



State Garage Guidelines

The following guidelines between State Fleet Management (SFM) and Agency State Garages (ASG) are for the purpose of providing maintenance and repair services to State vehicles enrolled in the SFM program.

They include:

1. Each ASG will have adequate personnel trained in and capable of properly servicing and repairing State motor vehicles. Certified mechanics are preferable. The ASG must also have access to the C.A.R.S. program for history review, input of work orders using SFM part & labor codes, and for creating invoices. Any work order greater than \$100.00 must have prior approval from SFM before work is started.
2. The ASG will have proper and adequate tools, equipment, facilities, shop manuals, and other commonly found items as used in private sector garage facilities for the repair and service of SFM vehicles.
3. Parts used in the repair and servicing of SFM vehicles will be procured per State Purchasing rules and regulations. SFM will not typically reimburse the ASG for parts at full retail price. All parts charges will be based on being competitive with the private sector. SFM will retain the right to refuse any invoice if cost is unreasonable or if prior authorization requirements were not met. Any invoice refused will be reviewed by SFM and the ASG with adjustments made in the current billing cycle.
4. The ASG will have the ability to create all work orders, invoices, and other necessary information as deemed necessary with the C.A.R.S. program. A work order will be completed for each repair and service, containing SFM predefined required data fields. Invoices for work order payment will accompany individual work order backup. Invoices and backup for work orders will be forwarded to SFM at no more than one-month intervals within a timeframe established by SFM (typically being no later than the first day of each month). SFM will process payment upon receipt of invoice and backup work orders. Any disagreements or discrepancies in billing will be resolved through an adjustment in the current billing period.
5. The ASG will pursue all manufacturers warranty work to be performed by the specified dealership and will not process any invoices to SFM for reimbursement except for warranty deductible expenses at no markup to SFM. SFM will provide assistance to the ASG at their request for warranty disputes concerning SFM vehicles.



6. The ASG will perform all preventive maintenance and servicing per guidelines established by SFM or as conditions may dictate based on vehicle usage.
7. All ASG fueling (dispensing stations) will require a report on quantity dispensed and cost incurred, itemized by vehicle will be provided to SFM on a monthly basis per SFM established reporting timeframes. Fuel acquisition costs will be reported to SFM plus operating expenses allowable for any additional per quantity surcharge. Excluded costs will include contamination/major EPA compliance; tank removal/ major repairs, and like situations. Operating expenses are meant to cover costs for dispensing, ordering fuel, and like operating costs. Operating surcharge costs should not exceed \$.10 per gasoline gallon equivalent.
8. The ASG will follow guidelines established by SFM for all glass, tire, and accident authorizations/repairs. The ASG may handle tire and glass repairs providing they use and comply with State awards. The ASG will call SFM for all accident occurrences and accident repair/disposition authorization.
9. Any garage work performed by another provider as a subcontractor or third party to the ASG must be an SFM authorized vendor and bill SFM directly following SFM protocol.
10. The ASG will incorporate its miscellaneous shop charges into their shop rate. Car washes performed “in house” must itemize each car wash by license plate number, date, odometer, and cost. State garages should be reviewing their garage operating cost annually to ensure a competitive rate.
11. Worked performed by the ASG on SFM vehicles, will be held to guidelines required of local private vendors for quality, turnaround, and competitive pricing as per C.R.S. 24-30-1108(3).

For further guidance please contact SFM. 303-866-5222