



County of Los Angeles  
Chief Executive Office

## **PUBLIC SAFETY CLUSTER AGENDA REVIEW MEETING**

FESIA A. DAVENPORT  
Chief Executive Officer

**DATE: Wednesday, September 1, 2021**

**TIME: 10:00 a.m.**

**DUE TO CLOSURE OF ALL COUNTY BUILDING, TO PARTICIPATE IN THE MEETING CALL  
TELECONFERENCE NUMBER: (323) 776-6996 ID: 169948309#**

[Click here to join the meeting](#)

### **AGENDA**

Members of the Public may address the Public Safety Cluster on any agenda item by submitting a written request prior to the meeting. Two (2) minutes are allowed per person in total for each item.

**1. CALL TO ORDER**

**2. GENERAL PUBLIC COMMENT (15 Minutes)**

**3. INFORMATIONAL ITEM(S):** [Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification]:

**A. NONE**

**4. PRESENTATION/DISCUSSION ITEM(S):**

**A. Board Letter:**

ACCEPT A GRANT AWARD FROM THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL FOR THE 2021/2022 ALCOHOL POLICING PARTNERSHIP PROGRAM

Speaker(s): Paul Hardy and Dennis Dominguez (Sheriff's)

**B. Board Letter:**

APPROVE CONTRACT FOR AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES WITH CENTERR INTEGRATED SERVICES, LLC

Speaker(s): David Sum and Irma Santana (Sheriff's)

**C. Board Briefing:**

PROBATION OVERSIGHT COMMISSION (POC) MONTHLY BRIEFING

Speaker: Wendelyn Julien (POC)

**D. Board Briefing:**

JFA REPORT ON MEN'S CENTRAL JAIL CLOSURE COST ANALYSIS

Speaker: Dr. James Austin (JFA Institute)

Wednesday, September 1, 2021

**5. PUBLIC COMMENTS**

**6. ADJOURNMENT**

**CLOSED SESSION**

**CS-1 CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**

(Subdivision (a) of Government Code Section 54956.9)

**Nathan Patterson IV v. County of Los Angeles, et al.**

United States District Court Case No. 2-20-CV-02669

Department: Sheriff's

**CS-2 CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**

(Subdivision (a) of Government Code Section 54956.9)

**Joseph Charles Evans v. County of Los Angeles, et al.**

United States District Court Case No. 2-19-CV-00793-MWF

Department: Sheriff's

**CS-3 CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**

(Subdivision (a) of Government Code Section 54956.9)

**Victor White v. County of Los Angeles, et al.**

United States District Court Case No. 2-20-CV-04071

Department: Sheriff's

**7. UPCOMING ITEMS:**

**A. Board Briefing:**

OFFICE OF DIVERSION AND RE-ENTRY (ODR) MONTHLY BRIEFING

Speaker(s): Peter Espinoza (ODR)

**B. Board Briefing:**

ALTERNATIVES TO INCARCERATION (ATI) BRIEFING

Speaker(s): Songhai Armstead (ATI)

**C. Board Letter:**

CONTRACT BETWEEN THE COUNTY OF LOS ANGELES AND cFIVE SOLUTIONS, INC. FOR CONSOLIDATED CRIMINAL HISTORY REPORTING SYSTEM MAINTENANCE, SUPPORT, AND ENHANCEMENT SERVICES

Speaker(s): Thomas Kooy (ISAB)

Wednesday, September 1, 2021

**D. Board Letter:**

AUTHORIZE THE DISTRICT ATTORNEY TO ENTER INTO GRANT AWARD AGREEMENTS WITH THE STATE OF CALIFORNIA, DEPARTMENT OF INSURANCE FOR THE WORKERS' COMPENSATION INSURANCE FRAUD, DISABILITY AND HEALTHCARE INSURANCE FRAUD AND AUTOMOBILE INSURANCE FRAUD PROGRAMS FOR FISCAL YEAR (FY) 2021-22, AND ORGANIZED AUTOMOBILE FRAUD ACTIVITY INTERDICTION "URBAN GRANT" PROGRAM FOR FY 2021-22 THROUGH FY 2023-24

Speaker(s): Steven Frankland and Michael Yglecias (DA)

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE PUBLIC SAFETY CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

**PUBLIC\_SAFETY\_COMMENTS@CEO.LACOUNTY.GOV**

September 14, 2021

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

Dear Supervisors:

**ACCEPT A GRANT AWARD FROM THE STATE OF CALIFORNIA  
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
FOR THE 2021/2022 ALCOHOL POLICING PARTNERSHIP PROGRAM (APP)  
(FIRST, SECOND AND THIRD DISTRICTS) (3 VOTES)**

**SUBJECT**

Request Board approval authorizing the Sheriff of Los Angeles County (County) to accept and execute a grant award in the amount of \$97,500 from the State of California, Department of Alcoholic Beverage Control (ABC), for the Alcohol Policing Partnership Program (Program).

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Sheriff, as an agent for the County, to accept and execute the attached 2021/2022 Alcohol Policing Partnership Grant Award Agreement Number 21-APP23 (Agreement) with ABC, in the amount of \$97,500 to fund the Los Angeles County Sheriff's Department's (Department) East Patrol Division for the grant period from July 1, 2021 through June 30, 2022. There is no match requirement for this Program.
2. Adopt the attached Resolution authorizing the Sheriff, or his designee, to sign and submit all required grant documents, including but not limited to, applications, agreements, amendments, modifications, augmentations, extensions, payment



requests, and grant renewals that may be necessary for the completion of this Program.

3. Delegate authority to the Sheriff, as an agent for the County, to apply and submit a grant application to ABC for this Program in future fiscal years and to execute all required grant application documents, including assurances and certifications, when and if such future funding becomes available.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

This grant will expand the Department's present efforts in addressing alcohol-related problems with an emphasis toward licensed establishments that operate in a disorderly manner, including the accessibility of alcohol to minors, and the reduction of Driving Under the Influence (DUI) and DUI-related incidents. This Program will include a combination of training programs and proactive enforcement efforts that will be implemented to develop an effective and strategic approach to eliminate the crime and nuisance issues associated with problematic licensed establishments within the service areas of the Department's East Patrol Division.

The Department's Community Partnerships Bureau intends to manage and deploy the ABC grant funds through specialized operations throughout the Department's East Patrol Division.

### **Implementation of Strategic Plan Goals**

This Program is consistent with the County's Strategic Plan, Goal III, Strategy III, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. This Program will enhance the Department's capabilities to effectively address issues related to alcohol sales, and DUI related incidents, thereby improving the quality of life for the community.

### **FISCAL IMPACT/FINANCING**

The grant funding in the amount of \$97,500 will be fully offset by ABC with no match requirement. Funding for this Program has been included in the Department's Fiscal Year 2021-22 Supplemental Budget Request.

All available grant funds (total of \$97,500) will be used for Salaries and Employee Benefits (overtime).

The Honorable Board of Supervisors  
September 14, 2021  
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### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On March 29, 2021, the Department submitted an application in response to ABC's Alcohol Policing Partnership Program 2021-2022 solicitation. Upon review of the Department's application, ABC selected the Department to be a grant recipient of \$97,500 with no match requirement.

This will be the 14<sup>th</sup> grant award for this Program. The grant period is from July 1, 2021 through June 30, 2022.

ABC requires that the Resolution be adopted by the Board in order to execute the Agreement. In accordance with the terms of the Agreement, the Resolution stipulates that any liability arising out of the performance of the Agreement shall be the responsibility of the County.

This Board letter has been reviewed and the Resolution has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This grant will have a positive impact on current services for the Department's East Patrol Division by addressing complaints of crime in and around ABC-licensed locations.

The Offices of the District Attorney, the Public Defender, and the Alternate Public Defender have determined that this program will not have a significant impact on their departments.

### **CONCLUSION**

Upon Board approval, please return three individually certified copies of the adopted Board letter and three signed Resolutions to the Department's Grants Unit.

Sincerely,

ALEX VILLANUEVA, SHERIFF

TIMOTHY K. MURAKAMI  
UNDERSHERIFF

**RESOLUTION of Governing Board**  
**Fiscal Year 2021 Alcohol Policing Partnership Program**

**WHEREAS**, The Board of Supervisors of the County of Los Angeles desires to undertake a certain project designated by the Los Angeles County Sheriff's Department's East Patrol Division to be financed with funds made available through the Alcohol Policing Partnership (APP) Program administered by the State of California, Department of Alcoholic Beverage Control (ABC):

**NOW, THEREFORE, BE IT RESOLVED** that the Sheriff of the County of Los Angeles or his designee is authorized to accept and execute, on behalf of Los Angeles County and the Los Angeles County Board of Supervisors, Standard Agreement Number 21-APP23 in the amount of \$97,500 from ABC, and that the Sheriff or his designee is authorized to execute and submit all other necessary grant documents, including applications, modifications, agreements, augmentations, extensions, payments requests, and renewals.

**BE IT FURTHER RESOLVED** that the Sheriff of the County of Los Angeles agrees to the funding terms and conditions of ABC, including any amendment thereof.

**IT IS AGREED** that, as required by Standard Agreement Number 21-APP23 the County of Los Angeles shall indemnify, defend, and save harmless the State of California, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of Standard Agreement Number 21-APP23 and from any and all

claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the County of Los Angeles in the performance of Standard Agreement Number 21-APP23.

**BE IT FURTHER RESOLVED** that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

**IT IS ALSO AGREED** that this grant award is not subject to local hiring freezes.

The foregoing resolution was on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, adopted by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies, and authorities for which said Board so acts.

CELIA ZAVALA, Executive Officer-  
Clerk of the Board of Supervisors of  
the County of Los Angeles

By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM  
RODRIGO A. CASTRO-SILVA  
County Counsel

By Michele Jackson (fz)  
Principal Deputy County Counsel

## **EXHIBIT A SCOPE OF WORK**

### **I. SCOPE OF WORK**

- Contractor agrees to implement the Department of Alcoholic Beverage Control (ABC), Alcohol Policing Partnership program. This program is intended to work with law enforcement agencies to develop an effective, comprehensive and strategic approach to eliminate the crime and public nuisance problems associated with problem alcoholic beverage outlets.
- Contractor agrees to implement ABC's Minor Decoy, Shoulder Tap Programs and conduct Informed Merchants Preventing Alcohol-Related Crime Tendencies (IMPACT) Inspections. These Programs target both ABC licensed premises and individuals who furnish alcoholic beverages to the underage operators. The project is targeted to reduce underage drinking and the resultant DUI driving injuries and fatalities, and/or property damages, reduce youth access to alcoholic beverages through the education of licensee(s), enforcement intervention and the impressions of omnipresence of law enforcement. In addition, Contractor agrees to the following goals:
  1. The operation period of the grant is July 1, 2021 through June 30, 2022.
  2. Contractor agrees to raise public awareness that selling, serving and/or furnishing alcoholic beverages to individuals under twenty-one years old is a criminal violation that will be prosecuted by local city and district attorneys.
  3. Minor Decoy operations are designed to educate and deter licensed locations from selling/furnishing alcohol to minors. Contractor agrees to conduct Minor Decoy Operations at both "On-Sale" and "Off-Sale" licensed establishments within the operation period of the grant.
  4. Shoulder Tap operations are used to detect and deter adult furnishers outside of a licensed business. Contractor agrees to conduct Shoulder Tap Operations at "Off-Sale" licensed locations to apprehend adults that are unaffiliated with the licensed businesses and who are purchasing alcohol for minors outside of the stores within the operation period of the grant.
  5. Informed Merchants Preventing Alcohol-Related Crime Tendencies (IMPACT) primary goal is to educate licensee's on alcohol related laws to help reduce alcohol-related crime in and around licensed premises. Contractor agrees to conduct visits and inspections of licensed premises identifying areas of non-compliance at "On-Sale" and "Off-Sale" licensed locations within the operation period of the grant.

### **II. GOALS AND OBJECTIVES**

1. Provide at least twelve (12) roll call training sessions.
2. Conduct at least ten (10) Minor Decoy operations.
3. Conduct at least ten (10) Shoulder Tap operations.
4. Conduct at least ten (10) IMPACT operations.
5. Conduct at least two (2) ROSTF operations.

6. Conduct at least two (2) Multi-agency task force operations.
7. Conduct at least ten (10) High-profile general enforcement operations.
8. Conduct at least two (2) Undercover operations.
9. Conduct at least two (2) LEAD training classes.
10. Provide three (3) press releases on grant enforcement activities.
  - A. To announce the start of the program;
  - B. At the conclusion of each Minor Decoy Operation has been held (to announce the number of licensed premises who sold to the minor decoy)
  - C. At the conclusion of each Shoulder Tap Operation has been held (to announce the number of adults arrested for purchasing alcoholic beverages for the decoy).
11. Contractor will fax (916) 419-2599 or email each press release to the Department's Public Information Officer ([pio@abc.ca.gov](mailto:pio@abc.ca.gov)) as soon as it is released.
12. Contractor agrees in all press releases, in addition to any credits the agency wishes to give, will include the following statement: "This project is part of the Department of Alcoholic Beverage Control's Alcohol Policing Partnership."

Contractor agrees to complete and submit monthly reports, on a format designed and provided by the Department of Alcoholic Beverage Control due no later than 15<sup>th</sup> of the following month.

### III. PROJECT REPRESENTATIVES

The project representatives during the term of this agreement will be:

Los Angeles Sheriff Department  
Joe Nicassio, Lieutenant  
4850 Civic Center Way  
Los Angeles, CA 90022  
(323) 981-5300  
[jenicass@lasd.org](mailto:jenicass@lasd.org)

Department of Alcoholic Beverage Control  
Brandon Shotwell, Supervising Agent in Charge  
3927 Lennane Drive, Suite 100  
Sacramento, CA 95834  
(916) 419-2329  
[Brandon.shotwell@abc.ca.gov](mailto:Brandon.shotwell@abc.ca.gov)

Direct all fiscal inquiries to:

Los Angeles Sheriff Department  
Richard Martinez, Asst. Division Director  
211 West Temple Street  
Los Angeles, CA 90012  
(323) 229-3291  
[Rf2marti@lasd.org](mailto:Rf2marti@lasd.org)

Department of Alcoholic Beverage Control  
Kristine Okino, Grant Coordinator  
3927 Lennane Drive, Suite 100  
Sacramento, CA 95834  
(916) 419-2572  
[Kristine.okino@abc.ca.gov](mailto:Kristine.okino@abc.ca.gov)

## **EXHIBIT B**

### **BUDGET DETAIL AND PAYMENT PROVISIONS**

#### **I. INVOICING AND PAYMENT**

- For services satisfactorily rendered and upon receipt and approval of the invoice, the Department of Alcoholic Beverage Control agrees to pay a monthly payment of approved reimbursable costs per the Budget Detail of personnel overtime and benefits (actual cost) and/or allowable costs.
- Invoices shall clearly reference this contract number (21-APP23) and must not exceed the contract total authorized amount of \$97,500. Invoices are to be submitted by the 15<sup>th</sup> of every month, on the prescribed form designed by the Department of Alcoholic Beverage Control.

Submit to: Department of Alcoholic Beverage Control  
Attn: Kristine Okino, Grant Coordinator  
3927 Lennane Drive, Suite 100  
Sacramento, California 95834

- Payment shall be made in arrears within 30 days from the receipt of an undisputed invoice. Nothing contained herein shall prohibit advance payments as authorized by Item 2100-101-3036, Budget Act, Statutes of 2021.
- Contractor understands in order to be eligible for reimbursement; cost must be incurred on or after the effective date of the project, July 1, 2021 and on or before the project termination date, June 30, 2022.
- Revisions to the "Scope of Work" and the "Budget Detail" may be requested by a change request letter submitted by the Contractor. If approved, the revised Grant Scope of Work and/or Budget Detail supersedes and replaces the previous grant and will initiate an amendment. No revisions can exceed allotted amount as shown on the Budget Detail. The total amount of the grant must remain unchanged.
- Contractor agrees to refund to the State any amounts claimed for reimbursement and paid to Contractor which are later disallowed by the State after audit or inspection of records maintained by the Contractor.
- Only the costs displayed in the Budget Detail are authorized for reimbursement by the State to Contractor under this agreement. Any other costs incurred by Contractor in the performance of this agreement are the sole responsibility of Contractor.
- Title shall be reserved to the State for any State-furnished or State-financed property authorized by the State which is not fully consumed in the performance of this agreement. Contractor is responsible for the care, maintenance, repair, and protection of any such property. Inventory records shall be maintained by Contractor and submitted to the State upon request. All such property shall be returned to the State upon the expiration of this grant unless the State otherwise directs.
- Prior approval by the State in writing is required for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop or conference, and over any reimbursable publicity or educational materials to be made available for distribution. Contractor is required to acknowledge the support of the State whenever publicizing the work under this grant in any media.

## II. BUDGET DETAIL

COST CATEGORY	TOTAL COST
<b>A. Personnel Services</b>	
<u>Overtime</u>	
Deputy (\$93.30/hour) Sergeant (\$113.06/hour)	\$92,125.00
Benefits (estimated at 6.261%)	\$5,375.00
<b>TOTAL Personnel</b>	<b>\$97,500.00</b>
<b>B. Operating Expenses (receipts required)</b>	
n/a	\$0.00
<b>TOTAL Operating</b>	<b>\$0.00</b>
<b>C. Equipment (receipts required, must be purchased by 12/31)</b>	
n/a	\$0.00
<b>TOTAL Equipment</b>	<b>\$0.00</b>
<b>D. Travel Costs</b>	
n/a	\$0.00
<b>TOTAL Travel</b>	<b>\$0.00</b>
<b>GRANT TOTAL</b>	<b>\$97,500.00</b>



### **III. BUDGET CONTINGENCY CLAUSE**

- It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.
- Due to current and on-going fiscal uncertainty caused by the COVID-19 crisis, the grantee may spend no more than fifty percent (50%) of the grant amount without prior written authorization from the Department. The Department intends to authorize expenditures beyond the amount of fifty percent (50%) should its fiscal condition allow.

### **IV. PROMPT PAYMENT CLAUSE**

- Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

## **EXHIBIT C**

### **GENERAL TERMS AND CONDITIONS**

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. TIMELINESS: Time is of the essence in this Agreement.
13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
- 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
  - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
- c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
  - b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:
  - a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
  - b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
20. LOSS LEADER: If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

## **EXHIBIT D SPECIAL TERMS AND CONDITIONS**

1. **Disputes:** Any disputes concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Director, Department of Alcoholic Beverage Control, or designee, who shall reduce his decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Department shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the State a written appeal addressed to the Director of the Department of Alcoholic Beverage Control. The decision of the Director of Alcoholic Beverage Control or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, Contractor shall proceed diligently with the performance of the contract and in accordance with the decision of the State.
2. **Cancellation/Termination:** This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements. No penalty shall accrue to either party because of contract termination.
3. **Contract Validity:** This contract is valid and enforceable only if adequate funds are appropriated in Item 2100-101-3036, Budget Act of 2021, for the purposes of this program.
4. **Contractor Certifications:** By signing this agreement, Contractor certifies compliance with the provisions of CCC 04/2017, Standard Contractor Certification Clauses. This document may be viewed at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>
5. If the State determines that the grant project is not achieving its goals and objectives on schedule, funding may be reduced by the State to reflect this lower level of project activity and/or cancel the agreement.

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

21-APP23

PURCHASING AUTHORITY NUMBER (If Applicable)

ABC-2100

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Alcoholic Beverage Control

CONTRACTOR NAME

County of Los Angeles through the Los Angeles Sheriff's Department

2. The term of this Agreement is:

START DATE

July 1, 2021

THROUGH END DATE

June 30, 2022

3. The maximum amount of this Agreement is:

\$97,500.00 Ninety seven thousand five hundred dollars and no cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	2
Exhibit B	Budget Detail and Payment Provisions	3
Exhibit C *	General Terms and Conditions (GTC 04/2017)	4
+ - Exhibit D	Special Terms and Conditions	1
+ - Attachment RFP	RFP Scope of Work	9

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Los Angeles through the Los Angeles Sheriff's Department

CONTRACTOR BUSINESS ADDRESS

211 West Temple Street

CITY

Los Angeles

STATE

CA

ZIP

90012

PRINTED NAME OF PERSON SIGNING

Timothy Murakami

TITLE

Undersheriff

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

21-APP23

PURCHASING AUTHORITY NUMBER (If Applicable)

ABC-2100

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

Department of Alcoholic Beverage Control

CONTRACTING AGENCY ADDRESS

3927 Lennane Drive, Suite 100

CITY

Sacramento

STATE

CA

ZIP

95834

PRINTED NAME OF PERSON SIGNING

Patty Nelson

TITLE

Chief, Business Management Branch

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)



September 14, 2021

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

Dear Supervisors:

**APPROVE CONTRACT FOR AUTOMOTIVE FLEET  
MANAGEMENT AND MAINTENANCE SERVICES  
WITH CENTERRA INTEGRATED SERVICES, LLC  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Los Angeles County (County) Sheriff's Department (Department) is seeking Board approval of a Proposition A Contract (Contract) with Centerra Integrated Services, LLC (Centerra) to provide automotive fleet management and maintenance services (Services) for the Department's Communication and Fleet Management Bureau.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the Services provided under the attached Contract can be more economically performed by Centerra, an independent contractor.
2. Approve and instruct the Chair of the Board to sign the attached Contract with Centerra to provide Services for a term commencing upon execution by the Board and terminating five years from the Work Start Date (anticipated date of November 1, 2021), with options to extend for two additional two-year periods, plus twelve additional months in any increment, for a total Contract term not to exceed ten years.

3. Delegate authority to the Sheriff, or his designee, to execute Change Orders and Amendments to the Contract as set forth throughout the Contract, including Change Orders and Amendments to: (1) effectuate modifications that do not materially affect any term of the Contract; (2) add new or revised standard County contract provisions adopted by the Board as required periodically; (3) exercise option periods of the Contract; and (4) effectuate the assignment and delegation/mergers or acquisitions provision.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow the Department to continue automotive fleet management and maintenance services for the Department's fleet of approximately 6,350 vehicles, including any future additions to the fleet. The Contract will assist the Department in providing around-the-clock service to the residents of Los Angeles County by assuring the Department's automotive fleet is consistently maintained and operational.

### **Implementation of Strategic Plan Goals**

The Services provided under the Contract support the County's Strategic Plan, Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility and Accountability. Specifically, by ensuring the Department provides well-maintained vehicles for Deputy Sheriff personnel to perform their duties in a reliable and secure manner.

### **FISCAL IMPACT/FINANCING**

Funding is included in the Department's Fiscal Year (FY) 2021-22 budget for the anticipated level of Services. The Department will continue to allocate the funds required to continue the Services throughout the duration of the Contract. The estimated first-year cost is \$22,209,560.00, which consists of Fixed-Price, estimated Fee-For-Service, materials, direct purchase, fleet size increase costs, and start-up costs of \$51,551.31.

The Contract has a provision for a Cost of Living Adjustment (COLA), and such provision is in accordance with the County's COLA policy.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Currently, there is an active contract (number 76056) with Penske Truck Leasing Company, L.P., for automotive fleet management and maintenance services, which was adopted by the Board on March 13, 2007, and commenced on May 1, 2007. We are currently in the final six-month option period which will expire on October 31, 2021.

Approval of the Contract will ensure uninterrupted automotive fleet management and maintenance services to the Department.

The negotiated Contract provides that the County has no obligation to pay for expenditures incurred by Centerra beyond the negotiated Contract pricing. Further, Centerra will not be asked to perform Services that exceed the scope of work or Contract term, except pursuant to a fully-executed and authorized change order or amendment.

Centerra has been notified and is in compliance with all County required provisions and requirements, including Jury Service, Safely Surrendered Baby Law, Defaulted Property Tax Reduction Program, Zero Tolerance for Human Trafficking Policy, and Fair Chance Employment Hiring Practices.

The Department has evaluated and determined that Centerra fully complies with the requirements of the Living Wage Program (County Code Chapter 2.201) and agrees to pay its full-time employees providing automotive fleet management and maintenance services a living wage.

To comply with Los Angeles County Code Section 2.121.420, the Department conducted a Prop A cost analysis and determined that the services to be provided are more economically performed by Centerra. The County Auditor-Controller is in the process of reviewing the Department's cost analysis and will expedite their review. The Sheriff's Department will keep the Board apprised of the results.

The attached Contract has been approved as to form by County Counsel.

The CEO Risk Management has reviewed and concurs with the provisions relating to insurance and indemnification.

### **CONTRACTING PROCESS**

On March 28, 2018, the Department released a Request for Proposals (RFP) 475-SH for Automotive Fleet Management and Maintenance Services, which was publicized in the Antelope Valley Press, Daily News, Los Angeles Times, La Opinion, Los Angeles Bulletin, and the Torrance Daily Breeze. The solicitation was posted on both the County's and the Department's websites. A mandatory proposers' conference was held May 15-17, 2018, at which seven vendors were in attendance. The Internal Services Department's (ISD) Living Wage Unit gave a presentation on the Living Wage Ordinance during the conference.

On March 6, 2020, the solicitation process closed and the Department received three proposals. All proposals met the minimum mandatory requirements.

An Evaluation Committee was assembled to review and score all proposals in accordance with the evaluation process specified in the RFP. Upon completion of the evaluation, through an informed averaging process, and after a review by the State Department of Industrial Relations, Division of Labor Standards Enforcement, and also by the Department of Public Works for any labor violations, it was determined that the proposal submitted by Centerra received the highest ranked score. Centerra was the selected vendor for this Contract as well as the lowest cost proposer.

In accordance with County contracting procedures, one of the non-selected proposers requested a debriefing of their evaluation, which was provided on June 22, 2021. At the debriefing, the non-selected proposer was provided the transmittal form titled "Notice of Intent to Request a Proposed Contractor Selection Review." On June 23, 2021, the non-selected proposer submitted the completed transmittal and requested copies of the selected proposal and selected proposal evaluation documents, as well as copies of their own proposal evaluation documents. The Department will provide the non-selected proposer the requested documents and a transmittal to request a Proposed Contractor Selection Review (PCSR). Should the non-selected proposer submit the transmittal for a PCSR, we will notify the Board accordingly.

#### **IMPACT ON CURRENT SERVICE (OR PROJECTS)**

Prop A requires that departments assess any potential impact of the recommended Contract. There is no significant risk exposure to the County. The award of this Contract will not infringe on the role of the County in its relationship to its residents and the County's ability to respond to emergencies will not be impaired. The Contract will not result in reduced services. There is no employee impact as a result of this Contract, since the existing employees will be needed for oversight of the Contractor. In addition, the Department has determined that it has alternative resources available in the event of default.

Approval of the Contract will ensure the Department's automotive fleet continues to be maintained and operational and allows the Department to continue providing around-the-clock service to the residents of the Los Angeles County.

The Honorable Board of Supervisors  
September 14, 2021  
Page 5

**CONCLUSION**

Upon Board approval, please return a copy of the adopted Board letter and two original executed copies of the Contract to the Department's Contracts Unit.

Sincerely,

ALEX VILLANUEVA, SHERIFF

TIMOTHY K. MURAKAMI  
UNDERSHERIFF



**CONTRACT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**CENTERRA INTEGRATED SERVICES, LLC**

**FOR**

**AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE**

**SERVICES**

**CONTRACT  
BY AND BETWEEN  
COUNTY OF LOS ANGELES  
AND  
CENTERRA INTEGRATED SERVICES, LLC  
FOR  
AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES**

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**CONTRACT**  
**BY AND BETWEEN**  
**COUNTY OF LOS ANGELES**  
**AND**  
**CENTERRA INTEGRATED SERVICES, LLC**  
**FOR**  
**AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE**  
**SERVICES**

This Contract (Contract) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021 by and between the County of Los Angeles (County) and Centerra Integrated Services, LLC (Contractor), a Limited Liability Company organized under the laws of Delaware, located at 13530 Dulles Technology Drive, Suite 500, Herndon, Virginia, 20171.

**RECITALS**

WHEREAS, County may contract with private businesses for Automotive Fleet Management and Maintenance Services when certain requirements are met; and

WHEREAS, Contractor represents that it possesses the necessary special skills, knowledge, experience, technical competence and sufficient staffing to provide the services required under this Contract; and

WHEREAS, County, through the Department, has determined that it is legal, feasible, and cost-effective to contract for Automotive Fleet Management and Maintenance Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

## 1.0 APPLICABLE DOCUMENTS

Exhibits A, B, D, E, F, G, H, I, J, K, and L are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits according to the following priority.

### Standard Exhibits:

#### 1.1 EXHIBIT A - Statement of Work

- Attachment 1 – Fixed-Price Vehicles – Department Inventory
- Attachment 1 – Fixed-Price Vehicles – Department Inventory
- Attachment 2 – Department Repair Locations
- Attachment 3A – Minimum Staffing Levels per Repair Location
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- Attachment 4 – Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications
- Attachment 5 – Preventive Maintenance and Other Inspection Checklists
- Attachment 6 – Vehicle/Equipment Type Code List
- Attachment 7 – Contract Discrepancy Report
- Attachment 8 – Performance Requirements Summary (PRS) Chart

#### 1.2 EXHIBIT B - Price Sheet

### Prop A - Living Wage Program

#### 1.3 EXHIBIT J - Living Wage Ordinance

#### 1.4 EXHIBIT K - Living Rate Annual Adjustments

#### 1.5 EXHIBIT L - Payroll Statement of Compliance

- 1.6 EXHIBIT D - Contractor's EEO Certification
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- 1.9 EXHIBIT G - Forms Required at the Time of Contract Execution

G1 – Contractor Acknowledgement and Confidentiality Agreement

G2 – Contractor Employee Acknowledgement and Confidentiality Agreement

G3 – Contractor Non-Employee Acknowledgment and Confidentiality Agreement

- 1.10 EXHIBIT H - Jury Service Ordinance
- 1.11 EXHIBIT I - Safely Surrendered Baby Law

This Contract constitutes the complete and exclusive statement of understanding between the parties, and supersedes all previous contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to sub-paragraph 8.1 (Change Orders and Amendments) and signed by both parties.

## 2.0 DEFINITIONS

### 2.1 Standard Definitions

2.1.1 The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

2.1.1.1 **Board:** The Los Angeles County Board of Supervisors.

2.1.1.2 **Change Order:** has the meaning is set forth in sub-paragraph 8.1 (Change Orders and Amendments).

2.1.1.3 **Contract:** This agreement executed between County and Contractor, which includes all

supplemental agreements amending or extending the service to be performed. It sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work, including Exhibit A (Statement of Work).

2.1.1.4 **Contractor:** The sole proprietor, partnership, corporation or other person or entity that has entered into this Contract with County to perform or execute the work covered by this Contract.

2.1.1.5 **Contractor Key Personnel:** Personnel performing key functions under this Contract, including but not limited to Contractor Project Director, Contractor Project Manager, IT System Administrator/Programmer, IT Assistant System Administrator/Programmer, Body Shop Supervisor, and a Collision Estimator, as identified in Exhibit F (Contractor's Administration).

2.1.1.6 **Contractor Project Director:** Person identified in Exhibit F (Contractor's Administration) and described in sub-paragraph 7.1 (Contractor's Project Director).

2.1.1.7 **Contractor Project Manager:** Person identified in Exhibit F (Contractor's Administration) and described in sub-paragraph 7.2 (Contractor's Project Manager).

2.1.1.8 **County:** County of Los Angeles.

2.1.1.9 **County Contract Program Monitor:** Person with responsibility to oversee the day-to-day administration of this Contract.

2.1.1.10 **County Project Director:** Person designated by County with authority for County on contractual or administrative matters relating to this Contract and identified in Exhibit E (County's Administration).

2.1.1.11 **County Project Manager:** Person designated by County's Project Director to manage the operations under this Contract and identified in Exhibit E (County's Administration).

2.1.1.12 **County Supervising Contract Program Monitor:** Person with responsibility to oversee County Contract Program Monitors and identified in Exhibit E (County's Administration).

2.1.1.13 **Day(s):** Calendar day(s) unless otherwise specified.

2.1.1.14 **Department:** Los Angeles County Sheriff's Department.

2.1.1.15 **Fee for Service or FFS:** has the meaning set forth in sub-paragraph 1.5.2 of Exhibit A (Statement of Work).

2.1.1.16 **Fixed Price:** has the meaning set forth in sub-paragraph 1.5.1 of Exhibit A (Statement of Work).

2.1.1.17 **Sheriff:** The elected official who is the Sheriff of the County of Los Angeles.

2.1.1.18 **Work Start Date:** means the mutually-agreed upon date on which the Contractor commences providing the actual day-to-day automotive fleet management and maintenance services required under this Contract.

### 3.0 WORK

3.1 Pursuant to the provisions of this Contract, Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in herein.

3.2 If Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of Contractor, and Contractor shall have no claim whatsoever against County.

### 4.0 TERM OF CONTRACT

4.1 The term of this Contract shall commence on the date of execution of this Contract by the County Board of Supervisors and shall terminate five (5) years from the Work Start Date, unless sooner terminated or extended, in whole or in part, as provided in this Contract.



- 4.2 County shall have the sole option to extend this Contract term for up to two (2) additional two-year periods and twelve (12) additional months in any increment, for a maximum total Contract term not to exceed ten (10) years. Each such extension option period shall be exercised at the sole discretion of the Sheriff or his designee as authorized by the County Board of Supervisors and shall be in the form of an Amendment in accordance with sub-paragraph 8.1 (Change Orders and Amendments).
- 4.3 County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether County will exercise a Contract term extension option period.
- 4.4 Contractor shall notify Department when this Contract is within six (6) months of the expiration of the term as provided for hereinabove. Upon occurrence of this event, Contractor shall send written notification to Department at the address herein provided in Exhibit E (County's Administration).

## **5.0 CONTRACT SUM**

### **5.1 Total Contract Sum**

- 5.1.1 The prices and rates for performing all tasks, deliverables, goods, services and any other work required under this Contract shall be as set forth on Exhibit B (Price Sheet).
- 5.1.2 The annual price payable by County to Contractor for the provision of all Fixed-Price services required under this Contract shall be as set forth on Exhibit B (Price Sheet). Contractor shall invoice County one-twelfth of the annual Fixed Price portion of this Contract in arrears on a monthly basis, beginning thirty (30) calendar days after the Work Start Date, for the prior calendar month.
- 5.1.3 The hourly labor rates payable by County to Contractor for the provision of all Fee-for-Service work required under this Contract shall be those hourly labor rates set forth on Exhibit B (Price Sheet).
- 5.1.4 The annual price for Fixed-Price services and the hourly labor rates for Fee-for-Service work shall remain firm and fixed for the term of this Contract, unless adjusted in accordance with

the terms of this Contract, including Exhibit A (Statement of Work) and Exhibit B (Price Sheet).

- 5.1.5 The annual price for Fixed-Price services shall be adjusted based upon the increase or decrease in the numbers of vehicle and equipment types in accordance with the process stated in this Contract, including Exhibit B (Price Sheet) and sub-paragraph 8.1.5 below.
- 5.1.6 The annual price for Fixed-Price services shall be adjusted based upon the increase or decrease in the mandated minimum staffing levels in accordance with the process stated in this Contract, including Exhibit B (Price Sheet) and sub-paragraph 8.1.5 below.
- 5.1.7 The annual price for Fixed-Price services may be adjusted based upon a verified increase to Contractor's actual costs for Fixed-Price automotive parts in accordance with the process stated in this Contract, including Exhibit B (Price Sheet) and sub-paragraph 8.1.5 below.
- 5.1.8 The annual price for Fixed-Price services may be adjusted based upon a sales tax change that impacts the Contractor's cost of providing Fixed-Price services in accordance with the process stated in this Contract, including Exhibit B (Price Sheet) and sub-paragraph 8.1.5 below.
- 5.1.9 The paint-hour rates for Fee-for-Service paint material costs may be adjusted in accordance with the process stated in sub-paragraph 3.2 (FFS Paint Material Costs) of Exhibit B (Price Sheet) and sub-paragraph 8.1.6 below.

**5.1.10 Start-Up Costs**

County will reimburse Contractor for the one-time only Start-Up costs in the amount of \$51,551.31. Contractor must submit a separate invoice to County for payment of Start-Up costs.

**5.1.11 Regulatory Compliance Costs**

County will reimburse Contractor for the one-time only facility regulatory compliance costs as described in sub-paragraph 3.1.2.3, of Exhibit A (Statement of Work). Contractor must

submit a separate invoice to County for payment of Regulatory Compliance costs.

## **5.2 Written Approval for Reimbursement**

5.2.1 Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any person or entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall not occur except with County's express prior written approval.

## **5.3 Notification of 75% of Total Contract Sum**

5.3.1 Contractor shall maintain a system of record keeping that will allow Contractor to determine when it has incurred seventy-five percent (75%) of the total contract sum under this Contract. Upon occurrence of this event, Contractor shall send written notification to Department at the address herein provided in Exhibit E (County's Administration).

## **5.4 No Payment for Services Provided Following Expiration-Termination of Contract**

5.4.1 Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Contract. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration-termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

## **5.5 Invoices and Payments**

5.5.1 Contractor shall invoice County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A (Statement of Work) and elsewhere hereunder.

Contractor shall prepare invoices, which shall include the charges owed to Contractor by County under the terms of this Contract. The Contractor's payment shall be as provided in Exhibit B (Price Sheet), and Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by County. If County does not approve work in writing, then no payment shall be due to Contractor for that work.

5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B (Price Sheet).

5.5.3 The Contractor's invoices shall contain the information set forth in Exhibit A (Statement of Work) describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.5.4 Contractor shall submit the monthly invoices to County by the 15<sup>th</sup> calendar day of the month following the month of service. No invoice will be approved for payment unless the following is included:

- Exhibit L - Payroll Statement of Compliance

5.5.5 All invoices under this Contract shall be submitted to the County Project Manager or designee, and a copy to the County's Accounts Payable Unit as outlined under Exhibit E (County Administration).

**5.5.6 County Approval of Invoices**

All invoices submitted by Contractor for payment must have the written approval of the County's Project Manager or designee, prior to any payment thereof. In no event shall County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.5.6.1 Payment to the Contractor shall be made within 30 calendar days after receipt of the written approval of the County Project Manager or designee.

#### **5.5.7 Local Small Business Enterprises – Prompt Payment Program**

Certified Local Small Business Enterprises (LSBEs) will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

#### **5.6 Cost of Living Adjustments (COLAs)**

5.6.1 If requested by Contractor, the contract (hourly, daily, monthly, annually, etc.) amounts for both Fixed-Price services and Fee-for-Service work may, at the sole discretion of County, be increased annually based on the most recent published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index for Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim Area for the twelve (12) month period preceding the contract anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior twelve (12) month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where County decides to grant a COLA pursuant to this subparagraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Contract) from the base upon which a COLA is calculated, unless Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Contract, it shall first require a written Amendment to this Contract that has been formally approved and executed by the parties.

#### **5.7 Default Method of Payment: Direct Deposit or Electronic Funds Transfer**

5.7.1 County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under a contract with County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an

alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

- 5.7.2 Contractor shall submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 5.7.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.
- 5.7.4 At any time during the duration of this Contract, a Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), shall decide whether to approve exemption requests.

## **6.0 ADMINISTRATION OF CONTRACT – COUNTY**

### **COUNTY ADMINISTRATION**

A listing of all County Administration referenced in the following subparagraphs are designated in Exhibit E (County's Administration). County will notify Contractor in writing of any change in the names or addresses shown.

#### **6.1 County's Project Director**

The role of the County's Project Director may include:

- 6.1.1 Coordinating with Contractor and ensuring Contractor's performance of the Contract; however, in no event shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and
- 6.1.2 County shall notify Contractor of any change in the name or address of County Project Director, and any change shall be

processed in accordance with sub-paragraphs 8.1 (Change Orders and Amendments) and 8.34 (Notices) of this Contract.

6.1.3 Except as set forth in sub-paragraph 8.1 (Change Orders and Amendments) of this Contract, County Project Director is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

6.1.4 County Project Director and/or County Project Manager shall give final approval of Contractor Project Director and Contractor Project Manager, as further specified in sub-paragraph 7.3 (Approval of Contractor's Staff).

6.1.5 County Project Director shall have the right at all times to inspect any and all work provided by or on behalf of Contractor.

6.1.6 Upon request of Contractor, providing direction to Contractor, as appropriate in areas relating to County policy, information requirements, and procedural requirements; however, in no event, shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

## **6.2 County's Project Manager**

The role of the County's Project Manager is authorized to include:

6.2.1 Meeting with the Contractor's Project Manager on a regular basis; and

6.2.2 Inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor; however, in no event shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

6.2.3 The County's Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract unless otherwise stated in this Contract, including but not limited to, sub-paragraph 8.1 (Change Orders and Amendments).

6.2.4 County shall notify Contractor of any change in the name or address of the County Project Manager, and any change

shall be processed in accordance with sub-paragraphs 8.1 (Change Orders and Amendments) and 8.34 (Notices) of this Contract.

6.2.5 The County Project Manager shall be a resource for addressing the technical standards and requirements of this Contract, shall interface regularly with Contractor and further shall have the duties from time to time given to such person by County.

6.2.6 County Project Manager shall advise County Project Director as to Contractor's performance in areas relating to technical requirements and standards, County policy, information requirements, and procedural requirements.

6.2.7 County Project Manager and/or Project Director shall give final approval of Contractor Project Director and Contractor Project Manager, as further specified in sub-paragraph 7.3 (Approval of Contractor's Staff).

### **6.3 County's Supervising Contract Program Monitor**

The role of the County's Supervising Contract Program Monitor is to oversee the County Contract Program Monitors.

### **6.4 County's Contract Program Monitor**

The role of the County's Contract Program Monitor is to oversee the day-to-day administration of this Contract; however, in no event shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby. The County's Contract Program Monitor reports to the County's Supervising Contract Program Monitor.

## **7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR**

A listing of all of Contractor's Administration referenced in the following sub-paragraphs are designated in Exhibit F (Contractor's Administration). Contractor shall notify County in writing of any change in the names or addresses shown.

### **7.1 Contractor's Project Director**

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



- 7.1.2 Contractor Project Director's fleet management experience shall include budget and administrative experience and supervision of at least thirty (30) personnel.
- 7.1.3 Contractor Project Director shall be a dedicated full-time Contractor employee.
- 7.1.4 Contractor Project Director shall be on-site at the Eastern Avenue repair location during business hours.
- 7.1.5 Contractor Project Director shall be accessible via telephone, twenty-four (24) hours per day, seven (7) days per week.
- 7.1.6 Contractor Project Director shall effectively communicate in English, both orally and in writing.
- 7.1.7 Contractor Project Director shall have full authority to act on behalf of Contractor on all matters relating to the daily operation of this Contract.
- 7.1.8 Contractor Project Director shall be responsible for Contractor's performance of all of the work and ensuring Contractor's compliance with this Contract.
- 7.1.9 Contractor Project Director shall be available to meet and confer with County Project Director or designee, in person or by phone, to review project progress and discuss project coordination, as further discussed in sub-paragraph 9.1.1 (Meetings) of Exhibit A (Statement of Work).
- 7.1.10 Any changes to the Contractor Project Director shall be subject to advance written approval, as further described in sub-paragraph 7.3 (Approval of Contractor's Staff) of this Contract.
- 7.1.11 Any exceptions to the requirements listed in this sub-paragraph 7.1 (Contractor's Project Director) must be approved in writing by the County Project Director.

## **7.2 Contractor's Project Manager**

- 7.2.1 Contractor Project Manager shall have five (5) years of experience within the last ten (10) years providing fleet management and fleet maintenance and repair services.

- 7.2.2 Contractor Project Manager's fleet management experience shall include three (3) years of experience as a fleet manager.
- 7.2.3 Contractor Project Manager shall have full authority to act on behalf of Contractor on all matters relating to the daily operation of this Contract.
- 7.2.4 Contractor Project Manager shall be responsible for Contractor's day-to-day activities as related to this Contract.
- 7.2.5 Contractor Project Manager shall be available to meet and confer as necessary, with County, as further described in sub-paragraph 9.1.1 (Meetings) of Exhibit A (Statement of Work).
- 7.2.6 Any changes to the Contractor Project Manager shall be subject to advance written approval, as further described in sub-paragraph 7.3 (Approval of Contractor's Staff) of this Contract.
- 7.2.7 Any exceptions to the requirements listed in this sub-paragraph 7.2 (Contractor's Project Manager) must be approved in writing by the County Project Director.

### **7.3 Approval of Contractor's Staff**

- 7.3.1 County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor Project Director and Contractor Project Manager.
- 7.3.2 County Project Director or County Project Manager has the right to approve or disapprove any proposed replacement for the Contractor Project Director and the Contractor Project Manager. If Contractor desires to replace, or if County, at its discretion, requires removal of, either the Contractor Project Director or the Contractor Project Manager, Contractor shall provide County with a resume of each such proposed replacement, and an opportunity to interview such person prior to such person's assignment to these positions.
- 7.3.3 County shall not unreasonably delay its approval of a replacement of Contractor Project Director or Contractor Project Manager. Any approved changes shall be processed

in accordance with sub-paragraphs 8.1 (Change Orders and Amendments) and 8.34 (Notices) of this Contract.

- 7.3.4 During the term of this Contract, Contractor shall endeavor to assure continuity of Contractor personnel performing key functions under this Contract, including but not limited to: Contractor Project Director, Contractor Project Manager, IT System Administrator/Programmer, IT Assistant System Administrator/Programmer, Body Shop Supervisor, and Collision Estimator (collectively "Contractor Key Personnel").

#### **7.4 Intentionally Omitted**

#### **7.5 Background and Security Investigations**

- 7.5.1 Each of Contractor's staff performing services under this Contract shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted by Livescan to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of County as indicated in sub-paragraph 3.1.2.6 of Exhibit A (Statement of Work), regardless of whether the member of Contractor's staff passes or fails the background investigation.

- 7.5.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be removed immediately from performing services under this Contract. Contractor shall comply with County's request at any time during the term of this Contract. County will not provide to Contractor, nor to Contractor's staff, any information obtained through the County's background investigation.

- 7.5.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of County or whose background or conduct is incompatible with County facility access.

- 7.5.4 Disqualification of any member of Contractor's staff pursuant to this sub-paragraph 7.5 (Background and Security

Investigations) shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

## **7.6 Confidentiality**

7.6.1 Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

7.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this sub-paragraph 7.6 (Confidentiality), as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this sub-paragraph 7.6 (Confidentiality) shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

7.6.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

- 7.6.4 Contractor shall sign and adhere to the provisions of Exhibit G1 (Contractor Acknowledgment and Confidentiality Agreement), and Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the provisions of Exhibit G2 (Contractor Employee Acknowledgment and Confidentiality Agreement).
- 7.6.5 Contractor shall cause each non-employee performing services covered by this Contract to sign and adhere to the provisions of Exhibit G3 (Contractor Non-Employee Acknowledgment and Confidentiality Agreement).

## **8.0 STANDARD TERMS AND CONDITIONS**

### **8.1 Change Orders and Amendments**

- 8.1.1 For any change which does not materially affect the scope of work, term, contract sum, payments, or any other term or condition included under this Contract, a Change Order shall be executed by Contractor Project Manager and County Project Director or County Project Manager.
- 8.1.2 For any change which materially affects the scope of work, term, contract sum, payments, or any other term or condition included under this Contract, an Amendment to this Contract shall be executed by the Contractor and by the County Board of Supervisors.
- 8.1.3 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to this Contract shall be executed by Contractor and by the Sheriff or his designee.
- 8.1.4 Notwithstanding sub-paragraphs 8.1.1 and 8.1.2 above, for 1) any option term extension of the Contract in accordance with sub-paragraph 4.0 (Term of Contract) of this Contract, 2) an assignment of rights or delegation of duties by Contractor pursuant to sub-paragraph 8.2 (Assignment and Delegation/Mergers or Acquisitions) of this Contract, or 3) any cost of living adjustment in accordance with sub-paragraph 5.6 (Cost of Living Adjustments (COLA's)) of this Contract, an

Amendment to this Contract shall be executed by Contractor and the Sheriff or his designee.

8.1.5 Notwithstanding sub-paragraphs 8.1.1 and 8.1.2 above, for any of the following modifications to the annual price for Fixed-Price services set forth in sub-paragraph 5.1 (Total Contract Sum), a Change Order shall be executed by Contractor Project Manager and County Project Director or County Project Manager.

- 1) Any increase or decrease to the Department's vehicle Fleet in accordance with sub-paragraph 2.4 (Fixed-Price Change Due to Changes in Fleet Size) of Exhibit B (Price Sheet) which increases or decreases the annual price for Fixed-Price services;
- 2) Any verified increase to Contractor's actual costs for Fixed-Price automotive parts in accordance with sub-paragraph 2.5 (Fixed-Price Changes Due to Parts Costs Increases) of Exhibit B (Price Sheet);
- 3) Any sales tax change that impacts the Contractor's cost of providing Fixed-Price services in accordance with sub-paragraph 2.6 (Fixed-Price Change Due to Sales Tax Increases or Decreases) of Exhibit B (Price Sheet); or
- 4) Any increase or decrease to the minimum staffing levels in accordance with sub-paragraph 2.7 (Fixed-Price Adjustments for Minimum Staffing Increases or Decreases) of Exhibit B (Price Sheet), which increases or decreases the annual price for Fixed-Price services.

8.1.6 Notwithstanding sub-paragraphs 8.1.1 and 8.1.2 above, for any increase to the paint-hour rates in accordance with sub-paragraph 3.2 (FFS Paint Material Costs) of Exhibit B (Price Sheet), a Change Order shall be executed by Contractor Project Manager and County Project Director or County Project Manager.

## **8.2 Assignment and Delegation/Mergers or Acquisitions**

8.2.1 Contractor shall notify County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Contractor is restricted from legally

notifying County of pending acquisitions/mergers, then it should notify County of the actual acquisitions/mergers as soon as the law allows and provide to County the legal framework that restricted it from notifying County prior to the actual acquisitions/mergers.

- 8.2.2 Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this subparagraph, County consent shall require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by County to any approved delegatee or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which Contractor may have against County.
- 8.2.3 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.
- 8.2.4 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

### **8.3 Authorization Warranty**

- 8.3.1 Contractor represents and warrants that the person executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

### **8.4 Budget Reductions**

- 8.4.1 In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by Contractor under this Contract shall also be reduced correspondingly. The County's notice to Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, Contractor shall continue to provide all of the services set forth in this Contract.

### **8.5 Complaints**

Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.5.1 Within thirty (30) business days after the Contract effective date, Contractor shall provide County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.5.2 County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.5.3 If County requests changes in the Contractor's policy, Contractor shall make such changes and resubmit the plan within ten (10) business days for County approval.



- 8.5.4 If, at any time, Contractor wishes to change the Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.
- 8.5.5 Contractor shall preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.5.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.5.7 Copies of all written responses shall be sent to the County's Project Manager within five (5) business days of mailing to the complainant.

## **8.6 Compliance with Applicable Law**

- 8.6.1 In the performance of this Contract, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this sub-paragraph 8.6 (Compliance with Applicable Law) shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation,

County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

## **8.7 Compliance with Civil Rights Laws**

8.7.1 Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Contractor shall comply with Exhibit D (Contractor's EEO Certification).

## **8.8 Compliance with the County's Jury Service Program**

### **8.8.1 Jury Service Program:**

This Contract is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H (Jury Service Ordinance) and incorporated by reference into and made a part of this Contract.

### **8.8.2 Written Employee Jury Service Policy.**

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from 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 Contractor or that

Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with County or a subcontract with a County Contractor and has received or will receive an aggregate sum of fifty-thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) business days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for County under the Contract, the subcontractor shall also be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If Contractor is not required to comply with the Jury Service Program when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate, to the County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Program.

4. Contractor's violation of this sub-paragraph of the Contract may constitute a material breach of Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## **8.9 Conflict of Interest**

- 8.9.1 No County employee whose position with County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.
- 8.9.2 Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this sub-paragraph shall be a material breach of this Contract.

## **8.10 Consideration of Hiring County Employees Targeted for Layoffs or are on a County Re-Employment List**

- 8.10.1 Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

## **8.11 Consideration of Hiring GAIN-GROW Participants**

8.11.1 Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN-GROW participants by job category to Contractor. Contractors shall report all job openings with job requirements to: [GAINGROW@DPSS.LACOUNTY.GOV](mailto:GAINGROW@DPSS.LACOUNTY.GOV) and [BSERVICES@WDACS.LACOUNTY.GOV](mailto:BSERVICES@WDACS.LACOUNTY.GOV) and DPSS will refer qualified GAIN/GROW job candidates.

8.11.2 In the event that both laid-off County employees and GAIN-GROW participants are available for hiring, County employees shall be given first priority.

## **8.12 Contractor Responsibility and Debarment**

### **8.12.1 Responsible Contractor**

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

### **8.12.2 Chapter 2.202 of the County Code**

Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in the Contract, debar Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts Contractor may have with County.

### **8.12.3 Non-responsible Contractor**

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

### **8.12.4 Contractor Hearing Board**

8.12.4.1 If there is evidence that Contractor may be subject to debarment, the Department will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

8.12.4.2 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

8.12.4.3 After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to

modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.4.4 If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of County.

8.12.4.5 The Contractor Hearing Board will consider a request for review of a debarment determination only where 1) Contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

8.12.4.6 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or

adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### **8.12.5 Subcontractors of Contractor**

These terms shall also apply to subcontractors of County Contractors.

#### **8.13 Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law**

8.13.1 Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster, in a prominent position at the Contractor's place of business. Contractor will also encourage its subcontractor(s), if any, to post this poster in a prominent position in the subcontractor's place of business. Contractor, and its subcontractor(s), can access posters and other campaign material at [www.babysafela.org](http://www.babysafela.org).

#### **8.14 Contractor's Warranty of Adherence to County's Child Support Compliance Program**

8.14.1 Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).



## **8.15 County's Quality Assurance Plan**

8.15.1 County or its agent(s) will monitor the Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors and listed in the appropriate Contractor performance database. The report to the Board will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this Contract or impose other penalties as specified in this Contract.

## **8.16 Damage to County Facilities, Buildings or Grounds**

8.16.1 Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor or employees or agents of Contractor. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than thirty (30) calendar days after the occurrence.

8.16.2 If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand.

## **8.17 Employment Eligibility Verification**

8.17.1 Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such

documentation for all covered employees for the period prescribed by law.

8.17.2 Contractor shall indemnify, defend, and hold harmless, County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

#### **8.18 Counterparts and Electronic Signatures and Representations**

8.18.1 This Contract may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Contract. The facsimile, email or electronic signature of the Parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals.

8.18.2 County and Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Change Orders and Amendments prepared pursuant to Paragraph 8.1 (Change Orders and Amendments) and received via communications facilities (facsimile, email or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Change Orders and Amendments to this Contract.

#### **8.19 Fair Labor Standards**

8.19.1 Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which County may be found jointly or solely liable.

## **8.20 Force Majeure**

8.20.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this sub-paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

## **8.21 Governing Law, Jurisdiction, and Venue**

8.21.1 This Contract shall be governed by, and construed in accordance with, the laws of the State of California. Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

## **8.22 Independent Contractor Status**

8.22.1 This Contract is by and between County and Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint

venture, or association, as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.

8.22.3 Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of Contractor pursuant to this Contract.

8.22.4 Contractor shall adhere to the provisions stated in subparagraph 7.6 (Confidentiality).

## **8.23 Indemnification**

8.23.1 Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

## **8.24 General Provisions for all Insurance Coverage**

8.24.1 Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in sub-paragraphs 8.24 and 8.25 of this Contract. These minimum insurance

coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. County in no way warrants that the Required Insurance is sufficient to protect Contractor for liabilities which may arise from or relate to this Contract.

#### **8.24.2 Evidence of Coverage and Notice to County**

8.24.2.1 Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County's Contract Monitoring Manager at the address listed in Exhibit E (County's Administration) and provided prior to commencing services under this Contract.

8.24.2.2 Renewal Certificates shall be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. If the Renewal Certificate is not available ten (10) days prior to Contractor's expiration date, Contractor shall provide a copy of the binder issued by the insurance provider indicating the effective date of policy and policy coverage, no later than ten (10) days prior to policy expiration and the Renewal Certificate shall be submitted no later than ten (10) days following the policy expiration date. County reserves the right to obtain complete, certified copies of any required Contractor and/or subcontractor insurance policies at any time.

8.24.2.3 Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-

insured retentions exceeding fifty thousand dollars (\$50,000), and list any County required endorsement forms.

8.24.2.4 Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

8.24.2.5 Certificates and copies of any required endorsements shall be sent to the County's Contract Monitoring Manager identified in Exhibit E (County's Administration).

8.24.2.6 Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

#### **8.24.3 Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, employees and volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to County. The full policy limits and scope of protection also shall apply to County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein.

Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

#### **8.24.4 Cancellation of or Changes in Insurance**

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of County, upon which County may suspend or terminate this Contract.

#### **8.24.5 Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

#### **8.24.6 Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

#### **8.24.7 Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

#### **8.24.8 Waivers of Subrogation**

To the fullest extent permitted by law, Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

#### **8.24.9 Subcontractor Insurance Coverage Requirements**

Contractor shall include all subcontractors as insureds under Contractor's own policies, or shall provide County with each subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each subcontractor complies with the Required Insurance provisions herein, and shall require that each subcontractor name County and Contractor as additional insureds on the subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

#### **8.24.10 Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate County to pay any portion of any Contractor deductible or SIR. County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

#### **8.24.11 Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.



#### **8.24.12 Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

#### **8.24.13 Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

#### **8.24.14 Alternative Risk Financing Programs**

County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

#### **8.24.15 County Review and Approval of Insurance Requirements**

County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

### **8.25 Insurance Coverage**

8.25.1 Commercial General Liability Insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$2 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.25.2 Garage Insurance (written on ISO form CA 00 05 or its equivalent) including coverages with limits of not less than the following:

A. Garage Operations – Liability Other Than Covered Autos:

General Aggregate:	\$4 million
Products/Completed Operations:	\$2 million
Personal and Advertising Injury:	\$1 million
Per Accident:	\$2 million

B. Garage Operations – Liability for Covered Autos:

Automobile Liability for all Contractors' "owned", "non-owned" and "hired" vehicles, or coverage for "any auto": \$2 million each accident

C. Garage keepers Liability:

Coverage shall apply on a Direct Primary basis, and include Comprehensive and Collision coverages, with limits not less than five-hundred thousand (\$500,000) dollars per vehicle.

**8.25.3 Workers Compensation and Employers' Liability**

insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

**8.26 Liquidated Damages**

8.26.1 If, in the judgment of the County Project Director, or designee, Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County Project Director, or designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the

entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed provided, however, that no deduction under this sub-paragraph 8.26.1 shall be permitted if any other deduction under sub-paragraph 8.26 for the same non-complaint occurrence is applicable. A description of the work not performed and the amount to be withheld or deducted from payments to Contractor from County, will be forwarded to Contractor by the County Project Director, or designee, in a written notice describing the reasons for said action.

8.26.2 If the County Project Director, or designee, determines that there are deficiencies in the performance of this Contract that the County Project Director, or designee, deems are correctable by Contractor over a certain time span, the County Project Director, or designee, will provide a written notice to Contractor to correct the deficiency within specified time frames. Should Contractor fail to correct deficiencies within said time frame, the County Project Director, or designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the monthly invoice; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is One Hundred dollars (\$100) per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Exhibit A (Statement of Work), Attachment 8 (Performance Requirements Summary), hereunder, and that Contractor shall be liable to County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to Contractor; and/or (c) upon giving five (5) calendar days' notice to Contractor for failure to correct the deficiencies, County may correct any and all deficiencies and the total costs incurred by County for completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to Contractor from County, as determined by County.

8.26.3 The action noted in sub-paragraph 8.26.2 shall not be construed as a penalty, but as adjustment of payment to Contractor to recover County cost due to the failure of

Contractor to complete or comply with the provisions of this Contract.

8.26.4 This sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or sub-paragraph 8.26.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.26.5 The following liquidated damages shall be automatically deducted by Contractor from monthly invoices based upon Contractor's failure to meet the required Statement of Work performance standards specified below, for "in-service" vehicles for both Fixed-Price and Fee-for-Service categories. It is the responsibility of Contractor to calculate and take the deductions from each month's invoices, based on the number of occurrences that met the criteria listed below during and for the previous month billed; in other words, one month in arrears. For example, liquidated damages accrued under this sub-paragraph 8.26.5 during the month of March would be deducted from Contractor monthly invoices for April. The liquidated damages to be automatically deducted by Contractor for the second to last, and last months' invoices, shall be calculated and deducted from the appropriate final month's invoices.

8.26.5.1 Exceeding the compliance requirement of the three (3) business day quick-fix accident repair requirement, the nine (9) business day minor accident repair requirement, the twenty-one (21) business day major accident repair requirement, or the fifteen (15) business day complete repaint (single or multiple stage) with minor body damage repair requirement, as specified in sub-paragraph 4.34.9 (Accident Repair Time Requirements) of Exhibit A (Statement of Work), by more than three (3) business days, as documented in the Contractor generated reports, results in automatic deductions from the monthly accident repair billing invoice. County Contract Program Monitors may run concurrent reports, at County discretion, for auditing purposes. The automatic deductions begin for the fourth and subsequent continuous business days and are to be calculated as part of the invoicing process each calendar month. The

automatic deduction amount is fifty dollars (\$50) per vehicle and/or piece of equipment, per business day, for the number of vehicles and/or pieces of equipment exceeding the compliance requirement by four (4) or more business days.

8.26.5.2 Exceeding the compliance requirement of the three (3) or five (5) business day repair requirements set forth in sub-paragraph 4.9.6 (Specific Repair Time Requirements) of Exhibit A (Statement of Work) for on-road patrol motorcycles by more than three (3) business days, as documented in the Contractor generated reports, results in automatic deductions from the monthly Fixed-Price billing invoice. County Contract Program Monitors may run concurrent reports, at County discretion, for auditing purposes. The automatic deductions begin on the fourth and subsequent continuous business days and are to be calculated based on the Fixed Price or Fee-for-Service repair times, per business day, for the number of motorcycles exceeding the compliance requirement. The automatic deduction amount is fifty dollars (\$50) per on-road patrol motorcycles, per business day, for the number of such on-road patrol motorcycles exceeding the compliance requirement by four (4) or more business days.

8.26.5.3 Failure to meet minimum staffing and shift requirements for the Men's Central Jail and Century Station repair locations in accordance with Exhibit 3A (Minimum Staffing Levels per Repair Location) and sub-paragraph 7.2.5 (Men's Central Jail, Century Station, Eastern Avenue, and Pitchess Detention Center Repair Locations Minimum Staffing) of Exhibit A (Statement of Work), in excess of three (3) hours. Contractor shall document any minimum staffing and shift requirement shortages and deduct from the monthly Fixed-Price invoice the automatic deduction amount of thirty dollars (\$30) for each fourth and subsequent business hour, per employee, per business day, per location. County Contract Program Monitors may also document such shortages, at County's Discretion, for auditing purposes and to ensure correct invoice billing.

Contractor may request, in writing, a waiver from the County Project Manager or designee, for each business day there is a failure to meet the requirements of this sub-paragraph 8.26.5.3. County Project Manager or designee may, at their discretion, elect to waive the automatic deduction for that business day per Contractor's request.

8.26.5.4 Exceeding the compliance requirement of the three (3) to fifteen (15) business day repair time requirements set forth in sub-paragraph 4.9.6 (Specific Repair Time Requirements) of Exhibit A (Statement of Work) for all vehicles and equipment, excluding on-road patrol motorcycles, by more than ten (10) business days, as documented in the Contractor generated reports, results in automatic deductions from the monthly Fixed-Price billing invoice. County Contract Program Monitors may run concurrent reports, at County discretion, for auditing purposes. The automatic deductions begin on the eleventh and subsequent continuous business days and are to be calculated based on the Fixed-Price or Fee-for-Service repair times per business day, for the number of vehicles and equipment exceeding the compliance requirement. The automatic deduction amount is fifty dollars (\$50) per vehicle and/or equipment, per business day, for the number of such vehicles and equipment exceeding the compliance requirement by eleven (11) or more business days.

8.26.5.5 County Project Manager or designee reserves the right to waive any or all automatic deductions specified above based on Contractor performance, extenuating circumstances, or for other reasons determined by County Project Manager or designee.

## **8.27 Most Favored Public Entity**

8.27.1 If Contractor's prices decline, or should Contractor at any time during the term of this Contract provide the same goods or services under similar quantity, complexity, quality standards and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set

forth in this Contract, then such lower prices shall be immediately extended to County.

## **8.28 Nondiscrimination and Affirmative Action**

8.28.1 Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 Contractor shall certify to, and comply with, the provisions of Exhibit D (Contractor's EEO Certification).

8.28.3 Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.28.4 Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

8.28.5 Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.28.6 Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this sub-paragraph 8.28 (Nondiscrimination and Affirmative Action) when so requested by County.

8.28.7 If County finds that any provisions of this sub-paragraph 8.28 (Nondiscrimination and Affirmative Action) have been violated, such violation shall constitute a material breach of this Contract upon which County may terminate or suspend this Contract. While County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by County that Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event Contractor violates any of the anti-discrimination provisions of this Contract, County shall, at its sole option, be entitled to the sum of Five Hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

## **8.29 Non Exclusivity**

8.29.1 Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

## **8.30 Notice of Delays**

8.30.1 Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.



### **8.31 Notice of Disputes**

8.31.1 Contractor shall bring to the attention of the County's Project Manager and/or County's Project Director any dispute between County and Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Sheriff, or designee shall resolve it.

### **8.32 Notice to Employees Regarding the Federal Earned Income Credit**

8.32.1 Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

### **8.33 Notice to Employees Regarding the Safely Surrendered Baby Law**

8.33.1 Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I (Safely Surrendered Baby Law) of this Contract and is available on the Internet at [www.babysafela.org](http://www.babysafela.org).

### **8.34 Notices**

8.34.1 All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt, mailed by first-class registered or certified mail, postage prepaid, or provided via email addressed to the parties as identified in Exhibit E (County's Administration) and Exhibit F (Contractor's Administration). Addresses may be changed by either party giving ten (10) business days' prior written notice thereof to the other party. The County Project Director or his designee shall have the authority to issue all notices or demands required or permitted by County under this Contract.

### **8.35 Prohibition Against Inducement or Persuasion**

8.35.1 Notwithstanding the above, Contractor and County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

### **8.36 Public Records Act**

8.36.1 Any documents submitted by Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to sub-paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.36.2 In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### **8.37 Publicity**

8.37.1 Contractor shall not disclose any details in connection with this Contract to any person or entity except for the parent company, Constellis, and its corporate infrastructure to include corporate function groups such as accounting, finance, senior management and affiliates within the Constellis corporate portfolio or as required by law. However, in recognizing the

Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publishing its role under this Contract within the following conditions:

8.37.1.1 Contractor shall develop all publicity material in a professional manner; and

8.37.1.2 During the term of this Contract, Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. Such written consent shall not be unreasonably withheld

8.37.2 Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this sub-paragraph 8.37 (Publicity) shall apply.

### **8.38 Record Retention and Inspection-Audit Settlement**

8.38.1 Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in Los Angeles County.

- 8.38.2 In the event that an audit of Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) calendar days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.38.3 Failure on the part of Contractor to comply with any of the provisions of this sub-paragraph 8.38 (Record Retention and Inspection-Audit Settlement) shall constitute a material breach of this Contract upon which County may terminate or suspend this Contract.
- 8.38.4 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of County conduct an audit of Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: a) repaid by Contractor to County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by County for the purpose of this Contract.
- 8.38.5 In addition to the above, Contractor agrees, should County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable County to evaluate the Contractor's compliance with the County's Living Wage Program, that Contractor shall promptly and without delay provide to County, upon the written request of County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its

employees who have provided services to County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. Contractor further acknowledges that the foregoing requirement in this sub-paragraph relative to Contractor's employees who have provided services to County under this Contract is for the purpose of enabling County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, Contractor shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

### **8.39 Recycled Bond Paper**

8.39.1 Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

### **8.40 Subcontracting**

8.40.1 The requirements of this Contract may not be subcontracted by Contractor **without the advance approval of County**. Such written consent shall not be unreasonably withheld. Any attempt by Contractor to subcontract without the prior consent of County may be deemed a material breach of this Contract.

8.40.2 If Contractor desires to subcontract, Contractor shall provide the following information promptly at the County's request:

- 8.40.2.1 A description of the work to be performed by the subcontractor;
- 8.40.2.2 A draft copy of the proposed subcontract; and
- 8.40.2.3 Other pertinent information and/or certifications requested by the County.
- 8.40.3 Contractor shall indemnify, defend, and hold County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were Contractor employees.
- 8.40.4 Contractor shall remain fully responsible for all performances required of it under this Contract, including those that Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.40.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.
- 8.40.6 The County's Project Director is authorized to act for and on behalf of County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by County, Contractor shall forward a fully executed subcontract to County for their files.
- 8.40.7 Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.40.8 Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by County from each approved subcontractor. Contractor shall ensure delivery of all such documents to the Contract Monitoring Manager (refer to Exhibit E (County's Administration)), before any subcontractor employee may perform any work hereunder.

#### **8.41 Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program**

8.41.1 Failure of Contractor to maintain compliance with the requirements set forth in sub-paragraph 8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which County may terminate this Contract pursuant to sub-paragraph 8.43 (Termination for Default) and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

#### **8.42 Termination for Convenience**

8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) calendar days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by County, Contractor shall:

8.42.2.1 Stop work under this Contract on the date and to the extent specified in such notice, and

8.42.2.2 Complete performance of such part of the work as shall not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract shall be maintained by Contractor in accordance with sub-paragraph 8.38 (Record Retention and Inspection-Audit Settlement).

## **8.43 Termination for Default**

8.43.1 County may, by written notice to Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

8.43.1.1 Contractor has materially breached this Contract; or

8.43.1.2 Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

8.43.1.3 Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.

8.43.2 In the event that County terminates this Contract in whole or in part as provided in sub-paragraph 8.43.1, County may procure, upon such terms and in such manner as County may deem appropriate, goods and services similar to those so terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this sub-paragraph.

8.43.3 Except with respect to defaults of any subcontractor, Contractor shall not be liable for any such excess costs of the type identified in sub-paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes



beyond the control of both Contractor and subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.43.4 If, after County has given notice of termination under the provisions of this sub-paragraph 8.43 (Termination for Default) it is determined by County that Contractor was not in default under the provisions of this sub-paragraph 8.43 (Termination for Default), or that the default was excusable under the provisions of sub-paragraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to sub-paragraph 8.42 (Termination for Convenience).

8.43.5 The rights and remedies of the County provided in this sub-paragraph 8.43 (Termination for Default) shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.44 Termination for Improper Consideration**

8.44.1 County may, by written notice to Contractor, immediately terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.44.2 Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

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

#### **8.45 Termination for Insolvency**

8.45.1 County may terminate this Contract forthwith in the event of the occurrence of any of the following:

8.45.1.1 Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) calendar days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code;

8.45.1.2 The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;

8.45.1.3 The appointment of a Receiver or Trustee for Contractor; or

8.45.1.4 The execution by Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this subparagraph 8.45 (Termination for Insolvency) shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.46 Termination for Non-Adherence of County Lobbyist Ordinance**

8.46.1 Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of Contractor or any County Lobbyist or County Lobbying firm retained by Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which County may in its sole discretion, immediately terminate or suspend this Contract.

#### **8.47 Termination for Non-Appropriation of Funds**

8.47.1 Notwithstanding any other provision of this Contract, County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. County shall notify Contractor in writing of any such non-allocation of funds at the earliest possible date.

#### **8.48 Validity**

8.48.1 If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

#### **8.49 Waiver**

8.49.1 No waiver by County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this sub-paragraph 8.49 (Waiver) shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.50 Warranty Against Contingent Fees**

8.50.1 Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

## **8.51 Warranty of Compliance with County's Defaulted Property Tax Reduction Program**

8.51.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.51.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

## **8.52 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program**

8.52.1 Failure of Contractor to maintain compliance with the requirements set forth in sub-paragraph 8.51 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within ten (10) calendar days of notice shall be grounds upon which County may terminate this Contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

## **8.53 Time Off for Voting**

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

#### **8.54 Compliance with County's Zero Tolerance Policy on Human Trafficking**

8.54.1 Contractor acknowledges that County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

8.54.2 If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, County shall require that Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

8.54.3 Disqualification of any member of Contractor's staff pursuant to this sub-paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

#### **8.55 Compliance with Fair Chance Employment Practices**

8.55.1 Contractor shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Contractor's violation of this sub-paragraph 8.55 (Compliance with Fair Chance Employment Practices) of this Contract may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, terminate this Contract.

#### **8.56 Compliance with the County Policy of Equity**

8.56.1 Contractor acknowledges that County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). Contractor further acknowledges that County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. Contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of Contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on

a protected characteristic, may subject Contractor to termination of contractual agreements as well as civil liability.

#### **8.57 Prohibition from Participation in Future Solicitation(s)**

8.57.1 A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision shall result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract. This provision shall survive the expiration, or other termination of this Contract.

### **9.0 UNIQUE TERMS AND CONDITIONS**

#### **9.1 Compliance with the County's Living Wage Program**

##### **9.1.1 Living Wage Program**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J (Living Wage Ordinance) and incorporated by reference into and made a part of this Contract.

##### **9.1.2 Payment of Living Wage Rates**

9.1.2.1 Unless Contractor has demonstrated to the County's satisfaction either that Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), Contractor shall pay its employees no less than the applicable hourly living wage rate, as set forth in Exhibit K (Living Wage Rate Annual Adjustment), for the employees' services provided to County,

including, without limitation, "Travel Time" as defined below sub-paragraph 9.1.2.5 under the Contract:

9.1.2.2 For purposes of this sub-paragraph, "contractor" includes any subcontractor engaged by Contractor to perform services for County under the Contract. If Contractor uses any subcontractor to perform services for County under the Contract, the subcontractor shall be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual, who is an employee of Contractor under the laws of California, and who is providing full-time or part-time services to Contractor, which are provided to County under the Contract. "Full-time" means a minimum of forty (40) hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by County; however, fewer than thirty-five (35) hours worked per week will not, in any event, be considered full-time.

9.1.2.3 If Contractor is required to pay a living wage when the Contract commences, Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

9.1.2.4 If Contractor is not required to pay a living wage when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor shall immediately notify County if Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if Contractor no longer qualifies for the exception to the Living Wage Program. In either event, Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. County may also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate to the County's satisfaction that

Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for the exception to the Living Wage Program. Unless Contractor satisfies this requirement within the time frame permitted by County, Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

9.1.2.5 For purposes of the Contractor's obligation to pay its employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an employee physically travels to or from a County facility if Contractor pays the employee any amount for that time or if California law requires Contractor to pay the employee any amount for that time; and 2) With respect to travel by an employee between County facilities that are subject to two different contracts between Contractor and County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an employee physically travels to or from, or between such County facilities if Contractor pays the employee any amount for that time or if California law requires Contractor to pay the employee any amount for that time.

### **9.1.3 Contractor's Submittal of Certified Monitoring Reports**

9.1.3.1 Contractor shall submit to County certified monitoring reports at a frequency instructed by County. The certified monitoring reports shall list all of the Contractor's employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid, for each of its employees. All certified monitoring reports shall be submitted on forms provided in Exhibit L (Payroll Statement of Compliance), or other form approved by County which contains the above information. County



reserves the right to request any additional information it may deem necessary. If County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

#### **9.1.4 Contractor's Ongoing Obligation to Report Labor Law-Payroll Violations and Claims**

9.1.4.1 During the term of the Contract, if Contractor becomes aware of any labor law-payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law-payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), Contractor shall immediately inform County of any pertinent facts known by Contractor regarding same. This disclosure obligation is not limited to any labor law-payroll violation or claim arising out of the Contractor's contract with County, but instead applies to any labor law-payroll violation or claim arising out of any of the Contractor's operations in California.

#### **9.1.5 County Auditing of Contractor Records**

9.1.5.1 Upon a minimum of twenty-four (24) hours' written notice, County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under this Contract. Authorized agents of County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

### 9.1.6 Notifications to Employees

9.1.6.1 Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's employees are working. Contractor shall also distribute County-provided notices to each of its employees at least once per year. Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Contractor's employees.

### 9.1.7 Enforcement and Remedies

If Contractor fails to comply with the requirements of this sub-paragraph, County shall have the rights and remedies described in this sub-paragraph 9.1.7 (Enforcement and Remedies) in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports. If Contractor submits a certified monitoring report to County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:
  - a. Withholding of Payment. If Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
  - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by County. It is also understood and

agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages in the amount of one hundred dollars (\$100) per monitoring report for each day until County has been provided with a properly prepared, complete and certified monitoring report. County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

- 2. Remedies for Payment of Less Than the Required Living Wage. If Contractor fails to pay any employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. Withholding Payment. If Contractor fails to pay one or more of its employees at least the applicable hourly living wage rate, County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its employees for a given pay period and the amount actually paid to the employees for that pay period. County may withhold said amount until Contractor has satisfied County that any underpayment has been cured, which may include required submittal of

revised certified monitoring reports or additional supporting documentation.

- b. Liquidated Damages. It is mutually understood and agreed that Contractor's failure to pay any of its employees at least the applicable hourly living wage rate will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages of fifty dollars (\$50) per employee per day for each and every instance of an underpayment to an employee. County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
- c. Termination. Contractor's continued failure to pay any of its employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

- 3. Debarment. In the event Contractor breaches a requirement of this sub-paragraph, County may, in its sole discretion, bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

#### **9.1.8 Use of Full-Time Employees**

Contractor shall assign and use full-time employees of the Contractor to provide services under the Contract unless Contractor can demonstrate to the satisfaction of County that it is necessary to use non-full-time employees based on staffing efficiency or County requirements for the work to be

performed under the Contract. It is understood and agreed that Contractor shall not, under any circumstance, use non-full-time employees for services provided under the Contract unless and until County has provided written authorization for the use of same. Contractor submitted with its proposal a full-time employee staffing plan. If Contractor changes its full-time employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to County.

#### **9.1.9 Contractor Retaliation Prohibited**

Contractor and/or its employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any employee, person or entity who has reported a violation of the Living Wage Program to County or to any other public or private agency, entity or person. A violation of the provisions of this sub-paragraph may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

#### **9.1.10 Contractor Standards**

During the term of the Contract, Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by County, Contractor shall demonstrate to the satisfaction of County that Contractor is complying with this requirement.

#### **9.1.11 Employee Retention Rights**

1. Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
  - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
  - b. Who has been employed by a contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six (6) months prior to the date of this new Contract, which predecessor contract was terminated by County prior to its expiration; and

- c. Who is or will be terminated from his or her employment as a result of County entering into this new Contract.
2. Contractor is not required to hire a retention employee who:
  - a. Has been convicted of a crime related to the job or his or her performance; or
  - b. Fails to meet any other County requirement for employees of a Contractor.
3. Contractor shall not terminate a retention employee for the first ninety (90) calendar days of employment under this Contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

#### **9.1.12 Neutrality in Labor Relations**

Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

## **9.2 Data Destruction**

- 9.2.1 Contractor(s) and Vendor(s) that have maintained, processed, or stored the County of Los Angeles' ("County") data and/or information, implied or expressed, have the sole responsibility to certify that the data and information have been appropriately destroyed consistent with the National Institute of Standards and Technology (NIST) Special Publication SP 800-88 titled *Guidelines for Media Sanitization*. Available at:

<http://csrc.nist.gov/publications/PubsDrafts.html#SP-800-88 Rev.%201>

- 9.2.2 The data and/or information may be stored on purchased, leased, or rented electronic storage equipment (e.g., printers, hard drives) and electronic devices (e.g., servers, workstations) that are geographically located within Los Angeles County. County must receive within ten (10) business days, a signed document from Contractor(s) and Vendor(s) that certifies and validates the data and information were placed in one or more of the following stored states: unusable, unreadable, and indecipherable. All such material must remain in the Continental United States.
- 9.2.3 Vendor shall certify that any County data stored on purchased, leased, or rented electronic storage equipment and electronic devices, including, but not limited to printers, hard drives, servers, and/or workstations are destroyed consistent with the current National Institute of Standard and Technology (NIST) Special Publication SP-800-88, *Guidelines for Media Sanitization*. Vendor shall provide County with written certification, within ten (10) business days of removal of any electronic storage equipment and devices that validates that any and all County data was destroyed and is unusable, unreadable, and/or undecipherable.

Notwithstanding any other remedies in this contract, the above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

**CONTRACT  
BY AND BETWEEN  
COUNTY OF LOS ANGELES  
AND  
CENTERRA INTEGRATED SERVICES, LLC  
FOR  
AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE  
SERVICES**

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed, and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CENTERRA INTEGRATED SERVICES, LLC

By  Michael J. Weixel

Name

Vice President of Contracts

Title

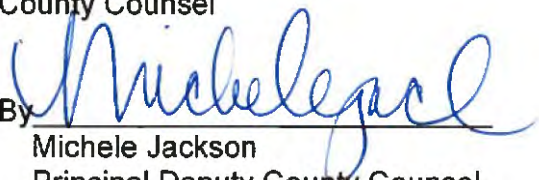
COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
CELIA ZAVALA, Executive Officer  
Of the Board of Supervisors

By \_\_\_\_\_

APPROVED AS TO FORM:  
RODRIGO A. CASTRO-SILVA  
County Counsel

By   
Michele Jackson  
Principal Deputy County Counsel

County of Los Angeles  
Sheriff's Department  
Centerra Integrated Services, LLC

Contract  
Automotive Fleet Management  
and Maintenance Services



# **EXHIBIT A**

## **STATEMENT OF WORK**

### **AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES**

**EXHIBIT A  
STATEMENT OF WORK**

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Attachment2	Department Repair Locations
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Attachment5	Preventive Maintenance and Other Inspection Checklists
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Attachment7	Contract Discrepancy Report
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## **STATEMENT OF WORK**

### **AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES**

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

#### **1.0 SCOPE OF WORK**

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

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

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

## **1.6 Addition / Deletion of Vehicles**

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

### **1.6.2 Fee-For-Service Vehicles**

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

### **1.6.3 Fixed-Price Vehicles**

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

## **1.7 Comprehensive Service**

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

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

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

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

#### **1.8 Exception or Deferred Work**

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

#### **1.9 Other Considerations**

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

## **2.0 STAFFING**

### **2.1 Staffing Levels and Schedules. General**

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

Contractor shall be responsible to provide sufficient staff, including relief for breaks and meal periods when necessary, for all positions according to Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location), unless

County provides Contractor with a written exemption. In addition to assessments, Contractor shall be liable for all directly related and associated costs in the event County or another contractor is required to fill a position that Contractor is responsible for staffing. County will view any unfilled position as a breach of performance. More than three (3) instances of an unfilled position at any repair location within a thirty (30) calendar day period, or three consecutive days of an unfilled position, may subject Contractor to assessments, liquidated damages, possible forfeiture of Contract, and/or debarment. Refer to Statement of Work, Attachment 8 (Performance Requirements Summary (PRS) Chart).

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

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

### **2.2.1 Absences, Unplanned**

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

### **2.2.2 Absences, Planned**

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

### **2.2.3 Absences, Extraordinary**

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

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

- 2.2.5 The technicians identified as Relief/Additional Support in Statement of Work, Attachment 3B (Administrative and Other Required Staffing) are authorized to replace and/or substitute for their equivalent positions in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location). These staff are in addition to the maintenance and repair personnel and body shop workers specified in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location).
- 2.2.6 The administrative and other required personnel listed in Statement of Work, Attachment 3B (Administrative and Other Required Staffing) are not authorized to replace and/or substitute for any positions in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location). These staff are additional to the maintenance and repair personnel and body shop workers specified in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location).
- 2.2.7 Contractor shall report all staffing pursuant to sub-paragraph 7.2 (Daily Staffing Report) and sub-paragraph 7.3 (Monthly Report) of this SOW. It is essential for Contractor to employ staffing at levels above those specified in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location) to facilitate availability of replacement staff and meet all performance requirements of the Contract.
- 2.2.8 Contractor shall report all permanent personnel changes during the month to County Project Manager or designee, via email, not less than five (5) business days prior to such change, when circumstances permit.
- 2.2.9 No earlier than three hundred sixty five (365) calendar days from the Work Start Date, Contractor may submit a request to County Project Manager or designee to adjust the required work shift hours and/or the minimum staffing for specific repair locations. Such adjustment shall be made in accordance with sub-paragraph 8.1 (Change Orders and Amendments) of the Contract. Notwithstanding, Contractor shall maintain the total minimum staffing levels specified in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location) and Statement of Work, Attachment 3B (Administrative and Other Required Staffing).
- 2.2.9.1 Based on Contractor performance, the needs of the Department, and the reasonableness of such request, County Project Manager or designee may approve all or part of such request, and shall indicate the period, terms, and conditions of such approvals in writing to Contractor Project Manager.

#### 2.2.10 Staffing During Emergencies

Contractor shall mobilize Contractor personnel to provide services during emergencies.

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

2.2.10.2 Emergencies include, but are not limited to, major fires, floods, earthquakes, civil unrest, acts of terrorism, and disaster emergencies.

County Project Manager or designee shall determine whether a particular situation warrants emergency status.

- 2.2.10.3 Emergencies may occur during business hours or outside of business hours and may involve any number of employees or vehicles.
- 2.2.10.4 Contractor shall provide the required staffing during an emergency at all repair locations as identified by County Project Manager or designee. County Project Manager or designee reserves the exclusive right to determine the level of staffing during an emergency.
- 2.2.10.5 Based upon the nature of the emergency and when directed by County Project Manager or designee, Contractor personnel may be temporarily required to perform repairs at locations other than those designated in Statement of Work, Attachment 2 (Department Repair Locations).
- 2.2.10.6 Upon notification by County Project Manager or designee during business hours of any imminent emergency, Contractor shall schedule staff to repair vehicles on an overtime basis within one (1) hour of such notification. Such overtime work may be required seven days per week, 24 hours per day, at any location designated by County Project Manager or designee.
- 2.2.10.7 Within four (4) hours of notification by County Project Manager or designee during non-business hours of any imminent emergency, Contractor shall have all necessary staff (as determined by County Project Manager or designee) on site at any location designated by County Project Manager or designee to repair vehicles on an overtime basis. Such overtime work may be required seven days per week, 24 hours per day.
- 2.2.10.8 Should an emergency require work beyond the capability of Contractor, or should Contractor fail to provide adequate staffing as required in subparagraph 2.2.10 (Staffing During Emergencies) of this SOW, County may perform the entirety of the work itself or supplement Contractor's work with County personnel or any outside vendor(s).
  - a. Such performance shall not constitute a breach of the Contract by County.
  - b. Contractor shall be responsible for all costs associated with the performance of work by County or outside vendors.
- 2.2.10.9 Contractor shall bill County for labor during an emergency as FFS in accordance with Exhibit B (Price Sheet) of the Contract. Contractor shall bill for parts and materials at Contractor's actual cost with tax, plus six percent (6%), for all emergency repair of vehicles that occurs outside of business hours, as approved by County Project Manager or designee.

#### 2.2.11 Staffing During Testing Events

- 2.2.11.1 Contractor shall provide up to four (4) technicians and one (1) clerk for



vehicle, brake, tire, and other testing events.

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

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

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

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

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

#### 2.2.12 Staffing During Special Events

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

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

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

#### 2.2.13 Staffing During Joint Vehicle Inspections

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

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

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

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

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

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

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

#### 2.2.14 No Service Interruptions

2.2.14.1 Contractor shall ensure there are no service interruptions.

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

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

2.2.14.4 Should Contractor fail to provide alternate service delivery, County shall have the exclusive right to procure services by whatever means available

and charge Contractor any reasonable costs associated with such procurement and alternate service delivery.

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

## **2.3 Staff Qualifications and Training**

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

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

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

2.3.3.1 Contractor Project Director's fleet management experience shall include budget and administrative experience and supervision of at least (30) personnel.

2.3.3.2 Contractor Project Manager's fleet management experience shall include three (3) years' of experience as a fleet manager.

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

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

### **2.3.6 Contractor Employee Staffing**

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

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

2.3.6.2 Resumes and/or employment applications, required licenses, and certificates for all persons employed by, or pending employment by Contractor, shall be available to County Project Manager or their

designee for review throughout the term of the Contract.

- 2.3.6.3 Contractor employees shall be assigned to all repair locations in numbers and classifications appropriate to perform the work requirements of the Contract, as approved by County Project Manager or designee.
- 2.3.6.4 Contractor employees who operate County-owned vehicles and/or equipment shall possess and maintain appropriate California driver's licenses, as well as trailer, tanker, and hazardous material endorsements, and other required endorsements for the type of vehicle driven. In like manner, all Contractor subcontractor personnel shall carry the same documents.
- 2.3.6.5 Contractor and Contractor's employees shall be required to comply with all applicable regulations and policies of the County and the Department. County Project Manager or designee will provide all applicable employee regulations and policies to Contractor on the effective date of the Contract and thereafter as such may be amended from time to time.
- 2.3.6.6 Contractor employees entering County repair locations or property shall wear identification badges and neat and clean attire consistent with the type of work performed, as approved by County Project Manager or designee.
- 2.3.6.7 Contractor shall provide County Project Manager or designee with a complete personnel roster, including employees' after-hours telephone numbers for use in emergencies. Contractor shall update the roster as needed to reflect Contractor's most current staffing profile. Contractor shall provide an updated personnel roster to County Project Manager or designee immediately as information changes.
- 2.3.6.8 Contractor employees shall be at least 18 years of age to perform work under the Contract.
- 2.3.6.9 Staff employed by, or performing work on behalf of, Contractor shall be legally eligible to work in accordance with sub-paragraph 8.17 (Employment Eligibility Verification) of the Contract.
- 2.3.6.10 Contractor employees are required to read, write, speak, and understand the English language. Contractor employees shall effectively communicate with County personnel and read and understand vehicle repair manuals, technical service manuals, safety manuals, Material Safety Data Sheets (MSDS), and other work/safety-related bulletins, as applicable.
  - a. If it is determined by County Project Manager or designee that one or more Contractor employees do not meet the English speaking and/or English comprehension skills required by the Contract, County Project Manager or designee may require Contractor to remove these employees from County property and preclude them from working on Fleet vehicles under the Contract.

- b. Contractor may request temporary, limited work exceptions (approved by County Project Manager or designee) for employees who show the potential to meet the English language requirement, if the request is accompanied by a written program to bring the employees up to the Contract standard in County Project Manager's sole discretion.
  - c. Contractor employees may be required to pass all appropriate brake certification tests, as applicable.
  - d. Contractor, at Contractor's expense, shall provide after-hours English language program for these employees. Contractor shall provide the Department with specific completion dates for the English language program, subject to approval by County Project Manager or designee. Contractor, at Contractor's expense, shall provide any backfill necessary for employees to complete the after-hours English language program.
- 2.3.6.11 County has the absolute right to approve or disapprove Contractor staff performing work under the Contract, including any proposed changes in Contractor staff.
- 2.3.6.12 Contractor shall notify County Project Manager or designee in writing of any proposed permanent replacement or reassignment of Contractor Key Personnel not less than fifteen (15) calendar days prior to such action, and not less than seven (7) calendar days prior to such action for technicians or other staff.
- a. Contractor shall promptly fill any vacancy in Contractor Key Personnel with individuals having qualifications at least equivalent to those of Contractor Key Personnel being replaced and with approval of County as specified in sub-paragraph 7.3 (Approval of Contractor's Staff) of the Contract.
  - b. County Project Manager or designee may require Contractor to remove any employee deemed careless, incompetent, insubordinate, incompatible, or otherwise objectionable.
  - c. In the event County determines it is necessary to remove any Contractor personnel when individuals fail to perform effectively and/or to ensure Contractor's compliance with the Contract, as determined by County Project Director or designee, County shall provide Contractor with fifteen (15) calendar days advance notice, except in circumstances in which such notice is not possible (e.g., a removal for cause or other egregious act). Contractor shall work with County on a mutually agreeable transition plan to ensure project continuity.
  - d. Contractor shall remove and replace any Contractor staff performing work under the Contract within twenty-four (24) hours when requested to do so by County Project Manager or designee.

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

2.3.7 Contractor Employee Qualifications and Training

- 2.3.7.1 Contractor shall, at Contractor's expense, within thirty (30) calendar days after the Work Start Date, and for any new-hires thereafter, provide a minimum of eight (8) hours of classroom training, which includes a demonstration of performance to ensure that journey-level employees are skilled in their assigned positions and are familiar with the safety and work requirements in the following categories:

- a. Vehicle maintenance and repair technician  
(Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location));
- b. Body shop worker  
(Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location));
- c. FFS vehicle maintenance and repair technician  
(Statement of Work, Attachment 3B (Administrative and Other Required Staffing));
- d. FFS boat technician  
(Statement of Work, Attachment 3B (Administrative and Other Required Staffing)); and
- e. Relief/Additional support staff technician  
(Statement of Work, Attachment 3B (Administrative and Other Required Staffing)).

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

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

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

- a. maintenance, repair, and quality control;
- b. PM and inspection schedules/requirements;
- c. tire and brake requirements;

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

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

- a. Fleet management;
- b. administration of Fleet services;
- c. computer systems operation (ShopFax, office systems, etc);
- d. vehicle diagnostic systems operation;
- e. vehicle licensing;
- f. vehicle decommissioning;
- g. vehicle/parts cannibalization;
- h. component fabrication/installation;
- i. vehicle outfitting;
- j. workplace and employee safety;
- k. workplace and employee emergency protocols;
- l. hazardous materials handling and disposal;
- m. tool and equipment safety and operation (hoists, frame machines, alignment systems, etc);
- n. safety equipment use;
- o. model year-to-year changes in safety equipment;
- p. vehicle maintenance, repair (e.g. mechanical, electrical, body, and frame repair);
- q. model year-to-year changes in mechanical, electrical, frame, and body; and
- r. OEM recalls and Technical Service Bulletins.

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

- a. Contractor shall require employees to sign an employee training verification form upon completion of any training, indicating that the employee has read and/or understands the information provided in the training. A signed training verification form is required each time training is provided. The training verification form shall be in a form and format acceptable to County Project Manager or designee.

- b. Contractor shall file and maintain the employee training verification forms with each employees' training records at the Eastern Avenue repair location throughout the term of the Contract.

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

- a. Contractor shall provide ten (10) copies of the quick reference training booklet to County Project Manager or designee for review and approval within thirty (30) calendar days of the effective date of the Contract. The final form and format of the quick reference training booklet shall be at the direction of County Project Manager or designee.
- b. Contractor shall amend the quick reference training booklet from time to time as requested by County Project Manager or designee or as needed due to changes to Contractor's operating procedures or changes to industry Fleet maintenance and repair standards.
- c. Contractor shall provide the quick reference training booklet to each employee during initial training. Contractor shall provide all employees with timely updates with respect to vehicle servicing, Repair Order processing, safe work practices, and other Contract requirements. Contractor's employees shall sign an acknowledgment of receipt, in a form and format acceptable to County Project Manager or designee. A new signed form is required each time the quick reference training booklet changes. Contractor shall require all employees to keep a copy of the quick reference training booklet at their workstations at all times.

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

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

2.3.7.8 All Contractor employees who perform brake system inspections and/or other brake work on vehicles shall, at a minimum, be certified/licensed to perform such work by the National Institute of Automotive Service



Excellence (ASE) or the California State Bureau of Automotive Repair (BAR). Employee certifications shall be appropriate to the vehicles requiring inspection and/or repair; i.e. ASE medium/heavy truck, bus, automobile, or BAR class A, B, or C.

- a. Contractor employees who perform brake system work on Department motorcycles shall, at a minimum, be OEM-certified by the motorcycle manufacturer to perform such work. Employee training shall be appropriate to the motorcycles requiring inspection and/or repair. In lieu of OEM training, employees may submit evidence of comparable brake training, such as a certificate/diploma from an accredited motorcycle repair training program/school, for written approval by County Project Manager or designee prior to performing such work.
- b. Contractor employees may, if approved by County Project Manager or designee, perform brake system work on vehicles, including motorcycles, during the first ninety (90) calendar days of their employment, provided an OEM-certified Contractor employee, ASE or BAR, inspects all such work. Contractor shall ensure such information is documented on a ShopFax Repair Order.
- c. Contractor shall inspect and warrant all brake work performed on Fleet vehicles by subcontractors prior to returning the vehicle to service. Contractor employees performing such brake inspections shall be certified/licensed to perform such work by ASE or BAR.
- d. Any exception to the certification/licensing requirements in this subparagraph 2.3.7.8 must be pre-approved in writing by County Project Manager or designee.

2.3.7.9 Contractor shall train, test, and certify each employee who is required to service, inspect, or repair vehicle passive-restraint airbag systems, prior to such employee servicing, inspecting, or repairing such systems.

- a. Contractor employees may, in lieu of receiving Contractor-provided training, and upon hire, provide documentation of training received from an independent source such as an OEM or community college.
- b. Contractor shall inspect and warrant all work on passive-restraint airbag systems performed on vehicles by subcontractors. Contractor shall indicate the date and inspecting employee's name on the Repair Order prior to returning the vehicle to service.

2.3.7.10 Contractor shall train each employee who is required to perform PM or repair work under the Contract in the proper inspection procedures for active-restraint seat belt inspections.

- a. Contractor shall train and certify all employees who are required to inspect vehicle active-restraint seat belt systems prior to such employees inspecting such systems.

- b. Contractor employees may, in lieu of receiving Contractor-provided training, and upon hire, provide documentation of training received from an independent source such as an OEM or community college.
- c. Contractor shall inspect and warrant all work on active-restraint seat belt systems performed on vehicles by subcontractors. Contractor shall indicate the date and inspecting employee's name on the Repair Order prior to returning the vehicle to service.

2.3.7.11 The Department's three (3) emission-testing facilities are located at the Eastern Avenue repair location, Pitchess Detention Center repair location, and STAR Center repair location. See Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location).

- a. Contractor shall ensure, at all times, that a minimum of one (1) or more employees working at each of the three (3) Department emission testing facilities listed above have a current BAR emission check technician's license.
- b. Contractor shall also ensure, at all times, that at least one BAR-licensed emission check technician is available on-site at each of the three emission-testing facilities during business hours, regardless of daily variances in repair location staffing.

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

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

- a. In addition, Contractor shall provide one qualified Collision Estimator, as listed in Statement of Work, Attachment 3B (Administrative and Other Required Staffing), with at least five (5) years of prior experience, within the last ten (10) years, in collision repair estimating and who shall, at a minimum, be certified in collision repair estimating by ASE, specifically, (B6) Damage Analysis & Estimating Certification Test.
- b. All Contractor employees who perform body and fender repairs on vehicles shall be certified/licensed to perform such work by the National Institute of Automotive Services Excellence (ASE) B-Series, or I-CAR, or have an AA/AS Degree in Auto Body/Collision Repair from an accredited college/trade school.

2.3.7.14 All Contractor employees who perform headlight adjustments on vehicles shall be BAR licensed lamp adjusters. Contractor's licensed employees shall certify the lighting systems on all vehicles repaired due to accidents involving side or front impacts, or other impact areas that

would possibly affect proper headlight alignment of the vehicle, as determined by the Contractor Project Manager or designee and approved by County Project Manager or designee.

- 2.3.7.15 Contractor shall staff two (2) or more employees to work at the Eastern Avenue repair location who have a current BAR lamp adjuster license to perform headlight alignment.
- a. Contractor shall perform headlight alignment to any vehicle requiring headlamp replacement prior to returning the vehicle to service. Contractor shall document the headlight adjustment on the ShopFax Repair Order.
  - b. Regardless of where headlight alignment work is performed, such work shall be within labor hours specified in CCC One Estimating (or an alternate crash estimating guide approved by County Project Manager or designee).

2.3.7.16 Contractor's Employees, Driver Licenses

In addition to the requirements stated under sub-paragraph 2.3.6.4 above and as specified in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location), Contractor shall:

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

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

2.3.8 Employee Safety Program

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

- 2.3.8.1 Contractor employees who operate equipment under the Contract shall be trained in the correct and safe operation of the particular equipment being used, including, but not limited to; forklifts, tugs, hoists, drills, welders, grinders, air compressors, tire machines, balancers, and electrical apparatus.
- 2.3.8.2 Contractor employees shall not use cellular phones, blue tooth devices, and similar electronic communication and audio equipment while operating any County or Contractor-owned equipment under the Contract. Contractor employees shall be trained to understand the hazards of operating cellular phones, bluetooth devices, and similar electronic communication and audio equipment while on duty.
- 2.3.8.3 Contractor shall develop a comprehensive safety program, inclusive of all employee training requirements. The purpose of the safety program is to ensure that all work is conducted in a safe manner and complies with the Contract, as well as with County, State and local requirements, rules and regulations, including all California Occupational Safety and Health Administration (Cal OSHA) standards.
- 2.3.8.4 Employee Safety Manual
- 2.3.8.4.1 Contractor shall deliver a draft employee safety manual (safety manual) with the Operational Plan required under sub-paragraph 3.3 (Operational Plan) of this SOW. The safety manual shall minimally include comprehensive instructions in safe job practices, as well as safe operating instructions for selected equipment. Contractor shall edit and update the draft manual for final approval by County Project Manager or designee prior to distribution to Contractor employees. (The safety manual is in addition to the quick reference training booklet requirement set forth in sub-paragraph 2.3.7.6 above).
- 2.3.8.4.2 Contractor shall provide an approved safety manual to all employees performing work under the Contract within ninety (90) calendar days after the Work Start Date. Contractor's employees shall sign an acknowledgment of receipt of the safety manual, in a form and format acceptable to County Project Manager or designee.
- 2.3.8.4.3 Safety manual updates: Contractor shall distribute updated safety manuals, or new safety instructions, to all employees as required from time to time. A new signed acknowledgment of receipt form is required each time the safety manual is updated.
- 2.3.8.4.4 Contractor shall provide an approved safety manual to newly hired employees scheduled to perform work under the Contract within ninety (90) calendar days of their respective hire date. Contractor's new hires shall sign an acknowledgment of receipt of the safety manual, in a form and format acceptable to County Project Manager or designee.

2.3.8.4.5 Contractor shall ensure all employees have read and understand the information in the safety manual.

2.3.8.4.6 Contractor shall require all employees to keep a copy of the most current safety manual and instructional materials at their workstations at all times.

2.3.8.5 Upon completion of safety-related training, Contractor shall require employees to sign a verification form indicating they have been trained in, and understand, the safe operation of each particular piece of equipment being used, pursuant to sub-paragraph 2.3.8.1 of this SOW.

2.3.8.6 Contractor shall maintain all employee safety training verification forms and safety manual acknowledgment-of-receipt forms at the Eastern Avenue repair location throughout the term of the Contract, and for a period of five (5) years after Contract expiration, pursuant to sub-paragraph 2.3.7.7 of this SOW.

2.3.9 Contractor Failure to Comply with County Safety Requirements

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

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

2.3.10 Reporting Incidents and Occupational Accidents

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

2.3.11 Contractor Employee Monetary Incentive Program

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

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

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

#### **2.3.12 Injury and Illness Prevention Program**

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

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

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

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

### **3.0 FLEET MANAGEMENT SERVICES**

#### **3.1 Start-Up and Transition**

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

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

##### **3.1.1 Start-Up and Transition Period (STP)**

3.1.1.1 The STP begins upon the effective date of the Contract, which shall be the date of approval and execution of the Contract by the County Board of Supervisors. The STP shall be for a period of forty (45) days, or as otherwise approved in writing by County Project Manager or designee.

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

### 3.1.2 STP Requirements, Tasks

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

- 3.1.2.1 Inspect and identify all repair location equipment and capabilities;
- 3.1.2.2 Examine the condition of all Department repair locations and facility equipment in their then-current condition;
- 3.1.2.3 Prior to the Work Start Date, identify any repair location and facility equipment non-compliance with local, city, County, state or federal regulations, and recommend remedies for any repair location/equipment non-compliance, including costs, for inclusion in the Operational Plan described in sub-paragraph 3.3 (Operational Plan). Each recommendation for inclusion in the Operational Plan shall have the written approval of County Project Manager or designee prior to the Work Start Date (see sub-paragraph 3.3 (Operational Plan));
  - 3.1.2.3.1 Contractor shall be entitled to a one-time only reimbursement to offset any County repair location regulatory compliance costs pursuant to sub-paragraphs 3.1.2.3.2 and 3.1.2.3.3 below. Thereafter, all facility compliance costs shall be borne exclusively by Contractor throughout the term of the Contract. Contractor shall not be entitled to further reimbursement by County for said costs.
  - 3.1.2.3.2 Contractor shall be reimbursed for the one-time only facility regulatory compliance costs only when: 1) County-approved methods for cost calculations are used, 2) costs are pre-approved in writing by County Project Manager or designee, and 3) costs are submitted for reimbursement in the format required by County.
  - 3.1.2.3.3 The final decision as to the timeframe, method, and cost of remedies for any facility repair due to non-compliance shall be at the sole discretion of County.
  - 3.1.2.3.4 Contractor waives any and all demands upon County for further alterations, repairs, or improvements beyond those indicated in the Operational Plan and agreed to by County prior to the Work Start Date.
  - 3.1.2.3.5 Notwithstanding the above, Contractor shall make no alterations or improvements to repair locations without prior written approval of County.
- 3.1.2.4 Interview employees who are employed by the outgoing fleet contractor and make employment offers to potential employee new hires;

- 3.1.2.5 Provide as-needed pre-employment training to prospective Contractor employees, after-hours or on weekends, at Contractor's sole expense;
- 3.1.2.6 Ensure that Contractor's employees, new hire employees, and those employees who are transitioning from the outgoing fleet contractor to Contractor, submit to Department background checks. See sub-paragraph 7.5 (Background and Security Investigations) of the Contract. County will pay costs associated with County background checks;
- 3.1.2.7 Secure worker's compensation/employer's liability coverage for all newly-hired employees, and ensure continued coverage for those employees who are transitioning from the outgoing fleet contractor to Contractor;
- 3.1.2.8 Provide County-approved uniforms and identification badges to Contractor employees as specified in sub-paragraph 2.3.6.13 of this SOW;
- 3.1.2.9 Establish a comprehensive parts inventory;
- 3.1.2.10 Establish agreements with parts suppliers to satisfy the requirements in sub-paragraph 3.10 (Parts Management and Standards) and elsewhere in this SOW, so as to ensure that there is no interruption in County service. Among the options for ensuring this transition is to coordinate with outgoing fleet contractor to ensure a smooth transition with parts and part suppliers; examples could be:
  - 3.1.2.10.1 Contractor and outgoing fleet contractor may choose to inventory the current parts, tires, and petroleum products on hand, and incoming Contractor could purchase all or most of the current inventory at fair market value;
  - 3.1.2.10.2 Contractor may choose to temporarily contract with outgoing fleet contractor's parts supplier(s) for a period of time (six (6) months for example) to ensure continuity of service; or
  - 3.1.2.10.3 Contractor may choose to establish agreements with their own parts supplier(s) to facilitate the transition with the outgoing fleet contractor's vendors prior to the Work Start Date.
- 3.1.2.11 Establish agreements with subcontractors to provide hazardous and non-hazardous waste disposal to satisfy the work requirements outlined in sub-paragraph 3.6 (Hazardous and Non-Hazardous Materials, Handling) and elsewhere in this SOW.
- 3.1.2.12 Establish agreements with outgoing fleet contractor's subcontractors, or other subcontractors, to provide towing and emergency road services to satisfy the work requirements outlined in sub-paragraph 4.25 (Towing and Emergency Road Services) of this SOW. Contractor shall ensure there is no interruption in emergency road services and towing. The subcontractor selection process and pricing shall be subject to prior



approval by County Project Manager or designee;

- 3.1.2.13 Establish agreements with subcontractors to provide upholstery, alignment, exhaust, and complete tire repair/replacement work, which shall be picked up and delivered by subcontractors located within a five (5) mile radius of each staffed repair location; should subcontractor be unable to pick up and/or deliver vehicle, it will be Contractor's responsibility to transport vehicle to and from the subcontractor.
- 3.1.2.14 Establish agreements with subcontractors to provide other services as determined by County;
- 3.1.2.15 Set up all office locations. In addition to ShopFax computers and terminals already provided by the Department, Contractor shall supply and maintain "own-use" business-use computers (e.g. desktop computers, printers, fax machines, and perishables (paper, ink cartridges, toner, etc.)), as well as all accounts payable and payroll systems;
- 3.1.2.16 Install additional phone system and computer email lines, if necessary at repair locations, at no cost to County, upon written approval by County Project Manager or designee. Contractor may use County telephones used by previous contractor. County will pay for County telephone voice-line expenses for County telephone lines used by previous contractor. Additional terms of use for telephone and data transmission lines, as well as payment obligations, are outlined in sub-paragraph 5.8 (Other Information Systems/Services) of this SOW;
- 3.1.2.17 Install all necessary repair location safety equipment in appropriate quantities, including, but not limited to: eye wash stations, first aid kits, fire extinguishers, fuel caddies, hazardous material spill kits, and oily rag containers;
- 3.1.2.18 Provide Contractor employee training on County's procedures and requirements for vehicle outfitting, preparation for decommissioning, cannibalization, vehicle licensing, etc., as well other requirements specified throughout this SOW;
- 3.1.2.19 Provide Contractor employee training on the use of ShopFax;
- 3.1.2.20 Obtain all required business licenses, permits and certifications as specified in sub-paragraph 3.5 (Licenses, Permits, Certifications) of this SOW; and
- 3.1.2.21 Obtain and maintain all employee and business permits, licenses, endorsements, and certifications. These include, but are not limited to, those involving paint spray booths, hazardous materials, air conditioning machines, safety, environmental, BAR emission, BAR or ASE brakes, and various miscellaneous operating permits.

### **3.2 Work Start Date, Contractor Obligations**

3.2.1 Contractor shall achieve formal acceptance from County for successful completion of all STP requirements set forth in sub-paragraph 3.1 (Start-Up and Transition) of this SOW. Such formal acceptance shall mark the commencement of the actual day-to-day automotive fleet management and maintenance services required under the Contract, described herein as the "Work Start Date." The Work Start Date approved by the County Project Manager or designee shall be set forth and documented on a Change Order in accordance with this sub-paragraph 8.1 (Change Orders and Amendments) of the Contract and shall include a checklist of the STP requirements set forth in sub-paragraph 3.1 (Start-up and Transition) of this SOW.

3.2.2 Contractor shall accept the condition of all Department repair locations and equipment in their then-current condition on the Work Start Date.

#### **3.2.3 Initial Fleet Reconfiguration and Reassignment**

Within five (5) business days after the Work Start Date, Contractor shall review the entire Fleet and make an initial Fleet reconfiguration and reassignment (Fleet-size adjustment). Contractor's initial Fleet reconfiguration and reassignment obligations are further detailed in sub-paragraph 5.4.7 (Initial Fleet Reconfiguration and Reassignment in ShopFax) of this SOW.

#### **3.2.4 Parts Inventory, Usage, Coding and Verification**

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

#### **3.2.5 Tools and Equipment, Initial Inventory**

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

#### **3.2.6 ShopFax Fleet Codes Procedures Review**

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

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

Within three hundred sixty-five (365) calendar days after the Work Start Date, Contractor shall complete a physical Fleet inventory and ShopFax record review.

Contractor's physical Fleet inventory obligations are further detailed in sub-paragraph 5.4.10 (Physical Fleet Inventory and Verification, ShopFax Record Review) of this SOW.

### **3.3 Operational Plan**

- 3.3.1 The "Operational Plan" is a detailed document written, maintained, and followed by Contractor, approved initially and annually by County, outlining "what, where, and how" the services required under the Contract will be provided by Contractor.
- 3.3.2 Within forty five (45) calendar days after the Work Start Date, Contractor shall submit the revised Operational Plan to the County Project Manager or designee for review.
- 3.3.3 Within sixty (60) calendar days after the Work Start Date, County Project Manager or designee will review and approve Contractor's Operational Plan.
- 3.3.4 Contractor shall update the Operational Plan objectives annually, based on Contractor's Annual Report required pursuant to sub-paragraph 7.5 (Annual Report) of this SOW, and Contractor's prior year's work performance, as determined by County Project Manager or designee. Contractor shall deliver to County Project Manager or designee, for County Project Manager's approval, an updated Operational Plan annually thereafter, within thirty (30) calendar days after the anniversary of the Contract's effective date.
- 3.3.5 Contractor's Operational Plan shall include a description of all services to be provided under the Contract, including, but not limited to, the following:
  - 3.3.5.1 Remedies for facility non-compliance, including costs, and Contractor's timeline and methods to effect all required repairs;
  - 3.3.5.2 Scope of services provided, by repair location;
  - 3.3.5.3 Planned hours of operation, by repair location;
  - 3.3.5.4 Complete staffing levels, by job classification and location, for all work locations, including the minimum staff required according to Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location) and Statement of Work, Attachment 3B (Administrative and Other Required Staffing).
  - 3.3.5.5 Employee benefits program for Contractor employee-planned holidays and other time-off benefits;
  - 3.3.5.6 Resumes of proposed change in Contractor Project Director and Contractor Project Manager. County reserves its exclusive right to approve or disapprove the candidates without cause and for any reason whatsoever;
  - 3.3.5.7 Preventive Maintenance (PM) Program, as required in Statement of Work, Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Checklists), including any

modifications to Statement of Work, Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Checklists) which may be required from time to time by County;

- 3.3.5.8 A repair location environmental compliance program;
- 3.3.5.9 Repair location maintenance and repair program, as required in sub-paragraph 3.4.1 (Repair Location Internal Maintenance) of this SOW;
- 3.3.5.10 Maintenance and repair program for County-furnished tools and equipment, as required in sub-paragraph 3.4.3 (County-Furnished Tools and Equipment, Maintenance and Repair) of this SOW;
- 3.3.5.11 Energy saving measures, identifying all energy saving measures Contractor has implemented, or plans to implement (such as a closing checklist for turning off lights, etc.), by specific repair location. See sub-paragraph 10.2.2 (Repair Locations and Office Space) of this SOW. Contractor shall also provide this information in the Annual Report required in sub-paragraph 7.5 (Annual Report) of this SOW;
- 3.3.5.12 Hazard communications program, as required in sub-paragraph 3.6.1.6 of this SOW;
- 3.3.5.13 Hazardous material spill containment plan, as required in sub-paragraph 3.6.1.1 of this SOW;
- 3.3.5.14 Employee safety program, as required in sub-paragraph 2.3.8 (Employee Safety Program) of this SOW;
- 3.3.5.15 Employee safety manual, as required in sub-paragraph 2.3.8.4 of this SOW;
- 3.3.5.16 Fleet record management program, including, but not limited to, the requirements specified in Paragraph 8.0 (Record Keeping Requirements) of this SOW;
- 3.3.5.17 Clean fuel program, as required in sub-paragraph 3.7 (Clean Fuel Program) of this SOW;
- 3.3.5.18 Warranty information management, as required in sub-paragraph 3.8 (Warranty Work) of this SOW;
- 3.3.5.19 OEM recall programs and Technical Service Bulletins, as specified in sub-paragraph 3.9 (OEM Recall Programs, Technical Service Bulletins, Manuals) of this SOW;
- 3.3.5.20 Quality Control Plan, including, but not limited to, the requirements specified in sub-paragraph 9.2 (Quality Control Plan) of this SOW; and
- 3.3.5.21 Quality control corrective action plan process with specific steps and timetable Contractor will use to achieve compliance.

### **3.4 Repair Locations and Facility Equipment**

#### **3.4.1 Repair Location Internal Maintenance**

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

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

3.4.1.2 Internal maintenance and housekeeping includes, but is not limited to, sweeping, mopping, dusting, and cleaning necessary to maintain safe, neat, clean, and sanitary working conditions.

3.4.1.3 At the direction of the County Project Manager or designee, Contractor shall repair and/or replace the following: 110-volt light bulbs; fluorescent light bulbs; glass; soap/towel/toilet paper dispensers; keys; knobs and handles; minor plumbing (such as stopped-up toilet); stopped-up sinks; worn/damaged faucets; Contractor employee caused damage; and any/all other internal maintenance and housekeeping items required for a safe and sanitary environment.

3.4.1.4 Contractor shall immediately clean all spills and promptly remedy all other identified safety hazards.

3.4.1.5 Contractor shall furnish all supplies and materials needed to perform internal maintenance and housekeeping.

3.4.1.6 Contractor shall clearly label and store all maintenance and cleaning supplies in authorized and secure areas only, as approved by County Project Manager or designee.

3.4.1.7 Contractor shall store waste materials and rubbish in appropriate containers, ensuring waste does not accumulate and is disposed of properly.

3.4.1.8 Restrooms. Contractor shall clean restrooms at the following repair locations:

- Men's Central Jail repair location
- Pitchess Detention Center repair location
- Eastern Avenue repair location (two (2) sets of men's and women's restrooms; one set near Door 50 on the ground floor, and one set on second floor above Department radio installation area near Door 39).

3.4.1.9 Contractor shall furnish and stock restrooms listed in sub-paragraph 3.4.1.8 (Restrooms) above with an adequate supply of expendable personal hygiene supplies, such as hand soap, towels, toilet paper, and air fresheners.

3.4.1.10 Contractor's obligation to maintain restrooms shall be limited to the repair locations listed in sub-paragraph 3.4.1.8 (Restrooms) above, unless otherwise directed by County Project Manager or designee to provide restroom services at any of the other Department repair locations.

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

3.4.2.1 Department and Contractor personnel shall, sixty (60) calendar days prior to the expiration or termination of the Contract, conduct a joint inventory and inspection of County-furnished tools and equipment (County tools) used under the Contract. Each tool and piece of equipment, its location and operating condition, will again be jointly agreed to and documented at that time.

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

3.4.3 County-Furnished Tools and Equipment, Maintenance and Repair

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

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

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

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

- a. Compressors
- b. In-ground and above-ground hoists
- c. Hose reels
- d. Air lines
- e. Barrel pumps
- f. Above-ground storage tanks inclusive of pumps and hoses (for new oil, waste oil, transmission fluid, antifreeze storage)
- g. Emission test machines (currently, machines are being leased by County)
- h. Dynamometers
- i. Chief frame rack, and Genesis measuring system
- j. Paint booth
- k. Steam cleaners
- l. Welding equipment
- m. Hydraulic presses

- n. Jacks
  - o. Tugs
  - p. Forklifts
  - q. Electric utility carts
  - r. Rotunda and OTC diagnostic scan tools with laptops
- 3.4.3.5 Contractor shall inspect and maintain all County tools in accordance with Contractor's maintenance and repair program (sub-paragraph 3.4.3.1 above).
- 3.4.3.6 Contractor shall repair inoperative County tools immediately. Out-of-service time for any County tool shall not exceed five (5) business days.
- 3.4.3.7 Contractor shall refurbish existing County tools, as needed, with prior written approval of County Project Manager or designee.
- 3.4.3.8 Contractor shall supply temporary replacements for County tools when out-of-service time exceeds two (2) business days, at the request of County Project Manager or designee. Department will reimburse Contractor through FFS/Direct Purchase if there is a rental charge to supply temporary replacements for County tools.
- 3.4.3.9 Contractor shall make equipment "replace-versus-repair" recommendations to the County Project Manager or designee when repairs do not appear to be cost-effective, nor in accordance with industry practices.
- 3.4.3.10 The final decision to replace or repair County tools will be the sole responsibility of County Project Manager or designee, based on Contractor's repair location inspections, maintenance, and servicing history. See sub-paragraph 3.4.6 (Repair Location and Facility Equipment, Records/Reporting) of this SOW.
- 3.4.3.11 County and Contractor may elect to share the costs for County tool replacement, at the sole discretion of County Project Manager or designee.
- 3.4.3.12 Replacement of County Tools, Contractor Negligence.
- 3.4.3.12.1 Contractor shall be responsible for all excessive wear, breakdown, loss, damage, or destruction of County tools resulting from Contractor's misuse or inadequate maintenance of County tools (Contractor negligence).
  - 3.4.3.12.2 Contractor shall replace such County tools, at Contractor's sole expense, within ten (10) business days of final approval by County Project Manager or designee.
  - 3.4.3.12.3 Contractor shall purchase, at Contractor's expense, comparable replacements for such County tools using a competitive purchasing process approved by County Project Manager or designee.

3.4.3.12.4 Failure to replace County tools in a timely fashion may subject Contractor to daily assessments outlined in Statement of Work, Attachment 8 (Performance Requirements Summary (PRS) Chart). Additionally, County reserves the sole right to purchase replacement tools. In such event, County shall deduct the cost of such tools, plus taxes, plus a 2% administrative handling fee, from Contractor's most current monthly Fixed- Price invoice. Notwithstanding County's right to purchase said tools, all Performance Requirements Summary (PRS) Chart daily assessments will remain in full force and effect until such time County is in receipt of replacement tools.

3.4.3.13 Replacement of County Tools due to Normal Wear, Obsolescence

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

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

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

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

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

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



(Replacement of County Tools due to Normal Wear, Obsolescence) above.

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

#### 3.4.4 Contractor-Owned Tools and Equipment

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

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

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

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

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

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

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

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

#### 3.4.5 Repair Locations/Tools and Equipment, Monthly Inspections

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

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

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

#### 3.4.6 Repair Location and Facility Equipment, Records/Reporting

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

#### 3.4.7 Repair Location Restoration at Contract Conclusion

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

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

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

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

### **3.5 Licenses, Permits, Certifications**

- 3.5.1 Contractor shall obtain, and maintain current, all required business licenses, permits, and certifications required for the performance of all work associated with the Contract, at no additional cost to County.
- 3.5.2 Contractor shall obtain, and maintain current, all permits and certifications, which include but are not limited to:
  - a. Hazardous and non-hazardous waste and byproducts
  - b. Paint spray booths
  - c. Air conditioning machine safety
  - d. Environmental
  - e. BAR emission
  - f. BAR and ASE brake
  - g. Pressure vessels
- 3.5.3 Contractor shall obtain, and maintain current, all pressure vessel (e.g. air tanks) permits for all repair locations (except for the Eastern Avenue repair location), listed in Statement of Work, Attachment 2 (Department Repair Locations).
- 3.5.4 Contractor shall ensure that all pressure vessel permits are reviewed as part of the repair location inspection and maintenance program. See sub-paragraph 3.4.5 (Repair Locations/Tools and Equipment, Monthly Inspections) of this SOW.
- 3.5.5 Should Contractor fail to obtain pressure vessel permits prior to expiration of such permits, County may at the sole discretion and direction of County Project Manager or designee, arrange to have an outside vendor of County's choosing provide inspections and appropriate permits. Contractor shall pay the outside vendor for

the permit(s) within five (5) business days of receipt of said permit(s), and confirm the purchase to County Project Manager or designee within seven (7) business days of such purchase.

3.5.6 Contractor shall document the date of expiration of all permits in the Monthly Report, as specified in sub-paragraph 7.3 (Monthly Report) of this SOW.

3.5.7 Contractor shall be responsible for all costs associated with Contractor's failure to timely procure proper licenses, permits, and certifications.

### **3.6 Hazardous and Non-Hazardous Materials. Handling**

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

#### **3.6.1 Hazardous Materials**

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

3.6.1.1 Contractor shall draft a hazardous material spill containment plan (HMSCP) and include it in the Operational Plan. See sub-paragraph 3.3.5.13 of this SOW.

3.6.1.2 Contractor's HMSCP shall comply with all federal, state, and local rules and regulations, laws, and requirements.

3.6.1.3 The HMSCP shall, at a minimum, include a list of all available and appropriate spill kits, inclusive of employee instructions regarding the handling, cleanup, and proper disposal of hazardous materials, e.g. coolant, motor oil, transmission oil, filters, paint, paint filters, and used tires. See sub-paragraph 2.3.8 (Employee Safety Program) of this SOW.

3.6.1.4 The HMSCP shall, at a minimum, include the methods and procedures for recording all stored and used hazardous chemicals, as well as methods for documenting all hazardous waste generated, spilled, and disposed. The records shall minimally include the materials' origin, use, transportation, and ultimate distribution and disposal. All disposals shall be in accordance with current federal, state, and local rules and regulations, laws, and requirements.

3.6.1.5 Contractor shall maintain records for five (5) years from date of final disposal of the hazardous material. Contractor shall make all such records available to County within twenty-four (24) hours of any request to do so by County Project Manager or designee.

3.6.1.6 Contractor shall draft and maintain a hazard communications program (HCP) as part of the Operational Plan in accordance with sub-paragraph 3.3.5.12 of this SOW.

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

### 3.6.2 Non-Hazardous Materials

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

## 3.7 Clean Fuel Program

### 3.7.1 General

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

### 3.7.2 Clean Fuel Subject Matter Expert

- 3.7.2.1 Contractor shall serve as the Department's subject matter expert on clean fuel regulations and programs.
- 3.7.2.2 Contractor shall attend and/or monitor South Coast Air Quality Management District (SCAQMD), California Air Resources Board (CARB), and other organizational meetings/workshops that may have an impact on the Fleet.
- 3.7.2.3 Contractor shall track the clean fuel program. Contractor shall monitor all clean fuel program funding possibilities such as Carl Moyer Funds and Mobile Source Air Pollution Reduction Review Committee (MSRC) funds.
- 3.7.2.4 Contractor shall report on the status and funding availability of all clean fuel programs that may assist the Department in meeting its clean fuel goals. Such reporting shall be in accordance with sub-paragraph 7.4

(Quarterly Report) and sub-paragraph 7.5 (Annual Report) of this SOW.

3.7.2.5 Contractor shall assist the Department in acquiring appropriate quantities and types of alternate fuel vehicles, and in taking advantage of all clean fuel programs.

3.7.2.6 Contractor shall provide all clean fuel program services, including, but not limited to: training Contractor personnel; maintaining and repairing all types of clean fuel vehicles; and modifying equipment and/or vehicles to add particulate traps and/or other emission devices to vehicles.

### **3.8 Warranty Work**

#### **3.8.1 Overview**

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

3.8.1.1 Contractor shall be responsible for, and administer, all warranties associated with management of the Fleet, including, but not limited to: all warranties for vehicles, equipment, components, and parts.

3.8.1.2 Contractor shall implement warranty programs prior to vehicle activation or as determined by County Project Manager or designee.

3.8.1.3 Contractor shall, at the direction of County Project Manager or designee, coordinate delayed warranty start dates with vehicle manufacturer and ensure such warranties are properly implemented upon vehicle activation.

#### **3.8.2 Warranty Work, OEM**

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

#### **3.8.3 Warranty Work, In-House – OEM Authorization**

3.8.3.1 Department may seek authorization from various vehicle OEMs, for Contractor to perform all warranty work on County premises, as approved by County Project Manager or designee. Contractor shall perform all approved warranty work following OEM required guidelines. The guidelines include, but are not limited to labor times, parts usage, parts retention, mileage timelines and invoice submission. Contractor shall prepare and submit all warranty invoices to OEM's for Department.

3.8.3.2 An agreed-upon percentage of the OEM warranty payments or adjustments received by Department for warranty work may be paid to

Contractor with the express **prior** written approval of County Project Manager or designee. Such percentage amount shall be agreed to in advance and in writing by Contractor and County Project Manager or designee and shall appear as a credit on Contractor's next monthly invoice to County.

#### 3.8.4 Warranty Tracking

- 3.8.4.1 Contractor shall track the status of all warranties, warranty claims, and warranty reimbursements for all vehicles, equipment, components, and parts in ShopFax. See Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.
- 3.8.4.2 Contractor shall track all warranty records for, but not limited to, engines, transmissions, transaxles, transfer cases, and other parts/components, and all vendor repairs with warranties that exceed one (1) year and/or 12,000 miles.
- 3.8.4.3 Contractor shall maintain warranty information by vehicle number. Files shall include a copy of the dealer and/or vendor invoice(s), Repair Order number, Vehicle Identification Number (VIN), and any associated records necessary to ensure dealer and/or vendor compliance with extended warranty.

#### 3.8.5 Warranty Record Requirements

- 3.8.5.1 Contractor shall maintain hard copies of warranty records in accordance with Paragraph 8.0 (Record Keeping Requirements) of this SOW.
  - 3.8.5.2 Contractor shall maintain warranty records on site at the Eastern Avenue repair location.
  - 3.8.5.3 Contractor shall include a summary of warranty reimbursement claims in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.
- 3.8.6 Any procedural change to this sub-paragraph 3.8 (Warranty Work) shall be approved in writing by County Project Manager or designee.

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

#### 3.9.1 Recalls

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

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

- 3.9.1.2 With the assistance or approval of the Department, Contractor shall coordinate all OEM recalls, including OEM recalls for vehicles held in storage prior to activation into Fleet. Any storage vehicle inadvertently not repaired during an OEM recall shall become the responsibility of Contractor, at no additional cost to County.
- 3.9.1.3 Contractor shall complete all recall programs within one hundred and twenty (120) calendar days from the date Contractor was notified of such recall by County Project Manager or designee. To ensure against OEM failure to notify County or Contractor, Contractor shall actively monitor any and all possible vehicle recall programs applicable to County. County Project Manager or designee shall have sole discretion to adjust the recall completion date based on the needs of County.
- 3.9.1.4 Shorter recall completion time may be required by County Project Manager or designee due to the urgency of the recall, special needs of the Department, or other circumstance.
- 3.9.1.5 For extremely urgent recall completion (when such urgency is not the result of Contractor's failure to act on a recall in a timely manner), County Project Manager or designee may authorize recall work to be performed outside of business hours. Contractor shall invoice County for such work as FFS at the Mechanical Repair overtime hourly labor rate set forth on Exhibit B (Price Sheet) of the Contract.
- 3.9.1.6 Department Fleet personnel may assist Contractor in completing recalls for both in-service vehicles and vehicles in storage (as made available to Contractor) when directed to do so by County Project Manager or designee.
- 3.9.1.7 Contractor shall track the status of all OEM recalls for parts, components, equipment, and vehicles in ShopFax. See Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.
- 3.9.1.8 Contractor shall include the status of all OEM recall programs in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.

### 3.9.2 Technical Service Bulletins

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

### 3.9.3 Technical Service Manuals

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



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

### **3.10 Parts Management and Standards**

#### **3.10.1 General**

- 3.10.1.1 Prior to the Work Start Date, Contractor shall procure parts and establish a comprehensive parts inventory. See sub-paragraph 3.1 (Start-up and Transition) of this SOW.
- 3.10.1.2 Contractor shall establish and maintain rapid parts procurement and delivery capability throughout the term of the Contract. County Project Manager or designee reserves the right to determine whether the delivery and parts inventory requirements are being met, based on parts availability, accepted Fleet practices for ERVs, and the needs of the Department.
- 3.10.1.3 Contractor shall maintain a parts inventory at all repair locations to meet County operational needs and Contractor work shift requirements with due consideration for unplanned emergencies.
- 3.10.1.4 Contractor shall make special provisions for stocking sufficient quantities of spare parts for ERVs to preclude out-of-stock situations and ensure timely and effective return to service.
- 3.10.1.5 Vehicle out-of-service rates that exceed the standards listed in sub-paragraph 4.12 (Out-of-Service Rate) of this SOW, due to delays in parts acquisition is not acceptable, unless deemed unavoidable by County Project Manager or designee.
- 3.10.1.6 In addition to managing and maintaining a comprehensive parts inventory procured by Contractor, Contractor shall manage and maintain the Department's outfitting parts and components inventory and the Department's cannibalized parts inventory, as further discussed in this SOW.
- 3.10.1.7 As specified in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location), Contractor shall provide a full-time Inventory Control Clerk at the Eastern Avenue repair location who shall manage and maintain the parts inventories, procure parts, and coordinate parts deliveries.

#### **3.10.2 Parts Procurement – Special Measures**

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

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

purchasing laws and regulations.

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

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

### 3.10.3 Quality Standards

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

#### 3.10.3.1 Mechanical, Body and Paint Repair

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

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

#### 3.10.3.2 Replacement Engines and Transmissions

- a. All replacement engines and transmissions (including differentials, components, and other related parts) shall meet or exceed OEM unit performance as it pertains to operational longevity, failure rates, and in-vehicle performance characteristics.

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

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

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

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

- a. Goodyear Eagle RS-A, Goodyear Eagle RS-A Plus, or Firestone Firehawk GT Pursuit tires are to be used on all Police Package Vehicles, whether the vehicle is Black & White or a solid color sedan, SUV, etc. All tires may not be mismatched on the same vehicle. Other tires for non-standard Police Package Vehicles may be used only when specifically approved, in writing, by the County Project Manager, or designee.
- b. Contractor may use tires other than those specified above, for pursuit vehicles, only when specifically pre-approved, in writing, by County Project Manager or designee.

#### 3.10.3.4 Tires, Non-ERVs, Other Vehicle Types

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

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

#### 3.10.3.5 Tires, Replacement Schedule

- a. Contractor shall replace tires on all vehicles during PM, or any other

service/repair, when the tread depth is projected to reach the 3/32" minimum, prior to the next PM and/or service.

- b. All non-ERVs shall have tires of same brand, model, and tread design on steering axles, and tires of same brand, model, and tread design on non-steering axles. Tire brand, model, and tread design for steering axles may differ from those installed on non-steering axles, but all must meet or exceed OEM specifications. Any deviation from this standard must be specifically pre-approved, in writing, by County Project Manager or designee. Such approval shall be documented on the Repair Order.

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

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

#### 3.10.3.7 Brake Linings, Non-ERVs

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

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

#### 3.10.4 Parts Inventory and Usage, General

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

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

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

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

3.10.4.4 Parts Usage

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

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

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

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

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

3.10.5 Parts, Warranty Information

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

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

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

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

3.10.6 County Option to Procure Parts

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

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

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

3.10.7 Cannibalized Parts, Inventory Program

Contractor shall manage the cannibalized parts inventory program.

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

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

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

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

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

3.10.7.6 Contractor shall track the fair-market value of cannibalized parts actually used in the repair of Fleet vehicles on an Excel spreadsheet. Contractor

shall identify all cannibalized parts and their current fair-market value for each vehicle repaired. The Excel spreadsheet shall be sorted by vehicle number and Repair Order number. The final form and format for the Excel spreadsheet shall be at the discretion of County Project Manager or designee.

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

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

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

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

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

### 3.10.8 Outfitting Parts and Components, Inventory Program

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

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

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

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

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

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

3.10.9 Paint Material Costs

Paint material costs shall be identified on each Repair Order.

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

3.10.9.2 Contractor shall invoice County for all paint materials utilized for accidents and other FFS body/paint repairs at the FFS paint-hour rates specified in sub-paragraph 3.2 (FFS Paint Material Costs) of Exhibit B (Price Sheet) of the Contract.

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

3.10.10 Expendable Supplies

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

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

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

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



### **3.11 Labor Time Standards**

#### **3.11.1 Labor Time Standards, Mechanical Repairs**

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

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

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

3.11.1.3 For labor time allowances for mechanical repairs on vehicles not covered by an appropriate MLG manual and/or ALLDATA online data, Contractor shall obtain labor time estimates from OEM's published data, or estimate labor times in accordance with accepted industry practices, with approval of County Project Manager or designee.

3.11.1.4 Contractor may adjust labor time allowances to compensate for variables that affect the repair time, such as County/Contractor-installed equipment, specially built equipment, special modifications to the equipment, and severely rusted fasteners or fittings. Such adjustment shall be made with prior written approval from County Project Manager or designee.

3.11.1.5 Labor time allowances for equipment and/or adjustments to labor time allowances not specifically covered in the appropriate MLG manual and/or ALLDATA online data are to be proposed by Contractor and must be approved in writing by County Project Manager or designee.

3.11.2 Contractor shall record labor times on all Repair Orders, including any authorized exceptions (as listed throughout this SOW).

3.11.2.1 County shall not pay more for FFS repairs than the listed MLG manual labor time standard, unless authorized in advance by County Project Manager or designee.

3.11.2.2 Contractor shall record industry standard flat-rate labor times on Repair Orders when required by County Project Manager or designee.

3.11.2.3 Where industry standard flat-rate times do not exist, Contractor shall use industry averages as approved by County Project Manager or designee.

3.11.2.4 When neither industry standard flat-rate times nor industry averages exist, Contractor shall solicit competitive labor hour bid estimates, as approved by County Project Manager or designee.

3.11.3 Labor Time Standards, Accident, Body, Frame, and Paint Repair

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

3.11.4 Labor Time Standards, PM

Statement of Work, Attachment 4 (Preventive Maintenance Schedules, Labor Times and Vehicle Classifications) and Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Checklists) shall function as the work and labor time standards for all PM and inspection work under the Contract. Contractor shall utilize the PM inspection instruction sheets set forth in Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Checklists).

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

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

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

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

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

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

- a. Two (2) fully-equipped mobile technician service trucks: Trucks shall be minimally stocked with the following: tires, batteries, and all parts/components necessary to meet the service requirements of the Contract;
- b. Top-off oil, individual quarts: Contractor shall provide top-off oil on consignment to all Department repair locations, accounted for by specific vehicle, as directed by County Project Manager or designee.
- c. ERV rims: Contractor shall maintain a sufficient stock of ERV rims for patrol vehicles, in coordination with, and as directed and approved by, County Project Manager or designee.
  1. All rims, as well as those in inventory on the Work Start Date, shall be considered consigned to Contractor for accountability during the term of the Contract. Contractor shall be responsible for the value of the rims not accounted for upon expiration or termination of the Contract. The original purchase price, including taxes, for all unaccounted-for rims shall be withheld from Contractor's final payment upon approval by County Project Manager or designee.
- d. Tires: Contractor shall maintain a sufficient stock of tires for all vehicles, as determined by County Project Manager or designee.
- e. Out-of-service light bar covers: Contractor shall supply out-of-service light bar covers approved by County Project Manager or designee. All Contractor employees and subcontractors who drive patrol vehicles with light bars on public roads shall utilize the approved out-of-service light bar covers at all times.
- f. Office Equipment: Contractor shall provide all office equipment, not provided by County, that is necessary for Contractor's performance of the required services, including, but not limited to, office furnishings, photocopiers, file cabinets, and computer equipment.
- g. Software: The Department authorizes the use of Microsoft Office Professional, version 2013 or higher.
  1. Contractor shall install all necessary software on computers used by Contractor staff in support of the Contract. Contractor shall provide as-needed training to all Contractor staff.
  2. Program versions shall be approved by County Project Manager or designee, prior to installation, to ensure compatibility with Department systems.
  3. Contractor shall utilize specified programs for submitting electronic memos, reports, and documents to County, as requested by County Project Manager or designee.

4. All software programs shall be installed, and all employees shall be trained within sixty (60) calendar days after the Work Start Date.
- h. Hazardous materials storage and containment equipment: This requirement is in addition to equipment supplied by County. Contractor shall provide sufficient quantities necessary for the proper handling of all hazardous materials, including, but not limited to: used oil, Freon, antifreeze, and fuel.
- i. Hazardous materials cleaning equipment: This requirement is in addition to equipment supplied by County. Contractor shall provide sufficient quantities of environmentally approved parts cleaning systems for each repair location, appropriate for the number of workers at each repair location. Contractor shall have such systems serviced according to manufacturer recommendations.
- j. Trash Disposal Services: Contractor shall provide trash disposal dumpster(s) and pick-up service for non-restricted/non-hazardous waste at the Men's Central Jail repair location for use by Contractor and Department Fleet personnel, as needed.
  1. Trash disposal service at the Men's Central Jail repair location is covered under the Fixed-Price portion of the Contract.
- k. Contractor shall, without additional expense to County, deliver business plans, records, and/or other information to local, state, and federal government agencies, such as the City of Los Angeles, South Coast Air Quality Management District (SCAQMD), the Environmental Protection Agency (EPA), and/or other institutions, companies, or individuals, as required by statute or as required by County Project Manager or designee.
  1. Contractor shall inform County Project Manager or designee within twenty-four (24) hours of any such request for information. County Project Manager or designee will advise Contractor within forty-eight (48) hours if any of the information is not to be released.
  2. Copies of all requested materials shall be provided to County Project Manager or designee at least five (5) business days prior to submission to the requesting agency, company, or individual.

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

- 3.13.1 Contractor shall, when approved by County Project Manager or designee, invoice County under the FFS/Direct Purchase billing category for providing other material, equipment, and services not supplied by County, and necessary to perform all work under the Contract, including, but not limited to:
  - a. Top-off oil, individual quarts: Contractor shall provide top-off oil to all Department repair locations, as directed by County Project Manager or designee.
  - b. ERV rims: Rims purchased and supplied by Contractor (not including rims supplied by County), shall be invoiced to County as FFS/Direct Purchase, per sub-paragraph 4.6.7.2 of Exhibit B (Price Sheet) of the Contract.

- c. Trash Disposal Dumpsters: County reserves the right to require Contractor to provide additional trash disposal dumpsters and pick-up service for non-restricted/non-hazardous waste at any or all repair locations, if determined to be necessary by County Project Manager or designee. Such additional trash service for locations other than the Men's Central Jail repair location shall be invoiced as FFS/Direct purchase pursuant to sub-paragraph 4.6.7.11 of Exhibit B (Price Sheet) of the Contract. If County Project Manager or designee requires additional trash service, Contractor shall bill County monthly, in arrears, at Contractor actual cost with tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.

#### **4.0 FLEET MAINTENANCE AND REPAIR SERVICES**

##### **4.1 General**

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

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

4.1.6.1 Multi-Point Inspection Eastern (MPIE)

Contractor shall ensure that all vehicles receiving repair services at the Eastern Avenue repair location, receive a Multi-Point Inspection Eastern (MPIE) prior to leaving the repair location (with the exception of PM and quick fix repairs as set forth in sub-paragraph 4.10 (Quick-Fix Repairs

and Appointments) of this SOW). The MPIE includes, but is not limited to:

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

#### 4.1.6.2 Quick-Fix Safety Inspection (QFSI)

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

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

#### 4.1.6.3 16-Point Inspection

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

#### 4.1.7 Parts Removal/Retention

4.1.7.1 Contractor shall retain all removed, worn, defective, and/or used parts.

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

#### 4.1.8 Vehicle Transport for Repair

4.1.8.1 Contractor shall transport all vehicles to and from subcontractors for repair.

4.1.8.2 Department personnel may deliver vehicles to any Contractor-operated Department repair location for PM, inspections, and repairs.

4.1.8.3 Should Department personnel be required to deliver vehicles to any subcontractors due to Contractor inability to transport such vehicles, or to meet Contract repair time requirements, and not due to election by

Department, Contractor shall credit County at the FFS Mechanical Repair regular hourly labor rate for heavy vehicles listed in Exhibit B (Price Sheet) of the Contract for the total time required to transport the vehicle to and from the subcontractor.

4.1.8.4 Contractor shall issue such credit to County within the same month as the repairs are completed.

4.1.8.5 If Contractor fails to credit County on the appropriate invoice, County may at its sole discretion, deduct that amount from the following month's invoice, plus a six percent (6%) administrative fee.

#### 4.1.9 Repair Record Requirements

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

#### 4.1.10 Overview

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

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

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

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

### **4.2.1 Systems**

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

### **4.2.2 Exterior and Interior**

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

#### **4.2.2.1 Exterior and Interior, Quality**

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

### **4.2.3 Lubricants and Fluids**

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

## **4.3 Preventive Maintenance (PM) Program**

### **4.3.1 Program Standard**

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

### **4.3.2 PM Schedules**

Contractor shall provide, at a minimum, PM services and inspections in accordance with the PM schedules listed in Statement of Work, Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle



Classifications) and Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Checklists).

#### 4.3.3 PM Program Changes

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

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

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

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

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

4.3.4 Intentionally Omitted.

4.3.5 Intentionally Omitted.

#### 4.3.6 PM Compliance Rate

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

#### 4.3.7 Contractor Response Time

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

#### 4.3.8 Non-OEM/Recalls/Campaigns

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

#### 4.3.9 Most Appropriate PM Service and/or Inspection Shall be Performed

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

#### 4.3.10 Marine Vessels (Boats) PMs

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

4.3.10.2 Boat maintenance and repairs may be completed by Department Fleet personnel, at the sole discretion of the County Project Manager or designee.

#### 4.3.11 Engine Oil Analysis: Heavy Duty Vehicles and Boats

4.3.11.1 Contractor shall obtain an engine oil analysis as part of every PM service for heavy duty vehicles, having a gross vehicle weight rating (GVWR) of 22,000 lbs. or more, and boats.

4.3.11.2 Contractor's engine oil analysis shall be conducted by a licensed laboratory for all Fleet buses, boats, and other on-road compressed natural gas and/or diesel-powered heavy-duty vehicles, such as tractors and trucks having a gross vehicle weight rating (GVWR) of 22,000 lbs. or more.

4.3.11.3 Contractor shall obtain oil analysis results from the laboratory within seven (7) business days from when the sample was taken.

4.3.11.4 The resulting data and Contractor's assessment of same shall be documented on a ShopFax Repair Order, and shall be available to County Project Manager or designee via a ShopFax report.

4.3.11.5 Any deviation in the oil condition from OEM specifications which indicates contamination or impending engine and/or component damage/failure shall be documented and reported to the repair location County Contract Program Monitor or Contractor supervisor and Contractor Project Manager within twenty-four (24) hours of receipt of said results.

- 4.3.11.6 Contractor shall immediately recall to the repair location any vehicle that is determined to be at risk of damage and/or component failure due to results of oil analysis and repair as needed.

4.3.12 PM Service Sticker

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

4.3.13 Contractor Notification and Scheduling for PM Service

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

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

4.3.13.2 Special Notification

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

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

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

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

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

#### **4.4 Safety Inspections, Recurring, Mandatory**

##### **4.4.1 Safety Inspections, Weekly (ERV)**

- 4.4.1.1 Contractor shall conduct a mandatory safety inspection of at least two (2) black and white ERVs per UOA, each week, as part of sub-paragraph 9.2 (Quality Control Plan) (except for vehicles based at the Catalina Island repair location).
- 4.4.1.2 The safety inspection shall consist of, but not be limited to, mechanical, interior/exterior condition, and any additional related safety requirements for the vehicle as determined by County Project Manager or designee.
- 4.4.1.3 Contractor shall, as part of each inspection, document the tread depth and inflation pressure of each tire to ensure compliance with federal, state, or local regulations.
- 4.4.1.4 Contractor shall, as part of each inspection, also include the date, mileage/hour/hub meter reading, and type and date of the last PM.
- 4.4.1.5 Contractor shall document the vehicle's repair or PM status as "just repaired," "just having received a PM," and the vehicle's operational status as "in-service."
- 4.4.1.6 Re-inspections for deficiencies previously identified are considered additional, and do not count towards the weekly requirement stated in sub-paragraph 4.4.1.1 above.
- 4.4.1.7 Contractor shall include a summary of all ERV inspections (other than those located on Catalina Island) by UOA, with a report of problems identified, remedies, and other pertinent information in each Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.
- 4.4.1.8 Contractor shall include the number completed and percentage of ERVs inspected to date, in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW. Contractor shall attach copies of all inspections to the Monthly Report.
- 4.4.1.9 Contractor shall document that all deficiencies identified have been corrected, or will be scheduled for correction at a later date. In such event, Contractor shall provide County Project Manager or designee with the scheduled dates when all identified deficiencies will be remedied.

##### **4.4.2 Safety Inspections, Quarterly [Catalina Island]**

- 4.4.2.1 Contractor shall conduct a quarterly inspection of all Catalina Island-based vehicles, in lieu of weekly inspection required under sub-paragraph 4.4.1.1.
- 4.4.2.2 The safety inspection shall consist of, but not be limited to, mechanical, interior/exterior condition, and any additional related safety requirements for the vehicle as determined by County Project Manager or designee.

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

#### **4.5 Inspection Assistance**

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

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

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

##### **4.6.1 Mounted Equipment**

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

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

##### **4.6.2 Boat Repairs**

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

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

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

#### **4.7 Intentionally Omitted**

#### **4.8 Subcontractor Specialized Services**

- 4.8.1 Contractor may subcontract specialized services under the Fixed-Price or FFS categories. Prior to such event, Contractor shall demonstrate to County that such services qualify as "specialized services" which may be more efficiently delivered by a subcontractor. Each such specialized service shall be justified and approved by County Project Manager or designee prior to services being provided in accordance with sub-paragraph 8.40 (Subcontracting) of the Contract.

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

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

4.8.8 Subcontracting within Five-Mile Radius

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

- 4.8.8.1 Contractor may subcontract these services at locations over five (5) miles from the repair locations provided the subcontractor transports the vehicle not more than ten (10) miles each way to the subcontractor location or can transport the vehicle via truck to the subcontractor location within sixty (60) minutes.
- 4.8.8.2 Exceptions to sub-paragraph 4.8.8.1 above, may be approved in writing on a case-by-case basis by County Project Manager or designee.
- 4.8.9 County and Contractor agree there may be work requested by the Department under the Fixed-Price or FFS portion of the Contract that a subcontractor can perform more cost effectively or in a more timely manner. County Project Manager or designee shall have the exclusive right to require that such work be performed by a subcontractor.

- 4.8.10 Contractor shall pay all subcontractors within thirty (30) calendar days of receipt of an approved invoice for all completed work.
- 4.8.11 Should Contractor fail to issue prompt payment to any subcontractor, County may, in its sole discretion, elect to pay such subcontractor. In such event, County will deduct from Contractor's most current Fixed-Price or FFS invoice, the total invoice amount paid to the subcontractor, plus a six percent (6%) administrative fee.

#### **4.9 Labor Time Estimates**

##### **4.9.1 Labor Time Estimates, Mechanical Repairs**

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

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

Contractor's accident repair estimates shall be in accordance with accepted industry standards for each repair. In no event shall such estimates exceed the CCC One Estimating or other County-approved estimating guide for parts costs, and labor time allowances. Also see sub-paragraphs 3.11 (Labor Time Standards) and 4.34 (Accident Repairs) of this SOW.

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



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

4.9.3 Excessive Repair Time Estimates

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

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

4.9.4 Failure to Complete Timely Repairs and/or Request Extensions

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

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

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

4.9.5 General Repair Time Requirements

- 4.9.5.1 Contractor shall generally complete repairs within three (3) business days from the day the vehicle is brought to a repair location, from the day the vehicle is identified to Contractor as requiring mobile service or transport to a repair location, unless a written extension of time has been obtained from the County Project Manager or designee. Exceptions to the three (3) business day requirement are identified below in sub-paragraph 4.9.6 (Specific Repair Time Requirements).

- 4.9.5.2 Repair times run concurrently for vehicles that have auxiliary engines/equipment requiring repairs or maintenance, including, but not limited to, a truck with an auxiliary refrigeration unit.

#### 4.9.6 Specific Repair Time Requirements

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

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

#### 4.9.7 Exceptions to Repair Time Requirements

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

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

#### 4.10 Quick-Fix Repairs and Appointments

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

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

inspections, emission inspections, minor repairs, recalls, or campaigns) as determined by the County Project Manager or designee.

- 4.10.2 Quick-fix shall also include tire repair or replacement at a Department repair location or local vendor for up to two (2) passenger car tires or up to two (2) truck tires for trucks up to 10,000 GVWR.
- 4.10.3 Contractor shall advise driver or Department representative when a request for vehicle repair meets the quick-fix requirement. Contractor shall provide a quick-fix turnaround of less than two (2) hours for items requiring one (1) hour or less to inspect, service, or repair.
- 4.10.4 Quick-fix services shall be provided when appropriate, or when requested by Department Fleet personnel and/or the vehicle operator.
- 4.10.5 Contractor shall identify and record quick-fix repairs and their associated costs, in ShopFax.
- 4.10.6 Accident, body, and paint quick fixes are discussed further under sub-paragraph 4.34.9 (Accident Repair Time Requirements) of this SOW.

#### **4.11 Daily Vehicle Service Appointments**

- 4.11.1 Daily vehicle service appointments are not intended for major and/or multiple repairs with extensive labor requirements.
- 4.11.2 Contractor shall complete all PM work in accordance with the time standards listed in Statement of Work, Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) plus one (1) hour.
- 4.11.3 Contractor, at a minimum, shall provide daily vehicle service appointments by repair location, which shall be scheduled as follows:
  - 4.11.3.1 Four (4) per business day at the Eastern Avenue repair location;
  - 4.11.3.2 Four (4) per business day at STAR Center repair location; and
  - 4.11.3.3 Two (2) per business day at Pitchess Detention Center repair location.

#### **4.11.4 Additional Work Notifications**

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

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

#### 4.11.6 Completed PM/Repairs

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

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

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

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

#### 4.11.8 Vehicle Repair and Service – Pricing

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

#### 4.12 Out-of-Service Rate

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

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

4.12.3 Contractor shall calculate and record the out-of-service rate, in real time, based on the most current Repair Order data in ShopFax.

4.12.3.1 The real-time out-of-service time versus the availability of Fleet vehicles is based upon opened and closed Repair Orders having current and accurately documented ShopFax "repair reasons," including, but not limited to, PM, driver's report, damage due-to-accident (DTA), OEM recall, hold for inspection, etc.

4.12.4 Contractor shall open a Repair Order in ShopFax within fifteen (15) minutes of a vehicle's arrival to the repair location for service.

4.12.5 Contractor shall close a Repair Order in ShopFax within one (1) hour of repair completion.

- 4.12.6 The out-of-service rate includes all Fixed-Price and FFS vehicles in the Fleet that are out-of-service, minus the exceptions listed in sub-paragraph 4.12.9 (Exceptions) of this SOW.
- 4.12.7 Contractor shall ensure the out-of-service rate does not exceed the maximum number of vehicles, by category, allowed to be out-of-service (see Table A (Out-of-Service Rate – ERVs Black and White), Table B (Out-of-Service Rate – Non ERVs), and Table C (Out-of-Service Rate – Prisoner Transport Bus), below) at any one time for any of the Department's UOAs.
- 4.12.8 Table A (Out-of-Service Rate – ERVs Black and White), Table B (Out-of-Service Rate – Non ERVs), and Table C (Out-of-Service Rate – Prisoner Transport Bus) below include the Fleet size ranges with the maximum number of vehicles allowed out-of-service, which may be encountered at any one time at any one of the Department's UOAs.

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

<b>TABLE A OUT-OF-SERVICE RATE</b>	
<b>ERVs (BLACK AND WHITE)</b>	
Vehicle Types 1, 9, 19, and 22	
Statement of Work, Attachment 6 (Vehicle/Equipment Type Codes)	
Number of Assigned Vehicles	Maximum Number Vehicles Out-of-Service
0 to 5 vehicles	N/A
6 to 15 vehicles	1

16 to 25 vehicles	2
26 to 35 vehicles	3
36 to 50 vehicles	4
51 to 60 vehicles	5
61 to 70 vehicles	6
71 to 80 vehicles	7
81 to 90 vehicles	8
91 to 100 vehicles	9
101 to 110 vehicles	10
111 to 120 vehicles	11
121 to 130 vehicles	12
131 to 140 vehicles	13
141 to 150 vehicles	14
151 to 160 vehicles	15
161 to 170 vehicles	16
171 to 180 vehicles	17
181 to 190 vehicles	18
191 to 200 vehicles	19
201 to 210 vehicles	20
211 to 220 vehicles	21
221 to 230 vehicles	22
231 to 240 vehicles	23
241 to 250 vehicles	24
<b>TABLE B OUT-OF-SERVICE RATE</b>	
<b>NON-ERVs</b>	
All Other Vehicle Types Except For Types 1, 9, 16, 19, 22, 30, 31, 34, 37 ,99	
Statement of Work, Attachment 6 (Vehicle/Equipment Type Codes)	
Number of Assigned Vehicles	Maximum Number of Vehicles Out-of-Service
0 to 4 vehicles	N/A

5 to 7 vehicles	2
8 to 43 vehicles	3
44 to 56 vehicles	4
57 to 68 vehicles	5
69 to 81 vehicles	6
82 to 93 vehicles	7
94 to 106 vehicles	8
107 to 118 vehicles	9
119 to 131 vehicles	10
132 to 143 vehicles	11
144 to 156 vehicles	12
157 to 168 vehicles	13
169 to 181 vehicles	14
182 to 193 vehicles	15
194 to 206 vehicles	16
207 to 218 vehicles	17
219 to 231 vehicles	18
232 to 243 vehicles	19
244 to 256 vehicles	20
257 to 269 vehicles	21
270 to 281 vehicles	22
282 to 293 vehicles	23
294 to 306 vehicles	24
307 to 319 vehicles	25
320 to 332 vehicles	26
333 to 345 vehicles	27

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

#### 4.12.9 Exceptions

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

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



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

#### 4.12.10 Monitoring and Reporting Requirements

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

#### 4.12.11 Contractor Remedy for Non-Compliance

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

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

#### 4.13 Vehicle Yard Check and Reporting

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

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

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

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

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

#### 4.13.6 Reporting

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

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

#### **4.14 Reworks, Comebacks, Warranty Periods**

##### **4.14.1 Reworks**

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

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

#### 4.14.2 Comebacks

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

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

#### 4.14.3 Contractor Expense

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

#### 4.14.4 Completion Times

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

#### 4.14.5 Percentage Standards

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

#### 4.14.6 Reporting

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

#### 4.14.7 Reimbursement to County

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

determined by County Project Manager or designee.

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

#### **4.15 Deferred Work**

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

#### **4.16 Repair History Review**

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

##### **4.16.1 When Opening Repair Order, General**

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

##### **4.16.2 When Opening Repair Order, Engines and Transmissions**

In order to determine if needed repairs are covered by a warranty, Contractor shall run a minimum three (3) year or 75,000 mile (or 300 hours for off-highway vehicles)

vehicle repair history review when opening a Repair Order in ShopFax for major engine or transmission repairs, or any engine or transmission replacement.

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

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

#### **4.17 Inspection Checklist Documents**

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

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

4.17.1 Contractor shall use the forms provided in Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Checklists) of.

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

#### **4.17.3 Retention Period**

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

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

#### **4.18 Car Wash and Detailing Services**

##### **4.18.1 Car Wash Services**

Contractor shall provide Fleet car wash services and all related supplies at the Eastern Avenue repair location for up to ten (10) vehicles per business day under the Fixed-Price portion of the Contract.

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

- 4.18.1.2 Contractor shall wash exterior of vehicles and vacuum all vehicle interiors including the carpet and upholstery. Contractor shall clean all vehicle interiors (including all trim, seats, carpet, accessories, rubber, plastic, vinyl, leather, etc.).

- 4.18.1.3 Contractor shall clean all windshields, windows, mirrors, and other glass surfaces inside and out. Contractor shall wash/clean all tires and wheels and apply appropriate protective coatings to the tires.

- 4.18.1.4 Car wash services in excess of the minimum of ten (10) vehicles per business day shall be invoiced as FFS at the regular Body Repair/Painting hourly labor rates specified in Exhibit B (Price Sheet) of the Contract for labor times mutually agreed upon per vehicle.

##### **4.18.2 Detailing Services**

Contractor shall provide Fleet detailing services and related supplies at the Eastern Avenue repair location for up to ten (10) vehicles per business day under the Fixed-Price portion of the Contract.

- 4.18.2.1 Contractor shall wash vehicle exterior per guidelines 4.18.1.2 and 4.18.1.3 above. Contractor shall prepare painted surfaces for wax using clay bars, rubbing compound or buffing as required and then wax with professional grade carnauba or other Department-approved wax. Contractor shall apply appropriate protective coatings to the tires.

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

- 4.18.2.3 Contractor shall vacuum and clean all vehicle interiors, including carpet and upholstery. Carpets shall be spot cleaned and shampooed. Leather

conditioner shall be applied to all leather surfaces. Appropriate protective coatings shall be applied to all vinyl surfaces.

4.18.2.4 Contractor shall clean all windshields, windows, mirrors, and other glass surfaces inside and out.

4.18.2.5 County Project Manager or designee reserves sole discretion to determine if a vehicle exterior or interior condition is too degraded to obtain a satisfactory result from detailing.

4.18.2.6 County Project Manager or designee reserves sole discretion to determine whether or not the quality of the finished vehicle is satisfactory.

4.18.2.7 Fleet detailing services in excess of the minimum of ten (10) per business day shall be invoiced as FFS at the Body Repair/Painting regular hourly labor rates specified in Exhibit B (Price Sheet) of the Contract for labor times mutually agreed upon per vehicle.

#### **4.19 Replace-Versus-Repair Recommendations**

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

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

4.19.2.1 Repair estimate;

4.19.2.2 Equipment replacement cycles in accordance with Department policies;

4.19.2.3 Equipment condition;

4.19.2.4 Equipment life-cycle cost; and

4.19.2.5 Current Kelly Blue Book value of vehicle/equipment (or County-acceptable alternative if not available in Kelly Blue Book).



<b>TABLE F</b> <b>DEPARTMENT REPLACEMENT GUIDELINES</b>			
Each vehicle is evaluated on a case-by-case basis using the following Department general guidelines:			
VEHICLE TYPE	Mileage Range OVER	AND	Repair Cost EXCEEDS
Black & White S.U.V.'s All Wheel Drive	100,000 110,00		\$1,500 \$750
Solid S.U.V's All Wheel Drive	100,000 110,00		\$1,500 \$750
Black & White sedans	90,000 100,000		\$1,500 \$750
Solid sedans (police package)	100,000 110,000		\$1,500 \$750
All other sedans	90,000		\$1,500
Trucks, Van's, 4 x 4's	150,000		\$1,500
Buses (45-70) passenger	800,000		\$20,000
Motorcycles (patrol)	80,000		\$2,000

#### 4.19.3 Evaluation of Additional Mileage and Repair Costs

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

#### 4.19.4 Exception to Repair Cost Evaluation

Certain repair costs used to determine whether to repair or replace a vehicle or piece of equipment may not be considered if the costs are due to a lack of timely repairs, recalls, and/or maintenance that Contractor should have performed during scheduled services and/or non-scheduled visits to Contractor-operated County repair locations, as determined by County Project Manager or designee. However, while separate, all costs should be included in the disposal recommendation estimate.

#### 4.19.5 Vehicle Billing Category Change

In special situations, some Fixed Price vehicles may be transferred to a Fee-for-Service category when vehicles exceed the Department Replacement Guidelines and are determined to be uneconomical to repair, or for other reasons, as determined by County Project Manager.

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

### 4.20 **Suspected Vehicle Abuse**

#### 4.20.1 Mandatory Notification Requirement

Contractor shall immediately advise County Project Manager or designee of any

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

#### 4.20.2 Documenting Repairs

Contractor shall identify repairs and estimated cost of repairs caused by suspected vehicle abuse, and, upon approval of County Project Manager or designee, document such suspected abuse together with a repair cost estimate on the Repair Order in ShopFax.

#### 4.20.3 Invoicing for Repairs Due to Abuse

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

### 4.21 **Security and Care of Vehicles. Contractor**

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

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

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

#### 4.21.4 Reporting Theft or Vandalism

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

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

#### 4.21.5 Misuse of County Vehicles

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

#### 4.21.6 Contractor Negligence: Damage or Loss

Contractor shall be responsible for repair and/or reimbursement to County for the value of vehicles damaged due to Contractor or subcontractor negligence while under control of Contractor or subcontractor, at the sole discretion of the County Project Manager or designee. Examples of negligence include, but are not limited

to: leaving vehicle windows down which result in rain damage or animal contamination; not securing plastic covers over a damaged and/or open area of vehicle so weather or animals can damage the engine or interior.

4.21.6.1 Contractor shall reimburse County for repair and/or replacement costs resulting from damage to, or loss of, Fleet vehicles or any component thereof, due to Contractor and/or subcontractor failure to perform in accordance with the provisions of the Contract and specifically this subparagraph 4.21 (Security and Care of Vehicles, Contractor).

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

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

#### **4.22 Damage Due to Accident**

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

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

##### **4.22.3 Missing Plates**

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

##### **4.22.4 Damaged/Missing Communications or Emergency Equipment**

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

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

4.22.4.3 Contractor shall be responsible for repair and/or reimbursement to County for the value of vehicles damaged while in Contractor's or Contractor's subcontractor's care, as determined by County Project

Manager or designee. If not repaired at Contractor's sole expense within the repair time standards set forth in this SOW, Contractor shall apply an invoice credit to Contractor's most current invoice to County within the same month as the damage or loss occurred or as determined by County Project Manager or designee.

#### **4.23 Emission Testing**

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

#### **4.24 Seasonal/Specialized Equipment Maintenance**

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

#### **4.25 Towing and Emergency Road Services**

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

#### **4.25.2 Towing and Emergency Road Service Assistance**

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

#### **4.25.3 Towing and Emergency Road Service Within United States**

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

#### **4.25.4 Vehicle Towing – Requirements**

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

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

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

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

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

4.25.4.5.1 the date and time the call for service was received by towing subcontractor dispatcher;

4.25.4.5.2 the date and time tow truck arrived on scene;

4.25.4.5.3 the location of the disabled vehicle;

4.25.4.5.4 the specific vehicle problem; and

4.25.4.5.5 the location where the vehicle was dropped off.

#### 4.25.4.6 Vehicle Verification after Tow

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

#### 4.25.5 Towing Requirements, Buses

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

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

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

#### 4.25.6 Out-of-Service Vehicle Towing

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

#### 4.25.7 Option for Mobile Service in Lieu of Tow

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

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

#### 4.25.8 Towing Data and Tracking

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

- 4.25.8.1.1 the date and time the call for service was received by Contractor's towing subcontractor dispatcher;
- 4.25.8.1.2 the date and time tow truck arrived on scene;
- 4.25.8.1.3 the location of disabled vehicle;
- 4.25.8.1.4 the specific vehicle problem;
- 4.25.8.1.5 the date and time vehicle was back in service, or the time, date, and location where the vehicle was dropped off; and
- 4.25.8.1.6 the cost of the service.

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

**4.25.9 FFS / Direct Purchase Towing Charges**

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

- 4.25.9.1.1 tows due to accident or vandalism;
- 4.25.9.1.2 tows for safely operable decommissioned vehicles which shall not or cannot be driven by Department personnel;
- 4.25.9.1.3 tows for inoperable decommissioned vehicles; and
- 4.25.9.1.4 tows for all FFS/vehicles regardless of incident.

**4.25.10 Fixed-Price Towing Charges**

4.25.10.1 All other tow services are included under the Fixed-Price portion of the Contract. Contractor shall notify County Project Manager or designee, in writing, twenty-four (24) hours prior to any change in contact information for towing services.

**4.26 Mobile Technician Services**

4.26.1 Contractor shall dispatch a mobile technician with service truck, at a minimum of once per month, to perform inspections, maintenance, and repair work on vehicles located at the Mira Loma Detention Center (MLDC) located at 45100 North 60<sup>th</sup> Street West, Lancaster, California 93536. On-site time for this maintenance visit shall be for a minimum of five (5) hours, plus any needed time to acquire parts, or follow-up on said work, as needed to complete the work.

4.26.2 Contractor shall provide additional mobile technician visits and/or vehicle transport to repair locations, without requiring any other authority and/or request, in order to meet the maintenance and repair requirements standards for vehicles assigned to the Mira Loma Detention Facility and other locations as required, and/or as directed by County Project Manager or designee.

**4.27 New Vehicle Receiving, Processing, and Outfitting**

**4.27.1 New Vehicle Processing**

Contractor shall process all new vehicles, including, but not limited to: new and used vehicle dealer purchases; auction vehicle purchases; bailments; seizures; vehicle donations; Federal surplus property vehicle acquisitions; and other acquisitions or temporary loans.

4.27.1.1 Contractor shall be responsible for the pickup and delivery of all documents and paperwork, and shall perform the clerical work required for completing all California Department of Motor Vehicles (DMV) forms and documents necessary to process all Fleet vehicles with the DMV.

4.27.1.2 Contractor shall obtain, secure and process all DMV paperwork for "E plate" and "cold plate" vehicles (e.g., vehicle title, registration, and

license) and forward completed documentation to the DMV within five (5) business days of receipt of the vehicles' paperwork, unless otherwise specified by County Project Manager or designee.

#### 4.27.1.3 Fixed-Price New Vehicle Processing Services

Under the Fixed-Price portion of the Contract, Contractor shall process up to forty (40) new vehicles per month, using procedures approved by County Project Manager or designee.

4.27.1.4 Contractor shall deliver the vehicle title, plates, registration, and all required DMV registration paperwork to County Project Manager or designee.

#### 4.27.1.5 Fee-For-Service (FFS) New Vehicle Processing Services

4.27.1.5.1 Contractor shall invoice County for all new vehicle processing in excess of forty (40) new vehicles per month as FFS at the Mechanical Repair regular hourly labor rates specified in Exhibit B (Price Sheet) of the Contract, using labor times mutually agreed upon by both Contractor and County Project Manager or designee.

#### 4.27.1.6 Reporting

Contractor shall create an electronic report (e.g. xls) of all vehicles processed. The report shall be in a form and format approved and accepted by the County Project Manager or designee.

4.27.1.7 Contractor shall include the electronic report as part of the Monthly Report, in both hard copy and electronic (CD or other approved format) formats, as further described in sub-paragraph 7.3 (Monthly Report) of this SOW. The content and organization of the CD shall be as determined by County Project Manager or designee. The report shall include monthly and year-to-date information, including:

- 4.27.1.7.1 Number of vehicles processed;
- 4.27.1.7.2 Processing information listed by vehicle number;
- 4.27.1.7.3 DMV status, e.g. "processed" through DMV;
- 4.27.1.7.4 DMV status, e.g. "in process" at DMV; and
- 4.27.1.7.5 DMV status, e.g. "waiting to be processed" by DMV.

#### 4.27.2 New Vehicle Outfitting, General

Contractor shall outfit all new vehicles for their intended function as directed by County Project Manager or designee. Contractor shall be equipped and prepared to transport and outfit new vehicles as set forth herein.

4.27.2.1 "Vehicle outfitting" includes vehicle cleaning and preparation for Department use.

4.27.2.2 Vehicle outfitting includes, but is not limited to, the installation of: push bars; light bars; screens; plastic rear seats; wiring looms and associated components; MDC docking station racks; radio mounting trays; skid



plates; intersection clearance lights; push bar lights; map lights; black-out driving switch assemblies; fire extinguisher holders; interior equipment boxes (large and/or small); shotgun racks and lock assemblies; decals; County radio equipment (transceiver, antennas, control heads, and microphones); and other specialized equipment, as determined by County Project Manager or designee. County Project Manager or designee will provide to Contractor a Vehicle Outfitting Build Sheet identifying the specific equipment to be installed on each vehicle to be outfitted. This Vehicle Outfitting Build Sheet will follow the vehicle and be signed off by Contractor when vehicle outfitting is completed (see 4.27.3.2 below).

4.27.2.2.1 "Class A" outfitted vehicles are those Department-only vehicles which generally require more extensive installation of equipment. These vehicles may include, but are not limited to: black and white patrol vehicles; K-9 vehicles; inmate transport vans with single or double cages; command vehicles; SUVs such as Chevrolet Tahoe; Ford Explorer/Utility PI or Expedition; black and white driver training vehicles; and other type vehicles, as determined by the County Project Manager or designee.

4.27.2.2.2 "Class B" outfitted vehicles include any Fleet vehicles which generally require less extensive installation of equipment. These vehicles may include, but are not limited to: solid sedans; standard SUVs; standard cargo or passenger vans; utility trucks; motorcycles; large (twenty-five (25) to sixty (60) passenger) inmate transport buses; specialty vehicles; and other vehicles types, as determined by the County Project Manager or designee.

4.27.2.3 County Project Manager or designee reserves the sole and exclusive right to assign any new vehicle to either the Fixed-Price or FFS outfitting category, or to classify a vehicle as Class A or Class B.

4.27.2.4 Intentionally Omitted

4.27.2.5 Fixed-Price New Vehicle Outfitting (Class A)

- a. Under the Fixed-Price portion of the Contract, Contractor shall transport from the Department's storage areas and outfit up to forty (40) Class A vehicles per calendar month.
- b. The actual number of Class A vehicles outfitted per calendar month shall be as determined by the County Project Manager or designee.
- c. Class A vehicle outfitting in excess of forty (40) Class A vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair overtime hourly labor rates specified in Exhibit B (Price Sheet) of the Contract, using labor times mutually agreed upon by Contractor and County Project Manager or designee.

4.27.2.6 Fee-for-Service (FFS) New Vehicle Outfitting (Class B)

- a. Under the FFS billing category, Contractor shall transport from the Department's storage areas and outfit all Class B vehicles.
- b. The actual number of Class B vehicles outfitted per calendar month shall be as determined by the County Project Manager or designee.
- c. Class B vehicle outfitting for up to twenty (20) Class B vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair regular hourly labor rates specified in Exhibit B (Price Sheet) of the Contract, using labor times mutually agreed upon by Contractor and County Project Manager or designee.
- d. Class B vehicle outfitting in excess of twenty (20) Class B vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair overtime hourly labor rates specified in Exhibit B (Price Sheet) of the Contract, using labor times mutually agreed upon by Contractor and County Project Manager or designee.

4.27.2.7 Contractor shall complete and deliver up to fifteen (15) fully-outfitted Class A vehicles within any fifteen (15) calendar day period when requested by County Project Manager or designee.

4.27.2.8 Contractor shall complete and deliver up to ten (10) fully-outfitted Class B vehicles requiring less than six (6) hours of labor time within any (7) calendar day period when requested by County Project Manager or designee.

4.27.2.9 All Department-affiliated vehicle outfitting shall be invoiced to County as FFS. Such outfitting requirements are additional to the outfitting requirements stated in this sub-paragraph 4.27.2 (New Vehicle Outfitting, General).

4.27.3 Outfitting Requirements, Specific

4.27.3.1 Contractor shall perform all items listed on the Vehicle Outfitting Build Sheet checklist provided to Contractor by the County Project Manager or designee. A sample Vehicle Outfitting Build Sheet is attached as Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Lists).

4.27.3.2 Additionally, Contractor shall deliver a signed and completed Outfitting Build Sheet checklist with each completed vehicle to the County Project Manager or designee.

4.27.3.3 The Department shall coordinate with Contractor and the Department's Radio Services Unit for the installation of Department's communication radios and other electronic equipment by Department equipment installers.

- 4.27.3.4 Contractor shall clean, refurbish, and repaint push bars, screens, cages, security bars, communication racks, radio mounting trays, skid plates, console boxes, fire extinguisher brackets, shotgun racks, shotgun locks, shotgun lock timers, and plastic rear seats (with seatbelts if required), and other equipment that is re-utilized for similar model vehicles in outfitting, as specified by County Project Manager or designee.
- 4.27.3.5 Contractor shall perform minor repairs such as straightening, welding, and other similar minor modifications as needed to the equipment listed in sub-paragraph 4.27.3.4 above.
- 4.27.3.6 Contractor shall install required equipment and accessories, including, but not limited to:
  - 4.27.3.6.1 Light bars; spotlights; map lights; siren speakers; emergency equipment wiring loom (with schematic); battery hot and ignition hot wires; grounding wires and relays; fuse blocks; power, coaxial, and data cables for communications, such as MDC docking stations, communication radios; control heads; antennas; black-out switches, secure idle; smart sirens; intersection clearance lights; and other lights/equipment, as needed, for Fleet vehicles;
  - 4.27.3.6.2 Push bars; screens; cages; security bars; communication racks; radio mounting trays; skid plates; console boxes; fire extinguisher brackets; shotgun racks and locks; shotgun lock timers; and plastic rear seats (with seatbelts if required);
  - 4.27.3.6.3 Remote control rear door opener; winches; back-up warning devices; tow hitches; trailer plugs, cables, sockets and wiring; and K-9 vehicle equipment, such as dog kennels and air conditioning climate control modules for dogs;
  - 4.27.3.6.4 Cables; isolators; integrators; solenoids; switches; and security alarms; and auxiliary batteries;
  - 4.27.3.6.5 Auxiliary equipment for driver training cars, including, but not limited to: gauges; speedometers; brakes; seat belts; roll bar padding; wiring; panic stop equipment; auxiliary brake pedal; and
  - 4.27.3.6.6 Special bodies (i.e. utility, service, flatbed bodies) that are installed on new vehicles and/or chassis.
- 4.27.3.7 Contractor shall paint and apply vehicle/equipment numbers and decals, including station numbers on vehicle roof, as specified by County Project Manager or designee.
- 4.27.3.8 Contractor shall install vehicle wiring as follows:
  - 4.27.3.8.1 All wire installed and used to operate the equipment specified by the Department shall be in accordance with the Society of Automotive Engineers (SAE) electrical standards for wire

sizing, allowable voltage drop, connectors, breakers, and relays.

- 4.27.3.8.2 Contractor shall use SXL cross-linked insulation automotive wire for all automotive emergency and communication equipment, trailer, and accessory wiring on Fleet vehicles, or GXL automotive wire when SXL is not available in necessary colors, unless another specific wire type is requested and approved in writing by County Project Manager or designee.
- 4.27.3.8.3 Contractor shall use marine-grade wiring for all marine applications.
- 4.27.3.8.4 Contractor shall implement the same color code conventions established by the Department for similar circuits for all automotive emergency and communication equipment, trailer, and accessory wiring on all vehicles, as approved by County Project Manager or designee.
- 4.27.3.8.5 Contractor shall provide, at minimum, two (2) copies of wiring diagrams and schematics of all accessory and emergency equipment installations for all "Class A" and "Class B" outfitted vehicles.
- 4.27.3.9 Auxiliary engines, welders, generators, and other additional mounted equipment (e.g. refrigeration unit on a truck) shall be entered as "attached equipment" in ShopFax and may be listed as either Fixed-Price (part of primary vehicle) or listed separately as FFS, as determined by County Project Manager or designee.
- 4.27.3.10 Mounted equipment, if not installed "new," shall come with documented repair histories and PM schedules separate from the primary vehicle. Contractor shall identify mounted equipment by type and equipment classification on all ShopFax Repair Orders. A listing of equipment classifications is found in Statement of Work, Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications).
- 4.27.3.11 Non-drive-train-mounted equipment on specialty vehicles such as trucks with service bodies, trucks with lift gates, dump trucks, tow trucks, and specialty rescue vehicles are part of the main vehicle, and are not considered as "attached equipment." Examples of non-drive-train-mounted equipment include, but are not limited to: power take-offs, hydraulic cylinders, electric motors and controllers, winch assemblies, inverters, and converters.

#### 4.27.4 Outfitting Recordkeeping

- 4.27.4.1 Contractor shall open a Repair Order for every vehicle to be outfitted. The Repair Order shall, among other things, identify the outfitting as Fixed-Price or FFS as determined by County Project Manager or designee. Contractor shall record, on every Repair Order, all vehicle outfitting information, including all outfitting labor hours, as well as parts, components, and equipment (by description, part number, and VMRS

code).

4.27.4.2 Contractor shall also verify all vehicle outfitting information provided by the County Project Manager or designee on the Vehicle Outfitting Build Sheet as set forth in Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Checklists).

4.27.4.3 Contractor shall ensure that all Vehicle Outfitting Build Sheet information is entered into ShopFax within three (3) business days of vehicle completion. This task may be performed by Contractor or authorized Department personnel, at the discretion of, and using a process specified by, County Project Manager or designee.

4.27.4.4 Contractor shall maintain a copy of the Vehicle Outfitting Build Sheet on file at the Eastern Avenue repair location. Contractor shall deliver the original Vehicle Outfitting Build Sheet to the designated Department personnel within twenty-four (24) hours of vehicle completion, as directed by County Project Manager or designee and identified on the Vehicle Outfitting Build Sheet.

#### 4.27.5 Minimum Inventory, Refurbished and/or New Outfitting Parts

4.27.5.1 Contractor shall maintain a minimum inventory of refurbished and/or new outfitting parts in stock at all times (see also sub-paragraph 3.10.8 (Outfitting Parts and Components, Inventory Program)). Contractor shall coordinate with County to set minimum and maximum stock levels for all outfitting parts and components. Contractor shall create ordering timelines to maintain inventory and advise County when inventory falls below agreed-upon stock levels.

4.27.5.2 The inventory shall be sufficient to outfit at least forty (40) ERV vehicles for the purpose of patrol at any time. Specific quantities of identified parts for other specialized vehicles shall be specified by County Project Manager or designee.

4.27.5.3 County will purchase and supply certain outfitting parts to Contractor pursuant to Paragraph 10.0 (County Responsibilities) of this SOW. Notwithstanding, County may direct Contractor to purchase some outfitting parts, in accordance with FFS/Direct Purchase, per Exhibit B (Price Sheet) of the Contract, using a purchasing process approved by County Project Manager or designee.

#### 4.27.6 County Option to Perform Outfitting

County retains the exclusive right to perform independent outfitting of Fleet vehicles at its sole discretion.

### 4.28 Lock and Key Replacement

#### 4.28.1 Non-Electronic (Non-Micro-Chipped), Standard Keys

4.28.1.1 Contractor is responsible for cost of replacing keys that are lost or missing due to Contractor's negligence.

- 4.28.1.2 Contractor shall provide additional or replacement non-electronic security vehicle keys within one (1) hour of request, and up to twelve (12) keys per hour. Contractor shall invoice County for such keys as FFS/Direct Purchase at Contractor's actual cost plus tax, plus an administrative/handling fee not to exceed two percent (2%) of actual cost.

4.28.2 Electronic Security (micro-chipped) Keys

- 4.28.2.1 Contractor is responsible for cost of replacing keys that are lost or missing due to Contractor's negligence.
- 4.28.2.2 Contractor shall purchase electronic security (micro-chipped) keys from an approved outside vendor when required by County.
- 4.28.2.3 Contractor shall invoice County for such keys as FFS/Direct Purchase at Contractor's actual cost plus tax, plus an administrative/handling fee not to exceed two percent (2%) of actual cost.
- 4.28.2.4 Contractor shall test all keys for proper engagement in corresponding lockcylinders, and/or proper electronic functionality, prior to delivery to County.

**4.29 Fabrication**

"Fabrication" is defined as the construction and/or reinforcement of vehicle components. Contractor shall provide fabrication services as required by County. Fabrication does not include refurbishing of, or minor modifications to, existing components. Contractor shall invoice County for fabrication services as FFS at the Body Repair/Painting regular hourly labor rates, in accordance with Exhibit B (Price Sheet) of the Contract.

- 4.29.1 Fabrication services shall be required for, but shall not be limited to: security screens; cages; console boxes; security bars; light bar mounts; switch panels; body modifications; ventilators; gun racks; fire extinguisher brackets; truck bodies; bumpers; push bars; radio and communication mounting racks; flashlight holders; auxiliary power outlets; and electrical wiring packages.
- 4.29.2 All fabricated component designs must receive prior approval from County Project Manager or designee prior to production run.
- 4.29.3 Contractor may purchase some components from outside sources when approved by County Project Manager or designee.
- 4.29.4 Electrical Wiring Packages

When requested to fabricate electrical wiring packages, Contractor shall perform the necessary research and develop a complete wiring loom package capable of operating all equipment specified by Department, in accordance with SAE electrical standards for wire sizing, allowable voltage drop, connectors, breakers, and relays.

- 4.29.4.1 Contractor shall use SXL cross-linked insulation automotive wire for all automotive emergency and communication equipment, trailer, and accessory wiring on Fleet vehicles. Contractor may use GXL automotive

wire when properly color coded SXL is not available, unless another specific wire type is requested, and approved in writing by County Project Manager or designee.

4.29.4.2 Contractor shall use marine grade wiring for all marine applications.

4.29.4.3 Contractor shall design, build, and warrant vehicle wiring packages to perform without failure for a period of ten (10) years and/or 150,000 miles consistent with industry standards.

4.29.4.4 Contractor shall, within five (5) business days of completion of vehicle outfitting, provide to County Project Manager or designee three (3) copies of wiring diagrams and schematics of each fabricated electrical wiring package for all installed accessory and emergency equipment.

4.29.4.5 Contractor shall maintain a file of all wiring diagrams and schematics on site at the Eastern Avenue repair location. Contractor shall make all such diagrams and schematics easily accessible to County and Contractor mechanical personnel. Wiring diagrams and schematics may be stored electronically with print capability and/or as hard copies. The final storage format and file organization method for all wiring diagrams shall be pre-approved by County Project Manager or designee.

#### **4.30 Modifications**

“Modification” is defined as the alteration of a vehicle, piece of equipment, or previously fabricated component. Contractor shall provide modification services as specified by County Project Manager or designee.

4.30.1 Contractor shall provide modification to vehicles and/or components, which shall include, but shall not be limited to: lights; wiring; locks; utility boxes; vehicle exteriors; and vehicle interiors.

4.30.2 Contractor shall invoice County for modification services as FFS at the Body Repair/Painting regular hourly labor rate, in accordance with Exhibit B (Price Sheet) of the Contract.

#### **4.31 Installation, Miscellaneous**

“Installation” means the addition of equipment on or in vehicles at any time during a vehicle’s service life and, as applicable, after vehicle outfitting is completed. Contractor shall provide installation services as specified by County Project Manager or designee.

4.31.1 Installation services shall be required for, but shall not be limited to: push bars; lights; locks; secure idle controls; intersection clearance lights; command boxes; utility boxes; lift gates; air conditioning cut outs; hidden black-out switches; sirens; shotgun racks; screens; radio mounting trays; skid plates; alarms; window tints; special seats; Radio and MDC communication equipment; radio racks; radio/data/power cables (front to rear of vehicle); and auxiliary fuel tanks.

- 4.31.2 Contractor shall invoice County for installation work as FFS at the Body Repair/Painting regular hourly labor rate, in accordance with Exhibit B (Price Sheet) of the Contract.
- 4.31.3 County makes no guarantee that such work may be required of Contractor at any time during the term of the Contract.
- 4.31.4 County reserves the exclusive right to outsource certain installations, including, but not limited to, window tinting, alarms, and lift gates to subcontractors, when County Project Manager or designee determines subcontractor to be more efficient, or when such installation requires specialized skills.

#### **4.32 Vehicle Decommissioning Services**

##### **4.32.1 Fixed-Price Decommissioning Services**

- 4.32.1.1 Under the Fixed-Price portion of the Contract, Contractor shall decommission up to forty (40) Class A vehicles per month.
- 4.32.1.2 The actual number of Class A vehicles decommissioned per month shall be as determined by the County Project Manager or designee.
- 4.32.1.3 Monthly vehicle decommissioning in excess of forty (40) Class A vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair regular hourly labor rates specified in Exhibit B (Price Sheet) of the Contract, using labor times mutually agreed upon by Contractor and County Project Manager or designee.

##### **4.32.2 Fee-for-Service (FFS) Decommissioning Services**

- 4.32.2.1 Under the FFS billing category, Contractor shall decommission all Class B vehicles.
- 4.32.2.2 The actual number of Class B vehicles decommissioned per month shall be as determined by the County Project Manager or designee.
- 4.32.2.3 Monthly vehicle decommissioning for up to twenty (20) Class B vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair regular hourly labor rates specified in Exhibit B (Price Sheet) of the Contract, using labor times mutually agreed upon by Contractor and County Project Manager or designee.
- 4.32.2.4 Monthly vehicle decommissioning in excess of twenty (20) Class B vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair overtime hourly labor rates specified in Exhibit B (Price Sheet) of the Contract, using labor times mutually agreed upon by Contractor and County Project Manager or designee.



#### 4.32.3 Decommissioning Services

Contractor shall decommission vehicles earmarked for auction or sale and for dismantling for parts (cannibalization) or scrap, at the direction of County Project Manager or designee.

#### 4.32.4 General

4.32.4.1 Contractor shall expedite the preparation of all vehicles identified by County for decommissioning to minimize County's storage area requirements, particularly at the Eastern Avenue repair location.

4.32.4.2 Contractor shall complete routine decommissioning of all vehicles, including those vehicles requiring transport to an auction facility, within thirty (30) calendar days from the date of receiving the vehicle list and vehicle location information from County, as well as document packages required to complete the auction preparation process, when applicable. Contractor shall notify County Project Manager or designee for any vehicle decommissioning anticipated to exceed the thirty (30) calendar day requirement.

4.32.4.3 Notwithstanding, County may elect to conduct a portion of decommissioning preparation independent of Contractor.

#### 4.32.5 Decommissioning services include, but are not be limited to, the following:

4.32.5.1 Inspecting all vehicles identified for decommissioning;

4.32.5.2 Completing all decommission-related documents, when applicable, including, but not limited to, the Going Out-of-Service Inspection and Preparation for Auction Inspection checklists set forth in Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Checklists), the vehicle title ("pink slip") and any other ownership documents, and any court orders authorizing the Department to own or sell the vehicle, when applicable;

4.32.5.3 Rendering a vehicle evaluation for each decommissioned vehicle to determine current vehicle condition and reviewing Contractor's maintenance program thereof;

4.32.5.4 Removing vehicle license plates and any DMV-related paperwork or identifiers from a decommissioned vehicle; and

4.32.5.5 Removing all outfitted emergency equipment including, but not limited to: light bars; push bars; security screens; radio mounting trays; skid plates; spot lights; secure idle; intersection clearance lights; sirens; racks; guns racks; computers; brackets; radios; control heads; antennas; communication and computer equipment; cables; connectors; and other associated equipment and parts.

4.32.5.5.1 Contractor shall remove wiring, cables, connectors, and associated equipment intact and in good condition. Connectors and associated parts shall not be cut off and/or

damaged.

- 4.32.5.5.2 Contractor shall, at the direction of County Project Manager or designee, package/box all communications equipment in appropriately sized packages/boxes. The equipment may include MDTs, MDCs, radios, wiring, and miscellaneous related components.
- 4.32.5.5.3 Contractor shall prominently label each such package/box by individual vehicle number or other identifying information, as directed by County Project Manager or designee.
- 4.32.5.5.4 Contractor shall deliver such package to the Department's Radio Services Unit, as directed by County Project Manager or designee.
- 4.32.5.5.5 Contractor shall invoice County for all package/box materials requested by County as FFS/Direct Purchase at Contractor's actual cost with tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.
- 4.32.5.5.6 Contractor shall be solely responsible for the repair or replacement of any equipment and wiring damaged during removal, as determined by County Project Manager or designee.

#### 4.32.6 Decommissioning for Auction or Sale

- 4.32.6.1 All required emission equipment shall be installed and operable on all vehicles earmarked for sale to the public. Contractor shall conduct emissions pre-testing and document the results in ShopFax.
- 4.32.6.2 Contractor shall deliver all removed license plates and equipment to Department personnel designated by County Project Manager or designee.
- 4.32.6.3 Contractor shall ensure all auction and "for sale" vehicles comply with local, state, and federal safety laws, including emission requirements. Contractor shall complete the Preparation for Auction Inspection checklist set forth in Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Checklists).
- 4.32.6.4 Contractor shall remove all insignias, decals, Fleet vehicle numbers, and lettering (insignia removal), so that no distinguishable insignia or lettering shadow remains to identify the vehicle as a former Department asset.
  - 4.32.6.4.1 Contractor shall complete all insignia removal work without causing damage or blemish to paint finish, metal, and/or other material.
  - 4.32.6.4.2 Contractor shall paint all doors on black and white vehicles earmarked for auction directly to the public, a standard black gloss finish using single stage paint.

- 4.32.6.4.3 Contractor shall paint all doors on black and white vehicles identified "for wholesale" to dealers, a flat black finish, with prior approval by County Project Manager or designee.
- 4.32.6.5 Contractor shall remove all County equipment/markings, including, but not limited to, emergency equipment, communications equipment, license plates, all County vehicle numbers and County insignias or lettering prior to auction/sale.
- 4.32.6.6 Contractor shall remove front and rear license plates, registration cards (if available), and any related paperwork from a decommissioned vehicle scheduled for auction. Contractor shall deliver the license plates, registration, and any related paperwork to Department Fleet personnel identified by County Project Manager or designee.
- 4.32.6.7 Contractor shall reinstall OEM rear seats and seatbelts, as directed by County Project Manager or designee.
- 4.32.6.8 Contractor shall perform cost-effective minor repairs to increase resale value, including, but not limited to, filling holes left by the removal of emergency/communications equipment and minor touch-up painting as directed by County Project Manager or designee.
- 4.32.6.9 Contractor shall perform more substantial repairs and enhancements to decommissioned vehicles, including, but not limited to, installation of rear door handle actuating rod assemblies, as determined and requested by County Project Manager or designee.
- 4.32.6.9.1 These repairs and enhancements shall be invoiced as FFS at the Mechanical Repair regular hourly labor rates specified in Exhibit B (Price Sheet) of the Contract, at labor hours mutually agreed upon by Contractor and County Project Manager or designee, but in no event shall such labor hours exceed CCC One Estimating or other County-approved estimating guide, as approved by County Project Manager or designee.
- 4.32.6.10 Contractor shall transport to and from, and/or make decommissioned vehicles available to, subcontractor for special auction preparation services when requested by County Project Manager or designee. Such services shall include, but shall not be limited to, painting and upholstery work.
- 4.32.6.10.1 Notwithstanding, Contractor's estimate for such work shall require prior approval of County Project Manager or designee prior to commencement of any such work. Contractor shall invoice County for outside vendor decommissioning preparation services as FFS/Direct Purchase at Contractor's actual cost plus tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.

4.32.6.11 Contractor shall complete routine decommissioning preparation of all vehicles requiring transport to an auction facility within thirty (30) calendar days from the date of receiving the vehicle list and location of the vehicles from County, as well as document packages required to complete the auction preparation process, when applicable.

4.32.6.12 Certain vehicles identified by County Project Manager or designee from time to time may require expedited decommissioning for auction. Such vehicles shall be completed within five (5) business days from the date the vehicle is identified by County and document package is provided to Contractor by County Project Manager or designee.

4.32.6.13 Contractor shall coordinate with auction services provider for vehicle transport services to and from the auction site.

#### 4.32.7 Auction Document Processing

4.32.7.1 Contractor shall verify and document that the auction transporter picks up the correct vehicles. Such documentation shall be in a form and format acceptable to County Project Manager or designee.

4.32.7.2 Upon Contractor's completion of the Ready for Sale/Auction Form set forth in Statement of Work, Attachment 5 (Preventive Maintenance and Other Inspection Lists), Contractor shall, as directed by County Project Manager or designee, coordinate with County auction vendor for pickup/delivery of decommissioned auction vehicles.

4.32.7.3 Contractor shall document all pickup, delivery, and sales of vehicles by auction vendor. Such documentation shall be in a form and format acceptable to County Project Manager or designee.

#### 4.32.8 Decommissioning for Cannibalization/Dismantling

4.32.8.1 Contractor shall remove front and rear license plates, registration cards (if available), any related paperwork from a decommissioned vehicle scheduled for cannibalization, or for sale as scrap metal. Contractor shall deliver the license plates, registration, and any related paperwork to Department Fleet personnel identified by County Project Manager or designee.

4.32.8.2 Contractor shall remove the physical vehicle identification number (VIN) tag from decommissioned cannibalized vehicles, or vehicles designated to be sold as scrap metal. Contractor shall deliver the VIN tag to Department Fleet personnel identified by County Project Manager or designee.

4.32.8.3 Contractor shall remove usable mechanical and body parts designated for cannibalization from decommissioned vehicles and turn those parts over to the Department for storage at the direction of County Project Manager or designee. Contractor shall invoice County for the removal of usable mechanical and body parts from decommissioned vehicles as FFS at the Body Repair/Painting regular hourly labor rate, in accordance with Exhibit B (Price Sheet) of the Contract.

- 4.32.8.3.1 All FFS work time estimates must have prior approval by County Project Manager or designee prior to drafting.
- 4.32.8.3.2 All FFS work must have prior approval by County Project Manager or designee prior to commencement thereof.
- 4.32.8.3.3 Contractor may charge up to, but not more than, ten (10) hours labor for a complete vehicle dismantling, which shall include frame cut up and disposal into on-site County scrap metal bin.
- 4.32.8.3.4 Contractor shall complete all such work, Monday through Friday, during business hours, unless otherwise approved by County Project Manager or designee.
- 4.32.8.4 Contractor shall arrange for the remaining vehicle shell to be delivered to a scrap metal recycling vendor, as directed by County Project Manager or designee. Contractor shall execute a warrant payable to County for the full reimbursement amount collected from local scrap metal vendors within ten (10) business days of any vehicle disposal.
- 4.32.8.5 Contractor shall complete routine decommissioning of all vehicles requiring transport to a scrap metal recycling vendor within thirty (30) calendar days from the date of receiving the vehicle list and location of the vehicles from County. Document packages required to complete the salvage process shall be delivered to the County Project Manager or designee prior to the thirty (30) calendar day date. Contractor shall notify County Project Manager or designee of any vehicle decommissioning that is anticipated to exceed the thirty (30) calendar-day requirement.
- 4.32.8.6 County, in its sole discretion, may elect to have County personnel cannibalize parts from decommissioned vehicles.

#### **4.33 Vehicle Decommissioning Records and Reports**

- 4.33.1 Contractor shall maintain decommissioning data in a Department-approved computer program (such as Excel). The data shall include, but shall not be limited to, all vehicles sent to auction all auction transactions including all sales details, and all decommissioned vehicles cannibalized for parts, as specified by County Project Manager or designee.
- 4.33.2 Contractor shall deliver a decommissioned vehicle data report to County Project Manager or designee as part of the Monthly Report, as specified in sub-paragraph 7.3 (Monthly Report) of this SOW, in both hard copy and on compact disc or other approved electronic format. The report shall present cumulative data from the Work Start Date.

#### **4.34 Accident Repairs**

- 4.34.1 Contractor shall process all Fleet accident repairs, including, but not limited to, transporting of vehicle(s) to and from repair sites, appraising value of damaged vehicle, providing two types of repair estimates with digital pictures of damage, and

repairing vehicle to OEM/industry standards while ensuring timeliness and quality of repairs.

#### 4.34.2 Full-Color Digital Images

Contractor shall, immediately upon receipt of any vehicle involved in an accident (regardless of severity), take full color digital photos of the repair while in process, capturing supplemental repairs, hidden damage and repair stages of the process and, at minimum, all four (4) corners of the vehicle, displaying the license plates, the Department assigned vehicle number, undercarriage, odometer, spare tire, and the actual damages relating to the accident.

#### 4.34.3 Accident Damage, Initial Estimate

4.34.3.1 Contractor shall prepare an estimate for each vehicle involved in an accident. Contractor's estimate shall be a "net-cost-to-repair." The estimate shall include full color digital photographs of the subject vehicle in accordance with sub-paragraph 4.34.2 (Full-Color Digital Images) above.

4.34.3.2 Contractor's estimate shall consider the availability of cannibalized parts currently in inventory that may be used for the repair.

##### 4.34.3.3 Vehicles with GVWR less than 22,000 lbs.

Contractor shall deliver the estimate to County Project Manager or designee within two (2) business days after receipt of any vehicle having a GVWR less than 22,000 lbs.

##### 4.34.3.4 Vehicles with GVWR 22,000lbs. or More

Contractor shall deliver the estimate to County Project Manager or designee within five (5) business days after receipt of any vehicle having a GVWR of 22,000 lbs. or more.

4.34.3.5 Contractor shall document the condition of both vehicle license plates on or within the vehicle, and verify that the license plate numbers are correct for the vehicle.

4.34.3.6 Contractor shall include all labor costs to remove cannibalized parts from decommissioned vehicles, when applicable, on the repair estimate and Repair Order, in accordance with FFS, per Exhibit B (Price Sheet) of the Contract.

#### 4.34.4 Accident Damage, Second Estimate

Contractor shall prepare an industry-standard "second estimate," containing the fully-burdened market costs for repairs (with full color digital pictures in accordance with sub-paragraph 4.34.2 (Full-Color Digital Images) above, and submit such to the County Project Manager or designee upon completion of accident repairs. The second estimate may be used by the Department subrogation unit to effect collection of the fully burdened market costs to repair the vehicle.

4.34.5 Summarized Report - Listing of Accident Repair Costs, As-Needed

4.34.5.1 Contractor shall provide a summarized report listing accident repair costs by vehicle, and by accident, when requested by County Project Manager or designee.

4.34.5.2 The form and format for this report shall be at the discretion of County Project Manager or designee.

4.34.6 Accident Repair Estimating Standards

Accident repair estimating standards are discussed in sub-paragraph 4.9.2 (Labor Time Estimates, Accident, Body, and Paint Repairs) of this SOW.

4.34.7 Accident Replace-Versus-Repair Recommendations

Contractor shall provide to County replace-versus-repair (RVR) recommendations for accident repairs as outlined in sub-paragraph 4.19 (Replace-Versus-Repair Recommendations) of this SOW, when requested by the County Project Manager or designee. The RVR shall accompany the initial estimate in accordance with the timelines described in sub-paragraph 4.34.3 (Accident Damage, Initial Estimate) above.

4.34.8 Accident Repair, Subcontractor Agreements

In accordance with sub-paragraph 8.40 (Subcontracting) of the Contract, Contractor shall establish agreements with subcontractors for vehicle accident repair work as needed for overflow work to keep up with established turn around repair times, as listed in sub-paragraph 4.34.9 (Accident Repair Time Requirements).

4.34.8.1 Contractor shall not use subcontractor for accident repair, unless pre-approved in writing by County Project Manager or designee.

4.34.8.2 Upon approval to use subcontractor for accident repair, Contractor shall deliver parts, Department-inventoried when available, to subcontractor, as provided by Department, at no additional cost to County.

4.34.8.3 All repair estimates, billing, and other requirements detailed in this sub-paragraph 4.34 (Accident Repairs) also apply to vehicles repaired by subcontractor.

4.34.8.4 Contractor shall be responsible for the timely processing and payment of all invoices to subcontractor.

4.34.9 Accident Repair Time Requirements

Contractor shall meet all accident repair time requirements listed in this sub-paragraph 4.34.9 (Accident Repair Time Requirements), unless specifically authorized an extension of time, in writing, by County Project Manager or designee. Repair times are defined for the following repair categories: 1) quick-fix accident repair; 2) minor accident repair; 3) major accident repair; and 4)

complete single or multiple-stage repaint with minor body damage.

4.34.9.1 Quick-Fix Accident Repair

Quick-fix accident repair shall mean a body/paint repair that is estimated to take seven (7) hours or less, according to CCC One Estimating or other County-approved estimating guide for labor time allowances, or accepted industry standards for vehicles not listed in either guide, as approved by County Project Manager or designee.

4.34.9.2 Contractor shall complete all quick-fix accident repairs within three (3) business days of written approval by County Project Manager or designee.

4.34.9.3 Quick-fix accident repairs may include, but are not limited to:

4.34.9.3.1 "bottom outs" that require the removal and/or subsequent replacement of the radiator or air conditioning condenser, if required;

4.34.9.3.2 recharging air conditioning system and straightening bent radiator supports;

4.34.9.3.3 replacing and painting a new or cannibalized part, such as a door, fender, hood, or bumper assembly;

4.34.9.3.4 repairing minor body damage;

4.34.9.3.5 replacing door hinges, door glass, door channel runs, push bars, front or rear bumper assemblies, header panels; and

4.34.9.3.6 minor welding of the vehicle frame or body that does not require frame straightening.

4.34.9.4 Minor Accident Repair

Minor accident repair shall mean a body/paint repair that is estimated to take more than seven (7) hours, but less than sixteen (16) hours, according to CCC One Estimating or other County-approved estimating guide for labor time allowances, or accepted industry standards for vehicles not listed in either guide, as approved by County Project Manager or designee.

4.34.9.5 Contractor shall complete all minor accident repairs within nine (9) business days of written approval of County Project Manager or designee.

4.34.9.6 Minor accident repairs may include, but are not limited to:

4.34.9.6.1 "bottom outs" that include removing radiator/air conditioning condenser (replacing if required);



- 4.34.9.6.2 recharging air conditioning system and straightening bent radiator supports;
- 4.34.9.6.3 replacing and painting a new or cannibalized part; such as a door, fender, hood, or bumper assembly,
- 4.34.9.6.4 repairing minor body damage;
- 4.34.9.6.5 replacing door hinges, door glass, door channel runs, push bars, front/ or rear bumper assemblies, header panels; and
- 4.34.9.6.6 minor welding of the vehicle frame or body that does not require frame straightening.

4.34.9.7 Major Accident Repair

Major accident repair shall mean a body/paint repair that is estimated to take more than sixteen (16) hours, according to CCC One Estimating or other County-approved estimating guide for labor time allowances, or accepted industry standards for vehicles not listed in either guide, as approved by County Project Manager or designee.

- 4.34.9.8 Contractor shall complete all major accident repairs within twenty-one (21) business days of written approval of County Project Manager or designee.

4.34.9.9 Complete Repaint (Single or Multiple-Stage) with Minor Body Damage

A complete repaint with minor body damage shall mean a body/paint repair that is estimated to take not more than fifty (50) hours to complete, according to CCC One Estimating or other County-approved estimating guide for labor time allowances, or accepted industry standards for vehicles not listed in either guide, as approved by County Project Manager or designee.

- 4.34.9.9.1 Contractor shall complete all repaints (single or multiple-stage) with minor body damage within fifteen (15) business days of written approval of County Project Manager or designee.

- 4.34.9.9.2 Complete repaint (single or multiple-stage) with minor body damage includes, but is not limited to: standard paint preparation; cleaning; priming; sanding; block sanding; sealing; feathering and priming of small paint chips; as well as all preparation necessary to repair paint that is peeling, checking, cracking, chipped, scratched, and/or oxidized.

#### 4.34.9.10 Final Quality Inspection, Additional Mechanical Work

Contractor shall thoroughly inspect all vehicles upon completion of accident repairs.

4.34.9.10.1 Following the completion of all accident repairs, Contractor shall wash all vehicles completed in the body shop using the guidelines in sub-paragraph 4.18 (Car Wash and Detailing Services). Contractor shall complete any additional mechanical work (repairs and/or servicing) before the vehicle is returned to service.

4.34.9.10.2 Additional mechanical work (repairs and/or servicing) includes, but is not limited to: any PM either due or overdue; any local, state, or federally-mandated safety or emission inspection; any mechanical/electrical system or interior/exterior component in need of repair or replacement; and/or any other inspection, recall, or campaign.

4.34.9.10.3 Contractor shall open a new Repair Order for any vehicle found to need additional mechanical work after accident repairs have been completed.

4.34.9.10.4 Additional mechanical work shall be completed according to the repair time requirements set forth in sub-paragraph 4.9.5 (General Repair Time Requirements) and sub-paragraph 4.9.6 (Specific Repair Time Requirements) of this SOW, with the appropriate out-of-service rate requirement identified (see sub-paragraph 4.12 (Out-of-Service Rate)) when the Repair Order is opened.

4.34.9.10.5 Out-of-Service, Time End: Out-of-service time calculations (sub-paragraph 4.34.9 (Accident Repair Time Requirements) of this SOW)) shall end upon notification to County Project Manager or designee that the vehicle has been repaired and Contractor's successful completion of all safety and quality control inspections and closure of the Repair Order.

4.34.9.10.6 Contractor shall, upon completion of all repairs, deliver the vehicle to County Project Manager or designee along with copies of the checklists applicable to the Repair Order, and all invoices, before the vehicle repairs may be considered completed. In the final invoice Contractor shall include all parts invoices and all sublet invoices

#### 4.34.10 Out-of-Service Time, Tracking

“Out-of-service” vehicle is defined in sub-paragraph 4.12 (Out-of-Service Rate) of this SOW.

##### 4.34.10.1 Tracking Repair Order, Defined

A Tracking Repair Order is a Repair Order used to track vehicle movement from one repair section to another repair section and the total out-of-service time of the vehicle. Contractor shall open a Tracking Repair Order to accompany the initial Accident Repair Order required pursuant to sub-paragraph 4.34.12 (Accident Repair Order and Vehicle Accident Report Requirement) below, to track the total out-of-service time of the vehicle, regardless of accident and/or mechanical repairs. The Tracking Repair Order shall not be closed until all work is completed.

#### 4.34.11 Multiple Operational Section Repairs

Vehicles often require repair work from more than one repair section of Contractor’s repair operation (e.g., paint shop, body shop, and mechanical repair).

4.34.11.1 Contractor shall move such vehicles from one repair section to another repair section as necessary.

4.34.11.2 The repair sequence for such vehicles begins on the original out-of-service date. The vehicle is not considered a “new arrival” at each subsequent repair section.

#### 4.34.12 Accident Repair Order and Vehicle Accident Report Requirement

4.34.12.1 Contractor shall open an Accident Repair Order in ShopFax upon receipt of the vehicle, provide an initial estimate, and begin work, upon approval of initial estimate by County Project Manager or designee.

4.34.12.2 Contractor shall record the Department File Number for the vehicle accident on the Accident Repair Order prior to closing the Accident Repair Order, regardless of whether or not Contractor is in receipt of a Vehicle Accident Report. Specific procedures for the requirement to obtain the Department File Number and the completed Vehicle Accident Report will be established by County Project Manager or designee, on the Work Start Date.

4.34.12.3 Contractor’s request for an exemption to the requirements of this sub-paragraph 4.34.12 (Accident Repair Order and Vehicle Accident Report Requirement) shall be authorized in writing by County Project Manager or designee.

4.34.12.4 Contractor shall begin calculation of out-of-service time for vehicles involved in an accident at the time a vehicle is delivered to Contractor to provide an initial estimate in accordance with sub-paragraph 4.34.3

(Accident Damage, Initial Estimate) of this SOW. Contractor shall document vehicle out-of-service time on the Accident Repair Order, which shall include:

- 4.34.12.4.1 Contractor's RVR recommendation in accordance with sub-paragraph 4.19 (Replace-Versus-Repair Recommendations) and sub-paragraph 4.34.7 (Accident Replace-Versus-Repair Recommendations) of this SOW;
  - 4.34.12.4.2 the amount of time necessary to receive the decision to repair or replace from County Project Manager or designee, if applicable;
  - 4.34.12.4.3 the number of labor hours required to complete all repairs; and
  - 4.34.12.4.4 the estimated date of completion and return-to-service date.
- 4.34.12.5 Contractor shall document vehicle out-of-service time on the Monthly Report as specified in sub-paragraph 7.3 (Monthly Report) of this SOW. The Monthly Report shall include the estimated date of completion and return-to-service date for all vehicles out-of-service due to accident.

4.34.13 Accident Repair Records

- 4.34.13.1 Contractor shall maintain copies of all accident repair records and estimates for a period of five (5) years after the Contract expiration or termination date.
- 4.34.13.2 Contractor shall make all accident repair records available to County Project Manager or designee within twenty-four (24) hours of any request to do so.
- 4.34.13.3 Contractor shall make all accident repair records available to County Project Manager or designee, as needed, for use by the Department subrogation unit to ensure repair cost recovery from outside parties whenever possible.

4.34.14 County Option to Obtain Outside Repair Estimates or Perform Repairs

- 4.34.14.1 County Project Manager or designee retains sole discretion to obtain estimates from subcontractor if County Project Manager or designee determines Contractor's estimate, or the proposed out-of-service time for the vehicle, is irregular or excessive.
- 4.34.14.2 County reserves the sole and exclusive right to outsource accident repair work to a local vendor.
- 4.34.14.3 County reserves the sole and exclusive right to perform its own accident repair work.

## **5.0 FLEET MANAGEMENT INFORMATION SYSTEMS AND SERVICES**

### **5.1 Background. General**

- 5.1.1 Unless stated to the contrary herein, Contractor shall provide all work described in this Paragraph 5.0 (Fleet Management Information Systems and Services) under the Fixed-Price portion of the Contract.
- 5.1.2 The Department utilizes several information systems, including software and hardware, in support of fleet management operations. The information systems owned and/or licensed by the Department include, but are not limited to:
  - a. ShopFax, Release 10.1 (asset management software licensed from World Information Systems, Inc. (WIS));
  - b. Fleet Asset Status Tracking (FAST) program (a custom, Department-designed Microsoft Access database application);
  - c. Rocket UniVerse (database management operating environment licensed from Rocket Software, and used exclusively by the ShopFax application);
  - d. IBM UniVerse ODBM Drivers (open database connectivity drivers);
  - e. Esker SmarTerm software;
  - f. IBM Cognos Report Writer;
  - g. SAP Crystal Report Writer; and
  - h. Fuel Focus (an electronic fuel management and monitoring system licensed from Asset Works).
- 5.1.3 Throughout the term of the Contract, Contractor shall make full and proper use of the features and functionality of all Department information systems in support of Contractor's management and maintenance services required hereunder, as approved and/or directed by County Project Manager or designee.
- 5.1.4 At any time during the term of the Contract, the Department may elect to implement a new information system, including, but not limited to, a new asset management system. Contractor shall be required to make full and proper use of the features and functionality of, and assist in the implementation of, any new information system obtained by County during the term of the Contract in support of Contractor's management and maintenance services required hereunder.

### **5.2 ShopFax Background**

- 5.2.1 ShopFax is an automated asset management system licensed by the Department, which provides Fleet management and maintenance information for the Fleet. Both Contractor and Department staff use ShopFax. Among other things, ShopFax is used to generate Repair Orders, monitor PM schedules, track vehicle repair progress, track vehicle and parts inventories, document estimates and actual costs for repairs, and provide invoicing data for all Fixed-Price and FFS work rendered to the Department.
- 5.2.2 "ShopFax" or the "System" means the ShopFax software and all hardware, inclusive of all access points, utilized in the operation of the ShopFax software.
- 5.2.3 The ShopFax software resides on a primary computer-server at the Eastern Avenue repair location and is backed up by a disaster recovery server at the

Department's Pitchess Detention Center. ShopFax is network-distributed to numerous standalone desktop computer workstation access points, which include printers and scanners, located throughout the County.

- 5.2.4 There are currently seventy-nine (79) ShopFax and IBM UniVerse-associated user licenses, seventy-nine (79) disaster recovery ShopFax and IBM Universe associated user licenses, and seventy-nine (79) access points. An "access point" is analogous to a standalone, networked workstation.
- 5.2.5 The Department utilizes fifteen (15) access points, and sixty-four (64) access points are utilized by Contractor. All access points are currently equipped with existing County-owned standalone desktop computers and peripherals.
- 5.2.6 All repair locations listed in Statement of Work, Attachment 2 (Department Repair Locations), with the exception of Catalina Island, are connected to the System and have one (1) or more terminals, monitors, and printers.
- 5.2.7 Contractor shall make full and proper use of the features and functionality of ShopFax in support of the management and maintenance services required hereunder. Contractor shall manage and maintain all aspects of ShopFax, including all software, software licensing, access point hardware and peripherals, and resident data.
- 5.2.8 Contractor Project Director shall coordinate with, and provide information to, County Project Manager or designee on all aspects of ShopFax, including data entry, reports, and procedures relating to Fleet management and maintenance issues.
- 5.2.9 The Department shall hold the agreement with ShopFax for all ShopFax records and data.

### **5.3 Technology Administration and Maintenance**

- 5.3.1 Contractor shall purchase, on behalf of the Department, continued licensing and on-going System support, which shall include all software updates, for the current level of seventy-nine (79) ShopFax and UniVerse user licenses from World Information Systems (WIS). Contractor shall install all updates to ShopFax within thirty (30) calendar days of release by WIS.
- 5.3.2 Contractor shall purchase continued licensing and on-going support for WIS Esker-SmarTerm software, Microsoft Windows, and Microsoft Office in support of all ShopFax workstations for the current level of seventy-nine (79) user licenses.
- 5.3.3 Contractor shall acquire all necessary support agreements, internet subscriptions/licenses, software licenses and updates, as well as updates for all County-owned diagnostic equipment (see sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment)), e.g. vehicle update modules (either annual or as available) pursuant to sub-paragraph 3.12 (Other Contractor-Provided Material, Equipment, and Services (Fixed-Price)) of this SOW. Contractor shall install all equipment updates within thirty (30) calendar days of their availability.

5.3.4 All licenses purchased by Contractor on behalf of the Department shall be registered to "County of Los Angeles, Sheriff," including, but not limited to, ShopFax and UniVerse licenses throughout the term of the Contract and thereafter.

5.3.5 Contractor shall provide in-house System administration and local support for ShopFax, UniVerse, and all associated software/hardware.

5.3.5.1 Contractor shall maintain and operate the System-related UniVerse ODBC drivers.

5.3.6 ShopFax Expansion and Upgrades

5.3.6.1 Contractor shall expand ShopFax by adding additional access points, inclusive of hardware, additional ShopFax and UniVerse user licenses, and any other related licenses and support, in excess of the seventy-nine (79) access points available as of the Work Start Date, as required by County Project Manager or designee.

5.3.6.2 Contractor shall upgrade ShopFax, thereby providing additional functionality, as required by County Project Manager or designee.

5.3.6.3 Contractor shall invoice County for all costs to expand and/or upgrade ShopFax as contemplated in this sub-paragraph 5.3.6 (ShopFax Expansion and Upgrades) as FFS/Direct Purchase as outlined in sub-paragraph 4.6.7.24 of Exhibit B (Price Sheet) of the Contract.

5.3.7 ShopFax Maintenance

5.3.7.1 ShopFax shall not be taken off-line for maintenance during business hours, unless the maintenance work is of an emergent and/or critical nature, as determined and approved by County Project Manager or designee. Contractor shall notify County Project Manager or designee via phone or email within one (1) hour of such emergency. See also sub-paragraph 5.3.9 (ShopFax Downtime) of this SOW.

5.3.7.2 Exception: ShopFax downtime resulting from telephone company line/relay failures and/or other circumstances beyond the control of Contractor (force majeure) shall not count against Contractor downtime.

5.3.7.3 Contractor shall ensure all System access points are supplied with paper and ink cartridges appropriate to the individual printers at each ShopFax workstation.

5.3.7.4 Contractor shall maintain a minimum supply of at least one (1) operational spare peripheral and/or peripheral component part for each ShopFax workstation in order to minimize ShopFax downtime. Such peripherals shall be stored at the Eastern Avenue repair location, or otherwise at the direction of County Project Manager or designee. The peripherals and components include, but are not limited to: scanners, keyboards, wired and wireless mice, computer terminals preloaded with Esker SmarTerm™ software, monitors, cables, routers, modems, software, and appropriately sized printers to fit all shop locations and

access points.

5.3.7.5 Contractor shall provide and maintain an assortment of tools to facilitate the maintenance of each ShopFax workstation, as well as each peripheral and/or peripheral component part for each ShopFax workstation, in order to minimize ShopFax downtime.

5.3.7.6 All Contractor costs to maintain and repair existing access points, peripherals, and peripheral components, as listed in this Paragraph 5.0 (Fleet Management Information Systems and Services) are included in the Fixed-Price portion of the Contract.

5.3.7.7 All costs to maintain and repair new access points in excess of the original seventy-nine (79) access points available on the Work Start Date, including peripherals and peripheral components, as listed in this Paragraph 5.0 (Fleet Management Information Systems and Services) shall be invoiced to County as FFS/Direct Purchase as outlined in sub-paragraph 4.6.7.24 of Exhibit B (Price Sheet) of the Contract.

5.3.7.8 Contractor shall repair any inoperative access point hardware or components within five (5) business days of notice to Contractor by County Project Manager or designee, and provide temporary replacements within two (2) business days of notice to Contractor, when requested by County Project Manager or designee.

#### 5.3.8 ShopFax Report Modifications/Additions

5.3.8.1 Contractor shall modify and/or create, or procure services from WIS to modify and/or create, ShopFax reports, when requested by County Project Manager or designee.

5.3.8.2 As needed, Contractor shall purchase ShopFax report modifications requiring additional support and labor from WIS as FFS/Direct Purchase, in accordance with sub-paragraph 4.6.7.22 of Exhibit B (Price Sheet) of the Contract. Contractor shall obtain prior written approval from County Supervising Contract Program Monitor or designee prior to initiating any request for such report modification services.

#### 5.3.9 ShopFax Downtime

5.3.9.1 Contractor shall operate, maintain, repair, and provide support and supplies for the System with less than twenty (20) business hours of System downtime per year, and less than twenty (20) business hours of System access-point downtime per year.

5.3.9.2 System downtime and/or System access point downtime in excess of twenty (20) business hours per year shall result in Contractor invoice "credits" to County in the amounts, and in the manner set forth in Statement of Work, Attachment 8 (Performance Requirements Summary (PRS) Chart).



## **5.4 ShopFax Procedures**

### **5.4.1 Repair Order Processing**

The ShopFax Repair Order (Repair Order) functions as a complete, stand-alone document that clearly and accurately reflects the work requested, work authorizations issued, parts issued, and work performed.

The status of Fleet vehicles is based upon open and closed Repair Orders with current and accurate ShopFax “repair reasons.”

- 5.4.1.1 Unless otherwise specified herein, Contractor shall open a Repair Order in ShopFax immediately when a vehicle is brought in for service. All Repair Orders shall be closed within one (1) hour of repair completion.
- 5.4.1.2 Contractor shall enter part numbers and other required data into the System.
- 5.4.1.3 Contractor shall enter labor times using a barcode scanner to facilitate the capture of real-time information.
- 5.4.1.4 In the event of a barcode scanner failure, Contractor shall manually enter labor-time data into ShopFax, but only on a temporary basis.
- 5.4.1.5 Contractor shall quality control all Repair Order data input into the System, including, but not limited to, accurate repair reasons, all issued work authorizations, parts issued, and work performed. Contractor shall ensure all written instructions or comments are inputted, using correct English grammar and spelling.
- 5.4.1.6 At the Eastern Avenue repair location, Contractor shall notify intake personnel that a completed vehicle is ready for pick-up and provide intake personnel with the location of the vehicle, and copies of 1) the completed Repair Order, 2) original Driver's Vehicle Condition Report, and 3) signed PM and Inspection Checklists. Such notification shall be made immediately upon completion of the completed repair and quality inspection.
- 5.4.1.7 At repair locations other than the Eastern Avenue repair location, Contractor shall notify the vehicle's driver or other responsible party as instructed by County Project Manager or designee when a completed vehicle is ready for pick-up and provide the responsible party with copies of 1) the completed Repair Order, 2) original Driver's Vehicle Condition Report, and 3) signed PM and Inspection Checklists. Such notification shall be made within one (1) hour of completion of the completed repair and quality inspection.
- 5.4.1.8 Contractor shall make notifications that a completed vehicle is ready for pickup either verbally, by telephone, via email, or other method approved by County Project Manager or designee.

#### 5.4.2 Repair Order Data Entry Detail

5.4.2.1 All Repair Orders shall contain: 1) Complaint, 2) Cause, and 3) Correction in the Comments field of the Repair Order. Contractor shall use all required data-entry fields, unless otherwise directed by County Project Manager or designee, including, but not limited to:

- a. Instruction field: Enter the work requested, as well as any vehicle operator complaints. Vehicle operator complaints shall be described as coming from the driver or other responsible party. The description shall document how the complaint was received, e.g. verbally or from the Driver's Vehicle Condition Report.
- b. Driver Name field: Enter the full first and full last name of the driver or responsible party requesting the work into the "Driver Name" field.
- c. Driver PH# field: Enter the callback number, with area code, of driver or responsible party requesting the work.

5.4.2.2 Contractor shall document work approval in the "Comments" section of each FFS Repair Order. Documentation shall include:

- a. Date and time of approval;
- b. Name and title of Department Fleet Management personnel providing such approval;
- c. Approval number, if given;
- d. Number of approved labor hours; and
- e. Total approved cost.

5.4.2.3 In addition, Repair Orders for deferred work shall (when applicable) include, but not be limited to:

- a. FFS approvals (when applicable);
- b. Name and phone number of the person who directed specific work to be deferred, when applicable;
- c. Explanation why certain repairs were not completed, if applicable; and
- d. Date vehicle is scheduled to return for deferred work repairs, if applicable.

Deferred work is defined in sub-paragraph 4.15 (Deferred Work) of this SOW.

#### 5.4.3 Repair Order, Exception

5.4.3.1 Contractor is not required to open a Repair Order for a vehicle that is awaiting PM Service when:

- a. the vehicle is fully operational (no other repairs needed); and
- b. the vehicle is located at its home UOA (patrol stations only) repair location; and
- c. the vehicle is normally garaged at its home UOA (patrol stations only)

repair location.

Contractor shall open Repair Order at the time the PM service work begins.

5.4.3.2 This exception may be changed on a case-by-case basis with the authorization of County Project Manager or designee.

#### 5.4.4 Deferred Work Review

5.4.4.1 Contractor shall perform a review of deferred work in ShopFax on the first and third Mondays of each month.

5.4.4.2 Contractor shall contact vehicle driver or other responsible party verbally, by telephone, via email, or other method approved by County Project Manager or designee to re-schedule deferred work that is overdue, unless otherwise directed by County Project Manager or designee.

5.4.4.3 Contractor shall advise County Supervising Contract Program Monitor or designee when the driver or responsible party fails to bring in vehicles for deferred work as scheduled.

5.4.4.4 Contractor shall clear all completed deferred work from ShopFax.

#### 5.4.5 New Vehicle Acquisition

The Department anticipates most new vehicle acquisition data will be input into ShopFax by trained Department staff. New vehicle acquisition is defined in subparagraph 4.27 (New Vehicle Receiving, Processing, and Outfitting) of this SOW.

Contractor may be required to input new vehicle acquisitions into ShopFax when directed by County Project Manager or designee. Such new vehicle acquisitions may include new purchases, auction purchases, donations, and bailments.

5.4.5.1 Data entry shall include all detailed vehicle specifications available at time of entry, as well as the "Domicile Assignment" and "Customer Number" fields as specified by County Project Manager or designee.

#### 5.4.6 ShopFax - Scanned Error Review

5.4.6.1 Contractor shall perform a ShopFax scanned error review daily.

5.4.6.2 Contractor shall make necessary corrections immediately, in accordance with processes established by WIS and approved by County Project Manager or designee.

5.4.6.3 Contractor shall not delete scanned errors from the System without prior written authorization from County Project Manager or designee.

#### 5.4.7 Initial Fleet Reconfiguration and Reassignment in ShopFax

5.4.7.1 Contractor shall review the entire Fleet, in accordance with subparagraph 3.2.3 (Initial Fleet Reconfiguration and Reassignment) of this

SOW, and make an initial Fleet reconfiguration and reassignment (Fleet-size adjustment) in ShopFax, from the base Fixed-Price and FFS Fleet sizes published in County's Request for Proposals (RFP) 475-SH with approval by the County Project Manager or designee. An accurate accounting of the initial Fleet size is critical to Contractor's billing and ensures prompt payment by County.

5.4.7.1.1 Contractor shall review the adjusted Fixed-Price vehicles and report to County Project Manager or designee all Fixed-Price vehicles that require remedial work including:

5.4.7.1.1.1 Overdue regular maintenance or Preventive Maintenance;

5.4.7.1.1.2 Open Repair Orders;

5.4.7.1.1.3 Deferred work.

5.4.7.1.2 The remedial work reported under sub-paragraph 5.4.7.1.1 above will be paid as FFS as approved by County Project Manager or designee.

5.4.7.1.3 The remedial work approved under sub-paragraph 5.4.7.1.2 will not be cause to move the Fixed-Price vehicle to the FFS billing category.

5.4.7.2 The review shall account for additions and deletions to the Fleet from the date of publication of the RFP, as well as changes to vehicle "Customer Numbers" and UOAs.

5.4.7.3 Contractor shall update ShopFax with the adjusted base Fleet-size data and properly assign vehicles to the Fixed-Price vehicle groups listed in Exhibit B (Price Sheet) of the Contract, and provided here as follows:

- a. Group 1: Non-ERV sedans, SUVs, trucks, vans, and other vehicles/equipment with a GVWR of 10,000 lbs. or less, and all on-road trailers;
- b. Group 2: ERV sedans, SUVs, trucks, and vans with a GVWR of 10,000 lbs. or less, and on-road and off-road motorcycles, and ATVs;
- c. Group 3: Non-ERV trucks, some buses and other vehicles/equipment with a GVWR of 10,001 lbs. or greater and
- d. Group 4: Local and statewide inmate buses.

5.4.7.4 Contractor shall review all vehicles assigned to the FFS vehicle categories to ensure proper assignment to those FFS categories in ShopFax.

5.4.7.5 The final assignment of vehicles to Fixed-Price or FFS categories shall be at the sole discretion of County Project Manager or designee.

- 5.4.7.6 Contractor shall complete the Fleet reconfiguration and reassignment and deliver to County Project Manager or designee a reconfigured Fleet report ("Equipment List" report) within five (5) business days after the Work Start Date as required in sub-paragraph 3.2.3 (Initial Fleet Reconfiguration and Reassignment) of this SOW. Contractor and County Project Manager or designee will agree to the report's final form and format.
- 5.4.7.7 The base Fleet-size adjustment shall be documented using the Change Order process as described in sub-paragraph 8.1 (Change Orders and Amendments) of the Contract.
- 5.4.7.8 Contractor shall confirm full ShopFax reporting capabilities for the vehicle groups listed in sub-paragraph 5.4.7.3 above and Exhibit B (Price Sheet) of the Contract.
- 5.4.7.9 Contractor shall update all required Fleet reports in ShopFax, including but not limited to, the "Equipment List" and the "Daily Out-of-Service Report," to reflect accurate and current information upon completion of the initial Fleet reconfiguration and reassignment.
- 5.4.7.10 County's Contract Program Monitoring staff will review Contractor's ShopFax data entry of the adjusted base Fleet size to ensure accuracy. Contractor shall document any/all corrections to all data entry errors or inconsistencies, under the supervision of County's Contract Program Monitoring staff, within five (5) business days of County's review. The adjusted base Fleet size, as approved by County Project Manager or designee, shall be effective retroactive to the Work Start Date of the Contract.

#### 5.4.8 Parts Inventory, Usage, Coding and Verification

- 5.4.8.1 There are approximately 49,526 "Active" part numbers in ShopFax. Contractor shall, at Contractor's sole expense and with the prior written approval of County Project Manager or designee, in association with a qualified VMRS coding company, verify the VMRS codes attached to all parts previously and currently used in the ShopFax System, re-code those not correctly coded, and properly code those parts that still are not coded. (Note: ShopFax does not allow deletion of parts data from its database. Parts data cannot be deleted from ShopFax. ShopFax categorically labels inventoried parts as "Active" or "De-Activated.")
- 5.4.8.2 VMRS coding verification for the parts inventory shall be completed within one hundred-eighty (180) calendar days after the Work Start Date.
- 5.4.8.3 Contractor shall maintain a current and accurate record of the Fleet parts inventory, parts usage, and VMRS coding, as detailed in sub-paragraphs 3.10.4 (Parts Inventory and Usage, General), 3.10.7 (Cannibalized Repair Parts, Inventory Program), and 3.10.8 (Outfitting Parts and Components, Inventory Program), and as required pursuant to sub-paragraph 9.2 (Quality Control Plan) of this SOW.

- 5.4.8.4 Contractor shall report the status of VMRS parts coding verification in each Quarterly Report, as detailed in sub-paragraph 7.4 (Quarterly Report), until completed and up to date.
- 5.4.8.5 Contractor shall set up VMRS codes for all parts in ShopFax, so that part descriptions print on all Repair Orders.
- 5.4.8.6 Contractor shall set up VMRS codes for all parts in ShopFax to enable queries on "part description" for the purpose of printing parts usage reports; e.g. a System user shall be able to query on "heater core" or "brake rotors" to extract all part information from ShopFax to a usage report.
- 5.4.8.7 Contractor shall ensure the use of consistent units-of-measure for similar automotive fluids, as approved by County Supervising Contract Program Monitor or designee; e.g., quarts of motor oil, gallons of antifreeze, etc.
- 5.4.8.8 Contractor shall train System users to accurately apply VMRS coding to parts as they are added to ShopFax throughout the term of the Contract. Contractor shall propose the method for training and obtain approval for such from County Project Manager or designee prior to any such training.
- 5.4.9 Detailed Equipment Specifications, Verification and Addition
- 5.4.9.1 The "Detailed Equipment Specifications" listed in ShopFax are comprised of specific data for each vehicle from which reports may be generated.
- 5.4.9.2 Contractor shall verify and, if necessary, update the Detailed Equipment Specifications data fields provided in ShopFax with additional data fields, with the approval of County Project Manager or designee.
- 5.4.9.3 Contractor shall use the Detailed Equipment Specifications in ShopFax to provide various as-needed reports throughout the term of the Contract. The Detailed Equipment Specifications include, but are not limited to, the data fields listed in Table G below:

<b>TABLE G DETAILED EQUIPMENT SPECIFICATION, SHOPFAX</b>			
1	Acquisition Method	33	Model Year
2	Alarm	34	Power Take Off
3	Aux Equipment Type	35	Prisoner Cage
4	Aux Equipment Unit Number	36	Purchase Order Number
5	Auxiliary Battery	37	Radio Makes
6	Auxiliary Equipment	38	Radio Models
7	Axles	39	Radio Serial Number
8	Bilge Pump	40	Radio, Department
9	Body Type	41	Rear Seat
10	CF Number	42	Reason for Removal
11	Drive	43	Refrigeration Unit
12	Driver's Name	44	Replacement Vehicle

13	Engine Family Number	45	Retrofit Type
14	Engine Horsepower	46	Retrofit Vehicle
15	Engine Make	47	RFF Number Issued
16	Engine Model	48	RFF Vehicle Replaced
17	Engine serial Number	49	Roll bar
18	Engine Size	50	Secure Idle
19	Engine Year	51	Serial Number
20	Fire Monitor Apparatus	52	Siren
21	Fuel Tanks	53	Special Equipment
22	Fuel Total Capacity	54	Spotlight
23	Fuel Type	55	Tow Bitt
24	Gross Vehicle Weight (GVWR)	56	Tow Line Reel
25	GVWR<= 14000lb	57	Transmission Make
26	GVWR => 14000lb	58	Transmission Model
27	GVWR => 22000lb	59	Transmission Type
28	GVWR>= 6000lb	60	Undercover Lights
29	GVWR Weight Rating	61	Vehicle Key Code
30	ICL	62	Warranty Status
31	Meter Type	63	Winch
32	Mileage Received	64	Mobile Digital Computer

#### 5.4.10 Physical Fleet Inventory and Verification, ShopFax Record Review

- 5.4.10.1 Within three hundred sixty-five (365) calendar days after the Work Start Date, Contractor shall complete a physical Fleet inventory and ShopFax record review.
- 5.4.10.2 Contractor shall provide County Project Manager or designee with quarterly progress reports during the first year of the inventory and record review. The progress report shall be included in each Quarterly Report required as specified in sub-paragraph 7.4 (Quarterly Report) of this SOW.
- 5.4.10.3 Inventory. Contractor shall perform a complete physical inventory of all in-service vehicles, which are “Active” in ShopFax as identified during the initial Fleet reconfiguration and reassignment pursuant to sub-paragraph 5.4.7 (Initial Fleet Reconfiguration and Reassignment in ShopFax) of this SOW. (Note: ShopFax does not allow deletion of vehicles or equipment data from its database. ShopFax categorically labels in-service vehicles as “Active” and decommissioned vehicles (e.g. salvaged, sold at auction) or vehicles held in storage as “Inactive.”
- 5.4.10.4 Contractor shall, at a minimum, verify and capture vehicle year, make, model, color, description, VIN, other Detailed Equipment Specifications as listed in Table G of sub-paragraph 5.4.9.3 of this SOW, and other vehicle information as specified by County Project Manager or designee.
- 5.4.10.5 Contractor shall create a vehicle inventory form to capture the information required in sub-paragraph 5.4.10.1 above. The form and format of

Contractor's vehicle inventory form shall be as approved, in writing, by County Project Manager or designee.

5.4.10.6 Record Review. Contractor shall compare the information gathered during the physical inventory with ShopFax information and/or the Department's hard files to determine the completeness and accuracy of all information for in-service vehicles. The record review shall include, but is not limited to: vehicle/equipment year, make, model, color, description, Vehicle Identification Number (VIN), emergency or non-emergency classification, ShopFax equipment type, ShopFax "Fleet Codes," other Detailed Equipment Specifications as listed in Table G of sub-paragraph 5.4.9.3 of this SOW, and other vehicle information as specified by County Project Manager or designee.

5.4.10.7 Once data is verified and approved by County Project Manager or designee, Contractor shall correct, update, and/or add vehicle data to ShopFax.

#### 5.4.11 ShopFax Procedure Manual

5.4.11.1 The ShopFax procedure manual includes: opening/closing Repair Orders; "Fleet Code" procedures; running reports; data entry of parts, components, and labor; data entry and reporting of outside vendor parts, labor, and costs; and performing yard checks, as determined by County Project Manager or designee.

5.4.11.2 Contractor shall obtain the ShopFax procedure manual from WIS and provide copies to all designated Department and Contractor Fleet personnel, when requested by County Project Manager or designee, within ten (10) calendar days of any such request.

5.4.11.3 Contractor shall provide additional and/or replacement copies of the manual and revisions as changes occur, when requested by County Project Manager or designee.

### 5.5 ShopFax Operations

5.5.1 Contractor shall provide quality control for all ShopFax data-entry operations for the following data sets, including, but not limited to:

- a. vehicle identification number (VIN);
- b. vehicle license number;
- c. vehicle number;
- d. Vehicle type/classification;
- e. vehicle assigned location (UOA or repair location);
- f. vehicle utilization;
- g. vehicle in-service date;
- h. vehicle out-of-service date;
- i. vehicle out-of-service condition (reason), e.g. breakdown, overheated, PM, etc.);
- j. estimated vehicle availability (date and time);



- k. acceptance date by Department;
- l. purchase order numbers - including tracking information;
- m. vehicle odometer/hour meter reading; and
- n. estimated cost of repair, as applicable.

5.5.2 Contractor shall oversee all ShopFax operations and procedures, including, but not limited to:

- a. opening, tracking, and closing all Repair Orders;
- b. capturing actual vehicle odometer/hour meter readings for each Repair Order opened by Contractor personnel;
- c. creating Fleet management and maintenance reports as determined by County Project Manager or designee;
- d. downloading data to other electronic formats; e.g., xls, qpw, mdb, etc, as-needed by Contractor or required by County;
- e. tracking labor and vehicle performance against established standards;
- f. tracking accident repairs and reports;
- g. identifying warranties for vehicles and parts;
- h. tracking the status of claims and reimbursements;
- i. documenting both flat-rate and actual repair time on vehicle Repair Orders, when required;
- j. recording oil sample analysis, and reporting results;
- k. identifying and implementing OEM recalls for vehicles and parts;
- l. tracking all notifications concerning recalls; status as "offline," "completed," and "not-completed";
- m. managing all repair parts inventories (see sub-paragraphs 3.10.4 (Parts Inventory and Usage, General), 3.10.5 (Parts, Warranty Information), and 3.10.10 (Expendable Supplies) by manufacturer, part number, description, VMRS code, part value/cost, usage, and usage rate history;
- n. utilizing bar-code feature to create bar-code labels for labor and other operations, and create bar-code labels for vehicles to expedite vehicle yard checks, and shop operations when requested by County Project Manager or designee;
- o. recording out-of-service vehicles, repairs, PM, parts, labor, warranties, recalls, and other information as required by the Department, in real time, at each repair site;
- p. entering all service/repair work on a ShopFax Repair Order;
- q. utilizing the ShopFax "vehicle replacement report," "vehicle high-mileage report," and "underutilized-vehicle report" to assist Department in budgeting replacements, based on Department-established replacement cycles, vehicle/equipment utilization, and vehicle cost-per-mile (CPM);
- r. tracking vehicle/equipment expenditures and repairs by subcontractors or Department in vehicle repair history;
- s. capturing repair and maintenance of Department boats, as performed by Contractor and Department Fleet employees, including, but not limited to: PM; PM instruction sheets/schedules; Repair Orders; repair history; labor hours/costs; parts inventory/usage, subcontractor repairs;
- t. capturing Fleet boat repair costs as "Department labor and parts" versus "Contractor labor and parts"; and
- u. capturing the inventory and assignment of Department communication equipment (as input by Contractor and Department employees), including, but not limited to: radios, MDCs, LoJack units, trackers, and GPS units.

Communication equipment information shall include, but not be limited to: year; make; model; serial number; equipment type; description; and vehicle location where installed.

5.5.3 Contractor shall manage all ShopFax reporting functions and requirements detailed throughout this SOW, and in particular, Paragraph 7.0 (Reporting Requirements) of this SOW, many of which are available as ready-made reports in ShopFax. These reporting functions and requirements include, but are not limited to, the following:

- a. vehicle depreciation status;
- b. vehicle cost per mile/hour;
- c. Vehicle classification cost per mile/hour;
- d. Equipment replacement report;
- e. high-mileage vehicle report;
- f. underutilized-vehicle report;
- g. oil sample analysis report;
- h. direct versus indirect labor percentage (mechanical);
- i. detail and summary listing of Repair Orders;
- j. detail of road calls (field services breakdown, sub-paragraph 4.25.8 (Towing Data and Tracking) of this SOW);
- k. detail of subcontractor work;
- l. exception reports for vehicles due or late for PM, recalls, or inspections;
- m. exception reports for vehicles which incur excessive repair and/or PM costs;
- n. vehicle usage reports, based on miles, hours, and gallons of fuel used;
- o. vehicle availability reports, by Departmental unit, assigned repair location, and repair location; and
- p. real-time status of out-of-service vehicles report by out-of service category, including repair reasons, e.g. comeback, rework, quick fix, breakdown, PM, driver's report, waiting decision, recall, and damage due-to-accident (DTA).

5.5.4 To the extent such reports are not available in ShopFax, Contractor shall provide the report(s) to the Department in a form and format approved by County Project Manager or designee.

5.5.5 Contractor shall support all aspects of the ShopFax-Fuel Focus (fuel system) interface. Contractor shall:

- a. manually upload fuel system data, inclusive of odometer/hour meter readings, to ShopFax each business day, directly or by other data media, in a manner approved by County Project Manager or designee; and
- b. obtain fuel usage data from Department's fuel system(s), including, but not limited to, Fuel Focus, which contains vehicle odometer/hour meter readings, fuel usage and type, and date/time dispensed, as directed by County Project Manager or designee; and
- c. utilize out-of-range mileage data filters; and
- d. monitor out-of-range mileage data to prevent inaccurate mileage data from corrupting ShopFax PM scheduling information; and

- e. County Project Management or designee must approve changes to parameters of out-of-range mileage data filters; and
- f. Department fuel system manual data download may be discontinued if an automated or direct interface module is developed and implemented for use by County.

5.5.6 Contractor shall utilize the System to schedule PM and inspections by:

- a. vehicle assigned location, including UOA and repair location assignments;
- b. vehicle identification number;
- c. Vehicle type or classification;
- d. PM schedule; e.g. number of days, weeks, months, and years, or miles;
- e. vehicle usage; e.g. miles, hours, or gallons of fuel used; and
- f. vehicle availability.

5.5.7 Contractor shall provide real-time status of all out-of-service vehicles indicating, at a minimum:

- a. Out-of-service category and status - including repair reasons such as comeback, rework, quick fix, breakdown, PM, Driver's Report, Waiting Decision, recall, damage due-to-accident (DTA);
- b. Out-of-service date and time;
- c. estimated available date and time;
- d. Out-of-service condition reason, for example; breakdown/overheat, PM;
- e. estimated cost of repair; and
- f. warranty status of repair, verified through ShopFax information and/or Contractor files.

## **5.6 ShopFax Data Security**

- 5.6.1 ShopFax data is the exclusive property of the County. Contractor shall use this data only in accordance with the work described herein and as otherwise specified throughout the Contract.
- 5.6.2 ShopFax data shall not be shared with, nor copied to any personal storage device or media (e.g. personal laptop computers or computing "pads," thumb drives, cellphones, CDs, DVDs, other similar personal digital assistants (PDAs), or the "Cloud"), without the express prior written consent of County Project Manager or designee.
- 5.6.3 Contractor shall protect ShopFax records from data mining enterprises, viruses, and/or destruction by implementing anti-virus software, and other similar products, in accordance with Department-approved data protection standards. Department will provide Contractor with the Department's data security standards, along with a listing of approved anti-virus software products, upon approval of the Contract.
- 5.6.4 Contractor shall implement and maintain a minimum 3.0Kva uninterrupted power supply (UPS) for ShopFax. The UPS shall include parachute system software that will correctly shutdown the primary and Disaster Recovery (DR) servers in the event of a power failure.

- 5.6.5 Contractor shall implement a data backup hardware system(s) which enables Contractor to 1) create daily data back-up tapes, 2) routinely review system discs, tapes, and other storage mechanisms for errors, and 3) maintain effective off-site, long-term storage procedures for data back-up tapes.
- 5.6.6 Contractor shall prepare a detailed ShopFax Data Security Manual that includes, but shall not be limited to, Contractor's automated record protection procedures, a catalog and index of stored back-up tapes and their filing location(s), and a catalog and index of long-term, off-site stored tapes.
- 5.6.7 Contractor shall deliver the draft ShopFax Data Security Manual to County Project Manager or designee for review and/or written approval within five (5) business days after the Work Start Date. County Project Manager or designee reserves sole discretion to approve, or request edits and changes to, the Data Security Manual.
- 5.6.8 Contractor shall, upon expiration or termination of the Contract, ensure the Department retains fully-operational and updated, full-production ShopFax and UniVerse licenses for access points, plus any additional access points added to Fleet operations during the term of the Contract, inclusive of any/all required third party software and licenses.

#### **5.7 ShopFax, Use By Department Fleet Personnel**

- 5.7.1 Department personnel, as designated by County Project Manager or designee, shall have unlimited access to ShopFax data related to vehicle/equipment repair, maintenance, parts, and costs.
- 5.7.2 Department personnel may perform some ShopFax data entry for Fleet vehicles including, but not limited to, creating a vehicle record, vehicle activation, and vehicle disposal.
- 5.7.3 Department personnel may perform some data entry for radio, MDT, MDC, and other communications equipment.
- 5.7.4 Contractor shall recommend the necessary level of access to ShopFax records/systems for all Contractor staff and Department personnel, subject to the approval of County Project Manager or designee.

#### **5.8 Other Information Systems/Services**

- 5.8.1 Contractor shall, pursuant to sub-paragraph 3.1.2 (STP Requirements, Tasks) of this SOW, acquire all necessary support agreements, internet subscriptions/licenses, software licenses and updates, and vehicle update modules (either annually or as available) for the equipment and resources listed below:
  - 5.8.1.1 County-owned vehicle computer scanner tools, and any other tools including, but not limited to, those listed under sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment) of this SOW;
  - 5.8.1.2 MLG manuals;
  - 5.8.1.3 ALLDATA online data;
  - 5.8.1.4 CCC One Estimating; and
  - 5.8.1.5 Current Kelly Blue Books (hard copy or computer software versions).

- 5.8.1.6 Data Acquisition Devices (DAD) (ESP System 1, OBD Inspection System).
- 5.8.2 Contractor shall purchase continued licensing and ongoing maintenance and support for all County-owned IBM Cognos report-writer licenses, which shall include all software updates for six (6) Department-designated access points (four (4) Contractor access points, plus two (2) County-only access points).
- 5.8.3 In lieu of IBM Cognos, Contractor may purchase SAP Crystal report-writer licenses, when approved by County Project Manager or designee, inclusive of ongoing maintenance and support which shall include all software updates for six (6) Department-designated access points (four (4) Contractor access points, plus two (2) County-only access points).
- 5.8.4 Contractor shall purchase additional IBM Cognos or SAP Crystal report writer licenses, as the case may be, on behalf of the Department when directed by County Project Manager or designee. All such additional licenses shall be registered to "County of Los Angeles, Sheriff." Contractor shall invoice Department as FFS/Direct Purchase for all such additional licenses.
- 5.8.5 Contractor shall provide as-needed administrative support and training to Department personnel in the use of IBM Cognos or SAP Crystal report writers, which are used in conjunction with ShopFax.
- 5.8.5.1 Contractor shall provide Cognos and/or Crystal reports when requested by County Project Manager or designee within the timeframes requested.
- 5.8.6 Contractor shall not utilize BAR telephone lines except as required to transmit BAR data.
- 5.8.7 Contractor shall pay all telephone/data communication line expenses for ShopFax and the ALLDATA internet service.
- 5.8.8 Contractor shall notify utility service provider within thirty (30) minutes of a reported inoperative communication line(s). Contractor shall request expedited utility service-provider repair of inoperative data communication lines, when necessary.

## **5.9 Contractor's Information Technology Staff, Duties**

Sub-paragraph 2.1 (Staffing Levels and Schedules, General) of this SOW describes Contractor's work obligations with regard to staffing and Contractor's staff requirements to perform work under the Contract. Sub-paragraph 5.9 (Contractor's Information Technology Staff, Duties) through sub-paragraph 5.11 (IT Staff Training) provide specific requirements for Contractor's information technology (IT) staff.

5.9.1 At a minimum, Contractor shall provide one (1) IT System Administrator/Programmer (SAP) and one (1) IT Assistant System Administrator/Programmer (AAP) (collectively, "IT Staff"), as outlined in Statement of Work, Attachment 3B (Administrative and Other Required Staffing).

5.9.2 Contractor's IT Staff duties include, but are not limited to:

- a. providing expertise and leadership in supporting and providing cost effective

and efficient management and maintenance for all existing Fleet management and maintenance applications;

- b. having overall responsibility for the operation and maintenance of the ShopFax System, including the maintenance, as-needed installation, and repair of all hardware inclusive of all peripheral devices; uploading, applying patches, and performing backups for software and data; and maintaining and troubleshooting network connectivity issues;
- c. monitoring vehicle repair and document submission timeliness, and the accuracy of data input to ShopFax;
- d. reviewing the completeness and accuracy of reports derived from ShopFax directly, as downloaded and configured using Excel, Crystal, and Cognos report writers;
- e. downloading ShopFax data to the Department's Fleet Asset Status Tracking (FAST) program; identifying and evaluating opportunities to improve ShopFax; e.g. incorporating other peripheral reporting tools or similar modifications; and
- f. implementing ShopFax improvements, as approved by the County Project Manager or designee.

5.9.3 Contractor's IT Staff qualifications include, but are not limited to:

- a. demonstrated proficiency supporting an asset management information system similar to ShopFax and with similar requirements listed in this Paragraph 5.0 (Fleet Management Information Systems and Services);
- b. demonstrated proficiency in Microsoft Office Suite applications, as well as the Department's legacy Corel Suite application which includes Quattro Pro, WordPerfect, and Paradox database programs, and County's Asset Works® Fuel Focus™ fuel management system; and
- c. demonstrated knowledge and background of Fleet management systems, applications and service functions, procedures.

5.9.4 Contractor's IT Staff duties include, but are not limited to:

- a. providing maintenance, repair, cost, fuel, and various other Fleet reports (form and format to be determined) from ShopFax, when requested by County Project Manager or designee;
- b. delivering to County Project Manager or designee existing "ready-made" ShopFax and other report types within one (1) business day and custom Cognos or Crystal reports (which require new programming) within three (3) business days;
- c. providing as-needed training and assistance to Contractor and Department Fleet personnel in the use of: ShopFax; the Microsoft Office Suite of office tools; Cognos and Crystal report writers; and Asset Works Fuel Focus;
- d. providing as-needed support and expertise in reading and printing, as well as

converting, certain legacy Corel data files to MS Office from the following formats: Quattro Pro, Paradox, and WordPerfect;

- e. providing as-needed or as-requested expansion services for ShopFax, including, but not limited to, adding operational access points, coordinating connectivity, and installing hardware and software updates;
- f. providing as-needed System modifications (ShopFax); and
- g. providing and/or modifying reports and data layouts, as required by County Project Manager or designee.

5.9.5 Contractor's IT staff shall maintain and support:

- a. all facets of ShopFax operation, including all access point hardware, as well as software maintenance, troubleshooting, and repair;
- b. all ShopFax reports;
- c. Cognos and Crystal report-writer software;
- d. ALLDATA online [internet] access;
- e. CCC One Estimating online [internet] access;
- f. all Microsoft Office applications installed on Contractor's computing devices; e.g. Access, Excel, Word, etc.;
- g. all functions and processes for managing data downloads from the Department's Fuel Focus Systems;
- h. all functions and processes for managing data uploads to ShopFax; and
- i. as-needed data configuration.

## **5.10 IT Staff Schedules**

5.10.1 Contractor's IT staff shall each work a minimum of forty (40) hours per week under the Contract, performing a full range of technical IT maintenance and support services for all Department Fleet systems, applications, and services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networks, and applications.

5.10.2 One (1) SAP or AAP shall be on site at the Eastern Avenue repair location between 6:00 a.m. and 4:30 p.m., Monday through Friday, excluding County-recognized holidays, as listed in sub-paragraph 6.2 (County-Observed Holidays).

5.10.3 One (1) SAP or AAP may be deployed to perform duties directly related to ShopFax, Cognos/Crystal reporting, Fuel Force/Fuel Focus, or other computer systems and/or servicing other Department sites as directed by Contractor management.

5.10.4 The dedicated forty (40) hours per week each for the IT SAP and AAP excludes time off for approved vacation, sick time, and other employee time off benefits, in accordance with Statement of Work, Attachment 3B (Administrative and Other Required Staffing).

5.10.5 Contractor shall provide a full-time, qualified replacement for the SAP or AAP, only if either of them is absent for more than thirty (30) cumulative business days during a Contract year.

5.10.6 Location hours and schedules, as listed on Statement of Work, Attachment 3B (Administrative and Other Required Staffing), are a minimum coverage requirement. All Contractor IT Staff must also be available, as needed, outside of the stated hours and/or on non-business days to perform any required ShopFax System work, upgrades, and/or to correct System errors when ShopFax is not in use.

5.10.7 Any exceptions to IT Staff scheduling requirements shall have prior written approval of County Project Manager or designee.

## **5.11 IT Staff Training**

5.11.1 Contractor's IT Staff shall each receive a minimum of five (5) days initial ShopFax training at the WIS corporate office. Training shall include, but shall not be limited to, the full-functional administrative capabilities of ShopFax.

5.11.2 Contractor shall ensure each of the IT Staff is trained in, and demonstrates competency in, writing and executing programs to extract and manipulate data, and designing and generating reports using one (1) or more of the following applications: Microsoft Access, MS Excel; Cognos Report Writer; or Crystal Report Writer.

5.11.3 Contractor shall ensure each of the IT Staff have received the training referred to in sub-paragraphs 5.11.1 and 5.11.2 above, within one hundred and eighty (180) calendar days after the Work Start Date.

5.11.4 Contractor shall provide all required training at Contractor's sole expense. Contractor shall not invoice Department for training expenses.

### **5.11.5 Continuing Training**

5.11.5.1 Contractor shall, at the direction of County Project Manager or designee, and at Contractor's sole expense, send at least one of the above-identified IT Staff to the annual ShopFax User's Conference. The conference is estimated to encumber two (2) to three (3) days of on-site training, plus travel and expenses.

5.11.5.2 Contractor shall provide all continuing training at Contractor's sole expense. Contractor shall not invoice Department for continuing training expenses.

## **5.12 Training, User**

### **5.12.1 ShopFax**

Contractor shall, at Contractor's sole expense and as provided for under the Fixed-Price portion of the Contract, engage World Information Systems, Inc. (WIS) to provide an initial two (2) consecutive business day ShopFax training session at the Eastern Avenue repair location for an as-yet-to-be-determined number of Department and Contractor personnel, as specified by County Project Manager or designee, within the first one hundred-eighty (180) calendar days after the Work



Start Date.

- 5.12.1.1 Contractor shall engage WIS to provide eight (8) hours of continuing ShopFax training on-site at the Eastern Avenue repair location, or via webinar, on an annual basis and throughout the term of the Contract, in coordination with County Project Manager or designee, and Contractor.
- 5.12.1.2 Contractor shall provide all training equipment and materials, including a computer display projector and screen for each training session [other than the software and training materials (handouts) specifically provided by WIS].

5.12.2 Cognos / Crystal

IBM Cognos Report Writer (Cognos) is currently the standard report-writing tool in use by the Department's Fleet management operation. The standard report-writing tool for County is the SAP Crystal Report Writer. Contractor understands and acknowledges that, at any time, the Department and thus Contractor may be required by County to adopt County's standard SAP Crystal Report Writer (Crystal) for its Fleet operations.

- 5.12.2.1 Contractor IT Staff shall provide an initial two (2) consecutive business day training session for up to ten (10) Department personnel on the use of Cognos within the first one hundred-eighty (180) calendar days after the Work Start Date.
- 5.12.2.2 In like manner, should Department and Contractor be required by County to adopt Crystal as the report-writing standard for Fleet operations, Contractor IT Staff shall provide an initial two (2) day training session for up to ten (10) Department personnel on the use of Crystal within ninety (90) calendar days of notification by the County Project Manager or designee.
- 5.12.2.3 Contractor IT Staff shall provide, on an annual basis, and throughout the term of the Contract, up to eight (8) hours of continuing Cognos (or Crystal, as the case may be) training at the Eastern Avenue repair location for up to twenty (20) Department personnel. Contractor shall schedule such training in coordination with County Project Manager or designee.
- 5.12.2.4 Contractor may use a qualified outside consultant, in lieu of utilizing Contractor IT Staff, to provide the training, if necessary, at Contractor's sole expense. Contractor shall not invoice Department for such training.
- 5.12.2.5 Contractor shall provide all training materials, documentation, and equipment, including a computer display projector and screen for each training session [other than the software and training materials (handouts) specifically provided by a third-party training consultant].

5.12.3 Any exception to the training requirements in this sub-paragraph 5.12 (Training, User) shall be approved in writing by County Project Manager or designee.

## **6.0 HOURS/DAYS OF OPERATION**

### **6.1 Work Schedule**

- 6.1.1 At a minimum, Contractor shall receive vehicles for maintenance/repair work, and provide both on-site and telephonic customer service, continuously from 6:00 A.M. through 11:00 P.M. at the Eastern Avenue repair location and as listed in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location) for all other repair locations, Monday through Friday, every scheduled County workday.
- 6.1.2 The minimum hours of operation excludes time off for approved vacation, sick time, and other employee time-off entitlements.
  - 6.1.2.1 The minimum hours of operation for the Eastern Avenue repair location, station repair locations, and outlying shops are listed in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location).
  - 6.1.2.2 Contractor shall schedule staggered lunch periods and break times for all staff in order to meet the work requirements set forth in this SOW.
  - 6.1.2.3 Contractor shall provide customer service staff at the Eastern Avenue repair location, during business hours (not answering machines or similar apparatus) with staff in sufficient numbers to avoid excessive waiting by Department personnel.
  - 6.1.2.4 Contractor shall provide voice mail for receiving after-hours customer calls requesting appointments and/or other information, and shall return all after-hours calls within the first two (2) hours on the following business day.
  - 6.1.2.5 If Contractor's customer service staff is unsuccessful in the initial attempts to return a customer service call, Contractor's staff shall make a minimum of two (2) additional follow-up attempts to contact the party.
  - 6.1.2.6 Contractor shall schedule sufficient technician staff at the Eastern Avenue repair location to receive vehicles and perform quick-fix repairs, as specified in sub-paragraph 4.10 (Quick-Fix Repairs and Appointments) of this SOW, including, but not limited to, the repair or replacement of tires, batteries, light bulbs, and wiper blades. Department may require additional service hours in order to meet specific needs as situations occur, as directed by County Project Manager or their designee.
  - 6.1.2.7 The evening shifts as indicated on Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location) shall be used primarily for performing PM services and minor to medium repairs, as determined by County Manager or designee.
  - 6.1.2.8 Contractor shall provide technicians to work evening shifts, with a lead technician, and ready access to parts and supplies, every scheduled County work day at the Eastern Avenue repair location and other repair locations as indicated on Statement of Work, Attachment 3A (Minimum

Staffing Levels per Repair Location), or as approved by County Project Manager or designee.

- 6.1.2.9 Contractor shall, upon approval of County Project Manager or designee, adjust evening shift hours and/or day-shift hours should additional workspace become available for Fleet vehicles at the Eastern Avenue repair location and other Department repair locations.
- 6.1.2.10 Contractor shall extend some repair location hours and shift hours beyond those stated in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location) and Statement of Work, Attachment 3B (Administrative and Other Required Staffing Levels), and authorize overtime when necessary, to ensure compliance with the requirements of the Contract; however, Contractor understands and agrees that any FFS work performed during these additional work hours shall be invoiced at the regular hourly labor rate in accordance with Exhibit B (Price Sheet) of the Contract, unless pre-approved in writing for the overtime hourly labor rate by County Project Manager or designee.
- 6.1.2.11 Contractor shall assign all necessary additional mechanical, technical, and administrative staff, above and beyond the minimum staffing levels listed in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location), and Statement of Work, Attachment 3B (Administrative and Other Required Staffing), when necessary to meet Contract performance requirements.

#### 6.1.3 Minimum Hourly Requirement, Technicians

- 6.1.3.1 Contractor's light vehicle, truck, bus, or off-highway vehicle technicians shall each perform a minimum five (5) or more hours of direct vehicle repair labor each business day, in satisfaction of the minimum staff technician requirement at the repair locations listed in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location).
- 6.1.3.2 Lead technicians, motorcycle technicians, and technicians at Catalina repair location, Pomona Test Track repair location, and the Eastern Avenue repair location Body Shop are exempt from this five (5) hour minimum requirement. Any other exemption, whether on a per-day basis or otherwise, must be authorized by County Project Manager or designee.

- 6.1.4 County Project Manager or designee must pre-authorize any business hours closure of any repair location by Contractor.

## 6.2 County-Observed Holidays

Contractor is not normally required to provide services on County-observed holidays or weekends, with the exception of unforeseen circumstances, i.e., emergencies or excessive backlog.

- 6.2.1 County-observed holidays are as follows and will be updated by County Project Manager or designee on an annual basis:

<b>County Observed Holidays</b>	
New Year's Day	January 1
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Cesar Chavez Day	Last Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Indigenous People's Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Fri after Thanksgiving	4 <sup>th</sup> Friday in November
Christmas Day	December 25

- 6.2.2 If in any year, the dates of January 1, July 4, November 11, or December 25 fall on a Saturday, the preceding Friday shall mark the observed holiday, unless otherwise instructed by County Project Manager or designee. If any of these dates fall on a Sunday, the Monday immediately following shall mark the observed holiday, unless otherwise instructed by County Project Manager or designee.
- 6.2.3 Contractor may be required to provide services on County-observed holidays. Contractor shall not expect delivery of additional vehicles for PM or other services on such days.

## **7.0 REPORTING REQUIREMENTS**

Contractor's reporting requirements include:

1. Vehicle Out-of-Service Report (daily)
2. Daily Staffing Report
3. Monthly Report
4. Quarterly Report
5. Annual Report

### **7.1 Vehicle Out-of-Service Report**

- 7.1.1 The Vehicle Out-of-Service Report (VOSR) is a daily report. The VOSR includes, but shall not be limited to, all Fixed-Price and FFS vehicles in the Fleet, with the quantities and percentages for total vehicles out-of-service for maintenance and repair, grouped and classified in accordance with the vehicle types and classifications provided in Statement of Work, Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Statement of Work, Attachment 6 (Vehicle/Equipment Type Code List).
- 7.1.2 Contractor and Department shall use the VOSR to document compliance with the vehicle out-of-service requirements set forth in sub-paragraph 4.12 (Out-of-Service Rate) of this SOW.
- 7.1.3 Contractor shall submit a current and accurate VOSR to County Project Manager or designee no later than 3:30 p.m. on a daily basis.

7.1.4 The VOSR shall include, but shall not be limited to, the following vehicle categories:

7.1.4.1 ERVs (see sub-paragraph 4.12.8, Table A (Out-of-Service Rate – ERVs (Black and White)))

- a. includes a count of all active (in-service) black and white ERVs (Equipment types 1, 9, 19, and 22), for both Fixed-Price and FFS categories, that are out of service for maintenance and/or repairs, by UOA;
- b. includes the number and percentages of black and white ERVs out-of-service, by UOA;
- c. includes a sub-listing of out-of-service black and white ERVs that qualify as exceptions to the out-of-service rate requirement pursuant to sub-paragraph 4.12.9 (Exceptions); and
- d. indicates Contractor compliance or non-compliance with the out-of-service rates set forth in sub-paragraph 4.12 (Out-of-Service Rate).

7.1.4.2 Non-ERVs (see sub-paragraph 4.12.8, Table B (Out-of-Service Rate – Non-ERVs))

- a. includes a count of all active (in-service) non-ERVs (all Equipment types except 1, 9, 16, 19, 22, 30, 31, 34, 37, and 99), for both Fixed-Price and FFS categories, that are out of service for maintenance and/or repairs, by UOA;
- b. includes the number and percentages of non-ERVs out-of-service, by UOA;
- c. includes a sub-listing of out-of-service non-ERVs that qualify as exceptions to the out-of-service rate requirement pursuant to sub-paragraph 4.12.9 (Exceptions); and
- d. indicates Contractor compliance or non-compliance with the out-of-service rates set forth in sub-paragraph 4.12 (Out-of-Service Rate).

7.1.4.3 Prisoner Transport Buses (see SOW, sub-paragraph 4.12.8, Table C (Out-of-Service Rate – Prisoner Transport Buses))

- a. includes a count of all active (in-service) prisoner transport buses (Equipment types 30, 31, 34, and 37), for both Fixed-Price and FFS categories, that are out of service for maintenance and/or repairs, by UOA;
- b. includes the vehicle number, repair location of each bus, and the types of repairs required;
- c. includes the number and percentages of prisoner transport buses out-of-service, by UOA;

- d. includes a sub-listing of out-of-service prisoner transport buses that qualify as exceptions to the out-of-service rate requirement pursuant to sub-paragraph 4.12.9 (Exceptions) of this SOW; and
- e. indicates Contractor compliance or non-compliance with the out-of-service rates set forth in sub-paragraph 4.12 (Out-of-Service Rate).

7.1.4.4 Patrol Motorcycles (Statement of Work, Attachment 4 (PM Schedules, Labor Times, and Classifications), Equipment Type 16)

- a. includes a count of all active (in-service) patrol motorcycles for both Fixed-Price and FFS categories that are out-of-service for maintenance and/or repairs, by UOA; and
- b. includes the vehicle number, repair location of each motorcycle, and the types of repairs required; and
- c. Contractor shall use this portion of the VOSR to track and calculate motorcycle out-of-service non-compliance and self-assess the automatic deductions required pursuant to sub-paragraph 8.26.5 of the Contract.

7.1.5 The VOSR shall include the following information:

7.1.5.1 total number of vehicles assigned by UOA;

7.1.5.2 maximum number of vehicles allowed out-of-service by UOA (see sub-paragraph 4.12 (Out-of-Service Rate), sub-paragraph 4.12.8, Table A (Out-of-Service Rate – ERVs (Black and White), Table B (Out-of-Service Rate – Non ERVs), and Table C (Out-of-Service Rate – Prisoner Transport Bus) of this SOW);

7.1.5.3 number and percentage of vehicles out-of-service for Contract compliance; and

7.1.5.4 number of vehicles which qualify as exceptions to the out-of-service rate requirements pursuant to sub-paragraph 4.12.9 (Exceptions) of this SOW.

7.1.6 The VOSR shall include a listing of active vehicles currently out-of-service that are exceeding the three (3) to fifteen (15) business day mechanical repair time requirements (see sub-paragraph 4.9.5 (General Repair Time Requirements) and sub-paragraph 4.9.6 (Specific Repair Time Requirements) of this SOW), and any active vehicles currently out-of-service that are exceeding the three (3) to twenty-one (21) business day accident, body, and paint repair time requirements (see sub-paragraph 4.34.9 (Accident Repair time Requirements) of this SOW).

7.1.6.1 Information for this requirement shall include a list, by Department repair location, with the number of business days exceeding the repair time requirement per vehicle. Contractor shall provide totals for each category.

7.1.6.2 Contractor shall use the information in this section of the VOSR to assist in tracking and calculating the automatic deductions required pursuant to

Statement of Work, Attachment 8 (Performance Requirements Summary (PRS) Chart).

- 7.1.7 Contractor shall highlight on the VOSR all UOAs that exceed the allowed maximum number of vehicles out of service, by vehicle category as set forth in sub-paragraph 7.1.4 above.
- 7.1.8 Month-To-Date Spreadsheet: Contractor shall document the vehicle out-of-service non-compliances and running subtotal information by UOA for all categories listed in sub-paragraph 7.1.4 (patrol motorcycles excluded) on separate "month-to-date" spreadsheets. Grand totals shall be entered on the final report of the month. The final form and format of the month-to-date spreadsheet shall be as approved by County Project Manager or designee.
- 7.1.9 The VOSR shall be run and shall be current and accurate at 2:30 p.m. each business day.
- 7.1.10 Contractor shall, each business day, deliver an electronic copy of the VOSR (bundled with the Daily Staffing Report [see sub-paragraph 7.2 (Daily Staffing Report) of this SOW below]), via email, to the County Supervising Contract Program Monitor, and to each County Contract Program Monitor by 3:30 p.m. Department will provide Contractor with a directory of email addresses for Department staff.
- 7.1.11 Contractor shall deliver the VOSR, in hard copy, to both County Project Manager or designee and County Supervising Contract Program Monitor or their designees by 3:30 p.m. each business day.
- 7.1.12 Contractor's obligation to provide the VOSR shall not be diminished in the event of a System (ShopFax) failure. (Note: Some VOSR information may be obtained from daily yard checks conducted by Contractor pursuant to sub-paragraph 4.13 (Vehicle Yard Check and Reporting) of this SOW).
- 7.1.13 County Project Manager or designee may authorize Contractor to provide a condensed VOSR for a limited amount of time, under special circumstances, and on a case-by-case basis only.
- 7.1.14 The final form and format of the VOSR shall be as approved by County Project Manager or designee.

**7.2 Daily Staffing Report**

- 7.2.1 The Daily Staffing Report (DSR) is comprised of a complete listing of all Contractor's staff, by name, position, and daily work location as required in accordance with Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location) and Statement of Work, Attachment 3B (Administrative and Other Required Staffing).
- 7.2.2 The DSR shall verify daily compliance with the total minimum staffing requirements listed in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location) and Statement of Work, Attachment 3B (Administrative and Other Required Staffing) for each business day and shall indicate whether Contractor staff is present (in) or absent (out).

- 7.2.3 Contractor shall document individual personnel changes, as they occur, on the DSR. Contractor shall report all staffing by name, position, work location, and current certifications/licenses.
- 7.2.4 Contractor shall report all permanent personnel changes in accordance with sub-paragraph 2.2.8 of this SOW.
- 7.2.5 Men's Central Jail, Century Station, Eastern Avenue, and Pitchess Detention Center Repair Locations Minimum Staffing
- 7.2.5.1 Contractor shall specifically document non-compliance with the minimum staffing and work shift requirements for the Men's Central Jail, Century Station, Eastern Avenue, and Pitchess Detention Center repair locations, as specified in Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location).
- 7.2.5.2 Contractor shall make appropriate deductions for such non-compliance, from each monthly invoice (invoice credits). The deduction amounts are listed in sub-paragraph 8.26.5 of the Contract.
- 7.2.5.3 Contractor shall indicate all violations waived by County Project Manager or designee.
- 7.2.6 Contractor shall, each business day, provide an electronic copy of the initial DSR, via email, to the County Supervising Contract Program Monitor and to each County Contract Program Monitor by twelve (12) noon. Department will provide Contractor with a directory of email addresses for Department staff.
- 7.2.7 Contractor shall, each business day, provide an updated electronic copy of the final DSR (bundled with the VOSR), via email, to the County Supervising Contract Program Monitor, and to each County Contract Program Monitor by 2:30 p.m.
- 7.2.8 The DSR shall be current and accurate as of 2:30 p.m. each business day.
- 7.2.9 Contractor shall deliver the DSR, in hard copy, to both County Project Manager or designee and County Supervising Contract Program Monitor or their designees, by 3:30 p.m. each business day.
- 7.2.10 The final form and format of the DSR shall be as approved by County Project Manager or designee.

### **7.3 Monthly Report**

- 7.3.1 The Monthly Report shall contain the following minimum information:
- 7.3.1.1 PM assignments and completions: in-service vehicles that do not have a ShopFax PM assignment and/or have not had PM servicing completed within the last 365 calendar days;
- 7.3.1.2 PM delinquencies: vehicles delinquent for PM after two (2) notifications to the responsible party, when requested by County Project Manager or designee;



- 7.3.1.3 PM compliance rate: the percentage of vehicles receiving PM during the month, whether “due” or “overdue” for PM, while in shop when a Repair Order was opened. This requirement includes the ShopFax “edit or selection” process to identify vehicles excluded from PM servicing along with a justification or “repair reason,” e.g. “quick-fix,” “Department driver unable to leave vehicle,” etc.;
- 7.3.1.4 Comebacks (see sub-paragraph 4.14 (Reworks, Comebacks, Warranty Periods)): the number of comebacks by percentage of Repair Orders per repair location, and by percentage of Repair Orders for the Fleet overall;
- 7.3.1.5 Reworks (see sub-paragraph 4.14 (Reworks, Comebacks, Warranty Periods)): the number of reworks by percentage of Repair Orders per repair location, and by percentage of Repair Orders for the Fleet overall;
- 7.3.1.6 OEM recalls, completion status: OEM recall start date, recall description number completed, number not completed (pending), status of recalls in progress, and percent completed. (Contractor may discontinue reporting of completed OEM recall programs in the Monthly Report, following the third month after which all vehicles in a particular OEM recall program have been completed.);
- 7.3.1.7 County-generated ShopFax campaigns and completion status: the number of vehicles completed per campaign, number of vehicles not completed, and percentage completed per campaign;
- 7.3.1.8 Warranty reimbursement claims summary: all revenue received from warranty reimbursements on vehicles, and the percentage credited to County. (Contractor shall categorize warranty reimbursements by type of warranty claim [vehicles, equipment, components, parts, etc.]);
- 7.3.1.9 Vehicle inspections, ERVs: copies of inspections, number of vehicles completed during the monthly reporting period, and year-to-date percentage completed. (Catalina ERV and non-ERV inspections shall be included every third month of the Contract year.);
- 7.3.1.10 Vehicle accidents, status: date vehicle received, days out-of-service, and summary of any or all vehicles exceeding the Contract repair time requirements set forth in sub-paragraph 4.34.9 (Accident Repair Time Requirements);
- 7.3.1.11 Repair Time Requirement Deficiencies: Number of active, out-of- service vehicles during the month that exceeded the mechanical repair time compliance requirements specified in sub-paragraph 4.9.6 (Specific Repair Time Requirements), and the total number of in-service vehicles during the month that exceeded the accident, body, and paint repair time compliance requirements specified in sub- paragraph 4.34.9 (Accident Repair Time Requirements), less the exceptions listed in sub-paragraph 4.9.7 (Exceptions to Repair Time Requirements), listed by Department repair location, vehicle number, days exceeded per vehicle, and totals provided for each repair time category.

- a. Contractor shall use the information from this portion of the Monthly Report to assist in tracking and calculating the automatic deductions per deficiency. The deduction amounts are listed in sub-paragraph 8.26.5 of the Contract.

7.3.1.12 Vehicle receiving and preparation:

- a. Number and listing by vehicle number of all vehicles received in the previous month, with status of each listed vehicle as processed through DMV, in process with DMV, or waiting to be processed with DMV for the month (see sub-paragraph 4.27.1 (New Vehicle Processing) of this SOW;
- b. Number and listing by vehicle number of all vehicles outfitted and all vehicles prepped for decommissioning for the month. Contractor shall indicate the vehicles by the categories of fully-outfitted (both Fixed-Price and FFS), other-than fully outfitted, and other outfitting work, and sub-totaled by equipment types, as directed by County Project Manager or designee.
- c. Contractor shall maintain the data in spreadsheet format. The final form and format for this portion of the Monthly Report shall be as directed by County Project Manager or designee.

7.3.1.13 Decommissioned Vehicles (sub-paragraph 4.33 (Vehicle Decommissioning Records and Reports): number of vehicles sent to auction, sold at auction, and/or cannibalized for the month. The final form and format for this portion of the Monthly Report shall be as approved by County Project Manager or designee);

7.3.1.14 Cannibalized parts used in the repair of Fleet vehicles: in spreadsheet format listed by part number (for re-used parts), VMRS code, description, fair market value of "like-kind-quality," and "new" value in accordance with sub-paragraph 3.10.7 (Cannibalized Repair Parts, Inventory Program) of this SOW. The final form and format for this portion of the Monthly Report shall be as directed by County Project Manager or designee;

7.3.1.15 Repair location inspection report summary: by repair location, including status of Contractor's repair location maintenance and equipment servicing program; e.g., on schedule or overdue, re-inspection dates for fire extinguishers, and permit expiration dates for pressure vessels. The final form and format for this portion of the Monthly Report shall be as directed by County Project Manager or designee;

7.3.1.16 Complete staffing report: by Contractor employee name, position, work location, current certifications/licenses (including those listed in sub-paragraph 2.3.7 (Contractor Employee Qualifications and Training) of this SOW, and driver's licenses with endorsements and updated expiration dates;

7.3.1.17 ShopFax downtime: by number of hours, by terminal location, by System overall, and causes;

7.3.2 Contractor shall provide an original hard copy Monthly Report to County Project

Manager or designee with a hard copy and electronic version to County Supervising Contract Program Monitor within five (5) business days of the end of each month.

- 7.3.3 Monthly Report shall be reviewed for accuracy by either Contractor Project Director or Contractor Project Manager, signed and dated, prior to submission to County.

#### **7.4 Quarterly Report**

- 7.4.1 Contractor shall provide an original hard copy Quarterly Report to County Project Manager or designee with a hard copy and electronic version to County Supervising Contract Program Monitor within ten (10) business days following the end of each quarter. The Quarterly Report shall contain the following minimum information:

- 7.4.1.1 Status of Contract compliance/non-compliance, categorized as follows:

- a. three (3) to fifteen (15) day repair time compliance pursuant to sub-paragraph 4.9.5 (General Repair Time Requirements) of this SOW; includes number of repairs initiated, number of repairs in compliance, numbers of repairs not in compliance, frequency, and percentage. Includes special circumstances and/or justifications/explanations for non-compliance;
- b. minimum staffing compliance pursuant to Statement of Work, Attachment 3A (Minimum Staffing Levels per Repair Location) and Statement of Work, Attachment 3B (Administrative and Other Staffing Required);
- c. vehicle out-of-service rate compliance. See sub-paragraph 4.12 (Out-of-Service Rate) of this SOW;
- d. status of facility maintenance and repair schedule compliance. See sub-paragraph 3.4.1 (Repair Location Internal Maintenance) of this SOW;
- e. status of facility environmental compliance. See sub-paragraph 3.4.6 (Repair Location and Facility Equipment, Records/Reporting) of this SOW;
- f. quality control corrective action plans to remedy non-compliance, when required (see sub-paragraph 3.3.5.21 of this SOW), with specific steps and timetables Contractor will use to achieve compliance.

If Contractor is one hundred percent (100%) compliant with this sub-paragraph 7.4.1.1 (a)-(f), then the Quarterly Report shall include that information.

- 7.4.1.2 Tow information, including number and type of breakdowns, tow truck response times, in/out of compliance counts and percentages, and numbers of vehicles returned to service. See sub-paragraph 4.25 (Towing and Emergency Road Services) of this SOW for towing

requirements.

- 7.4.1.3 Status of all Clean Fuel Programs (see sub-paragraph 3.7 (Clean Fuel Program)) of this SOW, that affect the Department, and the availability/status of all Clean Fuel funding revenue streams that could assist the Department in meeting clean fuel goals. The report shall include the status of the Clean Fuel Program, i.e., vehicles completed, vehicles still pending, schedule status, and cost to date.
- 7.4.1.4 Description, serial number, date of purchase, purchase price, and amortized value to date of all equipment purchases and facility improvements made by Contractor, valued at \$5,000 or more, during the reporting quarter. This is to be the current amortization status of equipment purchases or facility improvements for the Contract (see sub-paragraph 3.4.3 (County-Furnished Tools and Equipment, Maintenance and Repair) of this SOW.
- 7.4.1.5 Description, serial number, date of purchase, purchase price, amortized value to date, date of sale, and sale price for any equipment sold that, when new, was purchased for \$5,000 or more.
- 7.4.1.6 Status of ShopFax master record review and physical fleet inventory and verification pursuant to sub-paragraph 3.2.7 (Physical Fleet Inventory and Verification (Inventory), ShopFax Record Review) of this SOW. Indicate number of vehicles completed, number of vehicles remaining, and a list of vehicles/equipment, by vehicle number, that could not be located.
- 7.4.1.7 Status of VMRS parts coding verification pursuant to see sub-paragraph 5.4.8 (Parts Inventory, Usage, Coding and Verification) of this SOW. Indicate number of parts coded/verified, number of parts remaining to be coded, and number of parts found to not be identifiable.
- 7.4.2 Contractor Project Director or Contractor Project Manager shall review, sign and date the Quarterly Report for accuracy, prior to submission to County, pursuant to sub-paragraph 7.4.1 of this SOW.
- 7.4.3 The final form and format for the Quarterly Report shall be as approved by County Project Manager or designee.

## **7.5 Annual Report**

- 7.5.1 Contractor shall provide an original hard copy and electronic version of the Annual Report to County Project Manager or designee with a copy to County Supervising Contract Program Monitor no later than thirty (30) calendar days following the anniversary of the Work Start Date for each year of the Contract. The Annual Report shall contain:
  - a. Cost per mile - maintenance and repairs (non-accident)
  - b. Cost per mile - accident repairs
  - c. Vehicle inspection summaries
  - d. Total warranty revenues/savings
  - e. Clean fuel program(s)

- f. Energy saving measures
- g. Data communication line expenses
- h. Updated Quality Control Plan

7.5.2 Cost Performance Analysis Reports: Contractor shall provide cost performance analysis reports for the following vehicle types: 01, 04, 07, 09, 10, 13, 16, 19, 22, 28, 31, 34, 37, 40, 43, 70, 72, 73, 75, 76, 79, 82, and 90 (or other vehicle type as requested by County Project Manager or designee). Vehicle types and their descriptions are listed in Statement of Work, Attachment 6 (Vehicle/Equipment Type Code List). Contractor shall provide cost performance analysis reports upon request by the County Project Manager or designee and as part of a complete Annual Report. The final form and format for all cost performance analysis reports shall be as directed by County Project Manager or designee.

7.5.2.1 Cost per mile - maintenance and repairs (non-accident), all vehicles

This information shall be presented in a spreadsheet format, listed by vehicle type, and calculated as the total dollar amount (fully allocated labor, parts, and vendor cost) spent during the year – divided by the total annual mileage for each vehicle type.

7.5.2.2 Maintenance and repair cost per mile shall not include costs for vehicle outfitting, accident repair, and warranty repair work, unless requested by County Project Manager or designee for inclusion.

7.5.2.3 Contractor shall report all cost-per-mile data in a form and format as directed by County Project Manager or designee.

7.5.2.4 Cost per mile – accident repairs

Contractor shall report accident repair costs listed by UOA, vehicle type, quantity and type of accident, including, but not limited to, accident, accident non-reported, and bottom out, as part of the Annual Report. Contractor shall report same information for any specific time period by vehicle types, when requested by County Project Manager or designee.

(Accident repair costs are calculated as the total dollar amount (fully allocated labor, parts, and vendor cost) spent during the year for vehicle accident repair, plus the net value of the vehicles lost due to accident (e.g. “total-loss” vehicles), less the value of Department-provided cannibalized parts re-utilized in the repair of other vehicles, for each vehicle type.)

7.5.2.5 Cost per mile (gross) - accident repairs

This information shall be presented in a spreadsheet format, listed by vehicle type, and calculated as the total dollar amount (fully allocated labor, parts, and vendor cost) spent during the year, divided by the total annual mileage for each vehicle type.

7.5.2.6 Cost per mile (net) - accident repairs

This information shall be presented in a spreadsheet format, listed by vehicle type, including UOA, type of accident (including, but not limited

to, accident, accident non-reported, and bottom-out), and calculated as the total dollar amount (fully allocated labor, parts, and vendor cost) spent on repairs during the year, divided by the total annual mileage for each vehicle type. Include the net value\* of vehicles lost due-to-accident (e.g. "total-loss" vehicles), less the value of Department-provided cannibalized parts re-utilized in the repair of other vehicles, for each vehicle type.

(\*Net value of vehicles shall be determined using Kelly Blue Book figures, the prorated value of emergency equipment destroyed, less the salvage amount obtained from auction, if any.)

#### 7.5.3 Vehicle Inspection Summaries

Includes vehicle inspection summaries of all ERV inspections and Catalina Island vehicle inspections performed during the previous Contract year.

#### 7.5.4 Total Warranty Revenues/Savings

Includes total revenues/savings received from warranty claims for warranty parts and components. Includes a list of the ten (10) most-failed parts/components, with quantity, manufacturer, percent recovery, and warranty period listed. Includes findings relative to actual parts cost savings due to parts/components warranty recovery.

#### 7.5.5 Clean Fuel Program

Includes a clean fuel program status and upcoming year's projections of emission reduction/clean fuel Fleet program(s), including, but not limited to, requirements, grant funds available, and technology.

7.5.5.1 Status of clean fuel programs in progress, summary of advantages and disadvantages of each type of recommended alternative fuel recommended, and projected maintenance and repair costs of alternative fuel vehicles.

7.5.5.2 Contractor shall provide as-needed updates to the Operational Plan related to the clean fuel program pursuant to sub-paragraph 3.3.5.17 of this SOW, based in part on Contractor's Annual Report.

#### 7.5.6 Energy Saving Measures

Includes summary of all repair location energy-saving measures.

#### 7.5.7 Data Communication Line Expenses

Includes summary list of all Contractor expenses by repair location and type of data communication service.

#### 7.5.8 Updated Quality Control Plan

Includes two (2) copies of an updated QCP pursuant to sub-paragraph 9.2.5 of this SOW, subject to approval by County Project Manager or designee.

7.5.9 The final form and format for the Annual Report shall be as directed by County Project Manager or designee.

## **8.0 RECORD KEEPING REQUIREMENTS**

**8.1** Contractor shall maintain copies of all Fleet operation records, in both hard and electronic (pdf) formats, on file at the Eastern Avenue repair location throughout the term of the Contract, and for a period of five (5) years after the Contract expiration or termination, in accordance with sub-paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of the Contract.

**8.2** Such Fleet operation records shall include, but shall not be limited to, all reports outlined in Paragraph 7.0 (Reporting Requirements ) of this SOW and the following documents:

8.2.1 Contract Inspection Reports issued to Contractor by County Project Manager or designee and Contractor responses in sub-paragraph 9.1.2 (Contract Discrepancy Report (CDR)) of this SOW;

8.2.2 Contract Discrepancy Reports issued to Contractor with responses in sub-paragraph 9.1.2 (Contract Discrepancy Report (CDR)) of this SOW;

8.2.3 Monthly invoices for payment;

8.2.4 PM and inspection records, signed original or electronic copies of all checklists, including, but not limited to, all documents listed in sub-paragraph 4.17 (Inspection Checklist Document) of this SOW;

8.2.5 Most current revised Operational Plan in sub-paragraph 3.3 (Operational Plan) of this SOW;

8.2.6 Most current updated Quality Control Plan in sub-paragraph 9.2 (Quality Control Plan) of this SOW;

8.2.7 Vehicle maintenance and repair records;

8.2.8 Accident repair records, initial and second estimates with full color photos in sub-paragraph 4.34 (Accident Repairs) of this SOW;

8.2.9 Vehicle and parts warranty information in sub-paragraph 3.8 (Warranty Work) of this SOW;

8.2.10 New vehicle receiving and processing records, including New Vehicle Preparation Inspection Checklists in sub-paragraph 4.27 (New Vehicle Receiving, Processing, and Outfitting) of this SOW;

8.2.11 Vehicle outfitting records, including Outfitting Build Sheet in sub-paragraph 4.27.2 (New Vehicle Outfitting, General) of this SOW;

8.2.12 ShopFax records and reports in Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW;

8.2.13 Repair location and facility equipment maintenance records in sub-paragraph 3.4.6 (Repair Location and Facility Equipment, Records/Reporting) of this SOW; and

8.2.14 Other records, as may be required from time to time and as requested by County Project Manager or designee.

### **8.3 Record of Quality Control Plan (QCP) Inspections**

Contractor shall maintain a record of all Quality Control Plan (QCP) inspections pursuant to sub-paragraph 9.2 (Quality Control Plan) of this SOW.

8.3.1 Contractor shall make all QCP records available upon request by County Project Manager or designee within twenty-four (24) hours of such request.

## **9.0 QUALITY**

### **9.1 Quality Assurance Plan**

#### **9.1.1 Meetings**

Contractor shall attend all performance evaluation meetings as directed by County Project Manager or designee.

9.1.1.1 Performance evaluation meetings will be held jointly by County Project Manager and/or designees, the County Contract Program Monitors, the Contractor's Project Director, the Contractor's Project Manager, and Contractor's supervisors, as appropriate, or as requested by County.

#### **9.1.2 Contract Discrepancy Report (CDR)**

9.1.2.1 Verbal notification of a contract discrepancy, or a written Contract Inspection Report noting said deficiency, will be given to Contractor's Project Director, Contractor's Project Manager or designee as soon as possible whenever a Contract discrepancy is identified.

9.1.2.2 When a written Contract Inspection Report is issued by a County Contract Program Monitor, it may be hand delivered, faxed, or e-mailed to the Contractor's Project Director, Contractor's Project Manager, appropriate supervisor, and/or on-site technician. If a written response to a Contract Inspection Report is required, Contractor's respondents shall hand deliver, fax, or mail the response directly to the County Contract Program Monitor who issued the Contract Inspection Report. The response shall be delivered within three (3) business days of Contractor's receipt of the Contract Inspection Report, unless otherwise specified in the Contract Inspection Report.

9.1.2.3 Depending on the severity of the discrepancy, County Project Manager or designee will determine if a formal Contract Discrepancy Report (CDR) shall be issued at that time, or if Contractor shall be afforded opportunity to correct the discrepancy based on the initial notification of such. The problem shall be resolved within a timeframe mutually agreed upon by the Department and Contractor.

9.1.2.4 If a CDR is issued, it will be hand delivered or mailed by the Department to Contractor's Project Manager or Contractor's Project Director.



9.1.2.5 Upon receipt of a CDR, Contractor shall respond in writing to County Project Manager or designee within five (5) business days, unless otherwise specified in the CDR. Contractor shall acknowledge the reported discrepancies or present evidence to the contrary.

9.1.2.6 If the reported discrepancy is acknowledged by Contractor, Contractor shall present a plan of correction for all performance deficiencies identified in the CDR, by the stated deadline in the CDR and/or as directed by County Project Manager or designee.

9.1.2.7 County Observations. In addition to Departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during business hours. County personnel will not unreasonably interfere with Contractor's performance of work required under the Contract.

### 9.1.3 Credits for Contract Discrepancies

9.1.3.1 County Project Director or County Project Manager or designee shall have the sole discretion to impose monetary deductions (invoice credits) from Contractor's invoice(s) for non-compliance with Contract requirements and poor performance in the amounts set forth in Statement of Work, Attachment 8 (Performance Requirements Summary (PRS) Chart) or in accordance with sub-paragraph 8.26 (Liquidated Damages) of the Contract.

9.1.3.2 The Department is committed to maximizing its Fleet efficiency and conserving Department resources, and expects Contractor's commitment to be the same. In this regard, County Project Manager or designee will work with Contractor to resolve any performance issues that may arise.

## 9.2 Quality Control Plan

9.2.1 Contractor shall establish and utilize a comprehensive Quality Control Plan (QCP) to ensure timely, efficient, and proper delivery of all services, repairs, inspections due, and all other work and duties described or enumerated throughout the Contract.

9.2.2 Contractor's QCP shall list, by name, title, and level, all Contractor staff performing QCP monitoring functions, including Contractor's full-time mechanical and body quality control staff at the Eastern Avenue repair location. See Statement of Work, Attachment 3B (Administrative and Other Required Staffing).

9.2.3 Contractor shall utilize the QCP to ensure the Fleet is properly maintained and repaired, consistent with all Contract requirements, OEM specifications, applicable warranties, generally accepted fleet practices, and as approved by the County Project Manager or designee. The QCP shall include, but not be limited to, the following:

9.2.3.1 A listing of all services outlined throughout this SOW, specifically, processes and controls for monitoring:

- a. Comprehensive Service delivery for all vehicles leaving a Contractor-operated, County repair location, as defined in sub-paragraph 1.7 (Comprehensive Service) of this SOW ;
- b. PM Work: timeliness, overdue vehicles called in for PM, and validity of PM Work performed;
- c. Recall and campaign work;
- d. ERV safety inspections, recurring sub-paragraph 4.4 (Safety Inspections, Recurring, Mandatory) of this SOW;
- e. Excessive failure rates for components;
- f. Quality of parts installed on vehicles (e.g. in compliance with OEM specifications, reliability standards, and Contract requirements);
- g. Repair Order processing;
- h. VMRS parts coding accuracy (ShopFax) using periodic audits after the initial verification of coding is completed;
- i. All ShopFax data entry, including, but not limited to: vehicle master record information, detailed equipment specifications, ShopFax "Fleet Code" assignment, and ShopFax PM assignment;
- j. Correction process for ShopFax errors identified by Contractor;
- k. ShopFax remedial data-entry training provided to Department and Contractor personnel by Contractor, as needed;
- l. Repair location and equipment cleanliness and safety;
- m. Repair location and equipment condition and maintenance requirements, in compliance with all appropriate OEM requirements as well as all applicable local, state, and federal regulations for all repair locations occupied by Contractor under the Contract;
- n. Minimum monthly repair location inspections (A summary of inspections by repair location; problems identified; corrective actions; and other pertinent information are part of the Monthly Report in sub-paragraph 7.3 (Monthly Report) of this SOW; and

9.2.3.2 Specific monitoring methods used to identify and prevent deficiencies in the quality of services performed, including but not limited to:

- a. Methods to ensure quality of services;
- b. Verification of the authenticity of reports;
- c. Samples of documents to be used in monitoring, including, but not limited to, vehicle, facility, ShopFax Repair Order, and parts inspection forms as appropriate.

- 9.2.3.3 A record of all inspections conducted by Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action. Contractor shall provide the record of inspections to County Project Manager or designee upon request.
- 9.2.4 Contractor shall, within sixty (60) calendar days after the Work Start Date, prepare and submit a copy of the QCP to both the County Supervising Contract Program Monitor and the County Project Manager or designee for review and approval.
- 9.2.5 Contractor shall, throughout the term of the Contract, update the QCP as changes occur. Any proposed change to the QCP, or any portion thereof, shall be submitted to both the County Project Manager or designee and County Supervising Contract Program Monitor for review and approval prior to implementation. Updated QCPs shall be submitted annually as part of the Annual Report in accordance with sub-paragraph 7.5.8 (Updated Quality Control Plan) of this SOW.
- 9.2.6 QCP inspections and reviews shall be conducted by Contractor's supervisory or quality control personnel only. Contractor technicians actually performing repairs on the vehicles shall not conduct QCP inspections.

## **10.0 COUNTY RESPONSIBILITIES**

- 10.1 County personnel will administer the Contract in accordance with Paragraph 6.0 (Administration of the Contract – County) of the Contract. In addition, County personnel will:

- 10.1.1 Monitor Contractor performance in the daily operation of the Contract;
- 10.1.2 Provide direction to Contractor in areas relating to policy and procedural requirements; and
- 10.1.3 Prepare Change Orders and Amendments in accordance with sub-paragraph 8.1 (Change Orders and Amendments) of the Contract.

## **10.2 County-Furnished Items**

### **10.2.1 Fleet Management Labor**

- 10.2.1.1 County may provide labor for receiving vehicles, confirming that vehicles meet specifications, and entering new vehicle data into ShopFax. Data may include the input of "Domicile Assignment," "Customer Number," and Department "Active Date," as determined by County Project Manager or designee.
- 10.2.1.2 County staff will match vehicle delivery information with County-issued Purchase Orders and provide documentation to County Project Manager or designee.

10.2.2 Repair Locations and Office Space

10.2.2.1 County will furnish all repair locations for Contractor's use to provide maintenance for Fleet vehicles, including repair locations and office space for Contractor staff, as set forth on Statement of Work, Attachment 2 (Department Repair Locations).

10.2.2.2 County will pay all repair location utility costs (electricity, natural gas, water) associated with Contractor's use of Department repair locations. Contractor shall take appropriate energy-saving measures and manage energy consumption of their work force to ensure cost efficiencies. Such energy saving measures shall be included in the Annual Report in accordance with sub-paragraph 7.5 (Annual Report) of this SOW.

10.2.3 Facility Telephone Voice and BAR Lines

County will pay for County telephone voice-line and County BAR line expenses for telephone lines assigned for joint use by both Department and Contractor, as approved by County Project Manager or designee.

10.2.4 Repair Location Maintenance

10.2.4.1 County will maintain the repair location structure, which includes; major plumbing (for example, pipe breakage), major electrical, electric and manual overhead doors, entry doors, air conditioning units, space heaters, exhaust fans at all repair locations, and the car wash at the Eastern Avenue repair location.

10.2.5 Underground Storage Tanks and Clarifiers

County will service and maintain underground storage tanks and clarifiers.

10.2.6 County-Owned Equipment, General

County will furnish County-owned equipment utilized by County's prior fleet contractor. (A partial list of County-furnished tools and equipment is provided in sub-paragraph 3.4.3 (County-Furnished Tools and Equipment, Maintenance and Repair) and sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment) of this SOW.)

10.2.7 Storage and Containment Equipment

County will furnish County-owned storage and containment equipment utilized by prior fleet contractor. This equipment includes existing new oil storage and dispensing equipment, and waste-oil storage tanks.

10.2.8 ShopFax and Electronic Testing/Diagnostic Equipment

County will furnish ShopFax and electronic testing/diagnostic equipment presently owned and/or licensed by County and utilized by prior fleet contractor in the repair and maintenance of Fleet vehicles, including but not limited to the following:

- 10.2.8.1 Fifteen (15) vehicle computer scanners (two (2) Snap-On Solus units and thirteen (13) One Tool Company (OTC) Nemisys and Encore units);
- 10.2.8.2 Seven (7) Ford Rotunda Vehicle Communication Modules (VCM) with laptop computers and cables;
- 10.2.8.3 One (1) DELL Laptop computer/Scan tool with Nexiq Diagnostic interface, including diagnostic software for Detroit Diesel, Cummins, Caterpillar, Allison Transmission, Bendix ABS system and Meritor WABCO ABS system;
- 10.2.8.4 Nine (9) personal computers (with MS Office Professional, Adobe, and other programs, as required by County) located at nine (9) ShopFax access points;
- 10.2.8.5 One (1) BMW Motorrad GT;
- 10.2.8.6 Three (3) Diesel Opacity Meters (one (1) Wager, two (2) Red Mountain);
- 10.2.8.7 Chief frame machine and Genesis frame measuring system;
- 10.2.8.8 Five (5) emission test machines (leased)/(3) dynamometers (DAD and GEN 3 Emission Machines/Mustang Dynamometers) located at the Eastern Avenue repair location, STAR Center repair location, and Pitchess Detention Center repair location, and all other similar equipment;
- 10.2.8.9 Cummins INLINE 6 data link adapter with software;
- 10.2.8.10 Twenty (20) ACTIA model number 112403 handheld diagnostic scanners for the Motor Coach Industries (MCI) buses.

#### 10.2.9 Outfitting Parts Purchased by County

- 10.2.9.1 County will purchase and supply outfitting parts to Contractor. Parts include, but are not limited to:
  - a. back-up warning devices;
  - b. brake equipment, auxiliary;
  - c. cages/screens
  - d. command boxes;
  - e. communication racks;
  - f. console boxes;
  - g. decals;
  - h. fire-extinguisher hold-down cords;
  - i. foam protector panels, heavy-duty (when required by County);
  - j. K-9 vehicle equipment;
  - k. lift gates;
  - l. light bar arrow stick controllers;
  - m. light bars;
  - n. lights for undercover vehicles (red, blue, and amber);

- o. lights, intersection clearance;
- p. lights, map (with alternate red lens);
- q. mounting trays, radio;
- r. push bars;
- s. rear seats, plastic;
- t. roll-bar padding;
- u. roll cages (installed);;
- v. seat belts, driver training;
- w. secure idle units;
- x. security alarms;
- y. security bars;
- z. shotgun lock timers;
- aa. shotgun locks;
- bb. siren speakers;
- cc. skid plates;
- dd. special vehicle bodies, (e.g. utility body, cargo body, etc.);
- ee. speedometers, auxiliary;
- ff. spotlights;
- gg. switches, black-out;
- hh. tow hitches;
- ii. winches;
- jj. wiring loom packages, complete (emergency equipment).

10.2.9.2 Notwithstanding this sub-paragraph 10.2.9 (Outfitting Parts Purchased by County), County may direct Contractor to purchase some outfitting parts in accordance with FFS/Direct Purchase pursuant to thiExhibit B (Price Sheet) of the Contract, using a purchasing process approved by County Project Manager or designee.

10.2.9.3 Notwithstanding this sub-paragraph 10.2.9 (Outfitting Parts Purchased by County), County may direct Contractor to fabricate "in-house" complete emergency equipment wiring loom packages or other items under the FFS Body Repair/Painting regular hourly labor rate, as approved by County Project Manager or designee.

#### 10.2.10 Mobile Data Computer (MDC) and Radio Systems Maintenance

County will maintain and repair vehicle-installed communications and computer equipment, including but not limited to Department radio and antennas, MDC laptop including docking station, light bar control head, card reader, and finger print reader in support of Department communication systems.

# **STATEMENT OF WORK ATTACHMENTS**

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### Attachments

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- 1A Fee-For-Service Vehicles – Department Vehicle Inventory
- 2 Department Repair Locations
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- 3B Administrative and Other Required Staffing
- 4 Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications
- 5 Preventive Maintenance and Other Inspection Checklists
- 6 Vehicle/Equipment Type Code List
- 7 Contract Discrepancy Report
- 8 Performance Requirements Summary (PRS) Chart

**STATEMENT OF WORK - ATTACHMENT 1**  
**FIXED-PRICE VEHICLES**  
**DEPARTMENT VEHICLE INVENTORY**

**Quantities Effective January 14, 2020**

VEHICLE TYPE*	COUNT	VEHICLE TYPE*	COUNT
1 - Sedans - B/W - Emergency Response	428	50 - Sedan Solid - V.O.P.05 Prog.	9
2 - Sedans Solid - Emergency Response	92	51 - S.U.V. Solid - All Wheel Drive	68
3 - Sp Purpose 10,001 - 18K GVW	7	52 - Sedan Solid - CSO, PCO	22
4 - Pickup 2 wheel drive - B/W	18	55 - Sedan Solid - CSS, CPS	82
5 - Sp Purpose 18,001 - 35K GVW	27	58 - Sedan Solid - V.O.P.	19
6 - Sp Purpose > 35K GVW	2	61 - Van up to 12 pass. - Solid	178
7 - Pickup 4 wheel drive - B/W	4	64 - Van 15 passenger - Solid	2
9 - S.U.V. B/W - AWD Emergency Response	896	66 - Food Van	1
10 - Van up to 12 pass. - B/W	31	67 - Van Cargo Solid 10K or < GVW	95
11 - Van up to 12 pass. Solid - PrisonerTransport	24	68 - Step van	8
13 - Van 15 passenger - B/W	30	69 - Van Cargo Solid 10K or > GVW	0
15 - Solid Motorcycle - On Road	28	70 - Truck Utility 10K or < GVW	23
16 - Motorcycle - B/W - On Road	41	71 - Van Utility 10K or < GVW	58
19 - S.U.V. Black/White - 2WD	153	72 - Truck Utility 10,001 or > GVW	84
20 - S.U.V. Solid - 2WD Emergency Response	78	73 - Pickup Truck - Solid	218
22 - S.U.V. Black/White - 4WD	64	74 - Van Utility 10,001 or > GVW	0
23 - S.U.V. Solid - 4WD Emergency Response	8	75 - Pickup Truck - Solid >10K GVW	15
24 - S.U.V. Solid - AWD Emergency Response	74	76 - Truck Cargo - Bobtail	26
25 - Cargo Van - Black/White	0	79 - Truck Cargo - Stake side	13
28 - 4x4 Rescue Truck - B/W	7	80 - Refrigeration Unit - Attached	0
29 - Rescue Truck GVW > than 10K	17	82 - Truck - Refrigerated	11
30 - Para-Trans GVW 10K or Higher	5	85 - Truck - Dump	12
31 - Bus B/W 25-35 Passenger	2	86 - Truck - Boom	3
34 - Bus B/W 36-49 Passenger	8	87 - Truck Utility 35,000 or > GVW	1
37 - Bus B/W 50-60 Passenger	72	88 - Truck - Tanker	3
39 - Display Vehicles	1	90 - Truck - Tractor	15
40 - Sedan Solid - Large	714	91 - Trailer - Semi (flatbed)	1
41 - Sedan Solid - Large All Wheel Drive	130	92 - Trailer - Semi (container)	20
43 - Sedan Solid - Medium	370	93 - Trailer - Semi (refrigerated)	8
44 - Sedan Solid - Medium All Wheel Drive	0	94 - Trailer - Semi (tanker)	1
45 - Sedan Solid Hybrid	50	95 - Trailer - Utility (2 or 4 wheel)	35
46 - Sedan Solid - Small	12	96 - Trailer - R.V.	5
47 - S.U.V. Solid - 2 wheel drive	213	97 - Off Highway ATV	5
48 - S.U.V. Solid - 4 wheel drive	111	98 - Misc. Vehicle/Equipment	0
49 - Sedan Solid - CSO, PCO	42		

\* Refer to Exhibit 6 for type code list

**FIXED PRICE TOTAL: 4,800**

**Totals for Group 1: 2,594**  
**Group 2: 1,874**  
**Group 3: 249**  
**Group 4: 83**  
  
**Total 4800**



**STATEMENT OF WORK - ATTACHMENT 1A**  
**FEE-FOR-SERVICE VEHICLES**  
**DEPARTMENT VEHICLE INVENTORY**

**Quantities Effective January 14, 2020**

VEHICLE TYPE*	COUNT	VEHICLE TYPE*	COUNT
1 - Sedans - B/W - Emergency Response	386	51 - S.U.V. Solid - All Wheel Drive	4
2 - Sedans Solid - Emergency Response	20	52 - Sedan Solid - CSO, PCO	30
3 - Sp Purpose 10,001 - 18K GVW	11	55 - Sedan Solid - CSS, CPS	0
4 - Pickup 2 wheel drive - B/W	7	58 - Sedan Solid - V.O.P.	21
5 - Sp Purpose 18,001 - 35K GVW	4	61 - Van up to 12 pass. - Solid	12
6 - Sp Purpose > 35K GVW	3	64 - Van 15 passenger - Solid	4
7 - Pickup 4 wheel drive - B/W	0	66 - Food Van	0
9 - S.U.V. B/W - AWD Emergency Response	7	67 - Van Cargo Solid 10K or < GVW	0
10 - Van up to 12 pass. - B/W	2	68 - Step van	1
11 - Van up to 12 pass. Solid - PrisonerTransport	0	69 - Van Cargo Solid 10K or > GVW	0
13 - Van 15 passenger - B/W	0	70 - Truck Utility 10K or < GVW	3
15 - Solid Motorcycle - On Road	29	71 - Van Utility 10K or < GVW	4
16 - Motorcycle - B/W - On Road	20	72 - Truck Utility 10,001 or > GVW	4
19 - S.U.V. Black/White - 2WD	15	73 - Pickup Truck - Solid	35
20 - S.U.V. Solid - 2WD Emergency Response	4	74 - Van Utility 10,001 or > GVW	0
22 - S.U.V. Black/White - 4WD	6	75 - Pickup Truck - Solid >10K GVW	1
23 - S.U.V. Solid - 4WD Emergency Response	0	76 - Truck Cargo - Bobtail	2
24 - S.U.V. Solid - AWD Emergency Response	0	79 - Truck Cargo - Stake side	3
25 - Cargo Van - Black/White	0	80 - Refrigeration Unit - Attached	11
28 - 4x4 Rescue Truck - B/W	0	81 - Generator - Attached	50
29 - Rescue Truck GVW > than 10K	0	82 - Truck - Refrigerated	0
30 - Para-Trans GVW 10K or Higher	0	83 - Generator - Mobile	35
31 - Bus B/W 25-35 Passenger	0	85 - Truck - Dump	0
34 - Bus B/W 36-49 Passenger	4	86 - Truck - Boom	0
37 - Bus B/W 50-60 Passenger	3	87 - Truck Utility 35,000 or > GVW	0
39 - Display Vehicles	11	88 - Truck - Tanker	4
40 - Sedan Solid - Large	128	90 - Truck - Tractor	1
41 - Sedan Solid - Large All Wheel Drive	2	91 - Trailer - Semi (flatbed)	4
43 - Sedan Solid - Medium	41	92 - Trailer - Semi (container)	7
44 - Sedan Solid - Medium All Wheel Drive	0	93 - Trailer - Semi (refrigerated)	5
45 - Sedan Solid Hybrid	0	94 - Trailer - Semi (tanker)	0
46 - Sedan Solid - Small	1	95 - Trailer - Utility (2 or 4 wheel)	106
47 - S.U.V. Solid - 2 wheel drive	49	96 - Trailer - R.V.	2
48 - S.U.V. Solid - 4 wheel drive	14	97 - Off Highway ATV	101
49 - Sedan Solid - marked	0	98 - Misc. Vehicle/Equipment	220
50 - Sedan Solid - V.O.P. 05 Program	9	99 - Boats	38

\* Refer to Exhibit 6 for type code list

**FEE-FOR-SERVICE TOTAL: 1,484**

**STATEMENT OF WORK - ATTACHMENT 2  
DEPARTMENT REPAIR LOCATIONS**

<b>ALTADENA*</b> 780 East Altadena Dr. Altadena, CA 91001 (626) 798-1131 - vehicles currently serviced at Crescenta Station	<b>CRESCENTA VALLEY*</b> 4554 North Briggs Ave La Crescenta, CA 91214 (818) 248-3464 Ext. 3266	<b>LOMITA*</b> 26123 So Narbonne Ave Lomita, CA 90717 (310) 539-1661 Ext. 2203
<b>CARSON*</b> 21356 S. Avalon Blvd Carson, CA 90745 (310) 830-1123 Ext. 3296 FAX (310) 549-5759	<b>EAST LOS ANGELES*</b> 5019 E. Third St. Los Angeles, CA 90022 (323) 264-7447	<b>LOST HILLS*</b> 27050 Agoura Road Agoura, CA 91301 (818) 878-1808 Ext. 3264
<b>CATALINA ISLAND*</b> 215 Sumner Avenue Avalon, CA 90704 (310) 510-0174  -outside vendors on island/as-needed Technician/transport to Eastern Avenue	<b>EASTERN AVENUE</b> Mechanical / Body Work 1104 N. Eastern Ave Los Angeles, CA 90063 (323) 267-2337 - Mechanical FAX (323) 267-2940 (323) 267-2380 - Body Shop	<b>MARINA DEL REY*</b> 13483 Fiji Way Marina Del Rey, CA 90292 (310) 578-9840 - Automotive FAX (310) 578-7012 <b>BOATYARD</b> 13555 Fiji Way, Marina Del Rey, CA 90292 (310) 305-4532, FAX (310) 305-1709
<b>CENTRAL JAIL</b> 441 Bauchet St Los Angeles, CA 90012 (213) 626-3404 FAX (213) 628-8831	<b>INDUSTRY*</b> 150 North Hudson Ave Industry, CA 91744 (626) 330-3322 Ext. 4213	<b>NORWALK*</b> 12335 Civic Center Drive Norwalk, CA 90650 (562) 466-5477 FAX (562) 929-2651 (LASD Office)
<b>CENTURY*</b> 11703 S. Alameda St Lynwood, CA 90262 (323) 249-1487 FAX (323) 357-3568	<b>LAKEWOOD*</b> 5130 North Clark Ave Lakewood CA 90712 (562) 623-3662	<b>PALMDALE*</b> 750 E. Ave. Q Palmdale, CA. 93550 (661) 272-2519 FAX (661) 272-2521
<b>CERRITOS*</b> 18135 Bloomfield Ave. Cerritos, Ca. 90703 (562) 860-0044 -vehicles currently serviced at Lakewood Station	<b>LANCASTER*</b> 501 W. Lancaster Blvd Lancaster, CA 93534 (661) 726-0828 FAX (661) 948-6397	<b>PITCHESS DETENTION CENTER</b> 29380 The Old Road Castaic, CA 91310 (661) 295-8841 FAX(661)295-8032
<b>COMPTON*</b> 301 S. Willowbrook Ave. Compton, Ca. 90220. (310) 605-6500  -vehicles currently serviced at Century Station	<b>LENNOX*</b> 4331 Lennox Blvd Inglewood, CA 90304 (310) 671-4197	<b>PICO RIVERA*</b> 6631 S. Passons Blvd Pico Rivera, CA 90660 (562) 641-4215  FAX(562) 801-2809

**STATEMENT OF WORK - ATTACHMENT 2  
DEPARTMENT REPAIR LOCATIONS**

<b>POMONA TEST TRACK DRIVER TRAINING</b> 1445 McKinley Avenue Pomona, CA 91767 (909) 622-2078 FAX (909) 623-0271 (LASD Office)	<b>SOUTH LOS ANGELES*</b> 1310 W. Imperial Highway Los Angeles, CA 90044 (323) 820-6858	<b>TEMPLE CITY*</b> 8838 East Las Tunas Dr. Temple City, CA 91780 (626) 285-7171 Ex 3705 FAX (626) 285-9083
<b>SAN DIMAS*</b> 270 S. Walnut Avenue San Dimas, CA 91773 (909) 450-2778	<b>SPECIAL ENFORCEMENT BUREAU (SEB)</b> 1060 N. Eastern Ave Los Angeles, CA 90063 (323) 881-7804	<b>WALNUT*</b> 21695 Valley Boulevard Walnut, CA 91789 (626) 913-1715 Ext. 3163 or 3164 FAX (909) 594-3168
<b>SANTA CLARITA*</b> 23740 Magic Mountain Pkwy. Santa Clarita, CA 91355 (661) 799-5127	<b>STAR CENTER</b> 11515 S. Colima Road Whittier, CA 90604 (562) 946-7830 FAX (562) 903-1850	<b>WEST HOLLYWOOD*</b> 780 N. San Vicente Blvd West Hollywood, CA 90069 (310) 855-8850 Ex 508 FAX (310) 659-4589
<b>* DENOTES STATION</b>		

Note -1: While Department vehicles may use any repair location, the vehicles normally assigned to the station will receive most repairs and Preventive Maintenance at that station repair facility.

Note - 2: There are twenty-six (26) fully-staffed repair locations. The other four (4) repair locations listed (Altadena, Catalina Island, Cerritos, and Compton) have their vehicles serviced at other locations and/or by alternate means.

# STATEMENT OF WORK - ATTACHMENT 3A

## MINIMUM STAFFING LEVELS PER REPAIR LOCATION

1 of 5

Locations	Start Time	End Time	Count	Repair Locations / Required Staffing
<b>ALTADENA STATION</b>  Proposed new station - may open during Contract term. Vehicles are currently serviced at Crescenta Valley Station				One (1) additional Technician may be required when new station opens.  TBD
	TBD	TBD	0	<b>Total To Be Determined</b>
<b>CARSON STATION</b>	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	<b>Technicians</b>
<b>CATALINA ISLAND STATION</b>				Contractor may transport a Technician to Catalina Island as needed and/or may subcontract with a local vendor, as approved by County Project Manager.  TBD
	TBD	TBD	0	<b>Total To Be Determined</b>
<b>CENTRAL JAIL</b> Requires Bus Technician coverage for these mandatory shift hours.	<b>BUS</b>  5:00 A.M. 7:00 A.M. 10:00 A.M. 9:00 P.M.  <b>LIGHT/MED Duty</b> 5:00 A.M. 7:00 A.M. 8:00 A.M.	<b>BUS</b>  1:30 P.M. 3:30 P.M. 6:30 P.M. 5:30 A.M.  <b>LIGHT/MED Duty</b> 1:30 P.M. 3:30 P.M. 4:30 P.M.	 2 2 1 5  1 1 12 1	<b>Ten (10) bus Technicians - 5 day shift/5 evening shift including one (1) Lead each shift</b>  Two (2) Bus Technicians Two (2) Bus Technicians/includes one working "Lead" Technician One (1) Bus Technician Five (5) Bus Technicians/includes one working "Lead" Technician *Note: One (1) Technician or Supervisor per shift at this location <u>must</u> possess a Class "A" or Class "B" Commercial Driver's license to drive and road test the buses.  One (1) Light/Medium Duty Technician One (1) Light/Medium Duty Technician <b>Technicians</b> <b>One (1) Data Entry Clerk/Parts Runner</b>
			13	<b>Total Central Jail Personnel</b>
<b>CENTURY STATION</b>	6:00 A.M.  2:00 P.M.  8:00 A.M.	2:30 P.M.  10:30 P.M.  4:30 P.M.	4  4  1 8 1	<b>Eight (8) technicians - 4 day shift/4 evening shift including one (1) as lead each</b>  Four (4) Technicians/includes one working "Lead" Technician  Four (4) Technicians/includes one working "Lead" Technician  One (1) Data Entry Clerk/Parts Runner <b>Technicians</b> <b>Data Entry Clerk/Parts Runner</b>
			9	<b>Total Century Station Personnel</b>

# STATEMENT OF WORK - ATTACHMENT 3A

## MINIMUM STAFFING LEVELS PER REPAIR LOCATION

2 of 5

Locations	Start Time	End Time	Count	Repair Locations / Required Staffing
<b>CRESCENTA VALLEY STATION</b>	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician for Crescenta Valley Station
<b>EAST LOS ANGELES STATION</b>	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
<b>EASTERN AVENUE - MECHANICAL DAY SHIFT</b>	6:00 A.M.	4:30 P.M.	12	<b>Twelve (12) Light/Medium Duty Technicians</b>
			4	Four (4) Heavy/Bus Technicians (Note1) *Note1: One (1) Technician or Supervisor must possess a Class "A" Commercial Driver's License with tanker/hazardous material endorsement to drive and road test tractors, trailers, fuel and water tankers.
			3	Three (3) Motorcycle Technicians (Notes 2, 3) *Note2: One (1) of the Motorcycle Technicians may share work time between the Pitchess Detention Center, Eastern Avenue and Palmdale repair locations. *Note3: All three (3) Technicians must possess a Class "M" Driver's license to drive and road test motorcycles.
			1	One (1) Mobile Technician with service truck (Note4) *Note4: The Mobile Technician will be expected to service vehicles, tractor-trailers, and off-highway equipment in the field/on-site.
				Additional Notes: *Note: One (1) Technician must possess BAR Lamp Adjuster license.
			20	Technicians at Eastern Facility
			1	One (1) Tire Installer - day shift
			2	Two (2) Data Entry Clerks
			23	Total Day-Shift Personnel
<b>EASTERN AVENUE - MECHANICAL EVENING SHIFT</b>	2:30 P.M.	11:00 P.M.	10	Ten (10) Light/Medium Duty Technicians/includes one working "Lead" Technician *Note: The evening shift may be adjusted, changed to days, and/or relocated should additional shop space become available, as approved by County Project Manager.
			10	Total Evening Shift Technicians
<b>EASTERN AVENUE - BODY/OUTFITTING</b>	6:00 A.M.	2:30 P.M.	21	<b>Body Shop Workers includes the following personnel:</b> Body/Fender Technicians Painters Frame Technician Minor Fabrication Personnel Electrical Personnel Inventory Control Clerk (1) Outfitting/prep for disposal personnel *Note: One (1) Technician or Supervisor must possess BAR Lamp Adjuster license.
			21	Body Shop Workers

# STATEMENT OF WORK - ATTACHMENT 3A

## MINIMUM STAFFING LEVELS PER REPAIR LOCATION

3 of 5

Locations	Start Time	End Time	Count	Repair Locations / Required Staffing
INDUSTRY STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
LAKEWOOD STATION	6:00 A.M.	2:30 P.M.	3	Three (3) Technicians
			3	Technicians
LANCASTER STATION	6:00 A.M.	2:30 P.M.	3	Three (3) Technicians
			3	Technicians
LENNOX	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
LOMITA STATION	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
LOST HILLS STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
MARINA DEL REY STATION	6:00 A.M.	2:30 P.M.	1	One (1) Technician *Note: This station may close before or during the Contract term. Marina vehicles may then be serviced at Lennox Repair Location or South Los Angeles Station. If station closes before or during the Contract term, Marina Technician may be transferred to the Lennox Repair Location or the South Los Angeles Station.
			1	Technician
NORWALK STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
PALMDALE STATION	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
	8:00 A.M.	4:30 P.M.	1	One (1) Technician
			3	Technicians
PITCHESS DETENTION CENTER	7:00 A.M.	3:30 P.M.	5	Five (5) Light/Medium Duty Technicians/includes one working "Lead" Technician. (Note1)
				*Note: One (1) Technician or Supervisor must possess a Class "B" Commercial Driver's License
	5:30 A.M.	2:00 P.M.	5	Five (5) Heavy/Bus Technicians (Note2)
				*Note2: One (1) Technician or supervisor must possess a Class "A" Commercial Driver's License with tanker/hazardous material endorsement to drive and road test tractors, trailers, fuel and water tankers.
			1	One (1) Off Highway Equipment/Mobile Technician with service truck
			1	One (1) Heavy/Bus Technician
				Additional Notes
				*Note: One (1) Technician with BAR smog check license at all times during Business Hours.
	7:00 A.M.	3:30 P.M.	12	Technicians
			1	Data Entry Clerk/Parts Runner
			13	Total PDC Personnel

# STATEMENT OF WORK - ATTACHMENT 3A

## MINIMUM STAFFING LEVELS PER REPAIR LOCATION

4 of 5

Locations	Start Time	End Time	Count	Repair Locations / Required Staffing
<b>PICO RIVERA STATION</b>	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
<b>POMONA TEST TRACK</b> Technician has additional track and vehicle-related duties as specified by the County Project Manager	HOURS	VARY	1	One (1) Technician (40 HOURS PER WEEK) Work hours/shift as determined by County Project Manager or Designee. Additional staff may be required for vehicle testing (see SOW, Subparagraph 2.2.11).
			1	Technician
<b>SAN DIMAS STATION</b>	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
<b>SANTA CLARITA STATION</b>	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
<b>SOUTH LOS ANGELES STATION</b>	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
	8:00 A.M.	4:30 P.M.	1	One (1) Technician
			3	Technicians
<b>SPECIAL ENFORCEMENT BUREAU</b>	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
<b>STAR CENTER</b>	6:00 A.M.	2:30 P.M.	3 1	Three (3) Technicians/includes one (1) working as Lead Technician *Note: One (1) Technician with BAR smog check license at all times during Business Hours.
			4	Technicians
<b>TEMPLE CITY STATION</b>	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
<b>WALNUT STATION</b>	6:00 A.M.	2:30 P.M.	2	Two (2) Technicians
			2	Technicians
<b>WEST HOLLYWOOD STATION</b>	6:00 A.M.	2:30 P.M.	1	One (1) Technician
			1	Technician
				<b>104 TECHNICIANS</b>
				<b>1 TIRE INSTALLER</b>
				<b>5 DATE ENTRY CLERK</b>
				<b>110 MAINTENANCE AND REPAIR STAFF</b>
				<b>21 BODY SHOP AND OUTFITTING STAFF</b>
				<b>131 TOTAL REQUIRED MINIMUM MAINTENANCE, REPAIR, AND BODY SHOP STAFFING SOW 3A</b>

# STATEMENT OF WORK - ATTACHMENT 3A

## MINIMUM STAFFING LEVELS PER REPAIR LOCATION

5 of 5

### SUMMARY AND ADDITIONAL REQUIREMENTS FOR EXHIBIT 3A

The Two (2) Mobile Technicians with service trucks, which are included in the minimum maintenance and repair Technician staff, are to be based at the following locations: one (1) at the Eastern Avenue facility and one (1) at the Pitchess Detention Center, unless otherwise authorized by the County Project Manager or his/her designee.

Required minimum maintenance and repair staffing is **110 employees [includes one hundred and four (104) Technicians, one (1) Tire Installer (Eastern Avenue - day shift), and five (5) data entry clerk/parts runner personnel.]**

Required minimum body shop repair and outfitting staffing is **21 employees**

### Total required minimum maintenance, repair, and body shop staffing of 131 employees identified in this Exhibit 3A.

A complete mechanical (maintenance and repair) and body shop staff listing by name and daily work location shall be provided to the County Supervising Contract Monitor, and to each County Contract Program Monitor, by email, no later than twelve o'clock noon each Business Day, and as a hard copy, delivered with the Daily Report to the County Project Manager, no later than 3:30 P.M. each Business Day, in a format approved by the County Project Manager or his/her designee. This report shall verify compliance with the total Minimum Staffing requirements for each Business Day.

Contractor is required to cover all shifts at all locations, maintain the minimum staff as specified in this Exhibit 3A, and replace a non-reporting minimum staff person within (2) hours of the start of shift.

Contractor shall, upon approval of County Project Manager or designee, adjust evening shift hours and/or day-shift hours should additional workspace become available for Fleet vehicles at the Eastern Avenue repair location and other Department repair locations.

Supervisors, administration, parts, clerical, IT staff, additional data entry, and other category personnel required for this Contract are identified in Exhibit 3B (Administrative and Other Required Staffing).



# STATEMENT OF WORK - ATTACHMENT 3B

## ADMINISTRATIVE AND OTHER REQUIRED STAFFING LEVEL

Page 1 of 3

Locations	Start Time	End Time	Count	Administrative / Other Required Staffing
<b>EASTERN AVENUE- ADMINISTRATION</b>  Hours for administrative personnel listed in this Exhibit 3B are on-site and as approved by County Project Manager	6:30 A.M.	3:30 P.M.	1	One (1) Project Director
	7:30 A.M.	4:30 P.M.	1	One (1) Project Manager
	6:00 A.M.	2:30 P.M.	1	One (1) IT System Administrator
	8:00 A.M.	4:30 P.M.	1	One (1) IT Assistant System Administrator
	6:00 A.M.	2:30 P.M.	1	One (1) Safety/Environmental Administrator
	8:00 A.M.	4:30 P.M.	1	One (1) Office Administrator
	7:00 A.M.	3:30 P.M.	1	One (1) Office Clerk
			<b>7</b>	<b>Personnel</b>
<b>EASTERN AVENUE - MECHANICAL</b>	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
			1	One (1) Data Entry Clerk/Tire Installer/Porter
			1	One (1) Full Time Quality Control Person
			<b>3</b>	<b>Personnel</b>
<b>EASTERN AVENUE - BODY SHOP</b>	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
			1	One (1) Data Entry Clerk
			1	One (1) Quality Control Person
			1	One (1) Collision Estimator
			<b>4</b>	<b>Personnel</b>
<b>EASTERN AVENUE - OUTFITTING</b>	6:00 A.M.	2:30 P.M.	1	One (1) Outfitting Supervisor
			1	One (1) Data Entry/DMV Clerk
			<b>2</b>	<b>Personnel</b>
<b>CENTRAL JAIL</b>	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
			<b>1</b>	<b>Supervisor</b>
<b>EAST ZONE</b>  Includes the following repair locations: Pomona Test Track, San Dimas, Walnut, Industry, Temple, Crescenta, Star Center, Pico, East L.A., and Norwalk.	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
			<b>1</b>	<b>Supervisor</b>

# STATEMENT OF WORK - ATTACHMENT 3B

## ADMINISTRATIVE AND OTHER REQUIRED STAFFING LEVEL

Page 2 of 3

Locations	Start Time	End Time	Count	Administrative / Other Required Staffing
<b>NORTH ZONE -</b> Includes the following repair locations: Palmdale, Lancaster, Santa Clarita, and Pitchess Detention Center (PDC) and PDC Boats.	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
	6:00 A.M.	2:30 P.M.	1	One (1) FFS Boat Technician
			<b>2</b>	<b>Personnel</b>
<b>WEST ZONE -</b> Includes the following repair locations: Catalina Island, Lost Hills, Carson, West Hollywood, Marina Del Rey, Century, Lomita, Lakewood, Lennox and South L.A.	6:00 A.M.	2:30 P.M.	1	One (1) Supervisor
			<b>1</b>	<b>Supervisor</b>
<b>MARINA DEL REY (BOATS)</b>				Three (3) dedicated FFS Boat Technicians and a Data Entry Clerk are assigned to provide the management and maintenance of the Department boats, trailers, and equipment. Work will be directed and quality checked by the County Project Manager and/or his/her designee.
	7:00 A.M.	5:30 P.M.	2	Two (2) FFS Technicians - Four (4) ten (10) hour days per week Monday through Thursday
	7:00 A.M.	5:30 P.M.	1	One (1) FFS Technician - Four (4) ten (10) hour days per week Tuesday through Friday
	7:00 A.M.	3:30 P.M.	1	One (1) Data Entry Clerk/Porter/Parts Runner -Five (5) eight (8) hour days per week, Monday through Friday
			<b>4</b>	<b>Personnel</b>
<b>RELIEF/ADDITIONAL SUPPORT STAFF</b>  As Needed, Per Shift Requirements, to Fulfill Staffing Requirements As Identified in Attachment 3A.			12	Twelve (12) Technicians - Combination of Heavy Truck/Bus and Light/Medium Duty and Vehicle/Motorcycle Technicians to support and provide relief coverage for vacation, sick, and other time-off necessities for any and all minimum staff employees identified in Exhibit 3A.
			<b>12</b>	<b>Personnel</b>
			<b>37</b>	<b>TOTAL REQUIRED MINIMUM ADMINISTRATIVE AND OTHER STAFFING SOW 3B</b>

# STATEMENT OF WORK - ATTACHMENT 3B

## ADMINISTRATIVE AND OTHER REQUIRED STAFFING LEVEL

Page 3 of 3

The twenty-five (25) administrative and other required staffing specifically identified by location, and the twelve (12) technicians (Relief/Additional Support) above on Exhibit 3B, are in addition to the total required minimum maintenance, repair, and body shop staffing listed on Exhibit 3A. Exhibit 3A and Exhibit 3B requires a grand total of no less than one hundred and sixty-eight (168) employees that must be staffed and specifically identified on Proposal. The Contractor Project Director, Contractor Project Manager, the two (2) Information Technology (IT) System personnel, the Body Shop Supervisor and the Collision Estimator are identified within Appendix A (Statement of Work), and covered under Paragraph 4.0 of the Contract, and are collectively identified as "Contractor Key Personnel".

In order to support and provide relief coverage for vacation, sick, and other time-off necessities for the minimum staffing of employees identified in Exhibit 3A, and to support Contract vehicle repair time and vehicle out of service rate requirements, Contractor is required to additionally staff a minimum of twelve (12) Technicians, in a combination of Heavy Truck/Bus Technicians, Light /Medium Duty Vehicle Technicians and Motorcycle Technicians, to provide support as needed for Exhibit 3A and located at Contractor's discretion. Additionally, these Technician personnel shall be trained to perform data entry and tire worker duties, in order replace minimum staff data entry and tire worker personnel identified in Exhibit 3A.

Any additional personnel needed for Contract compliance are in addition to the employees identified on Exhibits 3A and 3B. Contractor shall additionally staff as needed based on the workload beginning on the Work Start Date and throughout the term of the Contract. Contractor may utilize some of the twelve (12) Technicians (Relief/Additional Support) staff for data entry, and so forth, provided minimum staffing requirements, out of service rates, vehicle repair times, and other labor impacted requirements are all in compliance, and when approved by the County Project Manager or the County Supervising Contract Program Monitor

The Contractor shall be required to provide a full time, qualified replacement for any of the personnel identified on this Exhibit 3B, only if the individual is absent from their position for more than thirty (30) business days during any Contract year. The personnel identified on this Exhibit 3B are entitled to vacation, sick, and other time-off necessities without replacement provided they do not exceed the above stated absence standard for more than thirty (30) business days during any Contract year, unless specifically identified as critical to the Contract operation by the County Project Manager, and approved in writing.

**STATEMENT OF WORK - ATTACHMENT 4**  
**PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS**

Page 1 of 9

<b>VEHICLE PM CLASSIFICATIONS:</b>	<b>DESCRIPTION</b>
Light Vehicles (AG, AG1, AA):	Passenger cars and vehicles up to, but not including, ½ ton trucks
Medium Vehicles (BA):	1/2, 3/4, and 1 ton vehicles including trucks, vans, and others up to 10,000 lbs. GVW rating
Heavy Vehicles (CA):	Trucks, tractors, and other vehicles from 10,001 lbs. GVW to 35,000 lbs.
Super Heavy (FA):	Trucks, tractors, and other vehicles exceeding 35,000 lbs. GVW rating
Buses (DA):	25 to 60 passenger buses
Rescue Vehicles (RA):	All rescue vehicles, including, but not limited to trucks, vans, tractors and other vehicles from less than 10,000 lbs. GVW rating up to and including 80,000 lbs. GVW rating
Training Motorcycles (TMC):	BMW and/or other manufacturers, all years
Motorcycles (BMW/MC):	BMW manufacturer, all years
Off Hwy/Motorcycles: ATVs (MCOH)	Kawasaki and other manufacturers, all years
On Road Trailer (ORTLR):	Semi-trailers, including flatbeds, dry vans, refrigerated trailers, and tanker trailers. This 90 day PM includes the required Biennial Inspection of Terminals (B.I.T.) Inspection
Off Highway/Trailer (EB):	Semi-Annual - Off road equipment such as electric/gas forklifts, carts, sprayers, farm equipment, air compressors, etc., also on and off-road trailers
Off Highway/Trailer (EA):	Annual - Off road equipment such as electric/gas forklifts, carts, sprayers, farm equipment, air compressors, etc., and off-road trailers
Off Highway (EC) Refrigerated:	Refrigeration units on trucks, trailers, and other vehicles/equipment
Catalina Vehicles Only (PMD):	For vehicles stationed on Catalina Island
Non-Emergency Boat Trailers (EG):	Annual - On-Road trailers used to transport boats
Emergency Vessel - Gasoline (EV1)	Semi-Annual - Gasoline powered patrol and search/rescue boats
Emergency Vessel - Diesel (EV2)	Semi-Annual - Diesel powered patrol and search/rescue boats

# STATEMENT OF WORK - ATTACHMENT 4

## PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS

**Light Vehicles:** AG, AG1 (extended interval)

Page 2 of 9

Emergency response vehicles and severe duty vehicles (all patrol units, including 4x4 with lights and sirens, and parking control vehicles)

Service	Schedule	Time Standard (hours)
<b>PMA</b>	3,000 miles or 3 months*	1.0
PMA (AG1- Extended Interval) - approximately <b>300</b> Vehicles (Lancaster Palmdale, <b>Other Locations</b> )	4,000 miles or 4 months *	1.0
<b>PMB</b> Service includes PMA service plus, change fuel filter (if serviceable) and rotate tires	12,000 miles or 12 months*	1.5
<b>PMC</b> Service includes PMA service plus change fuel filter (if serviceable), transmission service, rotate tires, cooling system service, change rear axle lubricant, and change spark plugs (per OEM requirements)	24,000 miles or 24 months*	2.5
<b>NOTE 1:</b> An additional 0.5 hour labor time is authorized on vehicles that require skidplate removal and re-installation to perform the PM service or repair - covered under Fixed Price for Fixed-Price vehicles or Fee-For-Service for work covered in sub-paragraph 4.5 of Appendix D (Required Forms) Exhibit 11 (Price Sheet)		

# STATEMENT OF WORK - ATTACHMENT 4

## PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS

**Light Vehicles:**     AA

Page 3 of 9

Non-Emergency Vehicles		
Service	Schedule	Time Standard (hours)
<b>PMA</b>	5,000 miles or 6 months*	1.0
<b>PMB</b> Service includes PMA service plus change fuel filter (if serviceable) and rotate tires	15,000 miles or 18 months*	1.5
<b>PMC</b> Service includes PMA service plus change fuel filter (if serviceable), transmission service, rotate tires, cooling system service, change rear axle lubricant, and replace spark plugs (per OEM requirements)	30,000 miles or 36 months*	2.5

**Medium Vehicles:**     BA

Non-Emergency Vehicles		
Service	Schedule	Time Standard (hours)
<b>PMA</b>	5,000 miles or 6 months*	1.3
<b>PMB</b> Service includes PMA plus rotate tires	15,000 miles or 18 months*	1.8
<b>PMC</b> Service includes PMA plus change fuel filter (if serviceable), transmission service, rotate tires, cooling system service, change rear axle lubricant and spark plugs (per OEM requirements)	30,000 miles or 36 months*	3.8
<b>NOTE:</b> The above program is based on the requirement that wheel bearings (if serviceable) will be repacked, and wheel seals replaced, each brake relining or every 15,000 miles, whichever comes first		

# STATEMENT OF WORK - ATTACHMENT 4

## PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS

**Heavy Vehicles:** CA

Page 4 of 9

Service	Schedule	Time Standard (hours)
PMA	6,000 miles or 6 months*	1.5
PMB	12,000 miles or 12 months*	2.5
PMC	24,000 miles or 24 months*	3.5
08 Inspection / Trucks and tractors	90 days	1.0

**Super Heavy Vehicles:** FA

Service	Schedule	Time Standard (hours)
PMA	10,000 miles or 6 months*	2.0
PMB	20,000 miles or 12 months*	3.0
PMC	40,000 miles or 24 months*	4.0
08 Inspection / Trucks and tractors	90 days	1.0

# STATEMENT OF WORK - ATTACHMENT 4

## PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS

**Buses:** DA

Page 5 of 9

Service	Schedule	Time Standard (hours)
PMA (Buses Up To 2006)	6,000 miles or 6 months*	2.5
PMA (Buse 2007 To 2008)		2.3
PMA (Buse 2009 And Newer)		3.3
PMB (Buses Up To 2006)	12,000 miles or 12 months*	2.5
PMB (Buse 2007 To 2008)		2.3
PMA (Buse 2009 And Newer)		3.3
PMC (Buses Up To 2006)	24,000 miles or 24 months*	4.5
PMB (Buse 2007 To 2008)		4.8
PMA (Buse 2009 And Newer)		5.8
CHP (08) Safety Inspection - Buses designated as Local become overdue at 3,501 miles or 46 days since previous 08 Safety Inspection, and buses designated as Statewide or High Mileage become overdue at 6,501 miles or 46 days since previous 08 Safety Inspection	3,000/6,000 miles or 45 days,* plus or minus 500 miles	1.5

**Rescue Vehicles:** RA

Service	Schedule	Time Standard (hours)
PMA	5,000 miles or 6 months*	1.5
PMB	15,000 miles or 18 months*	2.5
PMC	30,000 miles or 36 months*	3.5



**STATEMENT OF WORK - ATTACHMENT 4**  
**PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE**  
**CLASSIFICATIONS**

Page 6 of 9

**Motorcycles - BMW: TMC (training motorcycles)**

Service	Schedule	Time Standard (hours)
PMA	every 6 months	4.0
PMB	every 12 months	6.0
PMC	NA	

**Motorcycles - BMW: BMW/MC**

Service	Schedule	Time Standard (hours)
PMA	6,000 miles or 6 months*	4.0
PMB	12,000 miles or 12 months*	6.0

# STATEMENT OF WORK - ATTACHMENT 4

## PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS

Off Highway Motorcycles/ATVs - All Manufacturers: MCOH

Page 7 of 9

Service	Schedule	Time Standard (hours)
<b>PMA</b>	200 hours, or 3,000 miles or 12 months*	3.0
(Unless OEM Requires Different Servicing)		

On Road Trailer: ORTLR (Can Be A Campaign)

Service	Schedule	Time Standard (hours)
<b>PM/08/BIT</b>	6,000 miles or 90 days	1.5
CHP Requirement – B.I.T. becomes out of compliance at 91 days since previous B.I.T.		

Off Highway - Semi Annual: EB

Service	Schedule	Time Standard (hours)
<b>PMA</b>	100 hours or 6 months	3.0
<b>PMB</b>	<b>NA</b>	
<b>PMC</b>	<b>NA</b>	

# STATEMENT OF WORK - ATTACHMENT 4

## PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE CLASSIFICATIONS

Off-Highway - Annual: EA

Page 8 of 9

Service	Schedule	Time Standard (hours)
PMA	200 hours or 12 months*	3.0
PMB	NA	
PMC	NA	

Off-Highway - Refrigerated Units: EC

Service	Schedule	Time Standard (hours)
PMA	1,000 hours or 6 months*	1.5
PMB	3,000 miles or 12 months*	1.5

Catalina Vehicles Only: PMD

Service	Schedule	Time Standard (hours)
<b>PMD</b> Service requires transportation to and from Catalina Island to the Eastern Avenue repair facility. All PMD services shall be performed at the Eastern Avenue repair facility	Every 36 months	6.0

**STATEMENT OF WORK - ATTACHMENT 4**  
**PREVENTIVE MAINTENANCE SCHEDULES, LABOR TIMES, AND VEHICLE**  
**Non-Emergency Boat Trailers: EG CLASSIFICATIONS**

Page 9 of 9

Service	Schedule	Time Standard (hours)
PMA	every 12 months	1.5
PMB	NA	
PMC	NA	

**Emergency Vessel - Gasoline (Boats): EV1**

Service	Schedule	Time Standard (hours)
PMA	100 hours or 6 months*	4.0
PMB	500 hours or 12 months*	5.0
PMC	1,000 hours or 24 months*	10.0

**Emergency Vessel - Diesel (Boats): EV2**

Service	Schedule	Time Standard (hours)
PMA	250 hours or 6 months*	6.0
PMB	500 hours or 12 months*	8.0
PMC	1,000 hours or 24 months*	14.0

**\*Whichever comes first**

# STATEMENT OF WORK - ATTACHMENT 5

## PREVENTIVE MAINTENANCE AND OTHER INSPECTION CHECKLISTS

VEHICLE PM CLASSIFICATIONS:	DESCRIPTION
Light Vehicles (AG, AG1, AA):	Passenger cars and vehicles up to, but not including ½ ton trucks
Medium Vehicles (BA):	1/2, 3/4, and 1 ton vehicles including trucks, vans, and others up to 10,000 lbs. GVW rating
Heavy Vehicles (CA):	Trucks, tractors, and other vehicles from 10,001 lbs. GVW to 35,000 lbs. GVW rating
Super Heavy (FA):	Trucks, tractors, and other vehicles exceeding 35,000 lbs. GVW rating
Buses (DA):	25 to 60 passenger buses
Rescue Vehicles (RA):	All Rescue Vehicles including, but not limited to trucks, vans, tractors and other vehicles from less than 10,000 lbs. GVW rating up to and including 80,000 lbs. GVW rating
Training Motorcycles (TMC):	BMW and/or other manufacturers, all years
Motorcycles (BMW/MC):	BMW manufacturer, all years
Off Hwy/Motorcycles/ATVs (MCOH):	Kawasaki and other manufacturers, all years
On Road Trailer (ORTLR):	Semi-trailers, including flatbeds, dry vans, refrigerated trailers, and tanker trailers. This 90 day PM includes the required Biennial Inspection of Terminals (B.I.T.) Inspection
Off Highway/Trailer (EB):	Semi-Annual - Off road equipment such as electric/gas forklifts, carts, sprayers, farm equipment, air compressors, etc., also on and off-road trailers
Off Highway/Trailer (EA):	Annual - Off road equipment such as electric/gas forklifts, carts, sprayers, farm equipment, air compressors, etc., also on and off-road trailers
Off Highway (EC) Refrigerated:	Refrigeration units on trucks, trailers, and other vehicles/equipment
Catalina Vehicles Only (PMD):	For vehicles stationed on Catalina Island
Non-Emergency Boat Trailers (EG):	Annual - On-Road trailers used to transport boats
Emergency Vessel - Gasoline (EV1)	Semi-Annual - Gasoline powered patrol and search/rescue boats
Emergency Vessel - Diesel (EV2)	Semi-Annual - Diesel powered patrol and search/rescue boats
<b>OTHER INSPECTION CHECKLISTS:</b>	<ul style="list-style-type: none"> <li>a) New Vehicle Preparation Inspection</li> <li>b) Preparation for Auction Inspection</li> <li>c) Fuel Tanker Inspection and Certification</li> <li>d) Aerial Boom Truck Inspection</li> <li>e) 08 Bus Safety Inspection</li> <li>f) 08 Van Safety Inspection</li> <li>g) 08 Truck and Tractor Safety Inspection (BIT Required)</li> <li>h) Compressed Natural Gas (CNG) Fuel Container (cylinder) Inspection</li> <li>i) Smoke Opacity Inspection for Heavy Diesel Vehicles</li> <li>j) Multi-Point Vehicle Safety Inspection</li> <li>k) Driver's Vehicle Condition Report (Beef Sheet)</li> <li>l) Going Out-Of-Service Inspection</li> <li>m) Ready for Sale/Auction Form</li> <li>n) Post Conversion Checklist</li> <li>o) Quick Fix Safety Inspection</li> <li>p) Outfitting Build Sheet</li> </ul>

# STATEMENT OF WORK - ATTACHMENT 5

## 08 TRUCK AND TRACTOR INSPECTION

### Vehicle Safety Inspection Checklist

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

### INSTRUCTIONS

The Items listed below are to be inspected every 90 days.

### Interiors and Exteriors

Ok Def

- ( ) ( ) Fire extinguisher and reflectors- secured- marked
- ( ) ( ) Horn- defrosters, gauges and speedometer
- ( ) ( ) Mirror and supports
- ( ) ( ) Check seat belts; condition and proper operation
- ( ) ( ) Windshield/windows for cracks; windshield wiper operation and wipers' condition
- ( ) ( ) Check operation of horn and warning devices; air, oil temperature, anti-skid, etc.
- ( ) ( ) Check operation heater, air conditioning, defroster, cooling vents, switches, etc.
- ( ) ( ) Check lighting system; lights, turn signals, reflectors, etc.
- ( ) ( ) Check all electrical wiring; condition and protection
- ( ) ( ) Check batteries; water, terminals and cables
- ( ) ( ) Warning devices; air, oil, and temperature, vacuum
- ( ) ( ) Radiator and water hoses; condition, leaks
- ( ) ( ) Belts; air compressor, ac compressor, fan and water pump
- ( ) ( ) Air lines; leaks, condition and protection
- ( ) ( ) Fuel System; tanks, lines, pump, condition/leaks
- ( ) ( ) Exhaust System; manifold, flange gaskets, muffler condition
- ( ) ( ) Engine mounts, oil and fuel leaks
- ( ) ( ) Clutch adjustment and free play
- ( ) ( ) Throttle operation and linkage, air filter
- ( ) ( ) Starting/Charging System; alternator, starter, brushes, wiring and mounting.
- ( ) ( ) Tractor protection valve; breakaway lost
- ( ) ( ) Lube all zerk fittings
- ( ) ( ) Check condition of exterior panels, fenders, mud flaps, etc.
- ( ) ( ) Check license plates, registration, permits, certifications, CA number, etc

### Brakes

Ok Def

- ( ) ( ) Check all brake components, brake system fluid level (if applicable), hoses and tubing
- ( ) ( ) Grease slack adjusters
- ( ) ( ) Brakes; lining, drums, and adjustment-near cam over, pedal height (hydraulic system)
- ( ) ( ) Hoses, and tubing condition- protection, hyd., brake reservoir level
- ( ) ( ) Air leaks and 1- minute brake application test, vacuum loss
- ( ) ( ) Air governor adjustment- minimum (cut in) 85psi - maximum (cut out) 130psi
- ( ) ( ) Identify primary air tank- drain and test check valve

## STATEMENT OF WORK - ATTACHMENT 5

### 08 TRUCK AND TRACTOR INSPECTION

#### Vehicle Safety Inspection Checklist

##### Brakes Continued

Ok Def

- ☐ ☐ ☐ Air tanks secure, drains operable, drain tank
- ☐ ☐ ☐ Check tires, wheels, lug nuts and studs condition (cracks, secure, etc.)
- ☐ ☐ ☐ Parking brake-condition and adjustment
- ☐ ☐ ☐ Emergency stopping system-labeled, operable
- ☐ ☐ ☐ Release after loss of service air- test anti-skid lamp
- ☐ ☐ ☐ Inspect condition of slack adjusters, and measure and record brake travel on this document. Adjust all non-auto slack adjusters, and report all auto slack adjusters that are out of adjustment
- ☐ ☐ ☐ Check tire air pressures. Inspect tread condition on all tires including spare tire and record readings on repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to the next PM.

##### Axle # 1 (Steer Axle)

Measured Left Slack Adjuster: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ (if not auto slack adjuster)

Measured Right Slack Adjuster: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ (if not auto slack adjuster)

Brake Lining Percentages - Left: \_\_\_\_\_ Right: \_\_\_\_\_

Tire Tread Depths - Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

Tire Air Pressure - Left Side: \_\_\_\_\_ Pressure adjusted to \_\_\_\_\_

Right Side: \_\_\_\_\_ Pressure adjusted to \_\_\_\_\_

##### Axle # 2 (Drive Axle)

Measured Left Slack Adjuster: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ (if not auto slack adjuster)

Measured Right Slack Adjuster: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ (if not auto slack adjuster)

Brake Lining Percentages - Left: \_\_\_\_\_ Right: \_\_\_\_\_

Tire Tread Depths - Left Inside: \_\_\_\_\_ Left Outside: \_\_\_\_\_

Right Inside: \_\_\_\_\_ Right Outside: \_\_\_\_\_

Tire Air Pressures - Left Inside: \_\_\_\_\_ Left Outside: \_\_\_\_\_

Right Inside: \_\_\_\_\_ Right Outside: \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 5

### 08 TRUCK AND TRACTOR INSPECTION

#### Vehicle Safety Inspection Checklist

##### Axle # 3 (if applicable)

Measured Left Slack Adjuster: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ (if not auto slack adjuster)

Measured Right Slack Adjuster: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ (if not auto slack adjuster)

Brake Lining Percentages - Left: \_\_\_\_\_ Right: \_\_\_\_\_

Tire Tread Depths - Left Inside: \_\_\_\_\_ Left Outside: \_\_\_\_\_

Right Inside: \_\_\_\_\_ Right Outside: \_\_\_\_\_

Tire Air Pressures - Left Inside: \_\_\_\_\_ Left Outside: \_\_\_\_\_

Right Inside: \_\_\_\_\_ Right Outside: \_\_\_\_\_

##### Chassis Inspection

Ok Def

- ( ) ( ) Check steering gear and mounting-free lash
- ( ) ( ) Fifth wheel, pintle hitch, mounting and condition
- ( ) ( ) Springs, shackles and U-bolts-torque arms
- ( ) ( ) Check frame, cross members, cracks, etc.
- ( ) ( ) Drive shaft and universal joints
- ( ) ( ) Transmission, differential-mounting and seals
- ( ) ( ) Wheel seal leaks, hydraulic brakes system leaks(if applicable)
- ( ) ( ) Clean under carriage, if needed

**Note:** Items identified as defective must be addressed and repaired unless otherwise noted by Sheriff Fleet personnel.

Time Standard = 1.0 hour

##### COMMENTS

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Inspected By \_\_\_\_\_ Employee # \_\_\_\_\_  
Print Name

Inspected By \_\_\_\_\_ Date \_\_\_\_\_  
Signature



# STATEMENT OF WORK - ATTACHMENT 5

## 08 VAN SAFETY INSPECTION

### Vehicle Safety Inspection Checklist

Vehicle#: \_\_\_\_\_ Odometer Reading \_\_\_\_\_ Date: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

### INSTRUCTIONS

The following safety inspection are required for buses and passenger vans which have seating of more than 16 passengers including the driver every 45 days or 3,000 miles, plus or minus 500 miles, whichever occurs first. Bus or van becomes overdue when 08 inspections are conducted at 3,501 miles or 46 days or more after last 08 inspection.

### Interiors and Exteriors

Ok Def.

- ( ) ( ) 01. Check fire extinguishers current, warning reflectors, and first aid kit.
- ( ) ( ) 02. Check instruments for proper operation.
- ( ) ( ) 03. Check all seats and seat belts for correct operation and cleanliness.
- ( ) ( ) 04. Para transit - inspect all wheelchair tie down straps, shoulder belts, mechanical latches and floor anchors (if applicable).
- ( ) ( ) 05. Check windshield, windows, wipers, mirrors, and floor condition.
- ( ) ( ) 06. Check operation and condition of interior lighting and exterior signal/warning lights, switches and wiring.
- ( ) ( ) 07. Check operation and condition of door, horn, oil temperature, and lift warning devices.
- ( ) ( ) 08. Check operation and condition of heater, air conditioning, defroster, cooling vents, switches and wiring.
- ( ) ( ) 09. Check operation and condition of sensitive edges, padding, doors, handrails, and safety panels.
- ( ) ( ) 10. Check condition of exterior; body, panels, fenders, mud flaps.
- ( ) ( ) 11. Check license plates, registration, permits, certifications, CA number, etc.

### Engine and Electric

Ok Def.

- ( ) ( ) 12. Check operation, condition and proper mounting of generator/alternator, starter and wiring.
- ( ) ( ) 13. Check condition of battery, cables, connections, terminals, battery tray and fluid level.
- ( ) ( ) 14. Check operation and condition of radiator, hoses, fan, water pump, and check for leaks.
- ( ) ( ) 15. Check operation, condition and adjustment of drive belts; AC compressor, belt driven accessories, etc.
- ( ) ( ) 16. Check clutch components for proper adjustments and lubrication (if applicable).
- ( ) ( ) 17. Check entire fuel system for leaks and proper mounting. Also, check the throttle operation and throttle linkage (if applicable).
- ( ) ( ) 18. Check exhaust system for leaks and proper mounting.
- ( ) ( ) 19. Check engine and transmission mounts. Inspect for oil leaks.

## STATEMENT OF WORK - ATTACHMENT 5

### 08 VAN SAFETY INSPECTION

#### Vehicle Safety Inspection Checklist

Vehicle#: \_\_\_\_\_ Odometer Reading \_\_\_\_\_ Date: \_\_\_\_\_

#### Brakes

Ok Def.

- ☐ ☐ 20. Check all brake components, brake system fluid level, hoses and tubing.
- ☐ ☐ 21. Remove all wheels, check air pressure, inspect all rims and stud condition, inspect tread condition on all tires including spare tire and record tread depth readings in Comments section of repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to next pm. Record air pressure readings in Comments section of repair order.

#### Check Air Brake System (if Applicable)

Ok Def.

- ☐ ☐ 22. Check air governor adjustment (minimum 85 psi, maximum 130 psi)
- ☐ ☐ 23. Check for air leaks with brakes unapplied (1 minute - 3 psi maximum)
- ☐ ☐ 24. Check for air leaks with brakes applied (1 minute - 2 psi maximum)
- ☐ ☐ 25. Drain #1 air reservoir, test check valve, and check low air warning operation.
- ☐ ☐ 26. Check air tank mounting, operation of drains and drain all tanks.
- ☐ ☐ 27. Check for vacuum loss (3" per minute, 15" minimum vacuum) and check low Vacuum Warning Device.
- ☐ ☐ 28. Check adjustment on lining and drum (when visible) and pedal height.
- ☐ ☐ 29. Check condition and adjust parking brake.
- ☐ ☐ 30. Check operation and proper labeling of emergency stop system.
- ☐ ☐ 31. Check anti-skid (if-equipped) loss of service air initiates brake application

#### Chassis Inspection

Ok Def.

- ☐ ☐ 32. Check condition of wheels, tires, studs, and lug nuts for cracks, mounted securely, proper torque, tread wear, and proper inflation.
- ☐ ☐ 33. Check for leaks and condition of axles, brake cylinders, flanges, seals and torque arms.
- ☐ ☐ 34. Check operation, mounting, fluid level and adjustment of steering gear.
- ☐ ☐ 35. Check condition, mounting, lubrication of steering arms, drag links, shock absorbers and tie rod ends.
- ☐ ☐ 36. Check condition and mounting of cross members and inspect frame for cracks.
- ☐ ☐ 37. Check springs and shackles, kingpins, ball joints, shock absorbers, torque arms.
- ☐ ☐ 38. Check operation, mounting and fluid levels of transmission, drive shafts, differential and u-joints.
- ☐ ☐ 39. Check drawbar hitch and safety cable.
- ☐ ☐ 40. Inspect body underside and firewall, airtight and clean.
- ☐ ☐ 41. Road test vehicle.

**Note:** Items identified as defective must be addressed and repaired unless otherwise noted by Sheriff Fleet personnel.

**STATEMENT OF WORK - ATTACHMENT 5**

**08 VAN SAFETY INSPECTION**

Vehicle Safety Inspection Checklist

Vehicle#: \_\_\_\_\_ Odometer Reading \_\_\_\_\_ Date: \_\_\_\_\_

**C O M M E N T S**

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Time Standard = :45 Minutes

Inspected By \_\_\_\_\_ Employee # \_\_\_\_\_  
Print Name

Inspected By \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

## STATEMENT OF WORK - ATTACHMENT 5

### 08 BUS SAFETY INSPECTION

#### Vehicle Safety Inspection Checklist

Vehicle#: \_\_\_\_\_ Odometer Reading \_\_\_\_\_ Date: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

#### **INSTRUCTIONS**

To be performed every 45 days or 3,000 miles.

Local bus becomes overdue when 08B inspection is conducted at 3,501 miles and/or 46 days or more after last 08B inspection.

Local bus will be taken out of service 3 days or 200 miles prior to scheduled 08B inspection until 08B inspection is completed.

#### **Interior and Exterior**

OK DEF

- ( ) ( ) 01. Fire extinguishers, warning reflectors, first aid kit.
- ( ) ( ) 02. Instruments, secure seats, clean interior, inspect lap/shoulder belts and latches for wear
- ( ) ( ) 03. Para transit type vehicles – Inspect all wheelchair tie down straps, shoulder belts, mechanical latches and floor anchors.
- ( ) ( ) 04. Windshield, wipers, windows, mirrors, and floor condition.
- ( ) ( ) 05. Lights, interior, exterior, signals, warning lamps, switches and wiring.
- ( ) ( ) 06. Warning devices- horn, oil, temperature, door(s).
- ( ) ( ) 07. Switches and wiring heaters, defrosters, cooling and vent systems.
- ( ) ( ) 08. Door operation, sensitive edges, timing, padding, handrails, safety panels.
- ( ) ( ) 09. Exterior condition, paint identification.

#### **Engine and Electric**

OK DEF

- ( ) ( ) 10. Generator / alternator, starter, brushes, and wiring- mounting, condition and protection.
- ( ) ( ) 11. Batteries, fluid, terminals, cables.
- ( ) ( ) 12. Radiator, hoses, water pump- secured, with no leaks.
- ( ) ( ) 13. Compressor(s) fan, water pump, acc., belts - condition and adjustment.
- ( ) ( ) 14. Electrical wiring-in good condition, protected, and secured.
- ( ) ( ) 15. Throttle operation (inspect linkage if applicable), fuel system leaks, air cleaner.
- ( ) ( ) 16. Manifolds, gaskets- secured, with no leaks
- ( ) ( ) 17. Engine mounts, oil leaks.

#### **Brakes**

OK DEF

- ( ) ( ) 18. Check air brake system
- ( ) ( ) 19. Fluid level, leaks, hoses and tubing- secured.
- ( ) ( ) 20. Perform Air Governor Test – min. 85 psi, max. 130 psi
- ( ) ( ) 21. Check For Air Loss, Static, 1 Minute 2 Psi Maximum.
- ( ) ( ) 22. Check For Air Loss, applied, 1 Minute 3 psi Maximum.
- ( ) ( ) 23. Drain number 1 air reservoir- test check valve and low pressure warning device operation.
- ( ) ( ) 24. Check that all tanks are secured, and drains are operable; drain tanks.
- ( ) ( ) 25. Vac. Loss- 3 psi per min, 15 psi minimum vac.- low vacuum warning device operates- tanks secure.
- ( ) ( ) 26. Adjustment, lining and drums (when visible); pedal height on hydraulic system.

## STATEMENT OF WORK - ATTACHMENT 5

### 08 BUS SAFETY INSPECTION

#### Vehicle Safety Inspection Checklist

Vehicle#: \_\_\_\_\_ Odometer Reading \_\_\_\_\_ Date: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

#### **Brakes (Cont.)**

OK DEF

- ( ) ( ) 27. Parking brake- condition and adjustment  
( ) ( ) 28. Emergency stop system - labeled, operable  
( ) ( ) 29. Loss of Service Air Initiates Brake Application. Anti-skid if equipped.

#### **\*\*\*\* REMINDER \*\*\*\***

Brake Inspections Must Be Inspected / Documented By 2 Technicians. No Exceptions.  
( ) Brake Adjustment. Lining And Drums (When Visible) Pedal Height on hydraulic system.

#### Steering Axle

Measured left: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_  
(Chamber size -24 Max pushrod travel spec. 1.75")

Brake percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Tire tread depths: Left side: \_\_\_\_\_ Right side: \_\_\_\_\_

Tire pressure: Left side: \_\_\_\_\_ Right side: \_\_\_\_\_

#### Drive Axle

Measured left: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_  
(Chamber size - 30-dd3 Max pushrod travel spec. 2.25")

Brake percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Tire tread depths: Left inside: \_\_\_\_\_ Left outside: \_\_\_\_\_ Right inside: \_\_\_\_\_ Right outside: \_\_\_\_\_

Tire pressures: Left inside: \_\_\_\_\_ Left outside: \_\_\_\_\_ Right inside: \_\_\_\_\_ Right outside: \_\_\_\_\_

#### Tag Axle

Measured left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_  
(Chamber size - 12 Max pushrod travel spec. 1.35")

Brake percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Tire tread depths: Left side: \_\_\_\_\_ Right side: \_\_\_\_\_ Tire pressure: Left side: \_\_\_\_\_ Right side: \_\_\_\_\_

**Note:** If Bus has drum brakes equipped with automatic slack adjusters, enter push rod travel measurement as required, in the "measured" spaces. If no adjustment is needed, indicate so by writing an A in the "adjusted to" spaces where the new measurement would go. If bus is equipped with disc brakes, indicate so by writing a D in the "adjusted to" spaces, and if no push rod travel measurement is required, write "N/A" in the "measured" spaces.

# STATEMENT OF WORK - ATTACHMENT 5

## 08 BUS SAFETY INSPECTION

### Vehicle Safety Inspection Checklist

Vehicle#: \_\_\_\_\_ Odometer Reading \_\_\_\_\_ Date: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

#### **Chassis**

OK DEF

- ( ) ( ) 30. Wheels for cracks, lug nuts secured- Tires- tread depth, inflation, condition.  
Record Readings (above).
- ( ) ( ) 31. Wheel seals, leaks, axles, flanges, studs.
- ( ) ( ) 32. Check steering gear and mounting- free lash, oil level.
- ( ) ( ) 33. Steering arms, drag links, and tie rod ends for wear.
- ( ) ( ) 34. Frame cross members, secure, wear, cracks.
- ( ) ( ) 35. Check air suspension (air bags).
- ( ) ( ) 36. Springs, shackles, u bolts, king pins, shock absorbers for wear; cracks.
- ( ) ( ) 37. Transmission, differential fluid level, seals, mountings, drive shaft, U-joints.
- ( ) ( ) 38. Clutch and adjustments- free play (if applicable)
- ( ) ( ) 39. Exhaust- condition, leaks and mountings.
- ( ) ( ) 40. Fuel tanks, lines, pumps- condition, mounts, leaks.
- ( ) ( ) 41. Body underside and firewall, airtight and clean.
- ( ) ( ) 42. Check license plates, registration, permits, certifications, etc.

Brake Inspection Completed or Performed

By: \_\_\_\_\_ Employee #: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Brake Chamber Pushrod Adjustment**

Steering Axle O K

Right Brake Chamber ( )

Left Brake Chamber ( )

Drive Axle O K

Right Brake Chamber ( )

Left Brake Chamber ( )

Tag Axle O K

Right Brake Chamber ( )

Left Brake Chamber ( )

Brake Chamber Pushrod Adjustment Inspection Performed

By: \_\_\_\_\_ Employee# \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Supervisor

Lug Nut Torque

Steering Axle O K

(10 Lug Nuts)

Right Wheel ( )

Left Wheel ( )

# STATEMENT OF WORK - ATTACHMENT 5

## 08 BUS SAFETY INSPECTION

### Vehicle Safety Inspection Checklist

Vehicle#: \_\_\_\_\_ Odometer Reading \_\_\_\_\_ Date: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

<u>Drive Axle</u>	<u>O K</u>	<u>Budd Nuts</u>	<u>O K</u>
(10 Lug Nuts)		(10 Budd Nuts)	
Right Wheel	( )	Right Wheel	( )
Left Wheel	( )	Left Wheel	( )

<u>Tag Axle</u>	<u>O K</u>
(10 Lug Nuts)	
Right Wheel	( )
Left Wheel	( )

Lug Nut Torque Inspected By: \_\_\_\_\_ Employee# \_\_\_\_\_ Date: \_\_\_\_\_

(Torque 475 Ft. Lbs.) Contractor Supervisor \_\_\_\_\_  
Note: Items identified as defective must be addressed and repaired unless otherwise noted by Sheriff Fleet personnel.

Time Standard = 1.5 hours

COMMENTS :

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COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 5

### AERIAL BOOM TRUCK INSPECTION

Vehicle #: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_ Date: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Type of boom: \_\_\_\_\_

#### **INSTRUCTIONS**

Vehicle Mounted Elevating and Rotating Work Platforms shall undergo periodic inspection by a competent person at intervals not exceeding 12 months. This safety inspection shall be performed in accordance with the Periodic Inspection standards set forth in ANSI/SIA A92.2-1990 and Title 8 CCR, Div. 1, Chapter 4, SC 7 GISO, Article 24.

Unless otherwise provided in this section, aerial devices (aerial lifts) manufactured after July 1, 1975, shall be designed and constructed in conformance with the applicable requirements of the American National Standard for "Vehicle Mounted Elevating and Rotating Work Platforms," ANSI A92.2 - 1969, including appendix, which is incorporated by reference as specified in 1910.6. Aerial lifts acquired for use before July 1, 1975 which do not meet the requirements of ANSI A92.2 - 1969, may not be used after July 1, 1976, unless they shall have been modified so as to conform to the applicable design and construction requirements of ANSI A92.2 - 1969. Aerial devices include the following types of vehicle-mounted aerial devices used to elevate personnel to jobsites above ground:

This periodic inspection shall cover but not be limited to the following items:

Steps.

Step Fastenings.

Rails.

Rail Supports and Fastenings.

Rollers and Slides.

Belt and Belt Tension.

Handholds and Fastenings.

Floor Landings.

Guardrails.

Lubrication.

Limit Switches.

Warning Signs and Lights.

Illumination.

Drive Pulley.

Bottom (boot) Pulley and Clearance.

Pulley Supports.

Motor.

Driving Mechanism.

Brake.

Electrical Switches.

Vibration and Misalignment.

"Skip" on up or down run when mounting step (indicating worn gears).

"Inspection record." A certification record shall be kept of each inspection which includes the date of the inspection, the signature of the person who performed the inspection and the serial number, or other identifier, of the manlift which was inspected.



## STATEMENT OF WORK - ATTACHMENT 5

### AERIAL BOOM TRUCK INSPECTION

Vehicle #: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_ Date: \_\_\_\_\_

Electrical tests." Electrical tests shall be made in conformance with the requirements of ANSI A92.2 - 1969, Section 5. However, equivalent DC voltage tests may be used in lieu of the AC voltage test specified in A92.2 - 1969. DC voltage tests which are approved by the equipment manufacturer or equivalent entity shall be considered an equivalent test for the purpose of this paragraph (c) (3).

#### COMMENTS

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Inspected by: \_\_\_\_\_ Employee #: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Standard – 3.0 hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BMWMC BMW Motorcycle Group PM Level: A Service 6,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Check If OK

#### Road Test and Inspection

- ( ) Verify level of PM service required, outstanding campaigns, recalls, or other programs
- ( ) Read Motronic Fault Memories with most current BMW diagnostic scan tool (currently GS911 diagnostic system)
- ( ) Change engine oil (at operating temperature) & oil filter (synthetic oil only)
- ( ) Inspect tire tread wear & air pressure. Record readings on this document and in the comment section of the repair order. Replace tire if tread depth is expected to reach 3/32" or 2.0mm minimum prior to next pm  
Tread Depth Front \_\_\_\_\_ Rear \_\_\_\_\_  
Tire PSI Front \_\_\_\_\_ Rear \_\_\_\_\_
- ( ) Inspect wheels & spokes
- ( ) Inspect brake lining condition, record % remaining on repair order. Replace brake linings if lining is 50% or less of new
- ( ) Inspect Brake Rotors for wear
- ( ) Check ABS sensor/pulse wheels for correct gap. Adjust & clean as required
- ( ) Check operation of all warning indicators
- ( ) Inspect lights for proper operation
- ( ) Inspect brake fluid level & condition
- ( ) Inspect battery fluid & water level (main battery & police battery)
- ( ) Load Test Batteries
- ( ) Inspect starting & charging system
- ( ) Check clutch fluid level
- ( ) Check Valve Clearance; Adjust Valves If Necessary
- ( ) Check condition of spark plugs. Replace as per OEM requirements.
- ( ) Inspect exhaust system
- ( ) Inspect poly v-belt. Replace as per OEM requirements
- ( ) Check swing arm bearing (no play), adjust if necessary
- ( ) Lubricate side stand/center stand pivots
- ( ) Check operation of throttle linkage, cables & valves
- ( ) Synchronize throttle valves
- ( ) Check side stand mounting bolt
- ( ) Check safety interlock switch on side stand
- ( ) Inspect crash bar mountings
- ( ) Inspect seat condition & mounting
- ( ) Check condition & location of all Sheriff decals (replace if necessary)
- ( ) Note condition of paint & body in comment section of repair order

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BMWMC BMW Motorcycle Group PM Level: A Service 6,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Sheriff Equipment inspection:
  - Pursuit lights operational
  - Siren/speaker operational
  - Radio equipment securely mounted
  - Map light operational (if equipped)
- ( ) Final inspection with safety/operation check:
  - Check torque on rear wheel retaining bolts
  - Lights, horn, & signal systems
  - Indicator & warning systems
  - Clutch, gearshift, & side stand switch function
  - Hand brake, foot brake, and ABS
  - Steering (no cable drag from radio equipment)
  - Instruments (including optional accessories)
  - Test ride, visual quality check

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard – up to 4.0 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BMWMC BMW Motorcycle Group PM Level: B Service 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Check If OK

#### Road Test and Inspection

- ☐ Verify level of PM service required, outstanding campaigns, recalls, or other programs
- ☐ Read Motronic Fault Memories with most current BMW diagnostic scan tool (currently GS911 diagnostic system)
- ☐ Change engine oil (at operating temperature) & oil filter (synthetic oil only)
- ☐ Change Transmission Oil (at operating temperature) 2007 thru 2015
- ☐ Change oil in bevel gears (Rear Drive)
- ☐ Inspect tire tread wear & air pressure. Record readings on this document and in the comment section of the repair order. Replace tire if tread depth is expected to reach 3/32" or 2.0mm minimum prior to next pm  
Tread Depth Front \_\_\_\_\_ Rear \_\_\_\_\_  
Tire PSI Front \_\_\_\_\_ Rear \_\_\_\_\_
- ☐ Inspect wheels & spokes
- ☐ Inspect brake lining condition, record % remaining on repair order. Replace brake linings if lining is 50% or less of new
- ☐ Inspect Brake Rotors for wear
- ☐ Check ABS sensor/pulse wheels for correct gap. Adjust & clean as required
- ☐ Check operation of all warning indicators
- ☐ Inspect lights for proper operation
- ☐ Flush brake fluid and refill
- ☐ Inspect battery fluid & water level (main battery & police battery)
- ☐ Load Test Batteries
- ☐ Inspect starting & charging system
- ☐ Flush clutch fluid and refill
- ☐ Check Valve Clearance; Adjust Valves If Necessary
- ☐ Check condition of spark plugs. Replace as per OEM requirements.
- ☐ Inspect exhaust system
- ☐ Inspect poly v-belt. Replace as per OEM requirements
- ☐ Check swing arm bearing (no play), adjust if necessary
- ☐ Lubricate side stand/center stand pivots
- ☐ Check operation of throttle linkage, cables & valves
- ☐ Synchronize throttle valves (if applicable)
- ☐ Replace Fuel Filter (if serviceable)
- ☐ Check side stand mounting bolt
- ☐ Check safety interlock switch on side stand
- ☐ Inspect crash bar mountings
- ☐ Inspect seat condition & mounting
- ☐ Check condition & location of all Sheriff decals (replace if necessary)
- ☐ Note condition of paint & body in comment section of repair order

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BMWMC BMW Motorcycle Group PM Level: B Service 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Sheriff Equipment inspection:  
Pursuit lights operational  
Siren/speaker operational  
Radio equipment securely mounted  
Map light operational (if equipped)
- ( ) Final inspection with safety/operation check:  
Check torque on rear wheel retaining bolts  
Lights, horn, & signal systems  
Indicator & warning systems  
Clutch, gearshift, & side stand switch function  
Hand brake, foot brake, and ABS  
Steering (no cable drag from radio equipment)  
Instruments (including optional accessories)  
Test ride, visual quality check

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard – up to 6.0 Hours

## STATEMENT OF WORK - ATTACHMENT 5

### Diesel Smoke Opacity Inspection

Vehicle #: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_ Date: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

**INSTRUCTION:** The Air Resource Board (ARB) requires annual Smoke Opacity Testing for Diesel Vehicles. The test procedure shall consist of preparation, preconditioning, and test phases. Testing shall be performed in accordance with the procedure outlined in Society of Automotive Engineers (SAE) J1667 (February, 1996):

1. If you own a 1998 and newer diesel powered vehicle in a biennial smog check area of the state with a GVWR between 6,000 and 14,000 pounds, you are not subject to the requirements of the Periodic Smoke Inspection "Fleet" Program (PSIP) any longer. You are subject to the biennial smog check inspection.
2. If you own a 1998 and newer diesel powered vehicle garaged in a change of ownership area of the state with a GVWR between 6,000 and 14,000 pounds, you are not subject to the biennial smog check inspections. You are subject to biennial PSIP inspections. Vehicles with a VIN ending in an odd number will be tested during years ending with an odd number. Vehicles with a VIN ending in an even number will be tested during years ending with an even number.
3. In the test procedure phase, the vehicle shall be put through a snap-idle cycle three (3) times.
4. The opacity shall be measured during the preconditioning and testing phase with an opacity tester and shall be recorded continuously on the chart recorder during each snap-idle cycle. The maximum instantaneous value recorded by the chart recorder shall be the opacity reading.  
Note: The Opacity tester shall be checked prior to the preconditioning sequence as per manufacturer's procedure.
5. Reference SAE J1667, Sections 5 through 5.5 or the most current SAE recommended practice for opacity value determination
6. Three (3) test average opacity \_\_\_\_\_%
7. ( ) Pass ( ) Fail If vehicle fails, diagnose, repair and retest.
8. Record average opacity results and whether pass or fail in comments section of repair order. Attach opacity test report print out and inspection checklist to repair order. Include original inspection checklist if vehicle failed on initial test.

Time Standard = 45 Min.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspected By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

Inspected by: \_\_\_\_\_  
Signature



# DRIVER'S VEHICLE CONDITION REPORT

CHECK UNIT THAT IS IN NEED OF REPAIRS	CAR NO.	MILEAGE	DATE
	NATURE OF TROUBLE		NATURE OF TROUBLE
PM-A INSPECTION(PM)		FAN(42)	
PM-B INSPECTION(PM)		FUEL PUMP(44)	
PM-C INSPECTION(PM)		GAUGES(SPECIFY)(03)	
ACCESSORIES(SPECIFY)0		HORN(54)	
AIR CONDITIONING(01)		LIGHTS(SPECIFY)(34)	
ALTERNATOR(31)		RADIATOR(42)	
BATTERY(32)		SIREN(00)	
BELTS(53)		SPEEDOMETER(03)	
BODY(SPECIFY)(02)		STEERING GEAR(15)	
BRAKES(13)		SUSPENSION(18)	
CARBURETOR(44)		TIRES(17)	
FUEL INJECTION		TRANSMISSION(27)	
CLUTCH(23)		WINDSHIELD WIPER(02)	
DIFFERENTIAL(22)		WRITTEN EVALUATION	
ENGINE(45)		OTHER	
SMDG CHECK			

REMARKS:

PRINT  
NAME  
U.O.A.

PHONE:

USE BACK OF THIS SHEET FOR FURTHER REMARKS

# STATEMENT OF WORK - ATTACHMENT 5

## LASD FLEET MANAGEMENT PM INSTRUCTIONS

PM Group: EG NON-EMERGENCY BOAT TRAILERS

PM Level: A 12 MONTHS

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### INSTRUCTIONS

Repair Order #: \_\_\_\_\_

Equipment ID: \_\_\_\_\_

Trailer #: \_\_\_\_\_

License #: \_\_\_\_\_

#### \*\*\*\*\* Instructions \*\*\*\*\*

#### \*\*\*\*\* Brakes \*\*\*\*\*

- ( ) Inspect Brake Lining Condition, Record % Remaining On Repair Order
- ( ) Inspect Brake Lines And Hoses, Replace If Needed
- ( ) Inspect Brake Control Unit, Lubricate All Moving Parts
- ( ) Inspect Wheel Cylinders Or Calipers, Replace If Needed

#### \*\*\*\*\* Hubs And Axles \*\*\*\*\*

- ( ) Clean And Repack Bearing, Replace Grease Seals
- ( ) Inspect Spindles And Axle For Wear

#### \*\*\*\*\* Frames \*\*\*\*\*

- ( ) Inspect Frame, Brackets, Hangers For Cracks And Condition, Repair If Necessary
- ( ) Inspect Mounting Bolts And Hardware Replace As Necessary
- ( ) Inspect Condition Of Bunk Boards And Rollers, Replace As Necessary
- ( ) Inspect Condition Winch And Lubricate

#### \*\*\*\*\* Tire & Wheels \*\*\*\*\*

- ( ) Check Air Pressure, Inspect Tread Condition And Side Wall Of Tire For Cracks  
Replace If Necessary, Record Tread Readings On Repair Order
- ( ) Inspect Condition Of Rims

#### \*\*\*\*\* Lighting & Wiring \*\*\*\*\*

- ( ) Plug Service Truck In To Trailer Check All Lights, Repair Or Replace As Needed

Technician's Signature: \_\_\_\_\_ Emp.#: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Standard=01:30



## STATEMENT OF WORK - ATTACHMENT 5

### LASD FLEET MANAGEMENT

#### PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL - GASOLINE PM Level: A 100 HRS OR 6 MONTHS

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#### INSTRUCTIONS

Repair Order Number.....: \_\_\_\_\_

Equipment ID Number.....: \_\_\_\_\_

Boat Hour Meter Reading.....: \_\_\_\_\_

Hour Meter Port Engine.....: \_\_\_\_\_

Hour Meter Starboard Engine: \_\_\_\_\_

Vessel Number.....: \_\_\_\_\_

#### Sea Trial

- ( ) Sea Trial Vessel And Evaluate
- ( ) Check Power And Engine Performance
- ( ) Check Interior Or Helm Electrical And Mechanical Performance
- ( ) Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- ( ) Check Heaters Performance
- ( ) Check Steering, Shift And Throttle Cables
- ( ) Verify Level Of Pm Service Required
- ( ) Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- ( ) Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- ( ) Check Operation Of Sheriff Radio
- ( ) Check Operation Of V H F Marine Radio
- ( ) Inspect Fire Extinguisher And Mounting Bracket
- ( ) Check For Any Open Campaigns

#### Engine Compartment Service And Inspection

- ( ) Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- ( ) Replace Fuel Filter As Necessary
- ( ) Clean Flame Arrestors If Equipped
- ( ) Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- ( ) Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- ( ) Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- ( ) Replace Non Platinum Spark Plugs
- ( ) Inspect All Hoses, Belts, Wiring And Moving Parts
- ( ) Inspect And Clean Sea Strainers
- ( ) Inspect Engine And Trans For Oil Leaks And Repair As Necessary
- ( ) Inboard Powered Boats - Inspect Propeller Shaft, Drive Disc Bolt And Transmission Output Flange Bolt

#### Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- ( ) Lubricate All Fittings, Hinges, Pivots, And Cables
- ( ) Check All Steering And Components For Wear And Proper Operation
- ( ) Inspect Drive Shaft, Lube Fittings ( If Equipped )
- ( ) Inspect Propeller And Cotter Pin (if Equipped )

## STATEMENT OF WORK - ATTACHMENT 5

### LASD FLEET MANAGEMENT

#### PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL - GASOLINE PM Level: A 100 HRS OR 6 MONTHS

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#### INSTRUCTIONS

##### Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems (cont.)

- ( ) Inspect Jet Drive And Impeller ( If Equipped )
- ( ) Inspect Sacrificial Anode Metal And Replace As Needed
- ( ) Inspect Outboard Tilt Motors
- ( ) Clean Cooling Water Passages

##### Hull, Power Train, Exhaust, Exterior Inspection And Service

- ( ) Inspect Engine Mounting Brackets For Cracks And Condition
- ( ) Inspect Condition, Operation And Mounting Of All Exhaust System Components
- ( ) Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- ( ) Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- ( ) Inspect And Lubricate All Power Train Linkages And Cables
- ( ) Inspect Bilge Pumps And Blowers
- ( ) Inspect Windows And Wipers
- ( ) Inspect Drain Plug

Technician's Signature \_\_\_\_\_ Emp # \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard=04:00 Hours  
(Includes One Hour For Sea Trial)

## STATEMENT OF WORK - ATTACHMENT 5

### LASD FLEET MANAGEMENT

#### PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL-GASOLINE PM Level: B 500 HRS OR 12 MONTHS

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#### INSTRUCTIONS

Repair Order Number.....: \_\_\_\_\_

Equipment ID Number.....: \_\_\_\_\_

Boat Hour Meter Reading.....: \_\_\_\_\_

Hour Meter Port Engine.....: \_\_\_\_\_

Hour Meter Starboard Engine: \_\_\_\_\_

Vessel Number.....: \_\_\_\_\_

#### Sea Trial

- ( ) Sea Trial Vessel And Evaluate
- ( ) Check Power And Engine Performance
- ( ) Check Interior Or Helm Electrical And Mechanical Performance
- ( ) Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- ( ) Check Heaters Performance
- ( ) Check Steering, Shift And Throttle Cables
- ( ) Verify Level Of PM Service Required
- ( ) Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- ( ) Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- ( ) Check Operation Of Sheriff Radio
- ( ) Check Operation Of V H F Marine Radio
- ( ) Inspect Fire Extinguisher And Mounting Bracket
- ( ) Check For Any Open Campaigns

#### Engine Compartment Service And Inspection

- ( ) Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- ( ) Change Engine Fuel Filters
- ( ) Clean Flame Arrestors If Equipped
- ( ) Change Inboard Trans. Fluid Or Lower Gear Unit Oil
- ( ) Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- ( ) Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- ( ) Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- ( ) Replace Non Platinum Spark Plugs
- ( ) Inspect All Hoses, Belts, Wiring And Moving Parts
- ( ) Inspect And Clean Sea Strainers
- ( ) Check Raw Water Pump Flow
- ( ) Inspect Engine And Trans. For Oil Leaks And Repair As Necessary
- ( ) Inboard Powered Boats - Inspect Propeller Shaft, Drive Disc Bolt And Transmission Output Flange Bolt
- ( ) Outboard Powered Boats – Adjust Engine Valves

## STATEMENT OF WORK - ATTACHMENT 5

### LASD FLEET MANAGEMENT

#### PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL-GASOLINE PM Level: B 500 HRS OR 12 MONTHS

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#### INSTRUCTIONS

##### Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- ( ) Lubricate All Fittings, Hinges, Pivots, And Cables
- ( ) Check All Steering And Components For Wear And Proper Operation
- ( ) Inspect Drive Shaft, Lube Fittings ( If Equipped )
- ( ) Inspect Propeller And Cotter Pin (if Equipped )
- ( ) Inspect Jet Drive And Impeller ( If Equipped )
- ( ) Inspect Sacrificial Anode Metal And Replace As Needed
- ( ) Inspect Outboard Tilt Motors
- ( ) Flush Cooling Water Passages

##### Hull, Power Train, Exhaust, Exterior Inspection And Service

- ( ) Inspect Engine Mounting Brackets For Cracks And Condition
- ( ) Inspect Condition, Operation And Mounting Of All Exhaust System Components
- ( ) Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- ( ) Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- ( ) Inspect and Lubricate All Power Train Linkages And Cables
- ( ) Inspect Bilge Pumps And Blowers
- ( ) Inspect Windows And Wipers
- ( ) Inspect Drain Plug

Technician's Signature \_\_\_\_\_ Emp # \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard=05:00 Hours  
(Includes One Hour For Sea Trial)

# STATEMENT OF WORK - ATTACHMENT 5

## LASD FLEET MANAGEMENT

### PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL-GASOLINE PM Level: C 1000 HRS OR 24 MTHS

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#### INSTRUCTIONS

Repair Order Number.....: \_\_\_\_\_

Equipment ID Number.....: \_\_\_\_\_

Boat Hour Meter Reading.....: \_\_\_\_\_

Hour Meter Port Engine.....: \_\_\_\_\_

Hour Meter Starboard Engine: \_\_\_\_\_

Vessel Number.....: \_\_\_\_\_

#### Sea Trial

- ( ) Sea Trial Vessel And Evaluate
- ( ) Check Power And Engine Performance
- ( ) Check Interior Or Helm Electrical And Mechanical Performance
- ( ) Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- ( ) Check Heaters Performance
- ( ) Check Steering, Shift And Throttle Cables
- ( ) Verify Level Of PM Service Required
- ( ) Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- ( ) Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- ( ) Check Operation Of Sheriff Radio
- ( ) Check Operation Of V H F Marine Radio
- ( ) Inspect Fire Extinguisher And Mounting Bracket
- ( ) Check For Any Open Campaigns

#### Engine Compartment Service And Inspection

- ( ) Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- ( ) Change Engine Fuel Filters And Water Separating Filters
- ( ) Clean Flame Arrestors If Equipped
- ( ) Change Inboard Trans. Fluid Or Lower Gear Unit Oil
- ( ) Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- ( ) Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- ( ) Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- ( ) Replace Non Platinum Spark Plugs
- ( ) Inspect All Hoses, Belts, Wiring And Moving Parts
- ( ) Inspect And Clean Sea Strainers
- ( ) Replace Raw Water Pump Impeller
- ( ) Inspect Engine And Trans. For Oil Leaks And Repair As Necessary
- ( ) Inspect, Clean, or Replace Engine Oil Cooler, Trans. Cooler, Fuel Cooler, and Heat Exchanger
- ( ) Inspect, Clean, or Replace Exhaust Manifolds And Risers If Equipped
- ( ) Inboard Powered Boats - Inspect Propeller Shaft, Drive Disc Bolt And Transmission Output Flange Bolt
- ( ) Outboard Powered Boats – Adjust Engine Valves

## STATEMENT OF WORK - ATTACHMENT 5

### LASD FLEET MANAGEMENT

#### PM INSTRUCTIONS

PM Group: EV1 EMERGENCY VESSEL-GASOLINE PM Level: C 1000 HRS OR 24 MTHS

---

#### INSTRUCTIONS

##### Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- ( ) Lubricate All Fittings, Hinges, Pivots, And Cables
- ( ) Check All Steering And Components For Wear And Proper Operation
- ( ) Inspect Drive Shaft, Lube Fittings ( If Equipped )
- ( ) Inspect Propeller And Cotter Pin (if Equipped )
- ( ) Inspect Jet Drive And Impeller ( If Equipped )
- ( ) Replace Sacrificial Anode Metal
- ( ) Inspect Outboard Tilt Motors
- ( ) Flush Cooling Water Passages

##### Hull, Power Train, Exhaust, Exterior Inspection And Service

- ( ) Inspect Engine Mounting Brackets For Cracks And Condition
- ( ) Inspect Condition, Operation And Mounting Of All Exhaust System Components
- ( ) Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- ( ) Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- ( ) Inspect and Lubricate All Power Train Linkages And Cables
- ( ) Inspect Bilge Pumps And Blowers
- ( ) Inspect Windows And Wipers
- ( ) Inspect Drain Plug

Technician's Signature \_\_\_\_\_ Emp # \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard=10:00 Hours  
(Includes One Hour For Sea Trial)

# STATEMENT OF WORK - ATTACHMENT 5

## LASD FLEET MANAGEMENT

### PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL - DIESEL PM Level: A 250 HRS OR 6 MONTHS

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#### INSTRUCTIONS

Repair Order Number.....: \_\_\_\_\_

Equipment ID Number.....: \_\_\_\_\_

Boat Hour Meter Reading.....: \_\_\_\_\_

Hour Meter Port Engine.....: \_\_\_\_\_

Hour Meter Starboard Engine: \_\_\_\_\_

Vessel Number.....: \_\_\_\_\_

#### Sea Trial

- ( ) Sea Trial Vessel And Evaluate
- ( ) Check Power And Engine Performance
- ( ) Check Interior Or Helm Electrical And Mechanical Performance
- ( ) Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- ( ) Check Heaters Performance
- ( ) Check Steering, Shift And Throttle Cables
- ( ) Verify Level Of Pm Service Required
- ( ) Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- ( ) Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- ( ) Check Operation Of Sheriff Radio
- ( ) Check Operation Of V H F Marine Radio
- ( ) Inspect Fire Extinguisher And Mounting Bracket
- ( ) Check For Any Open Campaigns

#### Engine Compartment Service And Inspection

- ( ) Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- ( ) Replace Fuel Filter As Necessary
- ( ) Clean Flame Arrestors If Equipped
- ( ) Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- ( ) Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- ( ) Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- ( ) Inspect All Hoses, Belts, Wiring And Moving Parts
- ( ) Inspect And Clean Sea Strainers
- ( ) Inspect Engine And Trans For Oil Leaks And Repair As Necessary

#### Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- ( ) Lubricate All Fittings, Hinges, Pivots, And Cables
- ( ) Check All Steering And Components For Wear And Proper Operation
- ( ) Inspect Drive Shaft, Lube Fittings (If Equipped)
- ( ) Inspect Propeller And Cotter Pin (if Equipped)
- ( ) Inspect Jet Drive And Impeller ( If Equipped )
- ( ) Inspect Sacrificial Anode Metal And Replace As Needed

# STATEMENT OF WORK - ATTACHMENT 5

## LASD FLEET MANAGEMENT

### PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL - DIESEL PM Level: A 250 HRS OR 6 MONTHS

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#### INSTRUCTIONS

##### Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems (cont.)

- ( ) Inspect Outboard Tilt Motors
- ( ) Clean Cooling Water Passages

##### Hull, Power Train, Exhaust, Exterior Inspection And Service

- ( ) Inspect Engine Mounting Brackets For Cracks And Condition
- ( ) Inspect Condition, Operation And Mounting Of All Exhaust System Components
- ( ) Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- ( ) Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- ( ) Inspect And Lubricate All Power Train Linkages And Cables
- ( ) Inspect Bilge Pumps And Blowers
- ( ) Inspect Windows And Wipers
- ( ) Inspect Drain Plug

Technician's Signature \_\_\_\_\_ Emp # \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard=06:00 Hours  
(Includes One Hour For Sea Trial)



## STATEMENT OF WORK - ATTACHMENT 5

### LASD FLEET MANAGEMENT

#### PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL-DIESEL PM Level: B 500 HRS OR 12 MONTHS

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#### INSTRUCTIONS

Repair Order Number.....: \_\_\_\_\_

Equipment ID Number.....: \_\_\_\_\_

Boat Hour Meter Reading.....: \_\_\_\_\_

Hour Meter Port Engine.....: \_\_\_\_\_

Hour Meter Starboard Engine: \_\_\_\_\_

Vessel Number.....: \_\_\_\_\_

#### Sea Trial

- ( ) Sea Trial Vessel And Evaluate
- ( ) Check Power And Engine Performance
- ( ) Check Interior Or Helm Electrical And Mechanical Performance
- ( ) Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- ( ) Check Heaters Performance
- ( ) Check Steering, Shift And Throttle Cables
- ( ) Verify Level Of PM Service Required
- ( ) Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- ( ) Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- ( ) Check Operation Of Sheriff Radio
- ( ) Check Operation Of V H F Marine Radio
- ( ) Inspect Fire Extinguisher And Mounting Bracket
- ( ) Check For Any Open Campaigns

#### Engine Compartment Service And Inspection

- ( ) Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- ( ) Change Engine Fuel Filters
- ( ) Clean Flame Arrestors If Equipped
- ( ) Change Inboard Trans. Fluid Or Lower Gear Unit Oil
- ( ) Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- ( ) Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- ( ) Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- ( ) Inspect All Hoses, Belts, Wiring And Moving Parts
- ( ) Inspect And Clean Sea Strainers
- ( ) Check Raw Water Pump Flow
- ( ) Inspect Engine And Trans. For Oil Leaks And Repair As Necessary

## STATEMENT OF WORK - ATTACHMENT 5

### LASD FLEET MANAGEMENT

#### PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL-DIESEL PM Level: B 500 HRS OR 12 MONTHS

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#### INSTRUCTIONS

##### Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- ( ) Lubricate All Fittings, Hinges, Pivots, And Cables
- ( ) Check All Steering And Components For Wear And Proper Operation
- ( ) Inspect Drive Shaft, Lube Fittings ( If Equipped )
- ( ) Inspect Propeller And Cotter Pin (if Equipped )
- ( ) Inspect Jet Drive And Impeller ( If Equipped )
- ( ) Inspect Sacrificial Anode Metal And Replace As Needed
- ( ) Inspect Outboard Tilt Motors
- ( ) Flush Cooling Water Passages

##### Hull, Power Train, Exhaust, Exterior Inspection And Service

- ( ) Inspect Engine Mounting Brackets For Cracks And Condition
- ( ) Inspect Condition, Operation And Mounting Of All Exhaust System Components
- ( ) Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- ( ) Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- ( ) Inspect and Lubricate All Power Train Linkages And Cables
- ( ) Inspect Bilge Pumps And Blowers
- ( ) Inspect Windows And Wipers
- ( ) Inspect Drain Plug

Technician's Signature \_\_\_\_\_ Emp # \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard=08:00 Hours  
(Includes One Hour For Sea Trial)

## STATEMENT OF WORK - ATTACHMENT 5

### LASD FLEET MANAGEMENT

#### PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL-DIESEL

PM Level: C 1000 HRS OR 24 MTHS

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#### INSTRUCTIONS

Repair Order Number.....: \_\_\_\_\_

Equipment ID Number.....: \_\_\_\_\_

Boat Hour Meter Reading.....: \_\_\_\_\_

Hour Meter Port Engine.....: \_\_\_\_\_

Hour Meter Starboard Engine: \_\_\_\_\_

Vessel Number.....: \_\_\_\_\_

#### Sea Trial

- ( ) Sea Trial Vessel And Evaluate
- ( ) Check Power And Engine Performance
- ( ) Check Interior Or Helm Electrical And Mechanical Performance
- ( ) Check Operation Of All Warning Indicators, e.g., Engine, Trans., Fire Alarm And OB Motor
- ( ) Check Heaters Performance
- ( ) Check Steering, Shift And Throttle Cables
- ( ) Verify Level Of PM Service Required
- ( ) Inspect Emergency Blue Lights, Light Bar And Siren (If Equipped)
- ( ) Check Operation Of Radar, GPS And Depth Sounder (If Equipped)
- ( ) Check Operation Of Sheriff Radio
- ( ) Check Operation Of V H F Marine Radio
- ( ) Inspect Fire Extinguisher And Mounting Bracket
- ( ) Check For Any Open Campaigns

#### Engine Compartment Service And Inspection

- ( ) Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- ( ) Change Engine Fuel Filters And Water Separating Filters
- ( ) Clean Flame Arrestors If Equipped
- ( ) Change Inboard Trans. Fluid Or Lower Gear Unit Oil
- ( ) Pressure Test Cooling System And Repair Leaks As Necessary On Boats With Fresh Water Cooling
- ( ) Inspect Condition Of Air Filter, Breather Elements, P C V Valve
- ( ) Check Charging And Cranking System, Service Battery, Cables And Tray As Necessary
- ( ) Inspect All Hoses, Belts, Wiring And Moving Parts
- ( ) Inspect And Clean Sea Strainers
- ( ) Replace Raw Water Pump Impeller
- ( ) Inspect Engine And Trans. For Oil Leaks And Repair As Necessary
- ( ) Inspect, Clean, or Replace Engine Oil Cooler, Trans. Cooler, Fuel Cooler, and Heat Exchanger
- ( ) Inspect, Clean, or Replace Exhaust Manifolds And Risers If Equipped

## STATEMENT OF WORK - ATTACHMENT 5

### LASD FLEET MANAGEMENT

#### PM INSTRUCTIONS

PM Group: EV2 EMERGENCY VESSEL-DIESEL

PM Level: C 1000 HRS OR 24 MTHS

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#### INSTRUCTIONS

##### Steering, Stern Drive, Jet Drive, Drive Shaft And Out Board Systems

- ( ) Lubricate All Fittings, Hinges, Pivots, And Cables
- ( ) Check All Steering And Components For Wear And Proper Operation
- ( ) Inspect Drive Shaft, Lube Fittings ( If Equipped )
- ( ) Inspect Propeller And Cotter Pin (if Equipped )
- ( ) Inspect Jet Drive And Impeller ( If Equipped )
- ( ) Replace Sacrificial Anode Metal
- ( ) Inspect Outboard Tilt Motors
- ( ) Flush Cooling Water Passages

##### Hull, Power Train, Exhaust, Exterior Inspection And Service

- ( ) Inspect Engine Mounting Brackets For Cracks And Condition
- ( ) Inspect Condition, Operation And Mounting Of All Exhaust System Components
- ( ) Inspect Condition Of Cabin Lights, Spot Lights And Navigation Lights, And Replace As Needed
- ( ) Inspect Fluid Condition And Levels Of Transmission, Stern Drive, Power Steering Gear And OB Lower Unit
- ( ) Inspect and Lubricate All Power Train Linkages And Cables
- ( ) Inspect Bilge Pumps And Blowers
- ( ) Inspect Windows And Wipers
- ( ) Inspect Drain Plug

Technician's Signature \_\_\_\_\_ Emp # \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard=14:00 Hours  
(Includes One Hour For Sea Trial)

## STATEMENT OF WORK - ATTACHMENT 5

### GOING OUT OF SERVICE INSPECTION

All vehicles going out of service must have this form completed, including motorcycles.  
Vehicles must be inspected bumper to bumper.

Vehicle #: \_\_\_\_\_ Repair Order #: \_\_\_\_\_ Date: \_\_\_\_\_

Repair Location: \_\_\_\_\_ Customer # \_\_\_\_\_ Mileage: \_\_\_\_\_

License Plates Front \_\_\_\_\_ Rear \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

### INSPECT AND DOCUMENT CONDITION OF COMPONENTS

Drivetrain (Engine, Transmission and Differential).

\_\_\_\_\_  
\_\_\_\_\_

Suspension \_\_\_\_\_

A/C & Heater \_\_\_\_\_ N/A If Motorcycle

All Lighting Systems

\_\_\_\_\_

Instrument Gauges \_\_\_\_\_

Power Windows and Mirrors \_\_\_\_\_ N/A If  
Motorcycle

Other \_\_\_\_\_

Exterior \_\_\_\_\_

Interior \_\_\_\_\_

Note: All Vehicles are assumed to be in Safe Running Condition and must meet the following  
Minimum Requirements. (If Not, Inform a Sheriff Contract Monitor).

Brake Percentage LF \_\_\_\_\_ % LR \_\_\_\_\_ % RR \_\_\_\_\_ % RF \_\_\_\_\_ % (Minimum  
20%)

Tire Tread Depth LF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ RF \_\_\_\_\_ (Minimum 3/32)

All Smog Equipment Present and Passes Smog Test. ( ) Yes ( ) No  
(Attach print out)

Test Drive. Are the Brakes In Good Working Order? ( ) Yes ( ) No

CVC 26508 Emergency Stopping Distance Requirements.

No Test of Emergency Stopping System Performance shall be made Upon a Highway at a  
Speed In Excess of 25 Miles per Hour. 20 Miles per Hour, 90 Feet or Less.

## STATEMENT OF WORK - ATTACHMENT 5

### GOING OUT OF SERVICE INSPECTION

All vehicles going out of service must have this form completed, including motorcycles.  
Vehicles must be inspected bumper to bumper.

Vehicle # \_\_\_\_\_ Date: \_\_\_\_\_ Mileage \_\_\_\_\_

Tires in Safe Condition? ( ) Yes ( ) No

Is the Speedometer in Working Order? ( ) Yes ( ) No

Are the Windshield Wipers in Good Working Order? ( ) Yes ( ) No

Is The Windshield In safe Condition? (No Cracks). ( ) Yes ( ) No  
If Not, Provide an estimate for replacement.

Does Horn Operate? ( ) Yes ( ) No

Do Headlights, Parking Lights, and Brake Lights Operate Properly? ( ) Yes ( ) No

Are Directional Lights operating both Front and rear? ( ) Yes ( ) No

Perform Frame Inspection. Are cracks present? ( ) Yes ( ) No  
If A Yes®, Inform a Contract Monitor.

Additional Comments:

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Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_ Employee #: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_

Labor Standard: 0.5 hour

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: MCOH Off Hwy Motorcycle / ATV    PM Level: A 200 HR, 3,000 Miles Or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Check If OK

- ( ) Verify level of PM service required, outstanding campaigns, recalls, or other programs
- ( ) Change oil & filter
- ( ) Change air filter
- ( ) Replace fuel filter
- ( ) Check carb(s). Adjust if necessary
- ( ) Replace spark plugs
- ( ) Lube & adjust chain
- ( ) Inspect tire tread wear & air pressure. Record tread depth
  - Tire PSI            Front \_\_\_\_\_ Rear \_\_\_\_\_
  - Tread Depth      Front \_\_\_\_\_ Rear \_\_\_\_\_
- ( ) Inspect wheels & spokes
- ( ) Inspect brakes. List brake lining percentage remaining on repair order. Replace brake linings if lining is 50% or less of new. Front \_\_\_\_\_ Rear \_\_\_\_\_
- ( ) Check operation of all warning indicators
- ( ) Inspect lights for proper operation
- ( ) Inspect battery condition & water level
- ( ) Inspect starting & charging system
- ( ) Inspect & pressure test cooling system (if applicable). Change coolant every 400 hours or 24 months
- ( ) Inspect brake fluid level & condition. Change every 400 hours or 24 months
- ( ) Check clutch operation
- ( ) Lube clutch & brake lever pivots
- ( ) Inspect exhaust system
- ( ) Inspect fork seals
- ( ) Lube & adjust throttle cables
- ( ) Clean & lube throttle tube
- ( ) Lube choke sliders
- ( ) Lube swing arm
- ( ) Check charging system output
- ( ) Check seat mounting & condition
- ( ) Inspect frame
- ( ) Sheriff Equipment inspection: (if applicable)
  - Pursuit lights operational
  - Siren/speaker operational
  - Radio equipment securely mounted
  - Map light operational (if applicable)

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: MCOH Off Hwy Motorcycle / ATV PM Level: A 200 HR, 3,000 Miles Or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Check If OK \_\_\_\_\_

( ) Final inspection with safety/operation check:

- Check torque on rear wheel retaining bolts
- Lights, horn, & signal systems
- Indicator & warning systems
- Clutch, gearshift, & side stand switch function
- Hand brake, foot brake & ABS
- Steering (no cable drag from radio equipment)
- Instruments (including optional accessories)
- Test ride, visual quality check

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard – up to 3.0 Hours



## STATEMENT OF WORK - ATTACHMENT 5

### Multi-Point Vehicle Safety Inspection - Eastern

Vehicle # \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Type: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_

#### **INSTRUCTIONS**

Inspect original requested repair, condition of all safety related items and the overall operating condition of the vehicle. Put vehicle on hoist to properly complete this inspection.

Ok Def.

- ( ) ( ) Inspect tires for proper inflation, tread depth, damage and wear pattern.  
Document the tire inflation pressure and tread depth readings for all tires on this form and repair order. Ensure spare tire and jack are properly secured.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

PSI Readings LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

- ( ) ( ) Inspect condition of upper and lower control arm bushings, Front and Rear suspension, as well as linkage bushings. Inspect differential protective shields for fuel tank (Crown Victoria).

- ( ) ( ) Inspect rear frame rails, and upper and lower control arm brackets for cracks (Crown Victoria)

Note: For 2003 through 2011 Crown Victoria vehicles equipped with a skid plate, inspect all upper cross member bracket nuts for correct torque.

- ( ) ( ) Check all fluid levels, add fluids to proper levels as needed.

- ( ) ( ) Check cooling system, Master Cylinders and Hydro Boost for leaks or corrosion.

- ( ) ( ) Inspect battery terminals, hold down and water level.

- ( ) ( ) Inspect condition of all glass, mirrors, reflectors, and the condition of windshield wiper blades.

- ( ) ( ) Check operation of all lights, turn signals, reverse, 4-way flashers, horn, windshield wipers and washer.

- ( ) ( ) Check operation; travel of foot/hand brakes and clutch.

- ( ) ( ) Check (with engine running)

A. Amp Meter, Fuel, Oil Pressure, and Temperature Gauges.

B. Air Conditioning, Heater, and Defroster operation.

C. Steering Column play and gear indicator alignment.

- ( ) ( ) Check operation of all warning indicators, e.g., ABS, Airbag, Brake, Check Engine, etc.

- ( ) ( ) Check "Beef Sheet" to ensure all items have been addressed. Check for PM's and Campaigns Due.

## STATEMENT OF WORK - ATTACHMENT 5

### Multi-Point Vehicle Safety Inspection - Eastern

Vehicle # \_\_\_\_\_ Odometer Reading: \_\_\_\_\_ Department: \_\_\_\_\_

#### **INSTRUCTIONS**

- ( ) ( ) Note condition of paint and body in comments section of repair order, e.g. worn hinges, peeling paint, rust, bottom-out damage, etc. Advise supervisor and County Contract Monitor of deficiencies or damages.
- ( ) ( ) Check all Emergency Lighting/Equipment for proper operation. Ensure that all radio equipment is mounted and grounded inside vehicle and in trunk area. Inspect light bar wiring for overheating (Run for ten minutes).
- ( ) ( ) Inspect seatbelts (lap/shoulder) and latches for wear and proper operation.
- ( ) ( ) Inspect hard seat for cracks and proper mounting hardware.
- ( ) ( ) Road test vehicle.

**Note:** Items identified as defective must be addressed unless otherwise authorized to defer by Sheriff fleet personnel.

Comments:

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Inspected by: \_\_\_\_\_ Employee # \_\_\_\_\_

Print

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Time standard = 45 min.

## STATEMENT OF WORK - ATTACHMENT 5

### COMPRESSED NATURAL GAS (CNG) FUEL CONTAINER (CYLINDER) INSPECTION

#### Vehicle Safety Inspection

Vehicle #: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_ Department: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

Last date inspected: \_\_\_\_\_

**INSTRUCTIONS:** A visual inspection for natural gas fuel cylinders is required every 3-year/36,000 mile (whichever occurs first). A qualified inspector should perform the visual inspection of a natural gas vehicle (NGV) fuel container.

CNG fuel containers (cylinder) require a visual inspection for damaged or deterioration at least every 36 months or 36,000 miles whichever comes first. A qualified inspector will note cuts, cracks, gouges, abrasions, discoloration, broken fibers, loose brackets, damaged gaskets or isolator, heat damage or other problems, and recommend proper action to assure safety.

In addition to the 3-year/36,000 mile inspection, CNG containers should undergo a detailed visual examination for damage or deterioration after a motor vehicle accident.

Almost all CNG vehicle fuel containers now in use meet Federal Motor Vehicle Safety Standard 304 (*Compressed Natural Gas Fuel Container Integrity*) and or the natural gas vehicle (NGV) industry standard ANSI/IAS NGV2 (Basic Requirement for Compressed Natural Gas Vehicle Fuel Containers). Both of these standards specify a detailed visual examination every three years. NGV2 further states that the inspection follows the procedure in Compressed Gas Association (CGA) pamphlet C-6.4 (Methods from External Visual Inspection of Natural Gas Vehicle Containers and their Installations) and the container=s manufacturer=s recommendations. However, containers shall not be removed from vehicle unless damaged or deterioration is seen on the exposed container surface.

C-6.4 sets out visual inspection requirements and rejection criteria in detail. Contact the cylinder manufacturer directly to determine its inspection recommendations. The manufacturer name, address and telephone number will be on the container label which should be legible without removing the container.

**NOTE:** The Natural Gas Pamphlet C6.4 can be obtained from the Compressed Gas Association, Inc., 1725 Jefferson Davis Highway, Arlington, VA 22202-4102

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time Standard = 30 min.

Inspected by: \_\_\_\_\_ Employee #: \_\_\_\_\_ Date: \_\_\_\_\_

# STATEMENT OF WORK - ATTACHMENT 5

## NEW VEHICLE PREPARATION INSPECTION

Vehicle # \_\_\_\_\_

Repair Order # \_\_\_\_\_

### Instructions

### Check Off as Completed

- Verify Vehicle Identification Number (V.I.N) and all Vehicle Information are correct in ShopFax ( )
- Inspect Tires, Including Spare, for Proper Inflation, Tread Depth and Damage. ( )
- Check all Fluid levels. ( )
- Check Differential Fluid level (when applicable). ( )
- Check Cooling System, including Radiator, for leaks or corrosion. ( )
- Check Brake System, including Master Cylinder, for leaks or corrosion. ( )
- Inspect Battery, Terminals, Hold Down and Water level. ( )
- Inspect condition of All Glass, Mirrors, and Reflectors. ( )
- Inspect condition of Wiper Blades, Windshield Wiper and Washer. ( )
- Check operation of All Lights, Turn Signals, 4-Way Flasher and Horn. ( )
- Check operation of all Emergency Equipment, i.e. Light Bar, Gun Locks etc. ( )
- Check operation of All Warning Indicators (A.B.S., Airbag, Brakes). ( )
- Check (with engine running): Voltmeter, Fuel, Oil Pressure and Temperature Gauges, Operation of Air Conditioning, Heater and Defroster. ( )
- Re-Torque All Lug-Nuts. ( )
- Road Test Vehicle. ( )

Enter any Discrepancies below and notify Foreman.

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Employee # \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Standard - :45 Minutes

## STATEMENT OF WORK - ATTACHMENT 5

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
FLEET MANAGEMENT UNIT  
VEHICLE OUTFITTING BUILD SHEET

VEHICLE #		FFS		FP		DATE:	
YEAR:		MAKE:		MODEL:			
COLOR:		VIN:					
BUILD TYPE / DESC.						REQ. UNIT	

**THE FOLLOWING ITEMS ARE TO BE EQUIPPED IN THIS VEHICLE**

[illegible]

**COMMENTS:**

OUTFITTING SUPERVISOR TO SIGN BELOW:

Q.C INSPECTION PASS: YES / NO SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LASD NOTIFIED OF VEHICLE COMPLETION: SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOPFAX DETAILED SPECS UPDATED: SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RETURN COMPLETED FORM TO:

# STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County

## SHERIFF'S DEPARTMENT

### Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: A 6,000 Miles or 6 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### INSTRUCTIONS

Use The Following Process To Indicate Tasks "Inspected", "Completed", And/Or "Adjusted/Repaired". Mark "Task" Column With One of the Following;

(I) = Inspected, (O) = Follow-Up Work Required, (X) = Adjusted Or Repairs Were Made

Note: (X) To Be Written Over an (O) If The Item Is Adjusted or Repaired. Document repairs On The Additional Work Worksheet.

Technicians Are To Initial In The Column Marked "Tech" Next To Each Task/ Inspection They Complete During The Preventive Maintenance.

#### Road Test / Interior Service and Inspection

	Task	Tech	
01	( )	( )	Verify Level Of PM Service Required, Outstanding Campaigns, Recalls Or Other Programs
02	( )	( )	Check All Lights, Turn Signals, Emergency Equipment (Lights and Siren) And Mud Flaps
03	( )	( )	Inspect Windshield Wipers And Wiper Operation, Check All Glass For Cracks, Delamination And Overall Condition
04	( )	( )	Inspect Mirrors To Include Spot Mirrors And Supports
05	( )	( )	Inspect Interior Condition And Operation Of All Components
06	( )	( )	Check Operation Of Entrance Door
07	( )	( )	Test Drive Vehicle (5 miles minimum). Evaluate Engine and Drive Train Performance.
08	( )	( )	Check Steering, Suspension And Braking Performance
09	( )	( )	Test Anti-skid Brake System If Equipped
10	( )	( )	Fire Extinguisher And Reflectors - Secured And Tagged And Fully Charged, List Charge Status Ext 1 _____ Ext 2 _____
11	( )	( )	Check Operation Of Air & Elect. Horns, Back-Up Alarm Systems Speedometer, And Gauges
12	( )	( )	Inspect Lap/Shoulder Belts And Seat Latches For Wear And Proper Operation
13	( )	( )	Para Transit Type Vehicles - Inspect All Wheelchair Tie Down Straps, Shoulder Belts, Mechanical Latches And Floor Anchors.
14	( )	( )	Check Interior Electrical Wiring Condition And Protection
15	( )	( )	Check Operation Of All Warning Devices - Air, Oil, Temperature, and Vacuum
16	( )	( )	Inspect Air Compressor And Governor Operation
17	( )	( )	Check Low Air Warning Buzzer And Light
18	( )	( )	Perform Air Governor Test (Minimum 85 Psi, And Maximum 130 Psi)
19	( )	( )	Check For Air Loss, Static, 1 Minute 2 Psi Maximum
20	( )	( )	Check For Air Loss, Applied, 1 Minute 3 Psi Maximum

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: A 6,000 Miles or 6 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- 21 ( ) ( ) Check For a Loss Of Service Air. Condition Initiates Brake Application (if applicable).
- 22 ( ) ( ) Check Emergency Stop System / Spring Brake / Parking Brake System, Ensure Proper Labeling And Operation
- 23 ( ) ( ) Drain Number 1 Air Reservoir - Test All Check Valves – Low Air Warning Devices
- 24 ( ) ( ) Check Interior; Electrical And Mechanical Performance Of All Components
- 25 ( ) ( ) Inspect Condition and Operation of Cage Locks
- 26 ( ) ( ) Inspect Condition and Operation Of Body, Cab And Doors Including all Emergency Exits And Baggage Doors
- 27 ( ) ( ) Note Condition Of Paint, Body And Decals On Additional Worksheet And In The Comments Section Of The Repair Order
- 28 ( ) ( ) Check Operation Of Heater And Defrosters Systems
- 29 ( ) ( ) Check Operation Of A/C System
- 30 ( ) ( ) Remove, Inspect And Clean (or Replace if Needed) A/C Evaporator Filter
- 31 ( ) ( ) Test AMEREX Fire Suppression System
- 32 ( ) ( ) Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Equipped) Inspect Tank Mountings, Hoses, And Drains as needed. Clean Excessive Overflow and Corrosion as Needed.
- 33 ( ) ( ) Lube All Grease Fittings, Door Hinges Pivot Points, Cables, Linkages That Are Accessible While The Vehicle Is On The Ground

Engine Compartment / Under Vehicle, Service And Inspection

- 34 ( ) ( ) While draining engine oil, Draw Oil Sample From Engine Crankcase Oil (min 4oz). Prepare Sample To Go to Lab For Oil Analysis.
- 35 ( ) ( ) Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- 36 ( ) ( ) Change Coolant Filter, If Required by OEM
- 37 ( ) ( ) Inspect Coolant And Inhibitor Strength, Bring Up To Specifications. Replace Coolant With New 50/50 Mix (coolant/deionized water) If Campaign Is Due. Write Up As "Additional Work"
- 38 ( ) ( ) Inspect Condition Of Radiator, Fluid, Hoses, And Tanks
- 39 ( ) ( ) Attach coolant dam and pressurize the cooling system while checking for coolant leaks, and hose and hose clamp condition. Leave system under pressure for 30 Minutes while other tasks are performed. Record any unsatisfactory conditions as "additional" work.
- 40 ( ) ( ) Inspect Fuel System And Replace Fuel Filters (including Fuel/Water Separator If Required)
- 41 ( ) ( ) Check Charging And Cranking System
- 42 ( ) ( ) Clean, Service and Test Battery. Clean And Service, Battery Doors, Cables, And Tray As Necessary.
- 43 ( ) ( ) Inspect Generator/alternator, Starter, Brushes, And Wiring-mountings
- 44 ( ) ( ) Inspect Air Filter And Change And/or Service As Needed

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: A 6,000 Miles or 6 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- 45 ( ) ( ) Inspect Exhaust System. Check Manifold And Flange Gaskets. Check Muffler And Condition. Remove inmate seat, as needed, on left side by emergency exit door. Remove rear engine access panel, and inspect exhaust flex pipe and heat shield for cracks, breaks or exhaust leaks.
- 46 ( ) ( ) Inspect All Belts; Tensioners, Compressors, Fans, Engine And/Or Other Belt Driven Accessories
- 47 ( ) ( ) Inspect Air Lines; Leaks, Condition And Protection
- 48 ( ) ( ) Inspect Diesel Particulate Filter (DPF) And Components, Lines and Sensors. Service as per OEM recommendations.
- 49 ( ) ( ) Inspect Engine Mounts
- 50 ( ) ( ) Check For Fluid Leaks (Oil, Water, Fuel, Etc.) Repair If Found
- 51 ( ) ( ) Check Throttle Linkage, Or Electronic Throttle Components and Wiring

Tires And Wheel Inspection

- |    | Task | Tech |  |
|----|------|------|--|
| 52 | ( )  | ( )  | Check Condition Of All Tires (I.E. Cuts, Damage, Separations, and Wear)  |
| 53 | ( )  | ( )  | Inspect Wheels, Nuts, and Axle Flange Nuts For Cracks And Looseness  |
| 54 | ( )  | ( )  | Inspect Tire Tread Depths And Record Below. Write Any Tire up For Replacement if Tire Tread Depth Is Expected To Reach 5/32 or less(front) or 3/32 or less(rear) Prior To The Next PM. |
| 55 | ( )  | ( )  | Check Tire Air Pressure, And Record Below. Adjust Tire Air Pressure and Reset Tire Pressure Monitoring System (TPMS) If Needed   |

## \*\*\*\*\* Tire Measurements \*\*\*\*\*

Record  
Left Ft. ( ) Tread 32nd  
\_\_\_\_\_

Left Ft. ( ) PSI

INS. OUT.  
Left Rr. ( ) ( ) Tread 32nd  
\_\_\_\_\_

Left Rr. ( ) ( ) PSI

Left Tag ( ) Tread 32nd

Left Tag ( ) PSI

Spare ( ) Tread 32<sup>nd</sup>Record  
Right Ft.( ) Tread 32nd  
\_\_\_\_\_

Right Ft.( ) PSI

INS. OUT.  
Right Rr. ( ) ( ) Tread 32nd  
\_\_\_\_\_

Right Rr. ( ) ( ) PSI

Right Tag ( ) Tread 32<sup>nd</sup>

Right Tag ( ) PSI

Spare ( ) PSI



# STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County

## SHERIFF'S DEPARTMENT

### Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: A 6,000 Miles or 6 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

	Task	Tech	
56	( )	( )	Check Torque Of Lug Nuts; torque between 450-500 Ft. Lbs. (Document completion Of Task Below With Supervisor)

Technician Signature \_\_\_\_\_ Emp. # \_\_\_\_\_

Supervision Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Under Chassis Inspection And Lubrication

	Task	Tech	
57	( )	( )	Clean Under Carriage And Engine Compartment if Needed
58	( )	( )	Inspect Wheel Seals For Leaks. Inspect Hydraulic Brake System (if applicable) For Leaks
59	( )	( )	Check Oil Level in Front Hubs And On Tag Axle Hubs
60	( )	( )	Check Steering Gear And Mounting. Check Free Lash And Oil Level
61	( )	( )	Inspect Steering Arms, Drag Links, And Tie Rod Ends
62	( )	( )	Check Frame, Cross Members For Wear, Cracks, Rust, Damage, Etc.
63	( )	( )	Inspect Springs, Shackles, U-bolts, Kingpins, Shock Absorbers, And Suspension Air Bags
64	( )	( )	Check Transmission, Differential Fluid Level, Seals, And Mounting
65	( )	( )	Inspect Drive Shaft, Universal Joints, And Guards
66	( )	( )	Fuel Tanks, Lines, Pumps Condition, Mounts, For Leaks
67	( )	( )	Body Underside And Firewall, Air Tight And Clean
68	( )	( )	Check Parking Brake Condition And Adjustment (If Applicable)
69	( )	( )	Check All Air Tanks, Operate Air Tank Drains; Check Tanks Are Securely Mounted
70	( )	( )	Lube Underside Of Chassis (Except Slack Adjusters)

Brakes: Drum Type? ( ) Yes ( ) No

If Yes, Continue With This Section. If No, Continue To "Disc Brake" Section

	Task	Tech	
71	( )	( )	Inspect Entire Brake Operation, Air And Mechanical Devices
72	( )	( )	Inspect Hoses And Tubing, Condition And Protection
73	( )	( )	Inspect All Valves, Relays And Hoses For Leaks
74	( )	( )	Drain And Inspect Air Tanks For Leaks And Condition
75	( )	( )	Check Brake-linings, Drums And Condition. List Measurements Below Before and After Adjustment.

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: A 6,000 Miles or 6 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- 76 ( ) ( ) Adjust Brakes Only If Not Equipped With Auto Slack Adjusters, Or Disc Brakes Systems (If Found Out Of Spec)
- 77 ( ) ( ) Inspect Brake Lining Condition, Thickness. Record Remaining Brake Lining Percentage.  
\*\* Note\*\* Write Up Brakes For Replacement If Brake Linings Are 50% Or Less Of New.
- 78 ( ) ( ) Check Parking Brake operation; adjust if needed. Record Brake Lining Percentage remaining (if Applicable).
- 79 ( ) ( ) Lube Slack Adjusters

## \*\*\*\*\*Drum Brake Information\*\*\*\*\*

Steering Axle – Brake Can Rod Travel

Measured left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_

Brake Lining percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Drive Axle – Brake Can Rod Travel

Measured left: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_

Brake Lining percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Tag Axle – Brake Can Rod Travel

Measured left: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_

Brake Lining percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

## Brake Chamber Pushrod Adjustment

Steering Axle OK  
Right Brake Chamber ( )  
Left Brake Chamber ( )

Drive Axle	OK	Tag Axle	OK
Right Brake Chamber ( )		Right Brake Chamber ( )	
Left Brake Chamber ( )		Left Brake Chamber ( )	

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_

Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Inspection Performed By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor Supervisor

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: A 6,000 Miles or 6 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Lug Nut Torque Check (Torque 450-500 Ft. Lbs.)

Steering Axle OK

(10 Lug Nuts)

Right Wheel ( )

Left Wheel ( )

Drive Axle OK

(10 Lug Nuts)

Right Wheel ( )

Left Wheel ( )

Budd Nuts OK

(10 Budd Nuts)

Right Wheel ( )

Left Wheel ( )

Tag Axle OK

(10 Lug Nuts)

Right Wheel ( )

Left Wheel ( )

Inspected By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor Supervisor

Brakes: Disc Type? ( ) Yes ( ) No

	Task	Tech	
80	( )	( )	Inspect Entire Brake Operation, Air And Mechanical Devices
81	( )	( )	Inspect Hoses And Tubing, Condition And Protection
82	( )	( )	Inspect All Valves, Relays And Hoses For Leaks
83	( )	( )	Drain And Inspect Air Tanks For Leaks And Condition
84	( )	( )	Inspect Condition and Function of Calipers, Mounting Hardware and Hubs
85	( )	( )	Inspect Air Chamber (Brake Cans) Condition and Mounting
86	( )	( )	Inspect Overall Condition of Rotors; Check for Bluing and Signs of Overheating, Check for Deep Heat Cracks
87	( )	( )	Check for Grooving on Rotors (Not To Exceed 0.02 deep)
88	( )	( )	Check Rotor Thickness; Meets Minimum thickness per OEM
89	( )	( )	Check Brake Pads and Rotors are Wearing Evenly
90	( )	( )	Measure Brake Pad Wear Indicator Pin; If Pin is Protruding Less Than 10 Mm (= 50% or less of lining remaining), Replace Pads

## \*\*\*\*\*Disc Brake Information\*\*\*\*\*

Left Frt. Pad Pin Measurement ( ) Right Frt. Pad Pin Measurement ( )

Left Rear Pad Pin Measurement ( ) Right Rear Pad Pin Measurement ( )

Left Tag Pad Pin Measurement ( ) Right Tag Pad Pin Measurement ( )

# STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County

## SHERIFF'S DEPARTMENT

### Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: A 6,000 Miles or 6 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_

Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Inspection Performed By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Supervisor

#### Auxiliary Equipment System Inspection and Service

	Task	Tech	
91	( )	( )	Inspect and Service Auxiliary Equipment (i.e. Lift gate, Wheel Chair Lift)
92	( )	( )	Inspect reservoir, pump and valve condition and operation
93	( )	( )	Inspect hoses, rams, valves and pump for leaks
94	( )	( )	Lubricate all grease fittings
95	( )	( )	Check complete operation

PM Inspection Completed By:

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_

Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### Note Additional Work Needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Time Standards For This Task

- |                            |           |
|----------------------------|-----------|
| • Buses Up To Year 2006    | 2.5 Hours |
| • Buses Years 2007 & 2008  | 2.3 Hours |
| • Buses Years 2009 & later | 3.3 Hours |

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: A 5,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ☐ Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ☐ Check all lights, fluid levels, tires, ensure vehicle is safe
- ☐ Test drive vehicle and evaluate
- ☐ Check drive train and engine performance
- ☐ Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ☐ Check interior electrical, mechanical, a/c, heater, and defroster performance
- ☐ Check steering, suspension and braking performance
- ☐ Check operation of all warning indicators
- ☐ Check operation of all emergency lighting equipment and siren (if equipped)
- ☐ Inspect lap/shoulder belts and seat latches for wear and proper operation
- ☐ Note condition of paint and body in comment section of repair order

#### Engine Compartment Service and Inspection

- ☐ Change oil and filter, check all fluid levels and fluid conditions
- ☐ Inspect cooling system, pressure test and repair leaks if needed
- ☐ Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (replace if needed)
- ☐ Inspect charging and cranking system, service battery, cables and tray as necessary
- ☐ Replace spark plugs per OEM requirements
- ☐ Inspect all hoses, belts, wiring and accessories (replace if needed)

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ☐ Lubricate all fittings, hinges, and cables
- ☐ Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare Tire \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare Tire \_\_\_\_\_

Ensure that tire pressure meets manufacturer specifications.

- ☐ Rotate tires, including spare
- ☐ Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ☐ Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: A 5,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

- ( ) Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- ( ) Inspect all steering and suspension components for wear and proper operation
- ( ) If applicable, re-pack wheel bearings, and replace wheel bearing seals, at each brake relining, or at every 15,000 miles, whichever occurs first

#### Chassis, Drive Train, Exhaust, Exterior Inspection and Service

##### ----- All Crown Victoria Vehicles

- ( ) Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- ( ) Frame crack found ( ) No frame crack found  
\*If Frame crack is found, Contact Sheriff Contract Monitor for Approval to Repair

- ##### -----
- ( ) Inspect condition, operation, and mounting of all exhaust system components
  - ( ) Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
  - ( ) Inspect fluid condition and levels of transmission, rear axle, and power steering system
  - ( ) Inspect fluid condition and levels of transfer case and front axle on 4X4 models
  - ( ) Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Labor Standard – 1.0 hour

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: A 3,000 Miles or 3 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ( ) Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ( ) Check all lights, fluid levels, tires; ensure vehicle is safe
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ( ) Check interior electrical, mechanical, a/c, heater, and defroster performance
- ( ) Check steering, suspension and braking performance
- ( ) Check operation of all warning indicators
- ( ) Check operation of all emergency lighting equipment and siren
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Ensure correct fasteners are used to install hard seat (if equipped with hard seat)
- ( ) Note condition of paint and body in comments section of repair order

#### Engine Compartment Service and Inspection

- ( ) Change oil and filter, check all fluid levels and fluid conditions
- ( ) Inspect cooling system, pressure test and repair leaks if needed
- ( ) Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace if needed)
- ( ) Inspect charging and cranking systems, service battery, cables and tray as necessary
- ( ) Replace spark plugs per OEM requirements
- ( ) Inspect all hoses, belts, wiring and accessories (replace if needed)

#### Light bar Inspection Check

- ( ) Run all lights, to include light bar, arrow stick, and map light.
- ( ) Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- ( ) Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- ( ) Ensure connectors are fastened securely on all vehicles.
- ( ) Ensure the light bar shuts off when the power switch is turned off
- ( ) If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- ( ) Lubricate all fittings, hinges, and cables
- ( ) Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: A 3,000 Miles or 3 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

Tread depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

Ensure that tire pressure meets OEM specifications.

- ( ) Rotate tires, including spare
- ( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- ( ) Inspect all steering and suspension components for wear and proper operation
- ( ) If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

#### Chassis, Drive Train, Exhaust, Exterior Inspection and Service

##### ----- On Crown Victoria Vehicles

- ( ) Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- ( ) Frame crack found ( ) No frame crack found  
\*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

- ##### -----
- ( ) Inspect condition, operation, and mounting of all exhaust system components
  - ( ) Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
  - ( ) Inspect fluid condition and levels of transmission, rear axle, and power steering system
  - ( ) Inspect fluid condition and levels of transfer case and front axle on 4X4 models
  - ( ) Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Labor Standard – 1.0 hour



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES

PM Level: A 4,000 Miles or 4 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ( ) Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ( ) Check all lights, fluid levels, tires; ensure vehicle is safe
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ( ) Check interior electrical, mechanical, a/c, heater, and defroster performance
- ( ) Check steering, suspension and braking performance
- ( ) Check operation of all warning indicators
- ( ) Check operation of all emergency lighting equipment and siren
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Ensure correct fasteners are used to install hard seat (if equipped with hard seat)
- ( ) Note condition of paint and body in comments section of repair order

#### Engine Compartment Service and Inspection

- ( ) Change oil and filter, check all fluid levels and fluid conditions
- ( ) Inspect cooling system, pressure test and repair leaks if needed
- ( ) Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace if needed)
- ( ) Inspect charging and cranking systems, service battery, cables and tray as necessary
- ( ) Replace spark plugs per OEM requirements
- ( ) Inspect all hoses, belts, wiring and accessories

#### Light bar Inspection Check

- ( ) Run all lights, to include light bar, arrow stick, and map light.
- ( ) Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- ( ) Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- ( ) Ensure connectors are fastened securely on all vehicles.
- ( ) Ensure the light bar shuts off when the power switch is turned off
- ( ) If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- ( ) Lubricate all fittings, hinges, and cables
- ( ) Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES

PM Level: A 4,000 Miles or 4 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

Tread depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

Ensure that tire pressure meets OEM specifications.

- ( ) Rotate tires, including spare
- ( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- ( ) Inspect all steering and suspension components for wear and proper operation
- ( ) If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

#### Chassis, Drive Train, Exhaust, Exterior Inspection and Service

##### ----- On Crown Victoria Vehicles

- ( ) Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- ( ) Frame crack found ( ) No frame crack found  
\*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

- ##### -----
- ( ) Inspect condition, operation, and mounting of all exhaust system components
  - ( ) Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
  - ( ) Inspect fluid condition and levels of transmission, rear axle, and power steering system
  - ( ) Inspect fluid condition and levels of transfer case and front axle on 4X4 models
  - ( ) Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: A 5,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ( ) Verify level of PM Service required, outstanding campaigns, recalls, or other programs
- ( ) Check all lights, turn signals, mud flaps, ensure vehicle is safe
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Check steering, suspension, and braking performance
- ( ) Check fire extinguisher and reflectors - secured and marked (if applicable)
- ( ) Check operation of horn, a/c, defroster, gauges, and speedometer
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect mirrors and supports
- ( ) Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ( ) Check electrical wiring condition and protection
- ( ) Check warning devices - air, oil, temperature, and vacuum
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Note condition of paint and body in comment section of the repair order

#### Engine Compartment Service and Inspection

- ( ) Change engine oil and filter. Check all fluid levels, and fluid conditions
- ( ) Inspect condition of air filter, cabin filter (if equipped), breather elements, pcv filter and valve
- ( ) Check charging and cranking systems, service battery, cables, and tray
- ( ) Inspect complete cooling system, pressure test and repair leaks as necessary
- ( ) Inspect condition of all belts and hoses (replace if needed)
- ( ) Inspect all compressors, fans, engine and/or belt driven accessories
- ( ) Inspect air lines for leaks, condition and protection (if air brake equipped)
- ( ) Inspect fuel system; tank(s), lines and pump for leaks, condition and protection
- ( ) Inspect complete exhaust system.
- ( ) Inspect engine mounts
- ( ) Check clutch adjustment and free play (if applicable)
- ( ) Check throttle linkage (if applicable)

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) Lube all grease fittings, door hinges, pivot points, cables, and linkages
- ( ) Inspect all steering and suspension components for wear and proper operation
- ( ) Check steering gear box and mounting. Check leaks and free play.
- ( ) Rotate tires, including spare (if appropriate)
- ( ) Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: A 5,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare \_\_\_\_\_

Ensure that tire pressure meets manufacturer specifications.

- ( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Inspect brake hoses and tubing condition-protection
- ( ) Inspect master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- ( ) If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first.

#### Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection and Service

- ( ) Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- ( ) Inspect drive shaft and universal joints for wear, loose bolts, etc.
- ( ) Inspect transmission for leaks, inspect mounts
- ( ) Inspect axle seals and/or wheel seals for leaks
- ( ) Inspect condition, operation, and mounting of exhaust system
- ( ) Inspect differential for leaks, condition and fluid level. Check mounting (bolts, nuts, etc.)
- ( ) If four wheel drive, inspect fluid condition and levels of transfer case and front axle
- ( ) Clean under carriage, if necessary

#### Air Brake Inspection (vehicles equipped with Air Brakes)

- ( ) Inspect air compressor operation
- ( ) Check air governor cut-in and cut-out - minimum 85psi - maximum 130 psi
- ( ) Inspect all valves, relays and hoses for leaks
- ( ) Drain and inspect air tanks for leaks; condition. Check mountings
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Check for air leaks and 1-minute brake application test, air loss
- ( ) Release after loss of service air-test
- ( ) Check low air pressure warning buzzer

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: A 5,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Auxiliary Mounted Equipment (if Applicable)

- ( ) Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- ( ) Inspect hoses, rams, valves and pump for leaks
- ( ) Lubricate all grease fittings (i.e. liftgate, etc.)
- ( ) Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Labor Standard – 1.3 Hours

DRAFT

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: A 6,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Conduct 08 Inspections With PM Service When Feasible.

Note: On Lenco/Bearcat Armored vehicles, print out supplemental inspection list.

#### Road Test / Walk Around Inspection

- ( ) Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drivetrain and engine performance
- ( ) Check steering, suspension and braking performance
- ( ) Fire extinguisher and reflectors - secured and marked
- ( ) Check operation of horn, defrosters, heating and A.C. system, gauges, and speedometer
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Inspect window glass condition/operation
- ( ) Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- ( ) Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- ( ) Check electrical wiring condition and protection
- ( ) Check operation of all warning devices - air, oil, temperature, and vacuum
- ( ) Inspect cage locks and condition (if applicable)
- ( ) Inspect condition of interior & exterior
- ( ) Note condition of paint and body in comment section of repair order
- ( ) Check for proper permits, registration, CA number and license plates

#### Engine Compartment Service and Inspection

- ( ) Change engine oil and filter, check all fluid levels and fluid condition
- ( ) Draw oil sample while draining oil from engine crankcase (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- ( ) Change coolant filter
- ( ) Inspect coolant and inhibitor strength, bring up to OEM specifications.  
If Campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications
- ( ) Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- ( ) Check charging and cranking system. Check starter operation.
- ( ) Clean & service battery, cables, tray and doors as necessary
- ( ) Inspect generator/alternator, starter, brushes, wiring-mounting
- ( ) Inspect air filter, change or service as needed
- ( ) Inspect all belts, compressors, fans, engine and/or belt driven accessories
- ( ) Inspect air lines for leaks, condition and protection
- ( ) Inspect exhaust manifold, flange gaskets, muffler and condition
- ( ) Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: A 6,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Engine Compartment Service and Inspection (cont.)

- ☐ Inspect engine mounts
- ☐ Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- ☐ Check clutch adjustment, free play and clutch brake (if applicable)
- ☐ Check throttle linkage
- ☐ Replace suspension filter (if applicable)
- ☐ If campaign is due, adjust valve train as per OEM specifications

#### Chassis Inspection

- ☐ Check fifth wheel condition and mounting (if applicable)
- ☐ Lube all grease fittings, door hinges and pivot points, cables, linkages
- ☐ Inspect and service all add on equipment i.e., lift gate, lifts, etc.
- ☐ Inspect wheels for cracks. Check lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to next PM (4/32 front tires)

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_  
PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_  
LRI \_\_\_\_\_ RRI \_\_\_\_\_

- ☐ Inspect wheel seal for leaks.
- ☐ Check steering gear box and mounting. Check free lash (not to exceed two inches).
- ☐ Inspect all steering components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- ☐ Check frame, cross members for wear, cracks, rust, damage, etc.
- ☐ Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers and air bags
- ☐ Check transmission, differential fluid level, seals, and mounting
- ☐ Inspect drive shaft, universal joints, guards, and support bearings
- ☐ Inspect fuel system, fuel tank(s), mounts, lines, and pump condition
- ☐ Inspect fuel water separator and service as needed.
- ☐ Body underside and firewall, air tight and clean
- ☐ Clean under carriage-if needed

#### Hydraulic Brake System

- ☐ Inspect hydraulic brake system for leaks
- ☐ Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ☐ Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ☐ Inspect brake hoses and tubing condition-protection

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: A 6,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Hydraulic Brakes (cont.)

- ( ) Inspect master cylinder, hydro-boost/power booster (if equipped) and brake fluid reservoir level
- ( ) Re-pack grease type wheel bearings, and replace wheel bearing seals, at each brake relining, or at every 15,000 miles, whichever occurs first (if applicable)
- ( ) Inspect all oil bath wheel bearings adjustment and check for leaks (i.e. hub caps, seals)

#### Air Brake System Inspection (if Applicable)

- ( ) Inspect air compressor and governor operation
- ( ) Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- ( ) Inspect all valves, relays and hoses for leaks, or cracks
- ( ) Inspect air tanks for leaks and condition; mounting, secure.
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Inspect Anti-lock brake (ABS), system and operation
- ( ) Check for air loss, static, 1 minute 2 psi maximum
- ( ) Check for air loss, applied, 1 minute 3 psi maximum
- ( ) Drain primary (#1) air reservoir - test check valve
- ( ) Check all tank drains operable; drain tanks
- ( ) Check low air warning buzzer and light
- ( ) Check tractor protection valve
- ( ) Inspect hoses and tubing, (glad hand seals) condition and protection
- ( ) Check brake linings and drums
- ( ) Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Lube slack adjusters
- ( ) Adjust slack adjusters (unless automatic slack adjusters)
- ( ) Emergency stop system, labeled, operable
- ( ) Check spring brake operation

#### Auxiliary Mounted Equipment Inspection and Service

- ( ) Inspect reservoir, pump, motor and valve condition and operation
- ( ) Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- ( ) Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- ( ) Check operation and condition of any auxiliary mounted equipment (i.e. power liftgate, PTO, etc.)



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: A 6,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Note - If Vehicle Is Equipped With Air Brakes, Perform The Following:

Brake Chambers: Adjust to Manufacturers' (OEM) Specifications

#### Steering Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Drive Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Third Axle (if Applicable)

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

(Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_)

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Tire Information

Tire Tread Depths: Left side \_\_\_\_\_ Right side \_\_\_\_\_  
Left inside \_\_\_\_\_ Right inside \_\_\_\_\_ (if dual wheels)  
Tire PSI: Left side \_\_\_\_\_ Right side \_\_\_\_\_  
Left inside \_\_\_\_\_ Right inside \_\_\_\_\_ (if dual wheels)

Technician's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Print Name

Technician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Standard – 1.5 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
SHERIFF'S DEPARTMENT  
Preventive Maintenance Instructions

PM Group: EA OFF ROAD PM. GROUP

PM Level: A 200 Hours or 1 Year

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

Note: All Items are "As Applicable" to the Vehicle/Equipment.

#### Road Test

- ( ) Check operation of all warning devices - air, oil & temperature, vacuum
- ( ) Check drivetrain and engine performance
- ( ) Check all lights, turn signals-reflectors, mud flaps
- ( ) Check electrical wiring - condition & performance
- ( ) Check onboard 110v/220v charging

#### Engine Compartment Service And Inspection

- ( ) Change oil and filter, check all fluid levels and condition
- ( ) Inspect coolant strength, bring up to OEM specifications
- ( ) Check charging and cranking system
- ( ) Clean & service battery, cables, and tray
- ( ) Inspect generator/alternator, starter, brushes, wiring mounting
- ( ) Inspect air filter and change if needed
- ( ) Inspect condition of radiator, fluid, hoses, and tanks
- ( ) Inspect all belts, compressors, fans, engine and/or belt driven accessories
- ( ) Inspect fuel system. Check lines & pump, condition & protection. Replace fuel filter every 12 months or 200 hours
- ( ) Inspect transmission fluid & filter, change as per (OEM)
- ( ) Inspect entire exhaust system, manifold and flange gaskets, muffler condition
- ( ) Inspect engine mounts
- ( ) Check for fluid leaks (oil, water, fuel, etc.). Repair if needed.
- ( ) Check clutch adjustment & free play
- ( ) Check throttle linkage

#### Brakes

- ( ) Inspect hoses, tubing, condition and protection
- ( ) Inspect air lines-leaks, condition and protection
- ( ) Check brake lining, drums & adjustment - near cam over, pedal height
- ( ) Inspect brake lining condition, record % remaining on repair order. Replace brake lining if lining is 50% or less of new. Check parking brake. (Adjust if necessary). Record % remaining on repair order.
- ( ) Lube slack adjusters
- ( ) Adjust slack adjusters
- ( ) Check parking brake condition & adjustment
- ( ) Emergency stop system, labeled, operable
- ( ) Releases after loss of service air, and skid if equipped

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
SHERIFF'S DEPARTMENT  
Preventive Maintenance Instructions

PM Group: EA OFF ROAD PM. GROUP

PM Level: A 200 Hours or 1 Year

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

Note: All Items are "As Applicable" to the Vehicle/Equipment.

#### Chassis

- ( ) Lube all grease fittings, door hinges and pivot points, cables, linkages
- ( ) Inspect & service all add on equipment, i.e., lift gate, lifts, etc.
- ( ) Inspect wheels, tires, and lug nuts for cracks & correct torque. Replace tire if tread depth is expected to reach 3/32 minimum prior to next pm
- ( ) Inspect wheel seal for leaks. Inspect hydraulic brake system for leaks
- ( ) Repack wheel bearings and replace seals
- ( ) Check steering gear & mounting. Check free lash & oil level
- ( ) Inspect steering arms, drag links, tie rod ends
- ( ) Check frame, cross members for wear, cracks, rust, damage, etc.
- ( ) Inspect springs, shackles, U-bolts, kingpins, shock absorbers
- ( ) Inspect drive shaft, universal joints, & guards
- ( ) Inspect exhaust system. Check manifold & flange gaskets - muffler & condition
- ( ) Body underside & firewall, air tight & clean
- ( ) Check articulated steering
- ( ) Check rear steering
- ( ) Clean under carriage if needed

#### Air Brake System Inspection (if Applicable)

- ( ) Inspect Air Compressor & Governor Operation
- ( ) Inspect All Valves, Relays & Hoses for Leaks
- ( ) Drain & Inspect Air Tanks for Leaks & Condition
- ( ) Inspect Entire Brake Operation, Air & Mechanical Devices
- ( ) Air Governor Adjustment - Minimum 85 Psi - Maximum 130 Psi
- ( ) Check For Air Loss, Un-applied, 1 Minute 3 Psi Maximum
- ( ) Check For Air Loss, Applied, 1 Minute 3 Psi Maximum
- ( ) Drain Number 1 Air Reservoir - Test All Check Valves - Low Air Warning Devices
- ( ) Check All Tanks, Secure, Drain Operable, Drain Tanks
- ( ) Check Low Air Warning Buzzer

#### Auxiliary Mounted Equipment (if Applicable)

- ( ) Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- ( ) Inspect hoses, rams, valves and pump for leaks
- ( ) Lubricate all grease fittings (i.e. liftgate, etc.)
- ( ) Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

#### Propane Powered/Diesel Powered

- ( ) Check diaphragms (leaks, corrosion)
- ( ) Check fuel fittings, lines, hoses
- ( ) Check tank condition & mounting

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
SHERIFF'S DEPARTMENT  
Preventive Maintenance Instructions

PM Group: EA OFF ROAD PM. GROUP

PM Level: A 200 Hours or 1 Year

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

Note: All Items are "As Applicable" to the Vehicle/Equipment.

#### Inspect Fifth Wheel

- ☐ Check plate
- ☐ Check locking pin
- ☐ Lube slide
- ☐ Check slide release

#### Refrigeration Unit

- ☐ Correct operation to include auto startup & restart to maintain temperature
- ☐ Cycle unit to 30f in less than 1 hour
- ☐ Manual start
- ☐ Check belts for leaks & cracks
- ☐ Check condensation fans in cargo compartment
- ☐ Check cooler & heat lights operations defrost

#### Trailers

- ☐ Check landing gear & support
- ☐ Check tire pressure & tire tread
- ☐ Inspect king pin and plate

Note: For On-Board Generators/Aux Engines (See Engine Compartment Service & Inspection)

#### Check Off Sheet

- ☐ Odometer
- ☐ Hourmeter

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard: up to (3) Hours depending on equipment requirements

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: EB OFF ROAD SEMI-ANNUAL GROUP PM Level: A 100 Hours or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

Note: All Items are "As Applicable" to the Vehicle/Equipment.

#### Road Test

- ( ) Check operation of all warning devices - air, oil & temperature, vacuum
- ( ) Check drivetrain and engine performance
- ( ) Check all lights, turn signals-reflectors, mud flaps
- ( ) Check electrical wiring - condition & performance
- ( ) Check onboard 110v/220v charging

#### Engine Compartment Service And Inspection

- ( ) Change oil and filter, check all fluid levels and condition
- ( ) Inspect coolant strength, bring up to OEM specifications
- ( ) Check charging and cranking system
- ( ) Clean & service battery, cables, and tray
- ( ) Inspect generator/alternator, starter, brushes, wiring mounting
- ( ) Inspect air filter and change if needed
- ( ) Inspect condition of radiator, fluid, hoses, and tanks
- ( ) Inspect all belts, compressors, fans, engine and/or belt driven accessories
- ( ) Inspect fuel system. Check lines & pump, condition & protection. Replace fuel filter every 12 months or 200 hours
- ( ) Inspect transmission fluid & filter, change as per (OEM)
- ( ) Inspect entire exhaust system, manifold and flange gaskets, muffler condition
- ( ) Inspect engine mounts
- ( ) Check for fluid leaks (oil, water, fuel, etc.). Repair if needed.
- ( ) Check clutch adjustment & free play
- ( ) Check throttle linkage

#### Brakes

- ( ) Inspect hoses, tubing, condition and protection
- ( ) Inspect air lines-leaks, condition and protection
- ( ) Check brake lining, drums & adjustment - near cam over, pedal height
- ( ) Inspect brake lining condition, record % remaining on repair order. Replace brake lining if lining is 50% or less of new. Check parking brake. (Adjust if necessary). Record % remaining on repair order.
- ( ) Lube slack adjusters
- ( ) Adjust slack adjusters
- ( ) Check parking brake condition & adjustment
- ( ) Emergency stop system, labeled, operable
- ( ) Releases after loss of service air, and skid if equipped

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: EB OFF ROAD SEMI-ANNUAL GROUP PM Level: A 100 Hours or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

Note: All Items are "As Applicable" to the Vehicle/Equipment.

#### Chassis

- ( ) Lube all grease fittings, door hinges and pivot points, cables, linkages
- ( ) Inspect & service all add on equipment, i.e., lift gate, lifts, etc.
- ( ) Inspect wheels, tires, and lug nuts for cracks & correct torque. Replace tire if tread depth is expected to reach 3/32 minimum prior to next pm
- ( ) Inspect wheel seal for leaks. Inspect hydraulic brake system for leaks
- ( ) Repack wheel bearings and replace seals
- ( ) Check steering gear & mounting. Check free lash & oil level
- ( ) Inspect steering arms, drag links, tie rod ends
- ( ) Check frame, cross members for wear, cracks, rust, damage, etc.
- ( ) Inspect springs, shackles, U-bolts, kingpins, shock absorbers
- ( ) Inspect drive shaft, universal joints, & guards
- ( ) Inspect exhaust system. Check manifold & flange gaskets - muffler & condition
- ( ) Body underside & firewall, air tight & clean
- ( ) Check articulated steering
- ( ) Check rear steering
- ( ) Clean under carriage if needed

#### Air Brake System Inspection (if Applicable)

- ( ) Inspect Air Compressor & Governor Operation
- ( ) Inspect All Valves, Relays & Hoses for Leaks
- ( ) Drain & Inspect Air Tanks for Leaks & Condition
- ( ) Inspect Entire Brake Operation, Air & Mechanical Devices
- ( ) Air Governor Adjustment - Minimum 85 Psi - Maximum 130 Psi
- ( ) Check For Air Loss, Un-applied, 1 Minute 3 Psi Maximum
- ( ) Check For Air Loss, Applied, 1 Minute 3 Psi Maximum
- ( ) Drain Number 1 Air Reservoir - Test All Check Valves - Low Air Warning Devices
- ( ) Check All Tanks, Secure, Drain Operable, Drain Tanks
- ( ) Check Low Air Warning Buzzer

#### Auxiliary Mounted Equipment (if Applicable)

- ( ) Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- ( ) Inspect hoses, rams, valves and pump for leaks
- ( ) Lubricate all grease fittings (i.e. liftgate, etc.)
- ( ) Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

#### Propane Powered/Diesel Powered

- ( ) Check diaphragms (leaks, corrosion)
- ( ) Check fuel fittings, lines, hoses
- ( ) Check tank condition & mounting

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: EB OFF ROAD SEMI-ANNUAL GROUP      PM Level: A 100 Hours or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

Note: All Items are "As Applicable" to the Vehicle/Equipment.

#### Inspect Fifth Wheel

- ☐ Check plate
- ☐ Check locking pin
- ☐ Lube slide
- ☐ Check slide release

#### Refrigeration Unit

- ☐ Correct operation to include auto startup & restart to maintain temperature
- ☐ Cycle unit to 30f in less than 1 hour
- ☐ Manual start
- ☐ Check belts for leaks & cracks
- ☐ Check condensation fans in cargo compartment
- ☐ Check cooler & heat lights operations defrost

#### Trailers

- ☐ Check landing gear & support
- ☐ Check tire pressure & tire tread
- ☐ Inspect king pin and plate

Note: For On-Board Generators/Aux Engines (See Engine Compartment Service & Inspection)

#### Check Off Sheet

- ☐ Odometer
- ☐ Hourmeter

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard: up to (3) Hours depending on equipment requirements

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: EC OFF HIGHWAY PM GROUP      PM Level: A 1000 HOURS OR 12 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

#### ENGINE

- ( ) Check operation of all warning devices - air, oil & temperature, vacuum
- ( ) Change oil & filters
- ( ) Test run
- ( ) Check for oil leaks
- ( ) Check low oil safety system
- ( ) Check high & low rpm
- ( ) Inspect engine mounts
- ( ) Inspect exhaust manifold & flange gaskets-muffler & Condition

#### FUEL SYSTEM

- ( ) Drain fuel tank pump
- ( ) Clean fuel pump strainer
- ( ) Change fuel filters
- ( ) Check for fuel leaks
- ( ) Inspect throttle linkage

#### COOLING SYSTEM

- ( ) Check antifreeze level (50/50)
- ( ) Clean radiator fin area
- ( ) Check hoses & connectors
- ( ) Check water pump
- ( ) Check water temperature & safety switch
- ( ) Check all belts
- ( ) Check & lube fan bearings & belt idlers

#### EXHAUST SYSTEM

- ( ) Check rain cap
- ( ) Check muffler, clamps & piping

#### AIRINTAKE SYSTEM

- ( ) Check dry air filter & replace if necessary
- ( ) Check oil bath filter
- ( ) Check air intake tubing

#### STARTING CIRCUIT

- ( ) Check battery
- ( ) Check battery, connections, cables, & hold down clean as needed
- ( ) Check starter operation etc.
- ( ) Check glow plugs



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: EC OFF HIGHWAY PM GROUP      PM Level: A 1000 HOURS OR 12 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

#### CHARGING CIRCUIT

- ( ) Check alternator belt
- ( ) Check alternator mounting, wiring, connection etc.
- ( ) Check alternator output

#### UNIT

- ( ) Check unit mounting bolts
- ( ) Check engine & compressor mount bolts
- ( ) Check external & internal frame members
- ( ) Check gauges, switches, & electrical products

#### REFRIGERATION SYSTEM

- ( ) Check compressor drive
- ( ) Check air switch & calibrate
- ( ) Check & clean evaporator & condenser coil
- ( ) Check compressor oil level
- ( ) Check refrigerant drier
- ( ) Check refrigerant level
- ( ) Check operating refrigerant pressure
- ( ) Check thermometer calibration
- ( ) Check unit cycling
- ( ) Calibrate mechanical thermostats & thermo king solid state thermostat
- ( ) Check pilot solenoid valve - thermo king only
- ( ) Check refrigerant solenoid valves
- ( ) Check defrost damper
- ( ) Check fan defrost actuator - thermo king only
- ( ) Check defrost drains
- ( ) Check throttling valves - thermo king only
- ( ) Check defrost termination thermostats
- ( ) Check solid state defrost timer

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard – 1.5 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: A 10,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Conduct 08 Inspections With PM Service When Applicable.

#### Road Test / Walk Around Inspection

- ( ) Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drivetrain and engine performance
- ( ) Check steering, suspension and braking performance
- ( ) Fire extinguisher and reflectors - secured and marked
- ( ) Check operation of horn, defrosters, heating and A.C. system, gauges, and speedometer
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect lap/shoulder belts, sleeper restraints and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Inspect window glass condition/operation
- ( ) Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- ( ) Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- ( ) Check electrical wiring condition and protection
- ( ) Check starter operation
- ( ) Check operation of all warning devices/lights - air, oil, temperature, DPF system and vacuum
- ( ) Inspect cage locks and condition (if applicable)
- ( ) Inspect condition of interior & exterior
- ( ) Note condition of paint and body in comment section of repair order
- ( ) Check for proper permits, registration, CA number and license plates.

#### Engine Compartment Service and Inspection

- ( ) Change oil and filter, check all fluid levels and fluid condition
- ( ) Draw oil sample while draining oil from engine crankcase oil (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- ( ) Change coolant filter
- ( ) Inspect coolant and inhibitor strength, bring up to OEM specifications.  
If campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications.
- ( ) Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- ( ) Ensure fan hub engages when vehicle is at operating temperature (if applicable)
- ( ) Check charging and cranking system
- ( ) Clean & service battery, cables, tray and doors as necessary
- ( ) Inspect generator/alternator, starter, brushes, wiring-mounting
- ( ) Inspect air filter, change or service as needed
- ( ) Inspect all belts, compressors, fans, engine and/or belt driven accessories

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: A 10,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Inspect air lines for leaks, condition and protection
- ( ) Inspect exhaust manifold, flange gaskets, muffler and condition
- ( ) Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)
- ( ) Inspect engine mounts
- ( ) Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- ( ) Check clutch adjustment, free play and clutch brake (if applicable)
- ( ) Check throttle linkage
- ( ) Replace power steering line filter and suspension filter (if applicable)
- ( ) Adjust valve train as per manufacturer's specifications (if campaign is due)

#### Chassis Inspection

- ( ) Check fifth wheel, slider condition/operation (if applicable) and mounting
- ( ) Lube all grease fittings, door hinges and pivot points, cables, linkages
- ( ) Inspect and service all add on equipment i.e., lift gate, lift gate charge cord, etc.
- ( ) Inspect wheels for cracks & lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire if tread depth is expected to reach 3/32 minimum prior to next PM.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LRI \_\_\_\_\_ RRI \_\_\_\_\_ (if dual wheels)  
LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

LRI \_\_\_\_\_ RRI \_\_\_\_\_ (if dual wheels)

- ( ) Inspect wheel seal for leaks.
- ( ) Check steering gear and mounting. Check free lash and oil level
- ( ) Inspect all steering and suspension components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- ( ) Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers, air bags, air lines, mounting, and leveling valves
- ( ) Check frame, cross members for wear, cracks, rust, damage, etc.
- ( ) Check transmission, differential fluid level, seals, and mounting
- ( ) Inspect drive shaft, universal joints, guards, and support bearings
- ( ) Inspect fuel system, fuel tank(s), mounts, lines, and pump condition and protection
- ( ) Inspect fuel water separator and service as needed.
- ( ) Body underside and firewall, air tight and clean
- ( ) Clean under carriage-if needed
- ( ) Re-pack grease type wheel bearings and replace wheel bearing seals (if applicable)
- ( ) Inspect all oil bath wheel bearings adjustment, and check for leaking hub caps or seals

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: A 10,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Air Brake System Inspection

- ( ) Inspect air compressor and governor operation
- ( ) Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- ( ) Inspect all valves, relays and hoses for leaks, or cracks
- ( ) Drain and inspect air tanks for leaks and condition; mountings secure
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Inspect Anti-lock brake (ABS), system and operation
- ( ) Check for air loss, static, 1 minute 2 psi maximum
- ( ) Check for air loss, applied, 1 minute 3 psi maximum
- ( ) Drain primary (#1) air reservoir - test check valve
- ( ) Check all tanks, secure, drains operable; drain tanks
- ( ) Check low air warning buzzer and light
- ( ) Check tractor protection valve
- ( ) Inspect hoses and tubing, (Glad hand seals) condition and protection
- ( ) Check brake linings and drums
- ( ) Inspect brake linings and associated brake components condition. Record remaining Brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Lube slack adjusters
- ( ) Adjust slack adjusters (if non-automatic slack adjusters)
- ( ) Emergency stop system, labeled, operable
- ( ) Check spring brake operation

#### Auxiliary Mounted Equipment Inspection and Service

- ( ) Inspect reservoir, pump, motor and valve condition and operation
- ( ) Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- ( ) Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- ( ) Check operation and condition of any auxiliary mounted equipment

#### Note - Perform The Following:

Brake Chambers: Adjust to Manufacturer's Specifications

#### Steering Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: A 10,000 Miles or 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Drive Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Third Axle (if Applicable)

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Technician's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Print Name

Technician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Standard – 2.0 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: B 15,000 Miles or 18 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ( ) Verify level of PM service required, outstanding campaigns, recalls or other programs
- ( ) Check all lights, fluid levels, tires, ensure vehicle is safe
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ( ) Check interior electrical, mechanical, a/c, heater, and defroster performance
- ( ) Check steering, suspension and braking performance
- ( ) Check operation of all warning indicators
- ( ) Check operation of all emergency lighting equipment and siren (if equipped)
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Note condition of paint and body in comment section of repair order

#### Engine Compartment Service and Inspection

- ( ) Change oil and filter, check all fluid levels and fluid condition
- ( ) Inspect cooling system, pressure test and repair leaks as necessary
- ( ) Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (replace if needed)
- ( ) Inspect charging and cranking system, service battery, cables and tray as necessary
- ( ) Replace spark plugs per OEM requirements
- ( ) Inspect all hoses, belts, wiring and accessories (replace if needed)
- ( ) Replace fuel filter (if serviceable)

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) Lubricate all fittings, hinges, and cables
- ( ) Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this Document and the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

Ensure that Tire Pressure meets Manufacturer Specifications.

- ( ) Rotate tires, including spare
- ( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES      PM Level: B 15,000 Miles or 18 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

- ( ) Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- ( ) Inspect all steering and suspension components for wear and proper operation
- ( ) If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

#### Chassis, Drive Train, Exhaust, Exterior Inspection and Service

-----  
All Crown Victoria Vehicles

- ( ) Inspect rear frame rails, upper control arm brackets and lower control arm brackets for cracks.
- ( ) Frame crack found ( ) No frame crack found  
\*If frame crack is found, Contact Sheriff Contract Monitor for Approval to Repair

- 
- ( ) Inspect condition, operation, and mounting of all exhaust system components
  - ( ) Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
  - ( ) Inspect fluid condition and levels of transmission, rear axle, and power steering system
  - ( ) Inspect fluid condition and levels of transfer case and front axle on 4X4 models
  - ( ) Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Labor Standard – 1.5 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: B 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ☐ Verify level of PM service required, outstanding campaigns, recalls or other programs
- ☐ Check all lights, fluid levels, tires; ensure vehicle is safe
- ☐ Test drive vehicle and evaluate
- ☐ Check drive train and engine performance
- ☐ Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ☐ Check interior electrical, mechanical, a/c, heater, and defroster performance
- ☐ Check steering, suspension and braking performance
- ☐ Check operation of all warning indicators
- ☐ Check operation of all emergency lighting equipment and siren
- ☐ Inspect lap/shoulder belts and seat latches for wear and proper operation
- ☐ Ensure correct fasteners are used to install hard seat (if equipped with hard seat)
- ☐ Note condition of paint and body in comments section of repair order

#### Engine Compartment Service and Inspection

- ☐ Change oil and filter, check all fluid levels and fluid conditions
- ☐ Inspect cooling system, pressure test and repair leaks if needed
- ☐ Inspect condition of air filter, cabin air filter, breather elements, pcv filter and valve (Replace if needed)
- ☐ Inspect charging and cranking systems, service battery, cables and tray as necessary
- ☐ Replace spark plugs per OEM requirements
- ☐ Inspect all hoses, belts, wiring and accessories (replace if needed)
- ☐ Replace Fuel Filter (if serviceable)

#### Light bar Inspection Check

- ☐ Run all lights, to include light bar, arrow stick, and map light.
- ☐ Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- ☐ Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- ☐ Ensure connectors are fastened securely on all vehicles.
- ☐ Ensure the light bar shuts off when the power switch is turned off.
- ☐ If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ☐ For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- ☐ Lubricate all fittings, hinges, and cables
- ☐ Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: B 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

Tread depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

Ensure that tire pressure meets OEM specifications.

- ( ) Rotate tires, including spare
- ( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)
- ( ) Inspect all steering and suspension components for wear and proper operation
- ( ) If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

#### Chassis, Drive Train, Exhaust, Exterior Inspection and Service

##### ----- On Crown Victoria Vehicles

- ( ) Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.
- ( ) Frame crack found ( ) No frame crack found  
\*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

- ##### -----
- ( ) Inspect condition, operation, and mounting of all exhaust system components
  - ( ) Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
  - ( ) Inspect fluid condition and levels of transmission, rear axle, and power steering system
  - ( ) Inspect fluid condition and levels of transfer case and front axle on 4X4 models
  - ( ) Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_

Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Labor Standard – 1.5 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES

PM Level: B 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ☐ Verify level of PM service required, outstanding campaigns, recalls or other programs
- ☐ Check all lights, fluid levels, tires; ensure vehicle is safe
- ☐ Test drive vehicle and evaluate
- ☐ Check drive train and engine performance
- ☐ Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ☐ Check interior electrical, mechanical, a/c, heater, and defroster performance
- ☐ Check steering, suspension and braking performance
- ☐ Check operation of all warning indicators
- ☐ Check operation of all emergency lighting equipment and siren
- ☐ Inspect lap/shoulder belts and seat latches for wear and proper operation
- ☐ Ensure correct fasteners are used to install hard seat (if equipped with hard seat)
- ☐ Note condition of paint and body in comments section of repair order

#### Engine Compartment Service and Inspection

- ☐ Change oil and filter, check all fluid levels and fluid conditions
- ☐ Inspect cooling system, pressure test and repair leaks if needed
- ☐ Inspect condition of air filter, cabin air filter, breather elements, pcv filter and valve (Replace if needed)
- ☐ Inspect charging and cranking systems, service battery, cables and tray as necessary
- ☐ Replace spark plugs per OEM requirements
- ☐ Inspect all hoses, belts, wiring and accessories
- ☐ Replace Fuel Filter (if serviceable)

#### Light bar Inspection Check

- ☐ Run all lights, to include light bar, arrow stick, and map light.
- ☐ Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- ☐ Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- ☐ Ensure connectors are fastened securely on all vehicles.
- ☐ Ensure the light bar shuts off when the power switch is turned off.
- ☐ If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ☐ For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- ☐ Lubricate all fittings, hinges, and cables

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES

PM Level: B 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

### Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

Tread depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

Ensure that tire pressure meets OEM specifications.

- ( ) Rotate tires, including spare  
( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.  
( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.  
( ) Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)  
( ) Inspect all steering and suspension components for wear and proper operation  
( ) If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

### Chassis, Drive Train, Exhaust, Exterior Inspection and Service

-----  
On Crown Victoria Vehicles

- ( ) Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.

- ( ) Frame crack found ( ) No frame crack found

\*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

- ( ) Inspect condition, operation, and mounting of all exhaust system components  
( ) Inspect condition of body, lubricate doors hinges, trunk, hood, etc.  
( ) Inspect fluid condition and levels of transmission, rear axle, and power steering system  
( ) Inspect fluid condition and levels of transfer case and front axle on 4X4 models  
( ) Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_

Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: B 15,000 Miles or 18 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ( ) Verify level of PM Service required, outstanding campaigns, recalls, or other programs
- ( ) Check all lights, turn signals, mud flaps, ensure vehicle is safe
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Check steering, suspension, and braking performance
- ( ) Check fire extinguisher and reflectors - secured and marked (if applicable)
- ( ) Check operation of horn, a/c, defroster, gauges, and speedometer
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect mirrors and supports
- ( ) Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ( ) Check electrical wiring condition and protection
- ( ) Check warning devices - air, oil, temperature, and vacuum
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Note condition of paint and body in comment section of the repair order

#### Engine Compartment Service and Inspection

- ( ) Change engine oil and filter. Check all fluid levels, and fluid conditions
- ( ) Inspect condition of air filter, cabin filter (if equipped), breather elements, pcV filter and valve
- ( ) Check charging and cranking systems, service battery, cables, and tray
- ( ) Inspect complete cooling system, pressure test and repair leaks as necessary
- ( ) Inspect condition of all belts and hoses (replace if needed)
- ( ) Inspect all compressors, fans, engine and/or belt driven accessories
- ( ) Inspect air lines for leaks, condition and protection (if air brake equipped)
- ( ) Inspect fuel system; tank(s), lines and pump for leaks, condition and protection
- ( ) Replace fuel filter(s)
- ( ) Inspect complete exhaust system.
- ( ) Inspect engine mounts
- ( ) Check clutch adjustment and free play (if applicable)
- ( ) Check throttle linkage (if applicable)

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) Lube all grease fittings, door hinges, pivot points, cables, and linkages
- ( ) Inspect all steering and suspension components for wear and proper operation
- ( ) Check steering gear box and mounting. Check leaks and free play.
- ( ) Rotate tires, including spare (if appropriate)
- ( ) Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: B 15,000 Miles or 18 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare \_\_\_\_\_

Ensure that tire pressure meets manufacturer specifications.

- ( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Inspect brake hoses and tubing condition-protection
- ( ) Inspect master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- ( ) If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first.

#### Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection and Service

- ( ) Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- ( ) Inspect drive shaft and universal joints for wear, loose bolts, etc.
- ( ) Inspect transmission for leaks, inspect mounts
- ( ) Inspect axle seals and/or wheel seals for leaks
- ( ) Inspect condition, operation, and mounting of exhaust system
- ( ) Inspect differential for leaks, condition and fluid level. Check mounting (bolts, nuts, etc.)
- ( ) If four wheel drive, inspect fluid condition and levels of transfer case and front axle
- ( ) Clean under carriage, as needed

#### Air Brake Inspection (vehicles equipped with Air Brakes)

- ( ) Inspect air compressor operation
- ( ) Check air governor cut-in and cut-out - minimum 85psi - maximum 130 psi
- ( ) Inspect all valves, relays and hoses for leaks
- ( ) Drain and inspect air tanks for leaks; condition. Check mountings
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Check for air leaks and 1-minute brake application test, air loss
- ( ) Release after loss of service air-test
- ( ) Check low air pressure warning buzzer

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: B 15,000 Miles or 18 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Auxiliary Mounted Equipment (if Applicable)

- ( ) Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- ( ) Inspect hoses, rams, valves and pump for leaks
- ( ) Lubricate all grease fittings (i.e. liftgate, etc.)
- ( ) Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Labor Standard – 1.8 Hours

DRAFT

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: B 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Conduct 08 Inspections With PM Service When Feasible.

Note: On Lenco/Bearcat Armored vehicles, print out supplemental inspection list.

#### Road Test / Walk Around Inspection

- ( ) Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drivetrain and engine performance
- ( ) Check steering, suspension and braking performance
- ( ) Fire extinguisher and reflectors - secured and marked
- ( ) Check operation of horn, defrosters, gauges, and speedometer
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Inspect window glass condition/operation
- ( ) Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- ( ) Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- ( ) Check electrical wiring condition and protection
- ( ) Check operation of all warning devices - air, oil, temperature, and vacuum
- ( ) Inspect cage locks and condition (if applicable)
- ( ) Inspect condition of interior & exterior
- ( ) Note condition of paint and body in comment section of repair order
- ( ) Check for proper permits, registration, CA number and license plates

#### Engine Compartment Service and Inspection

- ( ) Change engine oil and filter, check all fluid levels and fluid condition
- ( ) Draw oil sample while draining oil from engine crankcase (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- ( ) Change coolant filter
- ( ) Inspect coolant and inhibitor strength, bring up to OEM specifications.  
If Campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications
- ( ) Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- ( ) Check charging and cranking system. Check starter operation.
- ( ) Clean & service battery, cables, tray and doors as necessary
- ( ) Inspect generator/alternator, starter, brushes, wiring-mounting
- ( ) Inspect air filter, change or service as needed
- ( ) Inspect all belts, compressors, fans, engine and/or belt driven accessories
- ( ) Inspect air lines for leaks, condition and protection
- ( ) Inspect exhaust manifold, flange gaskets, muffler and condition
- ( ) Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: B 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Engine Compartment Service and Inspection (cont.)

- ☐ Inspect engine mounts
- ☐ Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- ☐ Check clutch adjustment, free play and clutch brake (if applicable)
- ☐ Check throttle linkage
- ☐ Replace power steering filter and suspension filter (if applicable)
- ☐ If campaign is due, adjust valve train as per OEM specifications

#### Chassis Inspection

- ☐ Check fifth wheel condition and mounting (if applicable)
- ☐ Lube all grease fittings, door hinges and pivot points, cables, linkages
- ☐ Inspect and service all add on equipment i.e., lift gate, lifts, etc.
- ☐ Inspect wheels for cracks. Check lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to next PM (4/32 front tires)

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_  
LRI \_\_\_\_\_ RRI \_\_\_\_\_

- ☐ Inspect wheel seal for leaks.
- ☐ Check steering gear box and mounting. Check free lash (not to exceed two inches).
- ☐ Inspect all steering components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- ☐ Check frame, cross members for wear, cracks, rust, damage, etc.
- ☐ Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers and air bags
- ☐ Check transmission, differential fluid level, seals, and mounting
- ☐ Inspect drive shaft, universal joints, guards, and support bearings
- ☐ Inspect fuel system, fuel tank(s), mounts, lines, and pump condition
- ☐ Replace fuel filter(s)
- ☐ Inspect fuel water separator and service as needed.
- ☐ Body underside and firewall, air tight and clean
- ☐ Clean under carriage-if needed

#### Hydraulic Brake System

- ☐ Inspect hydraulic brake system for leaks
- ☐ Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ☐ Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ☐ Inspect brake hoses and tubing condition-protection



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: B 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Hydraulic Brakes (cont.)

- ( ) Inspect master cylinder, hydro-boost/power booster (if equipped) and brake fluid reservoir level
- ( ) Re-pack grease type wheel bearings, and replace wheel bearing seals, at each brake relining, or at every 15,000 miles, whichever occurs first (if applicable)
- ( ) Inspect all oil bath wheel bearings adjustment and check for leaks (i.e. hub caps, seals)

#### Air Brake System Inspection (if Applicable)

- ( ) Inspect air compressor and governor operation
- ( ) Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- ( ) Inspect all valves, relays and hoses for leaks, or cracks
- ( ) Inspect air tanks for leaks and condition; mounting, secure.
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Inspect Anti-lock brake (ABS), system and operation
- ( ) Check for air loss, static, 1 minute 2 psi maximum
- ( ) Check for air loss, applied, 1 minute 3 psi maximum
- ( ) Drain primary (#1) air reservoir - test check valve
- ( ) Check all tank drains operable; drain tanks
- ( ) Check low air warning buzzer and light
- ( ) Check tractor protection valve
- ( ) Inspect hoses and tubing, (glad hand seals) condition and protection
- ( ) Check brake linings and drums
- ( ) Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Lube slack adjusters
- ( ) Adjust slack adjusters (unless automatic slack adjusters)
- ( ) Emergency stop system, labeled, operable
- ( ) Check spring brake operation

#### Auxiliary Mounted Equipment Inspection and Service

- ( ) Inspect hydraulic reservoir, pump, motor and valve condition and operation
- ( ) Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- ( ) Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- ( ) Check operation and condition of any auxiliary mounted equipment (i.e. power liftgate, PTO, etc.)

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: B 12,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Note - If Vehicle Is Equipped With Air Brakes, Perform The Following:

Brake Chambers: Adjust to Manufacturers' (OEM) Specifications

#### Steering Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Drive Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Third Axle (if Applicable)

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

(Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_)

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Tire Information

Tire Tread Depths: Left side \_\_\_\_\_ Right side \_\_\_\_\_  
Left inside \_\_\_\_\_ Right inside \_\_\_\_\_ (if dual wheels)

Tire PSI: Left side \_\_\_\_\_ Right side \_\_\_\_\_  
Left inside \_\_\_\_\_ Right inside \_\_\_\_\_ (if dual wheels)

Technician's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Print Name

Technician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Standard – 2.5 Hours

# STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County

## SHERIFF'S DEPARTMENT

### Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: B 12,000 Miles or 12 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### INSTRUCTIONS

Use The Following Process To Indicate Tasks "Inspected", "Completed", And/Or "Adjusted/Repaired". Mark "Task" Column With One of the Following;

(I) = Inspected, (O) = Follow-Up Work Required, (X) = Adjusted Or Repairs Were Made

Note: (X) To Be Written Over an (O) If The Item Is Adjusted or Repaired. Document repairs On The Additional Work Worksheet.

Technicians Are To Initial In The Column Marked "Tech" Next To Each Task/ Inspection They Complete During The Preventive Maintenance.

#### Road Test / Interior Service and Inspection

	Task	Tech	
01	( )	( )	Verify Level Of PM Service Required, Outstanding Campaigns, Recalls Or Other Programs
02	( )	( )	Check All Lights, Turn Signals, Emergency Equipment (Lights and Siren) And Mud Flaps
03	( )	( )	Inspect Windshield Wipers And Wiper Operation, Check All Glass For Cracks, Delamination And Overall Condition
04	( )	( )	Inspect Mirrors To Include Spot Mirrors And Supports
05	( )	( )	Inspect Interior Condition And Operation Of All Components
06	( )	( )	Check Operation Of Entrance Door
07	( )	( )	Test Drive Vehicle (5 miles minimum). Evaluate Engine and Drive Train Performance.
08	( )	( )	Check Steering, Suspension And Braking Performance
09	( )	( )	Test Anti-skid Brake System If Equipped
10	( )	( )	Fire Extinguisher And Reflectors - Secured And Tagged And Fully Charged, List Charge Status Ext 1 _____ Ext 2 _____
11	( )	( )	Check Operation Of Air & Elect. Horns, Back-Up Alarm Systems, Speedometer, And Gauges
12	( )	( )	Inspect Lap/Shoulder Belts And Seat Latches For Wear And Proper Operation
13	( )	( )	Para Transit Type Vehicles - Inspect All Wheelchair Tie Down Straps, Shoulder Belts, Mechanical Latches And Floor Anchors.
14	( )	( )	Check Interior Electrical Wiring Condition And Protection
15	( )	( )	Check Operation Of All Warning Devices - Air, Oil, Temperature, And Vacuum
16	( )	( )	Inspect Air Compressor And Governor Operation
17	( )	( )	Check Low Air Warning Buzzer And Light
18	( )	( )	Perform Air Governor Test (Minimum 85 Psi, And Maximum 130 Psi)
19	( )	( )	Check For Air Loss, Static, 1 Minute 2 Psi Maximum
20	( )	( )	Check For Air Loss, Applied, 1 Minute 3 Psi Maximum
21	( )	( )	Check For a Loss Of Service Air. Condition Initiates Brake Application (if applicable).

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: B 12,000 Miles or 12 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- 22 ( ) ( ) Check Emergency Stop System / Spring Brake / Parking Brake System, Ensure Proper Labeling And Operation
- 23 ( ) ( ) Drain Number 1 Air Reservoir - Test All Check Valves – Low Air Warning Devices
- 24 ( ) ( ) Check Interior; Electrical And Mechanical Performance Of All Components
- 25 ( ) ( ) Inspect Condition and Operation of Cage Locks
- 26 ( ) ( ) Inspect Condition and Operation Of Body, Cab And Doors Including all Emergency Exits And Baggage Doors
- 27 ( ) ( ) Note Condition Of Paint, Body And Decals On Additional Worksheet And In The Comments Section Of The Repair Order
- 28 ( ) ( ) Check Operation Of Heater And Defroster Systems
- 29 ( ) ( ) Check Operation Of A/C System
- 30 ( ) ( ) Remove, Inspect And Clean (or Replace if Needed) A/C Evaporator Filter
- 31 ( ) ( ) Test AMEREX Fire Suppression System
- 32 ( ) ( ) Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Equipped) Inspect Tank Mountings, Hoses, And Drains as needed. Clean Excessive Overflow and Corrosion as Needed.
- 33 ( ) ( ) Lube All Grease Fittings, Door Hinges Pivot Points, Cables, Linkages That Are Accessible While The Vehicle Is On The Ground

Engine Compartment / Under Vehicle, Service And Inspection

- 34 ( ) ( ) While draining engine oil, Draw Oil Sample From Engine Crankcase Oil (min 4oz). Prepare Sample To Go to Lab For Oil Analysis.
- 35 ( ) ( ) Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- 36 ( ) ( ) Change Coolant Filter, If Required by OEM
- 37 ( ) ( ) Inspect Coolant And Inhibitor Strength, Bring Up To Specifications. Replace Coolant With New 50/50 Mix (coolant/deionized water) If Campaign Is Due. Write Up As "Additional Work"
- 38 ( ) ( ) Inspect Condition Of Radiator, Fluid, Hoses, And Tanks
- 39 ( ) ( ) Attach coolant dam and pressurize the cooling system while checking for coolant leaks, and hose and hose clamp condition. Leave system under pressure for 30 Minutes while other tasks are performed. Record any unsatisfactory conditions as additional work.
- 40 ( ) ( ) Inspect Fuel System And Replace Fuel Filters (including Fuel/Water Separator If Required)
- 41 ( ) ( ) Check Charging And Cranking System
- 42 ( ) ( ) Clean, Service and Test Battery. Clean And Service, Battery Doors, Cables, And Tray As Necessary.
- 43 ( ) ( ) Inspect Generator/Alternator, Starter, Brushes, And Wiring-mountings
- 44 ( ) ( ) Inspect Air Filter; Change and/or Service As Needed
- 45 ( ) ( ) Inspect Exhaust System. Check Manifold And Flange Gaskets. Check Muffler And Condition. Remove inmate seat, as needed, on left side by emergency exit door. Remove rear engine access panel, and inspect exhaust flex pipe and heat shield for cracks, breaks or exhaust leaks.

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: B 12,000 Miles or 12 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- 46 ( ) ( ) Inspect All Belts; Tensioners, Compressors, Fans, Engine And/Or Other Belt Driven Accessories
- 47 ( ) ( ) Inspect Air Lines; Leaks, Condition And Protection
- 48 ( ) ( ) Inspect Diesel Particulate Filter (DPF) And Related Components, Lines and Sensors. Service as per OEM recommendations.
- 49 ( ) ( ) Inspect Engine Mounts
- 50 ( ) ( ) Check For Fluid Leaks (Oil, Water, Fuel, Etc.) Repair If Found
- 51 ( ) ( ) Check Throttle Linkage, Or Electronic Throttle Components and Wiring

Tires And Wheel Inspection

- |    | Task | Tech |  |
|----|------|------|--|
| 52 | ( )  | ( )  | Check Condition Of All Tires (I.E. Cuts, Damage, Separations, and Wear)  |
| 53 | ( )  | ( )  | Inspect Wheels, Nuts, and Axle Flange Nuts For Cracks And Looseness  |
| 54 | ( )  | ( )  | Inspect Tire Tread Depths And Record Below. Write Any Tire up For Replacement if Tire Tread Depth Is Expected To Reach 5/32 or less (front) or 3/32 or less (rear) Prior To The Next PM. |
| 55 | ( )  | ( )  | Check Tire Air Pressure, And Record Below. Adjust Tire Air Pressure and Reset Tire Pressure Monitoring System (TPMS) If Needed   |

## \*\*\*\*\* Tire Measurements \*\*\*\*\*

Record  
Left Ft. ( ) Tread 32nd  
\_\_\_\_\_

Left Ft. ( ) PSI

INS. OUT.  
Left Rr. ( ) ( ) Tread 32nd  
\_\_\_\_\_

Left Rr. ( ) ( ) PSI

Left Tag ( ) Tread 32nd

Left Tag ( ) PSI

Spare ( ) Tread 32nd

Record  
Right Ft. ( ) Tread 32nd  
\_\_\_\_\_

Right Ft. ( ) PSI

INS. OUT.  
Right Rr. ( ) ( ) Tread 32nd  
\_\_\_\_\_

Right Rr. ( ) ( ) PSI

Right Tag ( ) Tread 32nd

Right Tag ( ) PSI

Spare ( ) PSI

- |    | Task | Tech |   |
|----|------|------|---|
| 56 | ( )  | ( )  | Check Torque Of Lug Nuts; torque between 450-500 Ft. Lbs. (Document completion Of Task Below With Supervisor) |

Technician Signature \_\_\_\_\_ Emp. # \_\_\_\_\_

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: B 12,000 Miles or 12 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Supervision Signature \_\_\_\_\_ Date \_\_\_\_\_

Under Chassis Inspection And Lubrication

	Task	Tech	
57	( )	( )	Clean Under Carriage And Engine Compartment if Needed
58	( )	( )	Inspect Wheel Seals For Leaks. Inspect Hydraulic Brake System (if applicable) For Leaks
59	( )	( )	Check Oil Level in Front Hubs And On Tag Axle Hubs
60	( )	( )	Check Steering Gear And Mounting. Check Free Lash And Oil Level
61	( )	( )	Inspect Steering Arms, Drag Links, And Tie Rod Ends
62	( )	( )	Check Frame, Cross Members For Wear, Cracks, Rust, Damage, Etc.
63	( )	( )	Inspect Springs, Shackles, U-bolts, Kingpins, Shock Absorbers, And Suspension Air Bags
64	( )	( )	Check Transmission, Differential Fluid Level, Seals, And Mounting
65	( )	( )	Inspect Drive Shaft, Universal Joints, And Guards
66	( )	( )	Inspect Fuel Tanks, Lines, Pumps Condition, Mounts, For Leaks
67	( )	( )	Body Underside And Firewall, Air Tight And Clean
68	( )	( )	Check Parking Brake Condition And Adjustment (if applicable)
69	( )	( )	Check All Air Tanks, Operate Air Tank Drains; Check Tanks Are Securely Mounted
70	( )	( )	Lube Underside Of Chassis (Except Slack Adjusters)

Brakes: Drum Type? ( ) Yes ( ) No

If Yes, Continue With This Section. If No, Continue To "Disc Brake" Section

	Task	Tech	
71	( )	( )	Inspect Entire Brake Operation, Air And Mechanical Devices
72	( )	( )	Inspect Hoses And Tubing, Condition And Protection
73	( )	( )	Inspect All Valves, Relays And Hoses For Leaks
74	( )	( )	Drain And Inspect Air Tanks For Leaks And Condition
75	( )	( )	Check Brake-linings, Drums And Condition.
76	( )	( )	Adjust Brakes Only If Not Equipped With Auto Slack Adjusters, Or Disc Brakes Systems (If Found Out Of Spec) List Measurements Below Before and After Adjustment.
77	( )	( )	Inspect Brake Lining Condition, Thickness. Record Remaining Brake Lining Percentage. ** Note** Write Up Brakes For Replacement If Brake Linings Are 50% Or Less Of New.
78	( )	( )	Check Parking Brake operation; adjust if needed. Record Brake Lining Percentage remaining (if applicable)
79	( )	( )	Lube Slack Adjusters

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: B 12,000 Miles or 12 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

## \*\*\*\*\*Drum Brake Information\*\*\*\*\*

Steering Axle – Brake Can Rod Travel

Measured left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_

Brake Lining percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Drive Axle – Brake Can Rod Travel

Measured left: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_

Brake Lining percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Tag Axle – Brake Can Rod Travel

Measured left: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_

Brake Lining percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Brake Chamber Pushrod Adjustment

Steering Axle      OK  
Right Brake Chamber ( )  
Left Brake Chamber ( )

Drive Axle      OK  
Right Brake Chamber ( )  
Left Brake Chamber ( )

Tag Axle      OK  
Right Brake Chamber ( )  
Left Brake Chamber ( )

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Inspection Performed By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor Supervisor

Lug Nut Torque Check (Torque 450-500 Ft. Lbs.)

Steering Axle      OK  
(10 Lug Nuts)  
Right Wheel      ( )  
Left Wheel      ( )

Drive Axle	OK	Budd Nuts	OK
(10 Lug Nuts)		(10 Budd Nuts)	
Right Wheel	( )	Right Wheel	( )
Left Wheel	( )	Left Wheel	( )

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: B 12,000 Miles or 12 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Tag Axle OK

(10 Lug Nuts)

Right Wheel ( )

Left Wheel ( )

Inspected By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor Supervisor

Brakes: Disc Type? ( ) Yes ( ) No

	Task	Tech	
80	( )	( )	Inspect Entire Brake Operation, Air And Mechanical Devices
81	( )	( )	Inspect Hoses And Tubing; Condition And Protection
82	( )	( )	Inspect All Valves, Relays And Hoses For Leaks
83	( )	( )	Drain And Inspect Air Tanks For Leaks And Condition
84	( )	( )	Inspect Condition and Function of Calipers, Mounting Hardware and Hubs
85	( )	( )	Inspect Air Chamber (Brake Cans) Condition and Mounting
86	( )	( )	Inspect Overall Condition of Rotors; Check for Bluing and Signs of Overheating, Check for Deep Heat Cracks
87	( )	( )	Check for Grooving on Rotors (Not To Exceed 0.02 deep)
88	( )	( )	Check Rotor Thickness; Meets Minimum thickness per OEM
89	( )	( )	Check Brake Pads and Rotors are Wearing Evenly
90	( )	( )	Measure Brake Pad Wear Indicator Pin; If Pin is Protruding Less Than 10 Mm (= 50% or less of lining remaining), Replace Pads

## \*\*\*\*\*Disc Brake Information\*\*\*\*\*

Left Frt. Pad Pin Measurement ( ) Right Frt. Pad Pin Measurement ( )

Left Rear Pad Pin Measurement ( ) Right Rear Pad Pin Measurement ( )

Left Tag Pad Pin Measurement ( ) Right Tag Pad Pin Measurement ( )

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Inspection Performed By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor SupervisorAuxiliary Equipment System Inspection and Service

	Task	Tech	
91	( )	( )	Inspect and Service Auxiliary Equipment (i.e. Lift gate, Wheel Chair Lift)
92	( )	( )	Inspect reservoir, pump and valve condition and operation
93	( )	( )	Inspect hoses, rams, valves and pump for leaks



**STATEMENT OF WORK - ATTACHMENT 5**  
Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: B 12,000 Miles or 12 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

94    (   )    (   )    Lubricate all grease fittings

95    (   )    (   )    Check complete operation

PM Inspection Completed By:

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Note Additional Work Needed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time Standards For This Task

- Buses Up To Year 2006                      2.5 Hours
- Buses Years 2007 & 2008                      2.3 Hours
- Buses Years 2009 & later                      3.3 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: EC OFF HIGHWAY PM GROUP    PM Level: B 3000 HOURS OR 24 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

#### ENGINE

- ☐ Check operation of all warning devices - air, oil & temperature, vacuum
- ☐ Change oil & filters
- ☐ Take compression reading
- ☐ Adjust valves
- ☐ Clean & adjust injector nozzles
- ☐ Test run
- ☐ Check for oil leaks
- ☐ Check low oil safety system
- ☐ Check high & low rpm
- ☐ Inspect engine mounts
- ☐ Inspect exhaust manifold & flange gaskets-muffler & condition

#### FUEL SYSTEM

- ☐ Drain fuel tank pump
- ☐ Clean fuel pump strainer
- ☐ Change fuel filters
- ☐ Check for fuel leaks
- ☐ Check injection pump timing
- ☐ Inspect throttle linkage

#### COOLING SYSTEM

- ☐ Drain & flush (2 years)
- ☐ Check antifreeze level (50/50)
- ☐ Check radiator fin area
- ☐ Test run
- ☐ Check hoses & connections
- ☐ Check water pump
- ☐ Check water temperature & safety switch
- ☐ Check all belts
- ☐ Check & lube fan bearings & belt idlers

#### EXHAUST SYSTEM

- ☐ Check rain cap
- ☐ Check muffler, clamps & piping

#### AIR INTAKE SYSTEM

- ☐ Check dry air filter & replace if necessary
- ☐ Clean oil bath filter
- ☐ Check air intake tubing

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: EC OFF HIGHWAY PM GROUP    PM Level: B 3000 HOURS OR 24 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage/Hourmeter \_\_\_\_\_ Date \_\_\_\_\_

#### STARTING CIRCUIT

- ☐ Check battery
- ☐ Check battery connections, cables & hold downs clean as needed
- ☐ Check starter
- ☐ Check glow plugs (replace as per manufactures specifications)

#### CHARGING CIRCUIT

- ☐ Check alternator belt
- ☐ Check alternator mounting wiring, connections etc.
- ☐ Check alternator brushes
- ☐ Check alternator output

#### UNIT

- ☐ Check unit mounting bolts
- ☐ Check engine & compressor mount bolts
- ☐ Check external & internal frame members
- ☐ Check gauges, switches, & electrical products

#### REFRIGERATION SYSTEM

- ☐ Check compressor drive
- ☐ Check air switch & calibrate
- ☐ Check & clean evaporator & condenser coil
- ☐ Check compressor oil level
- ☐ Check refrigerant
- ☐ Check operating refrigerant pressure
- ☐ Check thermometer calibration
- ☐ Check unit cycling
- ☐ Calibrate mechanical thermostats & thermo king solid state Thermostat
- ☐ Check pilot solenoid valve - thermo king units only
- ☐ Check refrigerant solenoid valves
- ☐ Check defrost damper
- ☐ Check fan defrost actuator - thermo king units only
- ☐ Check defrost drains
- ☐ Check throttling valve - thermo king unit only
- ☐ Check defrost termination thermostats
- ☐ Check solid state defrost timer

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Date \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: B 20,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Conduct 08 Inspections With PM Service When Applicable.

#### Road Test / Walk Around Inspection

- ( ) Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drivetrain and engine performance
- ( ) Check steering, suspension and braking performance
- ( ) Fire extinguisher and reflectors - secured and marked
- ( ) Check operation of horn, defrosters, heating and A.C. system, gauges, and speedometer
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect lap/shoulder belts, sleeper restraints and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Inspect window glass condition/operation
- ( ) Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- ( ) Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- ( ) Check electrical wiring condition and protection
- ( ) Check starter operation
- ( ) Check operation of all warning devices/lights - air, oil, temperature, DPF system and vacuum
- ( ) Inspect cage locks and condition (if applicable)
- ( ) Inspect condition of interior & exterior
- ( ) Note condition of paint and body in comment section of repair order
- ( ) Check for proper permits, registration, CA number and license plates

#### Engine Compartment Service and Inspection

- ( ) Change oil and filter, check all fluid levels and fluid condition
- ( ) Draw oil sample while draining oil from engine crankcase oil (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- ( ) Change coolant filter
- ( ) Inspect coolant and inhibitor strength, bring up to OEM specifications.  
If campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications.
- ( ) Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- ( ) Ensure fan hub engages when vehicle is at operating temperature (if applicable)
- ( ) Check charging and cranking system
- ( ) Clean & service battery, cables, tray and doors as necessary
- ( ) Inspect generator/alternator, starter, brushes, wiring-mounting
- ( ) Inspect air filter, change or service as needed
- ( ) Inspect all belts, compressors, fans, engine and/or belt driven accessories

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: B 20,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Inspect air lines for leaks, condition and protection
- ( ) Inspect exhaust manifold, flange gaskets, muffler and condition
- ( ) Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)
- ( ) Inspect engine mounts
- ( ) Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- ( ) Check clutch adjustment, free play and clutch brake (if applicable)
- ( ) Check throttle linkage
- ( ) Replace power steering line filter and suspension filter (if applicable)
- ( ) Adjust valve train as per manufacturer's specifications (if campaign is due)

#### Chassis Inspection

- ( ) Check fifth wheel, slider condition/operation (if applicable) and mounting
- ( ) Lube all grease fittings, door hinges and pivot points, cables, linkages
- ( ) Inspect and service all add on equipment i.e., lift gate, lift gate charge cord, etc.
- ( ) Inspect wheels for cracks & lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire if tread depth is expected to reach 3/32 minimum prior to next PM.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LRI \_\_\_\_\_ RRI \_\_\_\_\_ (if dual wheels)  
LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

LRI \_\_\_\_\_ RRI \_\_\_\_\_ (if dual wheels)

- ( ) Inspect wheel seal for leaks.
- ( ) Check steering gear and mounting. Check free lash and oil level
- ( ) Inspect all steering and suspension components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- ( ) Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers, air bags, air lines, mounting, and leveling valves
- ( ) Check frame, cross members for wear, cracks, rust, damage, etc.
- ( ) Check transmission, differential fluid level, seals, and mounting
- ( ) Inspect drive shaft, universal joints, guards, and support bearings
- ( ) Inspect fuel system, fuel tank(s), mounts, lines, and pump condition and protection
- ( ) Replace fuel filters
- ( ) Inspect fuel water separator and service as needed.
- ( ) Body underside and firewall, air tight and clean
- ( ) Clean under carriage-if needed
- ( ) Re-pack grease type wheel bearings and replace wheel bearing seals (if applicable)
- ( ) Inspect all oil bath wheel bearings adjustment, and check for leaking hub caps or seals

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: B 20,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Air Brake System Inspection

- ( ) Inspect air compressor and governor operation
- ( ) Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- ( ) Inspect all valves, relays and hoses for leaks, or cracks
- ( ) Drain and inspect air tanks for leaks and condition; mountings secure
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Inspect Anti-lock brake (ABS), system and operation
- ( ) Check for air loss, static, 1 minute 2 psi maximum
- ( ) Check for air loss, applied, 1 minute 3 psi maximum
- ( ) Drain primary (#1) air reservoir - test check valve
- ( ) Check all tanks, secure, drains operable; drain tanks
- ( ) Check low air warning buzzer and light
- ( ) Check tractor protection valve
- ( ) Inspect hoses and tubing, (Glad hand seals) condition and protection
- ( ) Check brake linings and drums
- ( ) Inspect brake linings and associated brake components condition. Record remaining Brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Lube slack adjusters
- ( ) Adjust slack adjusters (if non-automatic slack adjusters)
- ( ) Emergency stop system, labeled, operable
- ( ) Check spring brake operation

#### Auxiliary Mounted Equipment Inspection and Service

- ( ) Inspect reservoir, pump, motor and valve condition and operation
- ( ) Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- ( ) Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- ( ) Check operation and condition of any auxiliary mounted equipment

#### Note - Perform The Following:

Brake Chambers: Adjust to Manufacturer's Specifications

#### Steering Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: B 20,000 Miles or 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Drive Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Third Axle (if Applicable)

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Technician's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Print Name

Technician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Standard – 3.0 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES      PM Level: C 30,000 Miles or 36 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ( ) Verify level of PM Service required outstanding campaigns, recalls or other programs
- ( ) Check all lights, fluid levels, tires, ensure vehicle is safe
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ( ) Check interior electrical, mechanical, a/c, heater, and defroster performance
- ( ) Check steering, suspension and braking performance
- ( ) Check operation of all warning indicators
- ( ) Check operation of all emergency lighting equipment and siren (if equipped)
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Note condition of paint and body in comment section of repair order

#### Engine Compartment Service and Inspection

- ( ) Change oil and filter, check all fluid levels and fluid condition
- ( ) Inspect cooling system, pressure test and repair leaks as necessary
- ( ) Flush cooling system and refill with a 50/50 mix of coolant and water (or as per OEM requirements)
- ( ) Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace if needed)
- ( ) Inspect charging and cranking system, service battery, cables and tray as necessary
- ( ) Replace spark plugs per OEM requirements
- ( ) Inspect all hoses, belts, wiring and accessories (replace if needed)
- ( ) Replace Fuel Filter (if serviceable)

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) Lubricate all fittings, hinges, and cables
- ( ) Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

Ensure that Tire Pressure meets Manufacturer Specifications.

- ( ) Rotate tires, including spare



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AA NON- EMERGENCY VEHICLES PM Level: C 30,000 Miles or 36 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

- ( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order. Check brake fluid for contamination. Inspect power booster. (If equipped)
- ( ) Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level
- ( ) Inspect all steering and suspension components for wear and proper operation
- ( ) If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

#### Chassis, Drive Train, Exhaust, Exterior Inspection and Service

##### All Crown Victoria Vehicles

##### All Crown Victoria Vehicles

- ( ) Inspect rear frame rails, upper control arm brackets and lower control arm brackets for cracks.
- ( ) Frame crack found ( ) No frame crack found  
\*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

- ( ) Inspect condition, operation, and mounting of all exhaust system components
- ( ) Inspect condition of body, lubricate doors hinges, trunk, hood, etc.
- ( ) Inspect fluid condition and level of power steering system
- ( ) Inspect clutch adjustment and condition (if equipped), lubricate all drive train linkages
- ( ) Change transmission fluid (and filter if applicable) using appropriate method recommended by OEM.
- ( ) Change rear axle fluid on rear wheel drive vehicles. On 4X4 vehicles, change front axle Fluid also.
- ( ) On Crown Victorias, remove rear axles and inspect for wear (pitting). Inspect axle bearings. Replace axles and/or bearings as needed. Replace axle seals.
- ( ) On All Wheel Drive Ford PI's, change Power Transfer Unit (PTU) fluid.
- ( ) On all other All Wheel Drive vehicles, service Power Transfer Unit (PTU) as per OEM.
- ( ) On 4X4 vehicles, change transfer case fluid per OEM recommendations.

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_

Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Labor Standard – 2.5 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ☐ Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ☐ Check all lights, fluid levels, tires; ensure vehicle is safe
- ☐ Test drive vehicle and evaluate
- ☐ Check drive train and engine performance
- ☐ Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ☐ Check interior electrical, mechanical, a/c, heater, and defroster performance
- ☐ Check steering, suspension and braking performance
- ☐ Check operation of all warning indicators
- ☐ Check operation of all emergency lighting equipment and siren
- ☐ Inspect lap/shoulder belts and seat latches for wear and proper operation
- ☐ Ensure correct fasteners are used to install hard seat. (If equipped with hard seat)
- ☐ Note condition of paint and body in comments section of repair order

#### Engine Compartment Service and Inspection

- ☐ Change oil and filter, check all fluid levels and fluid condition
- ☐ Pressure test cooling system and repair leaks if needed
- ☐ Flush cooling system and refill with a 50/50 mix of coolant and water (or as per OEM requirements)
- ☐ Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace as needed)
- ☐ Inspect charging and cranking system, service battery, cables and tray as necessary
- ☐ Replace spark plugs per OEM requirements
- ☐ Inspect all hoses, belts, wiring and accessories (replace if needed)
- ☐ Replace Fuel Filter (if serviceable)

#### Light bar Inspection Check

- ☐ Run all lights, to include light bar, arrow stick, and map light.
- ☐ Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- ☐ Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- ☐ Ensure connectors are fastened securely on all vehicles.
- ☐ Ensure the light bar shuts off when the power switch is turned off.
- ☐ If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ☐ For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, and then torque all cross member bracket nuts (top frame) to OEM specifications.
- ☐ Lubricate all fittings, hinges, and cables

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES

PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

- ( ) Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

Ensure that tire pressure meets OEM specifications.

- ( ) Rotate tires, including spare  
( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.  
( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.  
( ) Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)  
( ) Inspect all steering and suspension components for wear and proper operation  
( ) If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

#### Chassis, Drive Train, Exhaust, Exterior Inspection and Service

-----  
On Crown Victoria Vehicles

- ( ) Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.

- ( ) Frame crack found ( ) No frame crack found

\*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

- ( ) Inspect condition, operation, and mounting of all exhaust system components  
( ) Inspect condition of body, lubricate doors hinges, trunk, hood, etc.  
( ) Inspect fluid condition and level of power steering system  
( ) Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages  
( ) Change transmission fluid (and filter if applicable) using appropriate method recommended by OEM.  
( ) Change rear axle fluid on rear wheel drive vehicles. On 4X4 vehicles, change front axle Fluid also.  
( ) On Crown Victorias, remove rear axles and inspect for wear (pitting). Inspect axle bearings. Replace axles and/or bearings as needed. Replace axle seals.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG EMERGENCY VEHICLES PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Chassis, Drive Train, Exhaust, Exterior Inspection and Service (cont.)

- ( ) On All Wheel Drive Ford PI's, change Power Transfer Unit (PTU) fluid.
- ( ) On 4X4 vehicles, change transfer case fluid as per OEM recommendations.

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Labor Standard – 2.5 hours

DRAFT

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES

PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ☐ Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ☐ Check all lights, fluid levels, tires; ensure vehicle is safe
- ☐ Test drive vehicle and evaluate
- ☐ Check drive train and engine performance
- ☐ Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ☐ Check interior electrical, mechanical, a/c, heater, and defroster performance
- ☐ Check steering, suspension and braking performance
- ☐ Check operation of all warning indicators
- ☐ Check operation of all emergency lighting equipment and siren
- ☐ Inspect lap/shoulder belts and seat latches for wear and proper operation
- ☐ Ensure correct fasteners are used to install hard seat. (If equipped with hard seat)
- ☐ Note condition of paint and body in comments section of repair order

#### Engine Compartment Service and Inspection

- ☐ Change oil and filter, check all fluid levels and fluid condition
- ☐ Pressure test cooling system and repair leaks if needed
- ☐ Flush cooling system and refill with a 50/50 mix of coolant and water (or as per OEM requirements)
- ☐ Inspect condition of air filter, cabin air filter, breather elements, pcV filter and valve (Replace if needed)
- ☐ Inspect charging and cranking system, service battery, cables and tray as necessary
- ☐ Replace spark plugs per OEM requirements
- ☐ Inspect all hoses, belts, wiring and accessories (replace if needed)
- ☐ Replace Fuel Filter (if serviceable)

#### Light bar Inspection Check

- ☐ Run all lights, to include light bar, arrow stick, and map light.
- ☐ Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- ☐ Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- ☐ Ensure connectors are fastened securely on all vehicles.
- ☐ Ensure the light bar shuts off when the power switch is turned off.
- ☐ If equipped with MDC, check all related relays, circuit breakers, wiring and connectors including at trunk tray area.

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ☐ For Crown Victorias equipped with a skid plate, first torque all four lower cross member bolts to OEM specifications, then torque all cross member bracket nuts (top frame) to OEM specifications.
- ☐ Lubricate all fittings, hinges, and cables

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES

PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (cont.)

- ( ) Remove all wheels, check air pressure, and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.

Tread depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare tire \_\_\_\_\_

Ensure that tire pressure meets OEM specifications.

- ( ) Rotate tires, including spare  
( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.  
( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.  
( ) Inspect brake hoses and tubing condition-protection, check master cylinder and brake fluid reservoir level. Inspect power booster (if equipped)  
( ) Inspect all steering and suspension components for wear and proper operation  
( ) If applicable, re-pack front wheel bearings and replace wheel bearing seals at each brake relining or at every 15,000 miles, whichever occurs first.

#### Chassis, Drive Train, Exhaust, Exterior Inspection and Service

##### On Crown Victoria Vehicles

- ( ) Inspect rear frame rails, upper control arm brackets, and lower control arm brackets for cracks.  
( ) Frame crack found ( ) No frame crack found  
\*If frame crack is found, contact Sheriff Contract Monitor for approval to repair

- ( ) Inspect condition, operation, and mounting of all exhaust system components  
( ) Inspect condition of body, lubricate doors hinges, trunk, hood, etc.  
( ) Inspect fluid condition and level of power steering system  
( ) Inspect clutch adjustment and condition (if applicable), lubricate all drive train linkages  
( ) Change transmission fluid (and filter if applicable) using appropriate method recommended by OEM.  
( ) Change rear axle fluid on rear wheel drive vehicles. On 4X4 vehicles, change front axle Fluid also.  
( ) On Crown Victorias, remove rear axles and inspect for wear (pitting). Inspect axle bearings. Replace axles and/or bearings as needed. Replace axle seals.  
( ) On All Wheel Drive Ford PI's, change Power Transfer Unit (PTU) fluid.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: AG1 EMERGENCY VEHICLES PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

( ) On 4X4 vehicles, change transfer case fluid as per OEM recommendations.

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

DRAFT

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: C 30,000 Miles or 36 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test

- ( ) Verify level of PM Service required, outstanding campaigns, recalls, or other programs
- ( ) Check all lights, turn signals, mud flaps, ensure vehicle is safe
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Check steering, suspension, and braking performance
- ( ) Check fire extinguisher and reflectors - secured and marked (if applicable)
- ( ) Check operation of horn, a/c, defroster, gauges, and speedometer
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect mirrors and supports
- ( ) Inspect windshield wipers and wiper operation, check all glass for cracks, condition
- ( ) Check electrical wiring condition and protection
- ( ) Check warning devices - air, oil, temperature, and vacuum
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Note condition of paint and body in comment section of the repair order

#### Engine Compartment Service and Inspection

- ( ) Change engine oil and filter. Check all fluid levels, and fluid conditions
- ( ) Inspect condition of air filter, cabin filter (if equipped), breather elements, pcv filter and valve
- ( ) Check charging and cranking systems, service battery, cables, and tray
- ( ) Inspect complete cooling system, pressure test and repair leaks as necessary
- ( ) Inspect condition of all belts and hoses (replace if needed)
- ( ) Inspect all compressors, fans, engine and/or belt driven accessories
- ( ) Inspect air lines for leaks, condition and protection (if air brake equipped)
- ( ) Inspect fuel system; tank(s), lines and pump for leaks, condition and protection
- ( ) Replace fuel filter(s)
- ( ) Inspect complete exhaust system.
- ( ) Inspect engine mounts
- ( ) Check clutch adjustment and free play (if applicable)
- ( ) Check throttle linkage (if applicable)

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) Lube all grease fittings, door hinges, pivot points, cables, and linkages
- ( ) Inspect all steering and suspension components for wear and proper operation
- ( ) Check steering gear box and mounting. Check leaks and free play.
- ( ) Rotate tires, including spare (if appropriate)
- ( ) Remove all wheels, check air pressure and inspect condition of all tires. Record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to the next PM.



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: C 30,000 Miles or 36 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service (Continued)

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ spare \_\_\_\_\_

Ensure that tire pressure meets manufacturer specifications.

- ( ) Inspect brake linings and associated brake components condition. Record remaining brake lining percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Inspect brake hoses and tubing condition-protection
- ( ) Inspect master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- ( ) If applicable, re-pack wheel bearings and replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first.

#### Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection and Service

- ( ) Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- ( ) Inspect drive shaft and universal joints for wear, loose bolts, etc.
- ( ) Inspect transmission for leaks, inspect mounts
- ( ) Change transmission fluid and filter (including torque converter if it has a drain plug)
- ( ) Inspect axle seals and/or wheel seals for leaks
- ( ) Change rear axle fluid. If four wheel drive, change front axle fluid.
- ( ) Inspect condition, operation, and mounting of exhaust system
- ( ) Inspect differential for leaks, condition and fluid level. Check mounting (bolts, nuts, etc.)
- ( ) If four wheel drive, change transfer case fluid as per OEM specifications.
- ( ) Clean under carriage, as needed

#### Air Brake Inspection (vehicles equipped with Air Brakes)

- ( ) Inspect air compressor operation
- ( ) Check air governor cut-in and cut-out - minimum 85psi - maximum 130 psi
- ( ) Inspect all valves, relays and hoses for leaks
- ( ) Drain and inspect air tanks for leaks; condition. Check mountings
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Check for air leaks and 1-minute brake application test, air loss
- ( ) Release after loss of service air-test
- ( ) Check low air pressure warning buzzer

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: BA MEDIUM VEHICLES

PM Level: C 30,000 Miles or 36 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Auxiliary Mounted Equipment (if Applicable)

- ( ) Inspect Hydraulic reservoir, pump, motor and valve; condition and operation
- ( ) Inspect hoses, rams, valves and pump for leaks
- ( ) Lubricate all grease fittings (i.e. liftgate, etc.)
- ( ) Check operation and condition of any auxiliary mounted equipment (i.e. liftgate, etc.)

Technician's Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Labor Standard – 3.8 Hours

DRAFT

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Conduct 08 Inspections With PM Service When Feasible.

Note: On Lenco/Bearcat Armored vehicles, print out supplemental inspection list.

#### Road Test / Walk Around Inspection

- ( ) Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drivetrain and engine performance
- ( ) Check steering, suspension and braking performance
- ( ) Fire extinguisher and reflectors - secured and marked
- ( ) Check operation of horn, defrosters, gauges, and speedometer
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Inspect window glass condition/operation
- ( ) Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- ( ) Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- ( ) Check electrical wiring condition and protection
- ( ) Check operation of all warning devices - air, oil, temperature, and vacuum
- ( ) Inspect cage locks and condition (if applicable)
- ( ) Inspect condition of interior & exterior
- ( ) Note condition of paint and body in comment section of repair order
- ( ) Check for proper permits, registration, CA number and license plates

#### Engine Compartment Service and Inspection

- ( ) Change engine oil and filter, check all fluid levels and fluid condition
- ( ) Draw oil sample while draining oil from engine crankcase (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- ( ) Change coolant filter
- ( ) Inspect coolant and inhibitor strength, bring up to OEM specifications.  
If Campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications
- ( ) Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- ( ) Check charging and cranking system. Check starter operation.
- ( ) Clean & service battery, cables, tray and doors as necessary
- ( ) Inspect generator/alternator, starter, brushes, wiring-mounting
- ( ) Inspect air filter, change or service as needed
- ( ) Inspect all belts, compressors, fans, engine and/or belt driven accessories
- ( ) Inspect air lines for leaks, condition and protection
- ( ) Inspect exhaust manifold, flange gaskets, muffler and condition
- ( ) Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable)

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Engine Compartment Service and Inspection (cont.)

- ☐ Inspect engine mounts
- ☐ Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- ☐ Check clutch adjustment, free play and clutch brake (if applicable)
- ☐ Check throttle linkage
- ☐ Replace power steering filter and suspension filter (if applicable)
- ☐ If campaign is due, adjust valve train as per OEM specifications

#### Chassis Inspection

- ☐ Check fifth wheel condition and mounting (if applicable)
- ☐ Lube all grease fittings, door hinges and pivot points, cables, linkages
- ☐ Inspect and service all add on equipment i.e., lift gate, lifts, etc.
- ☐ Inspect wheels for cracks. Check lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach 3/32 minimum prior to next PM (4/32 front tires)

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_  
LRI \_\_\_\_\_ RRI \_\_\_\_\_

- ☐ Inspect wheel seal for leaks.
- ☐ Check steering gear box and mounting. Check free lash (not to exceed two inches).
- ☐ Inspect all steering components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- ☐ Check frame, cross members for wear, cracks, rust, damage, etc.
- ☐ Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers and air bags
- ☐ Change transmission fluid and filter (if applicable)
- ☐ Change differential(s) gear oil
- ☐ Inspect drive shaft, universal joints, guards, and support bearings
- ☐ Inspect fuel system, fuel tank(s), mounts, lines, and pump condition
- ☐ Replace fuel filter(s)
- ☐ Inspect fuel water separator and service as needed.
- ☐ Body underside and firewall, air tight and clean
- ☐ Clean under carriage-if needed

#### Hydraulic Brake System

- ☐ Inspect hydraulic brake system for leaks
- ☐ Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ☐ Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Hydraulic Brakes (cont.)

- ☐ Inspect brake hoses and tubing condition-protection
- ☐ Inspect master cylinder, hydro-boost/power booster (if equipped) and brake fluid reservoir level
- ☐ Re-pack grease type wheel bearings, and replace wheel bearing seals, at each brake relining, or at every 15,000 miles, whichever occurs first (if applicable)
- ☐ Inspect all oil bath wheel bearings adjustment and check for leaks (i.e. hub caps, seals)

#### Air Brake System Inspection (if Applicable)

- ☐ Inspect air compressor and governor operation
- ☐ Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- ☐ Inspect all valves, relays and hoses for leaks, or cracks
- ☐ Inspect air tanks for leaks and condition; mounting, secure.
- ☐ Inspect entire brake operation, air and mechanical devices
- ☐ Inspect Anti-lock brake (ABS), system and operation
- ☐ Check for air loss, static, 1 minute 2 psi maximum
- ☐ Check for air loss, applied, 1 minute 3 psi maximum
- ☐ Drain primary (#1) air reservoir - test check valve
- ☐ Check all tank drains operable; drain tanks
- ☐ Check low air warning buzzer and light
- ☐ Check tractor protection valve
- ☐ Inspect hoses and tubing, (glad hand seals) condition and protection
- ☐ Check brake linings and drums
- ☐ Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ☐ Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ☐ Lube slack adjusters
- ☐ Adjust slack adjusters (unless automatic slack adjusters)
- ☐ Emergency stop system, labeled, operable
- ☐ Check spring brake operation

#### Auxiliary Mounted Equipment Inspection and Service

- ☐ Inspect hydraulic reservoir, pump, motor and valve condition and operation
- ☐ Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- ☐ Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- ☐ Check operation and condition of any auxiliary mounted equipment (i.e. power liftgate, PTO, etc.)

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: CA HEAVY VEHICLE PM GROUP PM Level: C 24,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Note - If Vehicle Is Equipped With Air Brakes, Perform The Following:

Brake Chambers: Adjust to Manufacturers' (OEM) Specifications

#### Steering Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Drive Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Third Axle (if Applicable)

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

(Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_)

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Tire Information

Tire Tread Depths: Left side \_\_\_\_\_ Right side \_\_\_\_\_  
Left inside \_\_\_\_\_ Right inside \_\_\_\_\_ (if dual wheels)  
Tire PSI: Left side \_\_\_\_\_ Right side \_\_\_\_\_  
Left inside \_\_\_\_\_ Right inside \_\_\_\_\_ (if dual wheels)

Technician's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Print Name

Technician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Standard – 3.5 Hours

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: C 24,000 Miles or 24 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS**

Use The Following Process To Indicate Tasks "Inspected", "Completed", And/Or "Adjusted/Repaired". Mark "Task" Column With One of the Following;

(I) = Inspected, (O) = Follow-Up Work Required, (X) = Adjusted Or Repairs Were Made

Note: (X) To Be Written Over an (O) If The Item Is Adjusted or Repaired. Document repairs On The Additional Work Worksheet.

Technicians Are To Initial In The Column Marked "Tech" Next To Each Task/ Inspection They Complete During The Preventive Maintenance.

Road Test / Interior Service and Inspection

	Task	Tech	
01	( )	( )	Verify Level Of PM Service Required, Outstanding Campaigns, Recalls Or Other Programs
02	( )	( )	Check All Lights, Turn Signals, Emergency Equipment (Lights and Siren) And Mud Flaps
03	( )	( )	Inspect Windshield Wipers And Wiper Operation, Check All Glass For Cracks, Delamination And Overall Condition
04	( )	( )	Inspect Mirrors To Include Spot Mirrors And Supports
05	( )	( )	Inspect Interior Condition And Operation Of All Components
06	( )	( )	Check Operation Of Entrance Door
07	( )	( )	Test Drive Vehicle (5 miles minimum). Evaluate Engine and Drive Train Performance.
08	( )	( )	Check Steering, Suspension And Braking Performance
09	( )	( )	Test Anti-skid Brake System If Equipped
10	( )	( )	Fire Extinguisher And Reflectors - Secured And Tagged And Fully Charged, List Charge Status Ext 1 _____ Ext 2 _____
11	( )	( )	Check Operation Of Air & Elect. Horns, Back-Up Alarm Systems Speedometer, And Gauges
12	( )	( )	Inspect Lap/Shoulder Belts And Seat Latches For Wear And Proper Operation
13	( )	( )	Para Transit Type Vehicles - Inspect All Wheelchair Tie Down Straps, Shoulder Belts, Mechanical Latches And Floor Anchors.
14	( )	( )	Check Interior Electrical Wiring Condition And Protection
15	( )	( )	Check Operation Of All Warning Devices - Air, Oil, Temperature, And Vacuum
16	( )	( )	Inspect Air Compressor And Governor Operation
17	( )	( )	Check Low Air Warning Buzzer And Light
18	( )	( )	Perform Air Governor Test (Minimum 85 Psi, And Maximum 130 Psi)
19	( )	( )	Check For Air Loss, Static, 1 Minute 2 Psi Maximum
20	( )	( )	Check For Air Loss, Applied, 1 Minute 3 Psi Maximum
21	( )	( )	Check For a Loss Of Service Air. Condition Initiates Brake Application (if applicable).

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: C 24,000 Miles or 24 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- 22 ( ) ( ) Check Emergency Stop System / Spring Brake / Parking Brake System, Ensure Proper Labeling And Operation
- 23 ( ) ( ) Drain Number 1 Air Reservoir - Test All Check Valves – Low Air Warning Devices
- 24 ( ) ( ) Check Interior; Electrical And Mechanical Performance Of All Components
- 25 ( ) ( ) Inspect Condition and Operation of Cage Locks
- 26 ( ) ( ) Inspect Condition and Operation Of Body, Cab And Doors Including all Emergency Exits And Baggage Doors
- 27 ( ) ( ) Note Condition Of Paint, Body And Decals On Additional Worksheet And In The Comments Section Of The Repair Order
- 28 ( ) ( ) Check Operation Of Heater And Defroster Systems
- 29 ( ) ( ) Check Operation Of A/C System
- 30 ( ) ( ) Remove, Inspect And Clean (or Replace if Needed) A/C Evaporator Filter
- 31 ( ) ( ) Test AMEREX Fire Suppression System
- 32 ( ) ( ) Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Equipped) Inspect Tank Mountings, Hoses, And Drains as needed. Clean Excessive Overflow and Corrosion as Needed.
- 33 ( ) ( ) Lube All Grease Fittings, Door Hinges Pivot Points, Cables, Linkages That Are Accessible While The Vehicle Is On The Ground

Engine Compartment / Under Vehicle, Service And Inspection

- 34 ( ) ( ) While draining engine oil, Draw Oil Sample From Engine Crankcase Oil (min 4oz). Prepare Sample To Go to Lab For Oil Analysis.
- 35 ( ) ( ) Change Oil And Filter, Check All Fluid Levels And Fluid Condition
- 36 ( ) ( ) Change Coolant Filter, If Required by OEM
- 37 ( ) ( ) Inspect Coolant And Inhibitor Strength, Bring Up To Specifications. Replace Coolant With New 50/50 Mix (coolant/deionized water) If Campaign Is Due. Write Up As "Additional Work"
- 38 ( ) ( ) Inspect Condition Of Radiator, Fluid, Hoses, And Tanks
- 39 ( ) ( ) Attach coolant dam and pressurize the cooling system while checking for coolant leaks, and hose and hose clamp condition. Leave system under pressure for 30 Minutes while other tasks are performed. Record any unsatisfactory conditions as additional work.
- 40 ( ) ( ) Inspect Fuel System And Replace Fuel Filters (including Fuel/Water Separator If Required)
- 41 ( ) ( ) Check Charging And Cranking System
- 42 ( ) ( ) Clean, Service and Test Battery. Clean And Service, Battery Doors, Cables, And Tray As Necessary.
- 43 ( ) ( ) Inspect Generator/Alternator, Starter, Brushes, And Wiring-mountings
- 44 ( ) ( ) Inspect Air Filter; Change and/or Service As Needed
- 45 ( ) ( ) Inspect Exhaust System. Check Manifold And Flange Gaskets. Check Muffler And Condition. Remove inmate seat, as needed, on left side by emergency exit door. Remove rear engine access panel, and inspect exhaust flex pipe and heat shield for cracks, breaks or exhaust leaks.



**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: C 24,000 Miles or 24 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- 46 ( ) ( ) Inspect All Belts; Tensioners, Compressors, Fans, Engine And/Or Other Belt Driven Accessories
- 47 ( ) ( ) Inspect Air Lines; Leaks, Condition And Protection
- 48 ( ) ( ) Inspect Diesel Particulate Filter (DPF) And Related Components, Lines and Sensors. Service as per OEM recommendations.
- 49 ( ) ( ) Inspect Engine Mounts
- 50 ( ) ( ) Check For Fluid Leaks (Oil, Water, Fuel, Etc.) Repair If Found
- 51 ( ) ( ) Check Throttle Linkage, Or Electronic Throttle Components and Wiring

Tires And Wheel Inspection

- |    | Task | Tech |  |
|----|------|------|--|
| 52 | ( )  | ( )  | Check Condition Of All Tires (I.E. Cuts, Damage, Separations, and Wear)  |
| 53 | ( )  | ( )  | Inspect Wheels, Nuts, and Axle Flange Nuts For Cracks And Looseness  |
| 54 | ( )  | ( )  | Inspect Tire Tread Depths And Record Below. Write Any Tire up For Replacement if Tire Tread Depth Is Expected To Reach 5/32 or less (front) or 3/32 or less (rear) Prior To The Next PM. |
| 55 | ( )  | ( )  | Check Tire Air Pressure, And Record Below. Adjust Tire Air Pressure and Reset Tire Pressure Monitoring System (TPMS) If Needed   |

## \*\*\*\*\* Tire Measurements \*\*\*\*\*

Record  
Left Ft. ( ) Tread 32nd

Record  
Right Ft. ( ) Tread 32nd

Left Ft. ( ) PSI

Right Ft. ( ) PSI

INS. OUT.  
Left Rr. ( ) ( ) Tread 32nd

INS. OUT.  
Right Rr. ( ) ( ) Tread 32nd

Left Rr. ( ) ( ) PSI

Right Rr. ( ) ( ) PSI

Left Tag ( ) Tread 32nd

Right Tag ( ) Tread 32nd

Left Tag ( ) PSI

Right Tag ( ) PSI

Spare ( ) Tread 32nd

Spare ( ) PSI

- |    | Task | Tech |  |
|----|------|------|--|
| 56 | ( )  | ( )  | Check Torque Of Lug Nuts; torque between 450-500 Ft. Lbs.<br>(Document completion Of Task Below With Supervisor) |

Technician Signature \_\_\_\_\_ Emp. # \_\_\_\_\_

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: C 24,000 Miles or 24 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Supervision Signature \_\_\_\_\_ Date \_\_\_\_\_

Under Chassis Inspection And Lubrication

	Task	Tech	
57	( )	( )	Clean Under Carriage And Engine Compartment if Needed
58	( )	( )	Inspect Wheel Seals For Leaks. Inspect Hydraulic Brake System (if applicable) For Leaks
59	( )	( )	Check Oil Level in Front Hubs And On Tag Axle Hubs
60	( )	( )	Change Power Steering Fluid and Reservoir Filter
61	( )	( )	Check Steering Gear And Mounting. Check Free Lash And Oil Level
62	( )	( )	Inspect Steering Arms, Drag Links, And Tie Rod Ends
63	( )	( )	Check Frame, Cross Members For Wear, Cracks, Rust, Damage, Etc.
64	( )	( )	Inspect Springs, Shackles, U-bolts, Kingpins, Shock Absorbers, And Suspension Air Bags
65	( )	( )	Check Transmission and Differential Seals And Mountings
66	( )	( )	Inspect Drive Shaft, Universal Joints, And Guards
67	( )	( )	Inspect Fuel Tanks, Lines, Pumps Condition, Mounts, For Leaks
68	( )	( )	Body Underside And Firewall, Air Tight And Clean
69	( )	( )	Check Parking Brake Condition And Adjustment (if applicable)
70	( )	( )	Check All Air Tanks, Operate Air Tank Drains; Check Tanks Are Securely Mounted
71	( )	( )	Change Transmission Fluid and Filter
72	( )	( )	Change Differential Oil
73	( )	( )	Lube Underside Of Chassis (Except Slack Adjusters)

Brakes: Drum Type? ( ) Yes ( ) No

If Yes, Continue With This Section. If No, Continue To "Disc Brake" Section

	Task	Tech	
74	( )	( )	Inspect Entire Brake Operation, Air And Mechanical Devices
75	( )	( )	Inspect Hoses And Tubing, Condition And Protection
76	( )	( )	Inspect All Valves, Relays And Hoses For Leaks
77	( )	( )	Drain And Inspect Air Tanks For Leaks And Condition
78	( )	( )	Inspect and Replace Air Dryer Coalescing Cartridge (If Applicable)
79	( )	( )	Check Brake-linings, Drums And Condition.
80	( )	( )	Adjust Brakes Only If Not Equipped With Auto Slack Adjusters, Or Disc Brakes Systems (If Found Out Of Spec) List Measurements Below Before and After Adjustment.
81	( )	( )	Inspect Brake Lining Condition, Thickness. Record Remaining Brake Lining Percentage. ** Note** Write Up Brakes For Replacement If Brake Linings Are 50% Or Less Of New.

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: C 24,000 Miles or 24 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

82     ( )     ( )     Check Parking Brake operation; adjust if needed. Record Brake  
Lining Percentage remaining (if applicable)

83     ( )     ( )     Lube Slack Adjusters

## \*\*\*\*\*Drum Brake Information\*\*\*\*\*

Steering Axle – Brake Can Rod Travel

Measured left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_

Brake Lining percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Drive Axle – Brake Can Rod Travel

Measured left: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_

Brake Lining percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Tag Axle – Brake Can Rod Travel

Measured left: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ Measured right: \_\_\_\_\_ Adjusted to: \_\_\_\_\_

Brake Lining percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Brake Chamber Pushrod Adjustment

Steering Axle             OK

Right Brake Chamber ( )

Left Brake Chamber ( )

Drive Axle                OK

Right Brake Chamber ( )

Left Brake Chamber ( )

Tag Axle                 OK

Right Brake Chamber ( )

Left Brake Chamber ( )

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_

Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Inspection Performed By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Supervisor

Lug Nut Torque Check (Torque 450-500 Ft. Lbs.)

Steering Axle             OK

(10 Lug Nuts)

Right Wheel             ( )

Left Wheel                ( )

**STATEMENT OF WORK - ATTACHMENT 5**

Los Angeles County

**SHERIFF'S DEPARTMENT**

## Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: C 24,000 Miles or 24 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Drive Axle (10 Lug Nuts)	OK	Budd Nuts (10 Budd Nuts)	OK
Right Wheel	( )	Right Wheel	( )
Left Wheel	( )	Left Wheel	( )

Tag Axle (10 Lug Nuts)	OK
Right Wheel	( )
Left Wheel	( )

Inspected By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor Supervisor

Brakes: Disc Type? ( ) Yes ( ) No

	Task	Tech	
84	( )	( )	Inspect Entire Brake Operation, Air And Mechanical Devices
85	( )	( )	Inspect Hoses And Tubing; Condition And Protection
86	( )	( )	Inspect All Valves, Relays And Hoses For Leaks
87	( )	( )	Drain And Inspect Air Tanks For Leaks And Condition
88	( )	( )	Inspect Condition and Function of Calipers, Mounting Hardware and Hubs
89	( )	( )	Inspect Air Chamber (Brake Cans) Condition and Mounting
90	( )	( )	Inspect Overall Condition of Rotors; Check for Bluing and Signs of Overheating, Check for Deep Heat Cracks
91	( )	( )	Check for Grooving on Rotors (Not To Exceed 0.02 deep)
92	( )	( )	Check Rotor Thickness; Meets Minimum thickness per OEM
93	( )	( )	Check Brake Pads and Rotors are Wearing Evenly
94	( )	( )	Measure Brake Pad Wear Indicator Pin; If Pin is Protruding Less Than 10 Mm (= 50% or less of lining remaining), Replace Pads

\*\*\*\*\*Disc Brake Information\*\*\*\*\*

Left Frt. Pad Pin Measurement ( ) Right Frt. Pad Pin Measurement ( )

Left Rear Pad Pin Measurement ( ) Right Rear Pad Pin Measurement ( )

Left Tag Pad Pin Measurement ( ) Right Tag Pad Pin Measurement ( )

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Inspection Performed By: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor Supervisor

# STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County

## SHERIFF'S DEPARTMENT

### Preventive Maintenance Instructions

PM Group: DA BUS PM. GROUP

PM Level: C 24,000 Miles or 24 Months

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Auxiliary Equipment System Inspection and Service

	Task	Tech	
95	( )	( )	Inspect and Service Auxiliary Equipment (i.e. Lift gate, Wheel Chair Lift)
96	( )	( )	Inspect reservoir, pump and valve condition and operation
97	( )	( )	Inspect hoses, rams, valves and pump for leaks
98	( )	( )	Lubricate all grease fittings
99	( )	( )	Check complete operation

PM Inspection Completed By:

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_

Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### Note Additional Work Needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Time Standards For This Task

- |                            |           |
|----------------------------|-----------|
| • Buses Up To Year 2006    | 4.5 Hours |
| • Buses Years 2007 & 2008  | 4.8 Hours |
| • Buses Years 2009 & later | 5.8 Hours |

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: C 40,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Conduct 08 Inspections With PM Service When Applicable.

#### Road Test / Walk Around Inspection

- ( ) Verify level of PM Service required, outstanding campaigns, recalls or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drivetrain and engine performance
- ( ) Check steering, suspension and braking performance
- ( ) Fire extinguisher and reflectors - secured and marked
- ( ) Check operation of horn, defrosters, heating and A.C. system, gauges, and speedometer
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect lap/shoulder belts, sleeper restraints and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Inspect window glass condition/operation
- ( ) Inspect windshield wipers, wiper motor operation, windshield washer operation and top off washer fluid reservoir
- ( ) Check all lights, turn signals, mud flaps, and condition of reflectors and reflective tape
- ( ) Check electrical wiring condition and protection
- ( ) Check starter operation
- ( ) Check operation of all warning devices/lights - air, oil, temperature, DPF system and vacuum
- ( ) Inspect cage locks and condition (if applicable)
- ( ) Inspect condition of interior & exterior
- ( ) Note condition of paint and body in comment section of repair order
- ( ) Check for proper permits, registration, CA number and license plates

#### Engine Compartment Service and Inspection

- ( ) Change oil and filter, check all fluid levels and fluid condition
- ( ) Draw oil sample while draining oil from engine crankcase oil (min 4oz). Oil analysis to be performed on Diesel powered units greater than 22k only
- ( ) Change coolant filter
- ( ) Inspect coolant and inhibitor strength, bring up to OEM specifications.  
If campaign is due, replace coolant with new 50/50 mix (coolant/water) or as per OEM specifications.
- ( ) Inspect condition of radiator, fluid, hoses, and tanks. Pressure test cooling system and inspect for leaks.
- ( ) Ensure fan hub engages when vehicle is at operating temperature (if applicable)
- ( ) Check charging and cranking system
- ( ) Clean & service battery, cables, tray and doors as necessary
- ( ) Inspect generator/alternator, starter, brushes, wiring-mounting
- ( ) Inspect air filter, change or service as needed
- ( ) Inspect all belts, compressors, fans, engine and/or belt driven accessories

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP

PM Level: C 40,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Inspect air lines for leaks, condition and protection
- ( ) Inspect exhaust manifold, flange gaskets, muffler and condition
- ( ) Inspect Diesel Exhaust Fluid (DEF) System and fill reservoir as needed. Change DEF filter as per OEM.
- ( ) Check condition of diesel particulate filter (D.P.F.), mounts, sensors, and lines (if Applicable). Service as per OEM.
- ( ) Inspect engine mounts
- ( ) Check for fluid leaks (oil, water, fuel, etc.) Repair if found
- ( ) Check clutch adjustment, free play and clutch brake (if applicable)
- ( ) Check throttle linkage
- ( ) Replace power steering line filter and suspension filter (if applicable)
- ( ) Adjust valve train as per manufacturer's specifications (if campaign is due)

#### Chassis Inspection

- ( ) Check fifth wheel, slider condition/operation (if applicable) and mounting
- ( ) Lube all grease fittings, door hinges and pivot points, cables, linkages
- ( ) Inspect and service all add on equipment i.e., lift gate, lift gate charge cord, etc.
- ( ) Inspect wheels for cracks & lug nuts for correct torque. Inspect condition of all tires. Record tread depth and tire pressure readings on this Document and in the comments section of the repair order. Replace tire if tread depth is expected to reach 3/32 minimum prior to next PM.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LRI \_\_\_\_\_ RRI \_\_\_\_\_ (if dual wheels)  
LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

LRI \_\_\_\_\_ RRI \_\_\_\_\_ (if dual wheels)

- ( ) Inspect wheel seal for leaks.
- ( ) Check steering gear and mounting. Check free lash and oil level
- ( ) Inspect all steering and suspension components for wear and proper operation including but not limited to steering arms, drag links and tie rod ends
- ( ) Inspect suspension components including but not limited to leaf springs, shackles, U-bolts, kingpins, shock absorbers, air bags, air lines, mounting, and leveling valves
- ( ) Check frame, cross members for wear, cracks, rust, damage, etc.
- ( ) Check transmission and differential seals for leaks and mounting
- ( ) Change transmission fluid and filter
- ( ) Change differential(s) fluid
- ( ) Inspect drive shaft, universal joints, guards, and support bearings
- ( ) Inspect fuel system, fuel tank(s), mounts, lines, and pump condition and protection
- ( ) Replace fuel filters
- ( ) Inspect fuel water separator and service as needed.

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: C 40,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Body underside and firewall, air tight and clean
- ( ) Clean under carriage-if needed
- ( ) Re-pack grease type wheel bearings and replace wheel bearing seals (if applicable)
- ( ) Inspect all oil bath wheel bearings adjustment, and check for leaking hub caps or seals

#### Air Brake System Inspection

- ( ) Inspect air compressor and governor operation
- ( ) Air governor adjustment; cut-in 85 psi, cut-out 130 psi
- ( ) Inspect all valves, relays and hoses for leaks, or cracks
- ( ) Drain and inspect air tanks for leaks and condition; mountings secure
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Inspect Anti-lock brake (ABS), system and operation
- ( ) Check for air loss, static, 1 minute 2 psi maximum
- ( ) Check for air loss, applied, 1 minute 3 psi maximum
- ( ) Drain primary (#1) air reservoir - test check valve
- ( ) Check all tanks, secure, drains operable; drain tanks
- ( ) Check low air warning buzzer and light
- ( ) Check tractor protection valve
- ( ) Inspect hoses and tubing, (Glad hand seals) condition and protection
- ( ) Check brake linings and drums
- ( ) Inspect brake linings and associated brake components condition. Record remaining Brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Lube slack adjusters
- ( ) Adjust slack adjusters (if non-automatic slack adjusters)
- ( ) Emergency stop system, labeled, operable
- ( ) Check spring brake operation

#### Auxiliary Mounted Equipment Inspection and Service

- ( ) Inspect reservoir, pump, motor and valve condition and operation
- ( ) Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- ( ) Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- ( ) Check operation and condition of any auxiliary mounted equipment

#### Note - Perform The Following:

Brake Chambers: Adjust to Manufacturer's Specifications

#### Steering Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: FA HEAVY VEHICLE PM GROUP PM Level: C 40,000 Miles or 24 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Drive Axle

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

#### Third Axle (if Applicable)

Measured Left: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ Measured Right: \_\_\_\_\_ Adjusted To: \_\_\_\_\_

Chamber Size \_\_\_\_\_ Max Pushrod Travel Spec \_\_\_\_\_

Brake Percentages: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Technician's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Print Name

Technician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Standard – 4.0 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: (PMD) CATALINA VEHICLES ONLY

PM Level: D 36 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Transport vehicle off Catalina Island and deliver to Eastern Avenue Repair Facility for PMD  
( ) Open tracking repair order (007) when vehicle is delivered to Contractor for transport.

#### Road Test

- ( ) Verify level of PM service required, outstanding campaigns, recalls, or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Inspect windshield wipers and wiper operation; check all glass condition; Inspect for cracks
- ( ) Check interior electrical, mechanical, A/C, heater and defroster performance
- ( ) Check steering, suspension, and braking performance
- ( ) Check operation of all warning indicators/gauges - oil, temperature, and charging
- ( ) Check fire extinguisher - secured and current inspection certified
- ( ) Check operation of horn
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Check all lights, turn signals, brake, and 4-way flashers
- ( ) Check operation of all emergency lighting equipment and siren (if Applicable)
- ( ) Inspect interior & exterior condition
- ( ) Note condition of paint and body in comments section of the repair order

#### Engine Compartment Service and Inspection

- ( ) Change engine oil and filter.
- ( ) Check all fluid levels, and fluid conditions. Inspect for leaks.
- ( ) Replace air filter, cabin filter (if equipped), breather elements, pcv filter and valve
- ( ) Check charging and cranking systems, service battery, cables, and tray
- ( ) Inspect All Hoses, Belts, Wiring and Accessories (replace if needed)
- ( ) Inspect and Pressure test cooling system. Repair leaks if necessary
- ( ) Flush cooling system; replace coolant with 50/50 mix of coolant and water (or as per OEM requirements)
- ( ) Replace spark plugs as per OEM requirements
- ( ) Replace spark plug wires as per OEM requirements
- ( ) Replace Fuel Filter(s) (if Applicable)
- ( ) Inspect air lines for leaks, condition and protection (if Applicable)
- ( ) Inspect fuel tank(s), fuel lines and pump for condition and protection
- ( ) Inspect complete exhaust system.
- ( ) Inspect engine mounts
- ( ) Check clutch adjustment and free play (if Applicable)
- ( ) Check throttle linkage (if Applicable)

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: (PMD) CATALINA VEHICLES ONLY

PM Level: D 36 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Light Bar Inspection/Check (if Applicable)

- ( ) Run all light bar lights, arrow stick, and map light
- ( ) Continue to run lights for a minimum of 10 minutes to determine any malfunctions.
- ( ) Check all relays, circuit breakers, and connectors. Check for excessive heat, signs of burning, and poor connections.
- ( ) Ensure connectors are fastened securely on all vehicles.
- ( ) Check inner light bar wires for signs of burning. Check for signs of over-heating.
- ( ) Ensure that light bar shuts off when the power switch is turned to the off position.
- ( ) If equipped with MDC, inspect all wiring and connectors including trunk tray area.

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) Lube all grease fittings, door hinges, pivot points, cables, and linkages
- ( ) Inspect all steering & suspension components for wear & proper operation
- ( ) Inspect CV boots and joints (if Applicable)
- ( ) Check steering gear fluid & mounting; check free lash (if applicable)
- ( ) Flush and change power steering fluid complete
- ( ) Remove all wheels, check air pressure; inspect condition of all tire's, record tread depth and tire pressure readings on this document and in the comments section of the repair order. Replace tire(s) if tread depth is expected to reach the 3/32 minimum prior to the next PM

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_ Spare \_\_\_\_\_

Ensure That Tire Pressure Meets Manufacturer Specifications.

- ( ) Rotate tires including spare and balance all tires
- ( ) Inspect brake lining and associated brake components condition, record remaining brake Lining percentage on repair order. Replace brake linings and any associated brake components if lining is 50% or less of new. Check parking brake operation, (adjust if necessary). Record remaining brake lining percentage on repair order
- ( ) Inspect brake hoses and tubing condition-protection
- ( ) Check master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- ( ) Flush brake system and replace fluid
- ( ) Re-pack wheel bearings, & replace wheel bearing seals (if serviceable)

#### Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection/Service

- ( ) Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- ( ) Inspect drive shaft and universal joints for wear, loose bolts, etc.
- ( ) Inspect transmission for leaks; Inspect mounts
- ( ) Inspect for axle seals and/or wheel seals for leaks

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: (PMD) CATALINA VEHICLES ONLY

PM Level: D 36 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Undercarriage, Chassis, Drivetrain, Exhaust, and Exterior Inspection/Service (cont.)

- ( ) Inspect condition, operation, and mounting of all exhaust system components
- ( ) Inspect condition of body, lubricate hinges (doors, trunk, hood, etc.)
- ( ) Inspect differential for leaks; Check mounting and condition
- ( ) Change transmission fluid and filter, including torque converter if drainable
- ( ) Change rear axle fluid, Change front axle fluid on 4X4 models
- ( ) Change transfer case fluid on 4X4 models
- ( ) Pressure wash undercarriage and body inspect complete vehicle for any sign of rust or corrosion.
- ( ) Apply Undercoating to entire undercarriage to prevent rust

#### Air Brake Inspection (if applicable)

- ( ) Inspect air compressor and governor operation
- ( ) Inspect all valves, relays and hoses for leaks
- ( ) Drain and inspect air tanks for leaks and condition. check mounting
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Check air leaks and 1-minute brake application test, air loss
- ( ) Check air governor adjustment-minimum 85psi - maximum 130 psi
- ( ) Release after loss of service air-test antiskid lamp
- ( ) Check low air pressure warning buzzer

#### Auxiliary Mounted Equipment Inspection (if Applicable)

- ( ) Inspect reservoir, pump and valve condition and operation
- ( ) Inspect hoses, rams, valves and pump for leaks
- ( ) Lubricate all grease fittings on any auxiliary mounted equipment
- ( ) Check operation and condition of any auxiliary mounted equipment

\*Auxiliary Equipment may include Liftgate, Power Take-off, Winches, etc.

Technician's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Technician's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Contractor Quality Control Inspector's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Contractor Quality Control Inspector's Signature \_\_\_\_\_ Employee # \_\_\_\_\_

Delivered to County Contract Monitor by \_\_\_\_\_ Date \_\_\_\_\_

County Contract Monitor Okay To Release: Yes/No \_\_\_\_\_ Date \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: (PMD) CATALINA VEHICLES ONLY

PM Level: D 36 Months

### INSTRUCTIONS

Transport vehicle from Eastern Avenue Repair Facility to Catalina Island and deliver to Department representative

( ) Close tracking repair order (007) when vehicle is delivered back to Department

Representative on Catalina Island.

**Out of Service Time Standard = Ten (10) Business Days Maximum**

Labor Standard: Up to 6.0 hours

DRAFT

# STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County

## SHERIFF'S DEPARTMENT

### Preventive Maintenance Instructions

PM Group: ORTLR – On Road Trailer Group

PM Level: A 6,000 Miles or 90 Days

Vehicle # \_\_\_\_\_ Hub Reading \_\_\_\_\_ Date \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Type \_\_\_\_\_

CHP Requirement – BIT Becomes Out of Compliance at 91 Days Since Previous BIT

#### INSTRUCTIONS

OK Def

- ( ) ( ) Inspect Glad Hands and Seals for Condition and Leaks
- ( ) ( ) Inspect Registration, Holder and State Inspection
- ( ) ( ) Inspect Liftgate Power Charger Receptacle for Wear and Condition
- ( ) ( ) Inspect Mounts For Refrigeration Units, or Mounts for Special Equipment
- ( ) ( ) Inspect Engine Oil Level For Trailers with Refrigeration Units
- ( ) ( ) Inspect Exterior Body and Roof Condition for Loose and/or Missing Fasteners, Dents, Holes and Rust
- ( ) ( ) Check Side and Rear Doors for Missing Hardware and Proper Operation
- ( ) ( ) Check Door Seals and Lube Doors
- ( ) ( ) Inspect Interior Panels, Posts, Liner, Floor, Roof Bows, and Skylights Including Ducts
- ( ) ( ) Check Landing Gear for Damage, Proper Operation and Loose Fasteners
- ( ) ( ) Inspect Spare Tire Rack Condition (If Equipped)
- ( ) ( ) Inspect Slider and Slider Components (If Equipped)
- ( ) ( ) Check Lights; Stop, Tail, Turn Signal, Reflectors and All Electrical Connections
- ( ) ( ) Inspect Wheels, Lug Nuts, and Studs for Cracks, Looseness and Condition
- ( ) ( ) Inspect Tire Condition and Ensure the Correct Tire Size Has Been Installed At All Wheel Positions
- ( ) ( ) Measure Tire Tread Depth and Tire Inflation. Record on This Document and the Repair Order. Replace Any Tire That Measures at or Below 3/32 or Will Reach That Measurement Before The Next PM.
- ( ) ( ) Inspect Hub Oil Levels. Inspect For Hub Oil Leaks and Wheel Seal Leaks
- ( ) ( ) Check Draw Bar, Hitches, Pintle Hooks and Safety Cable
- ( ) ( ) Check Mud Flaps and Fenders (If Applicable)
- ( ) ( ) Verify Hubodometer Has Been Installed
- ( ) ( ) Check License Plates for Condition and For Current Registration Stickers/Tags
- ( ) ( ) Inspect Tarps For Wear, Holes, Etc. (If Applicable)
- ( ) ( ) Inspect ABS System Including Warning Devices
- ( ) ( ) Inspect Frame, Sub-Frame, Cross Members, and Body Mounts For Cracks or Damage
- ( ) ( ) Inspect Air Hoses and Tubing for Leaks, Condition and/or Protection From Rubbing/Chafing; Wear
- ( ) ( ) Check Leaf Springs, U-Bolts, Torque Arms; Check Condition of Air Bags, Leveling Valves, etc. (If Equipped With Air Suspension).
- ( ) ( ) Inspect Condition of Slack Adjusters; Measure and Record Brake Travel on This Document. Adjust All Non-Auto Slack Adjusters and Report All Auto Slack Adjusters That Were Out of Adjustment.
- ( ) ( ) Inspect Brake System, Brake Shoes, and Drums Condition; Check For Excessively Worn Drums.
- ( ) ( ) Lube Complete Unit (Including Slider If Equipped)

# STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County

## SHERIFF'S DEPARTMENT

### Preventive Maintenance Instructions

PM Group: ORTLR – On Road Trailer Group

PM Level: A 6,000 Miles or 90 Days

Vehicle # \_\_\_\_\_ Hub Reading \_\_\_\_\_ Date \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Type \_\_\_\_\_

#### INSTRUCTIONS (cont.)

##### Air Tanks

OK Def

- ( ) ( ) Check Air Tank Mounting; Check Operation of All Drains.
- ( ) ( ) Check Air Brake System
- ( ) ( ) Check For Air Leaks With Brakes Un-Applied (1 Minute; 3 Pounds Max Drop)
- ( ) ( ) Check For Air Leaks; Suspension Dump System
- ( ) ( ) Check Operation of Spring Brake System When Air Pressure Drops Below 30 PSI

#### \*\*\*\*\*Drum Brake Information\*\*\*\*\*

##### \*\*\*Axle #1\*\*\*

##### Brake Can Rod Travel

Measured Left Slack Adjuster: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ (Non-Auto Slack Adjuster)

Measured Right Slack Adjuster: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ (Non-Auto Slack Adjuster)

Brake Lining Percentage Remaining: Left: \_\_\_\_\_ Right: \_\_\_\_\_

##### Tire Tread Depths

Left Inside: \_\_\_\_\_ Left Outside: \_\_\_\_\_

Right Inside: \_\_\_\_\_ Right Outside: \_\_\_\_\_

##### Tire Air Pressure

Left Inside: \_\_\_\_\_ Left Outside: \_\_\_\_\_

Right Inside: \_\_\_\_\_ Right Outside: \_\_\_\_\_

##### \*\*\*Axle #2\*\*\*

##### Brake Can Rod Travel

Measured Left Slack Adjuster: \_\_\_\_\_ Adjusted To: \_\_\_\_\_ (Non-Auto Slack Adjuster)

Measured Right Slack Adjuster: \_\_\_\_\_ Adjusted to: \_\_\_\_\_ (Non-Auto Slack Adjuster)

Brake Lining Percentage Remaining: Left: \_\_\_\_\_ Right: \_\_\_\_\_

##### Tire Tread Depths

Left Inside: \_\_\_\_\_ Left Outside: \_\_\_\_\_

Right Inside: \_\_\_\_\_ Right Outside: \_\_\_\_\_

##### Tire Air Pressure

Left Inside: \_\_\_\_\_ Left Outside: \_\_\_\_\_

Right Inside: \_\_\_\_\_ Right Outside: \_\_\_\_\_

# STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County

## SHERIFF'S DEPARTMENT

### Preventive Maintenance Instructions

PM Group: ORTLR – On Road Trailer Group

PM Level: A 6,000 Miles or 90 Days

Vehicle # \_\_\_\_\_ Hub Reading \_\_\_\_\_ Date \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Type \_\_\_\_\_

#### INSTRUCTIONS (cont.)

#### Lug Nut Torque Check (As Per OEM Specifications))

Lug Nut Torque Spec. \_\_\_\_\_

Axle #1	OK		OK
Right Wheel Inside Budd Nuts ( )		Right Wheel Lug Nuts	( )
Left Wheel Inside Budd Nuts ( )		Left Wheel Lug Nuts	( )
Axle #2	OK		OK
Right Wheel Inside Budd Nuts ( )		Right Wheel Lug Nuts	( )
Left Wheel Inside Budd Nuts ( )		Left Wheel Lug Nuts	( )

#### Note Additional Work Needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_

Please Print

Technician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Time Standard – 1.5



## POST CONVERSION CHECKLIST

Vehicle Number: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Model Year: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_ Mileage: \_\_\_\_\_

**TECHNICAL DESCRIPTION**

(circle one)

Radio:	Yes / No	Spot Light:	Yes / No	Center Console	Yes / No
Light Bar:	Yes / No	Shotgun/AR15 Rack	Yes / No	Command Box	Yes / No
Cage	Yes / No	Shotgun Rack	Yes / No	MDC	Yes / No
Alarm	Yes / No	K9 Kennel	Yes / No	Push Bar	Yes / No
GPS	Yes / No	Bluetooth	Yes / No	ALPR	Yes / No
Hard Seat	Yes / No	Map Light	Yes / No	Siren Speaker	Yes / No
U/C Lighting	Yes / No	Decals	Yes / No	Trunk Tray	Yes / No
Fire Extinguisher Bracket	Yes / No				

Light Bar Type:                      Emergency                      Non-Emergency (Amber)

**OPERATIONS INFORMATION**


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Prepared By: \_\_\_\_\_

PRINT

EMPLOYEE NUMBER

SIGNATURE

DATE



# STATEMENT OF WORK - ATTACHMENT 5

## Quick Fix Safety Inspection

Date\_\_\_\_\_

Vehicle#\_\_\_\_\_ Odometer Reading\_\_\_\_\_ Year\_\_\_\_\_ Make\_\_\_\_\_ Model\_\_\_\_\_

**Instructions:** Inspect The Original Requested Repair and the following safety related items.

Ok Def

- ( ) ( ) 1. Inspect Tires for Proper Inflation and Record Below.
- ( ) ( ) 2. Check All Fluid Levels. \*\*\*\*\* Add Fluids To Proper Levels. \*\*\*\*\*
- ( ) ( ) 3. Inspect Battery Terminals, Hold Down.
- ( ) ( ) 4. Inspect Condition of All Glass, Mirrors and Reflectors.
- ( ) ( ) 5. Check Operation of All Lights, Turn Signals And 4-way Flasher to Include Emergency Lighting and Equipment.
- ( ) ( ) 6. Check Operation of Horn and Siren.
- ( ) ( ) 7. Check Operation of All Warning Indicators, e.g., ABS, Airbag, Brakes, etc., (check by turning key to "on" position).
- ( ) ( ) 8. List All Deferred Work On This Document And Note It In ShopFax.

Left Front Tire Pressure ( )

Right Front Tire Pressure ( )

Left Rear Tire Pressure ( )

Right Rear Tire Pressure ( )

Spare Tire Pressure ( )

Note: Items Identified As Non-Safety Related Deferred Repairs Are To Be Listed Below.

Comments:

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Inspected By\_\_\_\_\_ Employee #\_\_\_\_\_ Date\_\_\_\_\_

Print Name

Inspected By\_\_\_\_\_

Signature

Time Standard - :15 Minutes

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP      PM Level: A 5,000 MILES OR 6 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test / Walk Around Inspection

- ( ) Verify level of PM service required, outstanding campaigns, recalls or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Check steering, suspension, and braking performance
- ( ) Check fire extinguisher and reflectors - secured and marked
- ( ) Check operation of horn, air conditioning and heating system, defrosters, gauges, and speedometer
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Inspect windshield wipers and wiper operation, windshield washer operation and top off washer fluid reservoir
- ( ) Inspect all glass for cracks, condition
- ( ) Check all lights, turn signals, mud flaps
- ( ) Check electrical wiring condition and protection
- ( ) Check warning devices - air, oil, temperature, and vacuum
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect interior & exterior condition
- ( ) Inspect all storage compartment doors and locks for proper operation
- ( ) Inspect storage compartment lights (if equipped)
- ( ) Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Applicable)
- ( ) Note condition of paint and body in comment section of repair order

#### Engine Compartment Service And Inspection

- ( ) Change engine oil and filter. Check all fluid levels, fluid conditions
- ( ) Inspect condition of air filter, breather elements, pcv filter and valve
- ( ) Check charging and cranking systems, service battery, cables, and tray
- ( ) Inspect cooling system, pressure test and repair leaks as necessary
- ( ) Inspect condition of radiator, coolant, and tanks
- ( ) Inspect condition of all belts and hoses
- ( ) Inspect all compressors, fans, engine and/or belt driven accessories
- ( ) Inspect air lines-leaks, condition and protection (if applicable)
- ( ) Inspect fuel tanks, fuel lines and pump, condition and protection
- ( ) Inspect exhaust system. Check manifold and flange gaskets-muffler and condition
- ( ) Inspect engine mounts
- ( ) Check for fluid leaks (oil, water, fuel, etc.) repair if necessary
- ( ) Check clutch adjustment and free play (if applicable)
- ( ) Check throttle linkage

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) Lube all grease fittings, door hinges, and pivot points, cables, linkages
- ( ) Inspect all steering & suspension components for wear & proper operation
- ( ) Check steering gear & mounting - free lash

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP      PM Level: A 5,000 MILES OR 6 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Remove all wheels. Check air pressure, inspect tire tread condition and record readings on repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to the next PM. Record tire air pressure and tread depth on this document and in the comment section of the repair order.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_

Spare Tire Tread Depth \_\_\_\_\_ PSI Reading \_\_\_\_\_

Ensure that tire pressure meets manufacturer's specifications.

- ( ) Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Inspect brake hoses and tubing condition-protection
- ( ) Check master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- ( ) Re-pack wheel bearings, & replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

### Undercarriage, Chassis, Drivetrain, Exhaust, And Exterior Inspection

- ( ) Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- ( ) Inspect drive shaft and universal joints for wear, loose bolts, etc.
- ( ) Inspect transmission for leaks. Inspect mounts
- ( ) Inspect axle seals and/or wheel seals for leaks
- ( ) Inspect fluid condition and levels of transfer case and front axle (if equipped)
- ( ) Inspect condition, operation, and mounting of all exhaust system components
- ( ) Inspect rear differential for leaks, condition and level of fluid. Check mounting and condition
- ( ) Clean under carriage, if needed

### Air Brake Inspection (If Applicable)

- ( ) Inspect air compressor and governor operation
- ( ) Inspect all valves, relays and hoses for leaks
- ( ) Drain and inspect air tanks for leaks and condition. Check mounting
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Check air leaks and 1-minute brake application test, air loss
- ( ) Check air governor adjustment-minimum 85psi - maximum 130 psi
- ( ) Release after loss of service air-test anti-skid lamp
- ( ) Check low air pressure warning buzzer

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

## INSTRUCTIONS

### Auxiliary Mounted Equipment Inspection and Service (if Applicable)

- ( ) Inspect reservoir, pump, motor and valve condition and operation
- ( ) Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- ( ) Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- ( ) Inspect hydraulic fluid level and condition (if equipped)
- ( ) Check operation and condition of any auxiliary mounted equipment

- ( ) Engage PTO (if equipped) and verify operation
- ( ) Operate front and rear winches (if equipped) checking for proper operation.
- ( ) Ensure any remote controls for winch are operational
- ( ) Inspect winch cables for any kinks, fraying, corrosion or damage.
- ( ) Inspect winch cable ends for any corrosion, looseness or cracks.
- ( ) Inspect winch cable rollers for binding or wear.

- ( ) Run all emergency lights including light bar, spot lights, flood lights and map light.
- ( ) Continue to run emergency lights for a minimum of 10 minutes to determine any malfunctions (i.e. lights shut off, etc.)
- ( ) Check all relays, circuit breakers and connectors. Check for excessive heat, signs of burning and poor connections.
- ( ) Ensure electrical connectors are fastened securely on all vehicles
- ( ) Check inner light bar wires for signs of overheating

Technician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard – 1.5 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP    PM Level: B 15,000 MILES OR 18 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test / Walk Around Inspection

- ( ) Verify level of PM service required, outstanding campaigns, recalls or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Check steering, suspension, and braking performance
- ( ) Check fire extinguisher and reflectors - secured and marked
- ( ) Check operation of horn, air conditioning and heating system, defrosters, gauges, and speedometer
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Inspect windshield wipers and wiper operation, windshield washer operation and top off washer fluid reservoir
- ( ) Inspect all glass for cracks, condition
- ( ) Check all lights, turn signals, mud flaps
- ( ) Check electrical wiring condition and protection
- ( ) Check warning devices - air, oil, temperature, and vacuum
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect interior & exterior condition
- ( ) Inspect all storage compartment doors and locks for proper operation
- ( ) Inspect storage compartment lights (if equipped)
- ( ) Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Applicable)
- ( ) Note condition of paint and body in comment section of repair order

#### Engine Compartment Service And Inspection

- ( ) Change engine oil and filter. Check all fluid levels, fluid conditions
- ( ) Inspect condition of air filter, breather elements, pcv filter and valve
- ( ) Check charging and cranking systems, service battery, cables, and tray
- ( ) Inspect cooling system, pressure test and repair leaks as necessary
- ( ) Inspect condition of radiator, coolant, and tanks
- ( ) Inspect condition of all belts and hoses
- ( ) Inspect all compressors, fans, engine and/or belt driven accessories
- ( ) Inspect air lines-leaks, condition and protection (if applicable)
- ( ) Inspect fuel tanks, fuel lines and pump, condition and protection
- ( ) Replace fuel filter(s)
- ( ) Inspect exhaust system. Check manifold and flange gaskets-muffler and condition
- ( ) Inspect engine mounts
- ( ) Check for fluid leaks (oil, water, fuel, etc.) repair if necessary
- ( ) Check clutch adjustment and free play (if applicable)
- ( ) Check throttle linkage

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) Lube all grease fittings, door hinges, and pivot points, cables, linkages
- ( ) Inspect all steering & suspension components for wear & proper operation
- ( ) Check steering gear & mounting - free lash

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP    PM Level: B 15,000 MILES OR 18 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Remove all wheels. Check air pressure, inspect tire tread condition and record readings on repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to the next PM. Record tire air pressure and tread depth on this document and in the comment section of the repair order.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_

Spare Tire Tread Depth \_\_\_\_\_ PSI Reading \_\_\_\_\_

Ensure that tire pressure meets manufacturer's specifications.

- ( ) Inspect brake linings and associated brake components condition. Record remaining brake percentage on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Inspect brake hoses and tubing condition-protection
- ( ) Check master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- ( ) Re-pack wheel bearings, & replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

### Undercarriage, Chassis, Drivetrain, Exhaust, And Exterior Inspection

- ( ) Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- ( ) Inspect drive shaft and universal joints for wear, loose bolts, etc.
- ( ) Inspect transmission for leaks. Inspect mounts
- ( ) Inspect axle seals and/or wheel seals for leaks
- ( ) Inspect fluid condition and levels of transfer case and front axle (if equipped)
- ( ) Inspect condition, operation, and mounting of all exhaust system components
- ( ) Inspect rear differential for leaks, condition and level of fluid. Check mounting and condition
- ( ) Clean under carriage, if needed

### Air Brake Inspection (If Applicable)

- ( ) Inspect air compressor and governor operation
- ( ) Inspect all valves, relays and hoses for leaks
- ( ) Drain and inspect air tanks for leaks and condition. Check mounting
- ( ) Inspect entire brake operation, air and mechanical devices
- ( ) Check air leaks and 1-minute brake application test, air loss
- ( ) Check air governor adjustment-minimum 85psi - maximum 130 psi
- ( ) Release after loss of service air-test anti-skid lamp
- ( ) Check low air pressure warning buzzer



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP PM Level: B 15,000 MILES OR 18 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Auxiliary Mounted Equipment Inspection and Service (if Applicable)

- ( ) Inspect reservoir, pump, motor and valve condition and operation
- ( ) Inspect hydraulic hoses, rams/cylinders, valves, and pump for leaks
- ( ) Lubricate all grease fittings [i.e. power liftgate, power takeoff (PTO), etc.]
- ( ) Inspect hydraulic fluid level and condition (if equipped)
- ( ) Check operation and condition of any auxiliary mounted equipment

#### PTO & Winch (If Applicable)

- ( ) Engage PTO (if equipped) and verify operation
- ( ) Operate front and rear winches (if equipped) checking for proper operation.
- ( ) Ensure any remote controls for winch are operational
- ( ) Inspect winch cables for any kinks, fraying, corrosion or damage.
- ( ) Inspect winch cable ends for any corrosion, looseness or cracks.
- ( ) Inspect winch cable rollers for binding or wear.

#### Emergency Lighting Inspection Check

- ( ) Run all emergency lights including light bar, spot lights, flood lights and map light.
- ( ) Continue to run emergency lights for a minimum of 10 minutes to determine any malfunctions (i.e. lights shut off, etc.)
- ( ) Check all relays, circuit breakers and connectors. Check for excessive heat, signs of burning and poor connections.
- ( ) Ensure electrical connectors are fastened securely on all vehicles
- ( ) Check inner light bar wires for signs of overheating

Technician's Name \_\_\_\_\_ Employee# \_\_\_\_\_  
Print Name

Technician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard – 2.5 Hours

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP    PM Level: C 30,000 MILES OR 36 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Road Test / Walk Around Inspection

- ( ) Verify level of PM service required, outstanding campaigns, recalls or other programs
- ( ) Test drive vehicle and evaluate
- ( ) Check drive train and engine performance
- ( ) Check steering, suspension, and braking performance
- ( ) Check fire extinguisher and reflectors - secured and marked
- ( ) Check operation of horn, air conditioning and heating system, defrosters, gauges, and speedometer
- ( ) Inspect lap/shoulder belts and seat latches for wear and proper operation
- ( ) Inspect mirrors and supports
- ( ) Inspect windshield wipers and wiper operation, windshield washer operation and top off washer fluid reservoir
- ( ) Inspect all glass for cracks, condition
- ( ) Check all lights, turn signals, mud flaps
- ( ) Check electrical wiring condition and protection
- ( ) Check warning devices - air, oil, temperature, and vacuum
- ( ) Check interior electrical and mechanical performance
- ( ) Inspect interior & exterior condition
- ( ) Inspect all storage compartment doors and locks for proper operation
- ( ) Inspect storage compartment lights (if equipped)
- ( ) Check Diesel Exhaust Fluid (DEF) Level, And Top Off (If Applicable)
- ( ) Note condition of paint and body in comment section of repair order

#### Engine Compartment Service And Inspection

- ( ) Change engine oil and filter. Check all fluid levels, fluid conditions
- ( ) Inspect condition of air filter, breather elements, pcv filter and valve
- ( ) Check charging and cranking systems, service battery, cables, and tray
- ( ) Replace Coolant; Flush Cooling System and Replace with 50/50 Coolant/Water Mix (or as per OEM Recommendations)
- ( ) Inspect cooling system, pressure test and repair leaks as necessary
- ( ) Inspect condition of radiator, coolant, and tanks
- ( ) Inspect condition of all belts and hoses
- ( ) Inspect all compressors, fans, engine and/or belt driven accessories
- ( ) Inspect air lines-leaks, condition and protection (if applicable)
- ( ) Inspect fuel tanks, fuel lines and pump, condition and protection
- ( ) Replace fuel filter(s)
- ( ) Replace spark plugs as per OEM recommendations
- ( ) Inspect exhaust system. Check manifold and flange gaskets-muffler and condition
- ( ) Inspect engine mounts
- ( ) Check for fluid leaks (oil, water, fuel, etc.) repair if necessary
- ( ) Check clutch adjustment and free play (if applicable)
- ( ) Check throttle linkage

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: RA RESCUE VEHICLE PM GROUP    PM Level: C 30,000 MILES OR 36 MONTHS

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

#### Steering, Suspension, Brake and Tire Inspection and Lube Service

- ( ) Lube all grease fittings, door hinges, and pivot points, cables, linkages
- ( ) Inspect all steering & suspension components for wear & proper operation
- ( ) Check steering gear & mounting - free lash
- ( ) Remove all wheels. Check air pressure, inspect tire tread condition and record readings on repair order. Replace tire if tread depth is expected to reach the 3/32 minimum prior to the next PM. Record tire air pressure and tread depth on this document and in the comment section of the repair order.

Tread Depth LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_

PSI Reading LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_

Spare Tire Tread Depth \_\_\_\_\_ PSI Reading \_\_\_\_\_

Ensure that tire pressure meets manufacturer's specifications.

- ( ) Inspect brake linings and associated brake components condition. Record remaining brake percentages on repair order. Replace brake linings if lining is 50% or less of new.
- ( ) Check parking brake operation (adjust if necessary). Record remaining lining percentage on repair order.
- ( ) Inspect brake hoses and tubing condition-protection
- ( ) Check master cylinder, hydro-boost (if equipped), power booster & brake fluid reservoir level
- ( ) Re-pack wheel bearings, & replace wheel bearing seals at each brake relining, or at every 15,000 miles, whichever occurs first

#### Undercarriage, Chassis, Drivetrain, Exhaust, And Exterior Inspection

- ( ) Inspect frame, leaf springs, shackles and U-bolts for cracks, loose nuts/bolts, etc.
- ( ) Inspect drive shaft and universal joints for wear, loose bolts, etc.
- ( ) Inspect transmission for leaks. Inspect mounts
- ( ) Replace Transmission Fluid and Filter on Automatic Transmission; Replace Gear oil on Manual Transmission
- ( ) Inspect axle seals and/or wheel seals for leaks
- ( ) Replace transfer case fluid on 4X4 Vehicles
- ( ) Inspect condition, operation, and mounting of all exhaust system components
- ( ) Inspect rear differential for leaks. Check mounting and condition
- ( ) Replace rear differential fluid. Replace front differential fluid on 4X4 Vehicles
- ( ) Clean under carriage, if needed

#### Air Brake Inspection (If Applicable)

- ( ) Inspect air compressor and governor operation
- ( ) Inspect all valves, relays and hoses for leaks
- ( ) Drain and inspect air tanks for leaks and condition. Check mounting

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

Statement of Work - Attachments  
Automotive Fleet Management  
and Maintenance Services

**STATEMENT OF WORK - ATTACHMENT 5**  
**READY FOR SALE/AUCTION FORM**

Remove From Fleet (RFF) # \_\_\_\_\_

Vehicle _____	VIN # _____	Title _____
Year _____	Color _____	Duplicate _____
Make _____	Body Type _____	Court Order _____
Model _____	Mileage _____	Form 97 (military) _____

**DOCUMENTS**

262 Transfer form  
Remove From Fleet  
Auction Inspection Report  
Smog Check printout

YES	NO

**VEHICLE**

Remove License Plates  
Remove all County Documents  
Paint doors black on B/W vehicles  
Remove all decals and numbers  
Install original equipment rear seat (B/W vehicles)  
Install original equipment rear seat belts (B/W vehicles)  
Remove all emergency lights and equipment  
Remove communication equipment

YES	NO

**INSPECTION**

Perform smog check  
Going out of service inspection  
Final vehicle inspection

YES	NO

Type of sale at auction:      Wholesale \_\_\_\_\_      Public sale \_\_\_\_\_

If wholesale, please explain:

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Submitted by: \_\_\_\_\_  
PRINT NAME

Date: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

## STATEMENT OF WORK - ATTACHMENT 5

### TANKER INSPECTION AND CERTIFICATION

#### Vehicle Safety Inspection

Vehicle #: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_ Department: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type of Tanker: \_\_\_\_\_

**INSTRUCTIONS:** Testing shall be performed in accordance with DOT federal regulations, the Air Resources Board (ARB) regulations, U.S. Environmental Protection Agency (EPA) and any other Federal, State, and local requirements. Fuel tankers shall be tested and certified annually:

1. Mobile transport tanks shall be certified and tested annually using ARB "Certification Procedure for Vapor Recovery Systems of Cargo Tanks" (CP-204) and ARB Test Method TP-204.1 "Determination of Five Minute Static Pressure Performance of Vapor Recovery Systems of Cargo Tanks." Ongoing testing shall be performed using either ARB Test Method TP-204.1, or ARB Test Method TP-204.2 "Determination of One Minute Static Pressure Performance of Vapor Recovery Systems of Cargo Tanks" as approved by Environmental Protection Agency (EPA).
2. Vapor control systems at bulk plants and bulk terminals shall be tested using the ARB Test Methods TP-202.1 "Determination of Emission Factor of Vapor Recovery Systems of Bulk Plants" and TP-203.1 "Determination of Emission Factor of Vapor Recovery Systems of Terminals," respectively, as they exist on July 26, 2000.
3. Fugitive leaks shall be tested using either EPA Method 21 "Determination of Volatile Organic Leaks" or ARB Test Method TP-204.3 "Determination of Leak(s)," as they exist on July 26, 2000
4. Any other test procedure approved by EPA and ARB for determining the performance of systems used to control VOC emissions from the transfer of organic compounds into mobile transport tanks may be used.

All test procedures shall be performed in accordance with a protocol approved in writing by the Air Pollution Control Officer.

#### COMMENTS:

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Inspected by: \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: TMC Training Motorcycle Group

PM Level: A Service every 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Check If OK

#### Road Test and Inspection

- ( ) Verify level of PM service required, outstanding campaigns, recalls, or other programs
- ( ) Read Motronic Fault Memories with most current BMW diagnostic scan tool (currently GS911 diagnostic system)
- ( ) Change engine oil (at operating temperature) & oil filter (synthetic oil only)
- ( ) Inspect tire tread wear & air pressure. Record readings on this document and in the comment section of the repair order. Replace tire if tread depth is expected to reach 3/32" or 2.0mm minimum prior to next pm  
Tread Depth Front \_\_\_\_\_ Rear \_\_\_\_\_  
Tire PSI Front \_\_\_\_\_ Rear \_\_\_\_\_
- ( ) Inspect wheels & spokes
- ( ) Inspect brake lining condition, record % remaining on repair order. Replace brake linings if lining is 50% or less of new
- ( ) Inspect Brake Rotors for wear
- ( ) Check ABS sensor/pulse wheels for correct gap. Adjust & clean as required
- ( ) Check operation of all warning indicators
- ( ) Inspect lights for proper operation
- ( ) Inspect brake fluid level & condition
- ( ) Inspect battery fluid & water level (main battery & police battery)
- ( ) Load Test Batteries
- ( ) Inspect starting & charging system
- ( ) Check clutch fluid level
- ( ) Check Valve Clearance; Adjust Valves If Necessary
- ( ) Check condition of spark plugs. Replace as per OEM requirements.
- ( ) Inspect exhaust system
- ( ) Inspect poly v-belt. Replace as per OEM requirements
- ( ) Check swing arm bearing (no play), adjust if necessary
- ( ) Lubricate side stand/center stand pivots
- ( ) Check operation of throttle linkage, cables & valves
- ( ) Synchronize throttle valves
- ( ) Check side stand mounting bolt
- ( ) Check safety interlock switch on side stand
- ( ) Inspect crash bar mountings
- ( ) Inspect seat condition & mounting
- ( ) Check condition & location of all Sheriff decals (replace if necessary)
- ( ) Note condition of paint & body in comment section of repair order

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: TMC Training Motorcycle Group

PM Level: A Service every 6 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Sheriff Equipment inspection:
  - Pursuit lights operational
  - Siren/speaker operational
  - Radio equipment securely mounted
  - Map light operational (if equipped)
- ( ) Final inspection with safety/operation check:
  - Check torque on rear wheel retaining bolts
  - Lights, horn, & signal systems
  - Indicator & warning systems
  - Clutch, gearshift, & side stand switch function
  - Hand brake, foot brake, and ABS
  - Steering (no cable drag from radio equipment)
  - Instruments (including optional accessories)
  - Test ride, visual quality check

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard – up to 4.0 Hours



## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: TMC Training Motorcycle Group

PM Level: B Service 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

Check If OK

#### Road Test and Inspection

- ☐ Verify level of PM service required, outstanding campaigns, recalls, or other programs
- ☐ Read Motronic Fault Memories with most current BMW diagnostic scan tool (currently GS911 diagnostic system)
- ☐ Change engine oil (at operating temperature) & oil filter (synthetic oil only)
- ☐ Change Transmission Oil (at operating temperature) 2007 thru 2015
- ☐ Change oil in bevel gears (Rear Drive)
- ☐ Inspect tire tread wear & air pressure. Record readings on this document and in the comment section of the repair order. Replace tire if tread depth is expected to reach 3/32" or 2.0mm minimum prior to next pm  
Tread Depth Front \_\_\_\_\_ Rear \_\_\_\_\_  
Tire PSI Front \_\_\_\_\_ Rear \_\_\_\_\_
- ☐ Inspect wheels & spokes
- ☐ Inspect brake lining condition, record % remaining on repair order. Replace brake linings if lining is 50% or less of new
- ☐ Inspect Brake Rotors for wear
- ☐ Check ABS sensor/pulse wheels for correct gap. Adjust & clean as required
- ☐ Check operation of all warning indicators
- ☐ Inspect lights for proper operation
- ☐ Flush brake fluid and refill
- ☐ Inspect battery fluid & water level (main battery & police battery)
- ☐ Load Test Batteries
- ☐ Inspect starting & charging system
- ☐ Flush clutch fluid and refill
- ☐ Check Valve Clearance; Adjust Valves If Necessary
- ☐ Check condition of spark plugs. Replace as per OEM requirements.
- ☐ Inspect exhaust system
- ☐ Inspect poly v-belt. Replace as per OEM requirements
- ☐ Check swing arm bearing (no play), adjust if necessary
- ☐ Lubricate side stand/center stand pivots
- ☐ Check operation of throttle linkage, cables & valves
- ☐ Synchronize throttle valves (if applicable)
- ☐ Replace Fuel Filter (if serviceable)
- ☐ Check side stand mounting bolt
- ☐ Check safety interlock switch on side stand
- ☐ Inspect crash bar mountings
- ☐ Inspect seat condition & mounting
- ☐ Check condition & location of all Sheriff decals (replace if necessary)
- ☐ Note condition of paint & body in comment section of repair order

## STATEMENT OF WORK - ATTACHMENT 5

Los Angeles County  
**SHERIFF'S DEPARTMENT**  
Preventive Maintenance Instructions

PM Group: TMC Training Motorcycle Group

PM Level: B Service 12 Months

### INSTRUCTIONS

Vehicle # \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_

- ( ) Sheriff Equipment inspection:
  - Pursuit lights operational
  - Siren/speaker operational
  - Radio equipment securely mounted
  - Map light operational (if equipped)
- ( ) Final inspection with safety/operation check:
  - Check torque on rear wheel retaining bolts
  - Lights, horn, & signal systems
  - Indicator & warning systems
  - Clutch, gearshift, & side stand switch function
  - Hand brake, foot brake, and ABS
  - Steering (no cable drag from radio equipment)
  - Instruments (including optional accessories)
  - Test ride, visual quality check

Technician's Name \_\_\_\_\_ Employee # \_\_\_\_\_  
Please Print

Technician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Labor Standard – up to 6.0 Hours

**STATEMENT OF WORK - ATTACHMENT 6**  
**Vehicle/Equipment Type Code List**

<b>TYPE</b>
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- 01 - Sedans B/W - **Emergency Response Vehicle**
- 02 - Sedans Solid - **Emergency Response Vehicle**
- 03 - Special Purpose Vehicle 10,001 to 18,000 GVW
- 04 - B/W Pickup 2 Wheel
- 05 - Special Purpose Vehicle 18,001 to 35,000 GVW
- 06 - Special Purpose Vehicle 35,001 GVW or higher
- 07 - B/W Pickup 4 Wheel
- 09 - B/W S.U.V. ALL Wheel Drive - **Emergency Response Vehicle (Example - Ford Utility PI AWD)**
- 10 - B/W Up To 12 Passenger Van
- 11 - Van Up To 12 Passengers Solid - **Prisoner Transport**
- 13 - B/W 15 Passenger Van
- 15 - Solid Motorcycle On Road
- 16 - B/W Motorcycle On Road - **Emergency Response Vehicle**
- 19 - B/W S.U.V. 2 Wheel Drive - **Emergency Response Vehicle**
- 20 - S.U.V. Solid 2 Wheel Drive - **Emergency Response Vehicle (Example – Chevrolet Tahoe)**
- 22 - B/W S.U.V. 4 Wheel Drive - **Emergency Response Vehicle (Example - Ford Expedition 4WD)**
- 23 - S.U.V. Solid 4 Wheel Drive - **Emergency Response Vehicle (Example – Ford Expedition 4WD)**
- 24 - S.U.V. Solid ALL Wheel Drive - **Emergency Response Vehicle (Example – Ford Utility AWD)**
- 25 - B/W Cargo Van
- 28 - B/W 4X4 Rescue Truck, with a GVW rating of 10,000 lbs. or less - **Emergency Response Vehicle**
- 29 - B/W Rescue Vehicles, with a GVW rating of 10,001 lbs. or higher - **Emergency Response Vehicle**
- 30 - Para-Transit Bus, with a GVW rating of 10,001 lbs. or higher ( Wheel-Chair Transport)
- 31 - B/W Bus 25 - 35 Passenger
- 34 - B/W Bus 36 - 49 Passenger
- 37 - B/W Bus 50 - 60 Passenger
- 39 - Display Vehicles
- 40 - Sedan Solid Large (Example - Charger, Crown Victoria)
- 41 - Sedan Solid Large All Wheel Drive (Example - Charger, Ford Sedan PI)
- 43 - Sedan Solid Medium (Example - Chevrolet Impala FWD, Nissan Altima, Taurus)
- 44 - Sedan Solid Medium All Wheel Drive (Example - Chevrolet Impala, Nissan Altima)
- 45 - Sedan Solid Hybrid (Example - Chevrolet Volt, Toyota Prius)
- 46 - Sedan Solid Small (Example - Chevrolet Cruze, Ford Fusion)
- 47 - S.U.V. Solid 2X2
- 48 - S.U.V. Solid 4X4
- 49 - Sedan Solid Marked (Decals, lightbar,)
- 50 - Sedan Solid V.O.P. 2005 Program
- 51 - S.U.V. Solid ALL Wheel Drive - (Example – Ford Explorer) - **Non-Emergency Response Vehicle**
- 52 - Sedan Solid C.S.O., P.C.O.
- 55 - Sedan Solid C.S.S., C.P.S.
- 58 - Sedan Solid V.O.P.
- 61 - Van Up To 12 Passengers Solid
- 64 - Van 15 Passenger Solid
- 66 - Food Van
- 67 - Van, Solid Cargo, with a GVW rating of 10,000 lbs. or less
- 68 - Step Van
- 69 - Van, Solid Cargo, with a GVW rating of 10,001 lbs. or higher
- 70 - Truck, Utility, with a GVW rating of 10,000 lbs. or less
- 71 - Van, Utility, with a GVW rating of 10,000 lbs. or less
- 72 - Truck, Utility, with a GVW rating of at least 10,001 lbs. but less than 35,000 lbs.
- 73 - Pickup Truck Solid, with a GVW rating of 10,000 lbs. or less
- 74 - Van, Utility, with a GVW rating of 10,001 lbs. or higher
- 75 - Pickup Truck Solid, with a GVW rating of at least 10,001 lbs. or more
- 76 - Truck Cargo Bobtail
- 79 - Truck Cargo Stakeside
- 80 - Refrigeration Unit – Attached
- 81 - Generator Unit – Attached- **Always Fee-for-Service; Not included in Fixed Price Groups**
- 82 - Truck Refer Compartment
- 83 - Generator Unit – Mounted on Trailer, w or w/o Lighting- **Always Fee-for-Service; Not included in Fixed Price Groups**
- 85 - Truck Dump
- 86 - Truck, Boom, Hydraulic, Electric Attach.
- 87 - Truck, Utility, with a GVW rating of 35,000 lbs. or higher
- 88 - Truck Tanker
- 90 - Truck Tractor
- 91 - Semi Trailer Flatbed
- 92 - Semi Trailer Container
- 93 - Semi Trailer Refrigerated
- 94 - Semi Trailer Tanker
- 95 - Utility Trailer 2 or 4 Wheel
- 96 - RV Trailer
- 97 - Off Highway ATV
- 98 - Miscellaneous Vehicle/Equipment
- 99 - Boat

## STATEMENT OF WORK - ATTACHMENT 7 CONTRACT DISCREPANCY REPORT

**TO:**

**FROM:**

**DATES:**      **Prepared:** \_\_\_\_\_

**Returned by Contractor:** \_\_\_\_\_

**Action Completed:** \_\_\_\_\_

**DISCREPANCY PROBLEMS:** \_\_\_\_\_

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\_\_\_\_\_  
Signature of County Representative

\_\_\_\_\_  
Date

**CONTRACTOR RESPONSE (Cause and Corrective Action):** \_\_\_\_\_

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\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

**COUNTY EVALUATION OF CONTRACTOR RESPONSE:** \_\_\_\_\_

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Signature of Contractor Representative

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Date

**COUNTY ACTIONS:** \_\_\_\_\_

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**CONTRACTOR NOTIFIED OF ACTION:**

County Representative's Signature and Date \_\_\_\_\_

Contractor Representative's Signature and Date \_\_\_\_\_

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>2.0</b>	<b>STAFFING</b>			
	<b>Exhibit A, SOW, Sub-paragraph 2.1, Staffing Levels and Schedules, General</b>	2.1.1 Contractor shall provide not less than the minimum staffing levels specified in Statement of Work Attachment 3A (Minimum Staffing Levels per Repair Location), by job classification and work location, for each business day and each work shift.	100%	\$25 per business hour per employee.	\$50 per business hour per employee.
	<b>Exhibit A, SOW, Sub-paragraph 2.1, Staffing Levels and Schedules, General</b>	2.1.9 Contractor Failure to Meet Minimum Staffing, Unfilled Position Contractor shall be responsible to provide sufficient staff, including relief for breaks and meal periods when necessary, for all positions according to Statement of Work Attachment 3A (Minimum Staffing Levels per Repair Location), unless County provides Contractor with a written exemption. In addition to assessments, Contractor shall be liable for all directly related and associated costs in the event County or another contractor is required to fill a position that Contractor is responsible for staffing. County will view any unfilled position as a breach of performance. More than three (3) instances of an unfilled position at any repair location within a thirty (30) calendar day period, or three consecutive days of an unfilled position, may subject Contractor to assessments, liquidated damages, possible forfeiture of Contract, and/or debarment. Refer to Statement of Work Attachment 8 (Performance Requirements Summary (PRS) Chart).	100%	\$200 per open position, per business day until post is filled.	\$500 per position, per business day upon three instances of an open position at any Repair Facility within a thirty-day period. -OR- \$500 per position, upon three consecutive business days of an open position. -OR- Possible Termination for Default of contract for continued failure to perform -AND- Debarment for up to five (5) years.
	<b>Exhibit A, SOW, Sub-paragraph 2.2, Staffing Levels and Schedules, Special Circumstances</b>	2.2.1 Absences, Unplanned Contractor shall replace any of the minimum staff required pursuant to Statement of Work Attachment 3A (Minimum Staffing Levels per Repair Location) who do not report to work for an unplanned reason (e.g., illness, accident, personal emergency, etc.) within two (2) hours of the beginning of the absence. A two (2) hour allowance shall apply on the first day of such unplanned absence. Contractor is authorized to use the technicians identified as Relief/Additional Support in Statement of Work Attachment 3B (Administrative and Other Required Staffing) to replace and/or substitute for their equivalent positions in Statement of Work Attachment 3A (Minimum Staffing Levels per Repair Location).	100%	\$25 per business hour per employee.	\$50 per business hour per employee.

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 2.2 Staffing Levels and Schedules, Special Circumstances</b>	2.2.3 <u>Absences, Extraordinary</u> Contractor shall provide a full-time qualified replacement for any administrative staff specified in Statement of Work Attachment 3B (Administrative and Other Staffing) that exceeds thirty (30) cumulative business days of absence during a Contract year.	100%	\$50 per business hour per employee, after five (5) business day grace period.	\$100 per business hour per employee, after five (5) business day grace period.
	<b>Exhibit A, SOW, Sub-paragraph 2.2, Staffing Levels and Schedules, Special Circumstances</b>	2.2.10.4 Contractor shall provide the required staffing during an emergency at all repair locations as identified by County Project Manager or designee. County Project Manager or designee reserves the exclusive right to determine the level of staffing during an emergency.	100%	\$500 per day per facility.	\$1000 per day per facility.
	<b>Exhibit A, SOW, Sub-paragraph 2.2, Staffing Levels and Schedules, Special Circumstances</b>	2.2.13 <u>Staffing During Joint Vehicle Inspections</u> Contractor shall provide qualified technicians to perform vehicle inspections in the presence of County personnel and interested third parties.	100%	\$20 per vehicle, per business hour exceeding requested inspection time	\$40 per vehicle, per business hour exceeding requested inspection time
	<b>Exhibit A, SOW, Sub-paragraph 2.2, Staffing Levels and Schedules, Special Circumstances</b>	2.2.14.2 Should services be interrupted or reduced by work stoppages, slowdowns, or emergencies (see sub-paragraph 2.2.10 (Staffing during Emergencies)), or by Contractor's failure to provide adequate staffing, parts, or service delivery, Contractor shall continue to provide services by whatever means available, including the provision of services using outside vendors, as approved by County Project Manager or designee.	100%	Contract Termination	

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 2.3, Staff Qualifications and Training</b>	<p>2.3.7.4 Contractor shall ensure and document that employees receive on-going training appropriate to the position for which they are employed after they start work on the Contract, as approved by County, especially in the following areas, including, but not limited to:</p> <ul style="list-style-type: none"> <li>a. Fleet management;</li> <li>b. administration of Fleet services;</li> <li>c. computer systems operation (ShopFax, office systems, etc);</li> <li>d. vehicle diagnostic systems operation;</li> <li>e. vehicle licensing;</li> <li>f. vehicle decommissioning;</li> <li>g. vehicle/parts cannibalization;</li> <li>h. component fabrication/installation;</li> <li>i. vehicle outfitting;</li> <li>j. workplace and employee safety;</li> <li>k. workplace and employee emergency protocols;</li> <li>l. hazardous materials handling and disposal;</li> <li>m. tool and equipment safety and operation (hoists, frame machines, alignment systems, etc);</li> <li>n. safety equipment use;</li> <li>o. model year-to-year changes in safety equipment;</li> <li>p. vehicle maintenance, repair (e.g. mechanical, electrical, body, and frame repair);</li> <li>q. model year-to-year changes in mechanical, electrical, frame, and body; and</li> <li>r. OEM recalls and Technical Service Bulletins.</li> </ul>	100%	\$25 per business day, per employee needing training	\$50 per business day, per employee needing training
	<b>Exhibit A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training</b>	<p>2.3.7.8 All Contractor employees who perform brake system inspections and/or other brake work on vehicles shall, at a minimum, be certified/licensed to perform such work by the National Institute of Automotive Service Excellence (ASE) or the California State Bureau of Automotive Repair (BAR). Employee certifications shall be appropriate to the vehicles requiring inspection and/or repair; i.e. ASE medium/heavy truck, bus, automobile, or BAR class A, B, or C.</p>	100%	\$50 per un-certified/unlicensed employee per business day	\$100 per un-certified/unlicensed employee per business day

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training</b>	<p>2.3.7.9 Contractor shall train, test, and certify each employee who is required to service, inspect, or repair vehicle passive-restraint airbag systems, prior to such employee servicing, inspecting, or repairing such systems.</p> <p>a. Contractor employees may, in lieu of receiving Contractor-provided training, and upon hire, provide documentation of training received from an independent source such as an OEM or community college.</p> <p>b. Contractor shall inspect and warrant all work on passive-restraint airbag systems performed on vehicles by subcontractors. Contractor shall indicate the date and inspecting employee's name on the Repair Order prior to returning the vehicle to service.</p>	100%	\$50 per un-certified/unlicensed employee per business day	\$100 per un-certified/unlicensed employee per business day
	<b>Exhibit A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training</b>	<p>2.3.7.11 The Department's three (3) emission-testing facilities are located at the Eastern Avenue repair location, Pitchess Detention Center repair location, and STAR Center repair location. See Statement of Work Attachment 3A (Minimum Staffing Levels per Repair Location).</p> <p>a. Contractor shall ensure, at all times, that a minimum of one (1) or more employees working at each of the three (3) Department emission testing facilities listed above have a current BAR emission check technician's license.</p> <p>b. Contractor shall also ensure, at all times, that at least one BAR-licensed emission check technician is available on-site at each of the three emission-testing facilities during business hours, regardless of daily variances in repair location staffing.</p>	100%	\$10 per business hour per location without BAR licensed smog technician	\$20 per business hour per location without BAR licensed smog technician
	<b>Exhibit A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training</b>	2.3.7.12 All Contractor employees who operate the Chief Automotive Technologies (Chief) frame machine and the Chief Genesis Velocity (Genesis) measuring system shall have current documented training and certification on both of these systems.	100%	\$20 each business day out of compliance	\$40 each business day out of compliance



## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 2.3.7, Contractor Employee Qualifications and Training</b>	2.3.7.14 All Contractor employees who perform headlight adjustments on vehicles shall be BAR licensed lamp adjusters. Contractor's licensed employees shall certify the lighting systems on all vehicles repaired due to accidents involving side or front impacts, or other impact areas that would possibly affect proper headlight alignment of the vehicle, as determined by the Contractor Project Manager or designee and approved by County Project Manager or designee. 2.3.7.15 Contractor shall staff two (2) or more employees to work at the Eastern Avenue repair location who have a current BAR lamp adjuster license to perform headlight alignment.	100%	\$50 per unlicensed employee per business day	\$100 per unlicensed employee per business day
	<b>Exhibit A, SOW, Sub-paragraph 2.3.8, Employee Safety Program</b>	2.3.8 <u>Employee Safety Program</u> Contractor shall ensure all employees, prior to beginning work under the Contract, are trained in safe work practices, and the proper handling of hazardous materials associated with the work as set forth in sub-paragraph 3.6 (Hazardous and Non-Hazardous Material, Handling) of this SOW. Such training may be performed by Contractor or any qualified outside vendor, at Contractor's sole expense, with the concurrence of County Project Manager or designee. Contractor shall not invoice County for any training expenses.	100%	\$50 per employee not trained per business day	\$100 per employee not trained per business day
	<b>3.0</b>	<b>FLEET MANAGEMENT SERVICES</b>			
	<b>Exhibit A, SOW, Sub-paragraph 3.1, Start-Up and Transition</b>	3.1 <u>Start-Up and Transition</u> Contractor shall utilize industry best practices to efficiently transition the provision of Fleet management and maintenance services from the outgoing contractor to Contractor. Contractor shall address all start-up and transition requirements in a timely fashion and in a manner so as not to negatively impact nor impede the outgoing contractor's Fleet operation.	100%	\$100 per day, per transition service not provided	\$200 per day per transition service not provided
	<b>Exhibit A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</b>	3.1.2.3.5 Notwithstanding the above, Contractor shall make no alterations or improvements to repair locations without prior written approval of County.	100%	\$50 per incident	\$100 per incident

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</b>	<p><u>3.1.2 STP Requirements, Tasks</u></p> <p>As part of the Contractor's STP requirements, and unless otherwise approved by County in writing, Contractor shall:</p> <p>3.1.2.3 Prior to the Work Start Date, identify any repair location and facility equipment non-compliance with local, city, County, state or federal regulations, and recommend remedies for any repair location/equipment non-compliance, including costs, for inclusion in the Operational Plan described in sub-paragraph 3.3 (Operational Plan). Each recommendation for inclusion in the Operational Plan shall have the written approval of County Project Manager or designee prior to the Work Start Date (see sub-paragraph 3.3 (Operational Plan)).</p>	100%	\$20 per business day exceeding the STP, not provided, or incomplete	\$40 per business day, not provided, or incomplete, when over sixty (60) days past Work Commencement.
	<b>Exhibit A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</b>	3.1.2.11 Establish agreements with subcontractors to provide hazardous and non-hazardous waste disposal to satisfy the work requirements outlined in sub-paragraph 3.6 (Hazardous and Non-Hazardous Materials, Handling) and elsewhere in this SOW.	100%	\$50 per vendor, per business day, not established and approved, in writing, by County Project Manager.	\$100 per vendor, per business day, not established and approved, in writing, by County Project Manager.
	<b>Exhibit A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</b>	3.1.2.12 Establish agreements with outgoing fleet contractor's subcontractors, or other subcontractors, to provide towing and emergency road services to satisfy the work requirements outlined in sub-paragraph 4.25 (Towing and Emergency Road Services) of this SOW. Contractor shall ensure there is no interruption in emergency road services and towing. The subcontractor selection process and pricing shall be subject to prior approval by County Project Manager or designee.	100%	\$50 per vendor, per business day, not established and approved, in writing, by County Project Manager.	\$100 per vendor, per business day, not established and approved, in writing, by County Project Manager.
	<b>Exhibit A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</b>	3.1.2.13 Establish agreements with subcontractors to provide upholstery, alignment, exhaust, and complete tire repair/replacement work, which shall be picked up and delivered by subcontractors located within a five (5) mile radius of each staffed repair location; should subcontractor be unable to pick up and/or deliver vehicle, it will be the Contractor's responsibility to transport vehicle to and from the subcontractor.	100%	\$50 per vendor, per business day, not established and approved, in writing, by County Project Manager.	\$100 per vendor, per business day, not established and approved, in writing, by County Project Manager.

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.1.2, STP Requirements, Tasks</b>	3.1.2.14 Establish agreements with subcontractors to provide other services as determined by County.	100%	\$50 per vendor, per business day, not established and approved, in writing, by County Project Manager.	\$100 per vendor, per business day, not established and approved, in writing, by County Project Manager.
	<b>Exhibit A, SOW, Sub-paragraph 3.2, Work Start Date, Contractor Obligations</b>	3.2.6 <u>ShopFax Fleet Codes Procedures Review</u> Within one hundred-eighty (180) calendar days after the Work Start Date, Contractor shall conduct an initial review of all ShopFax "Fleet Codes" procedures. Contractor shall recommend changes or improvements to County Project Manager or designee.	100%	\$50 each business day not completed after 180 day requirement, as required.	\$100 each business day not completed after 180 day requirement, as required.
	<b>Exhibit A, SOW, Sub-paragraph 3.2, Work Start Date, Contractor Obligations</b>	3.2.7 <u>Physical Fleet Inventory and Verification (Inventory), ShopFax Record Review</u> Within three hundred sixty-five (365) calendar days after the Work Start Date, Contractor shall complete a physical Fleet inventory and ShopFax record review. Contractor's physical Fleet inventory obligations are further detailed in sub-paragraph 5.4.10 (Physical Fleet Inventory and Verification, ShopFax Record Review) of this SOW.		\$50 each business day not completed after 365 day requirement, as required.	\$100 each business day not completed after 365 day requirement, as required.
	<b>Exhibit A, SOW, Sub-paragraph 3.3, Operational Plan</b>	3.3.2 Within forty five (45) calendar days after the Work Start Date, Contractor shall submit the revised Operational Plan to the County Project Manager or designee for review.	100%	\$50 per section of plan, per business day, not provided, or incomplete	\$100 per section of plan, per business day, not provided, or incomplete
	<b>Exhibit A, SOW, Sub-paragraph 3.3, Operational Plan</b>	3.3.4 Contractor shall update the Operational Plan objectives annually, based on Contractor's Annual Report required pursuant to sub-paragraph 7.5 (Annual Report) of this SOW, and Contractor's prior year's work performance, as determined by County Project Manager or designee. Contractor shall deliver to County Project Manager or designee, for County Project Manager's approval, an updated Operational Plan annually thereafter, within thirty (30) calendar days after the anniversary of the Contract's effective date.	100%	\$25 per section of plan, per business day, not provided, or incomplete	\$50 per section of plan, per business day, not provided, or incomplete
	<b>Exhibit A, SOW, Sub-paragraph 3.3, Operational Plan</b>	3.3.5 Contractor's Operational Plan shall include a description of all services to be provided under the Contract, including, but not limited to, the following: 3.3.5.8 A repair location environmental compliance program.	100%	\$100 + any fines levied by local , city, county, state, or federal agencies	\$250 + any fines levied by local , city, county, state, or federal agencies

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.3, Operational Plan</b>	3.3.5.11 Energy saving measures, identifying all energy saving measures Contractor has implemented, or plans to implement (such as a closing checklist for turning off lights, etc.), by specific repair location. See sub-paragraph 10.2.2 (Repair Locations and Office Space) of this SOW. Contractor shall also provide this information in the Annual Report required in sub-paragraph 7.5 (Annual Report) of this SOW.	100%	\$25 per business day exceeding 30 day requirement to report in Annual Report	\$50 per business day exceeding 30 day requirement to report in Annual Report
	<b>Exhibit A, SOW, Sub-paragraph 3.4.1, Repair Location Internal Maintenance</b>	3.4.1.1 <u>Maintenance Schedule.</u> Contractor shall establish a maintenance schedule for the internal maintenance and housekeeping of all offices, shop areas, and restrooms of each Contractor-occupied repair location.	100%	\$50 per Incident per location for failure to schedule and maintain Contractor-occupied facilities	\$100 per Incident per location for failure to schedule and maintain Contractor-occupied facilities
	<b>Exhibit A, SOW, Sub-paragraph 3.4.1, Repair Location Internal Maintenance</b>	3.4.1.2 Internal maintenance and housekeeping includes, but is not limited to, sweeping, mopping, dusting, and cleaning necessary to maintain safe, neat, clean, and sanitary working conditions.	100%	\$50 per Incident per location for failure to schedule and maintain Contractor-occupied facilities	\$100 per Incident per location for failure to schedule and maintain Contractor-occupied facilities
	<b>Exhibit A, SOW, Sub-paragraphs 3.4.1, Repair Location Internal Maintenance</b>	3.4.1.3 At the direction of County Project Manager or designee, Contractor shall repair and/or replace the following: 110-volt light bulbs; fluorescent light bulbs; glass; soap/towel/toilet paper dispensers; keys; knobs and handles; minor plumbing (such as stopped-up toilet); stopped-up sinks; worn/damaged faucets; Contractor employee caused damage; and any/all other internal maintenance and housekeeping items required for a safe and sanitary environment.	100%	\$50 per Incident per location for failure to perform repairs and maintenance of Contractor-occupied facilities	\$100 per Incident per location for failure to perform repairs and maintenance of Contractor-occupied facilities
	<b>Exhibit A, SOW, Sub-paragraphs 3.4.1, Repair Location Internal Maintenance</b>	3.4.1.4 Contractor shall immediately clean all spills and promptly remedy all other identified safety hazards.	100%	\$50 per incident plus cost of clean up if performed by a vendor	\$100 per incident plus cost of clean up if performed by a vendor
	<b>Exhibit A, SOW, Sub-paragraphs 3.4.1, Repair Location Internal Maintenance</b>	3.4.1.5 Contractor shall furnish all supplies and materials needed to perform internal maintenance and housekeeping.	100%	\$50 per location per business day without supplies	\$100 per location per business day without supplies

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### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraphs 3.4.1, Repair Location Internal Maintenance</b>	3.4.1.6 Contractor shall clearly label and store all maintenance and cleaning supplies in authorized and secure areas only, as approved by County Project Manager or designee.	100%	\$50 per incident per location	\$100 per incident per location
	<b>Exhibit A, SOW, Sub-paragraphs 3.4.1, Repair Location Internal Maintenance</b>	3.4.1.7 Contractor shall store waste materials and rubbish in appropriate containers, ensuring waste does not accumulate and is disposed of properly.	100%	\$50 per incident + any fines levied by local, city, county, state, or federal agencies	\$100 per incident + any fines levied by local, city, county, state, or federal agencies
	<b>Exhibit A, SOW, Sub-paragraphs 3.4.1, Repair Location Internal Maintenance</b>	3.4.1.8 <u>Restrooms</u> . Contractor shall clean restrooms at the following repair locations: <ul style="list-style-type: none"> <li>• Men's Central Jail repair location</li> <li>• Pitchess Detention Center repair location</li> <li>• Eastern Avenue repair location (two (2) sets of men's and women's restrooms; one set near Door 50 on the ground floor, and one set on second floor above Department radio installation area near Door 39).</li> </ul>	100%	\$50 per location not cleaned	\$100 per location not cleaned
	<b>Exhibit A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair</b>	3.4.3.1 Contractor shall establish a maintenance and repair program for all County-furnished tools and equipment (County tools). The County-furnished tool and equipment maintenance and repair program shall include OEM-recommended inspection and servicing schedules, and, if applicable, Contractor-recommended inspection and servicing schedules. 3.4.3.5 Contractor shall inspect and maintain all County tools in accordance with Contractor's maintenance and repair program (sub-paragraph 3.4.3.1 above).	100%	\$50 per County tool or shop equipment not inspected and maintained plus cost of replacement tool if needed.	\$100 per County tool or shop equipment not inspected and maintained plus cost of replacement tool if needed.
	<b>Exhibit A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair</b>	3.4.3.6 Contractor shall repair inoperative County tools immediately. Out-of-service time for any County tool shall not exceed five (5) business days.	100%	\$50 each business day exceeding five (5) business day allowance, per piece of equipment	\$100 each business day exceeding five (5) business day allowance, per piece of equipment



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### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair</b>	3.4.3.8 Contractor shall supply temporary replacements for County tools when out-of-service time exceeds two (2) business days, at the request of County Project Manager or designee. Department will reimburse Contractor through FFS/Direct Purchase if there is a rental charge to supply temporary replacements for County tools.	100%	\$50 each business day exceeding one (1) business day allowance, after request by County Project Manager, per piece of equipment	\$100 each business day exceeding one (1) business day allowance, after request by County Project Manager, per piece of equipment
	<b>Exhibit A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair</b>	3.4.3.12.1 Contractor shall be responsible for all excessive wear, breakdown, loss, damage, or destruction of County tools resulting from Contractor's misuse or inadequate maintenance of County tools (Contractor negligence).	100%	\$50 per tool and/or piece of equipment + cost of replacement, as determined by County Project Manager	\$100 per tool and/or piece of equipment + cost of replacement, as determined by County Project Manager
	<b>Exhibit A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair</b>	3.4.3.12.2 Contractor shall replace such County tools, at Contractor's sole expense, within ten (10) business days of final approval by County Project Manager or designee.	100%	\$50 per tool and/or piece of equipment + cost of replacement, as determined by County Project Manager	\$100 per tool and/or piece of equipment + cost of replacement, as determined by County Project Manager
	<b>Exhibit A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair</b>	3.4.3.12.3 Contractor shall purchase, at Contractor's expense, comparable replacements for such County tools using a competitive purchasing process approved by County Project Manager or designee.	100%	\$50 per tool and/or piece of equipment not replaced + cost of replacement as determined by County Project Manager	\$100 per tool and/or piece of equipment not replaced + cost of replacement as determined by County Project Manager
	<b>Exhibit A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair</b>	3.4.3.13.2 Contractor shall purchase or lease comparable replacements for County tools using a competitive purchasing process approved by County Project Manager or designee. Any County replacement tools purchased and/or installed by Contractor pursuant to this sub-paragraph 3.4.3.13 (Replacement of County Tools due to Normal Wear, Obsolescence) will be paid for by County, plus a 2% administrative fee (see Exhibit B (Price Sheet)), in the following billing month, as approved by County Project Manager or designee.	100%	\$50 per tool and/or piece of equipment not replaced + cost of replacement as determined by County Project Manager	\$100 per tool and/or piece of equipment not replaced + cost of replacement as determined by County Project Manager

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### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair</b>	3.4.3.13.1 Contractor shall replace County tools requiring replacement due to normal wear and tear or obsolescence within ten (10) business days of final approval by County Project Manager or designee. Failure to replace County tools in a timely fashion may subject Contractor to daily assessments outlined in Statement of Work Attachment 8 (Performance Requirements Summary (PRS) Chart).	100%	\$50 per tool and/or piece of equipment + cost of replacement for failure to comply with replacement timeframe	\$100 per tool and/or piece of equipment + cost of replacement for failure to comply with replacement timeframe
	<b>Exhibit A, SOW, Sub-paragraph 3.4.3, County-Furnished Tools and Equipment, Maintenance and Repair</b>	3.4.3.15 Contractor may amortize the value of Contractor-purchased County tools using a method acceptable to County.	100%	\$50	\$100
	<b>Exhibit A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment</b>	3.4.4.2 Contractor shall establish a maintenance and repair program for all Contractor-owned tools and equipment. The maintenance and repair program shall include OEM-recommended inspection and servicing schedules, and, if applicable, Contractor-recommended inspection and servicing schedules.	100%	\$50 per Contractor tool or shop equipment not inspected and maintained plus cost of replacement tool if necessary.	\$100 per Contractor tool or shop equipment not inspected and maintained plus cost of replacement tool if necessary.
	<b>Exhibit A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment</b>	3.4.4.3 Contractor shall inspect and maintain all Contractor-owned tools in accordance with Contractor's maintenance and repair program (see sub-paragraph 3.4.4.2 above).	100%	\$50 per Contractor tool or shop equipment not inspected and maintained plus cost of replacement tool if necessary.	\$100 per Contractor tool or shop equipment not inspected and maintained plus cost of replacement tool if necessary.
	<b>Exhibit A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment</b>	3.4.4.4 Contractor shall repair inoperative Contractor-owned tools immediately. Out-of-service time shall not exceed five (5) business days.	100%	\$50 each business day exceeding five (5) business day allowance, per piece of equipment	\$100 each business day exceeding five (5) business day allowance, per piece of equipment
	<b>Exhibit A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment</b>	3.4.4.6 Contractor may, at Contractor's sole expense, provide additional improved tools and equipment (additional tools), with advance approval of County Project Manager or designee.	100%	\$50 per incident for failure to negotiate terms and receive prior approval from County Project Manager	\$100 per incident for failure to negotiate terms and receive prior approval from County Project Manager
	<b>Exhibit A, SOW, Sub-paragraph 3.4.4, Contractor-Owned Tools and Equipment</b>	3.4.4.6.1 Prior to Contractor's acquisition of additional tools, Contractor may request to negotiate terms for sharing the cost of any new equipment with County Project Manager or designee.	100%	\$50 per incident for failure to negotiate terms and receive prior approval from County Project Manager	\$100 per incident for failure to negotiate terms and receive prior approval from County Project Manager

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.4.6, Repair Location and Facility Equipment, Records/Reporting</b>	3.4.6.1 Contractor shall maintain accurate records of all repair location equipment, facility internal maintenance, and equipment maintenance and repairs, as well as all documented justifications for repairs and Contractor recommendations for replacement of County-furnished tools.	100%	\$20 per inspection and/or service record not documented (on file).	\$40 per inspection and/or service record not documented (on file).
	<b>Exhibit A, SOW, Sub-paragraph 3.4.6, Repair Location and Facility Equipment, Records/Reporting</b>	3.4.6.3 Contractor shall report the condition of repair locations/stations as part of the Monthly and Quarterly Reports, as specified in sub-paragraph 7.3 (Monthly Report) and sub-paragraph 7.4 (Quarterly Report) of this SOW.	100%	\$50 per facility or station, not correctly reported	\$100 per facility or station, not correctly reported
	<b>Exhibit A, SOW, Sub-paragraph 3.4.6, Repair Location and Facility Equipment, Records/Reporting</b>	3.4.6.4 Contractor shall report the status of facility environmental compliance in the Quarterly Report, as specified in sub-paragraph 7.4 (Quarterly Report) of this SOW.	100%	\$50 per facility or station, not correctly reported	\$100 per facility or station, not correctly reported
	<b>Exhibit A, SOW, Sub-paragraph 3.4.7, Repair Location Restoration at Contract Conclusion</b>	3.4.7.5 Contractor shall return all County-furnished tools and equipment in their original condition as of the Work Start Date, less normal wear, upon expiration or termination of the Contract.	100%	\$50 per tool and/or piece of equipment + actual Fair Market value	\$100 per tool and/or piece of equipment + actual Fair Market value
	<b>Exhibit A, SOW, Sub-paragraph 3.5, Licenses, Permits, Certifications.</b>	3.5.1 Contractor shall obtain, and maintain current, all required business licenses, permits, and certifications required for the performance of all work associated with the Contract, at no additional cost to the County.	100%	\$25 per business day, per missing or expired license, permit, and/or certification.	\$50 per business day, per missing or expired license, permit, and/or certification.
	<b>Exhibit A, SOW, Sub-paragraph 3.5 Licenses, Permits, Certifications</b>	3.5.3 Contractor shall obtain, and maintain current, all pressure vessel (e.g. air tanks) permits for all repair locations (except for the Eastern Avenue repair location), listed in Statement of Work Attachment 2 (Department Repair Locations).	100%	\$20 per business day, per missing or expired Pressure Vessel Permit.	\$40 per business day, per missing or expired Pressure Vessel Permit.



## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.6, Hazardous and Non-Hazardous Materials, Handling</b>	3.6 Contractor shall be responsible for disposal of all hazardous and non-hazardous trash and waste generated by the maintenance and repair of vehicles and equipment, and all other work performed under the Contract. Contractor shall provide waste disposal services at no additional cost to County in accordance with the Contract and all applicable federal, state, and local rules and regulations.	100%	\$50 + cost of any penalties and/or fines	\$100 + cost of any penalties and/or fines
	<b>Exhibit A, SOW, Sub-paragraph 3.6.1 Hazardous Materials</b>	3.6.1.4 The HMSCP shall, at a minimum, include the methods and procedures for recording all stored and used hazardous chemicals, as well as methods for documenting all hazardous waste generated, spilled, and disposed. The records shall minimally include the materials' origin, use, transportation, and ultimate distribution and disposal. All disposals shall be in accordance with current federal, state, and local rules and regulations, laws, and requirements.	100%	\$50 per missing record and/or required component of record	\$100 per missing record and/or required component of record
	<b>Exhibit A, SOW, Sub-paragraph 3.6.1 Hazardous Materials</b>	3.6.1.5 Contractor shall maintain records for five (5) years from date of final disposal of the hazardous material. Contractor shall make all such records available to County within twenty-four (24) hours of any request to do so by County Project Manager or designee.	100%	\$50 per missing record and/or required component of record	\$100 per missing record and/or required component of record
	<b>Exhibit A, SOW, Sub-paragraph 3.7, Clean Fuel Program</b>	3.7.1 <u>General</u> Contractor shall develop and maintain a clean fuel program, in accordance with sub-paragraph 3.3.5.17 of this SOW, which shall include and incorporate all current and future federal, state, local, and Department clean fuel program mandates to ensure cost-effective clean fuel compliance. The clean fuel program shall be diverse in its approach to clean fuel alternatives.	100%	\$50 per business day not provided in Operational Plan	\$100 business day not provided in Operational Plan
	<b>Exhibit A, SOW, Sub-paragraph 3.7, Clean Fuel Program</b>	3.7.2.3 Contractor shall track the clean fuel program. Contractor shall monitor all clean fuel program funding possibilities such as Carl Moyer Funds and Mobile Source Air Pollution Reduction Review Committee (MSRC) funds.	100%	\$50	\$100
	<b>Exhibit A, SOW, Sub-paragraph 3.7, Clean Fuel Program</b>	3.7.2.5 Contractor shall assist the Department in acquiring appropriate quantities and types of alternate fuel vehicles, and in taking advantage of all clean fuel programs.	100%	\$50	\$100

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### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.8 Warranty Work</b>	3.8.1 <u>Overview</u> Contractor shall maintain the Fleet in accordance with OEM warranty specifications. Contractor shall also ensure all equipment, components, and parts are properly installed and/or otherwise maintained in compliance with OEM warranty requirements.	100%	\$50	\$100
	<b>Exhibit A, SOW, Sub-paragraph 3.8, Warranty Work</b>	3.8.1 <u>Overview (continued)</u> ...Contractor shall warrant, and be solely responsible for, all repairs performed by subcontractors, and ensure that all work performed by subcontractors meets or exceeds OEM specifications.	100%	\$50 per repair not meeting OEM and/or Contract standards, plus rework of repair at no cost to County.	\$100 per repair not meeting OEM and/or Contract standards, plus rework of repair at no cost to County.
	<b>Exhibit A, SOW, Sub-paragraph 3.8 Warranty Work</b>	3.8.2 <u>Warranty Work, OEM</u> Contractor shall coordinate with appropriate OEMs to have vehicles, equipment, and parts repaired and/or replaced. Contractor shall deliver and/or make available to OEM representatives, all vehicles, equipment, and parts covered by OEM warranties.	100%	\$50 per vehicle not made available to OEM.	\$100 per vehicle not made available to OEM.
	<b>Exhibit A, SOW, Sub-paragraph 3.8.3 Warranty Work, In-House - OEM Authorization</b>	3.8.3.2 An agreed-upon percentage of the OEM warranty payments or adjustments received by Department for warranty work may be paid to Contractor with the express <b>prior</b> written approval of County Project Manager or designee. Such percentage amount shall be agreed to in advance and in writing by Contractor and County Project Manager or designee and shall appear as a credit on Contractor's next monthly invoice to County.	100%	\$50 per incident with no prior approval.	\$100 per incident with no prior approval.
	<b>Exhibit A, SOW, Sub-paragraph 3.8.4 Warranty Tracking</b>	3.8.4.1 Contractor shall track the status of all warranties, warranty claims, and warranty reimbursements for all vehicles, equipment, components, and parts in ShopFax. See Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.	100%	\$40 per incident	\$80 per incident

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### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.8.4 Warranty Tracking</b>	3.8.4.2 Contractor shall track all warranty records for, but not limited to, engines, transmissions, transaxles, transfer cases, and other parts/components, and all vendor repairs with warranties that exceed one (1) year and/or 12,000 miles.	100%	\$40 per incident	\$80 per incident
	<b>Exhibit A, SOW, Sub-paragraph 3.8.4 Warranty Tracking</b>	3.8.4.3 Contractor shall maintain warranty information by vehicle number. Files shall include a copy of the dealer and/or vendor invoice(s), Repair Order number, Vehicle Identification Number (VIN), and any associated records necessary to ensure dealer and/or vendor compliance with extended warranty.	100%	\$50 per record not kept plus cost of repairs not warranted by dealer/vendor	\$100 per record not kept plus cost of repairs not warranted by dealer/vendor
	<b>Exhibit A, SOW, Sub-paragraph 3.8.5 Warranty Record Requirements</b>	3.8.5.3 Contractor shall include a summary of warranty reimbursement claims in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.	100%	\$50 per Monthly Report missing summary	\$100 per Monthly Report missing summary
	<b>Exhibit A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals</b>	3.9.1 <u>Recalls</u> Upon written notice from County Project Manager or designee, Contractor shall coordinate all recalls of vehicles, equipment, components, and parts. Contractor shall coordinate with the appropriate OEM to identify, track, and complete all recalls in a timely manner.	100%	\$50 per business day each recall not coordinated	\$100 per business day each recall not coordinated
	<b>Exhibit A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals</b>	3.9.1.1 Contractor shall deliver and/or make available to OEM all vehicles, equipment, components, and parts requiring recall inspections, repairs, or modifications.	100%	\$50 per vehicle/part not delivered to OEM	\$100 per vehicle/part not delivered to OEM
	<b>Exhibit A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals</b>	3.9.1.3 Contractor shall complete all recall programs within one hundred and twenty (120) calendar days from the date Contractor was notified of such recall by County Project Manager or designee. To ensure against OEM failure to notify County or Contractor, Contractor shall actively monitor any and all possible vehicle recall programs applicable to County. County Project Manager or designee shall have sole discretion to adjust the recall completion date based on the needs of the County.	100%	\$10 per vehicle, per recall not completed, per business day exceeding 120 days, or other adjusted time period as per County Project Manager.	\$25 per vehicle, per recall not completed, per business day exceeding 120 days or other adjusted time period as per County Project Manager.
	<b>Exhibit A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals</b>	3.9.1.7 Contractor shall track the status of all OEM recalls for parts, components, equipment, and vehicles in ShopFax. See Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.	100%	\$10 per vehicle per recall not tracked in ShopFax	\$25 per vehicle per recall not tracked in ShopFax

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### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.9 OEM Recall Programs, Technical Service Bulletins, Manuals</b>	3.9.1.8 Contractor shall include the status of all OEM recall programs in the Monthly Report, as set forth in sub-paragraph 7.3 (Monthly Report) of this SOW.	100%	\$25 per business day not provided in Monthly Report	\$50 per business day not provided in Monthly Report
	<b>Exhibit A, SOW, Sub-paragraph 3.10, Parts Management and Standards</b>	3.10.1.1 Prior to the Work Start Date, Contractor shall procure parts and establish a comprehensive parts inventory. See sub-paragraph 3.1 (Start-up and Transition) of this SOW.	100%	\$50 per part not stocked and/or failure to order resulting in vehicle(s) exceeding repair time requirement	\$100 per part not stocked and/or failure to order resulting in vehicle(s) exceeding repair time requirement
	<b>Exhibit A, SOW, Sub-paragraph 3.10, Parts Management and Standards</b>	3.10.1.3 Contractor shall maintain a parts inventory at all repair locations to meet County operational needs and Contractor work shift requirements with due consideration for unplanned emergencies.	100%	\$50 per incident	\$100 per incident
	<b>Exhibit A, SOW, Sub-paragraph 3.10.2 Parts Procurement – Special Measures</b>	3.10.2 <u>Parts Procurement - Special Measures</u> Contractor shall take special measures to obtain and/or stock parts and components in order to remain in compliance with the Contract. Contractor shall not require authorization from County Project Manager or designee to do so.	100%	\$50 per incident	\$100 per incident
	<b>Exhibit A, SOW, Sub-paragraph 3.10.3, Quality Standards</b>	3.10.3 <u>Quality Standards</u> All newly installed parts shall meet or exceed OEM standards for their specific application. Contractor shall install all parts in accordance with OEM specifications and procedures, unless otherwise specified by County Project Manager or designee.	100%	\$100 + replacement of deficient part with part that meets or exceeds OEM specifications and at no cost to County	\$200 + replacement of deficient part with part that meets or exceeds OEM specifications and at no cost to County

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### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 3.10.3, Quality Standards</b>	<p>3.10.3.3 Tires, Pursuit ERVs (designated by vehicle type code) The original OEM tire installed on any Police Package Vehicle purchased by the Department is the only tire pre-approved as a replacement to be used on that specific year, make, and model of Police Package Vehicle. Otherwise, all pursuit tires used on Department vehicles must be approved in writing by the County Project Manager or designee. Any variance in specifications related to tires for any Department vehicle must also be approved by the County Project Manager or designee. The pursuit vehicle tires currently approved are:</p> <p>a. Goodyear Eagle RS-A, Goodyear Eagle RS-A Plus, or Firestone Firehawk GT Pursuit tires are to be used on all Police Package Vehicles, whether the vehicle is Black &amp; White or a solid color sedan, SUV, etc. All tires may not be mismatched on the same vehicle. Other tires for non-standard Police Package Vehicles may be used only when specifically approved, in writing, by the County Project Manager, or designee.</p> <p>b. Contractor may use tires other than those specified above, for pursuit Vehicles, only when specifically pre-approved, in writing, by County Project Manager or designee.</p> <p>3.10.3.4 Tires, Non-ERVs, Other Vehicle Types Tires must meet or exceed OEM specifications. Retread tires shall not be used on Department vehicles or equipment except as follows:</p> <p>a. Bandag-quality premium retread tires are currently authorized by the Department for non-steering axles (e.g. drive axles and/or tag axles) of heavy trucks and buses, as are retread slicks used for portions of driver training.</p> <p>b. Retread tires may also be installed on certain off-highway and other types of equipment only with prior written consent of County Project Manager or designee.</p>	100%	\$100 per incorrect part installation + actual damages and at no cost to County	\$200 per incorrect part installation + actual damages and at no cost to County
	<b>Exhibit A, SOW, Sub-paragraph 3.10.3, Quality Standards</b>	<p>3.10.3.5 Tires, Replacement Schedule a. Contractor shall replace tires on all vehicles during PM, or any other service/repair, when the tread depth is projected to reach the 3/32" minimum, prior to the next PM and/or service.</p>	100%	\$25 per tire found to be at or below 3/32" + cost of replacement tire	\$50 per tire found to be at or below 3/32" + cost of replacement tire

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	<b>Exhibit A, SOW, Sub-paragraph 3.10.4, Parts Inventory and Usage, General</b>	3.10.4.1 Contractor shall use the Department's ShopFax asset management system to manage the parts inventory, and capture and report usage history for each part utilized to maintain and repair the Fleet. For a detailed discussion of Contractor requirements related to ShopFax, please refer to Paragraph 5.0 (Fleet Management Information Systems and Services) of this SOW.	100%	\$20 per incident	\$40 per incident
	<b>Exhibit A, SOW, Sub-paragraph 3.10.4, Parts Inventory and Usage, General</b>	3.10.4.2 Contractor shall ensure that all parts usage history and inventory data is complete and accurate at all times. Parts data shall include part number, VMRS code, part type, part description, manufacturer, cost, and history.  3.10.4.3 Parts inventory and usage history shall be available to authorized Department Fleet personnel at ShopFax terminals.	100%	\$50 per business day inventory data is incomplete and inaccurate	\$100 per business day inventory data is incomplete and inaccurate.
	<b>Exhibit A, SOW, Sub-paragraph 3.10.4, Parts Inventory and Usage, General</b>	3.10.4.5 Contractor shall use ShopFax to capture all parts inventory information, as well as generate as-needed, ad-hoc parts usage reports, upon request by County Project Manager or designee.	100%	\$10 per part not recorded	\$20 per part not recorded
	<b>Exhibit A, SOW, Sub-paragraph 3.10.4, Parts Inventory and Usage, General</b>	3.10.4.6 Contractor shall capture accurate and complete parts information on all Repair Orders. Parts information on Repair Orders shall include VMRS code, description, manufacturer, part number and cost. Repair Order processing is discussed further in sub-paragraph 5.4.1 (Repair Order Processing) of this SOW.	100%	\$10 per part not fully and accurately identified	\$20 per part not fully and accurately identified
	<b>Exhibit A, SOW, Sub-paragraph 3.10.6 County Option to Procure Parts</b>	3.10.6.2 For all such parts purchased by County, and utilized by Contractor for FFS work, Contractor shall charge County only for the labor associated with the FFS work at the FFS hourly labor rates specified in Exhibit B (Price Sheet) of the Contract.	100%	\$50 per incident	\$100 per incident
	<b>Exhibit A, SOW, Sub-paragraph 3.10.6 County Option to Procure Parts</b>	3.10.6.3 For all such parts purchased by County and utilized by Contractor for Fixed-Price work, Contractor shall credit County on the following month's Fixed-Price invoice for County's actual cost of such parts (including sales tax) plus a six percent (6%) administrative fee, unless otherwise specified, and approved by County Project Manager or designee. Any change to this policy must be approved in writing by County Project Manager or designee.	100%	\$50 per incident	\$100 per incident



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	<b>Exhibit A, SOW, Sub-paragraph 3.10.7 Cannibalized Parts, Inventory Program</b>	3.10.7.5 Contractor shall ensure that all parts history information is accurately documented in ShopFax for all cannibalized parts utilized on Fleet vehicles.	100%	\$10 per part or component not correctly identified and tracked in ShopFax	\$20 per part or component not correctly identified and tracked in ShopFax
	<b>Exhibit A, SOW, Sub-paragraph 3.10.7 Cannibalized Parts, Inventory Program</b>	<p>3.10.7.6 Contractor shall track the fair-market value of cannibalized parts actually used in the repair of Fleet vehicles on an Excel spreadsheet. Contractor shall identify all cannibalized parts and their current fair-market value for each vehicle repaired. The Excel spreadsheet shall be sorted by vehicle number and Repair Order number. The final form and format for the Excel spreadsheet shall be at the discretion of County Project Manager or designee.</p> <p>3.10.7.8 Contractor shall include a current electronic copy of the Excel spreadsheet on compact disc or other approved format with each Monthly Report required in sub-paragraph 7.3 (Monthly Report) of this SOW. Contractor shall provide hard copies only when requested by County Project Manager or designee.</p>	100%	\$10 per Cannibalized part not identified and tracked and/or \$100 per report not accurately provided in Monthly Report.	\$20 per Cannibalized part not identified and tracked and/or \$200 per report not accurately provided in Monthly Report.
	<b>Exhibit A, SOW, Sub-paragraph 3.10.8 Outfitting Parts and Components, Inventory Program</b>	<p>3.10.8.1 Contractor shall receive into inventory, and issue, all outfitting parts and components purchased by the Department or Contractor.</p> <p>3.10.8.2 Contractor shall inventory all outfitting parts and components in ShopFax, and enter part information, including: part number, VMRS code, description, manufacturer, part value/cost.</p>	100%	\$10 per Outfitting part or component not correctly identified and tracked in ShopFax	\$20 per Outfitting part or component not correctly identified and tracked in ShopFax
	<b>Exhibit A, SOW, Sub-paragraph 3.11, Labor Time Standards</b>	<p>3.11.1 <u>Labor Time Standards, Mechanical Repairs</u></p> <p>Under the Fixed-Price portion of the Contract, Contractor shall purchase the most current Motor Labor Guide (MLG) manuals (hard copy or electronic) for all vehicles currently in the Department's inventory. Contractor shall also purchase sufficient ALLDATA subscriptions to accommodate a minimum of seven (7) computer workstations (locations to be determined by County Project Manager or designee).</p>	100%	\$50 per business day Alldata subscriptions are not provided	\$100 per business day Alldata subscriptions are not provided

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	<b>Exhibit A, SOW, Sub-paragraph 3.12, Other Contractor-Provided Material, Equipment, and Services (Fixed Price)</b>	3.12.1 Contractor shall acquire all necessary support agreements, internet subscriptions/licenses, software licenses and updates, vehicle update modules (either annual or as available) for the following equipment and resources: a. County-owned vehicle computer scanner tools, and any other tools including, but not limited to, those listed under sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment) of this SOW; b. MLG manuals and ALLDATA online data; c. CCC One Estimating; d. Current Kelly Blue Books (hard copy or computer software versions); and e. Data Acquisition Devices (DAD) (ESP System 1, OBD Inspection System).	100%	\$50 per software updates/licenses/agreement, per location, per week, not provided	\$100 per software updates/licenses/agreement, per location, per week, not provided
	<b>Exhibit A, SOW, Sub-paragraph 3.12, Other Contractor-Provided Material, Equipment, and Services (Fixed Price)</b>	3.12.2 a-k Contractor shall provide all services, materials, and equipment not supplied by County, and necessary to perform all work under the Contract, including, but not limited to: [listed]	100%	\$100 per service, materials, and equipment listed in a-k per business day not provided	\$200 per service, materials, and equipment listed in a-k per business day not provided.
	<b>4.0</b>	<b>FLEET MAINTENANCE AND REPAIR SERVICES</b>			
	<b>Exhibit A, SOW, Sub-paragraph 4.1, General</b>	4.1.1 Contractor shall not service, nor provide any work, on vehicles that are not part of the Fleet as listed on Statement of Work Attachment 1 (Fixed-Price Vehicles-Department Vehicle Inventory) and Statement of Work Attachment 1A (Fee-for-Service Vehicles-Department Vehicle Inventory) at any Department repair location, unless specifically authorized to do so, in writing, by County Project Manager or designee.	100%	\$50 per incident	\$100 per incident
	<b>Exhibit A, SOW, Sub-paragraph 4.1, General</b>	4.1.2 Contractor shall provide Fleet maintenance and repair services under the Fixed-Price portion of the Contract for vehicles listed in Statement of Work Attachment 1 (Fixed-Price Vehicles-Department Vehicle Inventory).	100%	\$50 per business day, per item not provided.	\$100 per business day, per item not provided.



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	<b>Exhibit A, SOW, Sub-paragraph 4.1, General</b>	4.1.5 Contractor shall repair or replace all parts, assemblies, sub-assemblies and components in accordance with the Contract, industry standards, and/or as specified by County Project Manager or designee.	100%	\$50 per improper repair and/or omitted service/repair	\$100 per improper repair and/or omitted service/repair
	<b>Exhibit A, SOW, Sub-paragraph 4.1.6, Comprehensive Service</b>	4.1.6.1 <u>Multi-Point Inspection Eastern (MPIE)</u> Contractor shall ensure that all vehicles receiving repair services at the Eastern Avenue repair location, receive a Multi-Point Inspection Eastern (MPIE) prior to leaving the repair location (with the exception of PM and quick fix repairs as set forth in sub-paragraph 4.10 (Quick-Fix Repairs and Appointments) of this SOW).	100%	\$50 per MPIE not performed	\$100 per MPIE not performed
	<b>Exhibit A, SOW, Sub-paragraph 4.1.6, Comprehensive Service</b>	4.1.6.2 <u>Quick-Fix Safety Inspection (QFSI)</u> Contractor shall ensure that all vehicles receiving quick-fix repairs (see sub-paragraph 4.10 (Quick-Fix Repairs and Appointments) for definition) are given a Quick-Fix Safety Inspection (QFSI) prior to leaving any repair location.	100%	\$50 per QFSI not performed	\$100 per QFSI not performed
	<b>Exhibit A, SOW, Sub-paragraph 4.1.6, Comprehensive Service</b>	4.1.6.3 <u>16-Point Inspection</u> All vehicles repaired at any repair location, except for Eastern Avenue repair location and except for those receiving a PM or a quick-fix repair, shall receive a 16-point inspection.	100%	\$50 per 16-Point Inspection not performed	\$100 per 16-Point Inspection not performed
	<b>Exhibit A, SOW, Sub-paragraph 4.1.8, Vehicle Transport for Repair</b>	4.1.8.1 Contractor shall transport all vehicles to and from subcontractors for repair.	100%	\$50 per vehicle not transported to subcontractor	\$100 per vehicle not transported to subcontractor
	<b>Exhibit A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program</b>	4.3.1 <u>Program Standard</u> Contractor shall maintain a continuously updated and current Preventive Maintenance (PM) program. Contractor shall maintain all PM inspection checklists generated by ShopFax (see sub-paragraph 4.17 (Inspection Checklist Documents), Table E (Inspection Checklist Documents), bullet (n)).	100%	\$50 per PM Checklist not updated	\$100 per PM Checklist are not updated
	<b>Exhibit A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program</b>	4.3.3.4 Contractor shall update all approved PM program changes to ShopFax within two (2) business days of County approval. Updates to the PM program shall include, but not be limited to, PM inspections/checklists, PM lead times/mileage, vehicle/equipment group, and PM assignments/changes.	100%	\$100 per business day exceeding two (2) business days PM Program not updated	\$200 per business day exceeding two (2) business days PM Program not updated

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	<b>Exhibit A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program</b>	<u>4.3.6 PM Compliance Rate</u> Contractor shall maintain a ninety-seven percent (97%) monthly PM compliance rate, which shall be included in Contractor's Monthly Report (see sub-paragraph 7.3 (Monthly Report) of this SOW). The method for calculating the PM compliance rate is found in sub-paragraph 7.3.1.3 (PM Compliance Rate) of this SOW.	100%	\$250 for failure to maintain 97% PM compliance for the month	\$500 for failure to maintain 97% PM compliance for the month
	<b>Exhibit A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program</b>	<u>4.3.8 Non-OEM/Recalls/Campaigns</u> Contractor and/or Department-generated PM campaigns (campaigns other than OEM recalls) shall be completed within one hundred and twenty (120) calendar days of notice to Contractor, unless otherwise specified by County Project Manager or designee.	100%	\$10 per calendar day overdue by campaign overdue, per vehicle	\$20 per calendar day overdue, by campaign overdue, per vehicle
	<b>Exhibit A, SOW, Sub-paragraph 4.3, Preventive Maintenance (PM) Program</b>	<u>4.3.9 Most Appropriate PM Service and/or Inspection Shall Be Performed</u> Contractor shall perform the most appropriate PM service and/or inspection when the vehicle is in the County's repair location, even if the vehicle's time and/or mileage requirement Statement of Work Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) and Statement of Work Attachment 5 (Preventive Maintenance and Other Inspection Checklists) indicates the subject vehicle is not yet due for such service, and as determined by fleet management "best practices."	100%	\$50 per incorrect PM or PM not performed	\$100 per incorrect PM or PM not performed
	<b>Exhibit A, SOW, Sub-paragraph 4.3.11, Engine Oil Analysis: Heavy Duty Vehicles and Boats</b>	4.3.11.1 Contractor shall obtain an engine oil analysis as part of every PM service for heavy duty vehicles, having a gross vehicle weight rating (GVWR) of 22,000 lbs. or more, and boats. 4.3.11.2 Contractor's engine oil analysis shall be conducted by a licensed laboratory for all Fleet buses, boats, and other on-road compressed natural gas and/or diesel-powered heavy-duty vehicles, such as tractors and trucks having a gross vehicle weight rating (GVWR) of 22,000 lbs. or more.	100%	\$50 per oil analysis not performed	\$100 per oil analysis not performed

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	<b>Exhibit A, SOW, Sub-paragraph 4.3.13, Contractor Notification and Scheduling for PM Service</b>	4.3.13.2 <u>Special Notification</u> Contractor shall notify County fuel tanker and/or boom operators thirty (30) to ninety (90) calendar days prior to any scheduled PM or other required inspections, as necessary, to allow operators to ensure fuel removal from tankers and/or coordinate out-of-service time with the needs of the Department.	100%	\$50 per incident for failure to provide 30 to 90 day notification of PM or inspection due.	\$100 per incident for failure to provide 30 to 90 day notification of PM or inspection due.
	<b>Exhibit A, SOW, Sub-paragraph 4.4.1., Safety Inspections, Weekly (ERV)</b>	4.4.1.1 Contractor shall conduct a mandatory safety inspection of at least two (2) black and white ERVs per UOA, each week, as part of sub-paragraph 9.2 (Quality Control Plan) (except for vehicles based at the Catalina Island repair location).	100%	\$20 per Emergency Response vehicle not inspected per week.	\$40 per Emergency Response vehicle not inspected per week.
	<b>Exhibit A, SOW, Sub-paragraph 4.4.2, Safety Inspections, Quarterly (Catalina Island)</b>	4.4.2.1 Contractor shall conduct a quarterly inspection of all Catalina Island-based vehicles, in lieu of weekly inspection required under sub-paragraph 4.4.1.1.	100%	\$20 per Emergency Response, Non - Emergency Response vehicles, and/or other fleet equipment not inspected per quarter for Catalina Island equipment	\$40 per Emergency Response, Non - Emergency Response vehicles, and/or other fleet equipment not inspected per quarter for Catalina Island equipment
	<b>Exhibit A, SOW, Sub-paragraph 4.4.3., Safety Inspections, Annual (ERV)</b>	4.4.3.1 Contractor shall conduct a minimum of one (1) annual safety inspection for all in-service ERVs each Contract year.	100%	\$25 per Emergency Response vehicle not inspected annually	\$50 per Emergency Response vehicle not inspected annually
	<b>Exhibit A, SOW, Sub-paragraph 4.8.8, Subcontracting within Five-Mile Radius</b>	4.8.8 Contractor shall obtain subcontractor service agreements for upholstery, alignment, exhaust work, and complete tire repair/replacement, which shall be picked up and delivered by subcontractors located within a five-mile radius of each staffed repair location.	100%	\$25 per outsourced service per repair facility not obtained.	\$50 per outsourced service per repair facility not obtained.
	<b>Exhibit A, SOW, Sub-paragraph 4.9.1, Labor Time Estimates, Mechanical Repairs</b>	4.9.1.1 Contractor shall complete all mechanical repair estimates within one (1) business day of receipt of either FFS or Fixed-Price vehicles submitted for FFS repairs.	100%	\$25 per estimate not completed within one (1) business day of receipt of vehicle.	\$50 per estimate not completed within one (1) business day of receipt of vehicle.

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	<b>Exhibit A, SOW, Sub-paragraph 4.9.2, Labor Time Estimates, Accident, Body, and Paint Repairs</b>	4.9.2 <u>Labor Time Estimates, Accident, Body, and Paint Repairs</u> Contractor's accident repair estimates shall be in accordance with accepted industry standards for each repair. In no event shall such estimates exceed the CCC One Estimating or other County-approved estimating guide for parts costs, and labor time allowances. Also see sub-paragraphs 3.11 (Labor Time Standards) and 4.34 (Accident Repairs) of this SOW.	100%	\$25 per incorrect estimate.	\$50 per incorrect estimate.
	<b>Exhibit A, SOW, Sub-paragraph 4.9.5, General Repair Time Requirements</b>	4.9.5.1 Contractor shall generally complete repairs within three (3) business days from the day the vehicle is brought to a repair location, from the day the vehicle is identified to Contractor as requiring mobile service or transport to a repair location, unless a written extension of time has been obtained from the County Project Manager or designee. Exceptions to the three (3) business day requirement are identified below in sub-paragraph 4.9.6 (Specific Repair Time Requirements).	100%	\$25 per business day, per vehicle exceeding standard	\$50 per business day, per vehicle exceeding standard
	<b>Exhibit A, SOW, Sub-paragraph 4.10, Quick-Fix Repairs and Appointments</b>	4.10.3 Contractor shall advise driver or Department representative when a request for vehicle repair meets the quick-fix requirement. Contractor shall provide a quick-fix turnaround of less than two (2) hours for items requiring one (1) hour or less to inspect, service, or repair.	100%	\$10 per business hour delayed, per vehicle	\$20 per business hour delayed, per vehicle
	<b>Exhibit A, SOW, Sub-paragraph 4.10, Quick-Fix Repairs and Appointments</b>	4.10.5 Contractor shall identify and record quick-fix repairs and their associated costs, in ShopFax.	100%	\$10 per incorrect repair order	\$20 per incorrect repair order
	<b>Exhibit A, SOW, Sub-paragraph 4.11, Daily Vehicle Service Appointments</b>	4.11.2 Contractor shall complete all PM work in accordance with the time standards listed in Statement of Work Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) plus one (1) hour.	100%	\$10 per business hour exceeding standard plus one (1) hour, per vehicle	\$20 per business hour exceeding standard plus one (1) hour, delayed, per vehicle
	<b>Exhibit A, SOW, Sub-paragraph 4.12, Out-of-Service Rate</b>	4.12.3 Contractor shall calculate and record the out-of-service rate, in real time, based on the most current Repair Order data in ShopFax.	100%	\$50 per "out of service" incorrectly calculated due to incorrect repair order data	\$100 per "out of service" incorrectly calculated due to incorrect repair order data

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	<b>Exhibit A, SOW, Sub-paragraph 4.12, Out-of-Service Rate</b>	4.12.7 Contractor shall ensure the out-of-service rate does not exceed the maximum number of vehicles, by category, allowed to be out-of-service (see Table A (Out-of-Service Rate – ERVs Black and White), Table B (Out-of-Service Rate – Non ERVs), and Table C (Out-of-Service Rate – Prisoner Transport Bus), below) at any one time for any of the Department's UOAs.	100%	\$25 per day, per vehicle exceeding the maximum number of vehicles allowed out of service, by category, per Unit of Assignment, as of 2:30 PM each business day	\$50 per day, per vehicle exceeding the maximum number of vehicles allowed out of service, by category, per Unit of Assignment, as of 2:30 PM each business day
	<b>Exhibit A, SOW, Sub-paragraph 4.14, Reworks, Comebacks, Warranty Periods</b>	4.14.1.3. Contractor shall warrant all components, parts, and labor for the periods specified in this sub-paragraph 4.14 (Reworks, Comebacks, Warranty Periods). Contractor shall further warrant all components, parts, labor, and repairs specifically listed in Table D (Components, Parts, and Labor Warranty) below for the periods listed in Table D (Components, Parts, and Labor Warranty) or through the end of the term of the Contract, whichever comes first.	100%	\$50 per failure to warrant parts as per Table D plus cost of replacement part(s)	\$100 per failure to warrant parts as per Table D plus cost of replacement part(s)
	<b>Exhibit A, SOW, Sub-paragraph 4.14, Reworks, Comebacks, Warranty Periods</b>	4.14.3 <u>Contractor Expense</u> Contractor shall incur all expenses, including transportation, for all reworks and/or comebacks for all repairs, whether Fixed-Price or FFS.	100%	\$50 per occurrence plus expenses including rework and/or comeback repairs	\$100 per occurrence plus expenses including rework and/or comeback repairs
	<b>Exhibit A, SOW, Sub-paragraph 4.14, Reworks, Comebacks, Warranty Periods</b>	4.14.4.2 Contractor shall complete mechanical/electrical reworks or comeback work within two (2) business days, plus MLG or ALLDATA labor time allowance for the corrective work, from time of delivery of vehicle to Contractor.	100%	\$50 per business day exceeding two business days rework and/or comeback repairs are not completed	\$100 per business day exceeding two business days rework and/or comeback repairs are not completed
	<b>Exhibit A, SOW, Sub-paragraph 4.14, Reworks, Comebacks, Warranty Periods</b>	4.14.5.4 Contractor shall not exceed a rework or comeback rate of three percent (3%) per month for each repair location where original work was completed.	100%	\$50 times the number of vehicles causing combined "comeback/rework" rate to exceed 3%.	\$100 times the number of vehicles causing combined "comeback/rework" rate to exceed 3%.
	<b>Exhibit A, SOW, Sub-paragraph 4.15, Deferred Work</b>	4.15.2 Contractor shall document such authorization on the Repair Order. The Repair Order shall include: 4.15.2.1 type of service, inspection, or repair not performed; 4.15.2.2 reason for the deferred work; 4.15.2.3 name and phone number of person authorizing the deferred work; and 4.15.2.4 date vehicle shall return to complete the service, inspection, or repairs.	100%	\$25 per authorization not documented on Repair Order	\$50 per authorization not documented on Repair Order



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	<b>Exhibit A, SOW, Sub-paragraph 4.17 Inspection Checklist Documents</b>	4.17.3 <u>Retention Period</u> Contractor shall retain a complete, signed original [or scanned copy of an original] of all required inspection checklist documents for five (5) years after the expiration or termination of the Contract.	100%	\$25 per record not retained	\$50 per record not retained
	<b>Exhibit A, SOW, Sub-paragraph 4.18, Car Wash and Detailing Services</b>	4.18.1 <u>Car Wash Services</u> Contractor shall provide Fleet car wash services and all related supplies at the Eastern Avenue repair location for up to ten (10) vehicles per business day under the Fixed-Price portion of the Contract.	100%	\$25 per car wash service not provided per business day	\$50 per car wash service not provided per business day
	<b>Exhibit A, SOW, Sub-paragraph 4.18, Car Wash and Detailing Services</b>	4.18.2 <u>Detailing Services</u> Contractor shall provide Fleet detailing services and related supplies at the Eastern Avenue repair location for up to ten (10) vehicles per business day under Fixed-Price portion of the Contract.	100%	\$50 per detailing service not provided per business day	\$100 per detailing service not provided per business day
	<b>Exhibit A, SOW, Sub-paragraph 4.19, Replace-Versus-Repair Recommendations</b>	4.19.1 Contractor shall make replace-versus-repair (RVR) recommendations when a vehicle is over the mileage ranges and repair costs listed in Table F (Department Replacement Guidelines) below, or when Contractor believes the vehicle is uneconomical or unsafe to repair as identified during a repair location visit and as approved in writing by County Project Manager or designee.	100%	\$25 per vehicle for failure to provide RVR recommendation	\$50 per vehicle for failure to provide RVR recommendation
	<b>Exhibit A, SOW, Sub-paragraph 4.20 Suspected Vehicle Abuse</b>	4.20.2 <u>Documenting Repairs</u> Contractor shall identify repairs and estimated cost of repairs caused by suspected vehicle abuse, and, upon approval of County Project Manager or designee, document such suspected abuse together with a repair cost estimate on the Repair Order in ShopFax.	100%	\$25 per vehicle for failure to document and estimate suspected abuse	\$50 per vehicle for failure to document and estimate suspected abuse
	<b>Exhibit A, SOW, Sub-paragraph 4.21 Security and Care of Vehicles, Contractor</b>	4.21.2 Contractor shall secure vehicles from theft, vandalism, and misuse when stored at County repair locations or subcontractor locations, and during transportation between locations.	100%	\$50 per incident + actual damages incurred	\$100 per incident + actual damages incurred

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 4.21 Security and Care of Vehicles, Contractor</b>	<p>4.21.4 <u>Reporting Theft or Vandalism</u></p> <p>4.21.4.1 Contractor shall report any incidents of theft or vandalism to Fleet vehicles to County Project Manager or designee immediately, but no later than twenty-four (24) hours after the incident is discovered.</p> <p>4.21.4.2 Contractor shall notify and report theft/vandalism to the local law enforcement agency immediately following written approval by County Project Manager or designee to do so.</p>	100%	\$50 per incident not reported	\$100 per incident not reported
	<b>Exhibit A, SOW, Sub-paragraph 4.21 Security and Care of Vehicles, Contractor</b>	<p>4.21.5 <u>Misuse of County Vehicles</u></p> <p>Contractor shall be responsible for, and ensure there is no misuse of, County vehicles, equipment, and/or radios, while vehicles are under Contractor's control, or the control of any subcontractor. This includes, but is not limited to, unauthorized and/or inappropriate use of County vehicles, equipment, and communication radios, MDTs, MDCs, GPSs, or any other vehicle equipment.</p>	100%	\$50 per incident + actual damages incurred	\$100 per incident + actual damages incurred
	<b>Exhibit A, SOW, Sub-paragraph 4.21 Security and Care of Vehicles, Contractor</b>	<p>4.21.6 <u>Contractor Negligence: Damage or Loss</u></p> <p>Contractor shall be responsible for repair and/or reimbursement to County for the value of vehicles damaged due to Contractor or subcontractor negligence while under control of Contractor or subcontractor, at the sole discretion of the County Project Manager or designee. Examples of negligence include, but are not limited to: leaving vehicle windows down which result in rain damage or animal contamination; not securing plastic covers over a damaged and/or open area of vehicle so weather or animals can damage the engine or interior.</p>	100%	\$100 + repair/replacement cost	\$200 + repair/replacement cost
	<b>Exhibit A, SOW, Sub-paragraph 4.25, Towing and Emergency Road Services</b>	<p>4.25.2 <u>Towing and Emergency Road Service Assistance</u></p> <p>Contractor's towing vendors shall provide towing and emergency road service assistance, including bus tire repair or replacement, twenty-four (24) hours, seven (7) days-per-week.</p>	100%	\$20 per requirement and/or per hour delayed	\$40 per requirement and/or per hour delayed

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 4.25, Towing and Emergency Road Services</b>	4.25.4.6 <u>Vehicle Verification after Tow</u> Contractor shall verify within forty-eight (48) hours of a tow that the towed vehicle either has been repaired and returned to service, or is still in the shop undergoing repairs. Contractor shall notify County Project Manager or designee immediately upon discovering a vehicle cannot be located.	100%	\$50 per vehicle not verified after forty-eight (48) hours	\$100 per vehicle not verified after forty-eight (48) hours
	<b>Exhibit A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting</b>	4.27.1.3 <u>Fixed-Price New Vehicle Processing Services</u> Under the Fixed-Price portion of the Contract, Contractor shall process up to forty (40) new vehicles per month, using procedures approved by County Project Manager or designee.	100%	\$10 per vehicle not processed within time period specified	\$20 per vehicle not processed within time period specified
	<b>Exhibit A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting</b>	4.27.2.5 <u>Fixed-Price New Vehicle Outfitting (Class A)</u> a. Under the Fixed-Price portion of the Contract, Contractor shall transport from the Department's storage areas and outfit up to forty (40) Class A vehicles per calendar month. b. The actual number of Class A vehicles outfitted per calendar month shall be as determined by the County Project Manager or designee. c. Class A vehicle outfitting in excess of forty (40) Class A vehicles in any one calendar month shall be invoiced as FFS at the Mechanical Repair overtime hourly labor rates specified in Exhibit B (Price Sheet) of the Contract, using labor times mutually agreed upon by Contractor and County Project Manager or designee.	100%	\$150 per each Class A (fully outfitted) vehicle not completed during the month requested.	\$100 per each Class A (fully outfitted) vehicle not completed during the month requested.
	<b>Exhibit A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting</b>	4.27.2.7 Contractor shall complete and deliver up to fifteen (15) fully-outfitted Class A vehicles within any fifteen (15) calendar day period when requested by County Project Manager or designee.	100%	\$50 per day per vehicle not completed within specified time frame	\$100 per day per vehicle not completed within time specified frame
	<b>Exhibit A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting</b>	4.27.2.8 Contractor shall complete and deliver up to ten (10) fully-outfitted Class B vehicles requiring less than six (6) hours of labor time within any (7) calendar day period when requested by County Project Manager or designee.	100%	\$50 per day per vehicle not completed within time frame	\$100 per day per vehicle not completed within time frame



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	<b>Exhibit A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting</b>	4.27.3.3 The Department shall coordinate with Contractor and the Department's Radio Services Unit for the installation of Department's communication radios and other electronic equipment by Department equipment installers.	100%	\$50 per incident for failure to coordinate with Department Radio shop	\$100 per incident to coordinate with Department Radio shop
	<b>Exhibit A, SOW, Sub-paragraph 4.27, New Vehicle Receiving, Processing, and Outfitting</b>	4.27.3.7 Contractor shall paint and apply vehicle/equipment numbers and decals, including station numbers on vehicle roof, as specified by County Project Manager or designee.	100%	\$25 per vehicle without numbers/decals applied	\$50 per vehicle without numbers/decals applied
	<b>Exhibit A, SOW, Sub-paragraph 4.29, Fabrication</b>	4.29 <u>Fabrication</u> "Fabrication" is defined as the construction and/or reinforcement of vehicle components. Contractor shall provide fabrication services as required by County. Fabrication does not include refurbishing of, or minor modifications to, existing components. Contractor shall invoice County for fabrication services as FFS at the Body Repair/Painting regular hourly labor rates, in accordance with Exhibit B (Price Sheet) of the Contract.	100%	\$50 per day Fabrication services are not provided	\$100 per day Fabrication services are not provided
	<b>Exhibit A, SOW, Sub-paragraph 4.31, Installation, Miscellaneous</b>	4.31 <u>Installation, Miscellaneous</u> "Installation" means the addition of equipment on or in vehicles at any time during a vehicle's service life and, as applicable, after vehicle outfitting is completed. Contractor shall provide installation services as specified by County Project Manager or designee. 4.31.1 Installation services shall be required for, but shall not be limited to: push bars; lights; locks; secure idle controls; intersection clearance lights; command boxes; utility boxes; lift gates; air conditioning cut outs; hidden black-out switches; sirens; shotgun racks; screens; radio mounting trays; skid plates; alarms; window tints; special seats; Radio and MDC communication equipment; radio racks; radio/data/power cables (front to rear of vehicle); and auxiliary fuel tanks.	100%	\$25 per day Installation services are not provided plus cost of installation requested	\$50 per day Installation services are not provided plus cost of installation requested
	<b>Exhibit A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Services</b>	4.32.1.1 Under the Fixed-Price portion of the Contract, Contractor shall decommission up to forty (40) Class A vehicles per month.	100%	\$50 per vehicle not decommissioned during the month requested	\$100 per vehicle not decommissioned during the month requested

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Services</b>	4.32.2.1 Under the FFS billing category, Contractor shall decommission all Class B vehicles.	100%	\$50 per vehicle not decommissioned during the month requested	\$100 per vehicle not decommissioned during the month requested
	<b>Exhibit A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Services</b>	4.32.4.2 Contractor shall complete routine decommissioning of all vehicles, including those vehicles requiring transport to an auction facility, within thirty (30) calendar days from the date of receiving the vehicle list and vehicle location information from County, as well as document packages required to complete the auction preparation process, when applicable. Contractor shall notify County Project Manager or designee for any vehicle decommissioning anticipated to exceed the thirty (30) calendar day requirement.	100%	\$25 per vehicle not decommissioned within time period specified	\$50 per vehicle not decommissioned within time period specified
	<b>Exhibit A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Services</b>	4.32.5 Decommissioning services include, but are not be limited to, the following: 4.32.5.5 Removing all outfitted emergency equipment including, but not limited to: light bars; push bars; security screens; radio mounting trays; skid plates; spot lights; secure idle; intersection clearance lights; sirens; racks; guns racks; computers; brackets; radios; control heads; antennas; communication and computer equipment; cables; connectors; and other associated equipment and parts.	100%	\$50 per vehicle all outfitted emergency equipment is not removed	\$100 per vehicle all outfitted emergency equipment is not removed

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	<b>Exhibit A, SOW, Sub-paragraph 4.32, Vehicle Decommissioning Services</b>	<p>4.32.5.5.1 Contractor shall remove wiring, cables, connectors, and associated equipment intact and in good condition. Connectors and associated parts shall not be cut off and/or damaged.</p> <p>4.32.5.5.2 Contractor shall, at the direction of County Project Manager or designee, package/box all communications equipment in appropriately sized packages/boxes. The equipment may include MDTs, MDCs, radios, wiring, and miscellaneous related components.</p> <p>4.32.5.5.3 Contractor shall prominently label each such package/box by individual vehicle number or other identifying information, as directed by County Project Manager or designee.</p> <p>4.32.5.5.4 Contractor shall deliver such package to the Department's Radio Services Unit, as directed by County Project Manager or designee.</p> <p>4.32.5.5.5 Contractor shall invoice County for all package/box materials requested by County as FFS/Direct Purchase at Contractor's actual cost with tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.</p> <p>4.32.5.5.6 Contractor shall be solely responsible for the repair or replacement of any equipment and wiring damaged during removal, as determined by County Project Manager or designee.</p>	100%	\$25 per incident + actual damages	\$50 per incident + actual damages
	<b>Exhibit A, SOW, Sub-paragraph 4.32.6, Decommissioning for Auction or Sale</b>	4.32.6.3 Contractor shall ensure all auction and "for sale" vehicles comply with local, state, and federal safety laws, including emission requirements. Contractor shall complete the Preparation for Auction Inspection checklist set forth in Statement of Work Attachment 5 (Preventive Maintenance and Other Inspection Checklists).	100%	\$50 per vehicle failing to comply and checklist not completed	\$100 per vehicle failing to comply and checklist not completed

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 4.32.6, Decommissioning for Auction or Sale</b>	<p>4.32.6.4 Contractor shall remove all insignias, decals, Fleet vehicle numbers, and lettering (insignia removal), so that no distinguishable insignia or lettering shadow remains to identify the vehicle as a former Department asset.</p> <p>4.32.6.4.1 Contractor shall complete all insignia removal work without causing damage or blemish to paint finish, metal, and/or other material.</p> <p>4.32.6.4.2 Contractor shall paint all doors on black and white vehicles earmarked for auction directly to the public, a standard black gloss finish using single stage paint.</p> <p>4.32.6.4.3 Contractor shall paint all doors on black and white vehicles identified "for wholesale" to dealers, a flat black finish, with prior approval by County Project Manager or designee.</p>	100%	\$25 per vehicle for failure to complete insignia removal and/or paint	\$50 per vehicle for failure to complete insignia removal and/or paint
	<b>Exhibit A, SOW, Sub-paragraph 4.32.6, Decommissioning for Auction or Sale</b>	<p>4.32.6.8 Contractor shall perform cost-effective minor repairs to increase resale value, including, but not limited to, filling holes left by the removal of emergency/communications equipment and minor touch-up painting as directed by County Project Manager or designee.</p> <p>4.32.6.9 Contractor shall perform more substantial repairs and enhancements to decommissioned vehicles, including, but not limited to, installation of rear door handle actuating rod assemblies, as determined and requested by County Project Manager or designee.</p>	100%	\$25 per vehicle for failure to complete repairs plus cost of repairs	\$50 per vehicle for failure to complete repairs plus cost of repairs
	<b>Exhibit A, SOW, Sub-paragraph 4.32.8, Decommissioning for Cannibalization/Dismantling</b>	4.32.8.3 Contractor shall remove usable mechanical and body parts designated for cannibalization from decommissioned vehicles and turn those parts over to the Department for storage at the direction of County Project Manager or designee. Contractor shall invoice County for the removal of usable mechanical and body parts from decommissioned vehicles as FFS at the Body Repair/Painting regular hourly labor rate, in accordance with Exhibit B (Price Sheet) of the Contract.	100%	\$50 per vehicle not cannibalized as directed by County plus FFS labor cost.	\$100 per vehicle not cannibalized as directed by County plus FFS labor cost.

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 4.34, Accident Repairs</b>	4.34.2 <u>Full-Color Digital Images</u> Contractor shall, immediately upon receipt of any vehicle involved in an accident (regardless of severity), take full color digital photos of the repair while in process, capturing supplemental repairs, hidden damage and repair stages of the process, and, at minimum, all four (4) corners of the vehicle, displaying the license plates, the Department assigned vehicle number, undercarriage, odometer, spare tire, and the actual damages relating to the accident.	100%	\$25 per vehicle for failure to provide all digital photos with estimate	\$50 per vehicle for failure to provide all digital photos with estimate
	<b>Exhibit A, SOW, Sub-paragraph 4.34, Accident Repairs</b>	4.34.3.3 <u>Vehicles with GVWR less than 22,000 lbs.</u> Contractor shall deliver the estimate to County Project Manager or designee within two (2) business days after receipt of any vehicle having a GVWR less than 22,000 lbs.	100%	\$25 per business day exceeding two (2) business days, per complete estimate not provided	\$50 per business day exceeding two (2) business days, per complete estimate not provided
	<b>Exhibit A, SOW, Sub-paragraph 4.34, Accident Repairs</b>	4.34.3.4 <u>Vehicles with GVWR 22,000lbs. or More</u> Contractor shall deliver the estimate to County Project Manager or designee within five (5) business days after receipt of any vehicle having a GVWR of 22,000 lbs. or more.	100%	\$20 per business day, per complete estimate not provided	\$40 per business day, per complete estimate not provided
	<b>Exhibit A, SOW, Sub-paragraph 4.34, Accident Repairs</b>	4.34.5.1 Contractor shall provide a summarized report listing accident repair costs by vehicle, and by accident, when requested by County Project Manager or designee. 4.34.5.2 The form and format for this report shall be at the discretion of County Project Manager or designee.	100%	\$50 per business day accurate report not received	\$100 per business day accurate report not received
	<b>Exhibit A, SOW, Sub-paragraph 4.34.9, Accident Repair Time Requirements</b>	4.34.9.2 Contractor shall complete all quick-fix accident repairs within three (3) business days of written approval by County Project Manager or designee.	100%	\$25 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26	\$50 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26
	<b>Exhibit A, SOW, Sub-paragraph 4.34.9, Accident Repair Time Requirements</b>	4.34.9.5 Contractor shall complete all minor accident repairs within nine (9) business days of written approval of County Project Manager or designee.	100%	\$25 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26	\$50 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26

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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 4.34.9, Accident Repair Time Requirements</b>	4.34.9.8 Contractor shall complete all major accident repairs within twenty-one (21) business days of written approval of County Project Manager or designee.	100%	\$25 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26	\$50 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26
	<b>Exhibit A, SOW, Sub-paragraph 4.34.9, Accident Repair Time Requirements</b>	4.34.9.9.1 Contractor shall complete all repaints (single or multiple-stage) with minor body damage within fifteen (15) business days of written approval of County Project Manager or designee.	100%	\$25 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26	\$50 per vehicle that exceeds standard in addition to Liquidated Damages identified in Contract, Sub-paragraph 8.26
	<b>Exhibit A, SOW, Sub-paragraph 4.34, Accident Repairs</b>	4.34.10.1 <u>Tracking Repair Order, Defined</u> A Tracking Repair Order is a Repair Order used to track vehicle movement from one repair section to another repair section and the total out-of-service time of the vehicle. Contractor shall open a Tracking Repair Order to accompany the initial Accident Repair Order required pursuant to sub-paragraph 4.34.12 (Accident Repair Order and Vehicle Accident Report Requirement) below, to track the total out-of-service time of the vehicle, regardless of accident and/or mechanical repairs. The Tracking Repair Order shall not be closed until all work is completed.	100%	\$50 per vehicle with no Tracking Repair Order opened	\$100 per vehicle with no Tracking Repair Order opened
	<b>Exhibit A, SOW, Sub-paragraph 4.34, Accident Repairs</b>	4.34.12.1 Contractor shall open an Accident Repair Order in ShopFax upon receipt of the vehicle, provide an initial estimate, and begin work, upon approval of initial estimate by County Project Manager or designee.	100%	\$50 per vehicle with no Repair Order opened	\$100 per vehicle with no Repair Order opened
	<b>Exhibit A, SOW, Paragraph 4.34, Accident Repairs</b>	4.34.12.2 Contractor shall record the Department File Number for the vehicle accident on the Accident Repair Order prior to closing the Accident Repair Order, regardless of whether or not Contractor is in receipt of a Vehicle Accident Report. Specific procedures for the requirement to obtain the Department File Number and the completed Vehicle Accident Report will be established by County Project Manager or designee, on the Work Start Date.	100%	\$50 per vehicle/repair order without File Number	\$100 per vehicle/repair order without File Number



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	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>5.0</b>	<b>FLEET MANAGEMENT INFORMATION SYSTEMS AND SERVICES</b>			
	<b>Exhibit A, SOW, Sub-paragraph 5.3, Technology Administration and Maintenance</b>	<p>5.3.1 Contractor shall purchase, on behalf of the Department, continued licensing and on-going System support, which shall include all software updates, for the current level of seventy-nine (79) ShopFax and UniVerse user licenses from World Information Systems (WIS). Contractor shall install all updates to ShopFax within thirty (30) calendar days of release by WIS.</p> <p>5.3.2 Contractor shall purchase continued licensing and on-going support for WIS Esker-SmarTerm software, Microsoft Windows and Microsoft Office in support of all ShopFax workstations for the current level of seventy-nine (79) user licenses.</p> <p>5.3.3 Contractor shall acquire all necessary support agreements, internet subscriptions/licenses, software licenses and updates, as well as updates for all County-owned diagnostic equipment (see sub-paragraph 10.2.8 (ShopFax and Electronic Testing/Diagnostic Equipment)), e.g. vehicle update modules (either annual or as available) pursuant to sub-paragraph 3.12 (Other Contractor-Provided Material, Equipment, and Services (Fixed-Price)) of this SOW. Contractor shall install all equipment updates within thirty (30) calendar days of their availability.</p>	100%	\$25 per business day exceeding 30 business days for failure purchase and effect software updates and/or upgrades.	\$50 per business day exceeding 30 business days for failure purchase and effect software updates and/or upgrades.
	<b>Exhibit A, SOW, Sub-paragraph 5.3, Technology Administration and Maintenance</b>	5.3.6.1 Contractor shall expand ShopFax by adding additional access points, inclusive of hardware, additional ShopFax and UniVerse user licenses, and any other related licenses and support, in excess of the seventy-nine (79) access points available as after the Work Start Date, as required by County Project Manager or designee.	100%	\$25 per business day additional access points are not provided as required by County Project Manager	\$50 per business day additional access points are not provided as required by County Project Manager
	<b>Exhibit A, SOW, Sub-paragraph 5.3, Technology Administration and Maintenance</b>	5.3.7.8 Contractor shall repair any inoperative access point hardware or components within five (5) business days of notice to Contractor by County Project Manager or designee, and provide temporary replacements within two (2) business days of notice to Contractor, when requested by County Project Manager or designee.	100%	\$25 per business day exceeding 5 business days for failure to repair or replace access point.	\$50 per business day exceeding 5 business days for failure to repair or replace access point.

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	<b>Exhibit A, SOW, Sub-paragraph 5.3, Technology Administration and Maintenance</b>	5.3.9.1 Contractor shall operate, maintain, repair, and provide support and supplies for the System with less than twenty (20) business hours of System downtime per year, and less than twenty (20) business hours of System access-point downtime per year.	100%	\$50 per business hour exceeding 20 business hours system downtime per year.	\$100 per business hour exceeding 20 business hours system downtime per year.
	<b>Exhibit A, SOW, Sub-paragraph 5.4, ShopFax Procedures</b>	5.4.1.1 Unless otherwise specified herein, Contractor shall open a Repair Order in ShopFax immediately when a vehicle is brought in for service. All Repair Orders shall be closed within one (1) hour of repair completion.	100%	\$20 per repair order per vehicle not opened	\$40 per repair order per vehicle not opened
	<b>Exhibit A, SOW, Sub-paragraph 5.4, ShopFax Procedures</b>	5.4.1.5 Contractor shall quality control all Repair Order data input into the System, including, but not limited to, accurate repair reasons, all issued work authorizations, parts issued, and work performed. Contractor shall ensure all written instructions or comments are input, using correct English grammar and spelling.	100%	\$20 per inaccurate repair order	\$40 per inaccurate repair order
	<b>Exhibit A, SOW, Sub-paragraph 5.4, ShopFax Procedures</b>	5.4.2.2 Contractor shall document work approval in the "Comments" section of each FFS Repair Order. Documentation shall include: a. Date and time of approval; b. Name and title of Department Fleet Management personnel providing such approval; c. Approval number, if given; d. Number of approved labor hours; and e. Total approved cost.	100%	\$20 per repair order without Work approval plus cost of repairs	\$40 per repair order without Work approval plus cost of repairs
	<b>Exhibit A, SOW, Sub-paragraph 5.4, ShopFax Procedures</b>	5.4.8.2 VMRS coding verification for the parts inventory shall be completed within one hundred-eighty (180) calendar days after the Work Start Date.	100%	\$250 + \$5 for each part number not completed	\$500 + \$5 for each part number not completed
	<b>Exhibit A, SOW, Sub-paragraph 5.5, ShopFax Operations</b>	5.5.1 Contractor shall provide quality control for all ShopFax data-entry operations for the following data sets, including, but not limited to: a. through n.	95%	\$20 per vehicle per data item not included in ShopFax	\$40 per vehicle per data item not included in ShopFax
	<b>Exhibit A, SOW, Sub-paragraph 5.5, ShopFax Operations</b>	5.5.2 Contractor shall oversee all ShopFax operations and procedures, including, but not limited to: a. through u.	100%	\$20 per vehicle per data item not included in ShopFax	\$40 per vehicle per data item not included in ShopFax



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	<b>Exhibit A, SOW, Sub-paragraph 5.5, ShopFax Operations</b>	5.5.5 Contractor shall support all aspects of the ShopFax-Fuel Focus (fuel system) interface. Contractor shall: a. manually upload fuel system data, inclusive of odometer/hour meter readings, to ShopFax each business day, directly or by other data media, in a manner approved by County Project Manager or designee; and b. obtain fuel usage data from Department's fuel system(s), including, but not limited to, Fuel Focus, which contains vehicle odometer/hour meter readings, fuel usage and type, and date/time dispensed, as directed by County Project Manager or designee; and c. utilize out-of-range mileage data filters; and d. monitor out-of-range mileage data to prevent inaccurate mileage data from corrupting ShopFax PM scheduling information; and e. County Project Management or designee must approve changes to parameters of out-of-range mileage data filters; and f. Department fuel system manual data download may be discontinued if an automated or direct interface module is developed and implemented for use by County.	100%	\$25 each business day not downloaded per system	\$50 each business day not downloaded per system
	<b>Exhibit A, SOW, Sub-paragraph 5.6, ShopFax Data Security</b>	5.6.2 ShopFax data shall not be shared with, nor copied to any personal storage device or media (e.g. personal laptop computers or computing "pads," thumb drives, cell phones, CDs, DVDs, other similar personal digital assistants (PDAs), or the "Cloud"), without the express prior written consent of County Project Manager or designee.	100%	\$100 per incident	\$200 per incident
	<b>Exhibit A, SOW, Sub-paragraph 5.6, ShopFax Data Security</b>	5.6.4 Contractor shall implement and maintain a minimum 3.0Kva uninterrupted power supply (UPS) for ShopFax. The UPS shall include parachute system software that will correctly shutdown the primary and Disaster Recovery (DR) servers in the event of a power failure.	100%	\$100	\$200
	<b>Exhibit A, SOW, Sub-paragraph 5.6, ShopFax Data Security</b>	5.6.5 Contractor shall implement a data backup hardware system(s) which enables Contractor to 1) create daily data back-up tapes, 2) routinely review system discs, tapes, and other storage mechanisms for errors, and 3) maintain effective off-site, long-term storage procedures for data back-up tapes.	100%	\$100 per day data is not backed up	\$200 per day data is not backed up

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	<b>Exhibit A, SOW, Sub-paragraph 5.6, ShopFax Data Security</b>	5.6.8 Contractor shall, upon expiration or termination of the Contract, ensure the Department retains fully-operational and updated, full-production ShopFax and UniVerse licenses for access points, plus any additional access points added to Fleet operations during the term of the Contract, inclusive of any/all required third party software and licenses.	100%	\$50 + actual cost to upgrade	\$100 + actual cost to upgrade
	<b>Exhibit A, SOW, Sub-paragraph 5.7, ShopFax, Use By Department Fleet Personnel</b>	5.7.1 Department personnel, as designated by County Project Manager or designee, shall have unlimited access to ShopFax data related to vehicle/equipment repair, maintenance, parts, and costs.	100%	\$50	\$100
	<b>Exhibit A, SOW, Sub-paragraph 5.8, Other Information Systems/Services</b>	5.8.7 Contractor shall pay all telephone/data communication line expenses for ShopFax and the ALLDATA internet service. 5.8.8 Contractor shall notify utility service provider within thirty (30) minutes of a reported inoperative communication line(s). Contractor shall request expedited utility service-provider repair of inoperative data communication lines, when necessary.	100%	\$25 each business day per communications line/internet service not paid	\$50 each business day per communications line/internet service not paid
	<b>Exhibit A, SOW, Sub-paragraph 5.9, Contractor's Information Technology Staff, Duties</b>	5.9.1 At a minimum, Contractor shall provide one (1) IT System Administrator/Programmer (SAP) and one (1) IT Assistant System Administrator/Programmer (AAP) (collectively, "IT Staff"), as outlined in Statement of Work Attachment 3B (Administrative and Other Required Staffing).	100%	\$25 per business hour not provided	\$50 per business hour not provided
	<b>Exhibit A, SOW, Sub-paragraph 5.9, Contractor's Information Technology Staff, Duties</b>	5.9.4 Contractor's IT Staff duties include, but are not limited to: a. providing maintenance, repair, cost, fuel, and various other Fleet reports (form and format to be determined) from ShopFax, when requested by County Project Manager or designee; b. delivering to County Project Manager or designee existing "ready-made" ShopFax and other report types within one (1) business day and custom Cognos or Crystal reports (which require new programing) within three (3) business days.	100%	\$25 per business day report is not provided as requested	\$50 per business day report is not provided as requested
	<b>Exhibit A, SOW, Sub-paragraph 5.9, Contractor's Information Technology Staff, Duties</b>	5.9.4c. providing as-needed training and assistance to Contractor and Department Fleet personnel in the use of: ShopFax; the Microsoft Office Suite of office tools; Cognos and Crystal report writers; and Asset Works Fuel Focus.	100%	\$100 for failure to provide training as requested	\$200 for failure to provide training as requested

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 5.10, IT Staff Schedules</b>	5.10.5 Contractor shall provide a full-time, qualified replacement for the SAP or AAP, only if either of them is absent for more than thirty (30) cumulative business days during a Contract year.	100%	\$25 per business day exceeding thirty (30) business days not provided	\$50 per business day exceeding thirty (30) business days not provided
	<b>6.0</b>	<b>HOURS/DAYS OF OPERATION</b>			
	<b>Exhibit A, SOW, Sub-paragraph 6.1, Work Schedule</b>	6.1.1 At a minimum, Contractor shall receive vehicles for maintenance/repair work, and provide both on-site and telephonic customer service, continuously from 6:00 A.M. through 11:00 P.M. at the Eastern Avenue repair location and as listed in Statement of Work Attachment 3A (Minimum Staffing Levels per Repair Location) for all other repair locations, Monday through Friday, every scheduled County workday.	100%	\$50 per minimum requirement and/or per business hour not open and staffed.	\$100 per minimum requirement and/or per business hour not open and staffed.
	<b>Exhibit A, SOW, Sub-paragraph 6.1, Work Schedule</b>	6.1.4 County Project Manager or designee must pre-authorize any business hours closure of any repair location by Contractor.	100%	\$50 per business hour, per repair location with unauthorized closure	\$100 per business hour, per repair location with unauthorized closure
	<b>7.0</b>	<b>REPORTING REQUIREMENTS</b>			
	<b>Exhibit A, SOW, Sub-paragraph 7.1, Vehicle Out-of-Service Report</b>	7.1.3 Contractor shall submit a current and accurate VOSR to County Project Manager or designee no later than 3:30 p.m. on a daily basis.	100%	\$10 per section of report, per business day, incomplete and/or not provided by 3:30 pm	\$20 per section of report, per business day, incomplete and/or not provided by 3:30 pm
	<b>Exhibit A, SOW, Paragraph 7.1, Vehicle Out-of-Service Report</b>	7.1.4.4 c) Contractor shall use this portion of the VOSR to track and calculate motorcycle out-of-service non-compliance and self-assess the automatic deductions required pursuant to sub-paragraph 8.26.5 of the Contract.	100%	\$50 + deduction, per deduction missed	\$100 + deduction, per deduction missed
	<b>Exhibit A, SOW, Sub-paragraph 7.2, Daily Staffing Report</b>	7.2.5.2 Contractor shall make appropriate deductions for such non-compliance, from each monthly invoice (invoice credits). The deduction amounts are listed in sub-paragraph 8.26.5 of the Contract.	100%	\$50 + deduction, per deduction missed	\$100 + deduction, per deduction missed
	<b>Exhibit A, SOW, Sub-paragraph 7.2, Daily Staffing Report</b>	7.2.6 Contractor shall, each business day, provide an electronic copy of the initial DSR, via email, to the County Supervising Contract Program Monitor and to each County Contract Program Monitor by twelve (12) noon. Department will provide Contractor with a directory of email addresses for Department staff.	100%	\$25 per DSR, per business day, not provided by 12:00 noon	\$50 per DSR, per business day, not provided by 12:00 noon

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 7.2, Daily Staffing Report</b>	<p>7.2.7 Contractor shall, each business day, provide an updated electronic copy of the final DSR (bundled with the VOSR), via email, to the County Supervising Contract Program Monitor, and to each County Contract Program Monitor by 2:30 p.m.</p> <p>7.2.8 The DSR shall be current and accurate as of 2:30 p.m. each business day.</p> <p>7.2.9 Contractor shall deliver the DSR, in hard copy, to both County Project Manager or designee and County Supervising Contract Program Monitor or their designees, by 3:30 p.m. each business day.</p> <p>7.2.10 The final form and format of the DSR shall be as approved by County Project Manager or designee.</p>	100%	\$20 per business day not provided by 3:30 pm or for an incomplete report.	\$40 per business day not provided by 3:30 pm or for an incomplete report.
	<b>Exhibit A, SOW, Sub-paragraph 7.3, Monthly Report</b>	7.3.1.11 <u>Repair Time Requirement Deficiencies</u> : Number of active, out-of-service vehicles during the month that exceeded the mechanical repair time compliance requirements specified in sub-paragraph 4.9.6 (Specific Repair Time Requirements), and the total number of in-service vehicles during the month that exceeded the accident, body, and paint repair time compliance requirements specified in sub-paragraph 4.34.9 (Accident Repair Time Requirements), less the exceptions listed in sub-paragraph 4.9.7 (Exceptions to Repair Time Requirements), listed by Department repair location, vehicle number, days exceeded per vehicle, and totals provided for each repair time category.	100%	\$50 + deduction, per missed deduction	\$100 + deduction, per deduction missed
	<b>Exhibit A, SOW, Sub-paragraph 7.3, Monthly Report</b>	7.3.3 Monthly Report shall be reviewed for accuracy by either Contractor Project Director or Contractor Project Manager, signed and dated, prior to submission to County.	100%	\$25 per business day exceeding five (5) business days Report not provided or for an incomplete report.	\$50 per business day exceeding five (5) business days Report not provided or for an incomplete report.
	<b>Exhibit A, SOW, Sub-paragraph 7.4, Quarterly Report</b>	7.4.1 Contractor shall provide an original hard copy Quarterly Report to County Project Manager or designee with a hard copy and electronic version to County Supervising Contract Program Monitor within ten (10) business days following the end of each quarter.	100%	\$25 per business day exceeding ten (10) business days Report not provided or for an incomplete report.	\$50 per business day exceeding ten (10) business days Report not provided or for an incomplete report.

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 7.4, Quarterly Report</b>	7.4.1 ...The Quarterly Report shall contain the following minimum information: 7.4.1.2 Tow information, including number and type of breakdowns, tow truck response times, in/out of compliance counts and percentages, and numbers of vehicles returned to service. See sub-paragraph 4.25 (Towing and Emergency Road Services) of this SOW for towing requirements.	100%	\$10 per tow not documented in Quarterly Report	\$20 per tow not documented in Quarterly Report
		7.5.1 Contractor shall provide an original hard copy and electronic version of the Annual Report to County Project Manager or designee with a copy to County Supervising Contract Program Monitor no later than thirty (30) calendar days following the anniversary of the Work Start Date for each year of the Contract. The Annual Report shall contain:  a. Cost per mile - maintenance and repairs (non-accident) b. Cost per mile - accident repairs c. Vehicle inspection summaries d. Total warranty revenues/savings e. Clean fuel program(s) f. Energy saving measures g. Data communication line expenses h. Updated Quality Control Plan	100%	\$25 per requirement, per business day, exceeding thirty (30) calendar days, not provided, or incomplete	\$50 per requirement, per business day, exceeding thirty (30) calendar days, not provided, or incomplete
	<b>8.0</b>	<b>RECORDS KEEPING REQUIREMENTS</b>			
	<b>Exhibit A, SOW, Sub-paragraph 8.0, Record Keeping Requirements</b>	8.1 Contractor shall maintain copies of all Fleet operation records, in both hard and electronic (pdf) formats, on file at the Eastern Avenue repair location throughout the term of the Contract, and for a period of five (5) years after the Contract expiration or termination, in accordance with sub-paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of the Contract.	100%	\$25 per record not on file and/or not provided when requested by County	\$50 per record not on file and/or not provided when requested by County
	<b>9.0</b>	<b>QUALITY</b>			

## STATEMENT OF WORK - ATTACHMENT 8

### PERFORMANCE REQUIREMENTS SUMMARY (PRS)

	SPECIFIC PERFORMANCE REFERENCE	TASK	STANDARD	DEFICIENCY CREDIT 1ST EVENT	DEFICIENCY CREDIT 2ND AND SUBSEQUENT EVENTS
	<b>Exhibit A, SOW, Sub-paragraph 9.1, Quality Assurance Plan</b>	9.1.1 <u>Meetings</u> Contractor shall attend all performance evaluation meetings as directed by County Project Manager or designee.	100%	\$50 per incident	\$100 per incident
	<b>Exhibit A, SOW, Sub-paragraph 9.1.2, Contract Discrepancy Report (CDR)</b>	9.1.2.6 If the reported discrepancy is acknowledged by Contractor, Contractor shall present a plan of correction for all performance deficiencies identified in the CDR, by the stated deadline in the CDR and/or as directed by County Project Manager or designee.	100%	\$50 per business day, exceeding the five (5) business day requirement to respond, that a plan of correction is not provided to County	\$100 per business day, exceeding the five (5) business day requirement to respond, that a plan of correction is not provided to County
		<b>CONTRACT</b>			
	<b>Contract, Sub-paragraph 5.5, Invoices and Payments</b>	5.5.1 Contractor shall invoice County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A (Statement of Work) and elsewhere hereunder. Contractor shall prepare invoices, which shall include the charges owed to Contractor by County under the terms of this Contract. The Contractor's payment shall be as provided in Exhibit B (Price Sheet), and Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by County. If County does not approve work in writing, then no payment shall be due to Contractor for that work.	100%	\$25 per incorrect and/or incomplete FFS repair order, and \$200 per incorrect Fixed Price invoice.	\$50 per incorrect and/or incomplete FFS repair order, and \$400 per incorrect Fixed Price invoice.
	<b>Contract, Sub-paragraph 8.38, Record Retention and Inspection-Audit Settlement</b>	8.38.1...The Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in Los Angeles County.	100%	\$25 per record unavailable	\$100 per record unavailable



## EXHIBIT B

### PRICE SHEET

#### 1.0 FIXED PRICE FOR FLEET MANAGEMENT AND MAINTENANCE SERVICES

- 1.1** Contractor shall provide all Fixed-Price management and maintenance services as required in the Contract at the annual price set forth below. Contractor shall invoice County one-twelfth of the annual Fixed-Price portion of the Contract in arrears on a monthly basis, beginning thirty (30) calendar days after the Work Start Date of the Contract, for the prior calendar month.
- 1.2** The annual price payable by County to Contractor for the provision of all Fixed Price services required under the Contract shall be **(\$15,547,636.10)**. The amount is for the Fixed-Price base Fleet size of 4,800 units, in the quantities specified below for Groups 1 through 4 [see TABLE 1 below]. The annual price for Fixed-Price services shall be firm and fixed for the term of the Contract, unless adjusted in accordance with the terms of the Contract. The annual price may be adjusted in accordance with sub-paragraph 8.1 (Change Orders and Amendments) and Paragraph 5.0 (Contract Sum) of the Contract. The annual price set forth above will remain as the set price for the base Fleet size of 4,800 units, from which all future Fixed-Price adjustments will be made.

#### 2.0 BASE FLEET SIZE, FIXED PRICE

##### 2.1 Fixed-Price Base Fleet Size

TABLE 1. FIXED-PRICE BASE FLEET SIZE	NUMBER OF UNITS
<b>Group 1</b> - Non-ERV sedans, SUVs, trucks, vans, and other vehicles/equipment with a GVW rating of 10,000 lbs. or less, and all on-road trailers.	<b>2,594</b>
<b>Group 2</b> - ERV sedans, SUVs, trucks, and vans with a GVW rating of 10,000 lbs. or less, as well as all on and off-road motorcycles, and ATVs.	<b>1,874</b>
<b>Group 3</b> – Trucks, some buses and other vehicles/equipment with a GVW rating of 10,001 lbs. or greater.	<b>249</b>
<b>Group 4</b> - Local and statewide inmate buses (Equipment Types 31, 34 and 37).	<b>83</b>
<b>TOTAL</b>	<b>4,800</b>

## 2.2 Fixed-Price Adjustments, Change to Base Fleet Size

TABLE 2. FLEET COMPONENT GROUPS	PER-UNIT PRICE
<b>Group 1</b> - Non-ERV sedans, SUVs, trucks, vans, and other vehicles/equipment with a GVW rating of 10,000 lbs. or less, and all on-road trailers.	<b>\$ <u>1,766.12</u></b>
<b>Group 2</b> - ERV sedans, SUVs, trucks, and vans with a GVW rating of 10,000 lbs. or less, as well as all on and off-road motorcycles, and ATVs.	<b>\$ <u>1,535.74</u></b>
<b>Group 3</b> – Trucks, some buses and other vehicles/equipment with a GVW rating of 10,001 lbs. or greater.	<b>\$ <u>3,965.17</u></b>
<b>Group 4</b> – Local and statewide inmate buses (Equipment Types 31, 34 and 37).	<b>\$ <u>3,690.25</u></b>

\*The current equipment type numbers of vehicles assigned to each Fleet Component Group are as follows:

**Group 1:** 4, 7, 10, 11, 13, 25, 39, 40, 41, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 55, 58, 61, 64, 67, 70, 71, 73, 80, 91, 92, 93, 94, 95, 96, and 98

**Group 2:** 1, 2, 9, 15, 16, 19, 20, 22, 23, 24, 28, and 97

**Group 3:** 3, 5, 6, 29, 30, 66, 68, 69, 72, 74, 75, 76, 79, 82, 85, 86, 87, 88 and 90

**Group 4:** 31, 34, and 37

A description of each of the equipment types is provided in Attachment 6 (Vehicle/Equipment Type Code List) of Exhibit A (Statement of Work). Additional equipment type numbers may be added during the term of the Contract by the County Project Manager or designee as needed, and grouped as appropriate within Fleet Component Groups 1 through 4 above.

## 2.3 COLAs

At the sole discretion of the County, cost of living adjustments (COLAs) may be applied to the base price for Fixed-Price services in accordance with subparagraph 5.6 (Cost of Living Adjustment (COLAs)) of the Contract.

## 2.4 Fixed-Price Change Due to Change in Fleet Size

2.4.1 The per-unit prices for Groups 1 through 4 set forth in Table 2 (Fleet Component Groups) above, are applicable for each vehicle or piece of equipment added to, or deleted from, the Fixed-Price Fleet.



- 2.4.2 The adjustment amount for any increase or decrease to the Fixed-Price base Fleet price shall be calculated based on the per-unit prices listed in Table 2 (Fleet Component Groups) above, and shall be added to, or deducted from the annual Fixed-Price in the manner set forth below.
- 2.4.3 In accordance with sub-paragraph 3.2.3 (Initial Fleet Reconfiguration and Reassignment) of Exhibit A (Statement of Work), an initial Fixed-Price Fleet size adjustment from the **base Fleet size of 4,800 units** shall be made within the first five (5) business days after the Work Start Date, and will be effective retroactively to the Work Start Date. Additionally, Fixed Price Fleet size adjustments shall be made semi-annually, on the first of the month every six (6) months thereafter.
- 2.4.4 Interim Fixed-Price Fleet size adjustments may be made, when requested in writing by Contractor, or by County, when increases or decreases equating to \$150,000 occur within a semi-annual period. The interim Fixed-Price adjustment shall become effective on the first day of the month following the date the adjustment is approved by the County Project Director or the County Project Manager, and a Change Order is executed.
- 2.4.5 Any vehicle or piece of equipment (e.g. attached refrigeration units) found during a Fleet inventory review to be assigned to the wrong Fleet Component Group (Table 2), based on its vehicle or equipment type, shall be assigned to the correct group at that time.
- 2.4.6 The Fleet size adjustment for any vehicle, when removed, corrected, and/or added to the Fleet will be priced according to its correct Fleet Component Group assignment.

## **2.5 Fixed-Price Change Due to Parts Costs Increases**

- 2.5.1 The annual price for Fixed-Price services may be adjusted on the Contract Work Start Date anniversary for subsequent years of the Contract, if it is determined that there have been verified increases to Contractor's actual costs for Fixed-Price automotive parts due to market price fluctuations and/or governmental or environmental regulations (but excluding sales taxes), as determined by the County Project Manager or designee.
- 2.5.2 An adjustment to the annual price for Fixed Price services shall not be made if Contractor has been granted a COLA which equals or exceeds the verified percentage price increase for automotive parts. When a COLA has been granted which is less than the verified percentage price increase, the adjustment to the annual price for Fixed-Price services shall equal the difference between the COLA percentage increase and

the verified percentage price increase. When no COLA has been granted, the percentage increase to the annual price for Fixed-Price services shall be adjusted as verified by the parties.

- 2.5.3 Using a method determined by the County Project Manager or designee, automotive parts pricing comparisons shall be made annually, at the beginning and ending of the one-year period preceding the Contract's Work Start Date anniversary. The actual COLA granted to Contractor, if any, shall be subtracted from the resulting actual "Percentage of Parts Price Increase." If the results are less than zero, there will not be a parts cost increase granted for that period. If the results are greater than zero, then an increase may be granted to the annual price for Fixed-Price services in proportion to the parts-versus-labor expenses incurred under Fixed-Price. (Fixed-Price parts-versus-labor expenses shall be recorded in ShopFax.)

Example: Should the Contractor be granted 0% COLA, and the actual "Percentage of Parts Price Increase" was determined to be 3.0%, and parts were found to make up 40% of Fixed Price expenses, the Contractor's annual price for Fixed-Price services may be increased as follows:

$$\begin{aligned} \text{Annual price} \times .40 &= \text{Parts cost} \\ \text{Parts cost} \times .03 \text{ increase} &= X \\ \text{Annual price} + X &= \text{increased annual price} \end{aligned}$$

This increase relates solely to parts and not to labor. The Contractor's annual price for the Fixed-Price base Fleet size of **4,800** units (sub-paragraph 1.2 above) and the current rates used for changes to the base Fleet size for Fixed-Price services (sub-paragraph 2.2 above) shall be increased accordingly.

## **2.6 Fixed-Price Change Due to Sales Tax Increases or Decreases**

- 2.6.1 The annual price for Fixed-Price services may be adjusted throughout the term of the Contract, coinciding with, or no more than sixty (60) calendar days following, any sales tax change, if it is determined by the County Project Manager or designee that increases or decreases in the sales tax impact the Contractor's cost of providing the required Fixed-Price services under the Contract.
- 2.6.2 The increase or decrease to the annual price for Fixed-Price services shall be adjusted only to the impacted portion of the Fixed-Price cost as determined by the County Project Manager or designee. The Fixed-Price base Fleet size of **4,800** units and the current change in Fleet size rates for Fixed-Price services shall be increased or decreased

accordingly (refer to sub-paragraph 2.5.3).

## **2.7 Fixed-Price Adjustments for Minimum Staffing Increases or Decreases**

2.7.1 The annual price for Fixed-Price services shall be adjusted for increases or decreases to Attachment 3A (Minimum Staffing Levels per Repair Location) of Exhibit A (Statement of Work), when required by County.

2.7.2 County's Fixed Rate for Changes in Minimum Staffing: An addition or reduction of journeyman vehicle, equipment, or body/fender technicians, or automotive painters above or below the total Minimum Staffing Levels of one hundred, thirty-one (131) personnel in these job classifications, as specified in Attachment 3A (Minimum Staffing Levels per Repair Location) of Exhibit A (Statement of Work) shall increase or decrease the Contractor's annual price (see sub-paragraph 1.2 above) for Fixed-Price services by **\$65,000** annually per staff employee added or deleted. Example:

2.7.2.1 Should the Department open a new repair location, and the County Project Manager determines that this requires additional minimum staff technician (and not just the transfer of existing personnel), the annual price for Fixed-Price services would increase by \$65,000, per technician added.

2.7.2.2 Conversely, should the Department close a repair location or require less minimum staff technician at any location, and the County Project Manager determines that this requires a reduction of minimum staff technicians, Contractor shall decrease the price for Fixed-Price services by \$65,000 per staff technician eliminated.

**2.8** Any Fixed-Price changes, with the exception of COLA, shall be in the form of a Change Order in accordance with sub-paragraph 8.1 (Change Orders and Amendments) of the Contract.

### 3.0 FEE-FOR-SERVICE (FFS) WORK

#### 3.1 Hourly Labor Rates

3.1.1 The following hourly labor rates shall apply to FFS work as specified in sub-paragraph 4.5 below.

TABLE 3. FLEET CATEGORIES	HOURLY LABOR RATE	OVERTIME HOURLY LABOR RATE
Mechanical repair, including but not limited to: new vehicle processing, PM, outfitting, special events, preparation for decommissioning/disposal - for light and medium vehicles, trailers and RV trailers, with GVW ratings up to 10,000 lbs. Mechanical repair for all boats.	<u>\$ 38.12</u>	<u>\$ 49.28</u>
Mechanical repair, including but not limited to: new vehicle processing, PM, outfitting, special events, preparation for decommissioning/disposal, for heavy vehicles, trailers, semi-trailers, and RV trailers with GVW ratings of 10,001 lbs. or greater.	<u>\$ 40.74</u>	<u>\$ 51.82</u>
Mechanical repair and body repair/painting of off-highway and auxiliary equipment.	<u>\$ 36.03</u>	<u>\$ 45.73</u>
Mechanical repair and body repair/painting of on and off-road motorcycles and ATVs.	<u>\$ 36.84</u>	<u>\$ 47.76</u>
Body repair/painting for light and medium vehicles, trailers and RV trailers with GVW ratings up to 10,000 lbs.	<u>\$ 55.94</u>	<u>\$ 83.91</u>
Body repair/painting for heavy vehicles, trailers, semi-trailers, RV trailers, and buses, with GVW ratings of 10,001 lbs. or greater. Body repair/painting for all boats.	<u>\$ 63.24</u>	<u>\$ 94.86</u>

#### 3.2 FFS Paint Material Costs

3.2.1 Contractor's paint-hour rates (Table 4) shall apply to accident and other FFS body/paint repairs which are described in sub-paragraphs 3.10.9 (Paint Material Costs), 4.34.9.1 (Quick-Fix Accident Repair), 4.34.9.4 (Minor Accident Repair), 4.34.9.7 (Major Accident Repair), and 4.34.9.9

County of Los Angeles  
 Sheriff's Department  
 Centerra Integrated Services, LLC

Exhibits  
 Automotive Fleet Management  
 and Maintenance Services

(Complete Repaint (Single or Multiple-Stage) with Minor Body Damage) of Exhibit A (Statement of Work).

- 3.2.2 Increases in auto and truck paint material costs due to governmental or environmental regulations, and/or market price fluctuations, may justify changes in the paint-hour rates when documented by Contractor, and approved by the County Project Director or County Project Manager. In the event that changes to government regulations regarding the content of paint materials create an increase in the cost of paint supplies, the parties may agree to re-negotiate the paint-hour rates set forth in Table 4 below, in accordance with sub-paragraph 5.1.9 of the Contract and sub-paragraph 3.10.9.3 of Exhibit A (Statement of Work). The County Project Manager shall have authority on behalf of the County to execute any such Change Order in accordance with sub-paragraph 8.1 (Change Orders and Amendments) of the Contract.

<b>TABLE 4.</b>	
<b>CATEGORY</b>	<b>COST PER ESTIMATED PAINT-HOUR</b>
<b>Single-Stage Paint Rate</b>	<b>\$ <u>46.00</u></b>
<b>Multiple-Stage Paint Rate</b>	<b>\$ <u>55.00</u></b>

### 3.3 COLAs

At the sole discretion of the County, cost of living adjustments (COLAs) may be applied to the FFS hourly rates in accordance with sub-paragraph 5.6 (Cost of Living Adjustments (COLAs)) of the Contract.

- 3.4 Any FFS changes, with the exception of COLA, shall be in the form of a Change Order in accordance with sub-paragraph 8.1 (Change Orders and Amendments) of the Contract.

### 4.0 FFS DETAIL

- 4.1 Contractor shall provide FFS repair and maintenance services at the FFS hourly labor rates specified in sub-paragraph 3.1 above, plus repair parts costs at actual Contractor cost with tax, plus a six percent (6%) administrative handling fee for parts.
- 4.2 All FFS work is subject to prior approval by County Project Manager or designee. Any FFS work performed (as described sub-paragraph 4.3 below) without approval shall be deemed a gratuitous effort on the part of the

Contractor. Contractor shall have no claim whatsoever against County therefore.

**4.3** Contractor shall document the work approval in Comments Section of each FFS Repair Order. Documentation shall include:

1. Date and time of approval;
2. Name and title of Department Fleet management personnel providing approval;
3. Approval number, if given;
4. Number of labor hours approved; and
5. Total approved cost.

**4.4** For the purposes of FFS labor, actual hours shall be defined as actual technician labor time, not to exceed, and as applicable to, the times listed in:

- Motor Labor Guide and/or ALLDATA, for mechanical repairs;
- CCC One Estimating, or other County-approved crash estimating guide for accident and paint repairs;
- Genesis Frame Measuring System time estimates for accident and paint repairs;
- Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) of Exhibit A (Statement of Work); and
- Other labor hour standards specified and pre-authorized by County not listed in these documents.

**4.5** FFS work applies to, but is not limited to:

- 4.5.1 Vehicles, equipment, and boats assigned to FFS (as approved by County Project Manager or designee);
- 4.5.2 Vehicle accident repairs (as approved by County Project Manager or designee);
- 4.5.3 Paint and body repairs not resulting from accident, vandalism, or operator abuse (when requested and approved by County Project Manager or designee);
- 4.5.4 Paint and body repairs as a result of corrosion, fading, clear-coat discoloration, or peeling, and not as a result of the Contractor's failure to properly maintain the vehicle;
- 4.5.5 FFS paint materials (including paint, primer, activators, thinners, reducers, and hardeners) for accidents and other FFS body/paint repairs as described in sub-paragraph 3.10.9 (Paint Material Costs) of Exhibit A (Statement of Work). (Such repairs are rendered at the paint material

rates specified in Table 4 above with no markup);

- 4.5.6 Frame repair due to accident as described in sub-paragraph 4.9.2 (Labor Time Estimates, Accident, Body, and Paint Repairs) of Exhibit A (Statement of Work);
- 4.5.7 Vandalism and/or vehicle abuse, as determined by County Project Manager or designee;
- 4.5.8 All Department-affiliated joint task force vehicles, including, but not limited to, PM, inspections, mechanical and electrical repair, accident, body, and paint repair, outfitting, new vehicle preparation, preparation for decommissioning, recall and campaign transportation, and all labor and parts not covered under a manufacturer warranty;
- 4.5.9 Repairs normally covered under a vehicle's new car warranty, but no longer covered by the manufacturer due to extended storage time by the Department. (This does not include used vehicles purchased from auctions.);
- 4.5.10 Fabrication of equipment and/or parts, and other customization and reinforcing;
- 4.5.11 Installation of County radio equipment if requested;
- 4.5.12 Hours incurred by Contractor personnel assisting with vehicle testing during non-business hours. FFS overtime hourly labor rates shall apply. Hours incurred for vehicle testing during normal business hours are covered under Fixed-Price as described in sub-paragraph 2.2.11.5 of Exhibit A (Statement of Work);
- 4.5.13 Vehicle outfitting in excess of limits set forth in sub-paragraph 4.27.2 (New Vehicle Outfitting, General) of Exhibit A (Statement of Work). FFS overtime hourly labor rates shall apply;
- 4.5.14 Cannibalization of body, mechanical, and electrical parts (labor) from decommissioned vehicles earmarked for scrap or auction. Labor charges for removal of these parts shall be in accordance with FFS Body Repair/Painting regular hourly labor rates listed in this Exhibit B (Price Sheet) and shall not exceed ten (10) hours for the complete dismantling of a vehicle in accordance with sub-paragraph 4.32.8.3 of Exhibit A (Statement of Work), as approved by County Project Manager or designee);
- 4.5.15 Vehicle decommissioning as described in sub-paragraphs 4.32.1 (Fixed-Price Decommissioning Services) and 4.32.2 (Fee-for-Service (FFS))

## Decommissioning Services) of Exhibit A (Statement of Work).

- 4.5.16 Repairs performed on vehicles specifically put in a temporary FFS category; e.g. vehicles undergoing refurbishment, or repairs to decommissioned vehicles intended for auction;
- 4.5.17 "New vehicle preparation" of used vehicles/equipment being brought into the Fleet part way through their service life cycle; e.g. auctions, military surplus, bailment, donated or seized vehicles. (No factory and/or County warranty is guaranteed or implied for these vehicles.);
- 4.5.18 First-time repairs/servicing of used vehicles/equipment brought into the Fleet part way through their service life cycle; e.g. auctions, military surplus, bailment, donated or seized vehicles. (Subsequent repairs/servicing may be Fixed-Price should the vehicle be placed into the Fixed-Price category. No factory and/or County warranty is guaranteed or implied for these vehicles.);
- 4.5.19 Outfitting of used vehicles/equipment being brought into the Fleet part way through their service life cycle; e.g. auctions, military surplus, bailment, donated or seized vehicles. (No factory and/or County warranty is guaranteed or implied for these vehicles.);
- 4.5.20 Vehicle/equipment detailing in excess of the limits set forth in sub-paragraph 4.18.2.7 of Exhibit A (Statement of Work);
- 4.5.21 Special-event mobile technician and service truck services for such events as the Rose Parade, elections, and others as described in sub-paragraph 2.2.12 (Staffing During Special Events) of Exhibit A (Statement of Work);
- 4.5.22 Light bar lens replacement on vehicles as a result of corrosion, fogging over, fading, clear-coat discoloration, and peeling (not as a result of the Contractor's failure to properly maintain the vehicle);
- 4.5.23 Emergency situation labor as determined by County Project Manager or designee, outside normal business hours and on an overtime basis;
- 4.5.24 New vehicle processing in excess of limits set forth in sub-paragraph 4.27.1 (New Vehicle Processing) of Exhibit A (Statement of Work);
- 4.5.25 Recall and/or campaign work performed outside of normal business hours. Should a specific recall and/or campaign completion become extremely urgent, and not as a result of Contractor's failure to act on the recall in a timely manner, County Project Manager or designee may authorize Contractor FFS overtime hourly labor rates for all such work;



4.5.26 Maintenance and repair of vehicle MDC systems (not including the computer or transceiver units) for all vehicles assigned to the FFS category at the FFS hourly labor rates stated in this Exhibit B (Price Sheet).

#### **4.6 FFS/Direct Purchase**

4.6.1 Contractor shall FFS/Direct Purchase services, parts, special delivery services for parts, towing, equipment, related materials, and supplies, as directed by County Project Manager.

4.6.2 Contractor shall invoice County for all FFS/Direct Purchases at Contractor's actual cost with tax, plus an administrative handling fee not to exceed two percent (2%) of actual cost.

4.6.3 With regard to FFS/Direct Purchase of subcontractor services, Contractor shall be responsible for complying with all repair time requirements enumerated in sub-paragraph 4.9 (Labor Time Estimates) of Exhibit A (Statement of Work).

4.6.4 Contractor is responsible for, and shall warrant the quality, completeness, and timeliness of, all subcontractor services rendered on behalf of Contractor.

4.6.5 Contractor shall make every effort to obtain the best price for all requested purchases. Contractor shall utilize a competitive bidding process using a selection process approved by County Project Manager.

4.6.6 All FFS/Direct Purchases are subject to prior approval by County Project Manager or designee. FFS/Direct Purchases made without such approval shall be deemed gratuitous on the part of the Contractor. Contractor shall have no claim whatsoever against County therefore.

4.6.7 FFS/Direct Purchase may include, but not be limited to the following services:

4.6.7.1 Outfitting parts, as directed by County Project Manager or designee, using a purchasing process approved by County Project Manager as described in sub-paragraph 4.27.5 (Minimum Inventory, Refurbished and/or New Outfitting Parts) of Exhibit A (Statement of Work);

4.6.7.2 ERV rims for patrol vehicles purchased and supplied by Contractor, in coordination with and as directed and approved by County Project Manager or designee as described in sub-

paragraph 3.13.1(b) of Exhibit A (Statement of Work);

- 4.6.7.3 "Top-off" oil which is consigned, but not accounted for by specific vehicle, to County locations determined not to be under Contractor control;
- 4.6.7.4 Engine oil analysis services as described in sub-paragraph 4.3.11 (Engine Oil Analysis: Heavy Duty Vehicles and Boats) of Exhibit A (Statement of Work); and when requested by County Project Manager or designee;
- 4.6.7.5 Bus accident repair;
- 4.6.7.6 Repair of fiberglass components, hydraulic cylinders, and recreational vehicle trailers;
- 4.6.7.7 Repair of electric material-handling equipment;
- 4.6.7.8 Certification, if applicable, of electric material-handling equipment;
- 4.6.7.9 Installation of tires for specialized off-highway and heavy equipment;
- 4.6.7.10 Custom wood or metal fabrication and installation;
- 4.6.7.11 Trash disposal services for locations other than the Men's Central Jail repair location as described in sub-paragraph 3.13.1(c) of Exhibit A (Statement of Work);
- 4.6.7.12 Vehicle towing due to accident or vandalism;
- 4.6.7.13 Vehicle towing for safely operable decommissioned vehicles which shall not or cannot be driven by Department personnel;
- 4.6.7.14 Vehicle towing for inoperable decommissioned vehicles;
- 4.6.7.15 Vehicle towing for FFS category vehicles/equipment regardless of incident;
- 4.6.7.16 Hazardous medical and/or biological waste clean-up in vehicles;
- 4.6.7.17 Vehicle and equipment detailing services;
- 4.6.7.18 Window tinting;
- 4.6.7.19 Vehicle alarm installation;

- 4.6.7.20 Specialty radio, LoJack, or GPS equipment installation;
- 4.6.7.21 "Special measures" purchases of parts and components. Contractor shall employ an expedited purchasing process and procure expedited delivery services, when directed by County Project Manager. If special measures are requested by County Project Manager for specific vehicles, and Contractor is otherwise in compliance with repair time and out-of-service rates as described in sub-paragraph 3.10.2 (Parts Procurement – Special Measures) of Exhibit A (Statement of Work);
- 4.6.7.22 ShopFax report modifications requiring additional support and labor from WIS as described in sub-paragraph 5.3.8 (ShopFax Report Modifications/Additions) of Exhibit A (Statement of Work);
- 4.6.7.23 Additional IBM Cognos or SAP Crystal report-writer, as the case may be, licenses and related support, when directed by County Project Manager or designee (reference sub-paragraph 5.8.4 of Exhibit A (Statement of Work)); and
- 4.6.7.24 Expansion of ShopFax with additional access points, inclusive of:
- a. additional ShopFax and UniVerse user licenses and support, and any other related licenses and support in excess of the seventy-nine (79) access points in use as of the Work Start Date, as required by County Project Manager or designee, pursuant to sub-paragraph 5.3.6 (ShopFax Expansion and Upgrades) of Exhibit A (Statement of Work); and
  - b. additional access point computers and printers together with any associated miscellaneous hardware and data connectivity, as required by Department, to ensure unhindered access to ShopFax for both Contractor and Department Fleet personnel; and
  - c. additional computing equipment or peripherals other than the equipment types described throughout Paragraph 5.0 (Fleet Management Information Systems and Services) of Exhibit A (Statement of Work), as determined by County Project Manager or designee.

- 4.6.7.25 ShopFax upgrades for additional functionality, as required by County Project Manager or designee (refer to sub-paragraph 5.3.6 (ShopFax Expansion and Upgrades)) of Exhibit A (Statement of Work).

DRAFT

***INTENTIONALLY OMITTED***

DRAFT

**CONTRACTOR'S EEO CERTIFICATION**

Centerra Intergrated Services, LLC

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Contractor Name

13530 Dulles Technology Dr Suite 500 Herndon VA 20171

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Address

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33-0379048

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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 checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self-analysis or utilization analysis of its work force.   | Yes <input checked="" 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 checked="" 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 checked="" type="checkbox"/> | No <input type="checkbox"/> |

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Michael Weixel Vice President of Contracts

Authorized Official's Printed Name and Title

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Authorized Official's Signature

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8/4/21

Date

## COUNTY'S ADMINISTRATION

CONTRACT NO. \_\_\_\_\_

### COUNTY PROJECT DIRECTOR:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### COUNTY PROJECT MANAGER:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### COUNTY SUPERVISING CONTRACT PROGRAM MONITOR:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**COUNTY'S ACCOUNTS PAYABLE UNIT:**

Name: Los Angeles County Sheriff's Department  
Title: Attn: Fiscal Administration - Accounts Payable Unit  
Address: 211 West Temple Street, 5<sup>th</sup> Floor  
Los Angeles, California 90012

**COUNTY'S CONTRACT MONITORING MANAGER:**

Name: Los Angeles County Sheriff's Department  
Title: Attn: Fiscal Administration - Contracts Monitoring Manager  
Address: 211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012

**Notices to County shall be sent to the following:**

Name: Los Angeles County Sheriff's Department  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_



**CONTRACTOR'S ADMINISTRATION****CONTRACTOR'S NAME:** Centerra Integrated Services, LLC**CONTRACT NO:** \_\_\_\_\_**CONTRACTOR PROJECT DIRECTOR:** \_\_\_\_\_Name: James NoeTitle: President of Global OperationsAddress: 850 Puddin Ridge Rd Moyock NC 27958

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: jnoe@constellis.com**CONTRACTOR PROJECT MANAGER:**Name: Don GoffTitle: Program ManagerAddress: 1104 N. Eastern Ave Door 42 Los Angeles, CA 90063Telephone: 323-267-2374

Facsimile: \_\_\_\_\_

E-Mail Address: Don.Goff@constellis.com**CONTRACTOR'S IT SYSTEM ADMINISTRATOR/PROGRAMMER:**Name: Walid AbughannamTitle: Director, ITAddress: 13530 Dulles Technology Dr Suite 500 Herndon VA 20171Telephone: 571-673-5000

Facsimile: \_\_\_\_\_

E-Mail Address: it@constellis.com**CONTRACTOR'S ASSISTANT IT SYSTEM ADMINISTRATOR/PROGRAMMER:**Name: Kristin MacDonaldTitle: Director, IT SupportAddress: 13530 Dulles Technology Dr Suite 500

**CONTRACTOR'S ADMINISTRATION**

Telephone: 703-673-5000  
Facsimile: \_\_\_\_\_  
E-Mail Address: it@constellis.com

**CONTRACTOR'S BODY SHOP SUPERVISOR:**

Name: Victor Portillo  
Title: Body Shop Supervisor  
Address: 1104 N Eastern Ave LA, CA 90063  
\_\_\_\_\_  
Telephone: 323-881-5157  
Facsimile: \_\_\_\_\_  
E-Mail Address: victor.portillo@constellis.com

**CONTRACTOR'S COLLISION ESTIMATOR:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Notices to Contractor shall be sent to the following:**

Name: Stewart Struthers  
Title: Contracts Specialist  
Address: 13530 Dulles Technology Dr Suite 500 Herndon VA 20171  
\_\_\_\_\_  
Telephone: 703-673-5167  
Facsimile: \_\_\_\_\_  
E-Mail Address: stewart.struthers@constellis.com

**CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**CONTRACTOR NAME Centerra Integrated Services, LLC Contract No. \_\_\_\_\_**GENERAL INFORMATION:**

The Contractor referenced above has entered into a Contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

**CONTRACTOR ACKNOWLEDGEMENT:**

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced Contract are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

**CONFIDENTIALITY AGREEMENT:**

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

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

SIGNATURE: \_\_\_\_\_

DATE: 8 / 4 / 21PRINTED NAME: Michael WeixelPOSITION: Vice President of Contracts

County of Los Angeles  
Sheriff's Department  
Centerra Integrated Services, LLC

Exhibits  
Automotive Fleet Management  
and Maintenance Services

**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name Centerra Integrated Services, LLC Contract No. \_\_\_\_\_

Employee Name Michael Weixel

**GENERAL INFORMATION:**

Your employer referenced above has entered into a Contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

**EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced Contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced Contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this Contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: \_\_\_\_\_

DATE: 8 / 4 / 21

PRINTED NAME: Michael Weixel

POSITION: Vice President of Contract

County of Los Angeles  
Sheriff's Department  
Centerra Integrated Services, LLC

Exhibits  
Automotive Fleet Management  
and Maintenance Services

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

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name Centerra Integrated Services, LLC Contract No. \_\_\_\_\_

Non-Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into a Contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

**NON-EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced Contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced Contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this Contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: 

DATE: 8 / 4 / 21

PRINTED NAME: Michael Weixel

POSITION: Vice President of Contracts

County of Los Angeles  
Sheriff's Department  
Centerra Integrated Services, LLC

Exhibits  
Automotive Fleet Management  
and Maintenance Services

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
  - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
  - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
  - 3. A purchase made through a state or federal contract; or
  - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
  - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
  - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
  - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
  - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

Page 2 of 3

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
  2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employee's deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

Page 3 of 3

**2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)



# *Safely* Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafea.org](http://www.babysafea.org)





In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

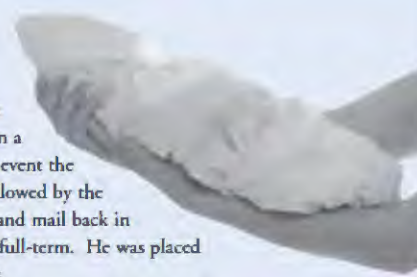
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.





# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal  
de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

**Sin pena. Sin culpa. Sin nombres.**

**En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723**

[www.babysafela.org](http://www.babysafela.org)





En el Condado de Los Angeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafea.org

# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto servirá como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION  
Chapter 2.201 LIVING WAGE ORDINANCE

**Chapter 2.201 - LIVING WAGE PROGRAM**

- 2.201.010 - Findings.
- 2.201.020 - Definitions.
- 2.201.030 - Prospective effect.
- 2.201.040 - Payment of living wage.
- 2.201.050 - Other provisions.
- 2.201.060 - Employer retaliation prohibited.
- 2.201.070 - Employee retention rights.
- 2.201.080 - Enforcement and remedies.
- 2.201.090 - Exceptions.
- 2.201.100 - Severability.

**Sections:****2.201.010 - Findings.**

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007; Ord. 99-0048 § 1 (part), 1999.)

**2.201.020 - Definitions.**

The general definitions contained in Chapter 2.02 shall be applicable to this Chapter unless inconsistent with the following definitions:

- A. "County" includes the County of Los Angeles, any County officer or body, any County department head, and any County employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.
- B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full- or part-time services to an employer, some or all of which are provided to the County of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a County of Los Angeles owned or leased facility.
- C. "Employer" means:
  - 1. An individual or entity who has a contract with the County:
    - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the County of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this Chapter as a "Proposition A contract," or
    - b. For cafeteria services, referred to in this Chapter as a "cafeteria services contract," and

Title 2 ADMINISTRATION  
Chapter 2.201 LIVING WAGE ORDINANCE

- c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
- 2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the County.
- D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer, but in no event less than 35 hours worked per week.
- E. "Part time" means less than 40 hours worked per week, unless a lesser number is a recognized industry standard and is approved as such by the Chief Executive Officer.
- F. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq., of this code, entitled Contracting with Private Business.

(Ord. 2015-0061 § 1, 2015: Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

**2.201.030 - Prospective effect.**

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. [116](#) It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

**2.201.040 - Payment of living wage.**

- A. Employers shall pay employees a living wage for their services provided to the County of no less than the hourly rate set under this Chapter or in Title 8—Consumer Protection, Business and Wage Regulations, commencing with Section 8.100.010, whichever is higher. The rate shall be as follows:
  - 1. On March 1, 2016, and thereafter the rate shall be \$13.25 per hour;
  - 2. On January 1, 2017, and thereafter the rate shall be \$14.25 per hour;
  - 3. On January 1, 2018, and thereafter the rate shall be \$15.00 per hour;
  - 4. On January 1, 2019, and thereafter the rate shall be \$ 15.79 per hour;
  - 5. Beginning January 1, 2020, and thereafter the living wage rate shall increase annually based on the average Consumer Price Index for Urban Wage Earners and Clerical Works (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics of the United States Department of Labor.
- B. The Board of Supervisors may, from time to time, adjust the amounts specified in subsection A of this Section, above for future contracts. Any adjustments to the living wage rate specified in subsection A that are adopted by the Board of

Title 2 ADMINISTRATION  
Chapter 2.201 LIVING WAGE ORDINANCE

Supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments.

16) --- **Editor's note**—Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

(Ord. 2015-0061 § 2, 2015: Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

**2.201.050 - Other provisions.**

- A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the County the necessity to use non-full time employees based on staffing efficiency or the County requirements of an individual job.
- B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.
- C. Administration. The Chief Executive Officer and the Internal Services Department shall be responsible for the administration of this chapter. The Chief Executive Officer and the Internal Services Department may, with the advice of County Counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the Internal Services Department shall issue written instructions on the implementation and ongoing administration of this Chapter. Such instructions may provide for the delegation of functions to other County departments.
- D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and provide other information deemed relevant to the enforcement of this Chapter by the County. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the Board of Supervisors on contractor compliance with the provisions of this Chapter.
- E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2015-0061 § 3, 2015: Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)



Title 2 ADMINISTRATION  
Chapter 2.201 LIVING WAGE ORDINANCE

**2.201.060 - Employer retaliation prohibited.**

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

**2.201.070 - Employee retention rights.**

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

- A. A "retention employee" is an employee of a predecessor employer:
  - 1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
  - 2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
  - 3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.
- B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.
- C. A subsequent employer is not required to hire a retention employee who:
  - 1. Has been convicted of a crime related to the job or his or her job performance; or
  - 2. Fails to meet any other county requirement for employees of a contractor.
- D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)

**2.201.080 - Enforcement and remedies.**

For violation of any of the provisions of this chapter:

- A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.
- 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



Title 2 ADMINISTRATION  
Chapter 2.201 LIVING WAGE ORDINANCE

2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

**2.201.090 - Exceptions.**

- A. Other Laws. This Chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.
- B. Collective Bargaining Agreements. Any provision of this Chapter shall be superseded by a collective bargaining agreement that expressly so provides.

(Ord. 2015-0061 § 4, 2015: Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

**2.201.100 - Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999.)

## Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79
January 1, 2020	\$16.31
January 1, 2021	\$16.62
January 1, 2022	CPI

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, of each year thereafter.



**COUNTY OF LOS ANGELES  
LIVING WAGE PROGRAM**

**PAYROLL STATEMENT OF COMPLIANCE**

I, \_\_\_\_\_, \_\_\_\_\_  
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by \_\_\_\_\_  
Company or Subcontractor  
on the \_\_\_\_\_ that during the payroll period commencing on the \_\_\_\_\_  
Service, Building or Work Site  
\_\_\_\_\_ day of \_\_\_\_\_, and ending the \_\_\_\_\_ day of \_\_\_\_\_  
Calendar Day of Month Month and Year Calendar Day of Month  
\_\_\_\_\_ all persons employed on said work site have been paid the full weekly wages  
Month and Year  
earned, that no rebates have been or will be made, either directly or indirectly, to or on behalf of  
\_\_\_\_\_ from the full weekly wages earned by any  
Company Name  
person, and that no deductions have been made either directly or indirectly, from the full wages  
earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR  
Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63  
Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

**I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.**

Print Name and Title

Owner or Company Representative Signature:

Date:

**THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD CONSISTENT WITH THE SERIOUSNESS OF THE VIOLATION.**

# **Estimated Cost Savings from a Reduced Jail Population and Closure of Men's Central Jail and Jail Population Projections**

## **Final Report**

### **Prepared by**

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**August 9, 2021**



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# Executive Summary

## Introduction

Soon after the COVID-19 pandemic began to spread, there was an associated decline in jail populations across the country. In California, the statewide jail population declined from 72,387 to 50,690 by May 2020.<sup>1</sup> In Los Angeles County, the jail population dropped from 17,000 to below 12,000 by June 2020. Based on that decline and the Board of Supervisors (BOS) desire to take steps to maintain the County's jail population within the Board of State and Community Correction's (BSCC) rated bed capacity, the BOS established a Men's Central Jail (MCJ) Closure Workgroup to develop a plan to close the antiquated facility. To contribute to the MCJ Closure Work Group's efforts, the Los Angeles County Auditor-Controller requested that the JFA Institute provide a study with the following deliverables:

1. Estimate the cost savings from a reduced jail population post-COVID-19 with existing jail system configuration;
2. Estimate the cost savings from the closure of MCJ; and,
3. Develop a jail population projection that would support the MCJ closure and reduce the overall post-COVID-19 jail population.

### *Current Jail Bed Capacities and Crowding*

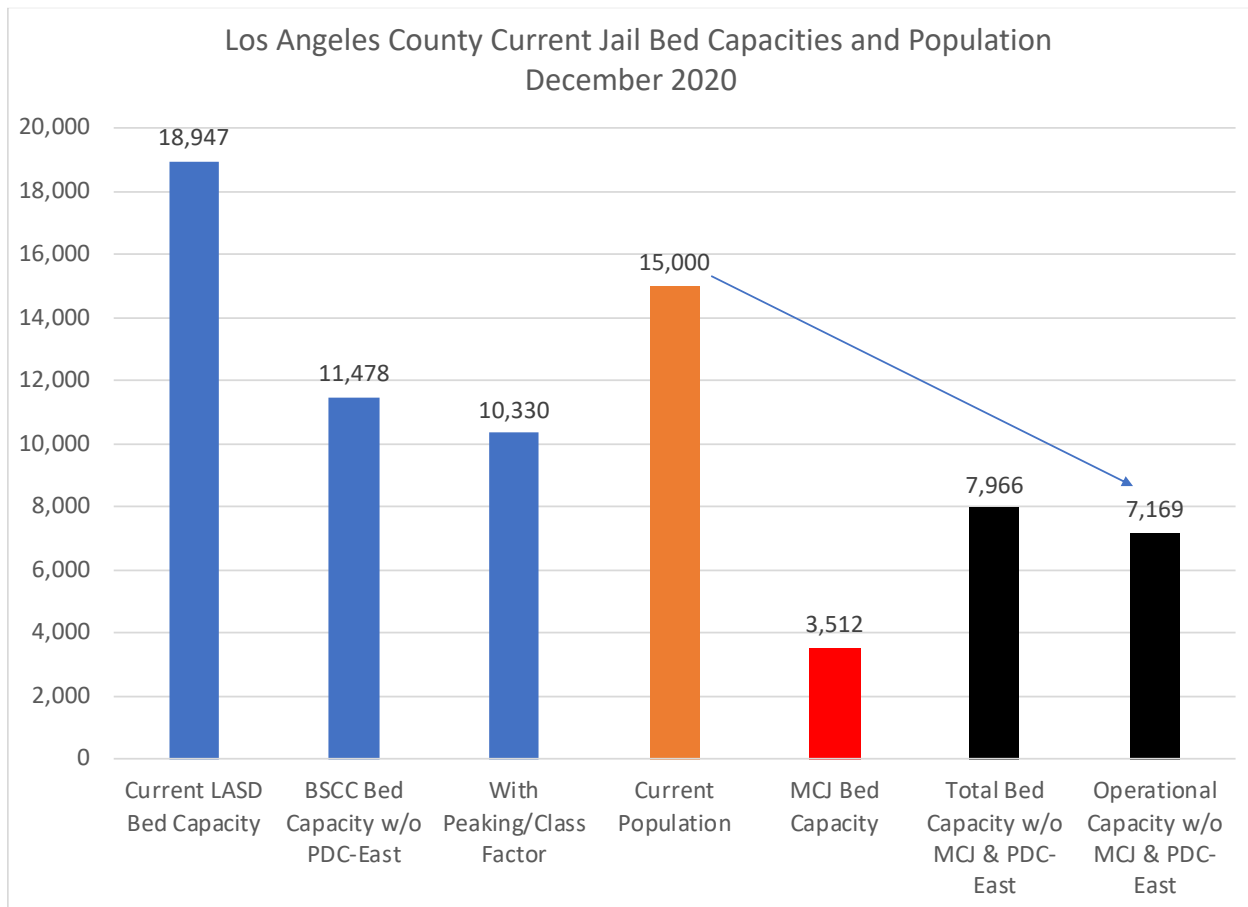
Underlying this report's analysis is understanding how jail population changes are tempered by the physical capacity, including specific bed types, of the custody facilities. The Los Angeles Sheriff Department (LASD) operates the County's jail system comprised of six permanent housing facilities (MCJ, Twin Towers Correctional Facility, Century Regional Detention Facility, North County Correctional Facility, Pitchess Detention Center (PDC) North, and PDC South). The BSCC sets the standards for local jails in determining the allowable *design* bed capacity. Based on the BSCC audits of the LASD facilities, the six facilities have a design capacity of 11,478 (excluding the mostly closed PDC-East).

But a jail system cannot safely operate at 100% of its design capacity. There are seasonal fluctuations in the jail population and the need to have some number of vacant beds to accommodate the special security needs of some inmates. These factors are referred to as the "seasonal peaking" and "classification factors". At a minimum they are typically set between 10% and 15% to arrive at an "*operational*" bed capacity. Using the more conservative peaking and classification factor of 10%, the current *operational* bed capacity is 10,330. Conversely, there are about 15,000 people housed in these six facilities on any given day which is creating a severe and dangerous crowding problem.

The MCJ has a BSCC *design* bed capacity of 3,512 beds. Closure of MCJ would reduce remaining BSCC *design* bed capacity to 7,966 and an *operational* capacity of 7,169 available to house current 15,000 jail population. Therefore, in order to close MCJ there would need to be a sustained jail

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<sup>1</sup> <https://public.tableau.com/profile/kstevens#!/vizhome/ACJROctober2013/ADPRatedCapacity>



### **Simplified Bed Capacities and Population Reduction Requirements**

Current jail system operational capacity	10,330
Current average jail population (Reflects overcrowding)	15,000
Post MCJ closure operational capacity (No new facilities)	7,169
Population reduction required (No overcrowding)	7,831

population reduction of approximately 7,800 people from the current 15,000 jail population to safely accommodate them in the remaining five LASD facilities that are operational.<sup>2</sup>

In addition, the closure of MCJ will reduce the available single and double cells and specialized housing units which will significantly impact the safety, security, and service delivery to the people

<sup>2</sup> If PDC-East, which is being partially renovated were to fully re-open, the overall LASD *design* bed capacity would increase to 8,892 and the *operational* bed capacity would increase to 8,049. The MCJ Closure Work Group assumed that PDC-East would re-open but did not account for a classification and peaking factor of 10%.



who remain inside the smaller jail system. In order to close the dangerous and dysfunctional MCJ, there will need to be either a significant reduction in the jail population and/or an increase in alternative bed capacity.

This report lays out several population reduction approaches and bed capacity options that if implemented will eliminate the current dangerous crowding problem and result in the closure of the MCJ. As outlined in this report, a combination of both strategies will be required.

It should be emphasized that immediate actions are required by the entire Los Angeles County criminal justice system (law enforcement, courts, prosecution and defense, and service providers) to immediately begin lowering the jail population to eliminate the current severe level of crowding and provide levels of mental health care required by the federal court. Such collective actions have not occurred in the past and are currently not being proposed. To date the only major factor that lowered the jail population was the collective effects of the COVID-19 pandemic which served to lower property crime, arrests, and jail bookings. As shown in this report, other reforms that have been funded by the County to date have had little impact on the jail population.

### **COVID-19 Jail Population Reduction Cost Savings**

The jail operations budget for Fiscal Year (FY) 2019-20 was \$1.36 billion, including \$972 million for the LASD and \$385 million for the Integrated Correctional Health Services (ICHS). During FY 2020-21, the total jail operating budget declined to \$1.23 billion even though the average jail population remained unchanged. The primary driver of this \$133.6 million budget reduction was a cut in funded staffing levels of 1,045 Full Time Equivalents (FTEs).

The budget has two primary costs: staff which is referenced as Salaries and Employee Benefits (S&EB), and other operational costs which are referenced as Services and Supplies (S&S) which include food, clothing, laundry, transportation, programming, utilities, etc.

The jail system is a 24/7/365 operation whose most significant cost is staff. When the jail population declined from 17,000 to about 12,000, there was no S&EB cost savings since there were no major reductions in the LASD custody staff. However, the LASD halted in-person visiting and the delivery of program services to inmates. The staff assigned to these functions were redeployed to fill vacant custody positions. This staffing re-allocation maintained security coverage in the jails and reduced the need to otherwise fill those vacant positions with overtime. This resulted in an estimated annualized overtime savings of \$11.8 million.

However, the post-COVID-19 restoration of visiting and inmate program services will see the return of staff to their original positions and the vacant security positions will resume incurring \$11.8 million in overtime. The LASD has also noted that an additional \$1.0 million in S&EB will be required to maintain COVID-19 compliance protocols, such as extended visiting schedule to accommodate social distancing and COVID cleaning crews at the facilities. Therefore, the post-COVID custody budget will actually increase S&EB by \$1.0 million.

It should be noted that custody staff is responsible for both supervision security and the safety of people inside the jails. Our analysis identified the LASD detainee/deputy staffing ratio of 4.54

detainees per custody staff far exceed ratios in other major metro jail systems in the United States such as Cook County (2.17), Philadelphia (2.03), Maricopa (2.31), and New York City (0.70). The higher the ratio, the more challenging effective and safe supervision becomes. This suggests that lowering the jail population more likely will align the LASD staffing ratio with the other jurisdictions and not produce significant, if any, cost savings.

The Auditor-Controller's report, *Estimated Services and Supplies Cost Impact from Maintaining a Reduced Jail Population Post-COVID-19 (Board Agenda Item 2, June 9, 2020)*, to the Board of Supervisors estimated the corresponding marginal cost savings per inmate per day produced only a \$25 million reduction in annual S&S operating costs. Given the current jail population of approximately 15,000, the averted S&S operating costs for FY 2020-21 will be \$13.7 million.<sup>3</sup>

### **Jail Population Reduction Estimated Annualized Cost Savings**

<u>COVID (population reduction from 17,000 to 12,000)</u>	
Salary and Employee Benefits (S&EB)	\$11.8 million
Services and Supplies (S&S)	\$25.0 million
Total	\$36.8 million
<u>Post-COVID (population reduction from 17,000 to current 15,000)</u>	
S&EB	-\$1.0 million
S&S	\$13.7 million
Total	\$12.7 million

### *Operational Challenges to Achieving Cost Savings with a Reduced Jail Population*

The two major reasons why the population reduction cost savings are not greater are:

1. The current jail system was severely crowded prior to the population reduction so any reduction in the population only served to reduce the level of crowding (jail population of 12,000 is still above the operational capacity of 10,330); and,
2. The COVID-19 pandemic required the LASD to keep all available facilities and housing units open to properly separate people per health precautions.

As previously discussed, staffing is the most significant expense. It is driven by several factors including number of facilities and housing units in operation and inmate security levels. As long as the jail system remains above the operational bed capacity there will not be any significant reduction in staffing. One must also recognize that as the overall population declines the size of the higher-security and special management subpopulations may not.

<sup>3</sup>Other County departments (Probation Department, Department of Mental Health, Fire Department, Internal Services Department) do not have any estimates of material cost impacts resulting from the reduced jail population.

For example, the Department of Justice's (DOJ) consent decree requires higher security and mental health staffing as compared to the general population. These special management populations who also require single and two person cells may not decline in proportion to the overall jail population.

## **MCJ Closure Cost Analysis**

### *Estimated MCJ Closure Costs Savings*

MCJ is actually an integrated complex of several facilities that provide key support operations for the entire County jail system and court houses. The MCJ complex includes the following facilities:

- “Old Side” which is the focus of the closure efforts. In addition to jail housing units, it contains the Food Services Bureau and the kitchen which serves both MCJ and court lock-ups.
- “New Side” which is the focus of the closure efforts. In addition to jail housing units, it serves as the vital transportation center to move people from 1) the Inmate Reception Center (IRC) to jail facilities/housing units throughout the County, 2) jails to their appointments in court or jail hospital/clinic, and 3) courts/jails to State prison.
- A 601-bed inpatient hospital (not included in the BSCC capacity figures) and adjacent Medical Outpatient Specialty Housing (MOSH).
- Facilities Services Bureau and the power plant.
- Courtrooms (AB109 courts).

For purposes of this report, only the “operational closure” of the Old Side and New Side jail housing units are considered. The other key areas of the MCJ complex (transportation, hospital, kitchen, and administrative offices) need to remain open for the jail system to properly function.

The physical demolition of the entire MCJ complex would require relocating the MOSH and AB109 courts. It would also impact the powerplant supporting both MCJ complex and the neighboring Twin Towers Correctional Facility (TTCF). Relocation of these operations would require significant capital investments to replace these MCJ supporting facilities.

The FY 2020-21 LASD costs for custody staff for the Old Side are \$55.6 and the New Side are \$44.8 million. If the MCJ housing units were closed and the existing custody staff were not re-deployed to the remaining LASD facilities, the annual savings would be approximately \$100 million per year. Prorating Sheriff S&S costs for MCJ by the amount of space to be closed results in total projected savings of \$109.1 million for a phased operational closure of these two jail housing facilities.<sup>4</sup>

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<sup>4</sup> If the jail population is substantially reduced, there may be additional costs to other non-LASD agencies whose costs and/or revenues vary with the size of the jail population. It was not possible to make reliable estimates of such costs. See page 60 for a fuller discussion of this issue.

### MCJ Housing Units Closure: LASD Estimated Annualized Cost Savings

Old Side S&EB	\$ 55.6 million
New Side S&EB	\$ 44.8 million
MCJ S&S	\$ 8.7 million
Total	\$109.1 million

### Jail Population Analysis is Critical to MCJ Closure

The successful closure of MCJ housing units is contingent upon two critical jail population challenges: 1) reduce the jail population to community-based services, and 2) how the remaining jail system accommodates the various classifications of the people who remain in custody.

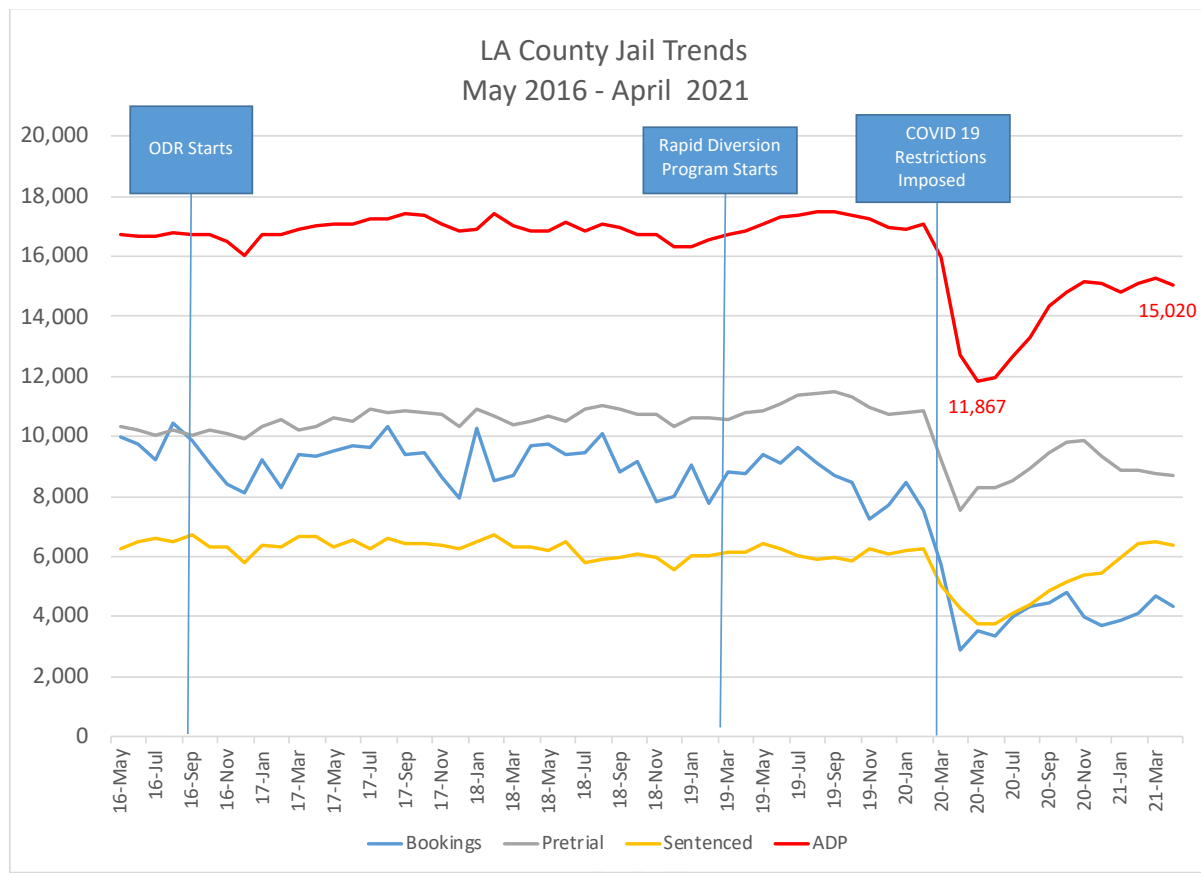
As shown in the figure below, only after COVID-19 restrictions were imposed in March 2020 was there a sharp reduction in the jail population from a pre-COVID average daily population of 17,000 to a COVID low point of below 12,000 people. Since then, there has been a rebound in the jail population to its current 15,000 level.

Much of the decline was due to a significant drop in jail bookings which was being caused by drops in property crimes (theft and burglary) and arrests for non-violent felonies and misdemeanor level crimes. While bookings have since increased slightly, the jail population has increased at a faster rate directly due to the COVID related decision by the California Department of Corrections and Rehabilitation (CDCR) to restrict the transfer of people in County jail who have been sentenced to state prison. Historically, there were approximately 700 people housed daily in the jail system awaiting transfer to state prison, but the CDCR restriction has increased this population to over 3,000 people.

The figure below also shows that despite the considerable funding (\$150 million per year) of the Office of Diversion and Re-Entry (ODR) and the more recently implemented Rapid Diversion Program (RDP), they have not had an impact on the jail population. As detailed in the report, these two reforms are not impacting the jail population because 1) they are too selective in their admission criteria and 2) it takes too long for the courts to release eligible people from the jail to the community programs. Significant changes need to be made in these (and other) programs if they are to have an impact on the jail population.

### *Factors in Jail Population Projections*

Jail population projections are only as good as the assumptions that underly them. Simplified population projections that only account for jail capacity and a target population size are insufficient to account for the cascade of consequences the closure of the MCJ housing units will have on the complex operations and diverse populations inside the remaining jail system.



In order to tackle the challenges to closing the MCJ housing units, comprehensive jail population projections are necessary to understanding the drivers of the jail population. These projections should also help policymakers identify the most cost-effective reforms and policies to control the size and attributes of the post-MCJ jail system. Because such policies are dynamic and constantly change from year to year, jail population projections should be updated at least on an annual basis. It is noteworthy that there is no County agency that issues LASD jail population projections -- a deficiency in County planning that needs to be corrected.

Jail population projections are produced by modeling two factors – length of stay (LOS) and bookings. In order to sustain a reduction in the Los Angeles jail population both of these factors will need to be reduced.

*For now, in Los Angeles, the major contributor to the County jail population is an excessive LOS.* As shown in the table below, the 2020 LOS for Los Angeles was 65 days. By comparison the overall Californian jail LOS is 30 days. Most of the comparable large counties in southern California have significantly lower LOS.

In contrast, Los Angeles County has a low admission or booking rate compared to other major jurisdictions in California and the state in general. Prior to COVID, the Los Angeles County jail booking rate per 100,000 population was about 50% below the overall California jail rate as well as other nearby counties. The low booking rate is largely due to the numerous police stations and

substations, operated by respective law enforcement agencies, that serve to deflect from the jail system many people arrested for misdemeanor and low-level felony crimes. Attempts to further reduce the jail population by diverting more arrestees from the jail, while desirable, will be more difficult to achieve and sustain.

**Jail Populations, Incarcerations Rates, Booking Rates and Length of Stay (LOS)  
By Selected Counties**

<b>Jurisdiction</b>	<b>Total California</b>	<b>LA</b>	<b>Orange</b>	<b>Riverside</b>	<b>San Diego</b>	<b>San Bernardino</b>
County Population	39,283,497	10,081,570	3,168,044	2,411,439	3,316,073	2,149,031
<b>Jail Population</b>						
2/1/20	79,093	16,740	5,074	3,823	5,485	5,534
12/31/20	59,666	14,702	3,760	3,500	4,197	5,067
% Change	-25%	-12%	-26%	-8%	-23%	-8%
<b>Jail Incarceration Rate Per 100,000 Population</b>						
2/1/20 Rate	201	166	160	159	165	258
9/30/20 Rate	147	134	114	152	126	237
% Change	-27%	-19%	-29%	-4%	-24%	-8%
<b>Jail Bookings and Rates Per 100,000 Population</b>						
Annual Bookings	868,644	101,904	53,376	52,836	74,568	66,408
Bookings Rate	2,211	1,011	1,685	2,191	2,249	3,090
LOS (days)	30 days	65 days	44 days	26 days	27 days	30 days
BSCC Bed Capacity	81,141	11,478	4,425	4,975	6,183	6,952
Above/Below BSCC	-21,475	+3,224	-665	-1,475	-1,986	-1,885

*MCJ Closure Challenge 1: Population Reduction Strategies*

Four population reduction methods are outlined in the report that, if implemented, would reduce the jail population to approximately 8,900 (which still above the post-MCJ closure operational capacity of 7,169 – the remaining jail system will continue to be overcrowded):

1. Maintain COVID cite and release policies and restore state prison transfers;
2. Expedite criminal case processing;
3. Expedite releases to existing alternatives to incarceration; and
4. Expand community based mental health beds.

The first strategy consists of the consists of 1) law enforcement agencies continue to cite and release people arrested for misdemeanor and low-level felony crimes, and 2) CDCR relaxing its current intake restrictions. If these two actions can be maintained, the jail population should decline to about 12,400 by the end of 2021. However, the jail system will continue to be severely crowded, will continue to have a high inmate-on-inmate assault rate (18 assaults per 100 inmate



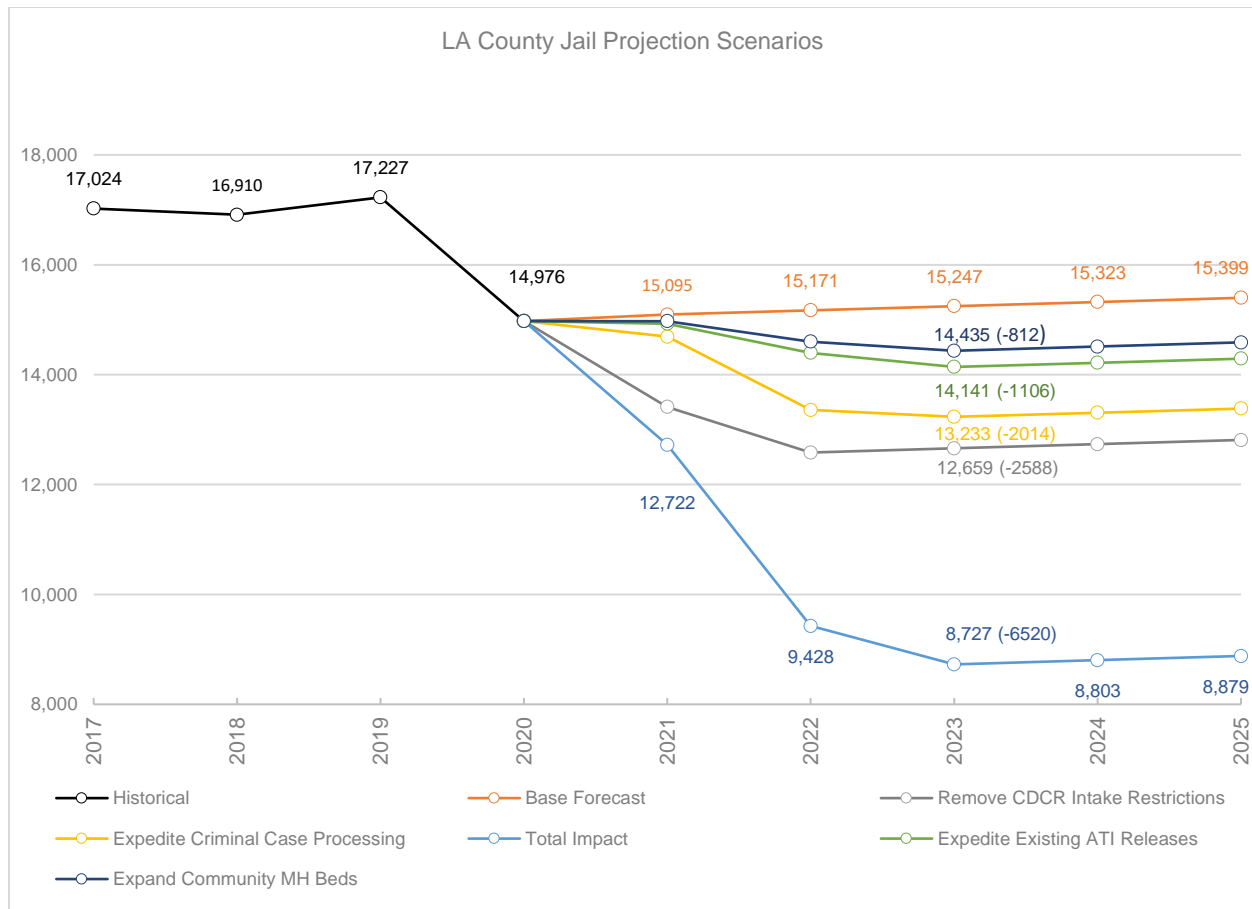
population), and will continue to not meet the mental health treatment needs mandated by the DOJ consent decree.

The remaining three population reduction reforms would be needed to reduce the average daily population to 8,900 people. These additional reforms build upon recommendations made by the MCJ Closure Work Group but place much greater emphasis in expediting legal and transfer/release processes to inevitably reduce the LOS. As discussed in the preceding section, LOS is the major contributor to the County's jail population and is significantly longer than other jurisdictions. LOS will require working closely with the Superior Courts. Reforms that focus on reducing the LOS have two major benefits as they:

1. Do not require judges to change their current pretrial release and sentencing practices. What is being requested is to make those same release decisions in a more timely manner. For example, changing the policies on the criteria for requesting or granting a court continuance or the length of that continuance from 30 days to 15 days for people in pretrial status.
2. Have no negative impact on public safety and may even enhance it. Our analysis found that there was a positive relationship between LOS and jail recidivism rates. This means that the longer one stayed in the LASD jail, the higher the recidivism rate. Thus, one can reduce the LOS and not have a negative impact on recidivism rates.

Another jail population reduction strategy, which will require legal analysis, is to request the Federal Court to update the Rutherford Decision (Rutherford). Since 1987, the Rutherford Decision has been used to manage LASD jail overpopulation by using crowding "triggers" that allow certain types of people in the jail to be released if the jail system is crowded. The last order by the Federal Court is now badly outdated. Although a number of LASD facilities have closed and the jail population has been reduced from a high of 23,000, the jail system remains severely crowded, has a high inmate-on-inmate assault rate, and as reflected in the DOJ consent decree, is not providing adequate mental health services.

We recommend the County request the Federal Court to update the criteria for determining the level of crowding based on the BSCC standards so the jail population could be safely reduced. Priority would be granted to people who 1) have not been sentenced to CDCR, 2) have been incarcerated for 30 days or more, 3) have not been charged or convicted of murder, rape, or aggravated assault, 4) are in medium or minimum custody, and 5) do not have a "no-bail" order. An estimated 2,900 people in the jail fit this profile today.



### Summary of Jail Population Reductions by Reform Strategy

Proposed Reform	Population Impact
Current Average Daily Jail Population	15,000
1. Maintain COVID cite and release policies and restore state prison transfers	-2,600
2. Expedite Criminal Case Processing	-2,000
3. Expedite Release to Existing Alternatives to Incarceration	-1,100
4. Expand Community Based Mental Health Beds	-800
Adjustment for Future Admission Increase	400
<b>Projected Future Jail Population</b>	<b>8,900</b>
<u>Incarceration Rate Per 100,000 Population Comparisons</u>	
Current LASD Jail Rate Per 100,000 Population	150
<b>LASD Jail Rate with 4 Reforms</b>	<b>89</b>
Current California Jail Rate Per 100,000 Population	183
Current US Jail Rate Per 100,000 Population	167
Current NYC Jail Rate Per 100,000	83



## *MCJ Closure Challenge 2: Security and Services for People Remaining in Custody*

Despite implementation of population reduction strategies, the post-MCJ closure jail system will continue to be overcrowded (jail population reduced to 8,900 but operational capacity is 7,169). In addition, not everyone will be eligible for a reduction strategy and those who remain in custody will need to have jail housing units that are safe, secure, and provide appropriate services to meet their rehabilitative, medical, and mental health needs. The existing jail system is comprised of facilities that each serve a specific role, containing housing units designed for certain populations and with limited flexibility as populations fluctuate throughout the year. The closure of the MCJ housing units will require a reconfiguration of the remaining jail system to safely accommodate the displacement of the various jail populations. The following are the three major operational challenges with relocating a number of special housing populations to facilities that were not designed to manage them from a security and operational perspective.

### 1. High Security Men: Lack of Single Cells

The MCJ has a large population that requires single cells to safely house individuals classified as a high risk of either being harmed or harming others. The following are the two options the remaining jail system would have available for these populations:

#### a. Option 1: CRDF and impact on Women's Housing

The only other facility in the system with a significant number of single cells is the CRDF. This facility currently houses only women. The relocation of high security men to CRDF's single cell housing units would require the relocation of women to another facility. Despite renovations that minimally accommodate women needs, neither CRDF nor any of the remaining jail facilities are designed to house women. Developing such a capacity will require either 1) purposeful renovation of PDC East as a women's facility, 2) repurposing the existing vacant Mira Loma facility, or 3) constructing a new facility at substantially greater expense. Any of these options would require significant capital investment and will not be available for at least two or three years.

#### b. Option 2: Twin Towers and impact on Mental Health Population

The alternative to transferring men to CRDF would be the use of double cells available at the Twin Towers for a single inmate. This option poses two issues. First, allocating a double cell to a single inmate at the scale required by the closure of MCJ would result in a substantial loss of overall system capacity. This would put pressure on the other jail populations' housing options (since most of the jails cannot be reconfigured without capital costs), security, and service delivery; eventually, leading to even more significant overcrowding in the remaining jail facilities.

Second, Twin Towers is currently the jail system's and the country's largest de facto ad hoc mental health facility. There is no alternative housing for this population. Displacing the mental health population to any of the other jail facilities would be incompatible with the DOJ consent decree on services to the mentally ill and place the County at risk for additional litigation and penalties. Otherwise, the County would need

to build a new dedicated mental health facility, which is recommended, to meet the mandates of the DOJ consent decree.<sup>5</sup>

## 2. Loss of Specialized Housing Capacity

According to the LASD, the MCJ provides housing for 34 different classification types based on security levels and special requirements. e.g., Americans with Disabilities (ADA) unit, gay and transgender housing. No other facility provides this level of flexibility in housing groups of inmates that require separation to ensure safety, security, and compliance with existing litigation, provisional measures, and mandates.

## 3. Severe Crowding and Jail Violence will Persist

As noted above, the LASD jail system is severely crowded and plagued with excessive inmate-on-inmate assault rates. Closing a large facility such as MCJ without either a dramatic decline in the current jail population and/or adding a substantial number of secure beds will only serve to exacerbate the level of crowding, the inmate-on-inmate assault rates, and lack of adequate mental health care that pervades the current jail system.

# **Cost Estimates for Jail Population Reduction Strategies**

The following scenarios have been developed to illustrate the cost estimate for a post-MCJ jail system.

## *Scenario #1: MCJ Housing Units Closure Without New Bed Capacities*

This scenario is a straightforward closure of MCJ housing units with implementation of the four depopulation strategies to reduce the jail population to 8,900 among the remaining jail facilities – no new bed capacity/facilities. Only the two major housing units (New and Old sides) are closed. The Hospital, IRC, and other components of the MCJ complex would remain open. Scenario #1 will have an estimated annual cost savings of \$55 million ongoing from the closure of the MCJ housing units (\$109 million reduction) while expanding community based mental health beds which will have both an operational and capital costs (Estimated \$54 million). There is a one-time \$6 million capital cost to fund the community mental health beds,

This scenario will have significant operational drawbacks, including: 1) the relocation of high security men elsewhere in the jail system which will lead to a displacement cascade of other populations (women and/or mental health) and their overcrowding, 2) loss of specialized housing capacity which impacts their security and access to services, and 3) creation of structural overcrowding since the remaining jail facilities will have an operational capacity of 7,169 beds compared to an estimated jail population of 8,900. Each of these issues raise the potential for continued jail violence, crowding, inability to provide appropriate access to services (DOJ consent decree will not be met), and exposure to litigation.

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<sup>5</sup> In 2013, the federal receivership had the state prison system build the \$900 million California Health Care Facility to comply with medical and mental healthcare mandates. In New Orleans, a federal judge is ordering the city to construct a medical/mental health facility to comply with a consent decree.

<b>Scenario #1: MCJ Housing Closure Without New Bed Capacities</b>							
Action	Jail Population Reduction	Net Jail Population	BSCC Capacity	Operational Capacity	Bed Surplus/ Deficit	Operating Costs (millions)	Capital Costs (millions)
Current Status		15,000	11,478	10,330	-4,670		
1. Eliminate CDCR Intake Restrictions	-2,600	12,400	11,478	10,330	-2,100	\$0	\$0
2. Implement Case Processing Reforms	-2,000	10,400	11,478	10,330	-70	\$0	\$0
3. Expand MH Beds	-800	9,600	11,478	10,330	+730	\$54m	\$6m
4. Expand Alternatives to Incarceration	-1,100	8,500	11,478	10,330	+1,830	\$0	\$0
Adjust for Future Admission Increase	500	8,900	11,478	10,330	+1,430		
Adjustment for MCJ Closure		8,900	7,966	7,169	-1,731	-\$109m	
Grand Totals		8,900	7,966	7,169	-1,731	-\$55m	\$6m

### *Scenario #2: MCJ Closure and Add New Bed Capacities*

This scenario closes the MCJ housing units and Hospital, implements the four depopulation strategies to reduce the jail population to 8,900, and adds jail capacity to address the post-MCJ closure issues. Scenario #2 would actually incur \$70M in operational and \$807 million in capital costs, specifically:

- The Mira Loma facility would be transformed into a model women's facility.  
Note: An alternative would be to build a new 1,400 bed women's facility at a site to be determined. San Diego County recently constructed such a facility for their women at a cost of about \$225 million. Adjusting for inflation and other site related costs, the projected cost of such a facility in Los Angeles would be about \$250 million.
- PDC-East would be renovated as a minimum-security rehabilitation campus.
- A new Medical/Mental Health Facility (MMHF) to replace the MCJ Hospital would be constructed on the current MCJ site.

Scenario #2 eliminates jail crowding, houses women in a facility that meets their security and treatment needs, and creates adequate mental health programmatic space for patients with treatment needs. The inmate-on-inmate assault rate would also be significantly reduced as inmate supervision is enhanced.

Scenario #2: MCJ Closure Add New Bed Capacities							
Action	Jail Population Reduction	Net Jail Population	BSCC Capacity	Operational Capacity	Bed Surplus/ Deficit	Operating Costs (millions)	Capital Costs (millions)
Current Status		15,000	11,478	10,330	-4,670		
1. Eliminate CDCR Intake Restrictions	-2,600	12,400	11,478	10,330	-2,100	\$0	\$0
2. Implement Case Processing Reforms	-2,000	10,400	11,478	10,330	-70	\$0	\$0
3. Expand MH Beds	-800	9,600	11,478	10,330	+730	\$54m	\$6m
4. Expand Alternatives to Incarceration	-1,100	8,500	11,478	10,330	+1,830	\$0	\$0
Adjust for Future Admission Increase	500	8,900	11,478	10,330	+1,430		
Adjustment for MCJ Closure		8,900	7,966	7,169	-1,731	-\$109m	
Adjustment for MCJ Hospital Closure	0	8,900	7,966	7,169	-1,731	-\$27m	\$0
Jail Bed Capacity Adjustments							
	Bed Capacity Changes	Projected Jail Population	BSCC Capacity	Operational Capacity	Bed Surplus/ Deficit	Operating Costs (millions)	Capital Costs (millions)
5. Open PDC East	+732	8,900	8,698	7,828	-1,072	\$35m	\$115m
6. Open Mira Loma Women Facility	+832	8,900	9,530	8,577	-323	\$57m	\$145m
7. Open Medical/MH Facility	+1,000	8,900	10,530	9,477	577	\$60m	\$541m
Grand Totals		8,900	10,530	9,477	+577	\$70m	\$807m

## Executive Summary Recommendations

### 1. *Implement the Population Reduction Strategies<sup>6</sup>*

In order to close the MCJ housing unit in a timely manner and reduce crowding at the other LASD facilities, a comprehensive depopulation effort needs to begin this year, comprised of:

1. Maintain COVID cite and release policies and restore state prison transfers;
2. Expedite criminal case processing;
3. Expedite releases to existing alternatives to incarceration; and
4. Expand community based mental health beds.

In order to accomplish these four goals, the entire criminal justice community will need to implement a wide array of policies that already exist. These include, policies restricting the abuse of court continuances, expansion of video conferencing, expansion of night courts, elimination of

<sup>6</sup> See pages 98-103 for a fuller discussion of these jail population reduction strategies.

requirements to plead guilty to gain release to ODR, and expansion of LASD release authority for house arrest and electronic monitoring.<sup>7</sup>

Note: Based on the 2019 RAND study, a major recommendation of the MCJ Closure Work Group for reducing the jail population was to divert and fund 3,600 community based mental health treatment beds. However, the RAND study was a static point in time and did not account for the actual number of people who enter and exit the jail system. From January 2019 through May 2020, approximately 28,000 people were identified as having been housed for some portion of their stay in one of the jail mental health treatment beds, an average daily count of 4,000 beds for that time period. Therefore, the goal of reducing 3,600 jail mental health treatment beds would require diverting over 20,00 people to community based mental health treatment beds. Refining the RAND study criteria, JFA projects that up to 5,375 people with severe mental illness would be eligible for diversion each year, requiring an equivalent of 812 jail mental health treatment beds.

## *2. Update the Rutherford Decision<sup>8</sup>*

County Counsel should conduct a legal analysis for updating the Rutherford Decision to reflect the current overcrowding conditions and have the crowding triggers and release protocols be based on today's jail population profiles and data on who can be safely released.

## *3. Begin Closing the MCJ Housing Units<sup>9</sup>*

The MCJ housing units are crowded, dysfunctional and dangerous for staff and inmates alike to occupy. For these reasons, housing units that have medium and minimum custody general population inmates should be targeted for closure as soon as possible. This can be achieved as the population reduction strategies are implemented. The BOS also needs to set a firm deadline for the MCJ Housing Unit closures and fund a comprehensive plan to achieve that goal.

## *4. Renovate and Re-open the PDC-East Facility<sup>10</sup>*

Additional bed capacity is needed if MCJ is to close. The PDC-East facility has been partially renovated but needs to be completely renovated. It can be readily converted into a rehabilitative/program rich campus for sentenced males.

## *5. Renovate and Re-open the Mira Loma Facility<sup>11</sup>*

There is no suitable facility for the women who are currently housed in a high security facility designed for high security males. Renovating Mira Loma is by far the most cost-effective option

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<sup>7</sup> Under California Code, Penal Code 1203.016 and 1203.018 the LASD has broad discretion to release to anyone in custody who meets the following criteria: "The inmate is appropriate for the program based on a determination by the correctional administrator that the inmate's participation would be consistent with the public safety interests of the community."

<sup>8</sup> See pages 103-104 for a fuller discussion of this recommendation.

<sup>9</sup> See page 107-108 for a fuller discussion of this recommendation.

<sup>10</sup> See page 106 for a fuller discussion of this recommendation.

<sup>11</sup> See page 106 for a fuller discussion of this recommendation.

for addressing this issue. It would also allow for the Old Side tower in MCJ to be closed as high security males are transferred to the vacated CRDF. Detailed plans already exist to repurpose the vacant Mira Loma facility into a model treatment campus for women within two years. If this option is not adopted by the BOS, it will be necessary to construct a far more expensive new women's facility which will take at least five years to complete.

An alternative would be to build a new 1,400 bed women's facility at a site to be determined. San Diego County recently constructed such a facility for their women at a cost of about \$225 million. Adjusting for inflation and other site related costs, the projected cost of such a facility in Los Angeles would be about \$250 million.

#### *6. Construct a New Medical/Mental Health Treatment Facility<sup>12</sup>*

The current set of LASD facilities is unable to provide adequate housing and program space for mental health and medical patients. The size and design of the new facility will depend on the ability of the jail to be depopulated. The MMHF would also replace the MCJ Hospital. The current estimate is that the facility would have 1,000 beds, which is well below the earlier estimates of 3,885 beds.

#### *7. Initiate Annual Jail Population Projections<sup>13</sup>*

State and local criminal justice policies are constantly changing from year to year. Jail population projections should be updated at least on an annual basis. These projections will assist in operations, planning for population needs and services within the existing infrastructure, and identify further opportunities to safely depopulate the jail system. They would also inform the requirements for future capital investments as facilities reach/exceed their operational lifespan. Stated more directly, the onset of the COVID-19 pandemic resulted in historic declines in crime, arrests, jail admissions, and the jail population which stimulated long overdue discussions on how to close once and for all the MCJ. As the pandemic diminishes, one needs to be concerned that the jail population will return to its pre-COVID-19 level of 17,000. Just sustaining the jail population at its low of number of 12,000 will require the Los Angeles criminal justice system to implement far reaching reforms that thus far it has been unable or unwilling to do. These reforms will be needed along with renovated and new bed capacity to reach the ultimate goal of closing MCJ.

#### *8. Reevaluate the Jail Classification System<sup>14</sup>*

The jail system has a comprehensive classification policy that dictates how each person in custody is to be housed and supervised. These policies have a direct impact on the number and type of beds required to safely house the jail population. Higher classifications generally require single and double cells which, as previously mentioned, is a critical factor in how a post-MCJ jail system will need to be reconfigured.

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<sup>12</sup> See pages 106 for a fuller discussion of this recommendation.

<sup>13</sup> See pages 97-98 for a fuller discussion of this recommendation.

<sup>14</sup> Please refer to pages 24-27 for a fuller discussion of this recommendation

The LASD should reevaluate use of the Northpointe Jail Inmate Classification (NJIC) system which i) has the potential of overclassifying people, and ii) is not racially biased.

A separate jail classification system should be developed specifically for women. Currently, the women are classified using the same criteria that are applied to the male population. As such, women are likely being overclassified.

*9. Evaluate Custody Staffing Ratios*<sup>15</sup>

Given the current design and condition of LA County jail facilities, a comparative review indicates current custody staffing patterns are below levels found in most other systems and below levels generally considered necessary to assure adequate supervision and security. An accurate assessment of system understaffing or overstaffing requires the detailed assessment of staff deployment, roster management, and workload metrics that is currently underway in a separate study. Those findings will further inform how a post-MCJ jail system could potentially be staffed.

*10. Establish a Consolidated Pretrial & Release Agency*<sup>16</sup>

Numerous County departments have programs aimed at diversion. Consolidation into a single Pretrial & Release Agency that governs all risk assessment instruments now being used by the courts and the LASD would improve coordination of the existing release mechanisms, for both pretrial and sentenced, and expedite the releases to a variety of existing community-based programs and supervision levels.

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<sup>15</sup> Please refer to page 45-47 for a fuller discussion of this recommendation

<sup>16</sup> Please refer to page 101 for a fuller discussion of this recommendation.



# **Part 1 - Estimated Cost Savings from a Reduced Jail Population and Closure of Men's Central Jail**

## **Introduction**

For a number of years there has been an interest by the Los Angeles County Board of Supervisors (BOS), the Los Angeles Sheriff's Department (LASD), and community stakeholders and advocates to close the aging downtown Men's Central Jail (MCJ). The following summary provides context for some of the major developments.

In 2013, in a joint letter submitted by the Chief Executive Office (CEO) and the LASD to the BOS, the outline of an MCJ closure plan was submitted that would a) close the MCJ and b) construct a new 3,456 bed replacement facility on the same site.<sup>17</sup> That plan also suggested the need to construct a 1,156 bed female facility at the Pitchess Detention Center unless the vacated Mira Loma facility could be retrofitted. Under this plan, the total jail bed capacity would largely remain constant at 15,000, still insufficient to adequately house the then population of 17,800. The gap was to be closed by implementing a number of alternatives to detention.

A subsequent study was conducted by the Vanir Construction Management, Inc. to more clearly delineate various options for closing the MCJ. All of the options prepared by Vanir were replacement facilities that would cost approximately \$1 billion to complete over a five-year time frame.<sup>18</sup>

Between 2014 and 2018, there were a number of actions taken by the BOS to build upon Vanir's options for closing MCJ. These actions culminated in a proposal submitted by the Department of Public Works on January 8, 2019, to build a 3,885 bed facility called the Consolidated Correctional Treatment Facility (CCTF). The projected costs of the CCTF were \$2.2 billion and did not include design/build fees for the McCarthy Building Companies that could have reached \$53 million. Concurrently, LA County took several significant steps to reduce its reliance on incarceration, and to expand diversion and treatment, including the 2015 creation of the Office of Diversion and Reentry (ODR) and increased investment in substance use disorder treatment, mental health services, case management services, and interim and supportive housing.

Additionally, the BOS recognized similar successful efforts in both New York City and Cook County, Illinois to significantly reduce the number of incarcerated individuals in large, urban criminal justice systems while still improving public safety. In consideration of these factors and the high cost of the proposed CCTF contract, the McCarthy Building Companies' contract was terminated February 12, 2019. At that time, the BOS moved to initiate planning for closure of the

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<sup>17</sup> Joint Recommendation by Chief Executive Office and Los Angeles Sheriff Department to Los Angeles County Board of Supervisors, Jail Plan and Alternatives to Incarceration, March 13, 2013.

<sup>18</sup> Vanir Construction Management, Inc. Los Angeles County Jail Plan: Independent Review and Comprehensive Report. Final Report - July 5, 2013.



MCJ and established the Alternatives to Incarceration (ATI) Working Group, a public-private working group, to draft a comprehensive plan to build a more effective justice system.

As shown later in this report, the jail population began to rapidly decline in March 2020 as a result of the COVID-19 pandemic that served to lower crime rates, arrests, and jail bookings. Based in part on the reduction in the jail population from 17,000 to below 12,000, there was heightened interest in developing a plan to close MCJ without having to construct a replacement facility. To that end, the following two workgroups were tasked to guide the development of a plan to close the MCJ and maintain a low jail population:

1. Jail Population Review Council and,
2. MCJ Closure Work Group.

Within the MCJ Closure Work Group, the following three committees were established:

1. Data and Facilities Committee;
2. Services and Program Committee; and,
3. Funding Committee.<sup>19</sup>

To contribute to the MCJ Closure Work Group's efforts, the Los Angeles County Auditor-Controller requested that the JFA Institute provide a study with the following specific deliverables:

1. Estimate the cost savings from a reduced jail population post-COVID-19 with existing jail system configuration;
2. Estimate the cost savings from the closure of MCJ; and,
3. Develop a jail population projection that would support the MCJ closure and reduce the overall post-COVID-19 jail population.

What follows are the results of JFA's analysis. A number of policy recommendations are also provided that will need to be implemented in order to achieve the overall goal of closing MCJ.

## **Overview of the Current Los Angeles Jail System Facilities and Bed Capacities**

Currently, the LASD operates the following eight custody facilities that house the jail population:

1. MCJ, including Clinic, Medical Outpatient Housing, Courtline, and Facilities Services Bureau;
2. Twin Towers Correctional Facility (Twin Towers or TTCF), including the Correctional Treatment Center and Urgent Care;

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<sup>19</sup> In December 2020, the Funding and Services/Program Committees were merged into a single committee.

3. Century Regional Detention Facility (CRDF);
4. Pitchess Detention Center (PDC) – North;
5. PDC – South;
6. PDC – East (mostly closed);
7. North County Correctional Facility (NCCF); and,
8. Inmate Reception Center (IRC) (Provides temporary housing).

The County also operates a small medical jail ward at the USC Medical Center for additional medical services for patients that cannot be properly treated within the jail system.

There are two types of design bed capacities that have been assigned to each of these facilities. One was established by the LASD while the other was established by the Board of State and Community Corrections (BSCC). BSCC capacities are based on house space sizes and hygiene facility requirements that generally mirror American Correctional Association (ACA) Standards that are often referenced by Courts as reasonable humane requirements for local detention center physical plant environments.

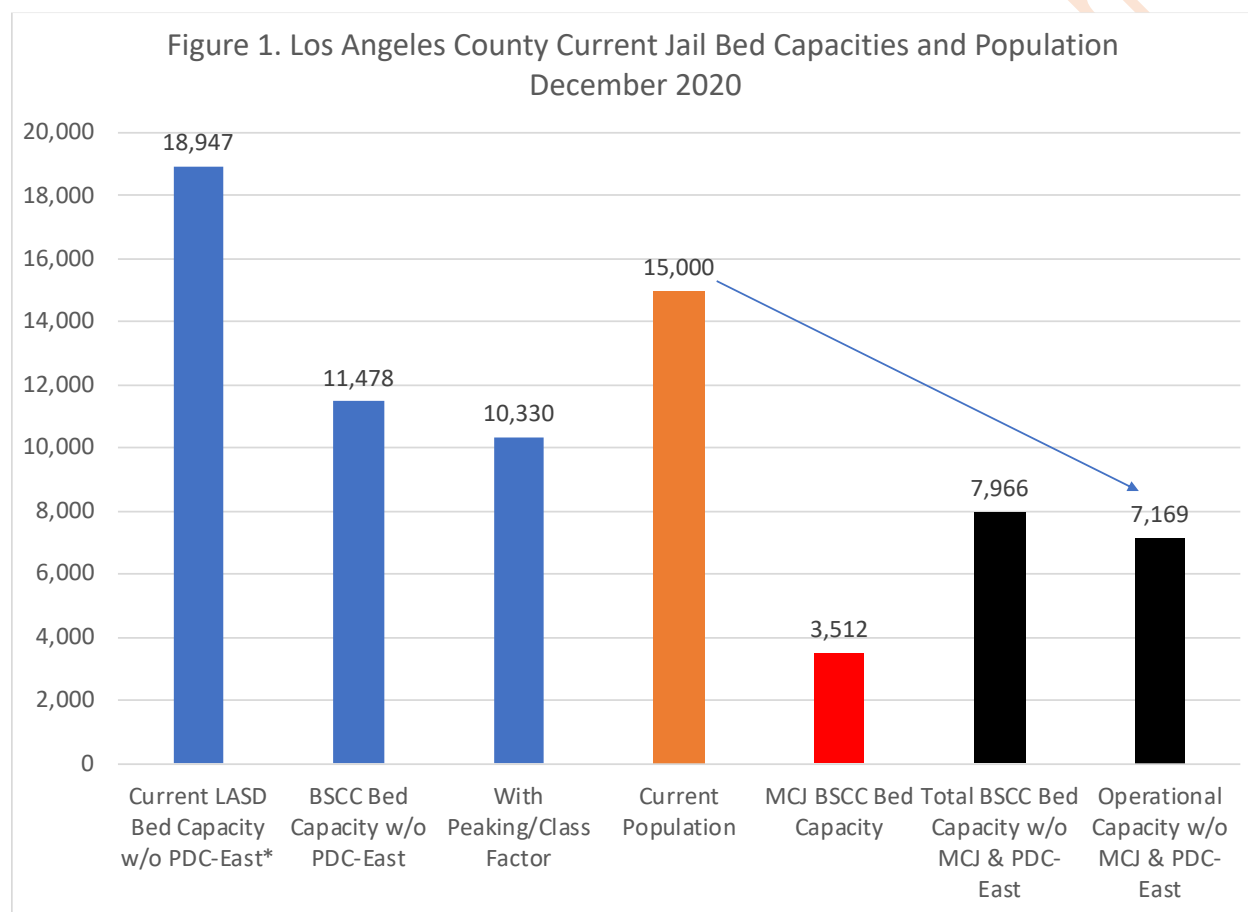
For most of the facilities, the LASD bed capacities are considerably higher than the BSCC figures (Table 1). It is JFA's recommendation that the BSCC figures be formally adopted by all parties in terms of setting the long-term LASD jail bed capacities and jail population caps. However, in order to obtain the more immediate goal of closing the two MCJ major housing towers, it will be necessary to stay within the LASD bed capacities for the near future.

**Table 1. Los Angeles County Jail Bed Capacities and Populations - 2020**

Facility	Bed Capacity			Population			
	BSCC Capacity	LASD Bed Capacity	Difference	January 2020		December 2020	
	Beds	Beds	Beds	Pop	%	Pop	%
Men's Central Jail	3,512	4,589	1,077	4,324	26%	4,246	29%
Century Regional- Females	1,708	2,679	971	2,065	12%	1,432	9%
North County Facility	2,214	4,344	2,130	3,858	23%	3,954	27%
PDC-North	830	1,536	706	1,420	9%	1,452	9%
PDC- South	782	1,525	743	1,414	8%	397	3%
PDC-East*	926	1,932	1,006	68	0%	24	0%
Twin Towers	2,432	4,274	1,842	3,175	19%	3,102	21%
IRC – Reception	0	0	0	281	2%	227	2%
Total	12,404	20,879	8,475	16,605	100%	14,834	100%
Less PDC-East	11,478	18,947	7,469				

\* Largely closed for renovations.

The total BSCC bed capacity is 12,404 but this includes the PDC East facility which is essentially closed. Removing the PDC-East capacity figure lowers the current BSCC bed capacity to 11,478 (Figure 1).<sup>20</sup> However, the “Operational” capacity for the jail system should be set at 90% of the design capacity to account for seasonal peaking, restricted housing, and classification factors. This would lower the population cap to 10,330. With a current jail population of about 15,000, one can see that the current jail system is severely over-crowded.



\* The LASD bed capacities are based on using areas that were not originally designed for housing people and/or exceeding the number of beds that were designed for the facility. For example, adding bunk beds to dormitories that were designed to only accommodate a certain number of people

If one were to remove the MCJ beds, the total BSCC bed capacity (including the removal of the PDC East facility) would drop to 7,996. Applying the 90% peaking/classification factor, the operational bed capacity would be 7,169. If PDC-East were to reopen the BSCC operational bed

<sup>20</sup> It should be noted that the MCJ Work Group report did not assume that PDC-East would not be available to house inmates which would be essential to close MCJ without building any other facilities. At this time, it is not clear when or if PDC -East can re-open unless there is a major renovation to the facility which will take approximately 2 years to complete.

capacity less MCJ would rise to 8,095. As described later, the operating costs associated with PDC-East are not currently factored into the overall LASD operating costs.

The BSCC capacities do not address the fact that closing MCJ would eliminate a large number of single cells that exist in the MCJ. As shown later in this report, there would be a sufficient number of single cells for the people now housed in such units in MCJ if the CRDF is repurposed as a male facility. However, this would require that the women now housed at CRDF be relocated to either an existing LASD facility or that a new facility be constructed.

It should be added that current crowding situation described above is unique to Los Angeles County. According to the BSCC, the combined California jail population for all jurisdictions on February 1, 2020, absent Los Angeles County was 55,647 with a BSCC design capacity of 66,687 or 83% of design capacity.

## **The Role of Jail Classification**

In developing an MCJ closure plan, one must also take into account the various classification levels of the jail population and how they relate to facilities they must be housed in on a daily basis.

The LASD has a comprehensive classification policy that dictates how each person in custody is to be housed and supervised. These policies have a direct impact on the number and type of beds (single, double, and dorms) required to safely house the jail population. They also have a direct impact on the population being housed at the MCJ complex that must either be relocated to other facilities and/or placed in the community.

In general, the classification system assigns people to one of two major categories – general population and restricted population – which is consistent with the requirements of California Title 15 Minimum Standards for Local Detention.

### *General Population*

The general population constitutes the largest portion of the current jail population and is separated into three custody levels (maximum, medium and minimum). Each of these three categories is further separated into nine levels as determined by a classification scoring system developed by Northpointe.

The Northpointe Jail Inmate Classification (NJIC) system, used by LASD, uses a decision tree format, as opposed to the more traditional objective jail classification system developed by the National Institute of Corrections (NIC) which uses an additive point scoring process (see Appendix A). A decision tree format is a series of yes and no factors that ultimately places a person in one of nine custody levels which are then consolidated into one of three custody levels (low, moderate, or high). There are initial classification and reclassification instruments. The initial classification is completed by IRC staff at booking while reclassification is completed 45 days later by classification staff who do a paper review of changes in the following areas:

1. Disciplinary infractions (serious assault/escape behavior problems);
2. New serious assaultive felony charges added; and,

3. Status Change from sentenced back to sentenced (due to new charges added) or unsentenced to sentenced.

The NIC additive point system uses some of the same factors but sums the total score to also produce three differently named custody levels (minimum, medium and maximum). The NIC classification system also includes an initial and a reclassification instrument. Reclassification in the NIC additive point system is typically required as a 60-day reclassification review. Given that most of the LA jail population has been in custody for 45 days or more, the Northpointe reclassification instrument is the one that has the greatest impact on the custody level score, resulting in potential over-classifications.

There are three reasons why the Northpointe system tends to over-classify for higher levels of custody as opposed to the NIC system. First, is the unique decision tree format that is easy to understand but can allow certain scoring items to overly restrict placement in a custody level. In the Northpointe system, for example, the first criterion is whether a person is charged with an assaultive felony. If yes, the person can never be assigned to medium security regardless of the person's behavior. Similarly, people assigned to custody level 7 (out of 9 levels), regardless of their behavior can never be assigned to minimum custody. Another criterion is the use of whether the person is in sentencing, pretrial or sentenced status even though there is no research showing that factor to be predictive of misconduct.

Second, Northpointe uses three factors that the NIC system does not use which may also restrict or bias the results. One factor is whether the person is "likely" prison bound. If yes, they are excluded from minimum custody on the reclassification instrument. The other two are education level and community ties. Both can be unreliable as they are self-reported and, more importantly, have not been shown to be related to disciplinary conduct while incarcerated.

Third, there is no separate scale or criteria for the female population which is far less likely to be involved in violent institutional behavior. In other words, the female population is being assessed on criteria based on the predominantly male population which will tend to overclassify them. This deficiency was also noted by the recent CEO funded Moss Group study of the female jail population.<sup>21</sup>

A previous internal study by JFA in 2012, at the request of the LASD, raised concerns that the Northpointe system was over-classifying people into the medium custody levels.<sup>22</sup> Specifically, the JFA study found that the NIC system when applied to a random sample of the LASD jail population produced a significantly higher number of people classified as minimum and a significantly lower number of people assigned to medium custody with no difference in disciplinary rates. In other words, there was a considerable number of people classified as medium who could/should be classified as minimum custody.

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<sup>21</sup> The Moss Group. April 17, 2020. *Gender-responsive Priorities Framework Los Angeles County Sheriff's Department Final Submission*. Washington, DC: The Moss Group

<sup>22</sup> Austin, J., Naro-Ware, W., Ocker, R., Harris, R., & Allen, R. (2012). Evaluation of the current and future Los Angeles County Jail population (Tech. Rep.). The JFA Institute.

In response to the earlier JFA study, an internal validation study was undertaken by Northpointe in 2014.<sup>23</sup> That study based its analysis on the cohort of jail admissions which is not conducive to understanding the impact of a classification system on the current jail population because the current population is largely classified under the reclassification instrument. By using an admission cohort, most of the analysis was based on the initial decision-tree format. Nonetheless, the researchers agreed with the JFA conclusion that there was a level of over-classification of potentially minimum custody people into the medium custody level. They offered the following changes to the system:

1. Allow for more downward overrides from Medium to Minimum;
2. Conduct periodic reviews at least every 45 days for all inmates;
3. Regard unsentenced inmates with an AB 109 special handle code as “not prison bound” when completing P 12 on the Primary Classification; and,
4. Increase the Education Based Incarceration (EBI) participation rate (capacity) to obtain a higher percentage reclassified lower to the Minimum Level for re-classification assessments starting at a classification score of 6 or revisit the rationale for the insertion of this language in the reclassification tree.

This potential level of over-classification is instructive when examining the current MCJ jail population classification levels. Table 2 summarizes the current classification levels for males housed at MCJ versus those males assigned to the other LASD facilities. Significantly, only 5% of these people are classified as “Low” custody. This is a low percentage compared to other large jail and state prison systems. A major reason for this very low percentage, in addition to the Northpointe system, has been the sharp reduction in jail bookings and the associated increase in the State Prison sentenced inmates who are ready for immediate transfer to the CDCR (or referred to as SP-4 population). Prior to March 2020, the Low custody population was 21%.<sup>24</sup>

Additionally, in terms of classification, there are now major differences between the MCJ population and the other LASD facilities that house males. There are slightly higher percentages of people classified as “Low” and “High” at the MCJ which is related to some of the special “restricted” populations that are assigned to MCJ as discussed below.

Table 3 shows the classification levels by the three major race/ethnicity groups represented in the current jail population. Notably, Black individuals have a significantly higher representation in the “High” custody level as compared to white and Hispanic inmates. This is not to say that the Northpointe instrument is racially biased. Rather, further statistical analysis would be necessary on the various scoring factors to understand the basis for the disproportionate number of Black people assigned to high custody level.

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<sup>23</sup> Dieterich, W., William L. Oliver, Tim Brennan, and Jed McDaniel. (2014). An Examination of the Los Angeles County Jail Classification System. Results from a Psychometric Study Conducted for the Los Angeles County Sheriff's Department. Northpointe.

<sup>24</sup> [https://lasd.org/wp-content/uploads/2021/02/Transparency\\_Custody\\_Division\\_Population\\_2020\\_First\\_Quarter\\_Report\\_022621.pdf](https://lasd.org/wp-content/uploads/2021/02/Transparency_Custody_Division_Population_2020_First_Quarter_Report_022621.pdf)

**Table 2. Current Classification Custody Levels  
MCJ vs. Other Facilities – January 19, 2021**

Custody Level	All Other Facilities (CRDF Excluded)		MCJ Only		MCJ Only (Less SP4)	
	Number	Percent	Number	Percent	Number	Percent
<b>Total</b>	<b>9,205</b>	<b>100.0%</b>	<b>4,214</b>	<b>100.0%</b>	<b>3,237</b>	<b>100.0%</b>
1	11	0.1%	7	0.2%	7	0.2%
2	133	1.4%	51	1.2%	51	1.6%
3	44	0.5%	37	0.9%	37	1.1%
4	240	2.6%	126	3.0%	126	3.9%
<b>Total Low</b>	<b>428</b>	<b>4.6%</b>	<b>221</b>	<b>5.2%</b>	<b>221</b>	<b>6.8%</b>
5	886	9.6%	433	10.3%	429	13.3%
6	1,651	17.9%	851	20.2%	512	15.8%
7	4,676	50.8%	1,820	43.2%	1,297	40.1%
<b>Total Medium</b>	<b>7,213</b>	<b>78.4%</b>	<b>3,104</b>	<b>73.7%</b>	<b>2,238</b>	<b>69.1%</b>
8	1,451	15.8%	815	19.3%	710	21.9%
9	113	1.2%	74	1.8%	68	2.1%
<b>Total High</b>	<b>1,564</b>	<b>17.0%</b>	<b>889</b>	<b>21.1%</b>	<b>778</b>	<b>24.0%</b>

**Table 3. Current Classification Custody - January 19, 2021  
By Black, Hispanic and White**

Level	Race							
	Black		Hispanic		White		Total	%
Low	131	3.0%	498	6.2%	129	7.3%	758	5.3%
Medium	3,254	73.8%	6,328	78.5%	1,392	78.5%	10,974	77.0%
High	1,023	23.2%	1,236	15.3%	252	14.2%	2,511	17.6%
Totals	4,408	100.0%	8,062	100.0%	1,773	100.0%	14,243	100.0%

#### *Restricted Populations*

Another component of the classification system is the process by which people are assigned as “Keep-Aways”. The restricted populations are designated by the Keep-Away (or K) codes and reflect people who cannot be assigned to the general population. These K-group LASD designations range from people who are pregnant to high profile law enforcement arrestees and significant management problems. The various definitions are included in the official LASD classification policy statement as shown below:



**K-1-Family of Law Enforcement (Yellow Wristband):** Used solely at the discretion of Custody Investigative Services (CIS) – Jail Liaison Unit for inmates who are immediate family members of law enforcement officers.

**K-2 through K-5- Keep Away from Another Inmate (Blue Wristband):** For people who must be kept away from each other. Those with identical keep-away numbers may be housed and transported together. Those with K-2 through K-5 statuses may be housed with other general population inmates, provided they have no other special handling sub-classifications.

**K-6-Administrative Segregation (Yellow Wristband):** For people who are not considered to be a threat to jail security but based on special circumstances must be administratively segregated from the general population.

**K-7-Administrative Segregation for Pre-Arraigned Inmates (Purple Wristband):** For all pre-arraigned inmates who require special tracking, which may be associated with public related events or mass bookings.

**K-8-Pregnant (Orange Wristband):** For those who have received notification from Correctional Health Services (CHS) personnel that their pregnancy test has returned with a positive result.

**K-10-Jail Security Risk/Temporary Classification (Red Wristband):** People who are awaiting review by CIS and who require segregation from the general population until an assessment and inquiry is completed.

**K-17-Restrictive Housing-Disruptive (Red Wristband):** People who may be disruptive in general population housing or during the provision of medical or mental health services, requiring their segregation from the general population. All K-17s are assessed by Correctional Health Services (CHS) in addition to the Restrictive Housing Panel (RHP).

**K-18- Protective Custody (Red Wristband):** Based on confirmed information, require segregation from the general population due to the potential threat of harm against them.

**K-19-Restrictive Housing-Major Disruptive (Red Wristband):** For people who, based on confirmed information, require segregation from the general population due to the potential threat they present to other inmates.

**K-20-Restrictive Housing-Highly Dangerous (Red Wristband):** For people who, based on confirmed information, present a danger to personnel and other inmates.

As can be seen in these definitions, there is a degree of subjectivity in what constitutes a designation. For example, terms such as “based on confirmed information” and “who may be disruptive in general population” reflect the dependence on professional judgment.



The process by which this is done, as described by the classification staff, is as follows. Any authorized entity (e.g., LASD staff, court personnel, etc.) can refer a detainee to a Sergeant assigned to the custody division as a possible Keep-Away. If the Sergeant, based the review of the facts, believes a K designation appropriate, the inmate is so labeled. This designation will stay in effect for five years (with the exception of the K-8 pregnancy restriction). Unlike other restricted housing systems in other state prison and local prison systems, there is no formal interview or hearing conducted with the inmate.

As of January 19, 2021, about 1/3<sup>rd</sup> of the LASD jail population had been assigned one of these K-group designations (Table 4). If we remove the SP4 population, the percentage remains the same.

The largest group of people so assigned were in the generic Keep-Away codes 2 through 5, which as noted above are lacking a detailed description of basis for such a determination. These groups also include people who “may be housed and transported together (and) may be housed with other general population inmates, provided they have no other special handling sub-classifications”. The second largest group is K-6 which is for people who are not a threat to jail security but need to be separated. Similarly, the K-8 is for pregnant individuals and K-18 is for protective custody cases.

So, it seems that the vast majority of the K-groups (codes 2 through 5, 6, 8 and 18) are not security threats and do not require single cells or even double celling. If we only include inmates assigned to K- codes 10, 17, 19 and 20, the total number is about 400. Excluding the SP-4 people the number drops to 364.

While the K groups are distributed across all LASD facilities, about half are concentrated at the MCJ facility (Table 5). The majority at MCJ are for codes 2 through 6. Table 6 repeats the same analysis but excludes the SP4 population to represent what the situation will likely be after the CDCR restrictions for intake are lifted. Based on that table, there are 364 inmates in codes 10, 17, 19 and 20 who require single cells. Most of those cells and people are currently assigned to MCJ (230) or TTCF (119). Closure of MCJ would require a relocation of these 230 people who must be assigned to single cells.

**Table 4. Keep-Away Distributions – Entire Jail Population - January 19, 2021**

Keep Away Codes	Total Jail		Less SP4 Population	
	Population	%	Population	%
Total Jail Population	14,786	100%	12,049	100%
None	10,311	70%	8,441	70%
Total Keep-Away	4,475	30%	3,608	30%
1. Family Law Enforcement (K1)	10	0%	8	0%
2. Generic Keep Away (K2)	740	5%	594	5%
3. Generic Keep Away (K3)	224	2%	166	1%
4. Generic Keep Away (K4)	899	6%	703	6%
5. Generic Keep Away (K5)	205	1%	160	1%
6. Admin Segregation (K6)	1,732	12%	1,376	11%
8. Pregnant (K8)	18	0%	18	0%
10. Temporary Segregation Review (K10)	106	1%	100	1%
17. Disruptive (K17)	44	0%	43	0%
18. Protective Custody (K18)	248	2%	219	2%
19. Major Disruptive (K19)	216	1%	192	2%
20. Highly Dangerous (K20)	33	0%	29	0%
Codes 10, 17, 19, 20	399	3%	364	3%

**Table 5. K Group Populations by Facility – Entire Jail Population, January 19, 2021**

K Group	MCJ	CRDF	ESTF	IRC	NCCF	NORF	OUT-Patient	SOUF	TTCF	USCM	Total
1	4	1	0	0	0	0	0	0	5	0	10
2	282	24	0	1	316	0	8	0	108	1	740
3	96	21	0	0	0	86	2	0	19	0	224
4	188	2	0	4	595	1	7	0	101	1	899
5	179	2	4	0	0	0	0	9	11	0	205
6	885	14	0	17	187	383	18	0	224	4	1,732
8	0	17	0	0	0	0	0	0	1	0	18
10	26	13	0	9	1	0	2	1	52	2	106
17	0	4	0	0	0	0	0	0	40	0	44
18	158	14	0	1	0	0	2	0	72	1	248
19	181	11	0	0	0	0	2	0	22	0	216
20	23	1	0	1	0	0	0	0	8	0	33
Total	2,022	124	4	33	1,099	470	41	10	663	9	4,475
Codes 10,17,19,20	230	29	0	10	1	0	4	1	122	2	399

**Table 6. K Group Populations by Facility – Less SP4 Population  
January 19, 2021**

K Group	MCJ	CRDF	ESTF	IRC	NCCF	NORF	OUTP	SOUF	TTCF	USCM	Total
1	2	1	0	0	0	0	0	0	5	0	8
2	219	20	0	1	251	0	5	0	97	1	594
3	72	14	0	0	0	65	1	0	14	0	166
4	126	1	0	4	478	1	6	0	87	0	703
5	140	1	4	0	0	0	0	6	9	0	160
6	687	14	0	17	139	308	15	0	192	4	1,376
8	0	17	0	0	0	0	0	0	1	0	18
10	22	12	0	9	1	0	2	0	52	2	100
17	0	4	0	0	0	0	0	0	39	0	43
18	143	14	0	1	0	0	2	0	58	1	219
19	157	11	0	0	0	0	2	0	22	0	192
20	21	1	0	1	0	0	0	0	6	0	29
Total	1,589	110	4	33	869	374	33	6	582	8	3,608
Codes 10, 17, 19, 20	200	28	0	10	1	0	4	0	119	2	364

## **Mental Health Population**

One of the key populations that must be safely housed and offered treatment services is the mental health population. As will be shown here, a sizeable number of these people would either have to be relocated to other LASD facilities or placed in the community when MCJ is closed.

While there are a number of people in the jail who have generic mental health needs, the group in greatest need refers to people classified as HOH (High Observation Housing) followed by people classified as MOH (Moderate Observation Housing). As shown in Table 7, there are about 4,000 such patients in the jail system with 1,200 being the HOH patients. The HOH males are concentrated in Twin Towers while the females are assigned to CRDF. There is a significant MOH population at MCJ that would have to be relocated should MCJ be closed.

The LASD is currently under a consent decree since 2015 (U.S. vs. County of Los Angeles and Sheriff McDonnell, CV No. 15-05903 DDP (JEMX)) which requires the LASD to meet certain operational standards. In particular, HOH patients must be offered 10 hours per week of recreation time and another 10 hours per week program/treatment time. This amounts to 2-3 hours per day of out-of-cell time. Integrated Correctional Health Services (ICHS), which is under the Department of Health Services, provides mental health services to patients in the jail. Thus far, ICHS has been unable to meet the provisions of the consent decree and is likely to be unable to do so given the design of the current LASD facilities in which these patients are housed.

**Table 7. High Observation Housing and Moderate Observation Housing Patients  
By Facility – March 5, 2021**

Facility	HOH	MOH	Totals
MCJ	2	390	392
Twin Towers	925	1,881	2,806
CRDF	273	297	570
NCCF	0	0	0
PDC – South	0	0	0
PDC-North	0	312	312
Total	1,200	2,880	4,080
% of Total Jail Population	8%	19%	27%

Specifically, there is a severe lack of confidential interview space in the TTCF and CRDF to conduct the 10 hours per week of out of cell program/treatment services (individual or small groups). Under current policy, all HOH patients must be placed in restraints when leaving their cells and are then chained to a metal table located in the housing area.

There is a significant mental health staff shortage. While the budgeted positions seem reasonable, the ICBS has been unable to recruit and retain mental health staff thus requiring an excessive use of overtime and/or an inability to meet the agreed upon standards of care.

There is also a shortage of security staff at the facilities where HOH and MOH patients are housed. Such shortages, noted by the Joint Settlement Agreement Monitor, negatively impact the ability to escort HOH patients out of their cells and supervise them while participating in their scheduled treatment sessions.

## **Analysis of the MCJ**

### *Facility Description*

The MCJ actually consists of a number of facilities that provide a wide array of services and functions for the entire LASD jail system (Figure 2). The original facility (Figure 2, location 6) was constructed in downtown Los Angeles in 1963 and largely consisted of a four-floor tower known as the “Old Side” with an LASD bed capacity of 2,498 beds, most of which are single cells (Table 8). In 1976, a major addition was added to form the current MCJ facility known as the “New Side” (Figure 2, location 7). It consists of three floors of housing with an LASD bed capacity of 2,166. Unlike the Old Side, the New Side, is a mixture including some single cells but mostly dormitory style housing.

**Figure 2. Arial View of MCJ Complex**



**Table 8. MCJ Complex LASD Bed Capacities**

	Old Side		New Side		Hospital		Total	
	Units	Beds	Units	Beds	Units	Beds	Units	Beds
Single Cells	937	937	88	88	0	0	1,025	1,025
Double Cells	200	400	100	200	0	0	300	600
Four Person	200	800	100	400	0	0	300	1,200
Single Beds	0	0	0	0	335	335	335	335
Dorms	3	116	15	1,462	12	266	30	1,844
Bunks in Day Rooms	21	245	2	16	0	0	23	261
LASD Total	1,361	2,498	305	2,166	347	601	2,013	5,265
BSCC Total	NA	NA	NA	NA	NA	NA	NA	3,512

The Old Side structure has a basement that contains a kitchen and its associated storage and support areas. The kitchen is where the lunch meal is prepared for the MCJ population and Court lockups. It also receives food from the TTCF kitchen for breakfast and dinner and distributes it to

decentralized serving kitchens where it is prepped and served to the population. This kitchen's support area also houses the offices for the dietitian and Food Services Bureau staff. The total size of the warehouse, storage area, kitchen, laundry, and mechanical rooms is 95,000 square feet. The ground floor also contains lobbies, visiting, and administrative offices. The New Side structure also has office space for administration.

The detailed Vanir 2013 study<sup>25</sup> made the following observations about the MCJ's Old and New Side housing design deficiencies:

1. Linear design that does not accommodate constant visual supervision to maintain officer and inmate safety;
2. Inadequate dayroom area and outdoor recreation area and opportunities;
3. Deteriorating physical condition including all major building systems; and,
4. Seismic deficiencies per 2006 structural analysis. (Vanir 2013: p. 124).

The third major housing building is referred to as the Hospital which has three floors and an LASD bed capacity of 601 beds. The upper two floors of the Hospital contain some single room housing which is used for patients who require separation from other patients. The capacity for the Hospital is not included by the BSCC as part of the official LASD bed capacity. However, because it holds several hundred patients on any given day, its bed capacity is shown in Table 8.

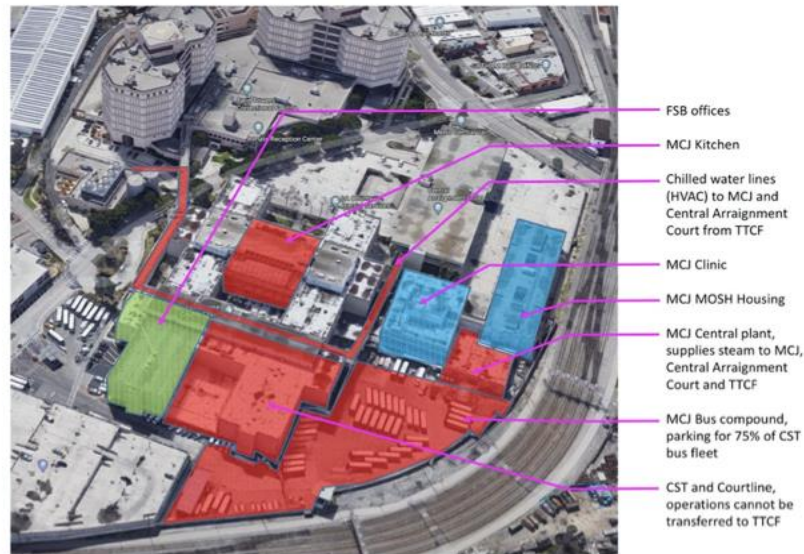
In addition to housing functions, the MCJ complex provides for a number of unique operational and security functions that support the entire jail system that will need to be duplicated elsewhere should the entire complex be closed. These include a power plant, transportation center that services the large LASD bus fleet moving hundreds of people on a daily basis, the Centralized IRC, a below-grade tunnel connecting the jail to the arraignment court which is used to transport hundreds of people to the courts when in session, and a Medical Clinic (Figure 3).

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<sup>25</sup> Vanir Construction Management, Inc. July 5, 2013. **Los Angeles County Jail Plan. Independent Review and Comprehensive Report. Final Report.**



**Figure 3. Men's Central Jail Shared Infrastructure Diagram**



### *MCJ Population Analysis*

A viable plan for closing the MCJ over a reasonable timeframe must include an understanding of the population that is currently housed there. Either that population must be relocated to other LASD facilities, removed from custody via alternative criminal court policies or some combination thereof.

The first step in this analysis is to examine the demographic, classification, and criminal charge attributes of the LASD jail population with particular attention to the MCJ population. For this analysis, we relied on the most recent January 19, 2021 snapshot data file with a column showing the SP4 people removed to reflect more accurately what the jail population will be once the back-up to the CDCR is resolved later this year.

As shown in Table 9, there are no major differences in the MCJ population with respect to the other portion of the LASD jail population. However, the MCJ population has a significantly longer LOS to date, is slightly disproportionately Black, has a lower proportion in sentenced only status, and a high proportion in the SP4 category. And as noted earlier the MCJ houses most of the people requiring single cell placement.

Large proportions of the jail population that are in pretrial status have a “no-bail” order meaning that, by order of the courts they cannot be released. For those that have a bail that has been set, most of the bail amounts are above \$500,000.

**Table 9. Los Angeles County Jail Population Attributes  
January 19, 2021**

Attribute	All Other Facilities		MCJ Only		MCJ Only (Less SP4)	
	Number	Percent	Number	Percent	Number	Percent
<b>Total</b>	<b>10,572</b>	<b>100.0%</b>	<b>4,214</b>	<b>100.0%</b>	<b>3,237</b>	<b>100.0%</b>
<b>Average Length of Stay (LOS) to Date (days)</b>	<b>249 days</b>		<b>377 days</b>		<b>363 days</b>	
<b>Gender</b>						
Female	1,378	13.0%	0	0.0%	0	0.0%
Male	9,194	87.0%	4,214	100.0%	3,237	100.0%
<b>Race</b>						
Black	2,933	27.7%	1,475	35.0%	1,123	34.7%
Hispanic	5,930	56.1%	2,132	50.6%	1,633	50.4%
Other	411	3.9%	132	3.1%	104	3.2%
White	1,298	12.3%	475	11.3%	377	11.6%
<b>Current Age</b>						
24 and under	1,801	17.0%	689	16.4%	514	15.9%
25 - 34	4,265	40.3%	1,665	39.5%	1,274	39.4%
35 - 44	2,608	24.7%	1,066	25.3%	831	25.7%
45 and older	1,898	18.0%	794	18.8%	618	19.1%
Average Age	35.3		35.7		35.8	
Median Age	32.9		33.3		33.5	
<b>Number of Charges</b>						
One	4,329	40.9%	1,722	40.9%	1,369	42.3%
Two	3,037	28.7%	1,128	26.8%	829	25.6%
Three or more	3,206	30.3%	1,364	32.4%	1,039	32.1%
Average number of charges	2.2		2.3		2.3	
Median number of charges	2.0		2.0		2.0	
<b>Sentence Status</b>						
Pretrial Only	4,438	42.0%	1,518	36.0%	1,518	46.9%
Pretrial and Sentenced	2,244	21.2%	966	22.9%	963	29.7%
Sentenced Only	3,890	36.8%	1,730	41.1%	756	23.4%
No Bail	3,153	29.8%	1,562	37.1%	1,204	37.2%
Pretrial Only and No Bail	1,033	9.8%	474	11.2%	474	14.6%

Part of the reason why so many people have no-bail or high bail amounts can be linked to the criminal charges that have been filed against them (Table 10). Most (about 55%) people have more than one charge. In terms of the nature of the charges, using the most serious charge that has been filed, virtually all (about 90%) of them are for felony crimes with a high percentage of them for violent crimes (about 60%). Again, there are no major differences between the MCJ and other LA



jail populations. However, the MCJ population does have a slightly lower population charged with felonies and violent felonies.

**Table 10. Los Angeles County Jail Population by Most Serious Current Charge  
MCJ vs. Other Facilities – January 19, 2021**

Offense	All Other Facilities		MCJ Only		MCJ Only (Less SP4)	
	Number	Percent	Number	Percent	Number	Percent
<b>Total</b>	<b>10,572</b>	<b>100.0%</b>	<b>4,214</b>	<b>100.0%</b>	<b>3,237</b>	<b>100.0%</b>
<b>Total Felony</b>	<b>9,792</b>	<b>92.6%</b>	<b>3,726</b>	<b>88.4%</b>	<b>2,787</b>	<b>86.1%</b>
<b>Felony Violent</b>	<b>6,611</b>	<b>62.5%</b>	<b>2,539</b>	<b>60.3%</b>	<b>1,892</b>	<b>58.4%</b>
Murder/manslaughter	1,529	14.5%	810	19.2%	708	21.9%
Sex	599	5.7%	296	7.0%	212	6.5%
Assault/battery	1,946	18.4%	603	14.3%	408	12.6%
Robbery	1,186	11.2%	395	9.4%	272	8.4%
Domestic violence	427	4.0%	184	4.4%	111	3.4%
Violate protective order	47	0.4%	12	0.3%	9	0.3%
Threaten Death/GBH	304	2.9%	97	2.3%	68	2.1%
Threaten executive officer	98	0.9%	20	0.5%	14	0.4%
Other violent	475	4.5%	122	2.9%	90	2.8%
<b>Felony Drug</b>	<b>410</b>	<b>3.9%</b>	<b>187</b>	<b>4.4%</b>	<b>145</b>	<b>4.5%</b>
Drug Sale	344	3.3%	156	3.7%	117	3.6%
Drug Possession	66	0.6%	31	0.7%	28	0.9%
<b>Felony Non-Violent</b>	<b>2,771</b>	<b>26.2%</b>	<b>1,000</b>	<b>23.7%</b>	<b>750</b>	<b>23.2%</b>
Burglary	747	7.1%	286	6.8%	212	6.5%
Fraud/forgery	120	1.1%	42	1.0%	37	1.1%
Theft	511	4.8%	204	4.8%	155	4.8%
Malicious mischief	177	1.7%	56	1.3%	47	1.5%
Other property	175	1.7%	36	0.9%	31	1.0%
DUI	87	0.8%	42	1.0%	26	0.8%
Weapons	400	3.8%	144	3.4%	80	2.5%
Probation/parole violation	369	3.5%	129	3.1%	121	3.7%
Other Non-Violent	94	0.9%	36	0.9%	30	0.9%
Traffic	89	0.8%	24	0.6%	10	0.3%
FTA	2	0.0%	1	0.0%	1	0.0%
<b>Total Misdemeanor</b>	<b>310</b>	<b>2.9%</b>	<b>79</b>	<b>1.9%</b>	<b>78</b>	<b>2.4%</b>
<b>Other</b>	<b>470</b>	<b>4.4%</b>	<b>409</b>	<b>9.7%</b>	<b>372</b>	<b>11.5%</b>

In summary, there are no major demographic, offense, or bail amount attributes that distinguish the MCJ population from the other facility's population with the exception of gender and LOS.

### MCJ Single Cells

In terms of cell beds as opposed to dorms, there are only three facilities that have a substantial number of cells – MCJ, TTCF and the CRDF. These three facilities have a total of about 4,500 cells (see Table 11, cells are highlighted in red). If MCJ is closed, the total number of cells available declines to 2,849.

As indicated in the jail classification analysis, there is a large number of males in single cells in MCJ who could be housed in double cells in other facilities. However, those cells are largely occupied by mental health patients (Twin Towers) or females (CRDF). The few remaining cells are located at the NCCF and PDC-North, but these are reserved to discipline inmates and cannot be used for long-term housing.

Clearly, one way to increase the availability of cells for the current MCJ population would be to re-purpose the CRDF facility back to its original function as a male maximum security facility. However, to do so would require removal of the female population to a facility that has not yet been envisioned.

**Table 11. LASD Jail Type of Beds by Facility**

Facility	Cell Type	Single Cells	Double Cells	Four Person Cells	Bunks in Dayrooms	Dorms Multi-rooms	Total LASD Capacity	BSCC Capacity
<b>MCJ</b>	cells/rooms	1,025	300	300		32		
	beds	1,025	600	1,200		1,764	4,589	3,512
<b>Twin Towers</b>	cells/rooms	35	1,597			60		
	beds	35	3,194			1,045	4,274	2,432
<b>CRDF</b>	cells/rooms	6	939		12	4		
	beds	6	1,878		419	376	2,679	1,708
<b>NCCF</b>	cells/rooms		192			60		
	beds		384			3,960	4,344	2,214
<b>PDC-North</b>	cells/rooms		32			16		
	beds		64			1,472	1,536	830
<b>PDC-South</b>	cells/rooms					18		
	beds					1,525	1,525	782
<b>PDC-East</b>	cells/rooms		48			14		
	beds		96			1,836	1,932	926
<b>Grand Totals</b>	cells	1,066	3,108	300	0	0	4,474	
	beds	1,066	6,120	1,200	419	11,978	20,879	12,404
<b>Total Cells Available Less MCJ</b>			2,849					

### *MCJ Housing Plan - Beds and Functions*

Each LASD facility has a housing plan that provides a roadmap for making cell and bed assignments. The detailed MCJ housing plan is depicted in Table 12. This table can be separated into three major locations. Modules 1701 through 3800 are located in the “Old Side” that was constructed in the 1960s. Modules 4401 through 5900 and 9100 to 9500 are located in the “New Side”. The third section is the Hospital/Infirmary which is not part of the official BSCC MCJ bed capacity.

MCJ has a diverse inmate population to be considered before closure of the facility. The “Old Side” has a large single celled population that contains both trustees and the higher risk individuals with Keep-Away codes K-10 and higher. Several of the dayrooms have been converted to dorm housing units which explains why the BSCC bed capacity is so much lower than the LASD bed capacity, as these dayrooms were never intended to be housing units.

The “New Side” has a largely general population housed in dorms but with some K-6 and lower Keep-Away status individuals who are being housed in dorms. The Hospital consists mostly of dorms and single patient rooms. The beds or rooms that are located in the Hospital cannot be used to determine the jail bed capacity as these are all “temporary” beds.

### **LASD Custody Division Cost Trends**

The primary agencies responsible for the County’s jail system are the Custody Division of the LASD which directs the operation of jail facilities in the County, and ICHS, a division within the Department of Health Services which is responsible for the management and delivery of medical and mental health services in the jail system. Table 13 summarizes FY 2019-20 actual expenditures for these agencies as well as enacted FY 2020-21 budget levels. The overall annual costs for the jail operations for the LASD and the ICHS for FY 2019-20 were \$1.36 billion with \$972 million allocated to the LASD and another \$385 million to ICHS.

Due to COVID-19’s economic impact, the County enacted major reductions (approximately 8%) or curtailments in funding for all County agencies in the FY 2020-21 budget. For the LASD, appropriations for the Custody Division operations were reduced by about 11.4% or \$110.4 million from the FY 2019-20 budget. Insofar as over 93 percent of Custody Division spending goes to staff salaries and benefits, the curtailment resulted in a reduction of staffing by 938 FTE positions, a 16.7 percent reduction in budgeted FTEs (Table 13).

The ICHS budget decreased in FY 2020-21 by \$23.2 million. The combined budget for both agencies declined by \$133.6 million to \$1.22 billion for FY 2020-21.

**Table 12. Detailed MCJ Housing Plan**

JANUARY 19, 2021 POPULATION BY MODULE									
Module	Number	Beds	Cells	Function	Module	Number	Beds	Cells	Function
Old Side					New Side				
1701	4	6	2 Man Bunk	Trustee	4401	8	8	Dayroom	GP
1800	0	0	Dorm	K10	4701	0	8	Dayroom	Trustee
2101	0	0	Dayroom	Exercise	4300	134	146	2-4 Man Cell	GP
2204	0	0	Dayroom	Exercise	4400	134	146	2-4 Man Cell	GP
2201	0	10	Dayroom	Trustee	4500	42	42	1 Man Cell	K6Y
2301	0	0	Dayroom	Exercise	4600	27	42	1 Man Cell	K10
2401	0	20	Dayroom	Trustee	4700	136	144	2-4 Man Cell	GP
2402	7	16	Dayroom	Covid	4800	143	148	2-4 Man Cell	GP
2601	0	0	Dayroom	Exercise	5100	85	87	Dorm	GP
2801	12	22	Dayroom	Trustee	5200	81	84	Dorm	GP
2802	15	18	Dayroom	Trustee	5300	86	87	Dorm	GP
2804	15	14	Dayroom	Trustee	5400	95	100	Dorm	GP
3101	3	8	Dayroom	Trustee	5500	90	100	Dorm	GP
3201	10	12	Dayroom	Trustee	5550	33	66	Dorm	GP
3204	0	10	Dayroom	Trustee	5600	83	87	Dorm	GP
3401/3402	15	39	Dayroom	Trustee	5700	81	100	Dorm	GP
3501	8	16	Dayroom	Trustee	5800	79	87	Dorm	GP
3601	14	16	Dayroom	Trustee	5900	85	87	Dorm	GP
3701	0	8	Dayroom	Trustee	9100	81	104	Dorm	K6G
3801	6	12	Dayroom	Trustee	9200	103	104	Dorm	K6Y
3802	10	24	Dayroom	Trustee	9300	92	117	Dorm	K6G
1700	40	45	1 Man Cell	K10	9400	104	105	Dorm	K6Y
1750	64	67	1 Man Cell	K12	9500	143	147	Dorm	K6G
1751	5	6	1 Man Cell	K10	MCJ Clinic				
2100	88	96	1 Man Cell	GP	6000	4	11	Med Cells	Isolation
2200	143	151	2-4 Man Cell	GP	6051	12	14	Med Dorms	K6
2300	67	96	1 Man Cell	GP	6052	14	14	Med Dorms	K6
2400	145	150	2-4 Man Cell	GP	6053	14	14	Med Dorms	K6
2500	75	102	1 Man Cell	ProPer	7000	84	60	Med Cells	Medical
2600	125	154	2-4 Man Cell	Trustee	7004/5	0	18	Med Cells	Medical
2700	101	102	1 Man Cell	GP	7019	0	6	Med Cells	K10
2800	110	152	2-4 Man Cell	Trustee	7031/37	0	7	Med Cells	K10
2900	110	110	2 Man Bunk	K-6B/BP	7100	46	46	Med 1 Man Cell	MOSH
2904	5	6	1 Man Cell	K10	7200	46	47	Med Dorms	MOSH
3100	94	96	1 Man Cell	K10	7202	9	18	Med Dorms	MOSH
3200	111	132	2-4 Man Cell	Trustee	8000	0	138	Med Dorms	Medical
3300	91	94	1 Man Cell	K10	8030	31	UNK	UNK	UNK
3301	8	12	1 Man Cell	K10	8066-73	0	8	Med High Security	K10
3400	81	126	2-4 Man Cell	IRC Over	8100	0	64	Med Dorms	Medical
3500	76	84	1 Man Cell	K10	8118	0	16	Med Dorms	Medical
3600	115	132	2-4 Man Cell	GP	8119	0	16	Med Dorms	Medical
3700	91	91	1 Man Cell	K-6B/BP	8120	0	16	Med Dorms	Medical
3800	118	126	2-4 Man Cell	GP	8122	0	16	Med Dorms	SVP
					8200	27	59	Med Dorms	MRSA

**Table 13. Jail Operations Budget and Staffing, FY 2019-20 – FY 2020-21**

	FY2019-20 Budget	FY2020-21 Budget	Change	% Change
<b>Custody Division</b>				
Salaries & Employee Benefits	\$888,317,000	\$806,389,000	(\$81,928,000)	-9.2%
Services & Supplies	\$85,008,000	\$54,724,000	(\$30,284,000)	-35.6%
Other Charges	\$100,000	\$100,000	\$0	0.0%
Capital – Equipment	\$1,005,000	\$1,455,000	\$450,000	45.1%
Intrafund Transfers	(\$2,075,000)	(\$726,000)	\$1,349,000	
<b>subtotal</b>	<b>\$972,355,000</b>	<b>\$861,942,000</b>	<b>(\$110,413,000)</b>	<b>-11.4%</b>
Funded FTEs	5,630	4,692	-938	-16.7%
<b>ICHS</b>				
Salaries & Employee Benefits	\$290,215,000	\$300,316,000	\$10,101,000	11.1%
Services & Supplies	\$99,511,000	\$92,082,000	(\$7,429,000)	-2.8%
Other Charges	\$1,239,000	\$1,781,000	\$542,000	192.5%
Capital – Equipment	\$1,783,000	\$1,578,000	(\$205,000)	7.8%
Intrafund Transfers	(\$7,271,000)	(\$33,437,000)	(\$26,166,000)	
<b>subtotal</b>	<b>\$385,477,000</b>	<b>\$362,320,000</b>	<b>(\$23,157,000)</b>	<b>-6.0%</b>
Funded FTEs	2,161	2,054	-107	-5.0%
<b>Total Expenditures</b>	<b>\$1,357,832,000</b>	<b>\$1,224,262,000</b>	<b>(\$133,570,000)</b>	<b>-9.8%</b>

The magnitude of the Custody Division staff reduction in FY 2020-21 far exceeds the operational impact of the changes in the size of the detainee population. In the eight months from October 2020 through May 2021, the system has stabilized, averaging approximately 15,000 detainees, a substantial increase over the 14,269 average daily population experienced in FY 2019-20. This increase is in contrast to the reduction in budgeted FTEs of 16.7 percent for the Custody Division and 5% for ICHS.

As of December of 2020, population levels in Custody Division facilities had declined by 10 percent from their January, pre-pandemic levels. The reduction in system population levels was primarily realized in two facilities, PDC-South and the CRDF (Table 14). Other facilities such as the MCJ have experienced little if any reductions in the jail population, making staffing cuts in these facilities, shown in Table 14 difficult to implement while maintaining adequate operational performance.

While reduced population levels at PDC-South and CRDF would merit some reduction in staffing, there are still significant detainee populations at these facilities that require custody staff supervision. As such, actual implementation of the full staff reductions required by the FY 2020-21 budget require substantial cuts in staffing levels at all Custody Division facilities.

**Table 14. Changes in Facility Staffing & Populations Levels**

Facility	Budgeted FTE			Jail Population		
	FY2019-20	FY2020-21	Difference	Jan-2020	Dec-2020	Difference
Men's Central Jail	891	768	-123	4,324	4,246	-78
Century Regional	538	438	-100	2,065	1,432	-633
North County	486	390	-96	3,858	3,954	96
PDC-North	255	249	-6	1,420	1,452	32
PDC- South	306	280	-24	1,414	397	-1,017
PDC-East	209	5	-204	68	24	-44
Twin Towers	889	821	-68	3,175	3,102	-73
IRC – Reception	848	687	-161	281	227	-54
Total	4,422	3,640	-782	16,605	14,834	-1,771

Given the operational need to maintain a minimally adequate level of detainee supervision, the LASD attempted to manage the mandated reduction in staffing through increased reliance on overtime and reallocation of deputies freed up by pandemic-related reductions in workload, and temporary assignment of staff from other LASD divisions to work in the jail facilities.<sup>26</sup>

### **Cost Savings from a Reduced Jail Population Post-COVID-19 with Existing Jail System Facility Configuration**

Over the 12 months preceding the onset of the COVID-19 pandemic, the County managed an average daily jail population of roughly 17,000 people, both pretrial and sentenced. Since that time, the population dropped to a low point of 11,867 before rebounding and stabilizing at approximately 15,000 inmates. The average daily population in all jail facilities was 14,269 in FY 2019-20, reflecting the higher population level in the first half of the year, the substantial initial drop due to COVID, and the subsequent increase and stabilization at current population levels.

This analysis examines actual Salary and Employee Benefits (S&EB) and other cost savings that may have resulted from the reduced jail population over the past year, as well as potential savings going forward, assuming achievement of sustained jail population reductions.

#### *County Department Cost Savings Estimates of a Reduced Jail Population*

The two County agencies experiencing the most direct impact of reduced jail populations are those with primary responsibility for managing custody and health care services for the jail system, the LASD and Integrated Correctional Health Services (ICHS). Other County agencies (Probation, Department of Mental Health, Fire Department, and Internal Services Department) provide more limited services and experienced comparatively limited savings and cost impacts from the population reduction.

<sup>26</sup> JFA has requested data documenting these practices.

Neither the LASD nor ICHS have developed detailed estimates of Salary & Employee Benefit (S&EB) savings produced by the lower jail population. Department staff in both agencies indicate that changes in operations related to COVID-19 protocols, treatment, and housing practices more than offset any potential spending reductions resulting from the jail population reduction. Neither department provided documentation for any estimates of cost savings (or increased spending) attributable to the reduction in the jail population or changes in operation due to COVID-19. Accordingly, the JFA consultant team was not able to perform an independent assessment of the LASD and ICHS estimated cost methodologies or projected savings.

The LASD did provide documentation of changes in spending related to the implementation of COVID protocols. The primary change in operational practices resulting from the pandemic was the suspension of in-person visiting and the delivery of program services to detainees. Custody Division data shows that supervision of visiting through all facilities required 54 FTEs. With the implementation of COVID protocols, personnel previously assigned to visiting and inmate services were redeployed to fill line vacancies in facilities which include unfunded (overtime generating) posts required by litigation. This staffing reallocation maintained security coverage in the jails and reduced the need to otherwise fill those vacant positions with overtime. This resulted in an estimated annualized overtime savings of \$11.8 million. However, the LASD projects that restoration of visiting and inmate program services will cost \$12.8 million in overtime for assignment of staff to these functions. This represents a \$1 million increase in spending over prior levels (Table 15). The LASD plans to staff 9 additional FTEs for visiting to support a new, extended visiting schedule necessitated by social distancing and provide required COVID cleaning crews at the facilities. Table 15 details these increased costs.

**Table 15. LASD Custody Division Staffing Pre- vs. Post-COVID**

	Pre-COVID Staffing			Post-COVID Staffing			Difference
	Visiting FTEs	Program FTEs	Annual Cost	Visiting FTEs	Program FTEs	Annual Cost	
Sergeant	3	1	\$906,214	3	1	\$906,214	\$0
BI Deputy	1	1	\$376,230	1	1	\$376,230	\$0
Deputy	40	6	\$8,264,838	41	6	\$8,444,509	\$179,670
Custody Assistant	10	11	\$2,249,957	18	11	\$3,107,083	\$857,126
<b>Total</b>	<b>54</b>	<b>19</b>	<b>\$11,797,240</b>	<b>63</b>	<b>19</b>	<b>\$12,834,037</b>	<b>\$1,036,797</b>

In order to develop an estimated cost savings driven by the jail population reduction, JFA reviewed available staffing and associated operational costs for LASD and ICHS operations within the jails. Based on these data as described below, JFA prepared estimates of potential cost savings that would result from a sustained jail population reduction.

#### *System Staffing - Custody*

The largest component of a jail budget is related to personnel. Jails require the presence of custody 24 hours per day, 365 days per year to provide security and supervise detainees. Major cost savings from a reduced jail population are necessarily a function of a reduced workforce. But that assumes that the current workforce is sufficient to meet the operational demands.



The budgeted staffing level for the Custody Division in FY 2019-20 was 5,630 FTEs. Staff responsible for the supervision of people incarcerated, which includes the command staff, deputies, and civilian custody assistants, total 4,573 FTEs or about 81 percent of the total Custody Division. Over half of the remaining 1,057 administration and support staff work in food service, inmate records, and the laundry.

Within the 4,573 positions allocated to the Custody Division facilities, approximately 16 percent of custody staff work in administrative or support areas, with the largest numbers in Population Management and Access to Care units. If one excludes these non-supervision positions, there is a total of 3,842 positions that are dedicated to the supervision of the 15,000 jail population. Table 16 summarizes Custody Division staffing by assignment and functional role.

**Table 16. LASD Custody Division Staffing, FY 2019-20**

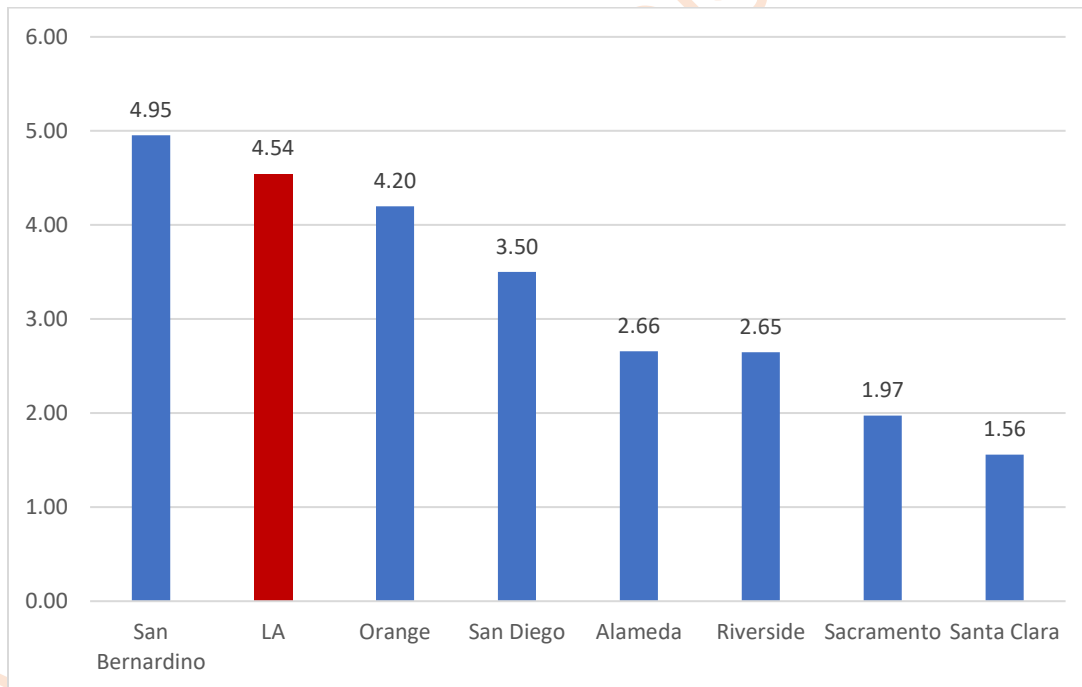
	<b>Custody</b>	<b>Admin &amp; Support</b>	<b>Total</b>
<b>Facilities</b>			
Men's Central Jail	874	17	891
Century Regional	503	35	538
North County Facility	457	29	486
PDC-North	243	12	255
PDC- South	272	34	306
PDC-East	207	2	209
Twin Towers	835	54	889
IRC – Reception	451	397	848
<i>subtotal</i>	<i>3,842</i>	<i>587</i>	<i>4,422</i>
<b>Administration &amp; Support</b>			
Admin HQ	9	4	13
Custody Support	35	10	45
Investigative Services	74	4	78
Education Based Incarceration (EBI)	61	15	76
Compliance & Sustainability	49	7	56
Population Management	200	24	224
Special Program Admin HQ	6	10	16
Access to Care	188	70	258
Inmate Services	35	19	54
Custody Admin HQ	5	14	19
Training	63	14	77
Laundry		35	35
ISB/Jail Entrance	3	3	6
Food Service	3	241	244
<i>subtotal</i>	<i>731</i>	<i>470</i>	<i>1,201</i>
<b>TOTAL</b>	<b>4,573</b>	<b>1,057</b>	<b>5,623</b>



Providing an accurate assessment of system understaffing or overstaffing requires a detailed assessment of staff deployment, roster management, and workload metrics that is not within the scope of this initial study. The JFA consultant team will be providing such an assessment in a second study that is now underway. That said, comparisons of aggregate correctional deputy staffing ratios at the LA County jail system with other jail systems provide some indication of the adequacy of Custody Division staffing<sup>27</sup>. The higher the ratio, the more challenging effective and safe supervision becomes. Assuming a system population of approximately 15,000 detainees, the number of detainees per deputy in LA County ranks 2<sup>nd</sup> only to San Bernardino County in a survey of correctional officer staffing in large California jail systems.

LA County jail detainee/deputy staffing ratios (4.54) are comparable to those in Orange County (4.20) but are far higher than levels used to manage the inmate population in other major counties (Figure 4).

**Figure 4. Detainees per Deputy/Correctional Officer, California Jail Systems**



Similarly, LA County detainee/deputy staffing ratios far exceed ratios in other major metro jail systems in the United States such as Cook County (2.17), Philadelphia (2.03), Maricopa (2.31), and New York City (0.70). These systems have all experienced population declines, in the case of New York City, a 49 percent reduction in the last four years, but they have made policy decisions

<sup>27</sup> Comparative assessments of detainee/staffing ratios between jail systems are suggestive of overall staffing patterns rather than definitive evidence of the adequacy of system staffing levels. Differences in jail facility layout, housing practices, detainee population, and staff deployment practices limit the utility of detainee/staffing ratio comparisons.

to not reduce correctional officer staffing levels to a significant degree. The national inmate to custody staff ratio in 2018 was 4.2.<sup>28</sup>

Given the large number of custody staff assigned to ancillary duties in jail systems, aggregate-level staffing data provides a limited sense of the actual supervisory conditions in a jail system's housing units. For example, based on current post rosters, the number of actual staff available to supervise inmates at any given time is much lower than the aggregate ratios suggest.

Table 17 shows custody staffing for selected housing units on the day shift in several of LA County's primary jail facilities. The ratio of inmates to staff (sergeants, deputies, and custody assistants) ranges from a low of 37 inmates per custody staff person at the CRDF 3-East unit to 109 inmates per staff person at one of the three modules at MCJ.

**Table 17. LA County Jail Housing Unit Detainee/Deputy Staffing Ratios for Selected Housing Units**

Facility/Housing Unit	Bed Capacity	Population	Housing	Day Shift Posts	Detainees per Custody Staff
MCJ - Module 4000	1,096	Protective Custody	Cells	15	73
MCJ - Module 5000	1,086	EBI/General Pop	Dorm	17	64
MCJ - Module 9000	872	Protective Custody	Dorm	8	109
North County - 500 Bldg.	956	EBI/Inmate Workers	Dorm	9	106
North County - 600 Bldg.	1,082	Inmate Workers Dorm	Dorm	10	108
North County - 700 Bldg.	1,046	GP/Inmate Workers	Dorm	10	105
PDC South – Unit A	292	General Pop 40 yrs. +	Barracks	3	97
PDC South – Unit B	252	General Pop 40 yrs. +	Barracks	3	84
PDC South – Unit E	252	General Pop/EBI	Barracks	3	84
CRDF - 3 East	444	Mental Health/GP	Cells	12	37
CRDF - 1 West	470	Inmate Workers	Cells/Dorm	8	59
CRDF - 3 West	504	General Pop/EIB	Cells/Dayrooms	8	63
PDC North - Module 1	400	Protective Custody	Dorm	8	50
PDC North - Module 2	400	Mental Health/GP	Dorm	10	40
PDC North - Module 3	400	General Pop Workers	Dorm	8	50

Contemporary correctional supervision standards generally require that the ratio of inmates to staff not exceed 64 in well-designed, direct supervision housing units.<sup>29</sup> The Texas Commission on Jail Standards, requires all jails in the state to maintain minimum housing unit staffing ratios of no more than 48 inmates per staff person. State regulations for jail staffing in Minnesota require 1 officer to 60 inmates for direct supervision housing units with lockdown capability; 1 officer to 48

<sup>28</sup> <https://bjs.ojp.gov/library/publications/jail-inmates-2018>

<sup>29</sup> Stephen Saunders, Direct Supervision Jails: A Management Model for the 21st Century, Florida Department of Law Enforcement

inmates for direct supervision dormitories; 1 officer to 40 inmates for indirect or pod-based inmate supervision; and 1 officer to 25 inmates for linear housing areas.<sup>30</sup>

Given the current design and condition of LA County jail facilities, a comparative review indicates current custody staffing patterns are below levels found in most other systems and below levels generally considered necessary to assure adequate supervision and security. This suggests that lowering the jail population will not produce significant, if any, reductions in the current staffing levels and thus no cost savings.

Systems that have reduced spending in response to jail population reductions achieve savings by reducing the number of posts and corresponding staffing requirements in jail facilities. This requires population reductions of a magnitude that allows the closing of housing units and the elimination of posts assigned to those housing units. The extreme level of crowding within the LA County jail system has meant that population reductions are operationalized through lower population density rather than the closing of housing units. The need to improve social distancing as a response to COVID has also limited the LASD in modifying the use and staffing of existing housing units. Absent the closure of housing units, any significant reduction in facility staffing and associated spending requirements is unlikely.

#### *ICHS Staffing*

ICHS had a budgeted staffing level of 2,054 FTEs in FY 2019-20, with nursing staff making up approximately 56 percent of the staffing complement. Table 18 summarizes health care staffing for LASD jails by functional assignment. ICHS reports that a funding reduction called “salary savings” is incorporated into the current budgets, which sets actual funding below the level required by the budgeted FTE level. The salary savings funding reduction is an overall, bottom-line adjustment. In FY 2019-20, the adjustment was 14.0 percent.

An assessment of the adequacy of jail healthcare staffing requires a thorough evaluation of service delivery models and population needs. ICHS provides a wide array of services throughout LA County jails, including inpatient care at the Correctional Treatment Center, Medical Outpatient Specialty Housing (MOSH) at MCJ, and standard medical, mental health, dental, and health care support treatment at all facilities. There are no established national standards for health care professional staffing in jails. The primary state regulatory staffing requirement that LA County must meet is the amount of nursing hours per patient required to maintain licensure for inpatient care at the Correctional Treatment Center, as defined in the California Code of Regulation Title 22.

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<sup>30</sup> Minn. R. 2911.0900-15, Register Vol. 45, No. 35, March 1, 2021

**Table 18. ICHS Medical and Mental Health Care Staffing, FY 2019-20**

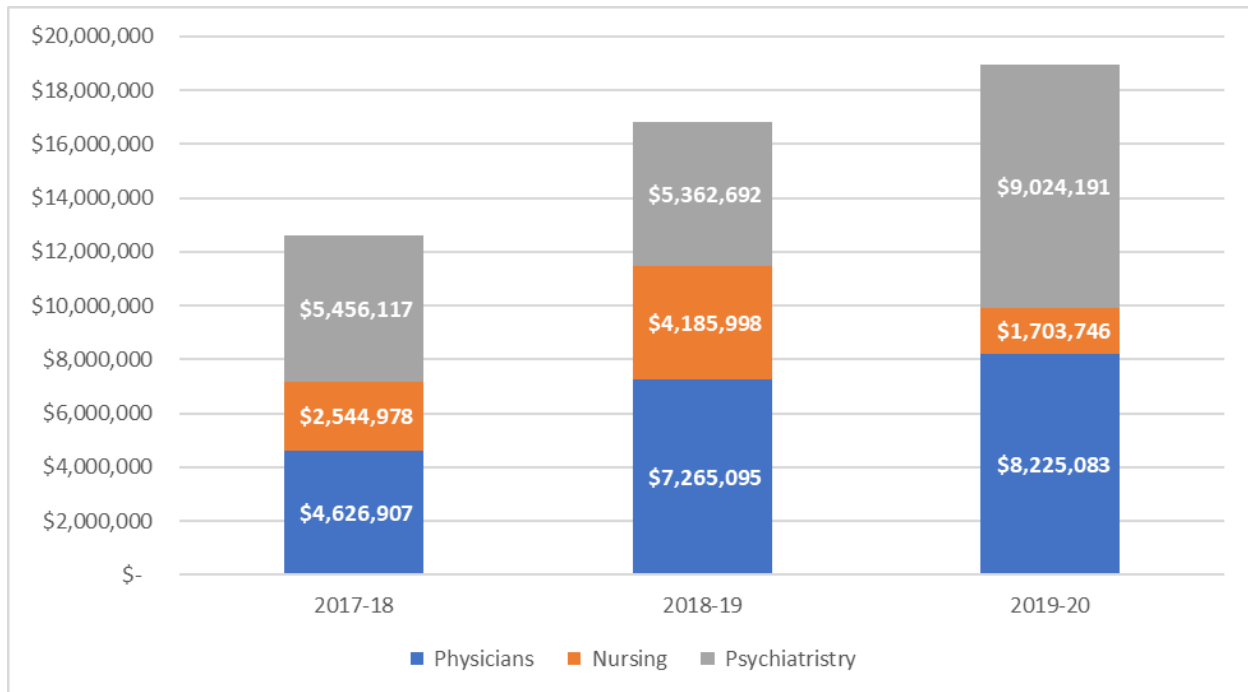
	<b>FTEs</b>
Nursing	1,154
Physicians	60
Radiology	29
Phlebotomy	25
Lab Scientists	17
Pharmacy	126
Psychiatry	49
Psychiatric Social Work	101
Psychology	37
Medical Caseworkers	76
Social Workers	5
Dentists	8
Dental Assistants	11
Admin & Support	356
Total	2,054

The ICHS staffing plan is designed to accommodate current system needs. Where staffing shortfalls develop, as in the case of difficulty in filling physician or nursing positions, the system contracts with registry services for temporary support in meeting service needs. Spending for registry services is a function of the availability of FTEs to provide the same services. Failure to fill staff vacancies results in higher registry service spending in order to keep service levels at desired levels. Spending on registry services increased by 50 percent from FY 2017-18 through FY 2019-20, primarily driven by increased spending for physicians and psychiatrists as shown below (Figure 5).

The impact of lawsuits upon health care staffing needs is most readily apparent in mental health treatment. In 2016, ICHS presented a staffing plan to address the need to come into compliance with the Department of Justice (DOJ) Consent Decree, which was brought about by an increased number of suicides in the jail in the years prior to 2015. The Consent Decree contains 34 specific mental health related provisions with specific timelines for identifying, evaluating, and treating detainees with mental illness. It also requires an improvement in the amount and quality of treatment being provided. Based on the last Monitor's report the LASD is compliant with only 12 provisions.

Much of the non-compliance with the Consent Decree is related to staffing shortages and lack of confidential interview rooms at the Twin Towers (male) and CRDF (female) facilities. While investment in community resources in support of diversion and release of a portion of this population is critical, it will not address the issue in its entirety. Addressing the non-compliance will require, at a minimum, substantial facility renovations of TTCF and CRDF (if possible) to provide needed program space and addition of appropriately licensed staff. In particular, to come

**Figure 5. ICHS Health Care Registry Spending, FY 2017-18 to FY 2019-20**



into compliance, substantial increases in the number of clinical social workers and appropriately licensed psychiatrists would be required.

In 2016, 280 clinical staff were transferred from the County's Department of Mental Health to the newly created ICHS. At that time, the total mental health population at all facilities totaled 4,197. In 2017, 35 clinical staff were added for a total of 315 to serve the mental health population, which had grown to 4,638. Today, the mental health population is approximately 6,000 a 44% increase. Although COVID has impacted the jail population, reducing the overall census to 11,826 at one point, this had little impact on the size of the mental health population.

To meet that growing mental health population need, the ICHS's current proposal includes 39 additional clinical staff. Even with these additional staff, the ICHS and LASD may not be able to meet the requirements of the Consent Decree. Table 19 outlines the key DOJ provisions that are currently not in compliance largely due to inadequate staffing levels.

Unlike a state prison system, a jail is a fluid environment where detainees may remain anywhere from hours to years. The number of jail admissions or bookings greatly exceed the number of prison admissions in a year. For the LASD, prior to COVID-19 it recorded about 100,000 bookings per year. Fortunately, about 40% are released within a week, but all of them have to be screened for medical and mental health issues at booking. Additionally, the amount of time any specific inmate remains in the jail is uncertain. This adversely impacts both treatment and release planning.

As noted earlier, there are about 4,000 people who are classified as HOH or MOH. But there are an additional 1,500 people who are being treated with psychotropic medication and are in the

general population.<sup>31</sup> However, due to the high volume of bookings and releases, the mental health needs that must be addressed are much larger. In Part 2 of this report, we show there are over 25,000 releases per year that are either HOH or MOH patients.

Further, the IRC provides assessments for, on average, 865 patients per week or 44,980 per year. The Men's Mental Health Program then receives approximately 220 new patients per week or 11,440 per year. These newly received patients require an evaluation and treatment plan. They are prioritized due to their new arrival status with all requiring an evaluation within either 24 hours or 3 working days, depending on their required level of care.

Due to the acuity of the population, those enrolled in higher levels of care require weekly clinical visits with a psychologist or social worker while those of lower acuity require monthly visits. At this time, there are over 825 males and 175 females requiring at least weekly clinical contacts. There are currently 2,650 males and 430 females requiring at least monthly clinical contact.

Lastly, there is the Joint Settlement Agreement requirement for those with higher acuity (900 individuals) to receive 10 hours of group therapy per week.<sup>32</sup> Due to staffing and physical plant restraints, this is not possible. Frequently, due to security issues, no more than 6-8 participants can engage in any group at one time. In order to accommodate this requirement for the current population, the ICHS would need to offer over 1,100 groups per week with no cancellations of groups. This task alone would require a full-time staff of at least 55 clinicians. Currently, there are 33 assigned to this task. ICHS has not requested full staffing for this task as it has been assumed that the number of people with mental health needs will be significantly reduced based on proposed reforms to increase the number of community-based treatment beds thus reducing the demand within the jail system.

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<sup>31</sup> Holliday, Stephanie Brooks, Nicholas M. Pace, Neil Gowensmith, Ira Packer, Daniel Murrie, Alicia Virani, Bing Han, Sarah B. Hunter. 2019. Estimating the Size of The Los Angeles County Jail Mental Health Population Appropriate for Release into Community Services. Santa Monica, CA: RAND Corporation.

<sup>32</sup> *USA v. County of Los Angeles, and Sheriff Jim McDonnell*, CV No. 15-5903. Joint Settlement Agreement.

**Table 19. Mental Health DOJ Stipulated Agreement Provisions Requiring Additional Staff**

DOJ Provisions		Requirements
26	Reception Center Screening	Evaluating every intake who presents with current symptoms or history of mental health treatment.
34	Discharge Planning	Discharge planning and linkage for all prisoners with serious mental illness.
36	Clinical response to crisis	Responding to crisis with clinically appropriate intervention.
39	Response to self-referral system	This represents thousands of requests for everything from problems sleeping to psychotic symptoms per month.
40	24/7 response to crisis	24 hours, 7 days a week clinical staff need to respond to any crisis within 4 hours.
42	Follow up after suicide risk	Anyone removed from suicide watch needs to be followed up within three days.
43	Assessment prior to discipline housing	All patients referred for discipline will receive an evaluation to determine if their mental health will deteriorate due to discipline.
52	Evaluation of property restrictions	Safety of clothing and property must be assessed and documented.
66	Appropriate and timely treatment	Clinically appropriate individual and group treatment for all mental health patients.
67	Multidiscipline discussion of medication refusal	All medication refusals need to be documented and discussed with the treatment team, custody, and nursing staff.
79	Therapeutically appropriate group programming	All P2 and P3 patients (currently 6659) must receive appropriate group treatment.
80	10 hours of structured group therapy per week for high observation patients	All P3 patients (currently 1,195) must receive 10 hours per week of structured group therapy.

*Estimates of LASD Custody Operational Costs Pre- and Post-COVID*

In order to track the impact of the pandemic on operational spending for LA County jails, we requested monthly spending data for each month of calendar year 2020 from both the Custody Division and ICHS. Data through January 2021 shows the Custody Division has averaged 13,763 detainees in the 11 months since the beginning of the pandemic, a reduction of 3,398 from the average daily population experienced in the system for the 12 months pre-pandemic. To the extent that the pandemic had an impact on jail system spending, it should be reflected in monthly spending data for the system pre-pandemic, compared to spending patterns post-pandemic.

While LASD did not provide detailed Custody Division spending data at the time of our review, the LASD did not close any facilities as a result of COVID and did not reduce staffing through layoffs or elimination of positions. Consequently, it is likely that any changes in operational costs



would be driven by reduced marginal costs, as described below, for those functions where spending is a direct function of detainee population levels. These operational costs include costs associated with food, pharmaceutical, clothing, and personal care supplies.

A recent study by the LA County Auditor-Controller estimated the marginal cost per detainee per day for these commodities and services to be \$13.91 in FY 2020-21, as shown in Table 20.<sup>33</sup>

**Table 20. Custody Division Marginal Costs per Detainee**

	Marginal Cost per Detainee per Day
Custody Division	
Food	\$4.83
Clothing and Personal Supplies	\$0.47
Purchasing and Consulting Services	\$0.07
<i>subtotal</i>	<i>\$5.51</i>
Integrated Correctional Health Services	
Medicine and Medical, Dental & Lab Supplies	\$7.74
Lab Services	\$0.63
Clothing, Paper, and Office Supplies	\$0.02
Purchasing and Printing Services	\$0.01
<i>subtotal</i>	<i>\$8.40</i>
<b>Total</b>	<b>\$13.91</b>

Applying these marginal costs calculations to the pandemic related detainee population reduction from 17,000 to 12,000, LASD would have averted \$25 million per year in services and supplies cost if the reductions had been sustained. The Auditor-Controller estimates savings of \$23.9 million to an average daily population level equivalent to the BSCC maximum rated capacity of 12,404 detainees, compared to a pre-COVID population level of 17,107.

A more realistic scenario is the reduction of the current 15,000 population to 12,300 once the CDCR sentenced population is removed from the LASD jail system. The marginal cost savings from this reduction from the levels would be \$13.7 million. Using the current FY 2020-21 LASD and ICHS budget as a base (\$1.2 billion), this reduction would result in such a slight reduction in the combined operating expenditures for the Custody Division and ICHS that it becomes invisible upon rounding.

An alternative scenario would mimic what occurred in 2020 when the PDC-South facility was depopulated as the entire jail system population dropped to the 12,000 level. If the population is again reduced to that level, then it would be feasible to once-again close PDC-South and avert

<sup>33</sup> The Auditor-Controller has created a Prisoner Maintenance Rate or the daily per diem for the jail system in FY 2020-21 which is \$172.28 per detainee per day or about \$63,000 per year. This includes a County government administrative overhead rate but does not include the ICHS costs. The significant fixed costs associated with staffing existing facilities and housing units, combined with the loss of program revenues due to a lower population, will produce a significant increase in the Prisoner Maintenance Rate as fixed costs are allocated across a lower jail population. In other words, the total costs will not change but the rate per inmate will change.



those costs. The most recent estimate of the PDC-South LASD operational costs with all housing units operational is approximately \$54 million per year. This assumes a BSCC bed capacity of 782 and a staffing complement of 306 FTEs. Projected staffing costs are \$50.4 million and variable expenses for the inmate population are \$3.6 million.

In summary, relative to current and even lower population levels, absent the closure of multiple housing units and/or facilities, any cost savings will be limited to the S&S marginal cost savings as calculated by the Auditor-Controller. Fixed post requirements, service delivery standards, and existing litigation dictate that system staffing assignments are fixed and /or inelastic, absent the shutdown of housing units and/or facilities.

### *Operational Challenges to a Reduced Jail Population*

There are several operational challenges associated with a reduced jail population that could further reduce the impact of cost savings. These challenges are associated with the classification and special management attributes of the residual jail population.

One can expect that if the jail population were to be further reduced it would disproportionately impact lower classification/custody inmates who do not have severe mental health issues. A system population that retains a large number of maximum-security detainees, or detainees with behavioral health issues that dictate close supervision may not have the ability to achieve substantial staffing reductions. Similarly, the need to maintain an adequate amount of single and double cells may preclude initiatives to close facilities or housing units that otherwise would produce significant savings.

The impact of system population reduction on the County's prisoner maintenance rates will also depend on the approach taken in managing the reduced population. To the extent that facilities maximize the number of housing units that remain open, albeit managed at lower population levels, the primary cost reduction will be for marginal costs related to direct services and supplies.

## **Cost Savings from a Closure of MCJ**

### *MCJ Operating Costs*

Identifying the direct cost to the County of operating the MCJ requires combining fiscal data from several different expenditure accounts. The LASD Custody Division budget includes a specific budget allocation for the MCJ which provides funding for the custody and civilian staff directly assigned to the facility, as well as services and supplies used to support MCJ operations.

The LASD has not prepared an estimate of potential cost savings related to the closure of the MCJ and does not have a methodology for estimating these savings. The Department has also not developed an estimate of the impact of COVID upon the operating costs of the MCJ.

Data provided by the LASD show 891 FTEs budgeted at MCJ (Table 21) in FY 2019-20, with a vacancy rate of approximately 11%. The facility's staffing pattern is heavily weighted toward

custody with 98% of authorized positions allocated to custody staff. This includes Custody Assistants, working in support of the sworn custody staff. The projected FY 2020-21 salary and benefit costs for these staff, should they be reallocated to other areas of need within the Custody Division in a post MCJ-closure environment and S&S cost, are \$158.6 million. The closure of MCJ would not result in further S&S savings other than the marginal cost savings identified as part of the reduced jail population.

Given the large number of custody staff assigned to ancillary duties, total facility-level staffing data provide a limited sense of the actual supervisory conditions in housing units. Based on current post rosters, the number of actual staff available to supervise inmates in housing units at the MCJ can range from 64 detainees per deputy to 109 detainees per deputy on the day shift.

**Table 21. MCJ Budgeted Staffing, FY 2019-20**

<b>Position Title Code</b>	<b>Budgeted FTE</b>	<b>Filled FTE</b>	<b>Vacancies</b>
<b>Custody</b>			
2721- Captain	2	1	-
2719- Lieutenant	10	10	-
2717- Sergeant	71	60	11
2708- Deputy	609	545	64
2749- Custody Asst	182	180	1
<i>Subtotal</i>	<i>874</i>	<i>796</i>	<i>76</i>
<b>Civilian</b>			
1138- Int Clerk	1	1	-
1228- Opr Asst 1	5	5	-
1229- Opr Asst 2	1	1	-
2098- Secretary V	1	1	-
2214- Int Typist Clerk	2	1	1
2216 - Sr. Typist Clerk	2	2	-
2329- Warehouse Worker Aid	1	1	-
2331- Warehouse Worker I	1	-	1
2332- Warehouse Worker II	1	1	-
2745- Law Enforcement Tech	1	1	-
6836- Sr. Laundry Worker	1	-	1
<i>Subtotal</i>	<i>17</i>	<i>14</i>	<i>3</i>
<b>Total</b>	<b>891</b>	<b>810</b>	<b>79</b>

In addition to Custody Division staff directly assigned to MCJ, personnel performing non-security functions at the MCJ may be assigned to different organizational units. These support and program service units include Food Service, Laundry Service, Education-Based Incarceration Bureau,

Inmate Services Bureau, Access to Care Bureau, and Transportation. An accurate count of staff supporting the operation of the MCJ and their cost requires allocating staff time in these other units in proportion to their time spent at MCJ.

MCJ-related spending in support and program service units may be estimated by prorating annual expenditures in these areas by the share of the total LASD jail population housed at the MCJ. According to the LASD, the MCJ housed an average daily population of 4,269 detainees in FY 2019-20. This represents 25.7 percent of the average daily system population of 16,608. Applying this percentage to annual spending in the service and program units results in an estimate of \$44.7 million in expenditures allocated to these areas.<sup>34</sup>

ICHS operates the separate Hospital facility located at the MCJ complex. As of yet, ICHS has no means of determining a fully documented cost of services per facility or detainee. Given this limitation, the only costs for ICHS included in this analysis are expenditures in specific accounts with an MCJ designation.<sup>35</sup> ICHS had 268 staff budgeted in units identified with the MCJ in FY 2019-20. The projected FY 2020-21 salary and benefit costs for these staff, should they be reallocated to other areas of need within the Custody Division in a post MCJ-closure environment, is \$37.7 million.

Finally, the LASD generates revenue to support program services at MCJ. Sources of revenue include AB 109 and other state grants for program services provided, which in total offset the majority of costs for these programs. Applying these revenues generated by the detainee population against MCJ expenditures provides the net cost of operating the facility.

This approach to identifying MCJ costs does not include allocations for Custody Division overhead, LASD overhead, or Countywide government services overhead. The purpose of this analysis is to identify the potential cost impact of the closure of the MCJ. Overhead costs incurred by the County external to MCJ will in all likelihood remain relatively constant in the event of closure of the facility and therefore are not included here. The analysis assumes no significant indirect costs savings attributable to reductions in Salary and Employee Benefits spending in Custody Division, LASD, or County overhead administration.

Similarly, this review assumes ongoing use of major centralized operational functions at MCJ which service the rest of the jail system, including the power plant, transportation center, kitchen, laundry, and administrative offices. This represents the most cost effective and least disruptive alternative available to the County. Accordingly, the analysis assumes no significant cost savings attributable to the operation of these general functions as a result of the closure of detainee housing at the MCJ.

Using this methodology, the full-year, direct cost of operating the MCJ in the FY 2019-20 was \$238.5 million. Based on these expenditures, the per diem cost of housing a detainee at MCJ was

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<sup>34</sup> Maintenance costs directly attributable to MCJ are managed by the LASD Facilities Services Bureau and tracked through the County's computerized maintenance management system.

<sup>35</sup> This includes the following ICHS unit codes: MCJ-Administration, MCJ-Physician/Advanced Practice/Support, MCJ-Outpatient Nursing/Support, MCJ-Dental, and MCJ-Pharmacy.

\$153.05. The fully loaded per diem cost of incarceration at the MCJ, including Custody, LASD, and County overhead was \$179.58 as calculated by the LA County Auditor-Controller. This does not include the cost of services provided by ICHS at the MCJ. The estimated ICHS cost of services is \$58.04 per inmate per day.

Direct operating costs for the MCJ in FY 2020-21 should be similar to the level of spending experienced in FY 2019-20. The average daily population housed at the facility appears roughly stable over the two fiscal years to date, at approximately 4,300 detainees. With no significant change in facility population level, current post and support staffing spending requirements for the MCJ should be roughly equivalent to FY 2019-20 levels. As a result, absent any significant change in operational policies and practices, there should be no major changes in spending patterns for staff, programs, and support service requirements.

The one significant change in operating costs is adjusting for scheduled salary increases. The Auditor-Controller estimates these salary increases will average 1.991 percent this year. Using this assumption increases salary and benefit spending by approximately \$7.1 million over FY 2019-20 levels. The LASD also provided maintenance spending by facility for the first half of the fiscal year. Prorating facility maintenance spending forward from actual spending experienced in the first half of the fiscal year results in a slightly lower level of projected maintenance spending in FY 2020-21. With these adjustments, estimated spending for MCJ operations for FY 2020-21 totals \$245.4 million (Table 22).

**Table 22. MCJ Expenditures, FY 2019-20 - FY2020-21**

	<b>FY 2019-20 (Actuals)</b>	<b>FY 2020-21 (Budgeted)</b>
<b>MCJ Direct Costs</b>		
Salaries & Employee Benefits	\$ 150,146,916	\$ 153,136,341
Services & Supplies	\$ 5,485,337	\$ 5,485,337 <sup>36</sup>
<i>Subtotal</i>	<i>\$ 155,632,253</i>	<i>\$ 158,621,678</i>
<b>Custody Division Allocated Costs</b>		
<b>Food Service</b>		
Salaries & Employee Benefits	\$ 4,364,310	\$ 4,451,203
Services & Supplies	\$ 7,813,324	\$ 7,813,324
<b>Laundry Services</b>		
Salaries & Employee Benefits	\$ 615,696	\$ 627,955
Services & Supplies	\$ 2,839,786	\$ 2,839,786
<b>EBI Bureau</b>		
Salaries & Employee Benefits	\$ 2,620,596	\$ 2,672,772
Services & Supplies	\$ 4,076	\$ 4,076
<b>Inmate Services Bureau</b>		
Salaries & Employee Benefits	\$ 2,139,120	\$ 2,181,710
Services & Supplies	\$ 45,136	\$ 45,136
<b>Access to Care Bureau</b>		
Salaries & Employee Benefits	\$ 2,599,017	\$ 2,650,763
Services & Supplies	\$ 1,544,785	\$ 1,544,785
<b>Transportation</b>	\$ 20,116,569	\$ 20,116,569
<i>Subtotal</i>	<i>\$ 44,702,416</i>	<i>\$ 44,948,080</i>
<b>ICHS Costs</b>		
ICHS - MCJ Salaries & Employee Benefits	\$ 33,658,742	\$ 37,741,019
ICHS - MCJ Services & Supplies	\$ 3,241,635	\$ 3,241,635
<i>Subtotal</i>	<i>\$ 36,900,376</i>	<i>\$ 40,982,654</i>
<b>Other</b>		
Facility Maintenance	\$ 5,636,473	\$ 5,256,104
Revenues	\$ (4,392,236)	\$ (4,392,235)
<i>Subtotal</i>	<i>\$ 1,244,237</i>	<i>\$ 863,869</i>
<b>FY 2019-20 Total MCJ Costs</b>	<b>\$ 238,479,281</b>	<b>\$ 245,416,280</b>

#### *MCJ Savings from Closure*

Given that the MCJ complex includes three major housing functions (Old Side, New Side and MOSH/Hospital) it seems reasonable that one should develop a scenario where only the Old Side and New Side Towers are closed one tower at a time over a 2-to-3-year time frame as the overall jail population is reduced. This approach requires an LASD-only cost analysis of each of the two

<sup>36</sup> The lack of change in MCJ S&S reflects the fact that most of these costs are building-related, i.e., utilities, equipment, and waste removal.

MCJ towers. Since the MOSH would remain open and staffed by existing ICHS staff, there would be no changes to its current operating budget.

A review of current staffing rosters indicates that the MCJ-Old Side Tower requires approximately 310 FTEs (Table 23). An analysis of rosters shows that with relief, MCJ-New Side requires approximately 268 FTEs (Table 24). Applying the same pricing assumptions on salary and benefits, staffing, and operating just the New Side of the MCJ would cost approximately \$44.8 million, while staffing and operating the Old Side costs \$55.6 million or a total of about \$100 million per year (Table 25).

Major sources of indirect Service and Supply cost savings from the closure of the MCJ include utilities and maintenance. Given questions regarding the future of the MCJ, the LASD has no pending major capital renovations projects planned for the facility. Utility costs for the MCJ in FY 2019-20 totaled \$4,606,324. Actual facility maintenance spending for FY 2019-20 was \$5,636,473. Given that roughly 15 percent of the facility will remain in operation to support central support functions and offices, these costs cannot be eliminated, but should instead be prorated by their share of overall facility areas. Applying an estimate of 15 percent to indirect Service and Supply costs for utilities and maintenance from closing the detainee living areas in the MCJ produces savings of \$8,706,377. This estimate of savings is derived by prorating total utility and maintenance costs for the facility by the percent of MCJ building area occupied by the Old Side, New Side, and the Hospital.

**Table 23. MCJ-Old Side Tower Staffing Requirements - Summary**

Positions	1st Shift	2nd shift	3rd shift	Total Posts	Relief Factor	Total FTE
Lieutenants	1	1	1	3	1.64	5
Sergeants	2	5	5	12	1.64	20
Deputies	36	57	59	152	1.61	246
Custody Assistants	5	13	7	25	1.56	39
OLD SIDE TOTAL						310

**Table 24. MCJ-New Side Tower Staffing Requirements - Summary**

Position	1st Shift	2nd shift	3rd shift	Total Posts	Relief Factor	Total FTE
Lieutenants	0	1	1	2	1.64	4
Sergeants	2	5	5	12	1.64	20
Deputies	21	39	37	97	1.61	155
Custody Assistants	18	20	18	56	1.56	90
NEW SIDE TOTAL						268

**Table 25. MCJ New and Old Side Tower Sworn Officer Staffing Costs**

		Old Side		New Side	
	Average Salary & Benefits	FTEs	Cost	FTEs	Cost
Lieutenants	\$321,511	4.93	\$1,583,765	3.28	\$1,055,844
Sergeants	\$271,051	19.70	\$5,340,782	19.70	\$5,340,782
Deputies	\$179,511	245.38	\$44,048,562	155.07	\$27,836,933
Custody Assistants	\$118,199	38.94	\$4,602,921	89.62	\$10,592,675
TOTAL		308.95	\$55,576,030	267.68	\$44,826,234

It is critical to thus clarify that savings from closing MCJ will be isolated to the custody staffing in the Old Tower and the New Tower (\$100 million) and the utility savings from these spaces (\$9 million). The balance of the \$158.6 million in direct costs includes staffing and S&S expenditures that will remain due to operations at the MCJ complex for other support functions (e.g., IRC, Hospital, etc.) or that will follow inmates as they are redistributed through the system.

*Increased Costs/Resources from the Closure of MCJ*

One must also include costs associated with closing or activating a new correctional facility. These costs are generally one-time costs associated with planning and implementing the transfer of detainees from an existing facility to either existing or new facilities and the activation of operations. These costs typically include:

- Coordinating move management tasks;
- Staffing and staff planning for the new facility;
- Operational planning for the new facility;
- Transition and activation of building systems;
- Staff orientation; and
- Assisting with and evaluating operations upon occupancy.

Based on the recent experience of Wayne County (Detroit) Michigan in planning the opening of a new 2,000 bed jail, these cost of these activities totals approximately \$725,000. In addition to these one-time costs would be the annual operating costs for maintaining the facility's custody and programmatic functions.

The closure of MCJ will by itself have no impact on revenue streams such as AB109, as these funds are tied to inmate population levels rather than facility-specific costs. Any impact on revenues would be caused by the reduction in the inmate population required to close MCJ. The impact of closure on the County's prisoner maintenance rates similarly will also depend on the population reduction achieved and the additional costs incurred in developing housing for inmates displaced by the closure of MCJ and the approach taken to address staffing needs.



Other areas impacted by the potential closure of MCJ and associated reduction in the inmate population include the LA County Fire Department and other agencies providing substance abuse treatment. A reduction in the inmate population that occurred in 2020 reduced the number of inmates available to work on fire crews for the Los Angeles County Fire Department (both AB 109 inmates and CDCR inmates). Diminished availability of county and state inmates to work on fire crews has resulted in approval to fill 60 County Fire Suppression Aide positions for FY 2021-22 at an annual cost of \$3.7 million. Further reductions in the inmate population that reduce LASD support for firefighting services will need to be offset with additional increases in county employee positions.

The anticipated impact of the closure of MCJ on community-based substance use disorder (SUD) services is two-fold, increased cost to the extent that persons released from the jail require services, particularly for the homeless, and diminished revenues for local match of Medi-Cal funded SUD services with the reduction in AB109 funds. These funds also support the Recovery Bridge Housing program, which would also be negatively impacted. The extent of the impact on revenues supporting these programs would be commensurate with the magnitude of the reduction in the inmate population. It was not possible to make reliable estimates of these potential revenues and costs as we did not have access to the number of inmates currently receiving such services and their costs.

#### *Operational Challenges to a MCJ Closure*

There are five major operational challenges associated with closure of the two MCJ housing units that could reduce benefits achieved from a closure of MCJ. These challenges generally stem from the challenges associated with relocating a number of special housing populations to facilities that were not designed to manage them from a security and operational perspective.

##### 1. Lack of Single Cells for High Security Males

The MCJ has a large population that requires single celling. The only other facilities in the system with a significant number of cells are the Twin Towers and the CRDF. The CRDF currently and inappropriately houses only women, most of whom do not require single or double cells. Twin Towers, as noted below, is the primary location for patients who require separation and assignment to cells rather than dorms. Even with a further reduction in the jail population the people needing a cell rather than a dorm will remain fairly constant.

##### 2. Lack of a Proper Treatment Facility for Females

The LASD has no facility that was designed to house women. Developing such a capacity will require either repurposing the existing vacant Mira Loma facility at an estimated cost of \$145 million or constructing a new facility at substantially greater expense. Either of these options would require significant capital investment and will not be available for at least two or three years.

##### 3. Limited Availability of Cells in Twin Towers

The other primary alternative to the use of CRDF for MCJ detainees would be the use of double cells available at the Twin Towers. However, allocating a double cell to a single



detainee at the scale required by the closure of MCJ would result in a substantial loss of overall system capacity currently filled with individuals with mental illness, with no appropriate alternative source of housing for this population. Such an action would be incompatible with the County's consent decree on services to mentally ill detainees and place the County at risk for additional litigation and penalties.

4. Loss of Specialized Housing Capacity

According to the LASD, the MCJ provides housing for 34 different classification types based on security levels and special requirements. No other facility provides this level of flexibility in housing groups of detainees that require separation to ensure safety, security, and compliance with existing litigation, provisional measures, and mandates.

5. Severe, Persistent Crowding and Jail Violence

The LASD jail system is severely crowded and plagued with excessive inmate-on-inmate assault rates. Closing a large facility such as MCJ without either a dramatic decline in the current jail population and/or adding a substantial number of secure beds will only serve to exacerbate the level of crowding, the inmate-on-inmate assault rates, and lack of adequate mental health care that pervades the current jail system.

*Pitchess Detention Center- East*

As noted earlier, the PDC-East facility is now essentially closed for renovations. But it will need to re-open in order to add badly needed bed capacity to the currently crowded jail system. For these reasons we have estimated the costs of re-opening PDC-East as a minimum custody rehabilitation campus. However, to open it, additional staff would be needed to operate it. The potential operating cost for the facility can be estimated based on the facility staff roster in use when the facility was last fully operational in 2013. Table 26 presents a summary of roster for all posts required to staff the facility. With relief, the facility requires 205.68 FTEs. A more detailed staffing roster for PDC- East is found in the Appendices.

Based on FY 2019-20 average salary and benefit costs, the projected cost of fully operating PDC- East is \$35.1 million (Table 27). This would allow the overall LASD bed capacity to be increased by some 750 beds which it will need to house some portion of the overall jail population. This estimate does not include variable S&S costs for the population to be assigned to PDC-East as these costs were not backed out of the budget with the closure of MCJ. Because PDC-East is still used on a limited basis, additional building and maintenance costs are not projected to be significant.

**Table 26: Pitchess East Staffing Roster (Summary) – Full Operations**

Position	1st Shift	2nd shift	3rd shift	Hours	Total Posts	Relief Factor	Total FTE
Captain		1		40	1	1	1
Lieutenants	1	2	1	Varies	4	Varies	5.93
Sergeants	3	3	2	Varies	8	Varies	11.85
Deputies	21	36	26	Varies	83	Varies	122.77
Custody Assistants	10	22	14	Varies	46	Varies	64.13
Total							205.68

**Table 27. Pitchess East Projected Annual Custody Staffing Costs**

	Average Salary & Benefits	FTEs	Projected Cost
Captain	\$ 383,542	1.00	\$ 383,542
Lieutenants	\$ 321,511	5.93	\$ 1,905,277
Sergeants	\$ 271,051	11.85	\$ 3,212,492
Deputies	\$ 179,511	122.77	\$ 22,038,373
Custody Assistants	\$ 118,199	64.13	\$ 7,580,009
<b>Total</b>		<b>205.68</b>	<b>\$ 35,119,692</b>

## Summary of Costs Analysis

### *COVID-19 Jail Population Reduction Cost Savings*

When the jail population declined from 17,000 to about 12,000, there were no S&EB cost savings since there were no major reductions in the LASD custody staff. However, due to pandemic related restrictions, the LASD halted in-person visiting and the delivery of program services that had previously required the use of overtime to appropriately staff. The staff assigned to these functions were redeployed to fill vacant custody positions resulting in an estimated annualized overtime savings of \$11.8 million. The corresponding marginal S&S operating cost savings were estimated at \$25 million, based on average daily population and the cost savings per inmate per day.

The post-COVID-19 restoration of visiting and inmate program services will see the return of staff to their original positions and the vacant security positions will resume incurring \$11.8 million in overtime. The LASD has also noted that an additional \$1.0 million in S&EB will be required to maintain COVID-19 compliance protocols, such as extended visiting schedule to accommodate social distancing and COVID cleaning crews at the facilities. Given the current jail population of approximately 15,000, the S&S operating cost savings is approximately \$13.7 million

**Table 27. Jail Population Reduction Estimated Annualized Cost Savings**

<u>COVID (population reduction from 17,000 to 12,000)</u>	
Salary and Employee Benefits (S&EB)	\$11.8 million
Services and Supplies (S&S)	\$25.0 million
Total	\$36.8 million
<u>Post-COVID (population reduction from 17,000 to current 15,000)</u>	
S&EB	-\$1.0 million
S&S	\$13.7 million
Total	\$12.7 million

*MCJ Housing Closure*

Closing MCJ should only be limited to a closure of the two old and highly dysfunctional housing units (Old Side and New Side). The other key areas of the MCJ complex (transportation, hospital, kitchen, and administrative offices need to remain open for the entire jail system to properly function.

If those two housing units were to close, the jail system would lose a BSCC rated bed capacity of 3,512 beds. Of those beds, about 1,000 are single cells that are used for special management inmates and are not available in any other LASD facility.

Under this scenario, approximately 578 custody positions would no longer be needed at the MCJ complex. The cost of these 578 positions is approximately \$100 million per year.<sup>37</sup> In addition, we project approximately \$8.7 million in building expenditure savings (utilities and maintenance) from the closure of the Old Tower and the New Tower.

**Table 28. MCJ Housing Units Closure: LASD Estimated Annualized Cost Savings**

Old Side S&EB	\$ 55.6 million
New Side S&EB	\$ 44.8 million
MCJ S&S	\$ 8.7 million
Total	\$109.1 million

<sup>37</sup> MCJ Old Side Staffing Costs (\$55,576,030) + MCJ New Side Staffing Costs (\$44,826,234) = Total Costs (\$100,402,264).

## **Part 2 - Jail Population Projections and Population Reduction Scenarios**

### **Introduction**

This portion of the report provides five-year jail population projections for the Los Angeles County jail system, excluding all people who are temporarily housed in the Los Angeles Sheriff Department's (LASD) various substations. Two sets of projections are provided. The first projections reflect current demographic, crime, arrest, and criminal system policies. This projection is referred to as the "base" projection.

The second set of estimates are referred to as "alternative projections". They reflect a variety of criminal justice policies that if adopted by state and local government agencies would serve to reduce the base projection. Based on the policies that could lower the base projection, a five-year strategy is produced that would result in:

1. Closure of MCJ;
2. A significantly lower jail population;
3. Reduction in the number of people in the jail with severe mental illnesses;
4. Enhanced medical and mental health care for those who remain incarcerated;
5. A facility that meets the security and programmatic needs of women;
6. Lower inmate-on-inmate and inmate-on-staff assault rates; and
7. No adverse impact on crime rates.

There would be modest increases in the current operational budgets for the Sheriff and Department of Health Services (ICHS). If these reforms are not implemented, there would be substantial increases in the projected operating and capital costs, plus ongoing oversight by the federal courts due to unconstitutional conditions in the jail system.

### **Projection Methods**

The jail population is the product of two factors – jail admissions and length of stay (LOS). The basic formula that produces estimates of the average daily jail population is as follows:

$$\text{Annual Bookings} \times \text{Average LOS} = \text{Daily Jail Population}$$

A jail population projection model simply uses this formula and disaggregates the data into various admission categories and method-of-release categories which are then tied to their known LOS. Policies that reflect either the bookings and/or the LOS can be modified to show their effects over time.

In developing a jail projection, there are a number of steps that must be completed to make such estimates. The first major step is the assembly of aggregate and individual level data. The aggregate data consists of the demographic forecasts for the jurisdiction, crime rates and arrest

rates. The individual level data focuses on the jail admissions, releases, and the current jail population. The aggregate data file reveals the key attributes of people admitted to and released from the jail system. Importantly, the individual level jail release data file records the booking and the release dates so that an LOS can be computed for each person. It also contains the method or reason for release (e.g., bail, expired sentence, etc.) which allows one to compute the average LOS for each type of release. The volume of releases coupled with the average LOS allows one to estimate the contribution of each release reason to the overall jail population.

The current jail population or “snapshot” differs from the jail admission and release data file as it shows the current attributes of the jail population on a specific date. This file is useful in examining the housing requirements of the jail population using the various classification categories.

The JFA projections are based on stochastic entity simulation model in the sense that the model is conceptually designed around the movement of individual cases (detainees) in out of a jail system. The model also makes use of the Monte Carlo simulation techniques by adding an element of randomness to the simulation model. Random numbers are generated and used by the simulation process to determine the offender group composition and lengths of stay associated with a system. Individual cases are processed by the model through a series of probability distribution arrays or matrices that provide computations for specific cases. When loaded with accurate data, the model accurately mimics the flow of people from booking to release and produces a monthly forecast.

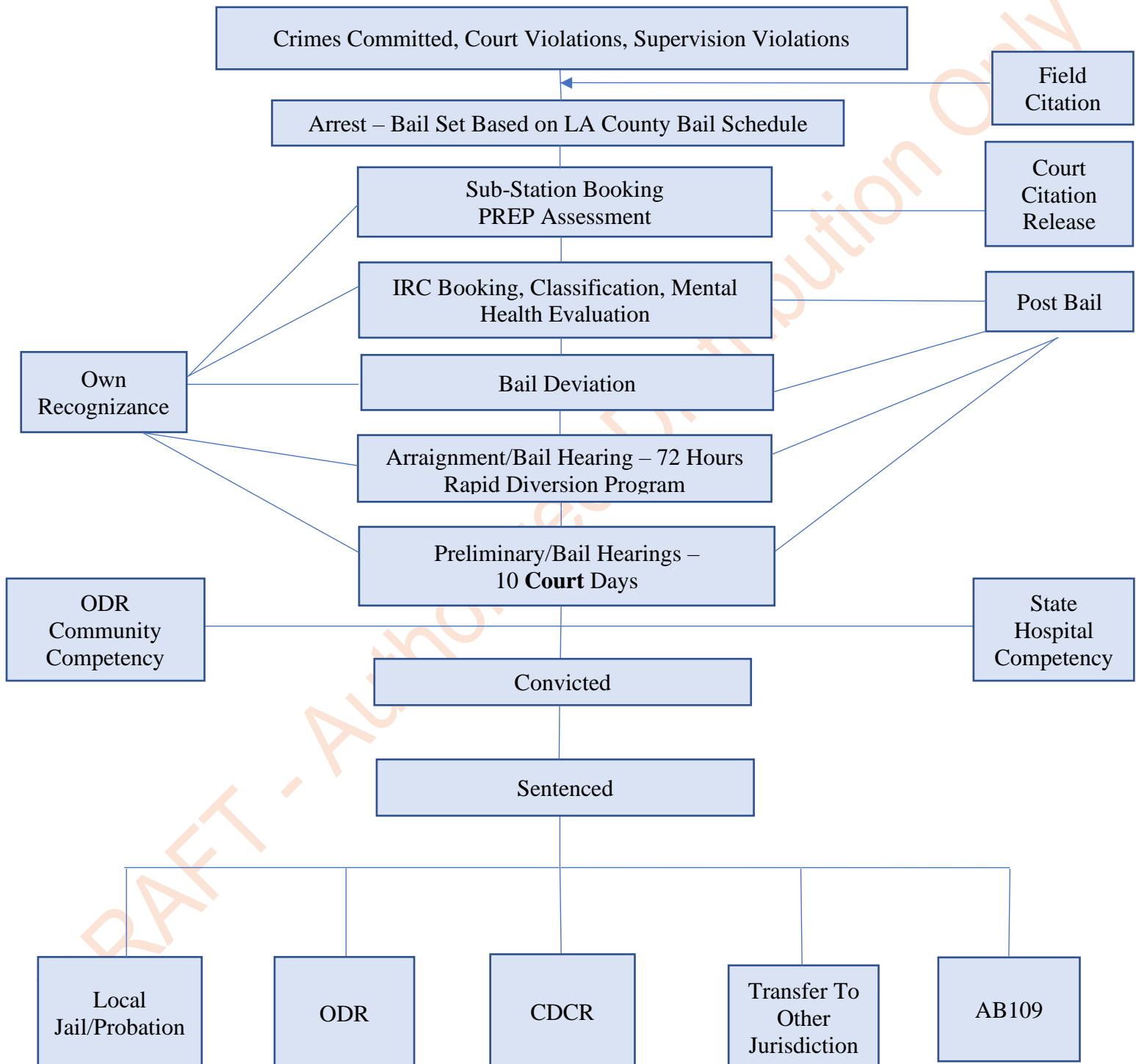
The second major step is determining the policy assumptions that are made which directly impact the number of admissions and the LOS, which in turn drive the projections. It should be made clear, the estimates provided in this report are projections based on policy assumptions. Since criminal justice policy is dynamic and constantly in flux, jail populations cannot be accurately *predicted* since future criminal justice policies are unknown.

But jail populations can be accurately *projected* based on proposed criminal justice policies if the policies are properly implemented and sustained. This perspective suggests that a jurisdiction can collectively choose the size and attribute of its jail population by choosing those criminal justice policies that will accordingly produce the number of admissions and LOS. Jail population projections become unstable when there is no consensus or a coordinated approach among the key criminal justice stakeholders on arrest, booking, criminal case processing policies.

## **The Flow of the LA County Jail System**

To derive policy-based projections, we must first develop a base projection that accurately mimics current trends and policies. The system we are trying to mimic is portrayed in Figure 6. It illustrates the basic flow of people in the County population from the point of arrest through release from the main jail system. There are a number of major custody “exit ramps” that can occur either prior to conviction or afterwards as listed below and illustrated in Figure 6. For pretrial release one can post bail (cash or surety bond), be released by the court on Own Recognizance, or have the charged dismissed by the court. If sentenced, one can be released once the sentence has expired, be transferred to state prison, released to another jurisdiction to serve a jail or prison terms, or placed on probation.

Figure 6. LA County Jail Admission and Release Process



Embedded in these release options are a myriad of programs that have been funded by the County, the state, and/or foundations. These include the Pretrial Risk Evaluation Program (PREP), Probation Pretrial Services, Bail Deviation Program (BDP), Rapid Diversion Program (RDP), and the Office of Diversion and Re-Entry (ODR).

#### *Pretrial Risk Evaluation Program (PREP)*

PREP is a two-step program in which a Duty Magistrate Judge reviews all defendants charged with non-violent and non-serious crimes or probation violations within four hours of booking. For the purpose of these Countywide assessments, the defendant is scored using the Public Safety Assessment (PSA) risk instrument. The PSA is an automated instrument that does not require an interview, is widely used by other jurisdictions and has been validated.<sup>38</sup> The four-hour delay from booking allows law enforcement to determine whether to cite and release the arrestee or to seek a bail enhancement.

Those who are not released and are scheduled for arraignment in the Clara Shortridge-Foltz Criminal Justice Center Courthouse are then interviewed by the Probation Department (Probation Pretrial Services) using the *Criminal Court Assessment Tool (CCAT)* which, in addition to yet another measure of risk, also claims to identify criminogenic and mental health needs. The arraignment judge then makes the determination for pretrial release, with possible terms and conditions, or detention.

#### *Bail Deviation Program (BDP)*

The BDP, in accordance with California Penal Code 1269c, is operated by the Probation Pretrial Services Agency. It is available to detainees with an “open” felony or misdemeanor charge prior to the arraignment hearing. A detainee makes the request to the Pretrial Services Agency who then conducts a telephonic interview, reviews the applicant’s criminal background, verifies the person’s information and references, conducts an assessment to determine the inmate’s release suitability, and also contacts arresting law enforcement agency for additional comments. The information is forwarded to the on-duty bail commissioner who may then decide to release the detainee on their own recognizance (OR) or may reduce the bail amount. In addition, the service is also available to any member of law enforcement or prosecuting agencies who are seeking a change in the bail amount on an inmate, if they feel the set bail amount is too low for community safety or if the inmate is a potential flight risk.

#### *Rapid Diversion Program (RDP)*

The RDP is a diversion program in which individuals are diverted from court and have the potential to have their cases dismissed if there is successful completion of required programming. The Public Defender begins the process by having a potential case screened at arraignment. If deemed eligible and amenable, the case is referred to a clinician/navigator for assessment. The Court, via an OR order places the individual in the program and releases them to Project 180, a non-for-profit

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<sup>38</sup> <https://doi.org/10.1111/1745-9133.12481>



service provider. Project 180 provides temporary housing, and other support services. Upon successful completion of the program, the court dismisses all criminal charges. RDP began as a pilot (Clara Shortridge Foltz Criminal Justice Center) and has very recently expanded to five additional courts (Van Nuys, Airport, Lancaster, East Los Angeles, and Long Beach) and is expanding to another two other courts (Compton, and Pomona). At the request of the CEO, as the RDP expands to additional courts outside of arrangement courts, the scope of the program will also expand to include felony cases. These changes should increase the referral pool and have a greater impact on the jail population.

### *Office of Diversion and Re-Entry (ODR)*

The ODR, under the LA County Department of Health Services, operates a wide array of mental health and support services<sup>39</sup>. The FY 2020-21 annual budget is approximately \$150 million. With respect to the jail population, the following four components can serve to lower the jail population:

- Law Enforcement Assisted Diversion (LEAD)<sup>2</sup> program to divert at the point of arrest;
- ODR Housing: Permanent supportive housing, intensive case management, formal probation;
- MIST-CBR: Misdemeanor Incompetent to Stand Trial Community-Based Restoration; and,
- FIST-CBR: Felony Incompetent to Stand Trial Community-Based Restoration.

The \$84 annual million housing program seeks to provide permanent supportive housing to patients in the jail who are homeless and have a mental health and/or substance use disorders. The program is offered to pretrial patients who have agreed to accept a guilty plea to their criminal charges. Clients are assigned an Intensive Case Management Services provider who works with the client as they transition from custody to community. The Intensive Case Management Services provider serves as the core point of contact for the client's medical, mental health, substance use disorder treatment, and other supportive services. Permanent supportive housing, a key component of the program, is provided through the DHS's Flexible Housing Subsidy Pool (FHSP).

Both the MIST and FIST are alternatives to the traditional competency restoration process where pretrial, mentally ill patients are transferred to the state hospital to receive treatment to restore their competency to stand trial. The MIST and FIST bypass the often-lengthy process in which the patient typically must remain the jail for weeks until a vacancy occurs at the state hospital. Instead, the patients are treated via local community-based providers and returned to court when deemed competent. Pending criminal charges are often dismissed because treatment period exceeds available sentence on misdemeanor charge. Further, demonstrating progress in the patient's restoration process within a community treatment bed may lead to a less severe sentence.

With the exception of ODR, these programs do include some felony cases but tend to focus on people charged with misdemeanor level crimes. As will be shown later in this report, the misdemeanor population represents a very small portion of the total jail population (less than 3%).

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<sup>39</sup> ODR also has other programs such as "ODR Housing Maternal Health Diversion Program" and Law Enforcement Assisted Diversion (LEAD). See their website: <https://dhs.lacounty.gov/office-of-diversion-and-reentry/our-services/office-of-diversion-and-reentry/>



Further efforts to divert misdemeanor defendants or reduce their LOS will have little, if any impact on the jail population.

What follows is a statistical assessment of the Los Angeles County Jail population in terms of recent population trends and attributes (admissions and releases) which are then used to load the projection model and then make projections.

## **Los Angeles Jail Population Trends<sup>40</sup>**

Like all jurisdictions in the United States and California, crime rates over the last decade have been dropping at a significant rate. Both California and Los Angeles County crime rates per 100,000 population, as measured by the Uniform Crime Reporting (UCR) program, have sharply declined since 1994 (Figure 7). The jail population has fluctuated significantly, ranging from over 21,000 in 1998 to a low of about 15,000 in 2011 just prior to the passage of AB 109.<sup>41</sup> However, the overall trend line has been a declining jail population, coinciding with declining crime rates.

In terms of more recent trends, as with most U.S. jails, there has been a sharp decline in the jail population due to the COVID-19 pandemic (Figure 8). The reasons for the decline are multifaceted.

First, there was a decline in overall crime rates – especially property crimes as social and economic activities were restricted by government and by the private sector. As crime declined, so too did the number of people arrested and subsequently booked into the jail system. There were also restrictions or reforms imposed by the criminal justice system to limit the number of people housed in the jail system during the pandemic. These reforms included reducing arrests for misdemeanor level crimes and releasing people with short jail sentences.<sup>42</sup>

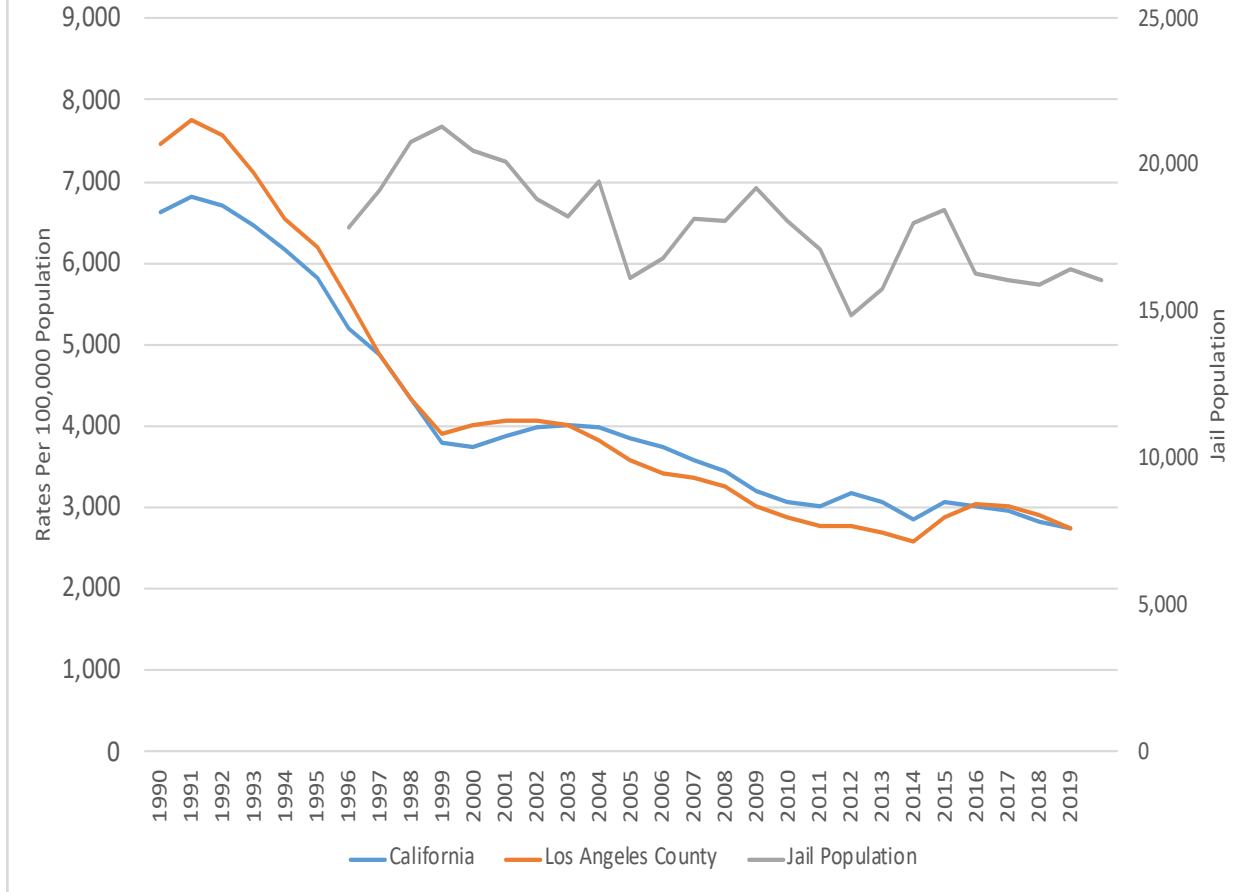
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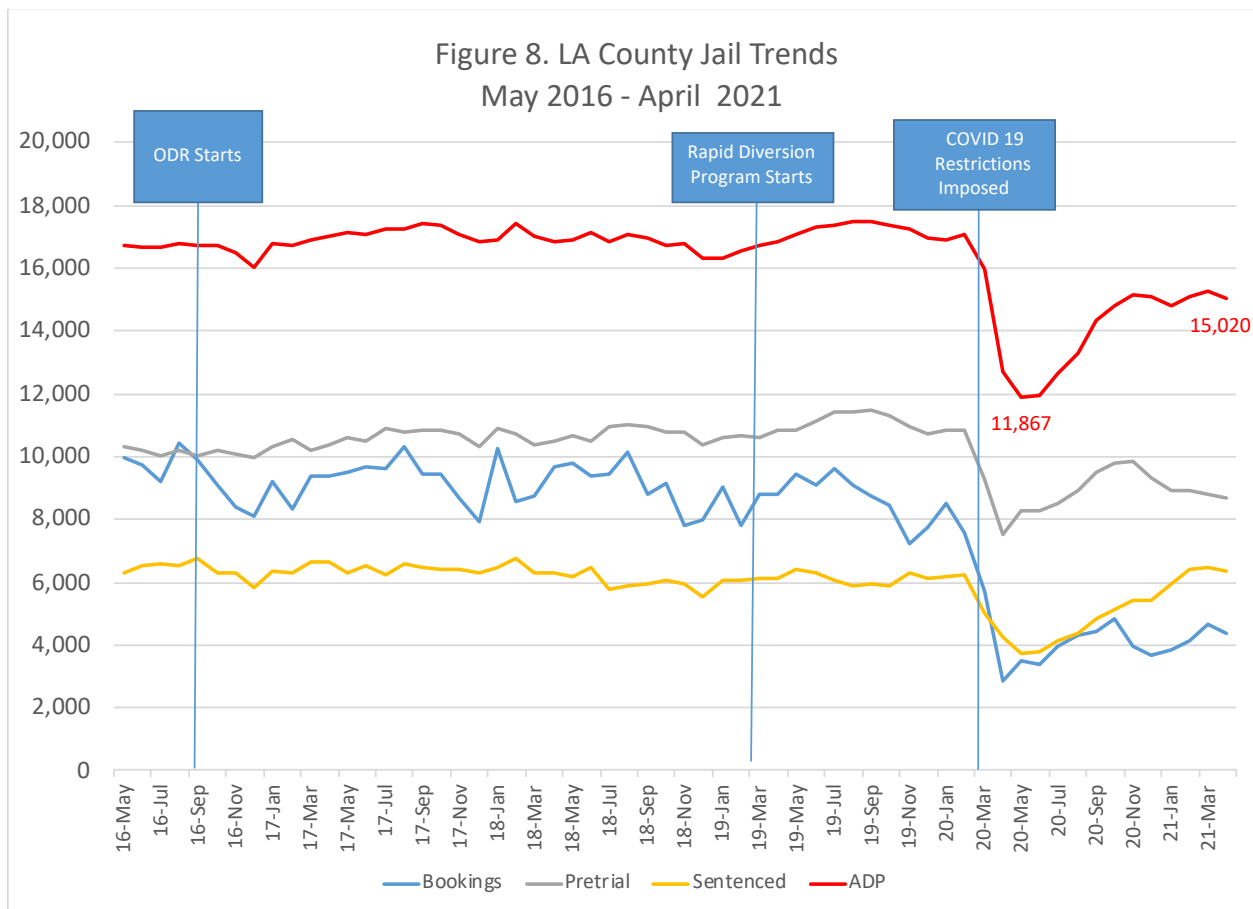
<sup>40</sup> Much of the analysis in this section was presented in the JFA report Los Angeles County Jail SJC Stress Test – Final Report, November 2020, JFA Institute.

<sup>41</sup> Assembly Bill 109, commonly referred to as “prison realignment,” shifted to counties the responsibility for monitoring, tracking, and incarcerating lower-level offenders previously bound for state prison. In brief, AB 109 (and AB 117, a companion bill) altered both sentencing and post-prison supervision for the newly statutorily classified “non-serious, non-violent, non-sex” offenders. Felony offenders who have never been convicted of a “serious” or “violent” crime now serve their sentences in local custody. Released prisoners whose current commitment offense qualifies them as “triple-non” offenders are diverted to the supervision of county probation departments under “Post Release Community Supervision (PRCS).” Persons on PRCS who violate the technical conditions of their supervision can no longer be returned to State prison but must be sanctioned in local jails.

<sup>42</sup> See Austin, James, Wendy Naro-Ware, and Roger Ocker. November 2020. The Impact of COVID-19 on Crime, Arrests, and Jail Populations a Preliminary Assessment. Denver, CO: The JFA Institute. [http://www.jfa-associates.com/publications/jss/Impact%20of%20COVID-19%20on%20Crime%20\(prelim%202\).pdf](http://www.jfa-associates.com/publications/jss/Impact%20of%20COVID-19%20on%20Crime%20(prelim%202).pdf)

Figure 7. California, Los Angeles County Crime Rates  
and LA Jail Population  
1990-2019





The effects of these developments in Los Angeles County are shown in Figure 8. Prior to March 2020, there was no downward trend in bookings or the average daily jail population (ADP).<sup>43</sup> In March 2020, there was a sharp decline in bookings that triggered an associated drop in the jail population reaching a low of under 12,000 by April 2020.

Another major reason for the decline was a drop in what is referred to as the N3 sentenced population. These are people who are sentenced under the provisions of AB 109. Prior to March 2020, there were an average of 2,500 people in the jail populations serving re-alignment sentences. By June 2020, the number had dropped to 1,296.<sup>44</sup>

This drop in the N3 population was triggered in part by the LASD releasing people who received 240-day or less sentences under the authority of the longstanding *Rutherford* Consent Decree.

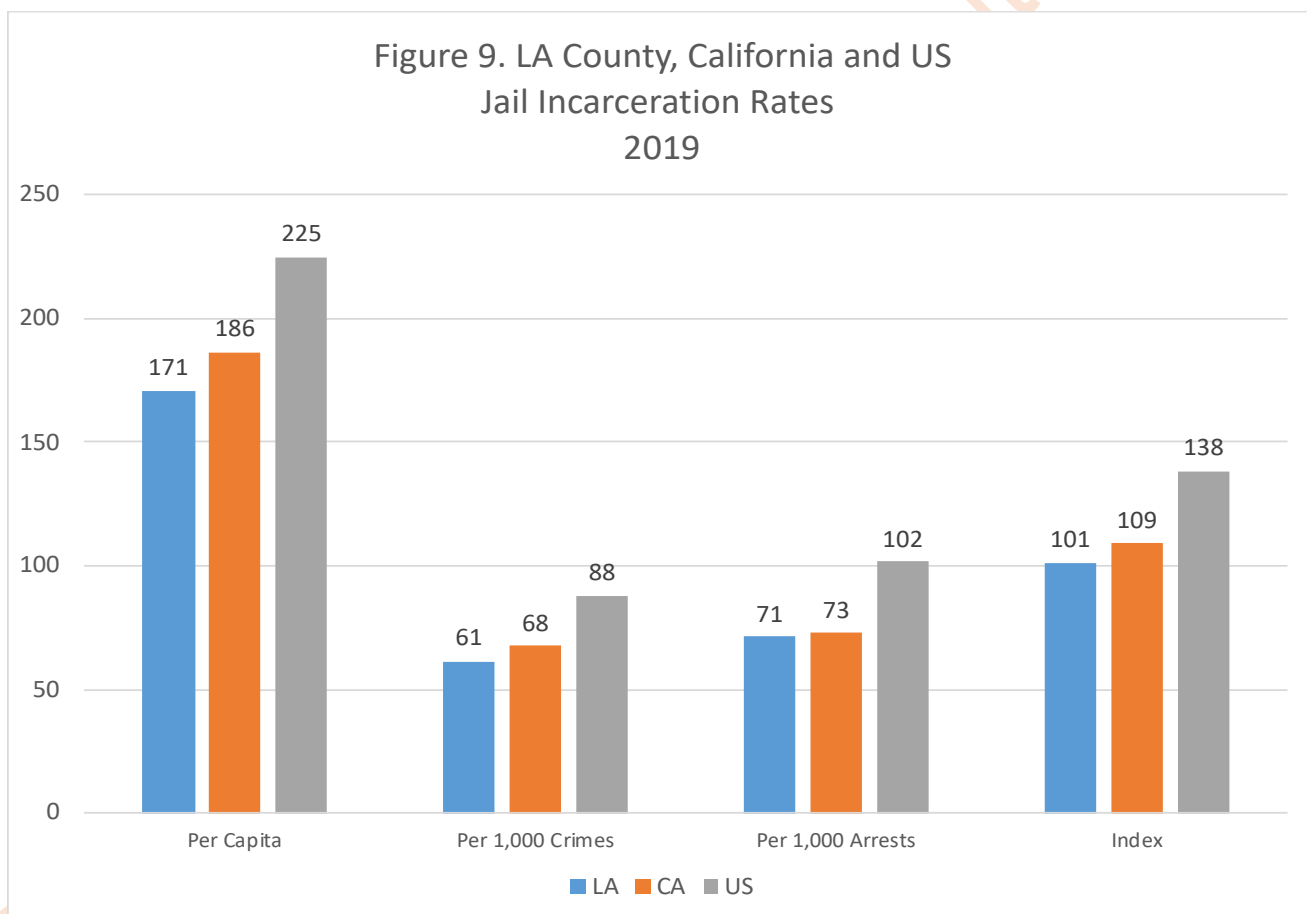
There has been a rebound in the jail population largely due to CDCR intake restrictions. Once those CDCR restrictions are removed, there should be an associated decline in the jail population. However, there may also be a rebound in crime, arrests and bookings as social and economic restrictions are eased.

<sup>43</sup> The average daily population (ADP) is the average of the daily jail counts for the entire year.

<sup>44</sup> [https://lasd.org/wp-content/uploads/2021/02/Transparency\\_Custody\\_Division\\_Population\\_2020\\_Second\\_Quarter\\_Report\\_022621.pdf](https://lasd.org/wp-content/uploads/2021/02/Transparency_Custody_Division_Population_2020_Second_Quarter_Report_022621.pdf)

As shown in Figure 8, establishment of Office of Diversion and Reentry (ODR) in 2016 and the Rapid Diversion Program (RDP) in 2019 have not been associated with overall reductions in the jail population. The lack of direct impact is assessed in greater detail later in this report. However, there are plans to expand the RDP (which was a pilot program) and ODR by increasing the number of courts available for their participation and focusing more on felony level crimes.

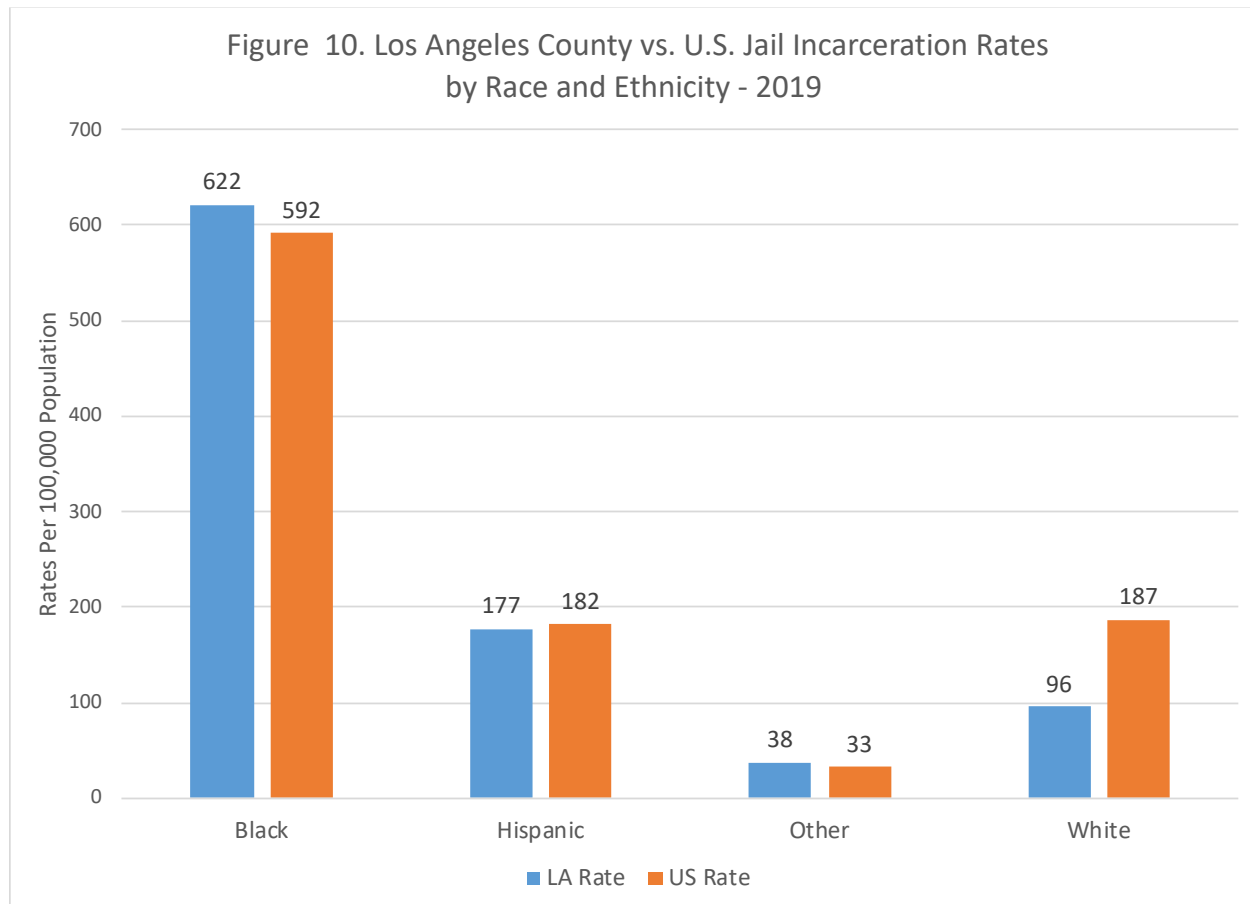
Another way to assess the use of the jail is to compute jail incarceration rates, which are calculated by taking the current jail population number and dividing it by the County population to compute a rate per 100,000 residents. In Figure 9, we use the 2019 jail population data for Los Angeles, California and the U.S. Prior to COVID-19, the Los Angeles rate was below the California and U.S. rates.



One can make the same calculations based on the number of UCR index crimes reported and the number of adult arrests made. In essence, these two rates control for the amount of crime and people being arrested in a jurisdiction. Using these two measures, the Los Angeles County jail incarceration rates in 2019 were below the California and U.S. rates.

Per capita incarceration rates by race/ethnicity were computed and compared with the U.S. rates (Figure 10) In general, the levels of disparity between Black, Hispanic, and White people for Los

Angeles County are similar to the U.S. rates with the exception that the incarceration rate for white people is well below the White U.S. rate.



National data for 2020 are not available but California jail data are available from the BSCC jail survey series. This data set also contains jail booking data for each county. Table 29 shows these results for Los Angeles County and the other major southern California jail systems which can be summarized as follows:

1. Between February 1, 2020 and September 30, 2020, California's jail population declined by 21,325 or 27% while Los Angeles County dropped by 19%.
2. Similarly, California's jail incarceration rate dropped from 201 per 100,000 population to 147 while Los Angeles County dropped from 166 to 134.
3. Only Orange County has a lower incarceration rate (114).
4. The jail booking rate for Los Angeles County is significantly (about 50%) below the California rate and its neighboring counties.
5. The Los Angeles County length of stay (LOS) is considerably higher than the state rate (65 days versus 30 days) or any of its neighboring counties (Table 29).
6. All of the comparable major jail systems now have populations below the BSCC capacities while Los Angeles is well above the BSCC bed capacity.

**Table 29. Comparison of Jail Populations, Incarcerations Rates, Booking Rates and Length of Stay (LOS) By Selected Counties - 2020**

Jurisdiction	Total California	LA	Orange	Riverside	San Diego	San Bernardino
County Population	39,283,497	10,081,570	3,168,044	2,411,439	3,316,073	2,149,031
<b>Jail Populations</b>						
2/1/20	79,093	16,740	5,074	3,823	5,485	5,534
12/31/20	59,666	14,702	3,760	3,500	4,197	5,067
Change	-19,427	-2,038	-1,314	-323	-1,288	-467
% Change	-25%	-12%	-26%	-8%	-23%	-8%
<b>Jail Incarceration Rate Per 100,000 Population</b>						
2/1/20 Rate	201	166	160	159	165	258
9/30/20 Rate	147	134	114	152	126	237
Change	-54	-32	-46	-6	-39	-21
% Change	-27%	-19%	-29%	-4%	-24%	-8%
<b>Jail Bookings and Rates Per 100,000 Population</b>						
Annual Bookings	868,644	101,904	53,376	52,836	74,568	66,408
Bookings Rate	2,211	1,011	1,685	2,191	2,249	3,090
<b>LOS in Days</b>						
LOS (days)	30 days	65 days	44 days	26 days	27 days	30 days
BSCC Bed Capacity	81,141	11,478	4,425	4,975	6,183	6,952
Above/Below BSCC	21,475	+3,224	-665	-1,475	-1,986	-1,885

The lower booking rates and higher LOS for Los Angeles County are driven by the LASD sub-station system which deflects many defendants (especially people charged with misdemeanor crimes) from being booked into the LASD jail system. This also contributes to a longer LOS as those booked are more likely to be charged with serious felony crimes for which they have higher bails or are viewed by the Courts as unsuitable for non-financial releases. These data indicate that reforms directed at reducing the LOS will have the greatest impact on the jail population.

The next level of analysis focuses on the active jail population by taking three “snapshots” of people in the LASD jail system on January 28, 2020, August 19, 2020, and January 19, 2021. The first reflects the pre-COVID-19 pandemic time frame while the latter two reflect the smaller post-COVID-19 timeframe (Table 30).

**Table 30. LASD Jail Population Attributes**

Attribute	Jan. 28, 2020		Aug. 19, 2020		Jan. 19, 2021	
	Number	Percent	Number	Percent	Number	Percent
<b>Total</b>	16,779	100.0%	12,143	100.0%	14,786	100.0%
<b>Average LOS to Date (days)</b>	186 days		265 days		285 days	
<b>Gender</b>						
Female	2,085	12.4%	1,154	9.5%	1,378	9.3%
Male	14,694	87.6%	10,989	90.5%	13,408	90.7%
<b>Race</b>						
Black	4,874	29.0%	3,809	31.4%	4,408	29.8%
Hispanic	8,715	51.9%	6,420	52.9%	8,062	54.5%
Other	680	4.1%	447	3.7%	543	3.7%
White	2,510	15.0%	1,467	12.1%	1,773	12.0%
Average Age	35.6		34.5		35.4	
<b>Number of Charges</b>						
One	7,094	42.3%	6,418	52.9%	6,051	40.9%
Two	5,079	30.3%	3,074	25.3%	4,165	28.2%
Three	2,436	14.5%	1,328	10.9%	2,314	15.6%
Four	1,139	6.8%	670	5.5%	1,135	7.7%
Five or more	1,031	6.1%	653	5.4%	1,121	7.6%
<b>Sentence Status</b>						
Pretrial only	7,278	43.4%	5,629	46.4%	5,956	40.3%
Pretrial with a Sentence	3,360	20.0%	2,708	22.3%	3,210	21.7%
Sentenced Only	6,141	36.6%	3,806	31.3%	5,620	38.0%

In addition to the pre-COVID-19 jail population having about 5,000 more people in custody than the August 19, 2020 snapshot, it also has a shorter length of stay (LOS) to date, a higher percentage of women, and a lower percentage of people in pure pretrial status (with no attached jail or prison sentences). The lower percentage of people in sentenced status (no other pending charges) is due in part to efforts by the LASD to reduce the LOS for people with relatively short local sentences or time left to serve.

The January 19, 2021 snapshot reflects the “rebound” effect of easing COVID-19 restrictions, further delays in court processing, and the rising number of state sentenced prisoners awaiting transfer to the CDCR. Both the LOS to date (285 average days) and the percent that are in sentenced status (38%) are the highest at January 19, 2021.

We can also compare the primary current charge/offense that each person is facing or has been convicted of for both snapshots (Table 31). The LASD data system updates the current charge information on a daily basis as the courts report any changes in the charges based on court hearings.

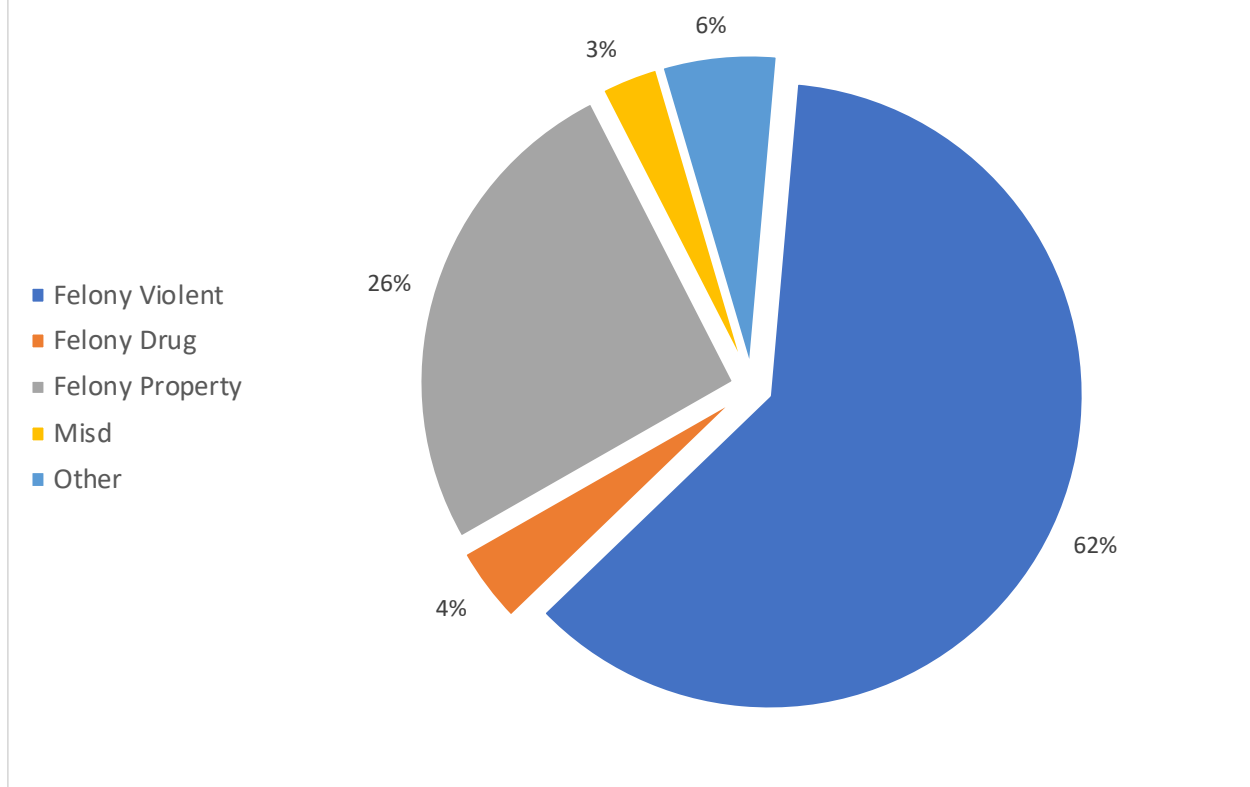
**Table 31. LASD Jail Population by Most Serious Current Charge**

Offense	Jan. 28, 2020		Aug. 19, 2020		Jan. 19, 2021	
	Number	Percent	Number	Percent	Number	Percent
<b>Total</b>	<b>16,779</b>	<b>100.0%</b>	<b>12,143</b>	<b>100.0%</b>	<b>14,786</b>	<b>100.0%</b>
<b>Total Felony</b>	<b>14,959</b>	<b>89.2%</b>	<b>11,000</b>	<b>90.6%</b>	<b>13,518</b>	<b>91.4%</b>
<b>Felony Violent</b>	<b>7,810</b>	<b>46.5%</b>	<b>7,447</b>	<b>61.3%</b>	<b>9,150</b>	<b>61.9%</b>
Murder/manslaughter	1,762	10.5%	2,009	16.5%	2,339	15.8%
Sex	680	4.1%	674	5.6%	895	6.1%
Assault/battery	2,135	12.7%	1,671	13.8%	2,549	17.2%
Robbery	1,446	8.6%	1,417	11.7%	1,581	10.7%
Domestic violence	434	2.6%	491	4.0%	611	4.1%
Violate protective order	184	1.1%	135	1.1%	59	0.4%
Threaten Death/GBH	455	2.7%	389	3.2%	401	2.7%
Threaten executive officer	185	1.1%	128	1.1%	118	0.8%
Other violent	529	3.2%	533	4.4%	597	4.0%
<b>Felony Drug</b>	<b>1,493</b>	<b>8.9%</b>	<b>400</b>	<b>3.3%</b>	<b>597</b>	<b>4.0%</b>
Drug Sale	1,235	7.4%	393	3.2%	500	3.4%
Drug Possession	258	1.5%	7	0.1%	97	0.7%
<b>Felony Non-Violent</b>	<b>5,656</b>	<b>33.7%</b>	<b>3,153</b>	<b>26.0%</b>	<b>3,771</b>	<b>25.5%</b>
Burglary	1,264	7.5%	775	6.4%	1,033	7.0%
Fraud/forgery	447	2.7%	139	1.1%	162	1.1%
Theft	1,394	8.3%	563	4.6%	715	4.8%
Malicious mischief	342	2.0%	156	1.3%	233	1.6%
Other property	156	0.9%	167	1.4%	211	1.4%
DUI	180	1.1%	103	0.8%	129	0.9%
Weapons	491	2.9%	568	4.7%	544	3.7%
Probation/parole violation	1,079	6.4%	382	3.1%	498	3.4%
Other Non-Violent	205	1.2%	207	1.7%	130	0.9%
Traffic	91	0.5%	90	0.7%	113	0.8%
FTA	7	0.0%	3	0.0%	3	0.0%
<b>Total Misdemeanor</b>	<b>1,271</b>	<b>7.6%</b>	<b>282</b>	<b>2.3%</b>	<b>389</b>	<b>2.6%</b>
<b>Other</b>	<b>549</b>	<b>3.3%</b>	<b>861</b>	<b>7.1%</b>	<b>879</b>	<b>5.9%</b>

While all three populations have a majority charged/convicted for felonies, the post-COVID-19 populations have a significantly higher proportion of people with a violent crime 62%. Only a very small percent (3%) of the post-COVID-19 populations is charged/convicted of a misdemeanor crime (Figure 11).



Figure 11. Current Charge Level - Current LASD Jail Population  
January 19, 2021



The final statistical analysis is based on a cohort of people who were released between January 2019 and April 2021. The release cohort is useful for understanding which methods of release by the courts are driving the jail population. In this analysis, we compare the Pre and Post COVID-19 time frames.

Table 32 summarizes the method of release analysis for people released between January 1, 2019 and March 31, 2020. If one annualizes the release numbers, this cohort will produce an estimated jail population of about 17,000 which is equal to the actual average for the pre-COVID-19 time frame. We thus know the release data are accurate.

The three rows that are highlighted reflect the major drivers of the jail population. Based on the number of releases and the associated LOS, these three release methods (sentence expiration - (sentenced is completed, transfer to CDCR, and transfer to another jurisdiction) constitute 78% of the pre-COVID jail population. Any plan to further lower the jail population needs to impact these three release groups principally by reducing their LOS.

Unlike the daily population that shows a sizeable number of people in pretrial status, the vast majority of people admitted to the jail are convicted of their crimes. Based on the releases between January 1, 2019 and March 2020 (the pre-COVID-19 time period), only 17,548 of the 114,100 releases (15%) exited the jail in pretrial status. The other 94,765 (83%) exited in sentenced status. This is significant in that it limits the capacity to divert such people at the arraignment hearing.

**Table 32. Releases by Release Reason  
January 2019 – March 2020**

Release Category	Number	LOS (days)	Percent of Releases	ADP	Percent of ADP
Total	114,100	66.8	100%	16,694	100%
Released As Sentenced					
Sentence expiration*	24,273	105.6	21%	5,614	34%
Transfer to CDCR	14,485	168.6	13%	5,349	32%
Transfer to other agency	10,740	88.2	9%	2,075	12%
Rehab/treatment	5,037	70.7	4%	780	5%
ODR Releases	841	136.0	1%	251	2%
Released to probation	5,369	37.5	5%	441	3%
Sentenced short releases*	27,502	7.3	24%	440	3%
Percent of Sentence Served*	3,472	47.1	3%	358	2%
Time served*	1,619	61	1%	216	1%
Parole release	2,268	8.7	2%	43	0%
Released As Pretrial					
Bond	9,956	15.4	9%	336	2%
Dismissed	3,052	22.3	3%	149	1%
Own recognizance	2,232	22.4	2%	110	1%
Cite	2,308	11.7	2%	59	0%
Other Releases					
State Hospital Mental Competency Restoration	1,358	205.1	1%	610	4%
Rebook/Other	429	119.8	0%	113	1%

\* Short release: Inmates with less than a set number of days to serve are released forthwith. Currently set at 240 days. Percentage release: the inmate is released after serving a percentage of their time (time greater than the short releases). Percentage releases exclude felony M7 (assaultive) inmates. Inmates released at 10% of their statutory term are not released any earlier than 6 (six) months before their actual release date, as reflected in AJIS. Sentence Expiration (Time Has Expired) - A commitment issue is ordered, and the inmate has served the time specified in the sentence. Time Served - A judge issues an Order for Release, considering the time incarcerated equals the correct sentence and the inmate is released, on that case.

It is noteworthy that releases to the ODR program comprise 1% of all releases and have a LOS of 136 days which is twice the average LOS for all releases. Later in the report we conduct a more detailed analysis of the ODR program, its current impact on the jail population, and suggestions to make it have a greater impact on the jail population.

## **Factors Impacting Jail Admissions**

The next step in developing the jail population projection is to estimate future jail admissions. This estimate is based on those factors that influence jail bookings including a number of policy assumptions.

## *County Demographic Trends and Forecasts*

One major factor is the projected size and attributes of the County population. In particular those demographic groups that have higher rates of being arrested and booked into the jail system, specifically males between the ages of 18 and 39. California's Department of Finance provides population projections by age and gender for each county through 2035. The Los Angeles County projections are highlighted in Figure 12. There is a basically flat growth trend and a declining population for males ages 14-39. The downward trend for the at-risk male population is the product of declining birth rate and the continued aging of the California population. These demographic factors are also linked to dramatic decline in juveniles' arrests (from 57,586 in 2010 to 11,880 in 2019) which is particularly significant as age at first arrest is one of the best predictors of subsequent criminal conduct and arrests as an adult.<sup>45</sup>

## *Crime and Adult Arrest Trends*

The next two factors are reported crimes to the police and arrests – especially adult arrests. Like virtually all jurisdictions, reported crimes and adult arrests have declined since the early 1990s (Figure 13). Since 1990, there has been a decline of 300,000 in property crimes (burglary, theft, and auto theft) and a decline of over 100,000 in violent crimes (murder, rape, aggravated assault, and robbery). Again, the basis for this spectacular decline is related to demographic trends, fertility and birth rates, and economic factors especially inflation rates.<sup>46</sup> These drivers of crime rates, with the noted exception of inflation, are relatively stable and are not expected to change in the near future.

As serious crime rates have declined so too have juvenile and adult arrests. Since 1990 there has been a reduction of 425,000 in adult arrests by Los Angeles County police agencies. The decline has occurred for both felony and misdemeanor level crimes and drug offenses (Figure 14).

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<sup>45</sup> Piquero, Alex R., J. David Hawkins, and Lila Kazemian. 2012. Criminal career patterns. In *From Juvenile Delinquency to Adult Crime: Criminal Careers, Justice Policy, and Prevention*, eds. Rolf Loeber and David P. Farrington, New York: Oxford University Press.

<sup>46</sup> Austin, James, Todd Clear, and Richard Rosenfeld. 2020. **Explaining Past and Projecting Future Crime Rates**. New York, NY: The Harry Frank Guggenheim Foundation. [hfg.org/crime\\_forecasting.htm](https://hfg.org/crime_forecasting.htm).

Figure 12. Los Angeles County Population Projections  
Total, Males Age 15-39, Births, and Juvenile Arrests  
2010-2060

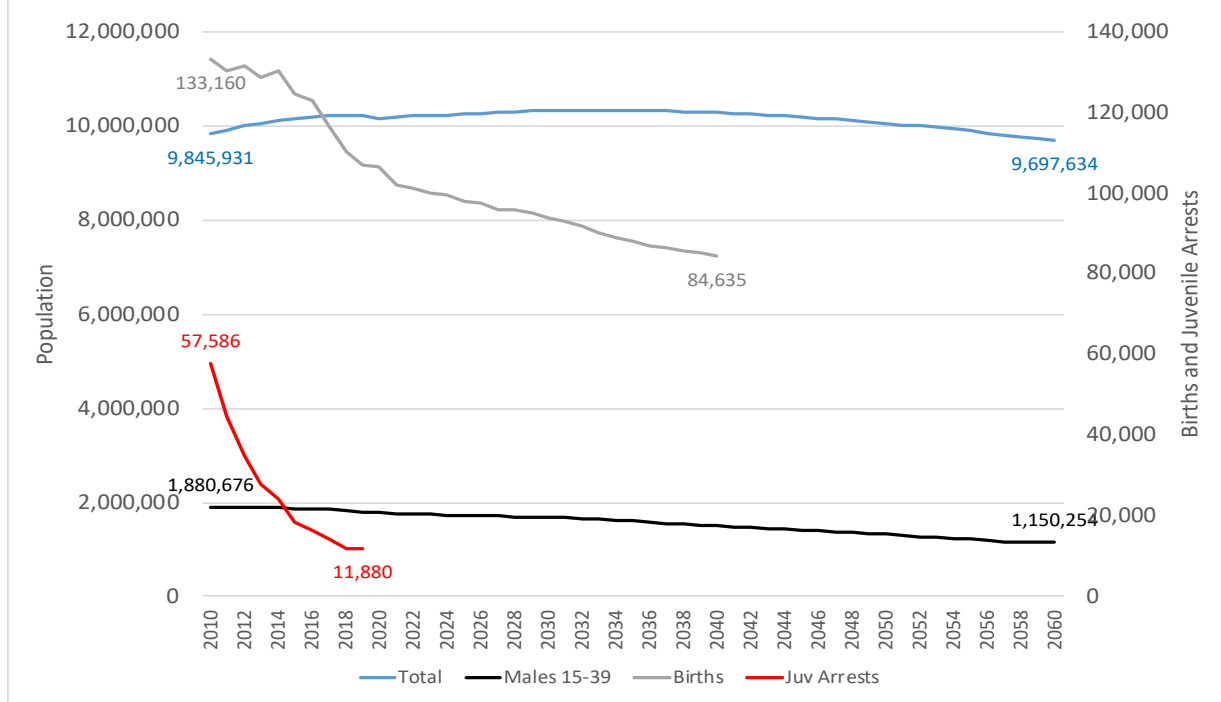
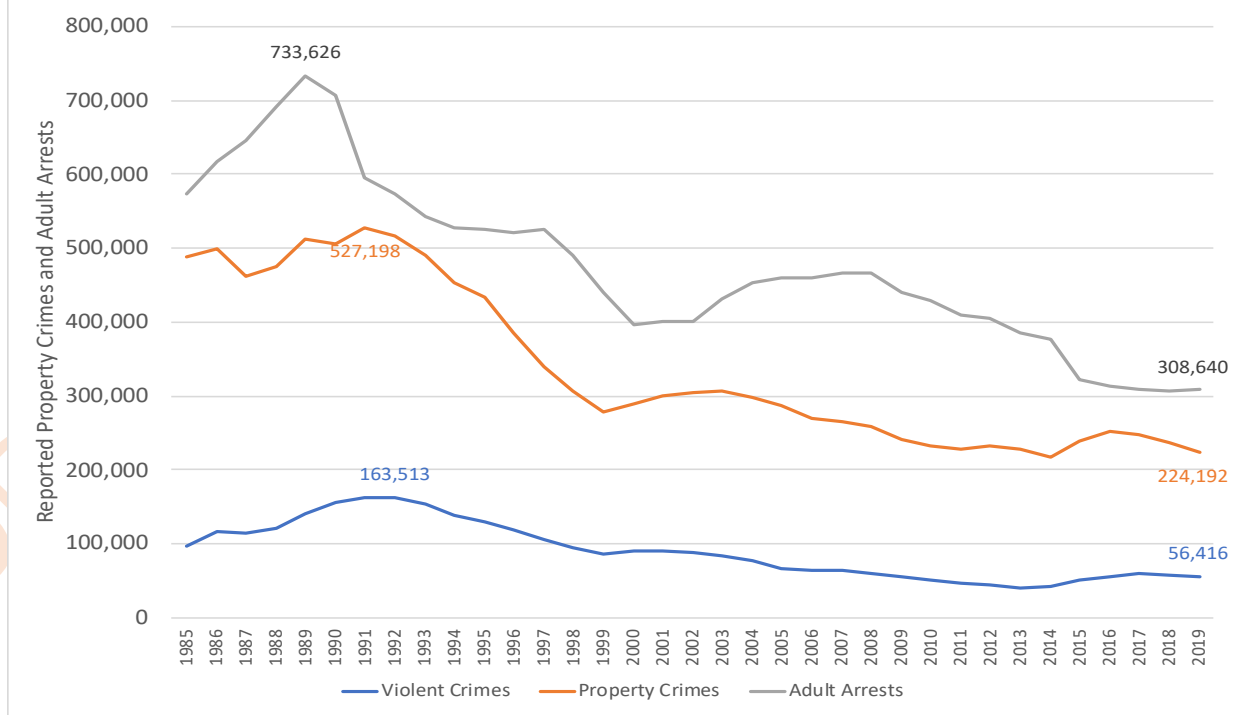
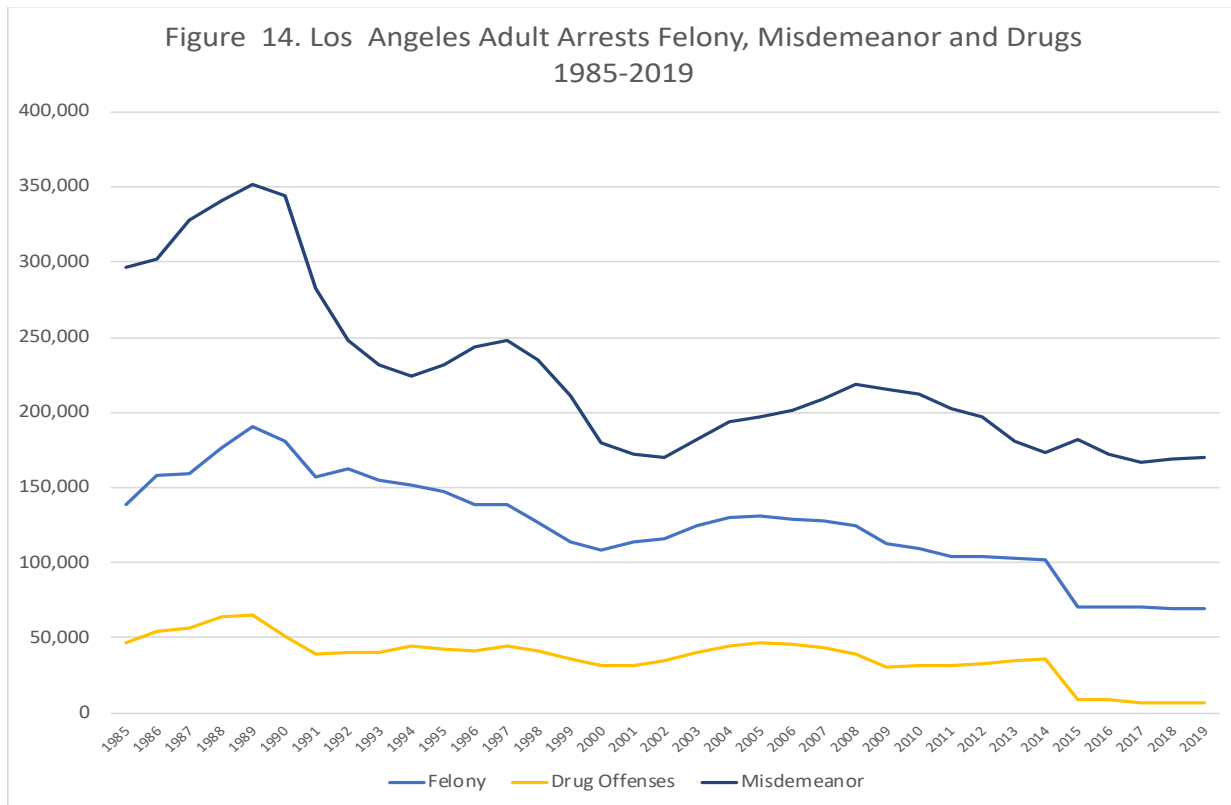


Figure 13. Los Angeles County Reported Crime and Adult Arrests  
1985-2019

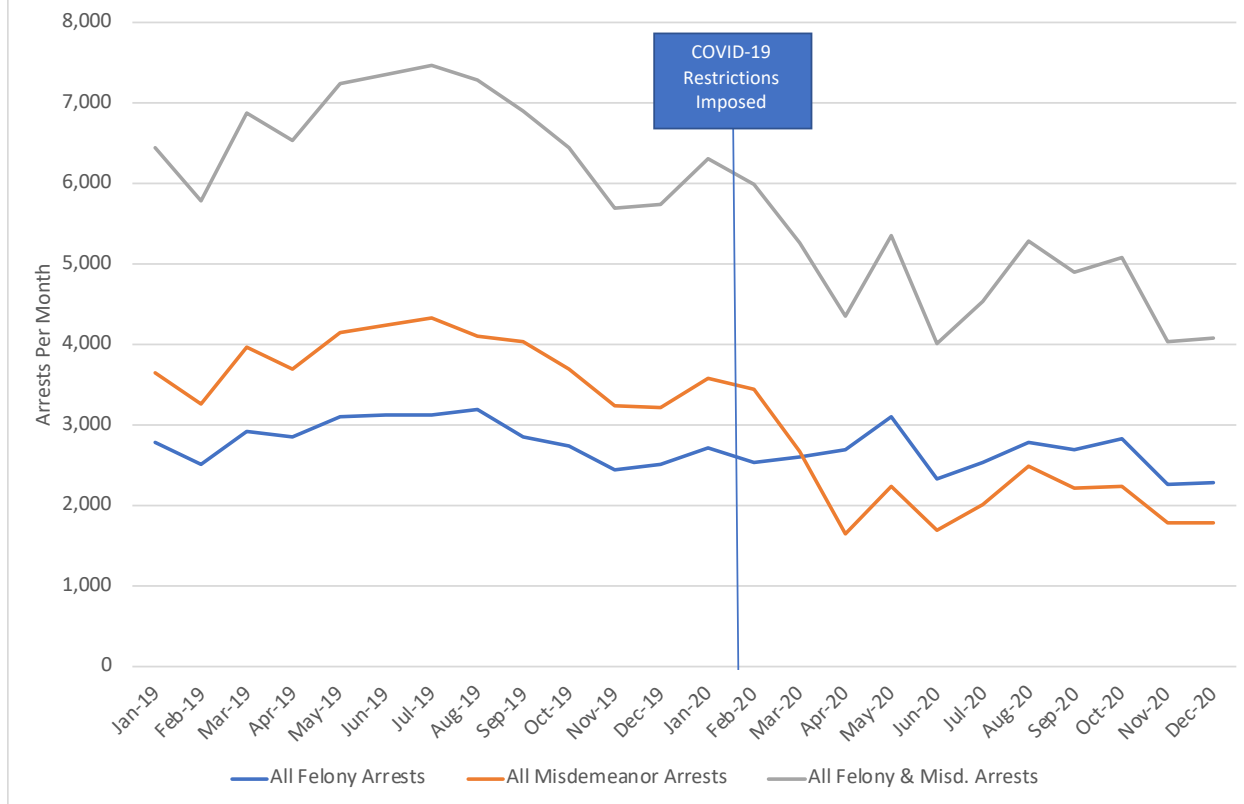




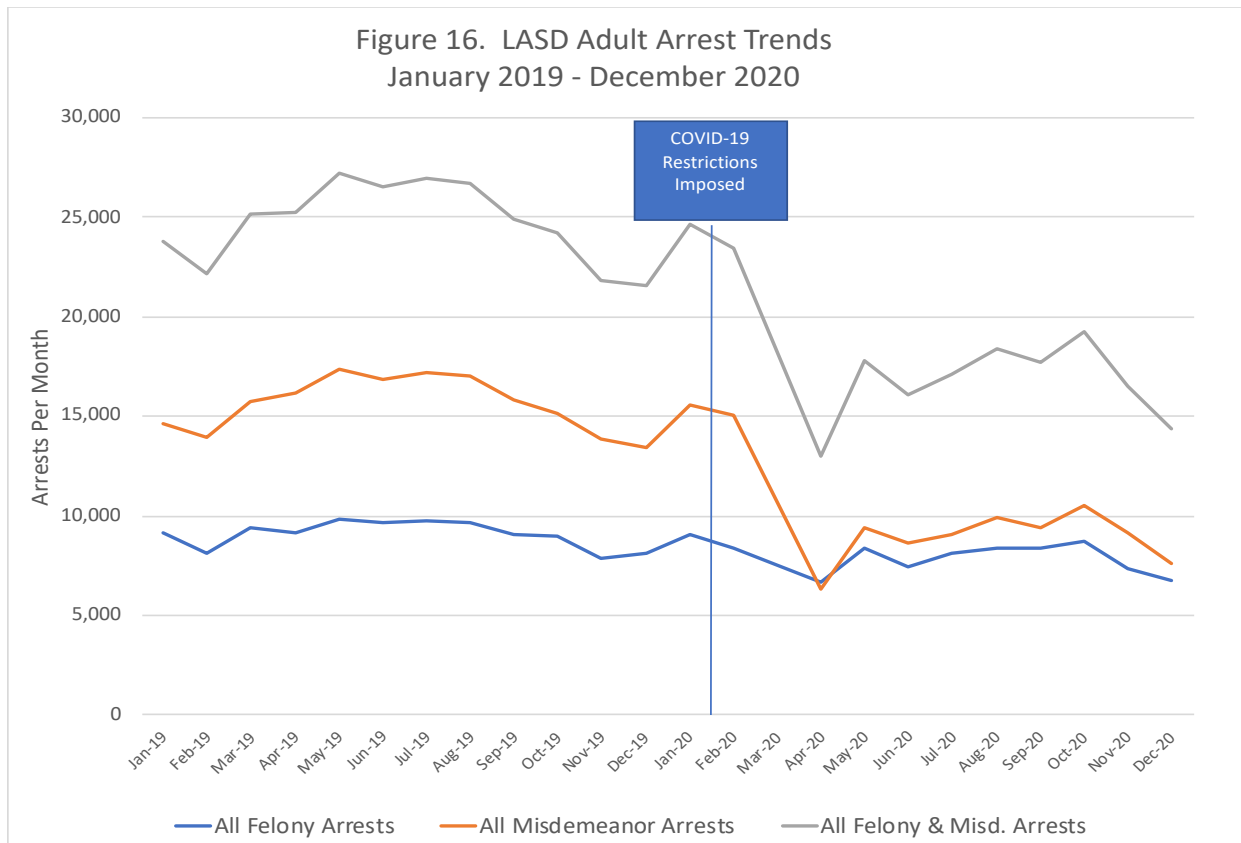
It was possible to access arrest data for 2020 for the two major police agencies – LAPD and LASD. LASD felony and misdemeanor arrests since January 2019 to March 30, 2021 were extracted from LASD’s Custody Division Population Quarterly Reports. LAPD arrest data for January 1, 2019 through December 31, 2020 were extracted from the LAPD’s Consolidated Crime Analysis Database (CCAD).

Figure 15 displays the counts of LAPD felony and misdemeanor arrests while Figure 16 reflects the LASD arrests. Coinciding with the COVID-19 lockdown protocols, misdemeanor arrests by LASD dropped significantly in March and April of 2020 while felony arrests dropped slightly. Following this drop, misdemeanor arrest counts remained low for the remainder of 2020 compared to 2019. However, the LASD data shows an uptick in arrests for the first three months of 2021. The LAPD experienced nearly the same trend as LASD in 2020 following COVID-19 lockdown protocols: a sharp drop in misdemeanor arrests in March and April, a small drop in felony arrests, and relatively low levels of misdemeanor arrests through the remainder of 2020.

Figure 15. LAPD Adult Arrests  
January 2019 - December 2020



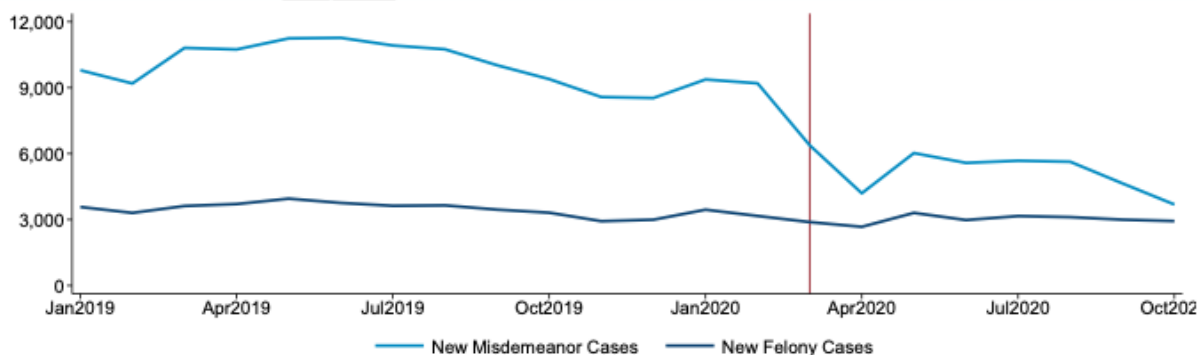
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### *Criminal Case Filing Trends*

As crime and arrests declined in Los Angeles County, the number of criminal cases has also declined. In a recent unpublished study by the CEO, it was shown that since March 2020, there has been a sharp decline in misdemeanor level criminal cases but no real change in the number of felony cases (Figure 17). While the reduction in misdemeanor cases is significant, the lack of a decline in the felony cases is also relevant as the stream of felony criminal cases will continue to exert the greatest impact on the jail population size.

**Figure 17. Los Angeles County Criminal Cases Filed 2019 - 2020**



Source: CEO, 2021.

Collectively the demographic, reported crime, arrest trends (adult and juvenile), and criminal case filings strongly suggest that these trends that influence jail admissions will continue to exert a downward effect on historic jail bookings. COVID-19 protocols adopted by law enforcement agencies have significantly reduced the misdemeanor arrest stream.

### *Recent Pretrial Diversion Reforms and Impact on Jail Bookings*

As noted earlier, there has been a sharp decline in LASD jail bookings that occurred immediately after government and businesses implemented a number of reforms that restricted social and economic activities. At the same time, the criminal justice systems also implemented reforms to reduce the contact that defendants and offenders would have with the criminal justice system. As discussed above, these pretrial release reforms, which are intended to reduce the number of bookings into the LASD main jail system, are referred to as the Pretrial Release Evaluation Program (PREP) and the Bail Deviation Project (BDP) which actually predates the PREP by many years.

A recent unpublished study by the Los Angeles County Executive Office (CEO), provided detailed descriptions of how these pre-arraignment diversion programs are designed to operate.<sup>47</sup> The report also provides summary and individual level data on those people who have been released into each program. As shown in the Table 33, there are a large number of criminal cases that are being deflected at the pre-arraignment stage with most of them being for misdemeanor crimes.

It was reported that since March 2020, there were significant declines in criminal cases being filed and a concurrent increase in the percent of criminal cases being granted a pretrial release. Most of the decline was for misdemeanor cases which would have less of an impact on the jail population as many are released at the police station level, or if booked have a truly short LOS. The report notes that there has been little change in the number of felony charges filed with the courts, which as noted above is the principal charge level for jail booking and releases.

In terms of the impact of these various pretrial reforms, there has been little impact on the jail population largely because they have processed a small proportion of the total booking stream, and they have focused on misdemeanor cases that typically have a truly short LOS when booked into the LASD jail system. These reforms have been further diluted due to the *Humphrey*<sup>48</sup> decision and policies enacted by law enforcement to minimize arrests for misdemeanor level crimes. In order to have an impact, both programs would need to cover a greater proportion of the jail bookings and focus more on felony cases that are unable to secure release until their criminal cases are disposed of by the courts.

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<sup>47</sup> Basurto-Davila, Ricardo Basurto-Davila, Irene Vidyanti, and Chun Liu. May 2021. Data Collection to Support Pretrial Reform: Initial Report Back. Los Angeles County, CA: Chief Executive Office. Unpublished Draft.

<sup>48</sup> California Supreme Court ruled in favor of pretrial rights in the *in re Kenneth Humphrey Decision*. The Court declared that California's pervasive practice of requiring money bail in most cases is unconstitutional and that courts must consider non-monetary alternatives to detention. (<https://www.courts.ca.gov/opinions/documents/S247278>.)



**Table 33. Los Angeles County Criminal Cases Filed  
March 1, 2020 – December 31, 2020**

Release Type	Criminal Cases	%
Total	74,772	100%
Non-Releases (includes transfers)	17,599	24%
Total Pretrial Releases	57,173	76%
Bail/Bond	8,549	11%
Citation	27,223	36%
Own Recognizance	13,853	19%
Other	7,548	10%
Felony Level Cases Released	17,791	24%
Misdo/Other Released	39,382	53%
Reform Programs		
Bail Project	190	0%
PREP PSA	1,030	1%
PREP CCAT - OR	571	1%
PREP CCAT - SPR	582	1%
Releases Enrolled in Programs (ODR/P180)	610	1%
Total Reform Releases	2,983	4%

### **Factors Impacting Length of Stay**

As indicated earlier, the next variable to estimate is the projected LOS. LOS must be disaggregated by the release method (e.g., bail, transfer to CDCR, etc.). Table 34 summarizes these data which are disaggregated by legal status at arrest. For this table we have only included the post-COVID time frame of March 2020 to April 2021. Significantly, the overall LOS has increased by about 15 days as compared to the pre-COVID-19 time frame. The LOS for the CDCR transfers is understated as that population has been stacking up and is not being fully reflected in the release cohort.

Since most of these releases are people who have been convicted of their crimes, the only variable that can be adjusted is their LOS. Thus, the key policies that will impact the LOS will be the amount of time it takes for the court to reach a final disposition for the felony charges (often multiple) that were filed against the defendant, and, if sentenced to the jail, the sentence length.

Relative to the pretrial processing factors, there are a number of motions that can be filed by either the prosecution or defense counsel that can delay the disposition of the charges. But one of the key factors that has been identified in national data as well as in Los Angeles County is the use of motions for continuances.

**Table 34. Release Reason for Los Angeles Jail Releases March 2020 to April 2021**

<b>Release Category</b>	<b>Number</b>	<b>LOS (days)</b>	<b>Percent of Releases</b>
Total	53,461	87.3	100%
Sentence expiration	11,441	125.4	21%
Transfer to CDCR	2,529	259.4	5%
Transfer to other agency	5,208	127.8	10%
Rehab/treatment	5,259	112.7	10%
State Hospital	509	277.7	1%
Rebook/Other	1,069	315.5	2%
To probation	2,832	55.3	5%
Bond	7,776	24.2	15%
Sentenced short releases	5,270	10.2	10%
Percent of Sentence	1,342	61.9	3%
Time served	924	122.3	2%
Own recognizance	2,934	35.2	5%
Dismissed	2,379	23.6	4%
Cite	1,376	45.5	3%
Parole release	2,613	8.2	5%

*Source: LASD person level data file*

The National Center for State Courts (NCSC) has found in its study of 91 courts in 21 states (including California) that the primary drivers of case-processing time are the number of continuances per case and the number of hearings per case. Limiting either the number of or the length of continuances, especially for people in pretrial detention can have a major impact on the size of the jail population.<sup>49</sup>

The other major LOS factor would be the sentence length and the amount of good time credits one can earn to reduce the LOS. One should also note that how much time one spends in pretrial status also impacts the overall LOS as those credits are typically applied to the imposed sentence.

#### *Impact of RDP*

While referred to as a diversion program, RDP functions as a means for reducing the LOS of people with mental health and housing issues who are unable to secure release pre-arraignment. Unless these people are able to post bail they will remain in custody until their criminal charges are disposed of by the courts.

<sup>49</sup> Ostrom, Brian J., Lydia E. Hamblin, Ph.D. Richard Y. Schauffler Nial Raaen. Undated. **Timely Justice in Criminal Cases: What the Data Tells Us**. Williamsburg, VA: National Center for State Courts.

To date the program has had little impact largely because of its focus on misdemeanor cases and its limited presence in the LA County Court system. It began in the Criminal Courts Building (CCB) in June 2019 and has recently expanded to five other courts. During this time frame 1,379 cases have been referred to the courts but only 213 have been granted release. For the month of April, the pro-rated numbers of referrals for all six courts are 174 or about 2,100 referrals per year. In order for RDP to have a significant impact on the jail population, it will need to increase these referral numbers, significantly increase the grant rate by the courts, and have higher compliance rates.

### *Impact of LASD Alternatives to Incarceration*

Under California Code, Penal Code 1203.016 and 1203.018 the LASD has broad discretion to release to anyone in custody who meets the following criteria: “The inmate is appropriate for the program based on a determination by the correctional administrator that the inmate's participation would be consistent with the public safety interests of the community.”

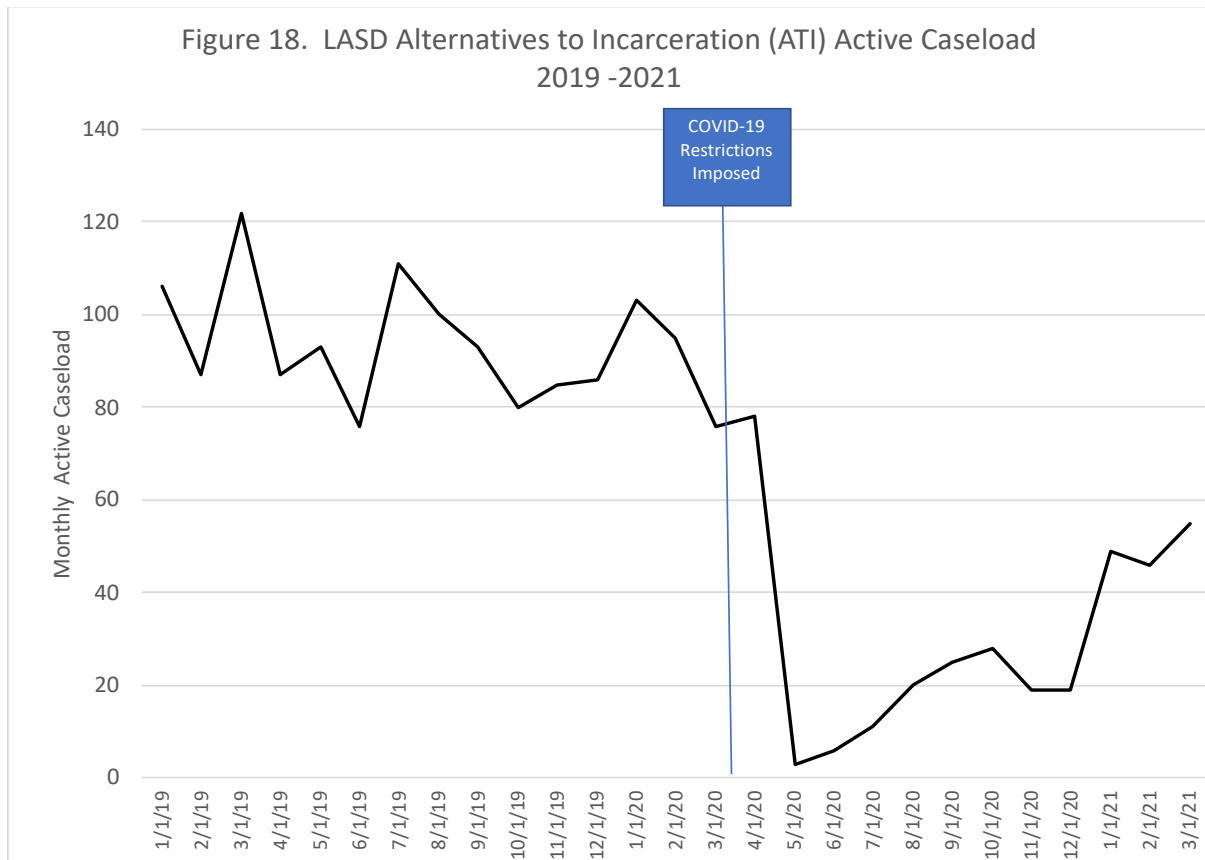
Consequently, the LASD now operates a number of programs that serve to reduce the LOS for people who have received a jail sentence. There are three such programs – Electronic Monitoring, Work Release, and the Weekender Work Program. The screening criteria for these programs are quite elaborate and time consuming which explains why the caseload numbers are so low (well below 100). They have become even lower after COVID-19 as the pool of potential candidates has also declined (Figure 18). While the active caseload has just recently increased, these programs, as currently constituted, are simply too small to have a significant impact on the jail population.

### *Impact of ODR Program*

The last program that is designed to reduce LOS is the ODR. While often described as a diversion program, ODR really serves as a means for releasing people who have been incarcerated for a substantial period of time in pretrial status, who have significant mental health needs and who need supportive community-based services and housing. For most defendants who are released to ODR, one must plead guilty to the pending charges and be sentenced to probation. However, even after the probation term is completed, one may remain on the ODR caseload due to their need for services. As such ODR should be structured to reduce the LOS for those who are unable to secure release prior to arraignment.

### *The ODR and Non-ODR Mental Health Population Attributes*

A major recommendation by the MCJ Closure Work Group for reducing the jail population by 4,500 was to fund an additional 3,600 mental health treatment beds. The need for the 3,600 mental health treatment beds is based on the 2019 RAND study that concluded that number were currently in the jail and were potentially “divertible”. In the next few pages, a more detailed analysis of the



current mental health population is made and those factors that would limit the ability to reduce the current mental health population by 3,600 patients.

The current mental health population is estimated at about 6,000 with 1,255 classified as HOH, 2,081 as MOH, and 2,081 as in the general population but receiving psychotropic medication (Figure 19). Since 2015 when ODR was created, the mental health populations have continued to rise. The two exceptions are the relatively small categories of Felony In-Patient (FIP) and K-10 Moderate Observation Housing. There was a sharp dip in these populations, but it was due to the effects of COVID-19 as described earlier. Further, there has been a rebound in this sub-population, as the overall jail population has also rebounded.

Understanding why there has been no reduction in the mental health daily populations even as ODR has been implemented requires a more detailed analysis of the two factors that are producing them – admissions and the LOS. For the patients classified as Moderate Observation Housing (MOH) or High Observation Housing (HOH), it is possible to trace their admission numbers and LOS by using the jail release file. It is also possible to identify those patients who are being released to the ODR program.

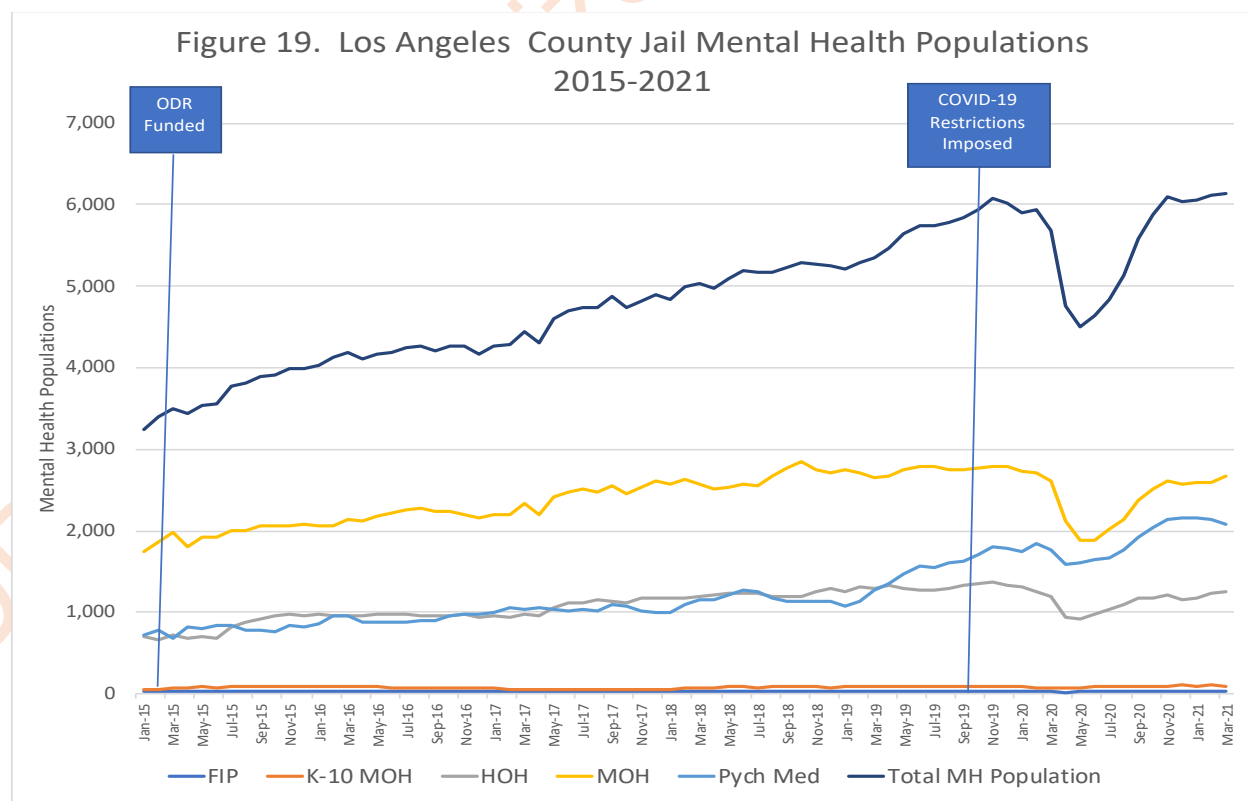
Tables 35 and 36 compare the attributes of the ODR releases with other mental health patients who are labeled either as HOH or MOH from January 2019 through May 2020. Collectively, the data show that 28,000 releases were identified as HOH or MOH. Based on an annualized

admission/release number and the LOS, the estimated HOH and MOH population is about 4,000 which is virtually identical to the reported HOH and MOH populations in Figure 19. So, in order to reduce these populations, a much larger number of people would need to be “diverted”.

These two tables also show that the ODR releases are more likely to be women (35% vs. 19%) and charged with multiple felony cases that are disproportionately violent crimes (53% vs. 34%). More significantly, when controlling for the severity of the crime, the ODR releases are spending a significantly longer period of confinement than the non-ODR releases. As noted earlier, ODR releases constitute about 1% of all releases but have a significantly longer LOS than the average LASD releasee. The longer LOS is an artifact of two factors –the nature of the charges and the lengthy criminal court process for reaching a plea agreement.

Relative to the method of release, the non-Mental Health releases are scattered among the various release methods while the ODR releases exit the jail via two release codes (Transfer to rehabilitation program and transfer to “other agency”) (Table 37).

However, the most important statistic in Table 36 is that the entire non-ODR Mental Health release group is producing a jail population of about 3,500. Of that group, those now being sentenced to state prison are occupying nearly 700 jail beds with another 675 being people who received a local jail or AB109 sentence. These data strongly imply that trying to significantly reduce the current jail population by solely increasing funding for community based mental health beds will not be sufficient to lower the jail population by 4,500 people. It would require the diversion of over 20,000 HOH and MOH patients, a good portion of whom are now receiving state prison or jail sentences.



**Table 35. Release Attributes  
(ODR versus Mental (non-ODR))  
January 1, 2019 – May 31, 2020**

Attribute	ODR			Mental (non-ODR)		
	Number	Percent of Total	Average Length of Stay (days)	Number	Percent of Total	Average Length of Stay (days)
<b>Total</b>	<b>1,983</b>	<b>100.0%</b>	<b>150.7</b>	<b>25,337</b>	<b>100.0%</b>	<b>71.0</b>
<b>Daily Jail Population</b>	<b>580</b>			<b>3,479</b>		
<b>Gender</b>						
Women	685	34.5%	138.1	4,712	18.6%	55.8
Men	1,298	65.5%	157.3	20,625	81.4%	74.5
<b>Race</b>						
Black	787	39.7%	162.4	8,937	35.3%	77.2
Hispanic	636	32.1%	148.3	9,296	36.7%	68.5
Other	93	4.7%	145.3	1,201	4.7%	75.7
White	467	23.6%	135.2	5,903	23.3%	64.7
<b>Age at Release</b>						
17 - 24	248	12.5%	145.7	3,082	12.2%	68.1
25 - 34	770	38.8%	153.2	9,026	35.6%	70.4
35 - 44	446	22.5%	149.4	6,427	25.4%	70.3
45 and older	519	26.2%	150.3	6,802	26.8%	73.8
Average age	37.5			37.9		
<b>Number of Charges</b>						
One	814	41.0%	143.8	12,224	48.2%	59.5
Two	576	29.0%	150.5	7,069	27.9%	75.6
Three	301	15.2%	157.7	3,166	12.5%	83.5
Four	152	7.7%	166.3	1,518	6.0%	92.8
Five or more	140	7.1%	158.6	1,360	5.4%	97.3
Average # of charges	2.2			2.0		
Median # of charges	2.0			2.0		

**Table 36. Releases by Most Serious Charge  
(ODR versus Mental (non-ODR))  
January 1, 2019 – May 31, 2020**

Offense	ODR			Other Mental Health (non-ODR)		
	Number	Percent	Average Length of Stay (days)	Number	Percent	Average Length of Stay (days)
<b>Total</b>	<b>1,983</b>	<b>100.0%</b>	<b>150.7</b>	<b>25,337</b>	<b>100.0%</b>	<b>71.0</b>
<b>Total Felony</b>	<b>1,729</b>	<b>87.2%</b>	<b>149.1</b>	<b>17,831</b>	<b>70.4%</b>	<b>87.0</b>
<b>Felony Violent</b>	<b>1,057</b>	<b>53.3%</b>	<b>161.8</b>	<b>8,512</b>	<b>33.6%</b>	<b>110.9</b>
Murder	0	0.0%	0.0	192	0.8%	468.5
Sex	58	2.9%	139.1	580	2.3%	133.0
Assault/battery	612	30.9%	164.4	3,552	14.0%	114.5
Robbery	139	7.0%	164.1	1,168	4.6%	109.0
Domestic violence	18	0.9%	166.2	670	2.6%	59.4
Violate protective order	30	1.5%	116.3	522	2.1%	52.7
Threaten Death/GBH	100	5.0%	165.4	921	3.6%	85.4
Threaten executive officer	39	2.0%	153.3	401	1.6%	96.0
Other violent	60	3.0%	174.2	506	2.0%	115.3
<b>Felony Drug</b>	<b>57</b>	<b>2.9%</b>	<b>123.3</b>	<b>1,370</b>	<b>5.4%</b>	<b>69.4</b>
Drug Sale	18	0.9%	144.9	790	3.1%	90.7
Drug Possession	39	2.0%	113.4	580	2.3%	40.5
<b>Felony Non-Violent</b>	<b>615</b>	<b>31.0%</b>	<b>129.5</b>	<b>7,949</b>	<b>31.4%</b>	<b>64.4</b>
Burglary	141	7.1%	149.1	1,099	4.3%	101.4
Fraud/forgery	19	1.0%	105.5	173	0.7%	67.0
Theft	116	5.8%	125.9	1,102	4.3%	73.8
Malicious mischief	166	8.4%	119.9	1,060	4.2%	70.9
Other property	65	3.3%	160.9	258	1.0%	113.3
DUI	0	0.0%	-	137	0.5%	48.9
Weapons	18	0.9%	111.7	347	1.4%	61.1
Probation/parole violation	17	0.9%	108.8	3,167	12.5%	46.1
Other Non-Violent	61	3.1 %	106.2	480	1.9%	48.9
Traffic	8	0.4%	135.9	91	0.4%	55.3
FTA	5	0.3%	64.6	35	0.1%	28.5
<b>Total Misdemeanor</b>	<b>244</b>	<b>12.3%</b>	<b>163.9</b>	<b>6,925</b>	<b>27.3%</b>	<b>32.4</b>
<b>Other</b>	<b>10</b>	<b>0.5%</b>	<b>101.2</b>	<b>581</b>	<b>2.3%</b>	<b>59.6</b>

**Table 37. Releases by Release Reason  
(ODR versus Mental (non-ODR))  
January 1, 2019 – May 31, 2020**

Release Category	ODR				Mental (non-ODR)			
	Number	Ave. LOS (days)	% of Total	Calculated ADP	Number	Ave. LOS (days)	% Total	Calculated ADP
<b>Total</b>	<b>1,983</b>	<b>150.7</b>	<b>100%</b>	<b>579</b>	<b>25,337</b>	<b>71.0</b>	<b>100 %</b>	<b>3,476</b>
Bond	1	11.0	0.1%	0	927	22.7	3.7%	41
Transfer to CDCR	5	227.0	0.3%	2	2,462	144.6	9.7%	688
Cite	7	206.6	0.4%	3	305	41.9	1.2%	25
Dismissed	4	124.5	0.2%	1	1,469	30.0	5.8%	85
Transfer to hospital	15	205.5	0.8%	6	1,222	198.4	4.8%	469
Other/rebook	6	120.2	0.3%	1	113	70.4	0.4%	15
Own recognizance	13	152.9	0.7%	4	1,318	30.2	5.2%	77
Parole release	1	104.0	0.1%	0	676	10.1	2.7%	13
Percent of sentence	0	n/a	0.0%	0	603	48.4	2.4%	56
Sentence expiration	4	250.5	0.2%	2	4,117	84.8	16.2%	675
Short	0	n/a	0.0%	0	2,767	13.1	10.9%	70
Time served	1	112.0	0.1%	1	1,089	68.9	4.3%	145
To probation	7	140.7	0.4%	2	3,032	41.2	12.0%	241
To rehab program	1,002	135.1	50.5%	262	2,185	67.6	8.6%	285
Transfer other agency	915	166.1	46.1%	294	3,017	100.2	11.9%	584
Zero bail	2	130.5	0.1%	1	35	96.3	0.1%	7

### *The RAND Study*

The recent study by the RAND Corporation was cited by the MCJ Closure Work Group to support the recommendation to fund 3,600 community based mental health beds.<sup>50</sup> Specifically, RAND made the following conclusion:

“Based on our analyses, we found that about 60.8 percent of the jail mental health population were appropriate for diversion (about 3,368 individuals, based on the current population); 7.5 percent were potentially appropriate (about 414 individuals); and 31.8 percent were not appropriate (about 1,762).”

<sup>50</sup> Holliday, Stephanie Brooks, Nicholas M. Pace, Neil Gowensmith, Ira Packer, Daniel Murrie, Alicia Virani, Bing Han, Sarah B. Hunter. 2019. Estimating the Size of the Los Angeles County Jail Mental Health Population Appropriate for Release into Community Services. Santa Monica, CA: The RAND Corporation.



The study was based on a representative sample of 500 people from a total population of 5,544 people who were in the jail as of June 6, 2019 and were identified as a person either assigned as HOH, MOH, or taking psychotropic medications. This number is consistent with the numbers shown in Figure 19 for 2019.

To simulate the number of people in the sample that would be eligible for placement in ODR or any other community-based program, a detailed review was made of each sampled case. Cases were selected based on the legal and mental health criteria adopted by ODR. Eligibility was not based on a review by prosecutors, public defenders, judges, or the patients themselves.

It is important to note that this study was of the current jail population at that point in time and not a sample of actual jail releases. Review of jail releases would inform one on how many people would have to be diverted from jail or have their LOS significantly reduced to reduce the overall jail population by 3,400.

The RAND researchers also carefully noted six reasons that limit their estimates. These can be summarized as follows:

1. It was not possible to determine whether those in the sample who were recommended for diversion were actually diverted.
2. Judges assigned to courtrooms currently handling mental health matters who are more receptive to alternative placements may not be representative of other judges who would have to change their current sentencing practices.
3. Judges do not have unlimited discretion to release defendants into community services based on current California laws.
4. There may have been some people in the sample who were suffering not from mental illness but rather substance abuse disorders.
5. Because the study was based on a single point in time “snapshot” of then-current mental health population, it was unable to estimate the impact of expanding the number of community beds on the jail mental health population (to do that would require a jail admission and release data as shown above).
6. The researchers did not have access to details about the circumstances surrounding current criminal charges and other pending charges from other jurisdictions.

For all of these reasons, the 3,400 divertible estimate should be viewed as a “best-case scenario” but may not be possible to achieve. In order to conduct a more realistic estimate, we performed a simulation on the non-ODR mental health release cohort that applied the following exclusionary criteria:

1. Did not meet the ODR offense criteria;
2. All persons with a LOS of less than 21 days (insufficient time to stabilize on medication);
3. All persons transferred to another jurisdiction (ineligible for ODR);
4. All persons released to ODR or other rehabilitative program (already being served); and
5. Transferred to CDCR (does not impact jail population).

This screening simulation showed there were 5,375 released HOH and MOH patients per year who had an average LOS of 109 days which means they occupy about 1,600 jail beds on any given day (Table 38). The biggest factor that disqualifies potential alternative community bed placement is the large number of patients who spend less than 30 days in the jail. If patients could be screened and released sooner, the bed savings will increase. For example, assuming the screening and referral processes could be completed within 21 days, the pool of eligible persons increases to 6,500.

**Table 38. Simulation of Bed Savings for Reducing Non-ODR HOH and MOH Patient Jail Populations**

Screening Factor	Releases
Total Non-ODR HOH and MOH Releases Per Year	25,337
Exclusion Reason Total	19,962
Ineligible charge	2,911
30 days or less	11,789
Transfer to other agency	2,268
Release to Rehab Programs	1,209
CDCR release	1,785
Total Remaining Releases	5,375
Current LOS	109 days
Current Jail Population	1,604
New LOS	40 days
New Jail Population	589
Jail Population Reduction	-1,015
With 20% Discount	812

But assuming they would have a LOS of about 30 days as opposed to the current 109 days, the bed savings would be at 1,015. However, one must consider that some portion of these people will either decline to accept the placement or the courts will deny the motion for release (either pretrial or as a sentencing option like ODR). While it is not possible to know these disqualifying factors, it would seem appropriate to assume a 20% defendant/court rejection rate. Based on that discount factor the bed savings could amount to the bed savings would be 812. There may be other people who are not HOH or MOH patients but in any event, the number does not approach 3,600.

#### *Impact of ODR on Recidivism*

Using the jail release file, it was also possible to conduct a preliminary recidivism study to assess the possible impact on the rate of return to the jail system. This was done by taking those people who were released between January and May 2019 and determining if they had been returned to the LASD jail system within one year. Excluded from the analysis were people released to state hospitals, the CDCR and transferred to another jurisdiction.

The overall rebooking rate for this cohort was 30% with ODR releases having a lower rate of 25%. However, those non-ODR Mental Health releases had a significantly higher rate of 41% (a 16% absolute percentage difference). To further clarify this comparison, we controlled the rates for the following two variables that are associated with re-booking rates and differentiate the ODR from the non-ODR Mental Health releases (Table 39):

1. Gender (ODR releases are disproportionately women); and,
2. Severity of Charges (ODR releases are disproportionately charged with a felony crime(s) and less likely for misdemeanor crime(s)).

Based on that analysis, the differences between the ODR and non-ODR are sustained for males charged with felony level charges. The same is true for women but the difference is reduced to 10%. These data can also be used to calculate re-booking rates by the methods of release. People released via a citation or a “shortened” sentence have lower rebooking rates (Table 40).

Finally, the data can also be used to show the diminishing returns of longer LOS. Figure 20 plots the first re-booking rates by LOS. This chart shows an increasing booking rate as the LOS increases. The lack of a positive relationship between people released from state prison and their considerably longer LOS has been well established by criminologists. But these data give further evidence that reducing the LOS may have a positive impact on re-booking rates.

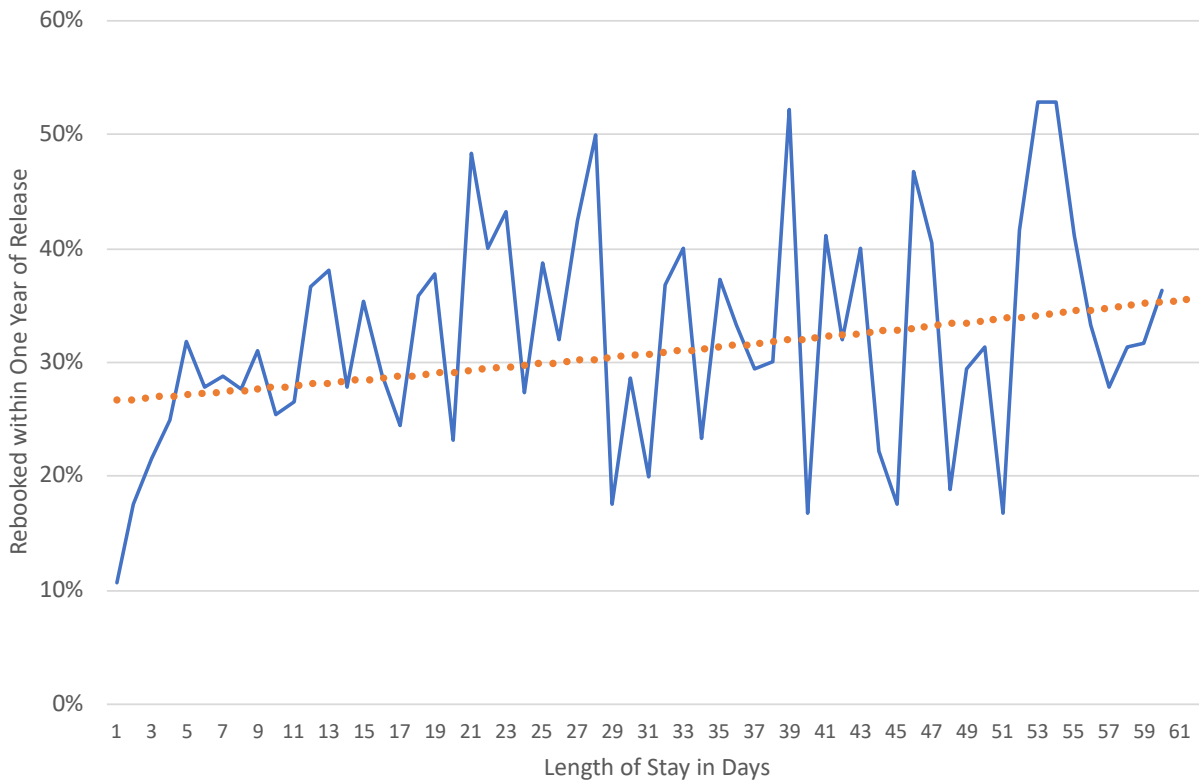
**Table 39. First Jail Release 2019, Rebooking within One Year by ODR and Mental Health Flag Only**

Group	Number	Percent	Percent Rebooked within 1 year	Average Time to Rebook (days)
<b>Total</b>	57,767	100%	30%	118
ODR Client	589	1%	25%	134
Male -Felony	283	<1%	27%	
Female – Felony	143	<1%	28%	
Non-ODR Mental health	10,469	18%	41%	106
Male - Felony	3,883	7%	44%	
Female- Felony	786	1%	38%	
Neither ODR nor Non-ODR	46,709	81%	28%	122

**Table 40. All First Jail Release 2019, Rebooking within One Year**

Release Category (Less Transfers)	Number	Percent	Percent Rebooked within 1 year	Average Time to Rebook (days)
<b>Total</b>	57,767	100%	30%	118
Bond	7,253	13%	27%	123
Cite	1,845	3%	19%	149
Dismissed	2,056	4%	23%	117
Rehab/treatment	3,176	5%	31%	114
Rebook/Other	265	0%	28%	70
Own recognizance	1,397	2%	23%	117
Parole release	1,127	2%	55%	106
Percent of sentence	2,045	4%	31%	122
Sentence expiration	14,722	25%	37%	112
Sentenced short releases	18,583	32%	24%	126
Time served	1,026	2%	28%	120
To probation	3,285	6%	35%	117

**Figure 20. Los Angeles Jail 2019 Releases  
Rebooking Rates by LOS (in Days)**



## County Jail Population Projections

### *Baseline Projection*

The baseline Los Angeles jail population forecast was developed using the JFA stochastic entity simulation model. Data for the simulation model were collected on aggregate bookings and Average Daily Population from Calendar Years (CY) 2017 through May of 2021 and case level data on the confined jail population on January 19, 2021 and releases from January 1, 2019 to April 30, 2021. An expanded 28-month time frame for the case level release extract data file was used due to release fluctuations caused by the COVID-19 pandemic response. The expanded time frame allows for more representative release statistics to be analyzed and built into the simulation model.

Two main assumptions are built into the simulation model and discussed here; future jail admissions and projected LOS. As stated above, 28 months of individual case level release data was used in the construction of the simulation model. During that time frame, the overall average LOS for all releases was 67 days. From March 2020 (post-COVID-19), the overall LOS was observed at 87 days due to a reduction in the number of shorter LOS individuals and combined with the cessation of CDCR transfers. In the forecast model, this overall LOS for jail releases is assumed to rebound to the pre-pandemic average of 67 days over the remainder of 2021. From there, the LOS for the base projection is assumed to remain stable at 67 days through the forecast horizon. It should be noted that the forecast model does not assume one overall LOS, rather it is built on customized LOS for specific crime and release types.

Similar to LOS, the COVID-19 pandemic had a substantial impact on admissions to the LA County jail. Admissions in 2020 plummeted over 45% due to COVID-19 mitigation measures (Table 41). Prior to 2020, admissions to the LA County jail were also decreasing, but not near the magnitude observed in 2020. Excluding 2020, annual admissions to the LA County jail were decreasing by an average of 2.5 percent per year. Since June of 2020, some crime, particularly murder, aggravated assault and motor vehicle theft have been increasing. The sum of reported crimes in those three categories for 2020 was higher than total year 2019.

Projecting future admissions to jail at this time is particularly challenging. Most of the factors that affect jail admissions are tied to COVID-19 related measures, police practices and the successful “re-opening” of society. With the current trajectory, it is assumed jail admissions will continue to rebound and end the year at just over 82,000 admissions in 2021. Given trends prior to 2020 and recent increases in some crimes, annual admissions are projected to increase slightly long-term with an average annual increase of 0.5% per year over the next five years (Table 41). Thereafter, consistent with the flat population and declining at risk population projections presented earlier, jail admissions are projected to remain flat.

Based on the admissions and LOS assumptions described above, 1) if there are no future policy or practice changes implemented by the County and 2) the CDCR continues to limit prison admissions, the LA jail population is projected to increase slightly to 15,476 by December 2026.

**Table 41. Annual Actual and Projected Admissions  
CY 2016-2026**

<b>Year</b>	<b>Total</b>	<b>Average Monthly</b>	<b>Percentage Change</b>
2016	112,332	9,361	
2017	110,941	9,245	-1.2%
2018	109,706	9,142	-1.1%
2019	103,839	8,653	-5.3%
2020	56,651	4,271	-45.4%
2021	82,127	6,844	45.0%
2022	82,538	6,878	0.5%
2023	82,950	6,913	0.5%
2024	83,365	6,947	0.5%
2025	83,782	6,982	0.5%
2026	84,201	7,017	0.5%
<b>Average Annual Growth 2016-2019</b>			-2.6%
<b>Average Annual Growth 2022-2026</b>			0.5%

Finally, it must be emphasized that jail population projections are only as good as the assumptions that underly them. Those assumptions largely reflect criminal justice policies. Because such policies are dynamic and constantly change from year to year, jail population projections should be updated at least on an annual basis. It is noteworthy that there is no County entity that issues LASD jail population projections, a deficiency in County planning that needs to be corrected.

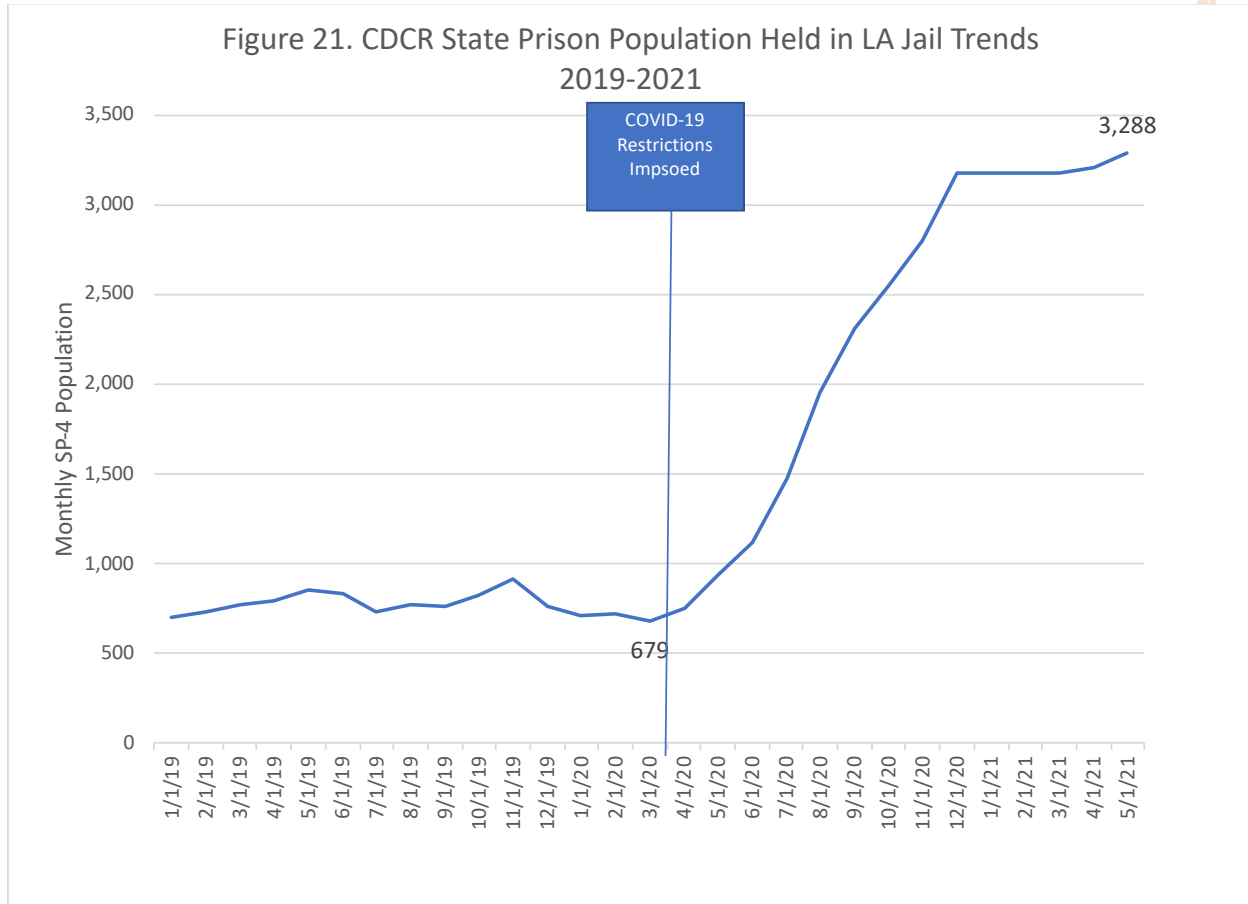
#### *Alternative Scenarios/Impact Calculations*

This section summarizes the four major reforms that if implemented would lower the baseline projection. It must be emphasized that there are no formal plans or funding in place that would actually implement each one. Key to all of them, with the exception of the removal of CDCR sentenced prisoners, will be modest but important changes by the criminal courts in terms of their case processing and pretrial release policies. Most of the reforms are simulating reductions in the current LOS which as noted above is well above national and local rates. Because LOS is not associated with recidivism rates, there is no negative impact on crime rates.

##### 1. CDCR Removes Prison Intake Restrictions

From January 2020 through March 2020, the average number of individuals held in the LA County jail awaiting transfer to CDCR averaged 700 per month. COVID-19 restrictions were put in place by CDCR beginning March 1, 2020 limiting the transfers of offenders to CDCR. Since these limitations, the SP-4 population awaiting transfer to CDCR has grown to over 3,200 offenders (Figure 21).

It is assumed the limitations on the SP-4 population will be lifted and transfers will begin to move to CDCR starting in July 2021. Transferring the backlog of offenders to CDCR is assumed to be gradual and the backlog transfers will be completed by June 2022. The resulting reduction to the jail population is calculated at **-2,588 beds**. This figure is consistent with the MCJ Closure Work Group estimates.



## 2. Criminal Case Processing Reforms (Reduce Court Delays)

Individuals currently released via Sentence Expiration, Transfer to CDCR, Transfers to Other Agency, Rehab/Treatment Releases, ODR, and State Hospital transfers for treatment who are NOT included in any of the previous impact assumptions would benefit from criminal case processing reforms that would reduce current court delays in ordering those releases. What is important to note here is that the decision to release itself would not be impacted. Rather, the time it takes the court to make such decisions would be modestly reduced.

Specifically, individuals benefitting from expedited case processing would see average LOS savings of 14 days for most cases, 30 days for transfers to CDCR, up to 90 days for cases releases to ODR, and a 137-day reduction for those defendants waiting to be transferred to the state hospital. Reductions are assumed to take 18 months to be fully realized. The resulting reduction to the jail



population is calculated at **-2,014** (Table 42). This option was not included in the MCJ Closure Work Group.

**Table 42. Criminal Case Processing Reforms  
Jail Population Reduction Scenario Assumptions**

<b>Jail Release Type</b>	<b>Annualized 2021</b>	<b>Current LOS</b>	<b>New LOS</b>	<b>LOS Savings</b>	<b>Bedspace Impact</b>
Dismissed	3,464	24	10	14	-133
Time Served	1,128	122	198	14	-43
Transfer to CDCR	10,880	167	137	30	-894
Transfers to Other Agency	8,153	128	114	14	-313
Rehab/Treatment	3,769	113	99	14	-144
ODR	1,374	136	46	90	-339
Mental Competency	343	278	120	158	148
<b>Total</b>	<b>28,307</b>	<b>128</b>	<b>107</b>	<b>21</b>	<b>-2,014</b>

### 3. Expedite Releases to Existing Alternatives to Incarceration – Pretrial and Sentenced

Under this scenario, pretrial detainees who are already securing release via Own Recognizance and Bond would have their releases made more quickly by the courts. Further, people who are receiving jail sentences (and have been incarcerated for substantial periods of time in pretrial status) would also be released sooner by an overall average of 13 days.

Currently people who are securing OR and Bond are spending an overall average of 27 days prior to release. It is assumed that such releases would be reduce to an overall LOS of 14 days. People who are receiving local jail sentences currently for an average of 125 days would have their LOS also reduced by 14 days. Under this scenario the overall LOS for these three release groups would decline to 13 days. Such a modest reduction in the LOS will have no impact on recidivism rates or crime rates.

In addition to expediting people who are already being released to the community, there is also a large pool of people in the jail on any given day who are potential eligible for either pretrial release or placement on house arrest by the LASD. The LASD has a considerable level of discretion under California law to release people (either pretrial or sentenced) onto house arrest or electronic monitoring who meet the following criteria:

“The inmate is appropriate for the program based on a determination by the correctional administrator that the inmate's participation would be consistent with the public safety interests of the community.” California Penal Code Statutes 1203.018 and 1203.016.

A preliminary analysis by JFA and the LASD found about 2,000 inmates who would be potential candidates for placement in the community. This analysis did not include a risk assessment of



these potential candidates. Nonetheless, it's clear there is a significant pool of people who are currently incarcerated who placed in the community under the LASD supervision.

To manage these jail population reductions, we would recommend that the resources now being allocated to the Probation Department's Pretrial Services Agency, the LASD's Alternatives to Custody (ATC), the Public Defender's Rapid Diversion Program (RDP), and the CEO's Alternatives to Incarceration (ATI) units be enhanced and consolidated into a single Pretrial & Release Agency. The agency's mission would be to use the existing release mechanisms, for both pretrial and sentenced, and expedite the releases to a variety of existing community-based programs and supervision levels. For the sentenced inmates, a greater use of electronic monitoring (EM) and work release would occur. For the pretrial release options, a more robust supervised release program would be used. The Pretrial & Release Agency would govern all risk assessment instruments now being used by the courts and the LASD.

The resulting reduction to the jail population is calculated at **-1,106** (Table 43). This reform is consistent with MCJ Closure Work Group recommendation which called for the diversion of other non-mental health populations. However, rather than diverting more people from the jail system, this reform targets those people who are being admitted and released from the jail in a more timely manner. As such there would be no need for additional program resources to implement this reform.

**Table 43. Expedite Releases to Existing Alternatives to Incarceration Programs  
Jail Population Reduction Scenario Assumptions**

<b>Jail Release Type</b>	<b>Percentage of Releases</b>	<b>Annualized 2021</b>	<b>Current LOS (days)</b>	<b>New LOS (days)</b>	<b>LOS Savings</b>	<b>Jail Population Impact</b>
Own Recognizance	5%	4,106	35	20	15	-171
Bond	15%	12,319	24	15	9	-310
Sentence Expiration	20%	16,299	125	111	14	-625
<b>Total</b>	<b>40%</b>	<b>32,724</b>	<b>76</b>	<b>63</b>	<b>13</b>	<b>-1,106</b>

#### 4. Expand Community Based Mental Health Beds

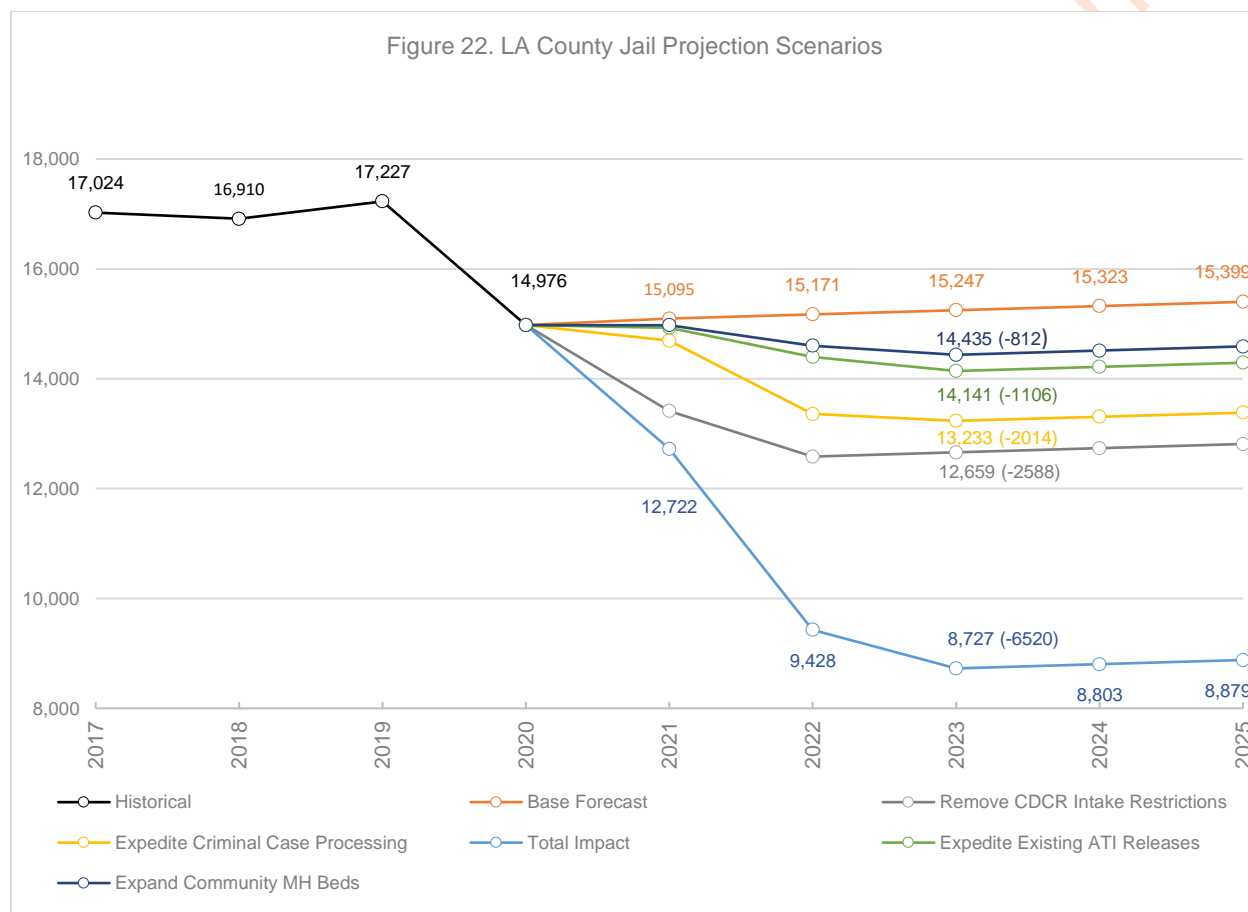
Earlier in the report we simulated the potential impact of increasing the number of mental health beds for patients who are not being released to ODR. That number was estimated at 812 (Table 38, above). Such individuals would continue to be booked into the jail but would be released within an average of 30 days to an expanded Rapid Diversion Program (RDP). This estimate is considerably lower than the 3,600 estimate by the MCJ Closure Work Group estimate for the reasons stated earlier in the report.

#### *Summary Estimates*

Figure 22 and Table 44 present a summary of the baseline forecast and the impact of each alternative scenario against that projection. The chart and table also present all alternative scenarios combined and their collective impact on the future jail population. With all scenarios

included and accounting for overlap, the LA County jail population can be reduced from its current level of 15,000 to about 8,700 with a slight increase thereafter as jail admissions increase slightly, consistent with overall LA County population growth, and a slight increase to prior adult arrest and associated jail booking rates.

If this were to be achieved, the LA County jail incarceration rate would be one of the lowest in the US and would essentially match New York City's current incarceration rate of 83 per 100,000 population which, as described later in this report, does not account for NYC's lower crime and arrest rates.



**Table 44. Summary of Jail Population Reductions**

Proposed Reform	Jail Population Impact
Remove CDCR Intake Restrictions	-2,588
Expedite Criminal Case Processing	-2,014
Expedite Releases to Existing Alternatives to Incarceration	-1,106
Expand MH Beds	-812
Total Impact	-6,520
Approximate Future Jail Population Estimate	8,900
Incarceration Rate Per 100,000 Population Comparisons	
Current LASD Jail Rate Per 100,000 Population	150
LASD Jail Rate with Reforms	89
Current California Jail Rate	183
Current US Jail Rate	167
Current NYC Jail Rate	83

*Concerns About the Projections*

The JFA estimates are similar but slightly higher to the MCJ Closure Work Group which projected an 8,200 - 8,500 total population. However, the methods for achieving these reductions are significantly different. The MCJ Closure Work Group relies heavily on funding 3,600 community mental health treatment beds while the JFA estimates use a number of non-programmatic reforms that do not require that level of community-based treatment beds or program funding. In particular, modest reforms in criminal court processing that will reduce the current LOS, removal of the SP-4 state prisoners, and more timely releases of people already being released to the community are the three major reforms that drive the JFA estimates.

Both the MCJ Work Group and the JFA projected reductions will require the courts (public defenders, private counsel, prosecutors, and judges) to modestly change their continuance practices as recommended by the National Center for State Courts and other professional organizations. To put it directly, only a judge's order can release a pretrial defendant or sentence someone to serve a jail sentence. In order for this plan to work, the timeliness of those decisions will need to change.

*Expanded Use of the Rutherford Consent Decree to Assist in Implementing Reforms*

If the courts are unable to expedite their current felony court dispositions by an overall average of 14 days, the longstanding *Rutherford* Consent Decree could be used to allow the Sheriff via a structured release process achieve the desired jail population reduction goals.

*Rutherford* allows the Sheriff to release inmates, whether pretrial or sentenced, when the jail population exceeds its capacity. At issue here is what the “parties” would agree as the jail bed capacity. As noted in the Part 1 Report, if one were to base capacity on the BSCC standards, the current jail population exceeds the bed capacity by almost 5,000 people.

There is considerable evidence that the current level of crowding is producing a wide array of negative effects for staff and inmates alike. The LASD and its medical and mental health partners are not meeting minimum levels of mental health care as required by the Joint Settlement Agreement with the U.S. Department of Justice (*United States v. County of Los Angeles, et al.*, CV No. 15-05903). Further the official inmate-on-inmate assault rate is high (Table 45). At the 16-19 per 100 population, this means that 17-18% of the current jail population is assaulted within a year of confinement. This rate is five times the rate for the CDCR. The aggravated assault rate for California is 267 per 100,000 or 0.267 per 100 population.

Collectively these data strongly suggest that the current jail system is unsafe for staff and inmates alike and the population needs to be rapidly reduced to meet 90 percent of the BSCC bed capacity levels.

**Table 45. Inmate Assault Rate Comparisons LASD and CDCR**

Attribute	LASD	CDCR
Inmate-on-inmate Assaults Per Year	2,526	3,490
Inmate on Staff Per Year	473	3,080
Total Assaults Per Year	2,999	6,570
Inmate Population	15,695	118,319
Total Assaults Per 100 Inmates	19	6
inmate-on-inmate Assaults Per 100 Inmates	16	3
U.S. Aggravated Assault Rate Per 100 Population	0.267	

The question remains on how best to identify people currently in the jail who are best suited for release via existing release mechanism. One approach would be to draw upon the resources of the proposed Pretrial & Release Agency described earlier, who would be authorized by the LASD to release people on a daily basis based on established criteria. Its task would be to ensure that each facility would remain ten percent below the BSCC rated capacity at all times.

Assuming the CDCR population is reduced to historic levels as the COVID-19 pandemic diminishes this year, the ATI would daily identify pretrial and sentenced inmates who meet the following criteria:

1. Are not charged or convicted of murder or rape;
2. Have been in custody for 120 days or more;
3. Are not classified as “K” Codes 10, 17,19, or 20; and,
4. Have no outstanding felony warrants from another jurisdiction.

Priority would be given to release people who are assessed as low to moderate risk on the Public Safety Assessment (PSA) risk instrument or classified as medium or minimum custody on the LASD classification system.

## Population Reduction and Facility Options Scenarios

As stated above, achieving the closure of MCJ, will result in about 3,500 jail beds being removed from the current jail system. When this occurs, there will be about 8,000 BSCC rated beds available which can safely hold about 7,200 people at any given time. Even if either the MCJ Closure Work Group projection of 8,200-8,500 or the JFA estimate of 8,900 were achieved, additional beds will be required to provide adequate security and treatment for the detained population. The question is: How many beds and at what cost?

### Scenario #1 – Reduce Population to 8,900, Close MCJ Housing Units, No New Bed Capacities

This scenario reflects the closure of the two MCJ housing units with implementation of the four depopulation strategies to reduce the jail population to 8,900 among the remaining jail facilities. It also addresses the Board of Supervisors' June 22, 2021 motion to close MCJ and not build any new jail facilities. Scenario #1 will have an estimated cost savings of \$55 million ongoing from the closure of the two MCJ housing units while expanding community based mental health beds which will have both an operational and capital costs.

This scenario will have significant operational drawbacks, including: 1) the relocation of high security men elsewhere in the jail system which will lead to a displacement cascade of other populations (women and/or mental health) and their overcrowding, 2) continued use of an aging hospital facility, 3) loss of specialized housing capacity which impacts their security and access to services, and 4) creation of structural overcrowding since the remaining jail facilities will have an operational capacity of 7,169 beds compared to an estimated jail population of 8,900. Each of these issues raise the potential for continued jail violence, inability to provide appropriate access to services (DOJ Consent Decree will not be met), and exposure to litigation.

**Table 46. Scenario #1: MCJ Closure Without New Bed Capacities**

Action	Jail Population Reduction	Net Jail Population	BSCC Capacity	Operational Capacity	Bed Surplus/ Deficit	Operating Costs (millions)	Capital Costs (millions)
Current Status		15,000	11,478	10,330	-4,670		
1. Eliminate CDCR Intake Restrictions	-2,600	12,400	11,478	10,330	-2,100	\$0	\$0
2. Implement Case Processing Reforms	-2,000	10,400	11,478	10,330	-70	\$0	\$0
3. Expand MH Beds	-800	9,600	11,478	10,330	+730	\$54m	\$6m
4. Expand Alternatives to Incarceration	-1,100	8,500	11,478	10,330	+1,830	\$0	\$0
Adjust for Future Admission Increase	500	8,900	11,478	10,330	+1,430		
Adjustment for MCJ Closure		8,900	7,966	7,169	-1,731	-\$109m	
Grand Totals		8,900	7,966	7,169	-1,731	-\$55m	\$6m

## **Scenario #2 – Reduce Population to 8,900, Close MCJ Housing Units and Hospital, Renovate PDC-East and Mira Loma, Construct 1,000 bed MMHF.**

This scenario closes the MCJ housing units, implements the four depopulation strategies to reduce the jail population to 8,900, and adds jail capacity to address the post-MCJ closure issues. Scenario #2 would incur \$70 million in operational and \$807 million in capital costs.

### *1. Renovate PDC-East and Mira Loma*

In terms of existing facilities, there are two facilities (PDC-East and Mira Loma) that are now closed but could be re-opened for the purposes of providing for a model female and male treatment/rehabilitative facilities. Detailed plans for renovating these two facilities were completed in 2018 with estimated construction and operating costs. These renovation plans can be quickly finalized so that projects could be completed within two years.

The most immediate decision would be to expand and complete the partial on-going renovation of the PDC-East facility which would allow for it to service a medically disabled population. The remainder of the facility could be upgraded to ensure a 20-year lifespan although all of the housing would only be suitable for general population minimum and medium custody inmates.

Following through on the proposed Mira Loma complex would meet the need for a facility that meets the unique programmatic needs of the female population. Females are now inappropriately housed at the CRDF which is better suited for high security males. It would also allow the high security males at MCJ who require single cells to be transferred to CRDF.

If Mira Loma is not renovated for the women, then the County would have to construct a far more expensive new facility in an undetermined location.

### *2. Construction of a Medical/Mental Health Facility (MMHF)*

The original MCJ closure plan largely consisted of building a 3,885 bed correctional facility at a cost of \$2.2 billion or \$566,000 per bed. If the recommended population reduction reforms are achieved, such a large facility will not be required to adequately house the remaining HOH, MOH, and high security populations who cannot be housed at the remaining LASD facilities. In order to meet the bed need and reach compliance with the two major federal court orders, a much smaller (1,000 bed) downtown facility would be constructed. The projected size of the MMHF is predicated upon the above reforms listed above being implemented. The estimated construction cost of the 1,000 bed MMHF would be about \$541 million which is prorated based on the original 3,885 bed CCTF facility as estimated in 2018.

**Table 47. Scenario #2: Projected Jail Population, New Bed Capacities, and Costs**

<b>Scenario #2: MCJ Closure Add New Bed Capacities</b>							
Action	Jail Population Reduction	Net Jail Population	BSCC Capacity	Operational Capacity	Bed Surplus/ Deficit	Operating Costs (millions)	Capital Costs (millions)
Current Status		15,000	11,478	10,330	-4,670		
1. Eliminate CDCR Intake Restrictions	-2,600	12,400	11,478	10,330	-2,100	\$0	\$0
2. Implement Case Processing Reforms	-2,000	10,400	11,478	10,330	-70	\$0	\$0
3. Expand MH Beds	-800	9,600	11,478	10,330	+730	\$54m	\$6m
4. Expand Alternatives to Incarceration	-1,100	8,500	11,478	10,330	+1,830	\$0	\$0
Adjust for Future Admission Increase	500	8,900	11,478	10,330	+1,430		
Adjustment for MCJ Closure		8,900	7,966	7,169	-1,731	-\$109m	
Adjustment for MCJ Hospital Closure	0	8,900	7,966	7,169	-1,731	-\$27m	\$0
<b>Jail Bed Capacity Adjustments</b>							
	Bed Capacity Changes	Projected Jail Population	BSCC Capacity	Operational Capacity	Bed Surplus/ Deficit	Operating Costs (millions)	Capital Costs (millions)
5. Open PDC East	+732	8,900	8,698	7,828	-1,072	\$35m	\$115m
6. Open Mira Loma Women Facility	+832	8,900	9,530	8,577	-323	\$57m	\$145m
7. Open Medical/MH Facility	+1,000	8,900	10,530	9,477	577	\$60m	\$541m
Grand Totals		8,900	10,530	9,477	+577	\$70m	\$807m

## MCJ Closure Schedule

Under both scenarios outlined above, the removal of the CDCR sentenced population would be completed by the end of this year. The expansion of the mental health beds, increased use of existing alternatives to incarceration, and the criminal case processing reforms should begin this year and be fully implemented by July 2022. If successful, the jail population will drop below 9,000 by 2022. At this time, some of the general population units in MCJ can be closed with inmates assigned to other general population housing units at the other facilities.

Under Scenario #2, renovations of the PDC-East would be completed by the July 2023 which will allow for other MCJ general population units to be closed. Once the renovations of Mira Loma are completed, all of the non-HOH women now housed in the CRDF would then be transferred to the renovated Mira Loma campus. The small number of remaining HOH women would be housed in a specialized unit within Twin Towers.

At that point all of the high security-special management males housed in the MCJ – Old Side to would be relocated to the vacated CRDC. Closure of the Old Side would then be completed by the end of 2023.



Custody staff now assigned to the MCJ Old Side would be re-deployed to allow for PDC-East and Mira Loma to open. Construction of a much smaller, 1,000 bed MMHF will proceed in 2022 and be completed by 2026. At that time, the rest of MCJ and the Hospital can be permanently closed.

## **Comparison with the New York Model**

The recent experience of New York City (NYC) is often cited as the model that Los Angeles County should emulate. Like Los Angeles County calls to close MCJ, there was similarly broad agreement that the dangerous and antiquated Rikers Island complex should be closed. Also, like Los Angeles County, NYC is under a consent decree to remedy deficiencies in mental health services and excessive use of force. Table 48 compares the populations of Los Angeles County and NYC on a number of key attributes.

One may ask why NYC has been able to achieve such a lower jail population. First, it should be noted that Los Angeles has a higher crime rate. If one based the jail incarceration rate on the number of crimes reported to police, the jail rates are virtually identical. However, if one bases it on the number of adult arrests, the Los Angeles rate is nearly twice that of NYC. This latter statistic suggests that NYC diverts a much larger percentage of the people arrested. This is probably due to its robust and longstanding pretrial agency that interviews every defendant and results in almost 70% rate of release on own recognizance (ROR) for all arrests. Additionally, NYC has just implemented an updated risk instrument which essentially ends the racial disparities in terms of ROR recommended citations. Finally, the city has ramped up supervised release program that is well accepted by the courts.

The lower crime and arrest rates, coupled with the high ROR release rate have dramatically reduced its jail population from a high of 20,000 to as low as 3,000 after the COVID-19 pandemic hit. However, like most jails around the country the jail population is now rebounding reaching a current population of 5,400.<sup>51</sup>

Despite these massive reductions in the jail population, NYC has neither been able to close Rikers Island nor reduce the operational costs of the jail. As reported by Vera Institute, the current NYC Department of Correction's budget is \$2.3 billion or nearly twice the amount allocated for the LASD. The costs per inmate per year is an astronomical \$430,000 as compared to the LASD number of \$89,580.<sup>52</sup>

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<sup>51</sup> [https://www1.nyc.gov/assets/doc/downloads/pdf/FINAL\\_Population\\_Demographics\\_Report\\_FY21\\_Q3.pdf](https://www1.nyc.gov/assets/doc/downloads/pdf/FINAL_Population_Demographics_Report_FY21_Q3.pdf)

<sup>52</sup> <https://www.vera.org/publications/what-jails-cost-cities>



**Table 48. Comparison Between NYC and LA County**

Attribute	NYC	LA County
2020 Adult Population	6,602,759	7,991,129
2019 Crime Rate Per 100,000		
Total Crime rate	2,030	2,759
Violent rate	571	555
Property rate	1,460	2,204
2019 Adult Arrests	172,512	247,206
Arrests per 100,000	26	31
Current Jail Population	5,400	15,000
Rate Per 100,000 Adults	82	188
Rate per 1,000 Reported Crimes	56	55
Rate Per 1,000 Adult Arrests	46	80
Current Custody Budget	\$2.3 billion	\$1.4 Billion
Current Cost Per Inmate Per Year	\$430,000	\$89,580
New Beds being planned	3,500	1,000
Projected Capital Costs	\$8.2 billion	\$541 million
Completion	2028	2027

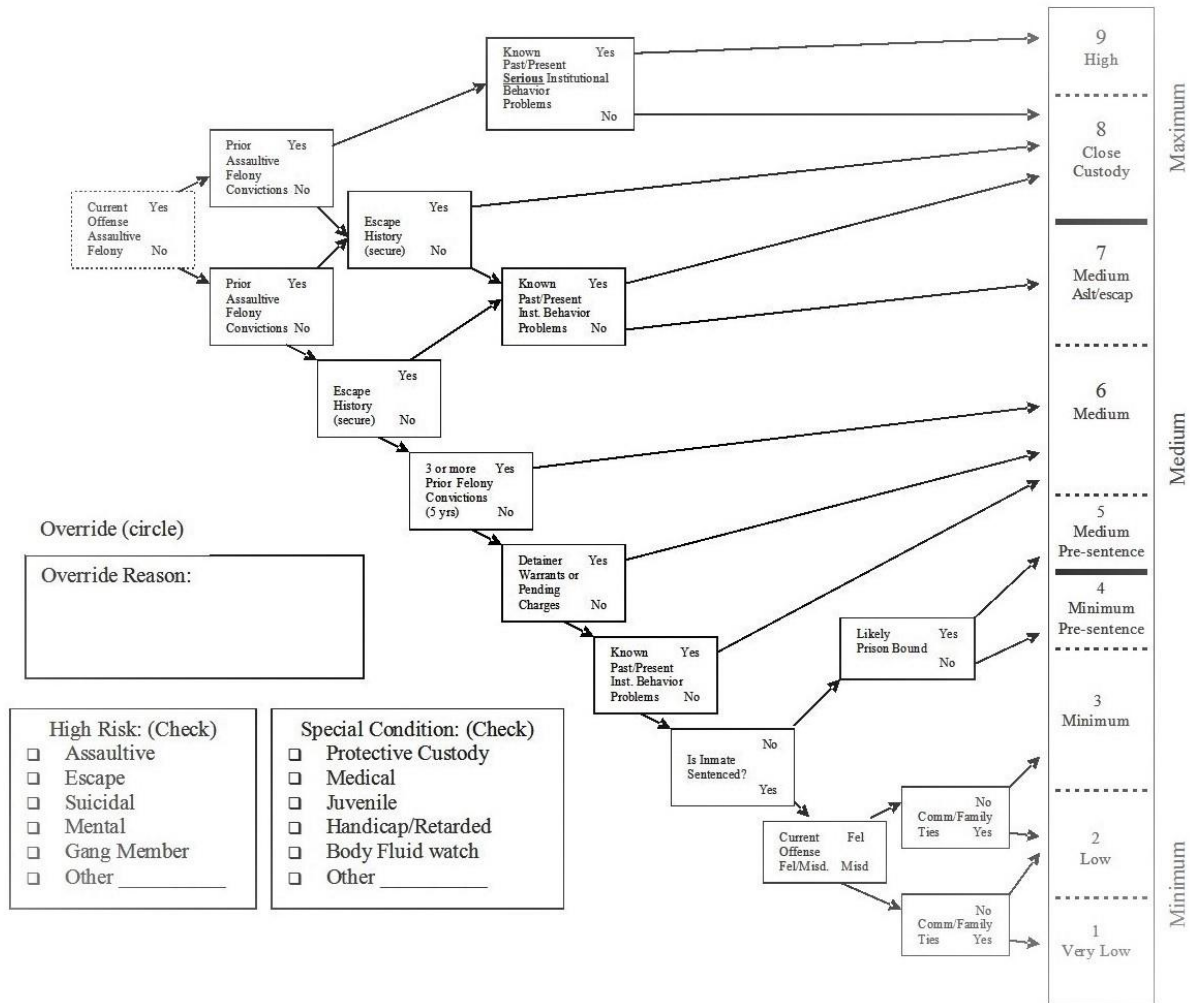
Finally, the plan to close Rikers Island is based on a massive construction plan to construct over 3,500 new jail beds in four facilities at an estimated cost of \$8.2 billion. It was hoped that the 3,500 beds, to be completed by 2028, would be sufficient to fully close Rikers Islands and use the site for other purposes. But the recent post-COVID-19 jail population uptick to 5,400 is casting doubt on the plan. Unless the population trend can be reversed, there will be a need to dramatically increase the bed capacity of the \$8.2 billion construction plan and/or keep some portion of Rikers Island open.

Conversely, the plans outlined above would far less expensive in terms of capital and operating costs and, at the same time, would lower the Los Angeles County jail incarceration rate to a level that would be comparable to NYC. And as noted earlier, there would not be an adverse impact on crime rates.

# APPENDIX A

## Northpointe Classification System

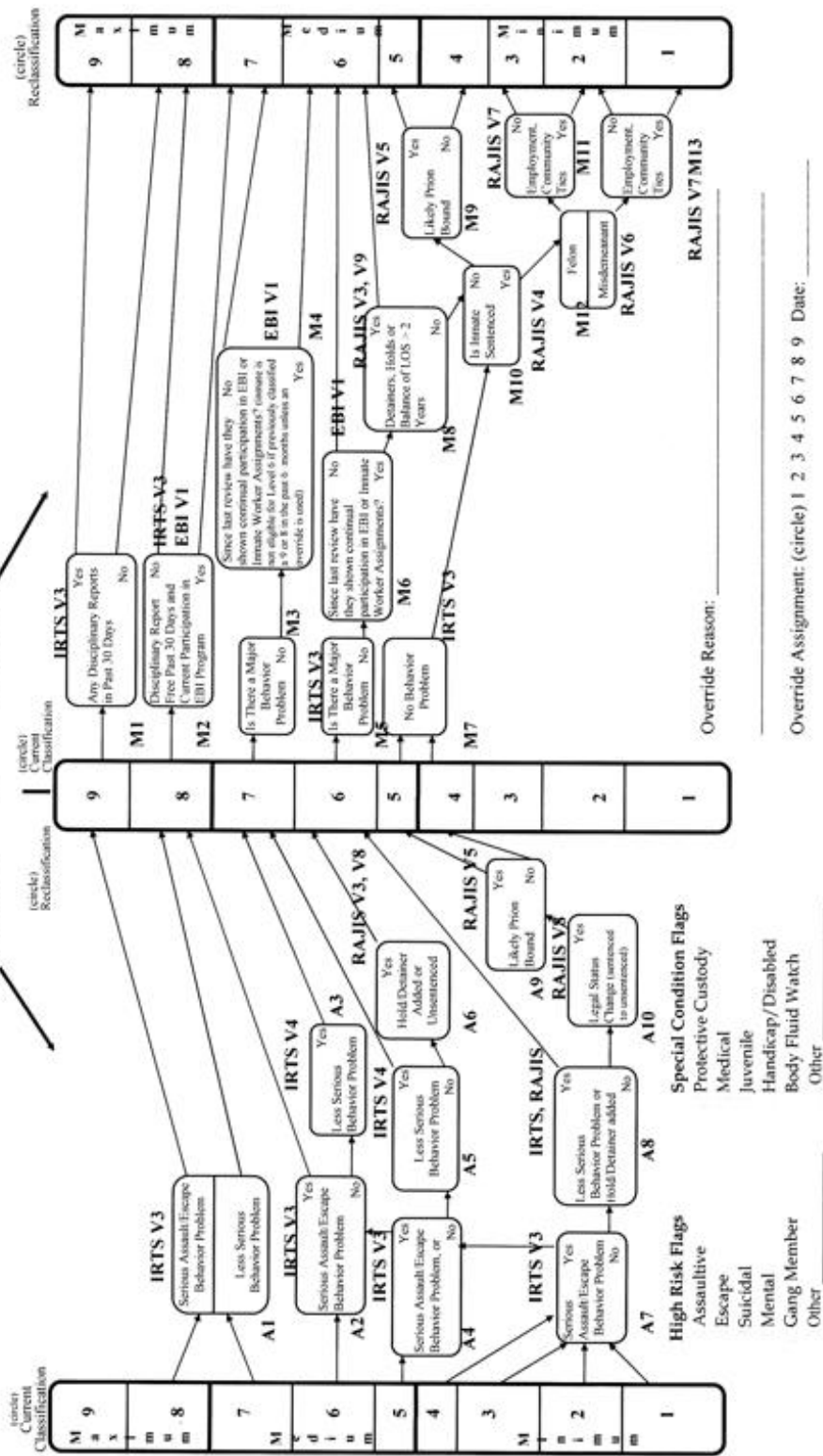
### PRIMARY SECURITY LEVEL ASSIGNMENT



# Los Angeles Jail Reclassification Tree

Inmate No. \_\_\_\_\_

Name: \_\_\_\_\_  
 Are Classification review Circumstances Aggravating? or Mitigating?



Comments: \_\_\_\_\_

Review Officer: \_\_\_\_\_ Next Review Date: \_\_\_\_\_

Override Assignment: (circle) 1 2 3 4 5 6 7 8 9 Date: \_\_\_\_\_

Override Reason: \_\_\_\_\_

\_\_\_\_ No Change in Current Classification (check)

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## APPENDIX B

### Staffing Requirements by Facility

**Table B.1. MCJ-Old Side Tower Staffing Requirements (Detail)**

Staffing Position	1st Shift	2nd shift	3rd shift	Hours	Total Posts	Relief Factor	Total FTE
<b>Lieutenants</b>							
Watch	1	1	1	56	3	1.642	4.93
<b>Subtotals - Lieutenants</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>3</b>		<b>4.93</b>
<b>Sergeants</b>							
SGT 1750		1	1	56	2	1.642	3.28
SGT 2000	1	1	1	56	3	1.642	4.93
SGT 2000		1	1	56	2	1.642	3.28
SGT 3000	1	1	1	56	3	1.642	4.93
SGT 3100		1	1	56	2	1.642	3.28
<b>Subtotals - Sergeants</b>	<b>2</b>	<b>5</b>	<b>5</b>		<b>12</b>		<b>19.70</b>
<b>Deputies</b>							
1000 Rover	1	2	2	56	5	1.642	8.21
1000 Rover	3			40	3	1.175	3.53
1700 T-15/ MVT	1	3	3	56	7	1.642	11.49
Safety Check	1	1	1	56	3	1.642	4.93
1750 T-15/ MVT	2	3	3	56	8	1.642	13.14
17/1750 Sld	1	1	1	56	3	1.642	4.93
1800 K-10 Rec		1	1	56	2	1.642	3.28
1800 Point	1	1	1	56	3	1.642	4.93
2000 Safety Check	2	3	3	56	8	1.642	13.14
2000 Rover/ T-15	2	4	3	56	9	1.642	14.78
2000 Sld	1	1	1	56	3	1.642	4.93
2100 Module	1	1		56	2	1.642	3.28
2200 Module	1	1	1	56	3	1.642	4.93
2300 Module	1	1	2	56	4	1.642	6.57
2400 Module	1	1	2	56	4	1.642	6.57
2500 Module		1	1	56	2	1.642	3.28
2600 Module		1	1	56	2	1.642	3.28
2700 Module	1	1	2	56	4	1.642	6.57
2800 Module	1	1	2	56	4	1.642	6.57
2900 Module	1	2	2	56	5	1.642	8.21

Staffing Position	1st Shift	2nd shift	3rd shift	Hours	Total Posts	Relief Factor	Total FTE
3000 Rover/ MVT	2	3	4	56	9	1.642	14.78
3000 School		1		40	1	1.175	1.18
3000 Safety Check	2	3	2	56	7	1.642	11.49
3000 Sld		1	1	56	2	1.642	3.28
3100 Module	1	1	1	56	3	1.642	4.93
3200 Module	1	1	1	56	3	1.642	4.93
3300 T-15/ MVT	2	4	4	56	10	1.642	16.42
3300 T-15/ MVT/ Rec		1	2	40	3	1.175	3.53
3301 Module	1	2	2	56	5	1.642	8.21
3400 Module	1	1	2	56	4	1.642	6.57
3500 Module	1	1		56	2	1.642	3.28
3600 Module	1	1	1	56	3	1.642	4.93
3700 Module	1	4	5	56	10	1.642	16.42
3800 Module	1	1	2	56	4	1.642	6.57
Clinic Security		2		40	2	1.175	2.35
<b>Subtotals - Deputies</b>	<b>36</b>	<b>57</b>	<b>59</b>		<b>152</b>		<b>245.38</b>
<b>Custody Assistants</b>							
2000 Safety Check CA	2	2	2	56	6	1.642	9.85
2000 Control CA	1	1	1	56	3	1.642	4.93
2000 Cell Cleaning		1		40	1	1.175	1.18
2100 Module			1	56	1	1.642	1.64
2300 Rover		1		56	1	1.642	1.64
2400 Rover		1		56	1	1.642	1.64
2600 Module	1			56	1	1.642	1.64
2700 Rover		1		56	1	1.642	1.64
2800 Rover		1		56	1	1.642	1.64
3000 Safety Check CA			1	56	1	1.642	1.64
3000 Cell Clean			1	16	1	0.468	0.47
3300 Module CA		1		56	1	1.642	1.64
3400 Rover		1		56	1	1.642	1.64
3500 Module CA			1	56	1	1.642	1.64
3700 Module	1	1		56	2	1.642	3.28
3800 Module CA		1		56	1	1.642	1.64
Clinic Security CA		1		40	1	1.175	1.18
<b>Subtotals – Custody Assistants</b>	<b>5</b>	<b>13</b>	<b>7</b>		<b>25</b>		<b>38.94</b>

Staffing Position	1st Shift	2nd shift	3rd shift	Hours	Total Posts	Relief Factor	Total FTE
<b>OLD SIDE TOTAL</b>							<b>308.95</b>

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**Table B.2. MCJ-New Side Tower Staffing Requirements (Detail)**

Staffing Position	1st Shift	2nd shift	3rd shift	Hours	Total Posts	Relief Factor	Total FTE
<b>Lieutenants</b>							
Watch		1	1	56	2	1.642	3.28
<b>Subtotals - Lieutenants</b>	<b>0</b>	<b>1</b>	<b>1</b>		<b>2</b>		<b>3.28</b>
<b>Sergeants</b>							
4000 SGT #1	1	1	1	56	3	1.642	4.93
4000 SGT #2 CCJV		1	1	56	2	1.642	3.28
5000 SGT #1	1	1	1	56	3	1.642	4.93
5000 SGT #2 CCJV		1	1	56	2	1.642	3.28
9000 SGT #1		1	1	56	2	1.642	3.28
<b>Subtotal - Sergeants</b>	<b>2</b>	<b>5</b>	<b>5</b>		<b>12</b>		<b>19.70</b>
<b>Deputies</b>							
4000 Safety Check	4	4	4	56	12	1.642	19.70
4000 Rover	2	2	3	56	7	1.642	11.49
4000 Sld	1	1	1	56	3	1.642	4.93
4000 School Sec		1		40	1	1.175	1.18
4400 Rover		1	1	56	2	1.642	3.28
4600 Rover		1	1	56	2	1.642	3.28
4800 Rover		2	2	56	4	1.642	6.57
5000 Safety Check	3	2	2	56	7	1.642	11.49
5000 Rover/ MVT	3	4	4	56	11	1.642	18.06
5000 Rover/ MVT		2	1	40	3	1.175	3.53
5000 Clinic		2		40	2	1.175	2.35
5550 Sec	1	2	2	56	5	1.642	8.21
9000 Safety Check	2	3	3	56	8	1.642	13.14
9000 Rover	2	3	3	56	8	1.642	13.14
9000 Roof		3	3	56	6	1.642	9.85
9000 Sld	1	1	1	56	3	1.642	4.93
9000 Roof		1	1	40	2	1.175	2.35
9000Hi Power Roof		3	3	56	6	1.642	9.85
9400 Dorm Sec	2	0	2	56	4	1.642	6.57
9500 Dorm Sec		1		40	1	1.175	1.18
<b>Subtotals - Deputies</b>	<b>21</b>	<b>39</b>	<b>37</b>		<b>97</b>		<b>155.07</b>
<b>Custody Assistants</b>							
4000 Control	1	1	1	56	3	1.642	4.93

Staffing Position	1st Shift	2nd shift	3rd shift	Hours	Total Posts	Relief Factor	Total FTE
4000 School Sec		1		40	1	1.175	1.18
4300 Module	1	1	1	56	3	1.642	4.93
4400 Module	1	1	1	56	3	1.642	4.93
4500 Module	1	1	1	56	3	1.642	4.93
4600 Module	1	1	1	56	3	1.642	4.93
4700 Module	1	1	1	56	3	1.642	4.93
4800 Module	1	1	1	56	3	1.642	4.93
5000 Safety Check		1	1	56	2	1.642	3.28
5000 Control	1	1	1	40	3	1.175	3.53
5000 Clinic		1		40	1	1.175	1.18
5200 Dorm	1	1	1	56	3	1.642	4.93
5400 Dorm	1	1	1	56	3	1.642	4.93
5550 Dorm	2	1	1	56	4	1.642	6.57
5700 Dorm	1	1	1	56	3	1.642	4.93
5900 Dorm	1	1	1	56	3	1.642	4.93
9000 Control	1	1	1	56	3	1.642	4.93
9200 Dorm	1	1	1	56	3	1.642	4.93
9300 Dorm	1	1	1	56	3	1.642	4.93
9500 Dorm	1	1	1	56	3	1.642	4.93
<b>Subtotal – Custody Assistants</b>	<b>18</b>	<b>20</b>	<b>18</b>		<b>56</b>		<b>89.62</b>
<b>NEW SIDE TOTAL</b>							<b>267.68</b>



**Table B.3: Pitchess East Staffing Roster (Detail) – Full Operations**

Staffing Position	1st Shift	2nd shift	3rd shift	Hours	Total Posts	Relief Factor	Total FTE
<b>Captain</b>							
Unit Commander		1		40	1	1.00	1.00
<b>Lieutenants</b>							
Watch Commander	1	1	1	56	3	1.642	4.93
Operations		1		40	1	1.00	1.00
<b>Subtotals - Lieutenants</b>	<b>1</b>	<b>2</b>	<b>1</b>		<b>4</b>		<b>5.93</b>
<b>Sergeants</b>							
Watch Sergeant	1	1	1	56	3	1.642	4.93
Line Sergeant	1	1	1	56	3	1.642	4.93
Operations		1		40	1	1.00	1.00
Training		1		40	1	1.00	1.00
<b>Subtotals - Sergeants</b>	<b>2</b>	<b>2</b>	<b>2</b>		<b>6</b>		<b>11.85</b>
<b>Deputies</b>							
Line Senior	2	2	2	56	6	1.642	9.85
Watch Deputy	1	1	1	56	3	1.642	4.93
Main Control	1	1	1	56	3	1.642	4.93
Prowler	6	8	7	56	21	1.642	34.48
Module 362	1	1	1	56	3	1.642	4.93
Module 363	1	1	1	56	3	1.642	4.93
Dorm 322	1	1	1	56	3	1.642	4.93
Dorm 324	1	1	1	56	3	1.642	4.93
Dorm 326	1	1	1	56	3	1.642	4.93
Dorm 331	1	1	1	56	3	1.642	4.93
Dorm 333	1	1	1	56	3	1.642	4.93
Dorm 335	1	1	1	56	3	1.642	4.93
Kitchen	1	1	1	56	3	1.642	4.93
Title XV Compliance	2	2	2	40	6	1.175	7.05
Infirmary		1		40	1	1.175	1.18
Medical Transport			1	56	1	1.642	1.64
Yard Cut Out		1	1	40	2	1.175	2.35
Yard Perimeter		1	1	40	2	1.175	2.35
Yard Prowler		1	1	40	2	1.175	2.35
Movement		1		56	1	1.642	1.64
Parking Lot Security		1		16	1	0.468	0.47
Rear Visiting		1		16	1	0.468	0.47
Main Gate		2		16	2	0.468	0.94
Main		1		16	1	0.468	0.47
Title XV Maintenance		1		40	1	1.175	1.18

Staffing Position	1st Shift	2nd shift	3rd shift	Hours	Total Posts	Relief Factor	Total FTE
State Classification		1		40	1	1.175	1.18
Fire /Life Safety		1		40	1	1.00	1.00
<b>Subtotal - Deputies</b>	<b>21</b>	<b>36</b>	<b>26</b>		<b>83</b>		<b>122.77</b>
<b>Custody Assistants</b>							
Dorm 319	1	1	1	56	3	1.642	4.93
Dorm 321	1	1	1	56	3	1.642	4.93
Dorm 323	1	1	1	56	3	1.642	4.93
Dorm 325	1	1	1	56	3	1.642	4.93
Dorm 327	1	1	1	56	3	1.642	4.93
Dorm 332	1	1	1	56	3	1.642	4.93
Dorm 334	1	1	1	56	3	1.642	4.93
Dorm 336	1	1	1	56	3	1.642	4.93
Inside Clean-Up	1	1	1	40	3	1.175	3.53
Title XV Compliance	1	1	1	56	3	1.642	4.93
Front Counter		1	1	40	2	1.175	2.35
Inmate Services		1	1	40	2	1.175	2.35
Videoconferencing		1		40	1	1.175	1.18
Canteen			1	8	1	0.234	0.23
Laundry Exchange		1	1	40	2	1.175	2.35
Front Counter		1		16	1	0.468	0.47
Main Gate		1		16	1	0.468	0.47
Maintenance Security		2		40	2	1.175	2.35
Kitchen Dock		1		40	1	1.175	1.18
PPO		1		40	1	1.175	1.18
Exterior Cleanup		1		40	1	1.175	1.18
Scheduling Training		1		40	1	1.00	1.00
<b>Subtotal – Custody Assistants</b>	<b>10</b>	<b>22</b>	<b>14</b>		<b>46</b>		<b>64.13</b>
<b>Pitchess East TOTAL</b>							<b>205.68</b>