		1700	1976	1
			1979	1
		1700 Total		2
		1724	1981	1
		1724 Total		1
		1750	1974	1
			1975	2
			1977	1
		1750 Total		4
	2050A	1976	1	
	2050A Total		1	
	INTL Total			12
	ISUZU	MPR HD	2000	1
		MPR HD Total		1
ISUZU Total			1	
SPART	C-COACH	1994	1	
	C-COACH Total		1	
SPART Total			1	
WINNE	SCF29S	1994	1	
	SCF29S Total		1	
	SCG34RS	1995	1	
	SCG34RS Total		1	
	SCG34SS	1996	2	
SCG34SS Total		2		
WINNE Total			4	
WORK	EXPLORER 111	2000	1	

ISD Total Fleet Vehicle Listing

0300	WORK	EXPLORER 111 Total		1
		EXPLORER III	2001	3
		EXPLORER III Total		3
	WORK Total			4
0300 Total				116
0310	CHEV	7500	2002	1
		7500 Total		1
		C-70	1986	2
			1987	2
		C-70 Total		4
		D-70	1988	1
		D-70 Total		1
		KODIAK	1991	2
	KODIAK Total		2	
	CHEV Total			8
	CRANE	LETC381	1985	1
			1986	1
		LETC381 Total		2
	CRANE Total			2
	FORD	C-8000	1977	1
			1981	1
		C-8000 Total		2
		CF 7000	1987	1
		CF 7000 Total		1
		F-600	1990	1
		F-600 Total		1
		F-650	2001	1
		F-650 Total		1
		F-700	1976	1
			1983	1
			1989	2
			1992	1
			1993	2
			1994	2
		F-700 Total		9
		F-7000	1985	1
		F-7000 Total		1
		F-800	1990	1
			1996	2
		F-800 Total		3
		F-9000	1976	1
			1984	1
	F-9000 Total		2	
	LN8000	1972	1	
		1975	1	
		1976	1	
		1977	1	
1983		1		
1992		1		
LN8000 Total		6		
FORD Total			26	
FRTLN	BRIGDR	1988	1	

0310	FRTLN	BRIGDR Total		1
		FLD120	1995	1
		FLD120 Total		1
	FRTLN Total			2
	GMC	6500	2000	3
			2001	1
		6500 Total		4
		7000	1974	1
			1975	1
			1984	3
			1985	2
			1986	3
			1987	4
			1988	2
			1990	2
		7000 Total		18
		ACM 64	1992	1
		ACM 64 Total		1
		BRIGDR	1986	1
		BRIGDR Total		1
		C-6500	1997	2
			2000	3
		C-6500 Total		5
		TOP KICK	1989	1
			1990	5
			1991	3
			1992	2
	TOP KICK Total		11	
	TOPKICK	1996	1	
		1997	1	
	TOPKICK Total		2	
	TRACTOR	1990	1	
	TRACTOR Total		1	
	WCM64	1993	1	
	WCM64 Total		1	
	GMC Total			44
	HINO	FE2620	2001	1
		FE2620 Total		1
	HINO Total			1
	INTL	1700	1976	1
1985			1	
1700 Total		2		
1850		1975	1	
		1976	2	
		1978	1	
		1985	1	
1850 Total		5		
1900		1985	1	
1900 Total		1		
1954	1985	1		
1954 Total		1		
2050A	1973	1		

0310	INTL	2050A	1976	1
			1979	1
		2050A Total		3
		2500	1985	1
		2500 Total		1
		4070	1975	1
		4070 Total		1
		4700	1990	1
			1991	1
		4700 Total		2
	PAYSTER 5000	1980	1	
	PAYSTER 5000 Total		1	
	INTL Total			17
	KENWO	T800	2000	1
		T800 Total		1
		T-800	2001	2
		T-800 Total		2
	KENWO Total			3
	KW	L924	1990	1
		L924 Total		1
	KW Total			1
	MACK	MB-611	1975	1
		MB-611 Total		1
		RS763LS	1972	1
		RS763LS Total		1
	MACK Total			2
	PETER	357	1995	1
		357 Total		1
	PETER Total			1
	PINAC	MOTORHOME	2001	1
		MOTORHOME Total		1
	PINAC Total			1
	STERL	L7500	2001	1
L7500 Total		1		
M7500		2001	1	
M7500 Total		1		
STERL Total			2	
VOLVO	AUTOCAR	1999	2	
		2001	2	
	AUTOCAR Total		4	
	REFUSE TK FE-	1993	1	
	REFUSE TK FE- Total		1	
	REFUSE TK FE-42	1992	1	
		1993	1	
REFUSE TK FE-42 Total		2		
VOLVO Total			7	
WHITE	RX6406	1976	1	
	RX6406 Total		1	
WHITE Total			1	
0310 Total			118	
0320	BLUE	MINIBUS	1982	1
		MINIBUS Total		1

0320	BLUE Total			1	
	FORD	BUS	1989	1	
		BUS Total			1
		E-450	2000	2	
			2001	1	
			2002	2	
		E-450 Total			5
		ELDORADO	2002	1	
	ELDORADO Total			1	
	FORD Total			7	
FREIG	ELDORADO	2002	2		
	ELDORADO Total			2	
FREIG Total			2		
0320 Total				10	
0330	BLUE	2509	1971	1	
		2509 Total			1
		2809	1989	3	
		2809 Total			3
		2904	1975	2	
		2904 Total			2
	BLUE Total			6	
	FORD	DIAMOND	1996	1	
		DIAMOND Total			1
		ELDORADO	1997	1	
		ELDORADO Total			1
	FORD Total			2	
	INTL	1800	1981	2	
		1800 Total			2
		LOADSTAR 1850	1979	1	
		LOADSTAR 1850 Total			1
		S-V800	1985	1	
		S-V800 Total			1
	INTL Total			4	
	MCI	MC-12	1998	1	
		MC-12 Total			1
		MC-8	1979	1	
		MC-8 Total			1
	MCI Total			2	
	0330 Total				14
	0400	ALLIS	AGP40PC	1974	1
			AGP40PC Total		
G-230			1999	1	
G-230 Total			1		
ALLIS Total			2		
AMER		BT1200	1958	1	
		BT1200 Total			1
AMER Total			1		
AMERI		TRAILER	1999	1	
		TRAILER Total			1
AMERI Total			1		
ASPL		JEX1146	1974	1	
		JEX1146 Total			1

0400	ASPL	JEY-125	1975	2	
		JEY-125 Total		2	
		TCC-580	1970	1	
		TCC-580 Total		1	
	ASPL Total				4
	BAKER	FGF-040	1957	1	
			1966	1	
		FGF-040 Total		2	
		FMF060	1974	1	
	FMF060 Total		1		
	BAKER Total				3
	BIG	10' VANGUARD	2002	1	
		10' VANGUARD Total		1	
	BIG Total				1
	C.E.	GENERATOR	1999	2	
		GENERATOR Total		2	
	C.E. Total				2
	CAL	TRAILER	1984	1	
		TRAILER Total		1	
	CAL Total				1
	CASE	485	1987	1	
		485 Total		1	
		721B XT	1996	1	
			1998	1	
		721B XT Total		2	
		721C	2002	1	
	721C Total		1		
	CASE Total				4
	CAT	3116	1995	1	
		3116 Total		1	
		973 LOADER	1989	1	
		973 LOADER Total		1	
		BULLDOZER	1995	1	
			1996	2	
			2001	1	
		BULLDOZER Total		4	
		CRAWLER LOADER	2001	1	
		CRAWLER LOADER Total		1	
	FORKLIFT	1984	1		
	FORKLIFT Total		1		
	CAT Total				8
	CLARK	FORKLIFT	1963	1	
			1968	1	
			1991	1	
FORKLIFT Total		3			
G25CL		2002	1		
G25CL Total		1			
GCS15		1999	1		
GCS15 Total		1			
TRACTOR EC500	1968	1			
TRACTOR EC500 Total		1			
CLARK Total				6	

0400	CMPAW	TRAILER	1999	2
		TRAILER Total		2
	CMPAW Total			2
	CROWN	FORKLIFT	1991	1
		FORKLIFT Total		1
	CROWN Total			1
	CUMMI	GENERATOR	1999	5
		GENERATOR Total		5
	CUMMI Total			5
	CUSH	84026	1999	1
		84026 Total		1
		881404	1968	1
			1984	1
			1985	1
		881404 Total		3
		CART	1961	1
			1970	1
			1983	1
			1999	2
		CART Total		5
		TRACKSTER	1975	1
		TRACKSTER Total		1
	CUSH Total			10
	CUST	BOAT	1983	1
			1989	1
			1999	1
		BOAT Total		3
	CUST Total			3
	DAIHA	TRUCK	1991	1
		TRUCK Total		1
	DAIHA Total			1
	DANUS	F7-DIGGER	1968	1
		F7-DIGGER Total		1
	DANUS Total			1
	DAVIS	TRENCHER	1990	1
		TRENCHER Total		1
	DAVIS Total			1
	DEVI	TRAILER	1971	13
		TRAILER Total		13
	DEVI Total			13
DICO	TRAILER	1988	1	
	TRAILER Total		1	
DICO Total			1	
DILLY	CARRIER	1991	1	
	CARRIER Total		1	
DILLY Total			1	
EMPIR	GENERATOR	1999	1	
	GENERATOR Total		1	
EMPIR Total			1	
EXHI	HORSHE TRAILER	1961	1	
	HORSHE TRAILER Total		1	
EXHI Total			1	

0400	F/MOR	GENERATOR	1999	1	
		GENERATOR Total		1	
	F/MOR Total				1
	FORD	THINK	2002	6	
		THINK Total		6	
	FORD Total				6
	FREE	BOAT	1992	1	
		BOAT Total		1	
	FREE Total				1
	FRUE	LB60	1974	1	
		LB60 Total		1	
		SP16SHL	1966	1	
		SP16SHL Total		1	
		VE552	1963	1	
		VE552 Total		1	
	FRUE Total				3
	GEN	GENERATOR	1991	1	
			1992	2	
			1999	6	
		GENERATOR Total		9	
	GEN Total				9
	GENER	ELECTRIC CART	1991	2	
		ELECTRIC CART Total		2	
	GENER Total				2
	HOBIE	BOAT	1982	1	
		BOAT Total		1	
	HOBIE Total				1
	HONDA	EB11000	1999	1	
		EB11000 Total		1	
		ES6500	1999	1	
		ES6500 Total		1	
	HONDA Total				2
	HYUND	HL750TM	1999	2	
		HL750TM Total		2	
	HYUND Total				2
	INGER	P185CWJD	1993	2	
		P185CWJD Total		2	
	INGER Total				2
	INTL	856	1970	1	
		856 Total		1	
INTL Total				1	
JOHN	7600	1996	3		
	7600 Total		3		
	7610	1998	4		
		1999	6		
	7610 Total		10		
	BUCKET/LOADER	1989	1		
	BUCKET/LOADER Total		1		
	FORK/LOADER	1989	1		
	FORK/LOADER Total		1		
JOHN Total				15	
KATO	GENERATOR	1999	1		

0400	KATO	GENERATOR Total		1
	KATO Total			1
	KAWAS	MULE	1995	1
		MULE Total		1
		PAIRIE 650	2002	1
		PAIRIE 650 Total		1
		SPORTMAN 500	2002	2
		SPORTMAN 500 Total		2
	KAWAS Total			4
	KOHLE	GENERATOR	1999	12
		GENERATOR Total		12
	KOHLE Total			12
	KUBOT	D850	1999	1
		D850 Total		1
		V1200 B5	1999	1
		V1200 B5 Total		1
	KUBOT Total			2
	LAW	GENERATOR	1999	16
		GENERATOR Total		16
	LAW Total			16
	LINCO	GENERATOR	1999	1
		GENERATOR Total		1
	LINCO Total			1
	LOAD	BOAT TRAILER	1994	1
		BOAT TRAILER Total		1
	LOAD Total			1
	LUBE	TRUCK	1990	1
		TRUCK Total		1
	LUBE Total			1
	MACG	TRAILER	1981	1
		TRAILER Total		1
	MACG Total			1
	MACGR	SAILBOAT	1981	1
		SAILBOAT Total		1
	MACGR Total			1
	MIGHT	TRAILER	1992	1
			1996	2
		TRAILER Total		3
	MIGHT Total			3
	MISC	CART/TRAM	1999	1
		CART/TRAM Total		1
		GENERATORS	1999	9
GENERATORS Total		9		
MISC Total			10	
NACRA	CATAMARAN	1975	1	
		1999	2	
	CATAMARAN Total		3	
NACRA Total			3	
ONAN	6.5NH-5DR	1999	1	
	6.5NH-5DR Total		1	
	GENERATOR	1999	25	
	GENERATOR Total		25	

0400	ONAN Total			26	
	PARK	VACUUM	1970	1	
			1975	1	
		VACUUM Total			2
	PARK Total			2	
	POLAR	SM 500	2000	3	
		SM 500 Total			3
	POLAR Total			3	
	SAYLE	GENERATOR	1999	2	
		GENERATOR Total			2
	SAYLE Total			2	
	SEAW	BOAT	1990	1	
			1993	1	
		BOAT Total			2
		BUILDER	1986	1	
			1987	1	
	BUILDER Total			2	
	SEAW Total			4	
	SPORT	EZ-TOW	1995	2	
		EZ-TOW Total			2
	SPORT Total			2	
	STONE	1250	1999	1	
		1250 Total			1
	STONE Total			1	
	SUNDO	HORSE TRAILER	1983	1	
			1985	2	
			1986	1	
			1987	1	
			1989	1	
		HORSE TRAILER Total			6
	SUNDO Total			6	
	SWEIN	GENERATOR	1996	1	
			1999	2	
		GENERATOR Total			3
	SWEIN Total			3	
	TAYL	1248 B	1969	5	
			1970	1	
			1972	2	
		1248 B Total			8
		1432C	1999	1	
	1432C Total			1	
	TAYL Total			9	
TAYLO	TRAM	1968	2		
	TRAM Total			2	
TAYLO Total			2		
TD	B-210	1990	5		
	B-210 Total			5	
	B2-10	1990	16		
	B2-10 Total			16	
	B2-48	1990	1		
	B2-48 Total			1	
TD Total			22		

0400	TEXAS	16P	2001	2	
		16P Total			2
		73032	1997	2	
		73032 Total			2
	TEXAS Total				4
	TRAIL	TRAILER	1984	2	
			1990	1	
			1999	1	
		TRAILER Total			4
	TRAIL Total				4
	TYLOR	B6-60	1993	3	
		B6-60 Total			3
	TYLOR Total				3
	UTILI	TRAILER	1997	1	
		TRAILER Total			1
	UTILI Total				1
	V/DET	GENERATOR	1999	2	
		GENERATOR Total			2
	V/DET Total				2
	VALCO	14' BOAT	1995	1	
		14' BOAT Total			1
	VALCO Total				1
	VANSN	CARRIER	1978	1	
		CARRIER Total			1
	VANSN Total				1
	VERM	2460	1969	1	
		2460 Total			1
	VERM Total				1
	VOLVO	L90D	2001	2	
		L90D Total			2
	VOLVO Total				2
	WHITE	FORKLIFT	1999	2	
		FORKLIFT Total			2
	WHITE Total				2
	YALE	FORKLIFT	1989	1	
			1991	1	
			1992	1	
			1999	1	
		FORKLIFT Total			4
		GLP050RDJUA086	1999	1	
	GLP050RDJUA086 Total			1	
YALE Total				5	
ZIEMA	1130	1983	2		
		1984	4		
	1130 Total			6	
	2347	1995	1		
	2347 Total			1	
	FB	2001	1		
	FB Total			1	
	TRAILER	1990	1		
1999		1			
2001		1			

ISD Total Fleet Vehicle Listing

0400	ZIEMA	TRAILER Total		3
		ZT-2410-78	1997	1
		ZT-2410-78 Total		1
	ZIEMA Total		12	
0400 Total				295
Grand Total				3718

EXECUTIVE VEHICLE LISTING

YEAR	MAKE	MODEL	TOTAL NUMBER
1999	Acura	3.2 TL	1
2000	Acura	3.2 TL	1
2002	Acura	3.2 TL	4
2003	Acura	3.2 TL	3
1990	Buick	Century	1
1994	Buick	La Sabre	1
1998	Buick	Regal	2
2000	Buick	Park Avenue	1
2001	Buick	Park Avenue	1
2000	Cadillac	DeVille	1
2001	Chevy	300M	1
1996	Chevy	Impala	1
1999	Chevy	Lumina	1
2002	Chrysler	300M	1
2000	Chrysler	Town and Country	1
1997	Ford	Contour	2
1999	Ford	Crown Vict	1
2000	Ford	Crown Vict	1
2001	Ford	Expedition	1
1991	Ford	Taurus	3
1995	Ford	Taurus	4
1996	Ford	Taurus	7
1997	Ford	Taurus	1
1998	Ford	Taurus	3
1999	Ford	Taurus	8
2000	Ford	Taurus	14
2001	Ford	Taurus	10
2002	Ford	Taurus	10
2003	Infiniti	G35	1
1999	Jeep	Cherokee	1
1998	Lincoln	Cont.	1
1998	Mercury	Grand Marquis	1
2001	Mercury	Grand Marquis	2
1990	Nissan	Maxima	1
1992	Nissan	Maxima	1
1997	Nissan	Maxima	1
1998	Nissan	Maxima	1
1999	Nissan	Maxima	1
2001	Nissan	Maxima	1
2000	Toyota	Avalon	1
2001	Toyota	Avalon	1
2002	Toyota	Camry	1

CONTRACT DISCREPANCY REPORT

CONTRACT PROGRAM MONITOR:

Contractor: _____ Location: _____

Vehicle Equipment No.: _____ Mileage: _____ User Department: _____

Make: _____ Model: _____ Year: _____

Complaint: _____

Complainant: _____ Telephone Number: _____

Description of unacceptable performance: _____

Contract Section: _____ Contract Monitor: _____

Division Manager: _____ Date: _____

The Contractor will research the CDR and respond by completing section CONTRACTOR RESPONSE.
The CDR must be returned to the Contract Administrator within five working days.

Date delivered to Contractor: _____ By: _____

Received by Contractor: _____ Date: _____

CONTRACTOR RESPONSE:

Explanation for unacceptable performance: _____

Corrective action taken: _____

Plan to prevent recurrence: _____

Signature: _____ Date: _____

For County Use Only - Contract Administrator

Corrective action satisfactory: Yes _____ No _____

Penalty assessment recommended: Yes _____ No _____

Penalty assessment applied: Yes _____ No _____

Signature: _____ Date: _____

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

Note: This Chart covers deduction/fees for contract non-compliance. Sections of the contract may contain deductions for the specific violations not addressed here.

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTION/FEE
Contract: 7.4 Security Clearance	All contract employees must undergo a background investigation	Report on File	\$100 per employee
Contract: 7.5 Confidentiality	All employees to complete the confidentiality agreement form	Audit/Form on File	\$100 per employee
Contract: 8.5.2 Complaint Policy	Copies of written responses sent to the COUNTY within 5 business days	Receipt of time/date stamped copies	\$50 per occurrence
Contract: 8.9.6 Compliance With The COUNTY's Living Wage Program	Distribute COUNTY provided notices to employees	Observation	Enforcement and Remedies as listed in the Living Wage Ordinance
Contract: 8.9.8 Compliance with the COUNTY's Living Wage Program	Provide a copy of the new staffing plan with 3 business days	Receipt of new staffing plan	\$100 per occurrence
Contract: 8.24.4 Notification of Incidents, Claims or Suits	Contractor shall report to the COUNTY within 24 hours of occurrence or by 12 noon the next business day, if on weekend	COUNTY knowledge of such accident or incident	\$150 per occurrence
SOW 3.1 Regular Hours	Facilities shall remain open Monday through Friday for nine (9) hours.	Observation	\$50 per occurrence
SOW 3.1 Facility Closures	Contractor shall obtain approval prior to closing any facility during normal business hours	Observation	\$1,000 per occurrence per facility
SOW 4.1.1 Repair Orders	Created one (1) hour of vehicle arrival or two (2) hours if arrived overnight	Observation	\$50 per occurrence
SOW 4.1.1 Repair Orders	Complete repair orders within two (2) hours of repair completion	Observation and time stamping in AFMIS	\$50 per occurrence
SOW 4.1.1 Repair Orders	Provide customer a copy of completed work order upon vehicle pick up	Observation and customer reports	\$50 per occurrence
SOW 4.1.2 Estimates	Written customer approval	Review of Documentation	\$100 per occurrence and forfeiture of charges for repairs

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTION/FEE
SOW 4.1.2 Estimates – Mechanical	Within one (1) business day	Review of Documentation	\$50 per occurrence
SOW 4.1.2 Estimates – Body Shop	Same business day	Review of Documentation	\$50 per occurrence
SOW 4.2 Labor Times- Mechanical	As published by the Motor’s Labor Time Guide	Repair Orders Observation	\$50 per occurrence
SOW 4.2 Labor Times- Body Shop	As per the CCC Information Services Labor Time Guide	Repair Orders Observation	\$50 per occurrence
SOW 4.3 Turnaround Times	Meet turnaround times as per Attachment 3	Review of Documentation and Observation	\$100 per calendar day in excess of turn around time standard
SOW 4.4 Inspections Safety Inspection	All vehicles regardless of repair prior to return to customer	Review of Documentation	\$50 per occurrence
SOW 4.4 Inspections Smog inspections	All vehicles during the first service visit in the year	Repair Orders	\$50 per occurrence
SOW 4.4 Inspections (BIT) inspections	Every forty-five days for all vehicles over 14,000 pounds	Repair Orders	\$50 per occurrence
SOW 4.6 Computer Systems	Must use County Automated Fleet Management Information System	Observation and Review of Documentation	\$100 per occurrence
SOW 4.8.3 Equipment	Equipment will be returned by Contractor in the same condition as it was provided by County.	Observation	Cost of replacement of equipment
SOW 4.8.3 Equipment	Obtain County approval prior to purchase and/or installation of new equipment	Observation	Cost of removal of equipment and \$50 per occurrence
SOW 4.8.3 Equipment	Contractor shall notify County within 48 hours of breakdowns or malfunctions	Facility Inspection	\$50 per occurrence
SOW 4.9 Parts Management	Contractor shall use AFMIS to monitor and control all parts inventory or purchases.	Observation AFMIS reporting	\$50 per occurrence
SOW 4.9.2 Parts Retention	Parts retrievable within one hour of request by County Project Monitor	Observation	\$50 per occurrence
SOW 4.9.2 Parts Retention	Replace all tires with new tires	Observation	\$50 per occurrence
SOW 4.9.2 Parts Retention	Must retain replacement parts for sixty (60) days	Observation	\$100 per part not retained
SOW 4.11 Safety	All works shall be performed to OSHA safety standards.	Observation and Inspections from Regulatory Agencies	\$100 per violation and payment of any other fines incurred
SOW 4.11 Safety	Written incident/accident report	Observation	\$50 per occurrence

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTION/FEE
SOW 4.12 Disposal	Handle and dispose hazardous material in accordance with all laws and regulations	Observation and Inspections from Regulatory Agencies	\$100 per violation and payment of any fines incurred
SOW 4.13 Retail Work	Perform limited work in Alameda and Mall facilities only	Observation and Review of Documentation	\$50 per violation
SOW 5.1 Warranty	Furnished parts, materials free of defects within the warranty period.	Observation	\$50 per occurrence
SOW 5.1 Warranty	Remedy defects under warranty within three business days	Observation	\$50 per occurrence
SOW 5.1 Warranty	Warranty work to be performed at a duly authorized dealer	Observation	\$50 per occurrence
SOW 5.2 Comebacks, Reworks and Rechecks	Complete comebacks within three (3) business days	Observation and Review of Documentation	\$100 per calendar day in excess of turn around time standard
SOW 5.2 Comebacks, Reworks and Rechecks	Not to exceed a 1% comeback/rework rate per facility	Review of Documentation	\$100 per occurrence
SOW 6.1 Emergency Operations	Repair services available within 24 hours	Observation	\$500 per occurrence
SOW 6.1.2 Fuel Operations	Order fuel in quantities no less than 5,000 gallons at a time	Invoice from fuel distributor	\$100 per occurrence
SOW 6.1.2 Fuel Operations	Use of fuel site for official County vehicles only	Observation	\$100 per violation and restitution of fuel used
SOW 6.1.2 Fuel Operations	Water level should not exceed 2 inch depth	Observation	\$25 per occurrence
SOW 6.1.2 Fuel Operations	Remove and dispose water according to EPA and State regulations	Observation	\$25 per occurrence
SOW 6.1.2 Fuel Operations	Immediate notification to County Project Manger of any leakage or need of repair	Observation and Documentation	\$50 per occurrence
SOW 6.1.3 Motor Pool Operations	Inspection and documentation of any damage to vehicle	Observation and Documentation	\$100 per occurrence and incur cost of repairs
SOW 6.1.3 Motor Pool Operations	Insure no Pool vehicle rental exceeds thirty (30) days	Observation and Documentation	\$50 per occurrence
SOW 6.2.2 Executive Vehicle Services	Insure standards meet as per Attachment 6	Observation and Documentation	\$50 per occurrence
SOW 6.2.3 Quick Fix Repair Services	Service to be performed within one (1) hour	Observation and Documentation	\$50 per occurrence and forfeiture of repair charges

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTION/FEE
SOW 6.2.4 Towing Services	Responding unit must arrive within one (1) hour	Observation and Documentation	\$50 per occurrence
SOW 6.2.4 Towing Services	Towing services to be available 24 hours per day, 7 days per week	Observation and Documentation	\$50 per occurrence
SOW 6.2.10 Preventative Maintenance	PM performed per scheduled maintenance intervals as indicated in Attachment 4	Observation and Documentation	\$250 per occurrence
SOW 7.1 Sublet Services	May only charge for actual sublet services.	Observation and invoicing	\$50 per occurrence
SOW 7.1 Sublet Services	Provide accurate annual list of all subcontractor/sublet and their hourly rates for services	Review of Documentation	\$50 per occurrence
SOW 7.1 Sublet Services	County approval on all subcontractor/sublet vendors	Review of Documentation	\$50 per occurrence
SOW 7.4 Monthly Meetings	Attendance at monthly meetings and requested meetings	Observation	\$50 per occurrence
SOW 7.5 Annual Meeting	Attend annual meeting and provide budgetary information	Observation	\$50 per occurrence
SOW 7.6 Notification	Notify Customer vehicle coordinator ten (10) business days prior to next anticipated PM service.	Observation and Documentation	\$50 per occurrence
SOW 9.0 Contractor Responsibility	Keep current Automotive Repair Dealer License	Observation and Documentation	Notice to Cure within 10 business days
SOW 9.0 Contractor Responsibility	Contractor staff shall receive minimally 32 hours of continuing education	Documentation	\$50 per occurrence
SOW 9.0 Contractor Responsibility	List of technicians and copies of training certifications	Documentation	\$50 per occurrence
SOW 9.0 CONTRACTOR Personnel Identification Badges	All employees must wear identification badges	Inspection & Observation	\$50 per occurrence
SOW 9.0 CONTRACTOR Personnel Uniforms	All employees must wear uniforms	Inspection & Observation	\$50 per occurrence
SOW 9.0 Contractor Responsibility	Remove personnel from facility within four (4) hours of demand by County	Observation	\$50 per occurrence
SOW 9.6 Contractor Responsibility	Notify County within 48 hours of any County equipment failure or repair requirements	Observation	\$50 per occurrence
SOW 9.0 Contractor Responsibility	Personnel who may operate vehicles must have a current and valid California Drivers License	Observation	\$50 per occurrence

FACILITY INSPECTION REPORT

Location: _____ Address: _____

Contractor: _____

Contact Person: _____ Telephone Number: _____

Mark "S" for Satisfactory or "U" for Unsatisfactory where applicable:

Condition	Shop	Office	Restroom	Lunch Room	Exterior
Unauthorized building alterations					
Facility and/or equipment unsecured					
Unauthorized material posted					
Safety and accident precautions not met					
Unclean conditions/appearance					
Flammable/toxic materials not properly stored/disposed					
Leaky faucets/hoses					
Cluttered areas/work benches					
Other - see below					

Action Required (Unsatisfactory rating only):	Completion Deadline
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Corrective Action Taken (by Contractor):	Date Reinspected
_____	_____
_____	_____

Comments (from Contractor)	Receipt of Copy by:
_____	_____
_____	_____
_____	Date: _____

Contract Program Monitor: _____
Signature Date

SHOP LOCATION PARAMETERS

The following approximate boundaries shall be used to determine facility locations within the geographical areas serviced by each repair facility.

North San Fernando Valley

An area bounded roughly by the following:

North- Intersection of I-5 Golden State Freeway and SR-14 Antelope Valley Freeway

South- Plummer St extending into Terra Bella St.

East- I-210 Foothill Freeway

West- Balboa Blvd.

San Gabriel Valley

An area bounded roughly by the following:

North- I-210 Foothill Freeway

South- I-10 San Bernardino Freeway

East- SR-57 Orange Freeway

West- Santa Anita Ave.

Westside

An area bounded roughly by the following:

North- I-10 Santa Monica Freeway

South- Manchester Ave.

East- La Cienega Blvd.

West- Centinela Ave.

South County

An area bounded roughly by the following:

North- I-105 Century Freeway

South- Pacific Coast Highway

East- Lakewood Blvd.

West- Western Ave.

Antelope Valley

An area bounded by roughly the following:

North- Avenue I

South- Pearblossom Highway

East- 50th Street East

West- 60th Street West

PRICING SCHEDULE
August 1, 2003 – July 31, 2006

FEE-FOR-SERVICE RATES

Mechanical

Light.....	\$36.36 / HOUR
Medium.....	\$37.93 / HOUR
Heavy.....	\$37.92 / HOUR
Off-Road.....	\$36.57 / HOUR

Body Shop

All.....	\$37.02 / HOUR
----------	----------------

Parts..... 25% off of the Manufacturers Suggested Retail Price

Car Wash..... \$10 Flat Rate/Wash

FIXED MANAGEMENT FEES

<u>*Management Fee</u>.....	\$ 7,066.14 / Eastern/Month
<u>*Management Fee</u>.....	\$ 4,612.59 / Alameda/Month
<u>*Management Fee</u>.....	\$ 6,028.53 / Mall/Month
<u>*Management Fee</u>.....	\$ 640.83 / San Gab. Valley/Month
<u>*Management Fee</u>.....	\$ 449.52 / W. Los Angeles/Month
<u>*Management Fee</u>.....	\$ 404.34 / Antelope Valley/Month
<u>*Management Fee</u>.....	\$ 404.34 / San Fernando Valley/Month
<u>*Management Fee</u>.....	\$ 404.34 / South L.A. County/Month
<u>*Management Fee</u>.....	\$ 0.00 / Catalina/Month

CONTRACTOR'S EEO CERTIFICATIONJohnson Controls, Inc.

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: Daphne Bell
Title: General Manager, Purchasing & Contract Services
Address: 1100 N. Eastern Avenue
Los Angeles, CA 90063
Telephone: 323-267-2109
Facsimile: 323-263-5286
E-Mail Address: dbell@isd.co.la.ca.us

COUNTY PROJECT MANAGER:

Name: Randy Martin
Title: Acting Section Manager, Fleet Services
Address: 1104 N. Eastern Avenue, Door 45
Los Angeles, CA 90063
Telephone: 323-881-3742
Facsimile: 323-262-4941
E-Mail Address: rmartin@isd.co.la.ca.us

COUNTY CONTRACT PROJECT MONITOR(S):

Name: Various
Title: Contract Program Monitors
Address: 1104 N. Eastern Avenue, Door 45
Los Angeles, CA 90063
Telephone:
Facsimile:
E-Mail Address:

CONTRACTOR'S ADMINISTRATION

Johnson Controls Inc.

CONTRACT NO. _____

CONTRACTOR'S PROJECT MANAGER:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following address:

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

**CONTRACT FOR
VEHICLE FLEET MAINTENANCE AND REPAIR SERVICES**

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Johnson Controls World Services Inc.

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, Confidentiality, and Copyright Assignment 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.

Initials of Signer _____

Contractor Name _____ Contract No. _____

Employee Name _____

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.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

**CONTRACT FOR
VEHICLE FLEET MAINTENANCE AND REPAIR SERVICES**

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND
CONFIDENTIALITY AGREEMENT**

Johnson Controls World Services Inc.

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, Confidentiality, and Copyright Assignment 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.

Initials of Signer _____

Contractor Name _____ Contract No. _____

Non-Employee Name _____

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.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

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.

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

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

6. A purchase card 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.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard as determined by the chief administrative officer or the contractor has a long-standing practice that defines a full-time schedule as less than 40 hours per week.

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.

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.

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.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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.

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.

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.

SAFELY SURRENDERED BABY LAW

What is the Safely Surrendered Baby Law?

It's a new law. Under this law, a person may surrender their baby confidentially. As long as the baby has not been abused or neglected, the person may do so without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for an infant can legally, confidentially and safely surrender their baby within 3 days of birth. All that is required is that the baby be brought to a hospital emergency room in California. If there are additional places, they will be listed on the back of this brochure. As long as the child shows no signs of abuse or neglect, no name or other information is required. A bracelet will be placed on the baby for identification. A matching bracelet will be given to the parent. The bracelet will help connect the parent to the baby if the parent wants the baby back.

Can only a parent bring in the baby?

In most cases, a parent will bring in the baby. The law allows another person to bring in the baby if they have legal custody.

Does the parent have to call before bringing in the baby?

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week.

Does a parent have to tell anything to the people taking the baby?

No. Nothing is required. However, hospital personnel will give the parent a medical information questionnaire that is designed to gather family medical history. This could be very useful in caring for the child but it is up to the parent to complete it.

What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a foster or pre-adoptive home.

What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

What if a parent wants the baby back?

The parent(s) may take the bracelet back to the hospital. Hospital personnel will provide information about the baby.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being hurt or killed because they were abandoned.

You may have heard tragic stories of babies left in dumpsters or public toilets. The persons who committed these acts 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 nowhere to turn for help, they abandoned their infants.

Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

The Eighteenth Safely Surrendered Baby in California

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law.

This baby was the eighteenth child protected under California's Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed in a foster home for short-term care while the adoption process was started.

Every baby deserves a chance for a healthy life.

If you or someone you know is considering giving up a child, learn about your options.

Los Angeles County
Safely
Surrendered
Baby
Hotline



(877)BABY SAFE

Toll Free **(877) 222-9723**

- Call for Information on How to Safely Surrender a Newborn Infant Under the Safely Surrendered Baby Law
- Referrals Provided to Designated Safe Haven Sites
- Referrals Provided to Other Support Services

- Guaranteed Confidentiality
- 7 Days a Week
- 24 Hours a Day
- English and Spanish and 140 Other Languages Spoken



INFO LINE of Los Angeles has been in business since 1981.
INFO LINE of Los Angeles is an AIRS accredited agency.

Calls from the media should be directed to Thelma Bell or Michele Yoder at (626) 350-1841.

PROP A - LIVING WAGE PROGRAM DOCUMENTS

NOT ATTACHED TO SAMPLE

- K LIVING WAGE ORDINANCE
- L MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS
- M PAYROLL STATEMENT OF COMPLIANCE

LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled Local Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

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 Local Small Business Enterprise.

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 Local Small Business Enterprise.

If Contractor has obtained County certification as a Local Small Business Enterprise 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 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 if Contractor is no longer eligible for certification as a result in a change of their status and Contractor failed to notify the State and the County's Office of Affirmative Action Compliance of this information.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

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 less than a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (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 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
 - 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 administrative officer, but in no event less than 35 hours worked per week. (Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

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.* 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.)

*Editor's note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 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 rates set under this chapter. The rates shall be \$8.32 per hour with health benefits, or \$9.46 per hour without health benefits.
- B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$1.14 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.
- C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. (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.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

- C. 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. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going 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 amounts the employer paid for health benefits, 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 administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative 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. 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

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

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.

- 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, not to exceed three years. (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.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

- C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.
- D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:
1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
 2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
 3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
 4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

"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. 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.)



COUNTY OF LOS ANGELES LIVING WAGE ORDINANCE

MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. (Information to complete this form can be obtained from your weekly certified payroll reports) Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>		Address: (Street, City, State, Zip)										
(2) Payroll No.:		(3) Work Location:			(4) From payroll period: ___/___/___ to payroll period: ___/___/___					(5) For Month Ending:		
(6) Department Name:				(7) Contract Service Description:					(8) Contract Name & Number:			
(9) Contractor Health Plan Name(s):								(10) Contractor Health Plan ID Number(s):				
(11) Employee Name, Address & Social Security Number	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggregate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate \$ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
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.		Total (This Page)										
		Grand Total (All Pages)										
Print Authorized Name:												
Authorized Signature:				Date: / /			Title:		Telephone Number (include area code) ()		Page: ____ of ____	



SAMPLE

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE
MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. (Information to complete this form can be obtained from your weekly certified payroll reports) Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Tough Guy, Inc.						Address: (Street, City, State, Zip) 1501 Torrance Blvd., Sre. 11A, Torrance, CA 90503						
(2) Payroll No: 81600			(3) Work Location: LAX			(4) From payroll period: <u>8/1/00</u> to payroll period: <u>8/27/00</u>			(5) For Month Ending: August			
(6) Department Name: OAAC					(7) Contract Service Description: Security Services - LAX Airport					(8) Contract Name & Number: LAX Security Services #95260		
(9) Contractor Health Plan Name(s): PacifiCare Great Life								(10) Contractor Health Plan ID Number(s): HS3567-06				
(11) Employee Name, Address & Social Security Number	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggregate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate \$ Health Benefits Paid (16+18)
		1	2	3	4	5						
1 Del Real, Rafael 14821 Larch Avenue Lawndale, CA 90260 SS# 111-11-1111	Custodian	35	45	32	48		160	\$0.90	\$144.00	\$0.24	\$38.40	\$182.40
2 Masterson, Philip 15567 Reeves Avenue Culver City, CA 90230 SS# 222-22-2222	Security Guard II	39	32	40	35		146	\$1.14	\$166.44	\$0.11	\$16.06	\$182.50
3 Hernandez, Jaime R. 9404 Stanford Avenue South Gate, CA 90280 SS# 333-33-3333	Custodian I	40	40	40	40		160	0	0	N/A	0	N/A
4 Palmeri, Thomas 1711 Masontown Road Long Beach, CA 90802 SS# 444-44-4444	Security Guard I	32	40	40	35		147	0	\$0.00	N/A	0	\$0.00
5 Figueroa, Arturo 5569 Via Marisol Los Angeles, CA 90042 SS# 555-55-5555	Security Guard-Supvr	40	46	40	48		174	0	0	N/A	0	N/A
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.		Total (This Page)	186	203	192	206		787		\$310.44		\$364.90
Print Authorized Name: Mr. Tough Guy		Grand Total (All Pages)	186	203	192	206		787		\$310.44	\$54.46	\$364.90

Authorized Signature: _____	Date: 9/01/00	Title: Payroll	Telephone Number (include area code) (213) 974-1393	Page: 1 of 1
-----------------------------	---------------	----------------	--	--------------

**COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE - PAYROLL REPORTING FORM**

Exhibit K

<input type="checkbox"/> CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR	CONTRACT NO.: TYPE OF SERVICE
NAME:	WORK LOCATION(S):
ADDRESS:	
CONTACT PERSON:	TELEPHONE: ()
PAYROLL PERIOD (Beginning and end dates: _____)	

NAME / ADDRESS	SS #:	Position Title:	DAY AND DATE															Total Hours	Pay Rate	Gross	DEDUCTIONS					Net Wages	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				Fica	W/Hold Tax	Health Ins.		Total Deduct		
	<input type="checkbox"/> Full <input type="checkbox"/> Part Health Ins. <input type="checkbox"/> Yes <input type="checkbox"/> No	County																									
		OT																									
		OTHER																									
		OT																									

NAME / ADDRESS	SS #:	Position Title:	DAY AND DATE															Total Hours	Pay Rate	Gross	DEDUCTIONS					Net Wages	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				Fica	W/Hold Tax	Health Ins.		Total Deduct		
	<input type="checkbox"/> Full <input type="checkbox"/> Part Health Ins. <input type="checkbox"/> Yes <input type="checkbox"/> No	County																									
		OT																									
		OTHER																									
		OT																									

NAME / ADDRESS	SS #:	Position Title:	DAY AND DATE															Total Hours	Pay Rate	Gross	DEDUCTIONS					Net Wages	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				Fica	W/Hold Tax	Health Ins.		Total Deduct		
	<input type="checkbox"/> Full <input type="checkbox"/> Part Health Ins. <input type="checkbox"/> Yes <input type="checkbox"/> No	County																									
		OT																									
		OTHER																									
		OT																									

NAME / ADDRESS	SS #:	Position Title:	DAY AND DATE															Total Hours	Pay Rate	Gross	DEDUCTIONS					Net Wages	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				Fica	W/Hold Tax	Health Ins.		Total Deduct		
	<input type="checkbox"/> Full <input type="checkbox"/> Part Health Ins. <input type="checkbox"/> Yes <input type="checkbox"/> No	County																									
		OT																									
		OTHER																									
		OT																									