

# Preventive Maintenance Agreement

Between **City Transit Services** and **A-1 Automotive**

Effective: **01-13-2009**

**Privacy Information**

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in this Preventive Maintenance Agreement or who will become involved during the lifecycle.

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Individuals who are responsible for providing the services outlined in this Preventive Maintenance Agreement and sign off this Preventive Maintenance Agreement.

**A-1 Automotive**

**[Address]**

**[Business Owner]**

Those individuals who will review, authorize, and sign off this Preventive Maintenance Agreement and responsible for maintaining all related components.

**City Transit Services**

**[Address]**

**[Business Owner]**

**[System Administrators]**

**A-1 Automotive**

**[Address]**

**[Business Owner]**

**[System Administrators]**

## Document History

### Revision History

Revision Number	Revision Date	Summary of Changes	Author

### Approvals

This document requires following approvals:

Name	Title

### Distribution

This document has been distributed to:

Name	Title

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# 1. Executive Summary

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## 1.1 General overview

This Preventive Maintenance Agreement between **A-1 Automotive** and **City Transit Services** is designed to establish a commitment for vehicle preventive maintenance as detailed in this Agreement. This document clarifies both parties' responsibilities and procedures to ensure customer needs are met.

This Preventive Maintenance Agreement serves to formalize the arrangement between **A-1 Automotive** and **City Transit Services** to deliver specific support and maintenance services, at specific levels of support, and at an agreed-upon cost. This Preventive Maintenance Agreement will evolve over time, with additional knowledge of the client requirements, as well as the introduction of new applications and services into the support portfolio provided to **City Transit Services**.

## 1.2 Scope of maintenance

The following services are the minimum requirements that shall be provided by **A-1 Automotive**:

**A-1 Automotive** shall use A, B, C, inspection forms provided by **City Transit Services** as a checklist to complete each inspection. (SEE EXHIBIT A)

**A-1 Automotive** must also have enough trained staff to perform inspections listed below.

**A-1 Automotive** will perform vehicle inspections at intervals determined by **City Transit Services** and recommended by the vehicle chassis supplier at a minimum. These inspections shall meet the requirements established in the Preventative Maintenance Guidelines book written by the Florida Department of Transportation.

The following items shall be inspected by **A-1 Automotive** at the agreed upon intervals:

- Fire Extinguisher/ First Aid Kit/ Safety Triangles
- All Seats/ Seat Belts
- Doors/ Hinges/ Latches
- Flooring/ Headliner/ Side Panels/ Grab Rails
- Mirrors
- Interior Lights
- Exterior Lights/ Horn
- Warning System
- Starter System/ Back-up Alarm
- Windshield/ Windshield Wipers/ Washers/ Blades
- Windows

- Comfort System
- Exterior Body and Components
- Tires and Wheels
- Access Doors
- Engine and Oil Filter
- Ball Joints/ Steering/ Drive Line (Lubricate)
- Battery
- Cooling System
- Air Cleaner/ Filters
- Belts/ Hoses/ Wiring
- Under Hood/ Exhaust System
- Fluids Exchange
- Wheelchair Lift and Accessories
- License Plates/ Registration/ Operators Manual
- Brakes
- Operational Check
- Transmission
- Wheel Bearings/ Drive Shaft
- Shocks/ Springs
- Rear Differential
- Engine Tune-up
- Change Transmission Fluid and Filter
- Air Conditioning Systems Check

A-1 Automotive shall be certified in Wheelchair Lifts and Securement Devices to sufficiently perform inspections in these areas. If A-1 Automotive is not certified in these areas, training will be made available to achieve certification.

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## 1.3 Financials

City Transit Services agrees to pay A-1 Automotive for services in the amount of <\$xx.xx>, to be transferred <monthly, quarterly, annually>.

Costs are described in more detail in Section 3.5.

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## 1.4 Key Contacts

A-1 Automotive 1 <sup>st</sup> contact	City Transit Services contact 1 <sup>st</sup> contact
Name	Name
Title	Title
Email Address	Email Address
Telephone Number	Telephone Number

A-1 Automotive 2 <sup>nd</sup> contact	City Transit Services contact 2 <sup>nd</sup> contact
Name	Name
Title	Title
Email Address	Email Address
Telephone Number	Telephone Number

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## 1.5 Hours of coverage

The hours of coverage are from [x] to [x] Monday through Saturday. City Transit Services may request emergency support for urgent issues during non-covered hours by contacting 1-800 xxx-xxxx.

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## 2. Terms and Conditions

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### 2.1 Agreement period

This Agreement is valid from the date below and remains in effect for one calendar year.

**Effective date:**

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### 2.2 Reviewing the Preventive Maintenance Agreement

The **A-1 Automotive** will review this Preventive Maintenance Agreement with the **City Transit Services**  days after the effective date above. A representative of either party may submit a written request for review of the Agreement at any time.

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### 2.3 Renewing the Preventive Maintenance Agreement

**City Transit Services** and **A-1 Automotive** may renew the Preventive Maintenance Agreement each year after reviewing and agreeing on details of costs and scheduling.

Costs, schedules and items agreed in the renewed Preventive Maintenance Agreement will remain intact for the life of the contract.

Written authorization is required for Preventive Maintenance Agreement termination or any change of cost, schedule or items covered under the Preventive Maintenance Agreement. Both parties must sign-off on any changes to the existing Preventive Maintenance Agreement.

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### 2.4 Maintaining the Preventive Maintenance Agreement

**City Transit Services** will provide 30 days written notice to the **A-1 Automotive** prior to termination of service and cancellation of this Preventive Maintenance Agreement.

**City Transit Services** will notify the **A-1 Automotive** of any new equipment purchased that may require additional resources.

**A-1 Automotive** will report on any changes or amendments that may be required to the Preventive Maintenance Agreement on a quarterly basis to the **City Transit Services**.



## 2.5 Changing the Preventive Maintenance Agreement

City Transit Services must submit Change Requests in writing; verbal change requests will not be accepted.

Once a change request has been submitted both parties will discuss the impact the change request will have on the Preventive Maintenance Agreement. Once both parties agree on the new schedule and costs, the change request will be accepted. If both parties do not agree on the change, then the change request is not accepted and the original Preventive Maintenance Agreement stands.

**Note:** a change request is defined as any request to make modifications to the functionality of an existing system or service or any request to add functionality to an existing system or service.

A-1 Automotive must obtain written permission from the City Transit Services prior to any change or modification. City Transit Services reserves the right at all times to schedule these sponsored modifications and/or changes to minimize the impact on the daily operations of the City Transit Services.

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## 2.6 Service goals

A-1 Automotive will contact, by telephone, to proper authorities at City Transit Services if any repairs are needed beyond the normal inspection list provided by City Transit Services.

Upon completion of each preventive maintenance inspection, A-1 Automotive will provide an itemized list of repairs that will be needed before the vehicle reaches its next preventive maintenance inspection.

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## 2.7 Failure to meet Terms & Conditions

Failure to meet to outlined terms and conditions may result in termination of Preventive Maintenance Agreement.

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## 2.8 Maintenance Continuity

A-1 Automotive agrees to make maintenance services available to meet the City Transit Services' ongoing performance requirements for the lifespan of this Agreement. If A-1 Automotive is unable to provide adequate maintenance services or upon expiration or termination of this Agreement, A-1 Automotive shall provide the following items to the City Transit Services:

- All information necessary for the City Transit Services to perform or to have such maintenance service performed including vehicle maintenance history records.

Any information identified by A-1 Automotive as proprietary information shall be maintained in confidence by the City Transit Services except where disclosure to a third party is necessary in order for the City Transit Services to continue the maintenance service.

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## 2.9 Roles and Responsibilities

### Project Manager

City Transit Service's Project Manager will work with the A-1 Automotive to define the service level needs and requirements. The Project Manager will ensure that the resources needed to provide the support required can be provided.

### 2.9.1 Customer responsibilities

City Transit Services agrees to:

- Provide emergency phone numbers.
- Determine issue priorities (low, medium, or high or) with the A-1 Automotive.
- Request and schedule special services (for example, installation of new equipment) in advance.
- Pay all charges associated with services rendered
- Provide critical information within <X> hours/minutes of receiving a request for information from an A-1 Automotive staff member seeking to resolve an issue.

### 2.9.2 Service Provider responsibilities

A-1 Automotive agrees to:

- Meet response times as defined in the Agreement.
- Maintain appropriately trained staff
- Each individual performing bus safety inspections shall be qualified as follows:
  - ✓ Understands the requirements set forth in Rule: Chapter 14-90.009 Bus Safety Inspections and can identify defective components.
  - ✓ Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.

- ✓ Has at least one year of training and/or experience as a mechanic or inspector in vehicle maintenance program and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

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## 2.10 Third Parties

Any external suppliers used by A-1 Automotive for maintenance support will be monitored by A-1 Automotive as it relates to the provision of services under this agreement.

A-1 Automotive will notify City Transit Services when items can be repaired under warranty before such repairs are made. If repairs cannot be reimbursed (parts and/or labor) by the manufacturer to A-1 Automotive it will be determined by City Transit Services where the repairs will be performed.

- Third party #1 – services to be provided
- Third party #2 – services to be provided
- Third party #3 – services to be provided

The third party organizations that the A-1 Automotive is dependent on may change during the term of this agreement and will be captured in revised agreements.

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## 2.11 Condition of Major Components

A-1 Automotive shall inspect any item(s) related to the preventive maintenance inspection checklists prior to commencing maintenance services on the item(s). If an item is found to be suspect or not be in good working condition, A-1 Automotive will notify the City Transit Services for approval prior to performing maintenance on that component.

Additionally, A-1 Automotive must keep City Transit Services informed of potential problems at an early stage. By identifying signs of upcoming large scale repairs, which is inside or outside the scope of this Preventive Maintenance Agreement, prior to the necessity of the repair, will allow City Transit Services to budget effectively for such a repair.

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## 3. Itemized Maintenance Procedures

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### 3.1 Preventive Maintenance Inspection Program

The preventive maintenance inspection is a program of routine checks and procedures performed on a scheduled and recurring basis to avoid breakdowns and prolong equipment life.

The “**A**” Inspection is performed every 6,000 miles. It is designed for the inspection, service and replacement of certain items at predetermined times and to identify any possible defects which might have occurred and to make minor adjustments as necessary.

The “**B**” Inspection is performed each 12,000 miles. This inspection repeats the “**A**” Inspection items and includes certain additional items which should be inspected and serviced as indicated.

The “**C**” Inspection is a technical and performance inspection and is accomplished each 24,000 miles, The “**A**” and “**B**” Inspection items are repeated and additional scheduled items are required to be accomplished which were not part of the other inspection intervals.

#### 3.1.1 A. 6,000 Mile Service and Maintenance Check

##### Interior Inspection:

##### 1. Fire Extinguisher / First Aid Kit / Safety Triangles

Inspect the above mentioned safety equipment to insure it is in proper working order, securely mounted, and easily accessible. Fire extinguisher must be fully charged with a dry chemical or carbon dioxide, having at least a 1A: BC rating and bearing the label Underwriters Laboratory Inc. Check expiration dates.

## 2. All Seats / Seat Belts

Seat covering for the driver and passenger seats should be inspected for rips, tears, gouges, exposed springs, and security of floor mounting. Seat belts should be inspected for proper retraction mechanisms. Arm rest should be inspected for proper attachment to seat(s). Any folding seats should be checked for proper operation of adjustment controls. Driver seat should be checked for proper fore and aft movement and tracks should be lubricated as necessary.

## 3. Doors / Hinges / Latches

Lubricate door hinges and latches, check operation of windows, doors, and the condition of the glass. Check condition of exit signs. Check emergency exit to insure it functions and that it is properly identified.

## 4. Flooring /Headliner / Side Panels /Grab Rails

Inspect floor covering for tears, rips, or gouges. Inspect headliner for damage, sag, or dirt. Inspect the condition of side panels.

On vehicles designed to allow standees check the condition of the standee line and sign. The line must be of contrasting color at least two inches wide and the sign, prohibiting anyone from occupying a space forward of the line, must be posted at or near the front of the vehicle. Inspect condition of the grab rails for the standee passengers.

Tighten grab rails as necessary. Note if extensive repairs are necessary.

## 5. Mirrors

Check inside rear view mirror(s) for proper mounting, adjustment, and condition of the glass. Also check the right and left exterior mirrors for adequate field of vision.

## 6. Interior Lights

Inspect the interior lights, and the step well lights if applicable, for operation by operating door opening switches, dome light switch, rheostat, and the turn signal as well as the hi-lo beam indicator switch.

## 7. Exterior Lights / Horn

Outside assistance may be required when making this check. Check parking, low and hi beam headlights, turn signal operation front and rear, and hazard flashers. Turn on all outside clearance lights and check operation. At this time also check license plate lights, back-up lights, and brake lights. All lighting must comply with the minimum requirements set for the in Florida Statutes 316.220, 316.221, 316.224, 316.225, 316.226, 316.234, and 316.235. Check horn. The horn must be capable of emitting a sound audible under normal conditions from a distance of not less than 200 feet.

**8. Warning system**

Activate ignition switch and check "trouble" lights for proper operation. If the vehicle is equipped with gauges check proper readings after the engine has been started. Check all switches, levers, and knobs for proper operation.

**9. Starter System / Back-up Alarm**

When starting engine listen for starter drag or grind, belt squeal, and any other unusual noises. As engine warms monitor all gauges. While depressing the brakes shift the vehicle into reverse and check the audible back-up alarm.

**10. Windshield / Windshield Wipers / Washers / Blades**

Inspect windshield for cracks, scratches, and any visible damage. Operate windshield wipers through all ranges on wet glass. Inspect condition of windshield wiper blades and arms. Replace if needed. Check washer fluid level.

**11. Windows**

Inspect side and rear windows for cracks, scratches, and proper operation of opening mechanisms.

**12. Comfort System**

Operate and check heater and air conditioning controls through all selector ranges and check varying fan speed for proper operation. Check rear unit output as applicable.

**Exterior Inspection:****13. Exterior Body and Components**

Inspect exterior of vehicle for signs of body damage missing trim, decals, paint condition, and any signs of developing rust. Inspect the outside of all windows for cracks, blemishes, or other damage. Inspect mirrors brackets for secure mounting, rusting, or broken glass.

**14. Tires and Wheels**

Inspect all tires for signs of uneven wear due to imbalance or improper front end alignment, check for exposed cord or steel belts, inspect valve cores, and check sidewalls for scrubbing or damage. Determine tread depth. Tread group pattern depth shall not be any less than  $\frac{4}{32}$  ( $\frac{1}{8}$ ) inch, measured at any point on a major tread groove for tires on the steering axle and no less than  $\frac{2}{32}$  ( $\frac{1}{16}$ ) inch measured at any point on a major tread groove for all other tires. Check air pressure in all tires including spare. Check condition of spare tire and mounting.

Check tires for cuts, nails, or other embedded foreign objects. Check wheel lugs for proper torque. Check all wheels, including spare for any damage for improper bead seating of tire. Check for missing balance weights. Check hubcaps for secure mounting.

## **15. Access Doors**

Inspect exterior access doors and lubricate hinges or spring latches as necessary. Check fuel cap for proper fit and any signs of damage to fuel servicing piping / hoses. Check hood latch and lubricate. Check hood retainer bar.

## **Service and Operation Inspection:**

## **16. Engine and Oil Filter**

Under normal operating conditions, change oil and filter every 6,000 miles. Check transmission fluid level and condition of fluid.

## **17. Ball Joints / Steering / Drive Line (Lubricate)**

Lubricate and inspect all ball joints, steering and drive lines, and all other points with zerk fittings. Check power steering for visible signs of fluid leaks. Check the drive line universal joints and yokes for wear. Replace any broken or damaged zerk fittings.

## **18. Battery**

Check battery mounting tray condition (corrosion and wear) and battery hold-down. Check battery case for cracking or damage. Check post and fasteners for corrosion – clean and cover with protectant. Check cables for fraying or signs of deterioration. If applicable check and service water levels. If maintenance free battery check “green” indicator.

## **19. Cooling System**

Visually check cooling system for leaks. Check the overflow tank for adequate coolant, and inspect the cleanliness of the coolant. Inspect the condition of the upper and lower radiator hoses and check the security of the fasteners. Check butterfly drain for snugness. Inspect water pump and engine intake at the thermostat housing for signs of leaks.

Inspect radiator cap for signs of leaks or pressure loss. Before removing the cap allow the engine to cool down. Relieve any built-up pressure in the system. Remove and inspect the radiator cap. At this time, the radiator cores and the interior of the radiator housing may be visually inspected for corrosion or clogging. Also, if circulation problems are suspected, operation of the water pump and circulation of the coolant may be verified-with the engine running.

**20. Air Cleaner / Filters**

Remove air filter and inspect. Inspect air intake hoses and clamps. Visually inspect all vacuum hoses and connections. Inspect fuel lines for leaks or damage.

**21. Belts / Hoses / Wiring**

Inspect all belts for signs of wear, fraying, cracks, glazing, and proper tension. Inspect heater hoses and connections. Inspect wiring for signs of chafing, corrosion, loss of insulation and crimping. Insure wiring downs not come in contact with moving parts or heated surfaces.

**22. Under Hood / Exhaust System**

Check transmission fluid level with the fluid warm and the engine running. Check color of fluid for any signs of overheating. Visually inspect the transmission pan, front and rear seal, speedometer drive, and dipstick tube for signs of leakage. Visually check the transmission oil cooler, lines, and connections for signs of a leak.

**3.1.2 B. 12,000 Mile Service and Maintenance Check****23. Brakes**

Remove wheels and inspect all brake pads/linings for wear. Check rotors/drums for wear, scoring, and warping. Check calipers/cylinders and brake lines for signs of wear or leaks. Check for any dirt or grease accumulation on the brake system.

**24. Operational Check**

Check for smoothness of acceleration, centering of steering wheel, and the proper tracking of the vehicle, smoothness of turns, balance of tires, and front end alignment. Also check for looseness in steering wheel.

**25. Transmission**

Check operation of shift lever and indicator. Check operation in each gear. Check for proper acceleration through gear ranges in drive position.



**3.1.3 C. 24,000 Mile Service and Maintenance Check:****26. Wheel Bearings / Driveshaft**

Remove and inspect front wheel bearings, clean and lubricate or replace if necessary. Inspect drive shaft, u-joints, and slip joints. Lubricate as necessary.

**27. Shocks / Springs**

Inspect shock absorber cylinders for signs of leakage. Check bushings for signs of wear and the mounting brackets for secure mounting. Inspect coil and/or leaf springs for signs of damage or wear. Inspect tie rod ends, upper and lower ball joints, and drag links for signs of wear. Lubricate all points equipped with zerk fittings.

**28. Rear Differential**

Inspect rear axles and axle housing for signs of stress, wear, and leaks. Check differential level. (Note: Change differential fluid every other "C" inspection.)

**29. Engine Tune-Up**

See vehicle service manual for details.

**30. Change Transmission Fluid and Filter**

Remove transmission pan and drain fluid. If the transmission torque converter is equipped with a drain plug, drain fluid from it as well. Inspect debris in the bottom of pan for signs of internal transmission damage. Check the color of fluid for signs of overheating. Remove and replace filter screen. Note any abnormalities on the check off sheet.

**Accessories:****31. Wheel Chair Lift and Accessories**

Inspect wheelchair tie downs for secure mounting and anchoring to floor. Safety belts should be clean and properly installed. Check retracting assembly. If four point tie downs are used check security of floor fasteners, connectors, and belts.

Operate lift through all ranges and functions. Check padding and labels. Check emergency back-up system if equipped. Check interlock system. Lubricate appropriate lube points (see chart at the end of this section).

**32. License Plates / Registration / Operators Manual**

Check condition and currency of license plate and registration and appropriate manuals. Insure accident report forms and other appropriate documents are up to date and available in the vehicle. Check for operating manual for the wheelchair lift.

**33. Air Conditioning Systems Check**

Each spring, prior to the season for constant air conditioning use, the air conditioning system should be scheduled for a thorough operational check. The system should be checked with the appropriate air conditioning service equipment and gauges. Check the entire system for leaks.

Note: The Freon level should be checked and serviced as necessary.

If the system is to be serviced with the opening of a closed system, the complete system should be evacuated, the receiver dryer replaced, and the system must be completely recharged, including refrigerant oil.

***Note: All air conditioning work must be performed by a licensed certified technician.***

### 3.2 Schedule

The A-1 Automotive will provide support for all systems [X] days a week [X] hours. Service is available every scheduled workday from X: XX a.m. to X: XX p.m. Monday through Friday, and X: XX a.m. to X: XX p.m. on Saturday.

### 3.3 Preventative Maintenance and Scheduled Unavailability

Preventative maintenance is scheduled in advance. Maintenance activities may be scheduled from X: XX p.m. to X: XX p.m. Monday thru Saturday.

All inspections will be scheduled prior to the inspection date. Key contacts are responsible for notifying staff, communicating the impact of the situation, and the expected length of time the vehicle(s) receiving inspection will be out of service.

### 3.4 Non-Scheduled Downtime

When unforeseen problems occur effected vehicles are taken out of service until the problem is resolved. If a problem is discovered by A-1 Automotive, they shall communicate directly with City Transit Services so that City Transit Services may coordinate that vehicle's expected downtime and necessary repairs.

## Costs

### 3.5 Cost Schedule

City Transit Services shall pay A-1 Automotive a \_\_\_\_\_ (annual, hourly, monthly) sum of \$ \_\_\_\_\_ in exchange for services as stated in Section 3.1 of this document.

### 3.6 Pricings per year

The A-1 Automotive shall provide services as stated in Chapter 3.1 as per the following table.

Year	Service Level 1	Service Level 2	Service Level 3
2009			

### 3.7 Changes

Prices shall be fixed throughout the year from the start date of the contract until the end of the contract.

A-1 Automotive may adjust service agreement prices due to commodity escalation costs. However, A-1 Automotive must first show proof of burden of the escalated costs before charging City Transit Services an increased price. Furthermore, A-1 Automotive should adjust service agreement prices when commodity costs decrease and charge City Transit Services the decreased price.

### 3.8 Overtime

Normal charges apply 07:00 to 18:00 Monday through Saturday with the exception of the following holidays:

January 1, New Year's Day

Martin Luther King Jr. Day

Memorial Day

July 4th, Independence Day

Labor Day

Thanksgiving

December 25, Christmas

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### 3.9 Authorized Charges

A-1 Automotive is responsible for preventive maintenance inspections on City Transit Services vehicles. These inspections shall be performed according to Florida Department of Transportation’s Preventive Maintenance Guidelines handbook as stated in Section 3.1.

City Transit Services shall only pay for the preventive maintenance inspections outlined in this service agreement.

City Transit Services is not responsible for un-authorized charges by A-1 Automotive.

A list of repairs will be provided to City Transit Services at the completion of each inspection. City Transit Services has the right to obtain a second opinion by another garage and choose which garage will make the appropriate repairs. Itemized pricing of each repair will be submitted to City Transit Services by A-1 Automotive along with each preventive maintenance checklist.

A-1 Automotive is responsible for loss or damage of any of parts and/or equipment while in the possession of A-1 Automotive.

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### 3.10 Method of Payment

City Transit Services will be billed for services provided under this agreement through direct billing under the terms and conditions of the appropriate purchase order raised for these services.

## 4. Signature Page

This Agreement is made between **City Transit Services** as represented by **[Name] [Role]** and **A-1 Automotive, [Name], [Role]** commencing on the date this Agreement is signed by **City Transit Services**.

This Agreement shall become effective commencing on the date this Agreement is signed by the **City Transit Services** and shall remain in effect for one year from that date.

**For the provision of: [System, Application, or Service]**

Effective Date: \_\_\_/\_\_\_/\_\_\_      Expiration Date: \_\_\_/\_\_\_/\_\_\_

**Provider: A-1 Automotive**

\_\_\_\_\_      \_\_\_/\_\_\_/\_\_\_

Project Manager      Date

\_\_\_\_\_      \_\_\_/\_\_\_/\_\_\_

IT Manager      Date

**Receiver: City Transit Services**

\_\_\_\_\_      \_\_\_/\_\_\_/\_\_\_

Project Manager      Date

\_\_\_\_\_      \_\_\_/\_\_\_/\_\_\_

Account Manager      Date

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**EXHIBIT A**

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**A, B, C Preventive Maintenance Form**

FORM 824-02  
03/87

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

## BUS FLEET PROGRAM

INSPECTOR \_\_\_\_\_

VEHICLE NO. \_\_\_\_\_

WORK ORDER NO. \_\_\_\_\_

ODOMETER \_\_\_\_\_

VANS AND WAGONS

DATE \_\_\_\_\_

### PREVENTIVE MAINTENANCE AND INSPECTION

SYMBOLS	REMARKS	(CHECK ONE) TYPE INSPECTION		
		A 6,000	B 12,000	C 24,000
<input checked="" type="checkbox"/> OK <input type="checkbox"/> REPAIRS REQUIRED <input type="checkbox"/> REPAIRED OR ADJUSTED <input type="checkbox"/> NOT APPLICABLE				
<b>INTERIOR INSPECTION</b>				
1.	All seats — belts — condition, secure mounting, operation			
2.	Doors condition, hinges, latches, operation of door windows			
3.	Flooring, headliner, side panels, vent louvers, operation & condition			
4.	Mirror-inside, right & left side mirror, condition & operation			
5.	Lights-interior, hi-lo beam, turn signals, hazard flasher, parking			
6.	Lights-clearance, backup, brakes, license, instrument panel			
7.	Warning system, switches, gauges, trouble lights, condition & operation			
8.	Starter system — automatic choke — key operation			
9.	Windshield wipers, w/s washer, w/s wiper speed — condition & operation			
	Glass — windshield, side glass — condition, horn — operation			
10.	Comfort system — heater, defroster, air conditioning, blower speed			
11.	Fire extinguisher — charged, first aid kit — complete			
<b>EXTERIOR INSPECTION</b>				
12.	Paint, dents, rust, decals, bumpers — brackets, condition			
13.	Tires — tread wear, wheel lugs, hubcaps, valve cores, condition			
14.	Access doors, fuelport & cap, engine covers & latch condition			
<b>SERVICE AND OPERATION INSPECTION</b>				
15.	Engine oil & filter — change & replace			
16.	Inspect & lubricate — ball joints, steering & driveline, etc.			
17.	Battery — terminals, water level, battery box & holddown-condition			
18.	Cooling system, hoses, fan, shroud, belts, overflow tank, radiator			
19.	Air cleaner, crankcase air filter, PVC filters			
20.	Belts, hoses, wiring — condition			
21.	Brake operation check, brakes, pedal, parking brake			
22.	Brakes — rotors, pads, caliper, lining, drums			
23.	Hood, transmission fluid level, filter & line, cooler			
24.	Transmission shift through all ranges, backup lights			
25.	Acceleration, steering, tracking, wheel balance			
26.	Front wheel bearings, drive shaft — U joints			
27.	Shocks, springs, lubricate linkages			
28.	Chassis — check for leaks, condition of bushings, rear axle, differential fluid level			
29.	Engine tune-up — plugs, wires, carburetion			
<b>ACCESSORIES</b>				
30.	Two way radio — operational check			
31.	Wheelchair lift, tiedown, operation			
32.	Spare tire, jack, tire tools			
33.	License plate, vehicle registration, operator manual			
34.	Air conditioning, system check, freon level, drier			
MILEAGE AND TYPE PM NEXT DUE MILEAGE _____ TYPE _____		<b>NOTES</b>		