

FLEET VEHICLE & EQUIPMENT REPAIR

POLICY No.: **MP-040**

SUPERSEDES No.:

EFFECTIVE DATE: **JANUARY 23, 2007**

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I. PURPOSE

The purpose of this procedure is to outline specific instructions for circumstances that warrant obtaining quotes for a fleet vehicle or equipment needing to be repaired that are beyond the Town's Maintenance Shop capabilities.

II. SCOPE

This procedure applies to the repair of all fleet vehicles and equipment estimated to cost more than \$4,000.

III. GENERAL

When repairs are required on a Town fleet vehicle or equipment and those repairs are determined, by the Maintenance Shop Supervisor, to be beyond the shop's scope of repair capabilities, a decision by the shop supervisor will need to be made based on whether the vendor can diagnose the required repairs with or without vehicle or equipment disassembly.

A) Disassembly Not Necessary

If an estimate can be obtained without disassembly and the cost of repairs will be more than \$4,000; the following steps should be followed:

- 1) The Town's Maintenance Shop Supervisor will determine the repairs are beyond the shop's repair capabilities.
- 2) If the Town's Maintenance Division cannot effectively perform the repairs, the shop supervisor will then need to decide if estimates can be obtained without disassembly.
- 3) The Maintenance Shop Supervisor will then solicit no less than two (2) written quotes for repair from reputable repair vendors having the ability to perform the necessary repairs.
- 4) Once the written quotes have been obtained, the Shop Supervisor will issue a purchase order to the appropriate vendor according to the instructions given within this manual.

B) Disassembly Necessary

Should the Maintenance Shop Supervisor conclude that the vehicle or equipment will need to be disassembled in order to receive a reliable "not to exceed" estimate for repairs of more than \$4,000; the following steps should be administered:

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- 1) The Town's Maintenance Shop Supervisor will determine the repairs are beyond the shop's repair capabilities.
- 2) If the Town's Maintenance Division cannot effectively perform the repairs, the shop supervisor will then decide if estimates cannot be obtained without disassembly.
- 3) The Shop Supervisor will have the vehicle or equipment transported by the best and economical means to a reputable repair vendor with reasonable labor rates.
- 4) The vendor will be required to disassemble the vehicle or equipment, diagnose the problem and offer a written "**not to exceed**" repair estimate. At this time, the vendor must be informed that repair work is not to begin until they have received a signed fax copy of a Town Purchase Order.
- 5) The Maintenance Shop Supervisor will issue a purchase order for the repairs by properly completing a purchase order according the instructions contained within this manual and adding the justification in the description area "**must be disassembled to diagnose and estimate**". The purchase order will also reflect the estimated not to exceed amount identified by the statement "**estimated not to exceed amount**".
- 6) A copy of the faxed estimate issued by the repair vendor will be attached to the purchase order while repairs are being completed.
- 7) The purchase order will be adjusted after receiving the actual invoice amount by drawing a line through the "not to exceed amount" statement and amount. The correct invoice amount will be written below the corrected area and identified with "**Total Repair Amount**".
- 8) All corresponding paperwork including the yellow copy of the purchase order, vendor faxed estimate and invoice will be forwarded to the Accounts Payable Division for processing. The pink copy of the purchase order will be sent to the Purchasing Division for auditing purposes.