



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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December 15, 2010

IN REPLY PLEASE

REFER TO FILE: **AS-0**

REQUEST FOR PROPOSALS – ADDENDUM 1 KING MEDICAL CENTER SHUTTLE AND WILLOWBROOK SHUTTLE SERVICES (2010-PA026)

Thank you for attending the Proposers' Conference for King Medical Center Shuttle and Willowbrook Shuttle Services (2010-PA026) on November 30, 2010, and for your interest in the Request for Proposals (RFP). Please note that the deadline to submit your proposals has been extended until **Thursday, December 23, 2010, at 5:30 p.m.**

An Informational Update will be released in the near future, which will respond to the request for information and clarification submitted by attendees of the Proposers' meeting.

The following revisions have been made to the RFP. (Please note that **bold** text has been added and ~~strikethrough~~ has been deleted from the RFP.)

1. Please note that Exhibit G, County-Provided Service Vehicle Information; Exhibit H, Contractor-Provided Service Vehicle Requirements; Exhibit K, Preventive Maintenance, have been deleted in their entirety and replaced with Exhibit **G.1**, **H.1**, and **K.1**, enclosed. Please use enclosed Exhibit **G.1**, **H.1**, and **K.1**, when submitting your proposals.
2. Part I, Request for Proposals, Section 1.B.6, Minimum Mandatory Requirements, on page 1.2 has been revised as follows:
 6. Proposer has submitted copies of the Proposer's, employees', and/or subcontractors' valid State of California Department of Motor Vehicles (DMV) Class B (with appropriate endorsements/**certificates**) commercial driver's licenses and ~~copies of valid DMV Medical Examination Certificates~~ as well as any other required licenses or endorsements required by Federal, State, and local regulations.
3. Part I, Request for Proposals, Section 4.D.7, Pass/Fail review, on page 1.32 and 1.32, has been revised as follows:

7. Proposer has submitted copies of the Proposer's, employees', and/or subcontractors' valid State of California Department of Motor Vehicles (DMV) Class B (with appropriate endorsements/**certificates**) commercial driver's licenses and copies of valid DMV Medical Examination Certificates as well as any other required licenses or endorsements required by Federal, State, and local regulations.
8. Proposer must submit copies of all National Institute for Automotive Service Excellence (ASE) Certification in H-4 ASE Transit Bus Brake test for all maintenance personnel identified or Proposer must submit an affirmative statement that all of Proposer's maintenance personnel assigned to this Contract, within 12 months of the date of hire or the start of the contract, whichever occurs last, will obtain ASE certification in the H-4 ASE Transit Bus Brake test. (Please use Form PW-20, Proposer's Compliance with the Certification/Licensing Requirements of the RFP).

~~Proposers who do not possess required licenses, certifications, and permits at the time of proposal submission (or who fail to submit the names of County-approved subcontractors who possess the required licenses, certifications, and permits) may be disqualified as nonresponsive.~~

4. Exhibit A, Scope of Work, Section e, Service Vehicle Remote Sensing Devices, on page A.7 has been revised as follows:

e. ~~Service Vehicle Remote Sensing Devices~~

~~County may install Remote Sensing Devices (RSD) on the County Service Vehicles. The RSD are Global Positioning Satellite (GPS) devices.~~

~~These units will report back to the County and Contractor any engine or emission malfunction. These devices can also provide real time data about location, vehicle speed, excessive idling, etc.~~

~~Once installed, the RSD equipment does not require any service/maintenance. Therefore, the RSD equipment is not to be handled or adjusted in any way by the Contractor. If the County installs these GPS devices on the County Service Vehicles, it will be the Contractor's responsibility to ensure that the devices are not disconnected, damaged, or removed. If the device is damaged, lost,~~

~~or stolen, the Contractor shall replace the lost or damaged unit within two weeks of the date of loss.~~

e. Automated Vehicle Locator (Global Positioning Satellite) Devices

County may install Automated Vehicle Locator (AVL) devices on the County Service Vehicles. The AVL devices are permanently installed and contain Global Positioning Satellite (GPS) functionality along with remote diagnostic information.

These units will report back to the County and Contractor any engine or emission malfunction. These devices can also provide real time data about location, vehicle speed, excessive idling, etc.

Once installed, the AVL device does not require any service/maintenance. Therefore, the AVL device is not to be handled or adjusted in any way by the Contractor. If the County installs these AVL devices on the County Service Vehicles, it will be the Contractor's responsibility to ensure that the devices are not disconnected, damaged, or removed. If the device is damaged, lost, or stolen, the Contractor shall be responsible for the cost to replace and install the lost or damaged unit. The device shall be replaced within two weeks of the date of loss/damage unless otherwise approved by the County due to unforeseen circumstances. The device shall be provided and installed by a County approved vendor.

5. Exhibit A, Scope of Work, Section H, Diesel Vehicle Smoke Inspections, and Section I, Donaldson Diesel Multi-stage Filter Mufflers on page 14, have been deleted in their entirety:

h. Diesel Vehicle Smoke Inspections

~~In compliance with the California Air Resources Board's Periodic Smoke Inspection Program, the Contractor shall ensure that diesel Service Vehicles receive the required annual inspections and retain the inspection records in accordance with this Exhibit. Additional information about the Periodic Smoke Inspection Program can be obtained at <http://www.arb.ca.gov/enf/hdvip.htm>.~~

i. Donaldson Diesel Multi-stage Filter Mufflers

~~The County Provided trolley buses listed in Exhibit G, have Donaldson Diesel Multi-stage Filter Mufflers. The Contractor shall ensure that the Diesel Multi-stage Filter Muffler is cleaned every six (6) months by an authorized dealer and a record of each cleaning is available for County review.~~

6. Exhibit A, Scope of Work, Section I, Pass-Through Costs, on page A.21, has been revised as follows:

5. If an AVL device installed on a County Service Vehicle malfunctions as a result of a manufacturer identified problem or error after the warranty period, the County shall be responsible for the cost of replacement.

7. Exhibit A, Scope of Work, Section K.4.a, Operator Recruitment and Selection, on page A.25, has been revised as follows:

~~Contractor shall review a current California Department of Motor Vehicles (DMV) report on all applicants who would operate or maintain Service Vehicles and shall reject any applicant who failed to appear in court for "Driving Under the Influence." Contractor shall perform a background check on all applicants for Service Vehicle operator and shall reject any applicant who has been convicted of any felony or misdemeanor charge which would affect the applicant's ability to safely operate a service vehicle or to come in contact with the public.~~

8. Exhibit A, Scope of Work, Section k.5, Maintenance Personnel, on page 28, has been revised as follows:

Contractor shall supply a sufficient number of properly qualified maintenance personnel with the expertise to maintain and service all vehicles for Service. Contractor shall be responsible for the recruitment, screening, testing, selection, training, scheduling, supervision, discipline, termination, and all other functions with regard to the maintenance personnel.

Contractor's maintenance personnel shall have knowledge of engines, transmissions, diagnostic procedures, electrical systems, Heating Ventilation Air Conditioning, wheelchair lifts/ramps and related

mechanical parts, methods and procedures normally used in servicing mechanical equipment for transit vehicles.

~~Contractor shall supply a sufficient number of properly qualified maintenance personnel with the expertise to maintain and service all vehicles for Service. Contractor shall be responsible for the recruitment, screening, testing, selection, training, scheduling, supervision, discipline, termination, and all other functions with regard to the maintenance personnel.~~

~~The Contractor shall ensure that all mechanic staff assigned to this Contract, within 12 months of the date of hire or the start of the Contract, whichever comes last, will obtain an Automotive Service Excellence (ASE) certification in the H-4 ASE Transit Bus Brake test. By the end of each subsequent year until the end of the Contract, each mechanic must obtain a minimum of one (1) additional ASE certification per year from the Transit Bus, Truck or School Bus Test Series.~~

The Contractor shall ensure that all mechanic staff assigned to this Contract are Automotive Service Excellence (ASE) certified in the H-4 ASE Transit Bus Brake test. If the Contractor cannot meet this requirement at the start of Contract, Contractor will be granted 12 months from the start of Contract to comply, provided that Contractor ensures that all vehicle maintenance is performed by an outside service facility that has ASE certified personnel during this 12-month period. Any new maintenance personnel will have 12 months from the date of hire to obtain ASE certification. By the end of each subsequent year until the end of the Contract, each mechanic must obtain a minimum of one (1) additional ASE certification per year from the Transit Bus, Truck or School Bus Test Series.

9. Exhibit A, Scope of Work, Section K.i, Preventive Maintenance Inspection Reports, on page A.36, has been revised as follows:

Reports shall include the Service Vehicle fleet number, the Service Vehicle identification number (VIN) and license number, a description/detail of the maintenance performed, when maintenance was completed, and if maintenance was done on time as required by Service Vehicle manufacturer's and/or County recommendations. **These reports shall also include copies of the completed oil analysis for engine oil**

and transmission oil in accordance with the service vehicle mileage requirements stated in Exhibit K. Daily "Vehicle Condition" reports shall be submitted to County upon request. Contractor shall retain the PMI Reports on file for a minimum of three years after Contract expiration/termination.

10. Exhibit A, Scope of Work, Section R, Removal of Debris, on page A.39, has been revised as follows:

All debris derived from these services shall be removed from Public Works property and become the property of the Contractor. The Contractor shall dispose of all debris from these services in a legally established area appropriate for type of debris being disposed. Disposal shall be at the Contractor's expense. The Contractor shall not allow any debris from its operations under this Contract to be deposited in the storm drains and/or gutters in violation of the National Pollutant Discharge Elimination System.

The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered during the performance of this contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the Contract Manager. The Contractor shall NOT attempt to perform any type of hazardous waste remediation not included under the Scope of Work of this Contract, including identifying, containing, cleaning, moving, disposing, etc. The Contractor shall exercise extreme caution in the event unknown waste is encountered.

11. Exhibit A, Scope of Work, Section U, Permits/Licenses/Certifications, on page A.39, has been revised as follows:

The Contractor shall be fully responsible for possessing or obtaining any required permits/licenses from the appropriate Federal, State, or local authorities for work to be accomplished under this Contract.

~~The contractor shall ensure that all mechanic staff assigned to this Contract, within 12 months of the date of hire or the start of the Contract, whichever comes last, will obtain Automotive Service Excellence certification in the H-4 ASE Transit Bus Brake test. By the end of each subsequent year until the end of the Contract, each mechanic must obtain a minimum of one (1) additional ASE certification per year from the Transit Bus, Truck or School Bus Test Series.~~

The Contractor shall ensure that each mechanic staff assigned to this Contract is in compliance with this Exhibit's Section K.5, Maintenance Personnel. (As revised by No. 8 of this Addendum)

12. Exhibit A, Scope of Work, Section W.3.j, Preventive Maintenance, on page A.44 has been revised as follows:

PMI shall be performed per the OEM and Exhibit K, Preventive Maintenance. PMI documents must be submitted monthly with the service invoice. **Contractor shall also include copies of the completed oil analysis reports for engine oil and transmission oil in accordance with the service vehicle mileage requirements stated in Exhibit K.** Inspections shall never exceed the specified intervals by 500 miles or more. Failure to meet **any of theseis standard maintenance requirements** may result in nonpayment of Service miles or hours operated by vehicles exceeding the PMI intervals or liquidated damages of \$500 per vehicle per day, whichever is higher, up to a maximum of \$5,000 per month.

13. Exhibit A, Scope of Work, Section W.3.m, Vehicle Emissions, (Engine Smog/Smoke), on page A.44, has been revised as follows:

m. Vehicle Emissions, (Engine Smog/Smoke)

Each Service Vehicle shall fully comply with all applicable Federal, State, and local emissions rules, regulations, and requirements. If any Service Vehicle fails to pass a smog or smoke test, receives a complaint, or is cited for an engine emissions violation by the California Air Resources Board, South Coast Air Quality Management District, the CHP, or other governmental agency authorized to issue such citation, the Contractor shall be liable for the citation as well as liquidated damages. The Contractor shall notify the Contract Manager of having received a citation within one business day of receiving it and shall provide a timeline for preparing and submitting an action plan to verify and correct the deficiencies.

14. Exhibit A, Scope of Work, Section W.3.s. Maintenance Personnel, on page A.46, has been revised as follows:

~~If Maintenance Personnel are not trained and/or ASE and MACS Certified as specified in this Exhibit, liquidated damages of \$500 per maintenance~~

~~employee per month may be assessed, up to a monthly maximum of \$1,000.~~

All maintenance on Service Vehicles shall be performed by ASE and/or MACS certified personnel as specified in this Exhibit. If maintenance personnel are not ASE and/or MACS certified, liquidated damages of \$500 per maintenance employee per month may be assessed, up to a monthly maximum of \$1,000.

15. Exhibit A, Scope of Work, Section W, Liquidated Damages , on page A.48, has been revised as follows:

cc. AVL Devices

The Contractor is not to handle or disconnect any AVL device installed on a County Service Vehicle. If an AVL device is damaged, removed, lost, or stolen, the Contractor may be assessed \$50 in liquidated damages per AVL device per Service day after the two-week period following date of loss/damage (unless additional time is approved by County for unforeseen circumstances), until the AVL device is replaced, up to a maximum of \$1000 per month.

16. Exhibit B, Service Contract General Requirements, Section FF, Record Retention and Inspection/Audit Settlement, on page B.16, has been added as follows:

- 4. In addition to the above, the Contractor agrees, should the 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 the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the 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 the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this**

Contract is for the purpose of enabling the 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 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 materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in the County of Los Angeles, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

17. Exhibit B, Service Contract General Requirements, Section HH, Security and Background Investigations, on page B.17, has been revised as follows:

HH. ~~Security and Background Investigations~~

~~Security and background investigations of Contractor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting Contract. The cost of background checks is the responsibility of the Contractor.~~

HH. Contractor's Employee Criminal Background Investigation

The Contractor shall be responsible for ongoing implementation and monitoring of the following for each Contractor employee or agent providing service under this Contract who may come into contact with the public, including but not limited to vehicle operators, Road Supervisors and subcontractor employees (collectively referred to as "Public Contact Employees"):

1. Each Public Contact Employee shall undergo and pass a criminal background investigation prior to starting work under this Contract. The Contractor shall conduct additional criminal

background investigations of all Public Contact Employees every two years and upon request of the County at its sole discretion. The background investigation shall include criminal conviction information from an agency acceptable to County such as local law enforcement or Live Scan from the California Department of Justice. The cost of background checks is the responsibility of the Contractor.

2. No Public Contact Employee shall have a criminal conviction record, including a guilty plea or a finding of not guilty by reason of insanity, and Contractor shall be under a continuing obligation to immediately remove any Public Contact Employee having a criminal conviction record, including a guilty plea or a finding of not guilty by reason of insanity. Contractor may only make an exception to this requirement if Contractor determines that there were mitigating circumstances or that the conviction is not related to the Public Contact Employee position and that the Public Contact Employee poses no threat or risk to the County or public.
3. Disqualification of any Public Contact Employee pursuant to this section shall not relieve Contractor of its obligation to provide services in accordance with the terms and conditions of this Contract.
4. The Contractor shall annually submit to the Contract Manager a certificate of compliance attesting that each Public Contact Employee is eligible for employment under this Contract according to the requirements outlined in Sections 1 and 2.

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If you have any questions concerning the above information, please contact Mr. Edwin Manoukian at (626) 458-4057, Monday through Thursday, 7 a.m. to 5 p.m.

Very truly yours,

GAIL FARBER
Director of Public Works


GHAYANE ZAKARIAN, Chief
Administrative Services Division

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COUNTY-PROVIDED SERVICE VEHICLE INFORMATION

Vehicle Information

- A. The County plans to provide one service vehicle for the King Medical Center Shuttle as follows:

<u>ID</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>VIN #</u>
L-208	CHEVY	C4500	2010	1GB9G5AGXA1104720

- 25-foot Cutaway-Bus
- Low emission, Propane-powered (LPG)
- Passenger pull cord system
- "Stop Requested" sign
- Public address system with gooseneck microphone
- Backup alarm
- Fully automatic wheelchair lift
- ADA-compliant securement system for two (2) wheelchair passengers
- 10 lbs. ABC Fire Extinguisher, first-aid kit, reflector kit
- Fare Box
- Bike Racks (that will support two standard-sized bikes)

Note: Useful Life for Vehicle L-208 is for a 7-year period from November 2010.

- B. The County plans to provide two service vehicles for the Willowbrook Shuttle as follows:

<u>ID</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>VIN #</u>
L-312	CHEVY	C4500	2008	1GBE4V1G87F417087
L-313	CHEVY	C4500	2008	1GBE4V1G37F417191

- 25-foot Cutaway-Bus
- Low emission, Propane-powered (LPG)
- Passenger pull cord system
- "Stop Requested" sign
- Public address system with gooseneck microphone
- Backup alarm
- Fully automatic wheelchair lift
- ADA-compliant securement system for two (2) wheelchair passengers

- 10 lbs. ABC Fire Extinguisher, first-aid kit, reflector kit
- Fare Box
- Bike Racks (that will support two standard-sized bikes)

Note: Useful Life for Vehicles L-312 and L-313 is for a 7-year period from April 2008.

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CONTRACTOR-PROVIDED SERVICE VEHICLE REQUIREMENTS

Vehicle Requirements

- 25-foot Cutaway-Type 3 Vehicles
- 20 passenger seats or 16 passenger seats with two wheelchair positions
- Folding seats are provided in the wheelchair area which cannot be used while wheelchairs are on board
- Vehicle shall be seven years old or newer with no more than 200,000 miles
- Fuel type: Alternative fuel is preferred. Gasoline fuel is acceptable. No diesel fuel (including bio-diesel) is acceptable.
- Minimum 14,000 LB GVWR
- Vertical stanchions (for vehicles with perimeter seating)
- 86,000 BTU passenger area air-conditioning system
- 24,500 BTU passenger area heating system
- 35,000 BTU passenger area heater
- Passenger pull cord
- "Stop Requested" sign
- Public address system with gooseneck microphone
- Backup alarm
- Ricon model model S-2005 (or equivalent) fully automatic wheelchair lift that includes a manual backup, handrails, California brake interlock and lift pad kit
- ADA-compliant securement system for two (2) wheelchair passengers
- 10 lbs. ABC Fire Extinguisher, first-aid kit and reflector kit
- Inside and outside signage
- Fare Box

PREVENTIVE MAINTENANCE

INTRODUCTION

The Contractor, at its sole cost and expense, shall provide all fuel, lubricants, repairs, cleaning, parts, supplies, labor, maintenance, major components, and component rebuilding and replacement, along with the necessary service facilities to provide the maintenance required for the operation of all equipment and Service Vehicles pursuant to this Contract.

Routine preventive maintenance and servicing is required on all Service Vehicles for this Service as recommended by their Original Equipment Manufacturer(s) (OEM). The Service provisions below represent the County's recommended preventive maintenance schedule. If OEM's preventive maintenance schedule is more stringent than the County's, the Contractor shall follow the OEM's recommendations. If County's recommended preventive maintenance schedule is more stringent than the OEM's, the Contractor shall verify with the County as to which recommended preventive maintenance frequency is acceptable prior to deviating from the County's recommendations. Adherence to a preventive maintenance schedule shall not be regarded as cause for deferred repairs. Non-safety repairs may be scheduled and must be made within one week of being identified.

SECTION 1. SERVICE PROVISIONS

The Preventive Maintenance Inspection (PMI) services to be provided by the Contractor shall consist of levels hereinafter referred to as "DVIR," "I," "J/A," "B," and "C" PMI Services. These inspections shall be conducted at vehicle mileage or time intervals as described herein.

A. PMI Service Sequencing

1. Daily Vehicle Inspection Report (DVIR) is a legally required document prepared each day by the Service Vehicle operator regarding the Service Vehicle operated. Copies are to be retained by the Contractor. Any and all repairs identified shall be documented.
2. "I" inspections occur a minimum of once per week. More frequent "I" service may be required by the Contract Manager depending upon demonstrated Service Vehicle condition and/or reliability. This inspection shall be documented and shall indicate all problems found, maintenance/repair required, and maintenance or repairs performed.
3. "J/A" inspection occurs every 30 days regardless of mileage. The "J/A" service occurs as part of every "B," and "C" Service inspection.

EXHIBIT K.1

4. "B" service occurs every 24,000 vehicle miles or 8 months, whichever occurs first. "B" service occurs as part of every "C" Service inspection.
5. "C" service occurs every 48,000 vehicle miles or every 16 months, whichever occurs first.
6. PMI service sequencing (repeats each 48,000 miles).

<u>PMI Service</u>	<u>SERVICE Miles</u>	<u>Or Maximum Days</u>	<u>Joint PMI Services</u>
DVIR	N/A	Daily	
I	N/A	Weekly	
J/A	3,000	30 Days maximum	
B	24,000	240 Days maximum	I and J/A
C	48,000	480 Days maximum	I, J/A and B
DVIR – Daily Pre-Trip Inspection by operator			

B. Inspections/PMI Services

1. Daily Pre-Trip and Post-Trip Vehicle Inspection Report (DVIR)

Contractor shall ensure that their Service Vehicle operators perform the DVIR in accordance with 13 CCR Section 1215(a) and California Vehicle Code Section 34500.

Contractor's Service Vehicle operators shall conduct the mandatory "Pre-Trip" and "Post-Trip" inspections of their assigned Service Vehicle prior to, and immediately after, operating the Service Vehicle on a given day. These inspections must be performed each day the vehicle is used. The DVIR report must be signed by the assigned Service Vehicle operator of the Service Vehicle. The DVIR report is required as a matter of record, whether or not any defects are found. When defects are identified and listed, the DVIR must be routed to the Contractor's Repair Facility. The Contractor must maintain and retain these inspection/service records as required by law.

These Pre-Trip and Post-Trip inspections are both a maintenance inspection and an operational inspection of the Service Vehicle by the operator. Further details of the DVIR inspection are set forth in Exhibit A, Scope of Work; Section G, Vehicle and Equipment Maintenance; Subsection 4, Daily Pre-Trip and Post-Trip Vehicle Inspection and Servicing; Section O, Service Records and Reports; Subsection 2.c, Daily Pre-Trip Service Vehicle Inspection Reports.

2. The Contractor shall perform the PMI service level "I" in accordance with 13 CCR Section 1234(f) and California Vehicle Code Section 34500. The inspection must be a matter of record. The "I" inspection is to be performed at least every 7 calendar days utilizing qualified and Automotive Service Excellence (ASE) certified maintenance personnel. PMI service Level "I" shall include, but is not being limited to the following:

- Inspect engine accessory drive
- Inspect, measure and record drive belts condition and belt tension
- Inspect the engine and accessories for leaks
- Check and top up engine oil level
- Check and top up engine coolant level
- Check and top up transmission fluid level
- Check and top up power steering and master brake cylinder (if equipped with hydraulic brakes)
- Check all directional signals and flashers
- Check headlights, marker, stop, turn, tail lamps, and reflectors
- Replace lights, lens, and/or reflectors as necessary
- Check and replace interior lights and lens as necessary
- Check brake operation
- Check parking brake operation and condition
- Check the functioning of instrument cluster gauges and warning lights
- Check tire pressure and adjust to specification
- Check tire tread, remove debris, and check for damage and uneven wear
- Check tires for sidewall damage
- Inspect wheels and fasteners
- Check for wheel bearing oil or grease leaks
- Check horn operation
- Check "back-up" alarm and safety device operation
- Check condition and mounting of fire extinguisher, first aid kit, bodily fluids kit(s) and wheel chair tie downs and record
- Check operation of all doors
- Check wheelchair lift operation
- Check wheelchair lift interlock operation
- Check operation of all emergency escape windows and alarms
- Check windshield wiper and windshield washer operation
- Check and record AC system operation effectiveness
- Check under vehicle for any fluid leaks
- Check cleanliness of the vehicle's exterior and note any body and/or decal damage
- Check cleanliness and condition of vehicle interior

Plus other additional items deemed appropriate.

3. The Contractor shall perform the PMI service level "J/A" in accordance with 13 CCR Section 1232(b). The inspection must be a matter of record. The "J/A" inspections are to be performed simultaneously at least every 30 calendar days. These services shall include but are not limited to the following items:

- Change engine oil
- Replace engine oil filter(s)
- Check, adjust, and record engine idle speed
- Check engine throttle linkage operation
- Check transmission fluid level
- Pressure test radiator and radiator cap
- Check and record coolant percentage, protection, and condition
- Clean radiator of bugs and debris
- Check or inspect all hoses and lines for condition
- Inspect accessory and drive belts for condition
- Measure belt tensions and record
- Inspect and lubricate chassis, front and rear suspension components
- Inspect shock absorbers for damage or leaks
- Inspect suspension
- Lubricate front axle spindles
- Check and tighten spring axle bolts as necessary
- Check exhaust system for damage and/or leaks, and correct deficiencies
- Inspect steering box and steering box mounting
- Inspect and lubricate steering u-joints
- Check steering linkage for wear or damage
- Lube steering linkage
- Road test for steering and suspension condition
- Inspect brakes for operation
- Check brake fluid level or test air brake system
- Check disc brakes for wear and record percentage of remaining pad and/or lining
- Adjust brakes as necessary
- Inspect brake system for leaks, check air or brake fluid levels
- Check and service slack adjusters (if equipped with air brakes)
- Check and adjust parking brake, as needed
- If equipped with air brakes, check, clean or replace air compressor filter
- Inspect and lubricate driveline and u-joints
- Check differential oil level
- Inspect vehicle safety devices and/or equipment

- Inspect vehicle wiper/washer operation and fluid level
- Check battery mounting and hold down(s)
- Check battery terminals and clean or replace as necessary
- Load test battery(s) and record reading
- Check and record battery(s) specific gravity
- Clean battery surface and terminal connections
- Check battery water level
- Check accessory drive belt tension, measure, record and adjust as necessary
- Inspect accessory drive belts for wear and tension; record result and adjust as necessary
- Inspect tires and rims, for damage, wear, cracks, missing lug nuts, broken studs, etc.
- Inspect tires, for damage, wear, and/or debris; if irregular wear present, perform alignment
- Measure and record tire tread depth (including spare tire)
- Check and record tire pressures (including spare tire)
- Torque and record tire bolt mounting
- Inspect exterior lamps for operation
- Inspect exterior mirrors and check operation
- Inspect interior lamps for operation
- Inspect dash panel and check operation of all switches, gauges and lamps
- Inspect upper (overhead) panel for operation of all switches gauges and lamps
- Inspect all doors for adjustment and smoothness of operation
- Inspect and lubricate door hinges, pins and/or bushings
- Inspect wheelchair lift for operation and adjustment; including interlock device
- Cycle wheelchair lift in manual (emergency) and check hydraulic fluid level mode
- Clean and lubricate wheelchair lift
- Inspect window glazing and windows for operation and/or cracks
- Operate emergency escape windows and test alarm
- Inspect seats for damage, soiling
- Inspect floor covering and step treads for damage
- Test and record HVAC - Measure and record A/C output temperature front and rear
- Clean immediate area surrounding rear heater unit
- Inspect fire extinguisher
- Inspect other vehicle safety devices/equipment
- Inspect wiper, washer operation, fluid level

Plus other additional items deemed appropriate.

Note: "A/J" inspection/service repeats with each "B" and "C" service inspection.

4. "B" inspection/service (24,000 miles/8 months) includes but is not limited to the following items:

- "A/J" inspection;
- Engine fuel filter, replace (primary)
- Engine fuel filter, replace filter element (secondary)
- Replace engine air filter
- Replace spark plugs (non-diesel powered engines)
- Replace transmission filter and fluid
- Replace power steering fluid and filter
- Balance and rotate tires
- Perform a full "four wheel" alignment
- Replace brake fluid (hydraulic)
- Replace air dryer filter (air brakes)
- Repack front wheel bearings
- Check all fuel lines for leaks
- Check fuel line attachment points to chassis
- Inspect tank and lines for damage, fractures, and/or rust
- Check fuel tank valves and fittings for leaks and operation
- Check spark plugs for excessive gap, heavy deposits on electrodes and/or electrode damage

Plus other additional items deemed appropriate.

5. "C" inspection/service (48,000 miles/16 months) includes but is not limited to the following items:

- "A/J" inspection
- "B" inspection
- Inspect differential, change oil
- Replace in-tank propane fuel pump filter
- Replace in-line fuel filter
- Inspect and replace spark plugs
- Inspect spark plug wires

Plus other additional items deemed appropriate.

6. Every Third "C" Inspection or service (144,000 miles/48 months) includes but is not limited to the following items:

- Every third "C" inspection, replace spark plug wires with OEM spark plug wires
- Replace engine coolant
- Flush engine block
- Replace engine coolant thermostat

- Replace coolant hoses, clamps
- Replace accessory and drive belts
- Change differential oil

Plus other additional items deemed appropriate.

C. Services Not Included

The following services shall be performed as required and may or may not be part of the Contractor's regularly scheduled maintenance.

- Tire replacement
- Tire repairs
- Non-PMI, scheduled or unscheduled repairs
- Mechanical failure(s) and/or "Road Calls"
- Damage to mechanical components due to abuse, vandalism or accident
- Damage to body/cosmetic appearance
- Service Vehicle washing and cleaning (exterior and interior)
- Re-charging the fire extinguisher and/or fire suppression items or systems
- Labor and/or materials required to transport Service Vehicles for the purpose of service or repairs
- All manufacturer's recalls and/or repairs covered under warranty.

D. Parts Not Included In PMI Service
(Contractor Supplied)

The following parts shall be maintained and replaced as needed on a day-to-day basis by the Contractor's sole expense.

- Head lamps
- Clearance lamps
- Turn signal lamps
- Reflectors
- Interior lamps
- Dashboard and all indicator lamps
- Windshield wiper blades
- Mirrors
- Other consumables, except as covered by warranty
- Fire extinguisher
- First Aid Kits
- Seatbelts, latches, Q-Straints, Torso Pads, etc.
- Methane Detection Systems
- Vehicle Fire Suppression Systems (Alternatively-Fueled Vehicles)
- Wheelchair tie-down belt replacements
- Tires
- Cleaning materials

E. Parts Included

The following parts shall be provided under either PMI Service or regular maintenance services performed by the Contractor:

Engine:	Engine oil filter(s) Air filter element Fuel filter element(s) Replacement oil Replacement coolant and filter(s)
Miscellaneous:	Power steering fluid and filter(s) Brake fluid
Transmission:	Transmission oil filter(s) Replacement oil
Differential:	Replacement oil
Wheel Bearing:	Grease seals and/or hubcaps Grease or oil Antifreeze Lubrication grease Silicone Battery(s) Battery water (distilled) Battery terminal spray/protectant Windshield wipers and washer fluid

Miscellaneous hoses/flex lines and washer that have a replacement requirement as part of the PMI Service schedule

Miscellaneous seals and gaskets that have a replacement requirement as part of the PMI Service schedule

Miscellaneous engine accessory drive belts as part of PMI services schedule.

The following parts shall be provided by Contractor only as part of a PMI service:

A/C Compressor lube oil and Freon #R-134a refrigerant

SECTION 2. OIL ANALYSIS

A sample will be taken by the Contractor utilizing personnel and sample-taking processes that have been approved by the Contract Manager. Within one business day of taking the sample, the sample must be delivered to a Contract Manager-approved analysis facility for processing according to the following schedule:

Engine Oil: Sample requirement is one week or 500 miles prior to each "J/A" service/inspection (each oil change).

Transmission Oil: Sample requirement is one week or 500 miles prior to each "B" inspection/service, not to exceed 24,000 miles between samplings.

The Contractor shall inform the Contract Manager, at least seven calendar days in advance of the Engine Oil and Transmission Oil sampling dates. At Contract Manager's option, County personnel may be on-site to observe the Contractor's sampling procedures.

The Contractor shall provide or shall cause to have provided to the Contract Manager a copy of each analysis generated within one business day after results of said analysis are known or returned to Contractor by the oil analysis vendor.

SECTION 3. RECORDS

Individual PMI Service records shall be maintained and retained by Contractor. The records shall be maintained in a manner consistent with CHP terminal inspection requirements. Records shall be maintained for all "DVIR," "I," "J/A," "B," and "C" inspections and/or services plus any maintenance/repair conducted.

The contractor may be required to provide a copy of each PMI inspection/service activity to the County at the following address:

County of Los Angeles
Department of Public Works
Programs Development Division
Attention Transit Manager
P.O. Box 1460
Alhambra, CA 91802-1460

SECTION 4. TRANSFER OF COUNTY VEHICLES

The following applies if there is a change of Contractor and if there are County Service vehicles:

- The maintenance and repair records of each County Vehicle are County property. A legible copy of all maintenance and/or repair records shall be provided by the Contractor to the County when the vehicle(s) is/are released to the new Contractor who will be providing the Service.
- The tires on each vehicle shall average a minimum tread depth of 8/32 of an inch of tread. No one tire shall have less than 5/32 of an inch of tread at any point. The tread depth of each tire will be measured at three points and averaged.
- Tires with less than 5/32 of tread depth will be replaced and the County shall deduct the cost from the Contractor's final invoice(s).

- The brakes shall have a minimum of 30% of their lining shoes or pads at each wheel position. The brake material grade shall be County-approved or as specified by OEM. Brake drums and/or rotors shall not be excessively worn, grooved or discolored from excessive heat. Drums and rotors shall be within their manufacturer's acceptable use guidelines.
- If any brake shoes, brake pads, drums, and/or rotors do not meet the minimum standards listed above, the items will be replaced and the cost to repair or replace any of these components will be deducted from the Contractor's final invoice(s).

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