

06-07-04-04

Effective Date: JUNE 1, 2006	Terminate Date: (Effective until canceled by either agency) 30-DAY WRITTEN NOTICE
Name and Address of Supplying Activity: Little Rock District Corps of Engineers Post Office Box 867 Little Rock, AR 72203-0867	Name and Address of Receiving Agency: Little Rock Fleet Office 308 South Gaines Street Little Rock, AR 72201-2206

PURPOSE: The purpose of this agreement is to mutually benefit both agencies and provide efficiency and economy for the U.S. Government in the operation of motor vehicles. When all factors are considered, this agreement should result in the total cost of supplies and services being less than commercial sources.
(Check Block(s) Which Apply)

Category I - Scheduled Repairs- Per Job Labor Schedule (Flat rate charge)

Category II - Unscheduled Repairs- Rate Per Hour

Category III - Servicing & Dispensing of Petroleum Products

IPAC or Non-IPAC (Attachment A)

SPECIFIC PROVISIONS:

- Repair authorization - The agency must obtain advance approval from the Maintenance Control Center (MCC), 1-888-622-6344, for any job (to include all tires and batteries) exceeding \$100.00 including parts and labor. Failure to secure prior authorization on repairs estimated over \$100.00 may result in non-payment.

The agency will be required to contact the Voyager (Tele-Trans) assistance line on 1-866-842-5608 for all repairs (excluding tires and batteries) that are less than one hundred dollars (\$100) so that payment can be established. Repairs of \$100.00 or less do not require prior authorization except for batteries/tires; however, they should be held to a minimum consistent with sound operating and safety practices.

In a national initiative to streamline the Government, the Fleet Service Card has been established for payment purposes for regular commercial markets. Efforts are being made to incorporate the use of this card for interagency cross service payments as well. The agency agrees to comply with the use of the Fleet Service Card for transactions pertaining to petroleum products, maintenance and repairs to GSA Fleet vehicles. Failure to comply within 60 days after electronic procedures are established will result in termination of this agreement. The agency will be responsible for any additional costs or fees associated with the electronic payment process.

- Parts and supplies - Parts and supplies used to repair GSA vehicles should be purchased from government contract sources, when available, or firms offering the lowest prices for original equipment-type remanufactured or new parts. Parts and supplies required to repair GSA vehicles will be purchased using your agency funds. GSA will reimburse the agency for parts and labor costs on the cross-service billing. Complete descriptions and prices for the parts used to repair GSA vehicles will be listed on the shop work order along with applicable labor charges. Reimbursement for parts will be at cost.

- Labor hour charges – The hourly labor charges will be based on the time allowed in the most up-to-date Mitchell on Demand (on-line version of the Mitchell Parts and Time Guide) or Motors Parts and Labor Guide, for the specific job. Items not covered in these guides will be charged at the time mutually agreed upon, in advance, by both parties. Diagnostic time will only be allowed if it is listed in Mitchell on Demand (on-line version of the Mitchell Parts and Time Guide)/Motors Parts and Labor Guide, or, when approved, in advance by the GSA Fleet Management representative.

Flat rate bid for hourly labor includes placing the vehicle in the shop and, if necessary, covers jump-starting or pushing/pulling the vehicle into the repair shop from the staging or parking area.

- Warranty on parts and labor – The agency guarantees and warrants that all materials furnished and all services performed under this agreement will be free from defects in material and workmanship for a period of ninety (90) days or 4,000 miles, whichever occurs first. Any parts with a lifetime or 1-year warranty must be honored at no charge to GSA. The labor can be charged only after the 90-day period has expired. An invoice listing repaired or replaced components covered under warranty must be sent to the servicing Fleet Management Center. This information will then be included as part of the automated vehicle maintenance history.

Please Note: GSA new vehicles are covered under the manufacturer warranty of 3 years or 36,000 miles, whichever occurs first and repairs under manufacturer warranty must be completed at a dealership.

- Termination - This agreement may be amended or terminated at any time by mutual consent of the parties concerned, and may be terminated by either party by written notification to the other party at least 30 days in advance of the termination date.

CATEGORY I - SCHEDULED REPAIRS

Allowable charges for the specific jobs listed in this section will be based on the rates indicated. These costs will be used in lieu of the Mitchell on Demand or the Motor's Parts and Labor Guide standards. Costs include all parts, supplies, and labor, except as noted below:

1. Tire repair only (includes removal from vehicle and reinstallation):

- a. Passenger vehicles and light trucks - 13" through 17" job \$
- b. Medium and heavy trucks - 16.5" through 24.5" job \$
- c. Split rim truck tires - 16.5" through 22" job \$
- d. On rim plugging - all tubeless tires job \$
- e. Service calls to repair flats on-site job \$
- f. Service calls to mount spare on-site job \$

2. Mount and balance wheels, including weights

- a. Passenger vehicles and light trucks job \$
- b. Medium and heavy trucks job \$

3. On-site service call to include 30-minute roadside repair (except service calls under 1e and 1f which will be paid at the rate set out above):

- a. Within 5 mile radius of main shop location job \$
- b. Beyond 5 mile radius but less than 30 miles job \$

Note: Agency should ask the proper questions when dealing with a roadside repair. (For example: If a vehicle cranks and does not start, there is no need to do a service call, as a wrecker would be needed due to a fuel or electrical problem. This would eliminate paying for a service and wrecker call altogether.)

4. Wrecker service

- a. Within 5 mile radius of main shop location job \$
- b. Beyond 5 mile radius of main shop location job \$
- 5. Battery charges (all sizes) 1/2 hour job \$

6. Lubrication services, vehicle and GSA-owned mounted equipment, to include grease and lubrication fluids:

- a. Vehicles under 12,500 GVWR job \$ ~~_____~~
- b. Vehicles over 12,500 GVWR job \$ ~~_____~~

7. PM Inspection: Oil change, oil filter, chassis lubrication, top-off fluid levels, air tires, walk-around safety inspection, check air filter, replace air filter if required. Air filter will be priced as provided in paragraph C. (Re-refined oil should be utilized)

- a. Passenger vehicles and light trucks job \$ ~~_____~~
- b. Medium and heavy trucks (gasoline) job \$ ~~_____~~
- c. Medium and heavy trucks (diesel) job \$ ~~_____~~
- d. Additional oil (cost per quart) Qt. \$ ~~_____~~

PM Inspection Buses & Trucks over 12,500 includes labor, fluid level check, safety inspection and chassis lubrication. Reimbursement will be \$ _____ (your labor rate) x 1.5 hours. Oil & filters are not included, itemize separately on GSA1458. \$ _____

PLEASE NOTE – ADDITIONAL REQUIREMENT: Diesel engine coolant must contain the proper concentration of an oxidation prohibitor to prevent cylinder wall corrosion. Failure to maintain the proper level causes a coolant leak inside the piston cavity; which requires a complete rebuild of the engine. DCA coolant levels on all diesel engines except Caterpillar must be checked on a semi-annual basis. SCA coolant levels on caterpillar diesel engines must be checked on a semi-annual basis. SCA & DCA concentrations must also be checked after adding water or coolant. Engine failure or problems associated with either a low or high DCA or SCA level will be billed back to the using agency.

NOTE: RE-REFINED OIL SHOULD BE USED. THIS OIL SHOULD BE OBTAINED FROM THE DEFENSE SUPPLY CENTER OR ANOTHER SOURCE IF AVAILABLE. FOR MORE INFORMATION AND ORDERING CHECK THE INTERNET SITE <http://www.dscr.dla.mil/products/pol/cl-PR.html>; or call (804) 279-4908.

8. Vehicle washing

- a. Under 12,500 GVWR (interior and exterior) job \$ ~~_____~~
- b. Over 12,500 GVWR (interior and exterior) job \$ ~~_____~~
- c. Under 12,500 GVWR (exterior only) job \$ ~~_____~~
- d. Over 12,500 GVWR (exterior only) job \$ ~~_____~~

CATEGORY II - UNSCHEDULED REPAIRS

In addition to the services listed above, unscheduled repairs will be performed in accordance with the following:

A. Repair time will not exceed labor hours specified in the Mitchell on Demand or the Motors Parts and Labor Guide. Labor will be charged at \$ _____ per hour on Group 1 (12,500 GVWR OR LESS) vehicles and \$ _____ per hour on Group 2 (12,501 GVWR AND GREATER) vehicles. All labor charges will be documented on a signed vehicle shop repair order for each tag number showing the services and materials provided, labor hours, date, and odometer reading. No overtime hours will be utilized without the prior approval of the GSA Fleet Manager.

B. Repairs to GSA vehicles will be documented on the agency's work order and will be inspected by an official of your supplying activity. Each work order will show the purchase order/authorization number that is assigned by the Maintenance Control Center (MCC) or Voyager. The agency must obtain advance approval from the Maintenance Control Center (MCC), 1-888-622-6344, for any job (to include all tires and batteries) exceeding \$100.00 and must contact the Voyager assistance line, 1-866-842-5608, for the less than hundred dollar (\$100) repairs.

C. Parts required to repair GSA vehicles will be purchased by your agency. Appropriate copies of invoices, requisitions, etc., will be furnished as supporting documentation with monthly billing. In no case will commercial invoices be submitted directly to GSA for payment.

D. Repair facilities servicing air conditioning units are required to use recycling equipment.

CATEGORY III**SERVICING AND DISPENSING OF PETROLEUM PRODUCTS**

The agency will provide fuel and oil to be dispensed from the agency's owned facilities. The amount of fuel and oil for GSA vehicles will be recorded listing the vehicle tag number, odometer reading, product quantity, number of gallons issued, price per gallon, the total price and signature of the driver or servicer. A copy of the supporting documentation and the Standard Form 1080 (with approving officials signature) will be mailed simultaneously each month to GSA, Accounts Payable Branch (part A of the financial addendum) and the servicing GSA, Fleet Office. The charge for fuel will be the prevailing tank wagon cost, not to exceed the prevailing Defense Fuel Supply Center bulk rate. The charge for oil will be the prevailing bulk rate.

Please note: The monthly fuel bills should be submitted on a Standard Form 1080 or another approved form with the appropriate supporting documentation. The customer agency block on the SF 1080 should be addressed to GSA Kansas City Finance Division, Accounts Payable Branch (6BCPM), 1500 East Bannister Road, Kansas City, MO. 64131-3088.

Attachment A

FINANCIAL ADDENDUM
TO THE
CROSS-SERVICE AGREEMENT
BETWEEN THE
GENERAL SERVICES ADMINISTRATION
CENTRAL FLEET PROGRAM,
_Little Rock FLEET MANAGEMENT CENTER,
AND THE
Corps of Engineers
Little Rock District

Abstract of Financial Facts

A. IPAC Billings

Reimbursement will be made by Intra-governmental Payment and Collection (IPAC) where applicable. A copy of the IPAC billing and all original supporting documentation will be mailed to the address below no later than five (5) calendar days following the processing of the IPAC transaction into the Government On-Line Accounting Link System (GOALS):

General Services Administration
Kansas City Finance Division
Accounts Payable Branch (6BCPM)
1500 East Bannister Road
Kansas City, MO 64131

No IPAC transaction will be processed later than five (5) workdays prior to the end of the month. GSA's Financial Department will provide an eight-digit number (06070404) upon signing of this document, which must be entered in the six-line memo field, in addition to the description and amount of each service provided under Option Number 1. Please insert the following coding string into the description field number one (1) in the IPAC menu of GOALS. **455F.FE32.F07321__ .611.FE734.A__**

In addition, the agency is required to input the name and telephone number of the GSA, Processing Agent (Susie Scott, 405-231-4320) into the description field number (2) of the IPAC menu in GOALS.

The billing agency will also mail a copy of the IPAC billing and all supporting documentation simultaneously to:

General Services Administration
Oklahoma City Fleet Management Center
2800 South Eastern Avenue
ATTN: Susie Scott
Processing Agent
Oklahoma City, OK 73129

After review and certification by the GSA, Processing Agent, the certified copy of the billing documentation will be sent to the General Services Administration, Payment Processing Center, 501

West Felix, Suite 1100, Fort Worth, TX 76115. The Payment Processing Center will then forward the billing information to GSA, Finance, Accounts Payable Branch (6BCPM) through the Pegasys financial system.

B. Disputed IPAC Charges

After receipt of the supporting documentation, the Processing Agent will ascertain if any charges are incorrect. The Fleet Management Center will be notified and the billing agency will be contacted via telephone to resolve the disputed charges. The billing agency will then issue, if needed, an adjustment through IPAC and mail copies of all supporting documentation of the adjustment simultaneously to the Processing Agent and GSA Finance.

C. Non-IPAC Billing

If IPAC is not available, reimbursement will be made monthly upon receipt of Standard Form 1080, Voucher and Schedule of Withdrawals and Credits, or other mutually-approved agency form with supporting documentation indicating the applicable charges. The following eight digit number must be noted in the "Accounting Classification" section of the Standard Form 1080 or on another approved form:

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Supplies and labor provided will be documented. The record of issues will be attached to Standard Form 1080 or other approved agency form and submitted to the GSA, Processing Agent (Susie Scott, address listed on page 6) by the close of business on the last day of each month.

Upon receipt of the aforementioned documents, the GSA, Processing Agent will review the documents, retain the records of issue, approve the Standard Form 1080 or other approved agency form, and submit the billing documentation to the GSA, Payment Processing Center at the address below:

General Services Administration
 Payment Processing Center
 501 West Felix, Suite 1100
 Fort Worth, TX 76115

CHIEF, LAO, USACE AGENCY APPROVAL (TITLE)	<i>Eileen M. Hunt</i> SIGNATURE	<i>3 May 06</i> DATE
<i>Bobby J. Dukes</i> FLEET MANAGER	<i>Bobby J. Dukes</i> SIGNATURE	<i>5/15/06</i> DATE
KRISTINE E. WEEKS REGIONAL FLEET MANAGER	<i>Wayne A. Gabriel</i> for SIGNATURE OPER. TEAM LEAD	<i>5/18/06</i> DATE
Laura Feipel FINANCE DIVISION REP.	<i>Laura Feipel</i> SIGNATURE	<i>5/22/06</i> DATE