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April 28, 1999

COMPROLLER'S MEMORANDUM 1999-11

TO: Heads of Departments

FROM: Raymond H. Sato, State Comptroller

SUBJECT: VEHICLE MAINTENANCE SERVICES

Our recent survey of state agencies who own and operate motor vehicles indicated that many agencies without garage facilities do not properly maintain their vehicles. A properly maintained vehicle minimizes operating and safety problems, reduces extensive repairs, and lasts longer.

The regular servicing of state vehicles has become more critical since the issuance of the SPO Price List for self-service gasoline credit cards. Vehicles should be serviced every six (6) months or less, depending upon driving conditions.

The Department of Accounting and General Services (DAGS) Motor Pool can provide some services for state agency vehicles on a limited basis. However, we recommend that agencies utilize the services of fast-lube outlets which are convenient and require no appointments. For agencies with baseyards, we recommend utilizing mobile lube vendors to provide convenient and cost-effective, on-site vehicle maintenance services.

No SPO Price List will be issued for vehicle maintenance services. We recommend that agencies follow small purchase procedures to solicit vendors to provide the services in the attached sample specifications.

If there are any questions, please contact Mr. Harold Sonomura, Automotive Management Division at 586-0343.

RAYMOND H. SATO
State Comptroller

Attachments (2)

SAMPLE MOTOR VEHICLE MAINTENANCE SPECIFICATIONS

SERVICE REPORT

The vendor shall perform the minimum maintenance services listed in EXHIBIT 1 The service report form shall include the following information.

Department/Agency, Name and Phone
Vehicle Make, Model and Year
Vehicle License Number and Odometer Mileage
Date of Service
Maintenance Service Recommendations
Certification (signature) of Services Performed

A copy of the service report shall be provided upon completion of the services.

ADDITIONAL SERVICES

The services provided under the scope of this request should be limited as specified. Any extra incidental services, parts, supplies or repairs which are performed in conjunction with the specified services shall be at no additional cost to the quoted price.

All maintenance and minor repair work such as coolant flushing, air filter, wiper blade, or bulb replacements which are recommended during the specified maintenance may be quoted separately, but shall not be performed without the written authorization of the state agency.

SERVICE REMINDER

A maintenance service reminder decal shall be applied to each vehicle serviced. The reminder shall include the next recommended service interval date and mileage. At the vendor's option, postcard reminders may be sent to the requesting state agency.

EXHIBIT 1

VEHICLE MAINTENANCE SERVICES
15 POINT CHECKLIST

LUBRICATION:

1. Change oil up to 5 quarts (SAE 30, 10/30, 10/40)
2. Install new oil filter
3. Lubricate chassis when applicable

INSPECT AND FILL WITH PROPER FLUID:

4. Transmission/Transaxle
5. Differential
6. Brake
7. Power steering
8. Windshield washer
9. Coolant Reservoir
10. Battery

INSPECT AND REPORT CONDITION OF:

11. Air filter
12. Wiper blades

OTHER:

13. Adjust tire pressure
14. Vacuum interior
15. Clean exterior glass