

05-07-04-01

CROSS-SERVICING AGREEMENT

Effective Date:	Terminate Date (Effective until canceled by either agency) 30-DAY WRITTEN NOTICE
Name and Address of Supplying Activity: BWXT Pantex, LLC. P. O. Box 30020 Amarillo, Texas 79120-0020	Name and Address of Receiving Agency: <i>GSA, FLEET MANAGEMENT CENTER OKLAHOMA CITY FMC 2500 S. EASTERN AVE OKLAHOMA CITY, OK 73129</i>

PURPOSE: This agreement establishes the terms under which GSA Fleet Management will procure and pay for the specified goods and/or services from another government agency: (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 *(ethanol fuel included)*
- IPAC or Non-IPAC (Attachment A)

BILLING INSTRUCTIONS:

Prv. 12/1? Monthly Invoice

Monthly billings submitted by Standard Form 1080 or another approved form will be supported by appropriate documentation (see below). The customer agency block on the SF 1080 will be addressed to GSA Kansas City Finance Division, Accounts Payable Branch (6BCPM), 1500 East Bannister Road, Kansas City, MO. 64131-3088.

SPECIFIC PROVISIONS:

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

- 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 16"	job	\$ <u>10.00</u>
b. Medium and heavy trucks - 16.5" through 24.5"	job	\$ <u>15.00</u>
c. Split rim truck tires - 16.5" through 22"	job	\$ <u>15.00</u>
d. On rim plugging - all tubeless tires	job	\$ <u>7.50</u>
e. Service calls to repair flats on-site	job	\$ <u>N/A</u>
f. Service calls to mount spare on-site	job	\$ <u>N/A</u>

2. Mount and balance wheels, including weights

a. Passenger vehicles and light trucks	job	\$ <u>10.00</u>
b. Medium and heavy trucks	job	\$ <u>15.00</u>

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	\$ <u>30.00</u>
b. Beyond 5 mile radius but less than 30 miles	job	\$ <u>35.00</u>

4. Wrecker service

a. Within 5 mile radius of main shop location	job	\$ <u>30.00</u>
b. Beyond 5 mile radius of main shop location	job	\$ <u>35.00</u>

5. Battery charges (all sizes)	1/2 hour job	\$ <u>22.50</u>
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9. Vehicle washing

- | | | |
|--|-----|-----------------|
| a. Under 12,500 GVWR (interior and exterior) | job | \$ <u>5.00</u> |
| b. Over 12,500 GVWR (interior and exterior) | job | \$ <u>27.50</u> |
| c. Under 12,500 GVWR (exterior only) | job | \$ <u>10.00</u> |
| d. Over 12,500 GVWR (exterior only) | job | \$ <u>25.00</u> |

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 \$ 40.00 per hour on Group 1 (12,500 GVWR OR LESS) vehicles and \$ 40.00 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 exceeding \$100 in value will show the purchase order number assigned by Maintenance Control Center (MCC). This is obtained in advance of the repair by calling (888) 622-6344.

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, total price and signature of the driver or servicer. This supporting documentation will be provided to the Fleet Management Center on a monthly basis. . The charge for fuel will be the Federal agency cost for fuel or oil.

Attachment A

**FINANCIAL ADDENDUM
TO THE
CROSS-SERVICE AGREEMENT
BETWEEN THE
GENERAL SERVICES ADMINISTRATION
CENTRAL FLEET PROGRAM,
OKLAHOMA CITY FLEET MANAGEMENT CENTER,
AND THE
BWXT, PANTEX**

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 (05-07-04-0) 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 cross string into the description field number one (1) of the IPAC menu in GOALS. FT00.455FY05.FE32F0732104.611.FE734.A04

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 Ave
Oklahoma City, OK 73129

After review and certification by the Fleet Manager, the certified copy of the billing documentation will be sent to the General Services Administration, Kansas City Finance Division, Accounts Payable Branch

~~(6BCPM)~~
6BC DR

Region 6

B. Disputed IPAC Charges

After receipt of the supporting documentation at the Fleet Management Center, the Fleet Manager will ascertain if any charges are incorrect. The Fleet Manager will notify the billing agency via telephone and 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 Fleet Management Center and GSA Finance.

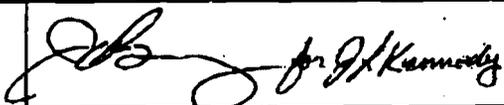
C. Non-IPAC Billing

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: (GSA Control# - 05-07-04-01)

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 Fleet Manager of the Fleet Management Center by the close of business on the last day of each month.

Upon receipt of the aforementioned documents, the Fleet Manager 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:

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

INFRASTRUCTURE SPECIALIST II		9/24/04
FLEET MANAGER	Kerry Wright	9/29/04
REGIONAL FLEET MANAGER	Bruce Jr	9/30/04
FINANCE DIVISION REP.	Amy N. Hubbs	10/15/04



"Ronnie Payne Jr"
<RPAYNE@panlax.com>
02/20/2006 04:28 PM

To kerry.wright@gsa.gov
cc
bcc
Subject Re: Action Items

Kerry,
Yes, this answers our concerns. We will forward this information to all concerned.

Thanks,
Ronnie Payne
Department Manager, Vehicle Maintenance
(806)477-6364

>>> <kerry.wright@gsa.gov> 2/17/2006 11:07:21 AM >>>
Ronnie,

This is in reference to our conversation earlier in the week regarding action items from our January meeting:

Body Damage
Damage resulting from collisions involving third parties or where property is damaged (fences, signs, etc.) will require a SF91.

Damage resulting from incidents (backing into a pole) will only require a statement giving the details. This can either be faxed or emailed. All correspondence must be sent to Mike Stout in our Accident Management Center. Mike's phone number is 1-800-325-2958, ext. 54010.

Cross-Service Agreement
I agree that the price to perform oil changes on light truck diesels is not adequate. I would agree to a price of \$100. This would need to be called into our Maintenance Control Center for a purchase order number. I would recommend us do a "pen and ink" change to our cross-serve agreement to reflect this change.

Please let me know if this answers your concerns. Thanks for all your help,

Kerry Wright
GSA Central Fleet Program
Oklahoma City, OK
(405) 231-4436
kerry.wright@gsa.gov

Join us for EXPO 2006 May 15-18, in San Antonio, TX
For more information visit our website at www.expo.gsa.gov