

SCOPE OF SERVICES

DEDICATED ON-SITE CONTRACT MANAGEMENT

- Autonomous Operation and Management
- Customer's Point of Contact
- Overall Contract Responsibility
- Responsible for Contract Performance Compliance
- Safety and Security Responsibility
- Responsible for Environmental Compliance
- Training & Development of Staffing
- Monthly Client Meetings

CONTRACT ADMINISTRATION

- Contract Reporting
- Human Resources Administration
- Safety Training Records
- Employee ASE Certifications
- Commercial Drivers License Records
- Employee Physical Examination
- Employee Drug Test Administration
- Subcontract Administration
- Vendor Administration
- Employee Environmental Training
- Employee Benefits Administration
- Employee Internal Training Certifications

FLEET MANAGEMENT SERVICES

- Fleet Replacement Recommendation
- Fleet Specifications
- Customer Requested Fleet Studies
- Fleet Assessments
- Equipment Specing
- Accident Sub rogation
- RFP Development
- Life cycle Analysis
- Parts Procurement Program

MAINTENANCE MANAGEMENT AND MAINTENANCE

- Customer Service Representative
- Emergency Response Control
- Work Prioritization/Scheduling
- Quality Control
- Outside Service/Vendor Management
- Service Bulletin Tracking
- Two Shift Operation
- Preventive Maintenance Services
- Preventive Maintenance Scheduling
- Fleet Assessment
- General Repairs
- DOT Inspections
- Vehicle State Safety Inspections
- Vehicle Emissions Inspections
- OSHA Inspections
- ANSI Inspections
- Quick Fix Response
- Roadside Repairs
- Roadside Tire Services
- Towing
- Welding Repairs
- Road Testing
- New Vehicle Preparation
- Vehicle Disposal Preparation
- Incoming Vehicle Inspection
- Surplus Vehicle Disposal
- Warranty and Recall Work
- Warranty Recovery
- Vehicle Abuse Reporting
- Key Duplication
- Lock Out Services
- Shop Janitorial Services
- Shop Equipment Maintenance
- Disinfecting Services
- Unit Auction Services
- Unit Up-fitting

FLEET MANAGEMENT INFORMATION SYSTEM

- Custom Fleet Maintenance Cost Reporting
- Contract Compliance Reporting
- Dept. and Operator Cost Reporting
- Maintenance & Operating Cost Tracking
- Job Cost Tracking
- Cost Summaries
- Cost Trends and Histories
- Maintenance Records
- Warranty Tracking
- Management Reporting
- Performance Measurement Reporting
- Client Access Portal
- Custom Report Development
- Total Cost of Ownership Reporting
- Parts Acquisition Detail
- Inventory Management

FLEET LOGISTIC SERVICES

- Parts Purchasing
- Inventory Control
- Hazardous Waste Control
- Shop Tool & Equipment Inventory
- Lock/Key Control
- Shop Library/Manuals
- MSDS Maintenance
- Motor Pool Administration
- Car Pool and Equipment Management
- License & Registration Administration
- Transportation Services
- Car Wash
- Fuel Truck Services
- Fuel Dispensing & Car Wash Equipment Servicing
- Special Programming Requirements
- Fuels Management and Administration