

INVITATION FOR BID

ISSUING OFFICE:
GENERAL SERVICES AGENCY
GOVERNMENT OF GUAM
590 SOUTH MARINE DRIVE
TAMUNING, GUAM 96913


CLAUDIA S. ACFALLE
Chief Procurement Officer

DATE ISSUED: Sept. 12, 2019

BID INVITATION NO: GSA-052-19

BID DESCRIPTION: MINOR AND MAJOR REPAIRS, PREVENTIVE MAINTENANCE AND TO INCLUDE
DIAGNOSTICS FOR ALL GRTA VEHICLES
SPECIFICATION: SEE ATTACHED

DESTINATION: GUAM REGIONAL TRANSIT AUTHORITY

REQUIRED DELIVERY DATE: 30 Days, For A Period of Two (2) Years with the Option to
Renew for an Additional One (1) Year or Upon the Availability of Funds.

INSTRUCTION TO BIDDERS:

INDICATE WHETHER: ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION

INCORPORATED IN: _____

This bid shall be submitted in duplicate and sealed to the issuing office above no later than (Time) 2:00, Date: 9/26/19 and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Sealed Bid Solicitation for details.

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the respective items listed on the schedule provided, unless otherwise specified by the bidder. In consideration to the expense of the Government in opening, tabulating, and evaluating this and other bids, and other considerations, the undersigned agrees that this bid remain firm and irrevocable within 90 calendar days from the date opening to supply any or all the items which prices are quoted.

NAME AND ADDRESS OF BIDDER:

SIGNATURE AND TITLE OF PERSON
AUTHORIZED TO SIGN THIS BID:

AWARD: CONTRACT NO.: _____ AMOUNT: \$ _____ DAT: _____

ITEM NO(S). AWARDED: _____

CONTRACTING OFFICER:

CLAUDIA S. ACFALLE
Chief Procurement Officer

NAME, ADDRESS, CONTACT NO.

SIGNATURE AND TITLE OF PERSON
AUTHORIZED TO SIGN THIS CONTRACT:

Accountability * Impartiality * Competence * Openness * Value

INVITATION FOR BID NO.: GSA-052-19

DESCRIPTION:

MINOR AND MAJOR REPAIRS, PREVENTIVE MAINTENANCE
AND TO INCLUDE DIAGNOSTIC FOR ALL GRTA VEHICLES,

SPECIAL REMINDER TO PROSPECTIVE BIDDERS

Bidders are reminded to read the Sealed Bid Solicitation and Instructions, and General Terms and Conditions attached to the IFB to ascertain that all of the following requirements checked below are submitted in the bid envelope in duplicate, at the date and time for bid opening.

- (X) BID GUARANTEE (15% of Bid Amount) *Reference #11 on the General Terms and Conditions*
- *May be in the form of:*
- a. Cashier's Check or Certified Check
 - b. Letter of Credit
 - c. Surety Bond – Valid only if accompanied by:
 - 1. Current Certificate of Authority issued by the Insurance Commissioner;
 - 2. Power of Attorney issued by the Surety to the Resident General Agent;
 - 3. Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf.
- () BROCHURES / DESCRIPTIVE LITERATURE;
- (X) AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSION
- a) Date of signature of the person authorized to sign the bid and the notary date must be the same
- (X) OTHER FORMS:
AFFIDAVIT re ETHICAL STANDARDS, AFFIDAVIT re NO GRATITUE or KICKBACK, AFFIDAVIT re
CONTINGENT FEES, AFFIDAVIT re NON COLLUSION, SPECIAL PROVISION; RESTRICTION
AGAINST SEXUAL OFFENDER, FORM E D.O.L. WAGE DETERMINATION,
- (X) CURRENT BUSINESS LICENSE / CONTRACTOR'S LICENSE / SPECIALTY LICENSE
(IN REFERENCE TO SUPPLIES OR SERVICES FOR THIS REFERENCED BID)

** This reminder must be signed and returned in the bid envelope together with the bid. Failure to comply with the above requirements may be cause for disqualification and rejection of the bid.*

On this _____ day of _____, 2019, I _____,
an authorized representative of _____ acknowledge receipt of
this "SPECIAL REMINDER TO PROSPECTIVE BIDDER" with the above referenced IFB.

Bidder Representative's Signature

Invitation for Bid: GSA-052-19

**MINOR AND MAJOR REPAIRS, PREVENTIVE MAINTENANCE
AND TO INCLUDE DIAGNOSTIC FOR ALL GRTA VEHICLES,**

ACKNOWLEDGEMENT RECEIPT FORM

Note: if Bid Package was down loaded through the GSA website, Please be advised that to be considered a prospective bidder you must fill out this Acknowledgement Receipt Form.
Please submit form by email to gsaprocurement@gsadoa.guam.gov or Fax to (671) 475-1727

Acknowledgement Receipt Form must be submitted no later than three (3) days upon down load.

Name	<hr/>
Signature	<hr/>
Date	<hr/>
Time	<hr/>
Contact Number	<hr/>
Fax Number	<hr/>
Contact Person regarding IFB	<hr/>
Title	<hr/>
E-Mail Address	<hr/>
Company/Firm	<hr/>
Address	<hr/>

Note: GSA recommends that prospective bidders register current contact Information with GSA to ensure they receive any notices regarding any changes or update to the IFB. The procuring agency and GSA will not be liable for failure to provide notice to any party who did not register current contact information.

All questions and concerns in regards to this bid must be submitted to the General Services Agency via fax attention to the Chief Procurement Officer no later than 09/18/19 close of business at 5:00pm.

AFFIDAVIT RE ETHICAL STANDARDS

CITY OF _____)
) ss.
ISLAND OF GUAM)

_____ [state name of affiant signing below], being first duly sworn, deposes and says that:

The affiant is _____ [state one of the following: the offeror, a partner of the offeror, an officer of the offeror] making the foregoing identified bid or proposal. To the best of affiant's knowledge, neither affiant nor any officers, representatives, agents, subcontractors or employees of offeror have knowingly influenced any government of Guam employee to breach any of the ethical standards set forth in 5 GCA Chapter 5, Article 11. Further, affiant promises that neither he or she, nor any officer, representative, agent, subcontractor, or employee of offeror will knowingly influence any government of Guam employee to breach any ethical standards set forth in 5 GCA Chapter 5, Article 11. These statements are made pursuant to 2 GAR Division 4 § 11103(b).

Signature of one of the following:
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me this ____ day of _____, 201__.

NOTARY PUBLIC
My commission expires _____.

AFFIDAVIT re NO GRATUITIES or KICKBACKS

CITY OF _____)
ISLAND OF GUAM) ss.
)

_____ [state name of affiant signing below], being first duly sworn, deposes and says that:

1. The name of the offering firm or individual is [state name of offeror company] _____. Affiant is _____ [state one of the following: the offeror, a partner of the offeror, an officer of the offeror] making the foregoing identified bid or proposal.

2. To the best of affiant's knowledge, neither affiant, nor any of the offerors officers, representatives, agents, subcontractors, or employees have violated, are violating the prohibition against gratuities and kickbacks set forth in 2 GAR Division 4 § 11107(e). Further, affiant promises, on behalf of offeror, not to violate the prohibition against gratuities and kickbacks as set forth in 2 GAR Division 4 § 11107(e).

3. To the best of affiant's knowledge, neither affiant, nor any of the offerors officers, representatives, agents, subcontractors, or employees have offered, given or agreed to give, any government of Guam employee or former government employee, any payment, gift, kickback, gratuity or offer of employment in connection with the offerors proposal.

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offerors officers, representatives, agents, subcontractors, and employees.

Signature of one of the following:
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me this ____ day of _____, 201__.

NOTARY PUBLIC
My commission expires _____, _____.

Special Provisions

Restriction against Sex Offenders Employed by service providers to Government of Guam from working on Government Property.

If a contract for services is awarded to the bidder or offeror, then the service provider must warranty that no person in its employment who has been convicted of a sex offense under the provisions of chapter 25 of Title 9 of Guam code Annotated or of an offense defined in Article 2 of chapter 28 of Title 9 of the Guam Code annotated, or who has been convicted in any other jurisdiction of an offense with the same elements as heretofore defined, or who is listed on the Sex Offender Registry, shall provide services on behalf of the service provider while on government of Guam property, with the exception of public highways. If any employee of a service provider is providing services on government property and is convicted subsequent to an award of a contract, then the service provider warrants that it will notify the Government of the conviction within twenty-four (24) hours of the conviction, and will immediately remove such convicted person from providing services on government property. If the service provider is found to be in violation of any of the provisions of this paragraph, then the government will give notice to the service provider to take corrective action. The service provider shall take corrective action within twenty-four (24) hours of notice from the Government, and the service provider shall notify the Government when action has been taken. If the service providers fail to take corrective steps within twenty-four (24) hours of notice from the Government, then the Government in its sole discretion may suspend temporarily and contract for services until corrective action has been taken.

Signature of Bidder
Proposer, if an individual;
Partner, if a partnership;
Officer, if a corporation.

Date

Subscribed and sworn before me this _____ day of _____, 201__

NOTARY PUBLIC

My commission expires, _____, _____.

FORM E

DECLARATION RE COMPLIANCE WITH U.S. D.O.L. WAGE DETERMINATION

Procurement No: _____

Name of Offeror Company: _____ hereby
certifies under penalty of perjury:

- (1) That I am _____ (the offeror, a partner of the offeror, an officer of the offeror) making the bid or proposal in the foregoing identified procurement;
- (2) That I have read and understand the provisions of 5 GCA § 5801 and § 5802 which read:

§ 5801. Wage Determination Established.

In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation ("contractor") for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the government of Guam.

The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply.

§ 5802. Benefits.

In addition to the Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

- (3) That the offeror is in full compliance with 5 GCA § 5801 and § 5802, as may be applicable to the procurement referenced herein;

- (4) That I have attached the most recent wage determination applicable to Guam issued by the U.S. Department of Labor. [INSTRUCTIONS – Please attach!]

Signature

Date

"REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210
		Wage Determination No.: 2015-5693
Daniel W. Simms	Division of	Revision No.: 9
Director	Wage Determinations	Date Of Last Revision: 08/02/2019

Note: Under Executive Order (EO) 13658 an hourly minimum wage of \$10.60 for calendar year 2019 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least \$10.60 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in calendar year 2019. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: Guam Northern Marianas Wake Island
Area: Guam Statewide
Northern Marianas Statewide
Wake Island Statewide

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support and Clerical Occupations		
01011 - Accounting Clerk I		13.57
01012 - Accounting Clerk II		15.23
01013 - Accounting Clerk III		17.04
01020 - Administrative Assistant		19.48
01035 - Court Reporter		17.40
01041 - Customer Service Representative I		10.89
01042 - Customer Service Representative II		12.25
01043 - Customer Service Representative III		13.37
01051 - Data Entry Operator I		12.15
01052 - Data Entry Operator II		13.25
01060 - Dispatcher Motor Vehicle		14.37
01070 - Document Preparation Clerk		13.85
01090 - Duplicating Machine Operator		13.85
01111 - General Clerk I		10.35
01112 - General Clerk II		11.29
01113 - General Clerk III		12.68
01120 - Housing Referral Assistant		19.39
01141 - Messenger Courier		11.37
01191 - Order Clerk I		12.57
01192 - Order Clerk II		13.71
01261 - Personnel Assistant (Employment) I		15.95
01262 - Personnel Assistant (Employment) II		17.85
01263 - Personnel Assistant (Employment) III		19.89
01270 - Production Control Clerk		21.78
01290 - Rental Clerk		11.10
01300 - Scheduler Maintenance		15.55
01311 - Secretary I		15.55
01312 - Secretary II		17.40
01313 - Secretary III		19.39
01320 - Service Order Dispatcher		12.73
01410 - Supply Technician		19.40
01420 - Survey Worker		15.26
01460 - Switchboard Operator/Receptionist		9.67
01531 - Travel Clerk I		12.77
01532 - Travel Clerk II		13.83
01533 - Travel Clerk III		14.78
01611 - Word Processor I		14.53

01612 - Word Processor II	16.31
01613 - Word Processor III	18.26
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	13.58
05010 - Automotive Electrician	13.06
05040 - Automotive Glass Installer	12.10
05070 - Automotive Worker	12.10
05110 - Mobile Equipment Servicer	10.27
05130 - Motor Equipment Metal Mechanic	13.71
05160 - Motor Equipment Metal Worker	12.10
05190 - Motor Vehicle Mechanic	13.71
05220 - Motor Vehicle Mechanic Helper	10.12
05250 - Motor Vehicle Upholstery Worker	12.10
05280 - Motor Vehicle Wrecker	12.10
05310 - Painter Automotive	12.87
05340 - Radiator Repair Specialist	12.10
05370 - Tire Repairer	11.44
05400 - Transmission Repair Specialist	13.61
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.47
07041 - Cook I	11.45
07042 - Cook II	13.33
07070 - Dishwasher	9.12
07130 - Food Service Worker	9.34
07210 - Meat Cutter	11.86
07260 - Waiter/Waitress	9.19
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.40
09040 - Furniture Handler	9.95
09080 - Furniture Refinisher	16.40
09090 - Furniture Refinisher Helper	12.06
09110 - Furniture Repairer Minor	14.27
09130 - Upholsterer	16.40
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	9.35
11060 - Elevator Operator	9.29
11090 - Gardener	12.90
11122 - Housekeeping Aide	9.29
11150 - Janitor	9.29
11210 - Laborer Grounds Maintenance	9.74
11240 - Maid or Houseman	9.22
11260 - Pruner	8.72
11270 - Tractor Operator	11.80
11330 - Trail Maintenance Worker	9.74
11360 - Window Cleaner	10.37
12000 - Health Occupations	
12010 - Ambulance Driver	17.77
12011 - Breath Alcohol Technician	17.77
12012 - Certified Occupational Therapist Assistant	24.38
12015 - Certified Physical Therapist Assistant	24.38
12020 - Dental Assistant	14.21
12025 - Dental Hygienist	32.84
12030 - EKG Technician	25.10
12035 - Electroneurodiagnostic Technologist	25.10
12040 - Emergency Medical Technician	17.77
12071 - Licensed Practical Nurse I	15.88
12072 - Licensed Practical Nurse II	17.77
12073 - Licensed Practical Nurse III	19.81
12100 - Medical Assistant	12.26
12130 - Medical Laboratory Technician	18.82
12160 - Medical Record Clerk	13.61
12190 - Medical Record Technician	17.77
12195 - Medical Transcriptionist	15.88
12210 - Nuclear Medicine Technologist	39.04
12221 - Nursing Assistant I	11.03
12222 - Nursing Assistant II	12.43
12223 - Nursing Assistant III	13.54
12224 - Nursing Assistant IV	15.22
12235 - Optical Dispenser	17.77
12236 - Optical Technician	15.88

12250 - Pharmacy Technician	15.49
12280 - Phlebotomist	15.22
12305 - Radiologic Technologist	22.69
12311 - Registered Nurse I	22.53
12312 - Registered Nurse II	27.56
12313 - Registered Nurse II Specialist	27.56
12314 - Registered Nurse III	33.34
12315 - Registered Nurse III Anesthetist	33.34
12316 - Registered Nurse IV	39.96
12317 - Scheduler (Drug and Alcohol Testing)	22.01
12320 - Substance Abuse Treatment Counselor	22.01
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.45
13012 - Exhibits Specialist II	24.09
13013 - Exhibits Specialist III	29.47
13041 - Illustrator I	19.45
13042 - Illustrator II	24.09
13043 - Illustrator III	29.47
13047 - Librarian	26.68
13050 - Library Aide/Clerk	15.48
13054 - Library Information Technology Systems Administrator	24.09
13058 - Library Technician	16.64
13061 - Media Specialist I	17.38
13062 - Media Specialist II	19.45
13063 - Media Specialist III	21.67
13071 - Photographer I	17.38
13072 - Photographer II	19.45
13073 - Photographer III	24.09
13074 - Photographer IV	29.47
13075 - Photographer V	35.65
13090 - Technical Order Library Clerk	18.74
13110 - Video Teleconference Technician	17.38
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.71
14042 - Computer Operator II	17.22
14043 - Computer Operator III	19.19
14044 - Computer Operator IV	21.33
14045 - Computer Operator V	23.62
14071 - Computer Programmer I	(see 1) 15.73
14072 - Computer Programmer II	(see 1) 19.50
14073 - Computer Programmer III	(see 1) 23.84
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 24.23
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.71
14160 - Personal Computer Support Technician	21.33
14170 - System Support Specialist	21.24
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor	(Non-Rated) 24.23
15020 - Aircrew Training Devices Instructor	(Rated) 29.32
15030 - Air Crew Training Devices Instructor	(Pilot) 34.91
15050 - Computer Based Training Specialist / Instructor	24.23
15060 - Educational Technologist	27.61
15070 - Flight Instructor	(Pilot) 34.91
15080 - Graphic Artist	20.47
15085 - Maintenance Test Pilot Fixed Jet/Prop	34.91
15086 - Maintenance Test Pilot Rotary Wing	34.91
15088 - Non-Maintenance Test/Co-Pilot	34.91
15090 - Technical Instructor	17.65
15095 - Technical Instructor/Course Developer	21.58
15110 - Test Proctor	13.87
15120 - Tutor	13.87
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	9.78
16030 - Counter Attendant	9.78
16040 - Dry Cleaner	11.30
16070 - Finisher Flatwork Machine	9.78
16090 - Presser Hand	9.78

16110 - Presser Machine Dry cleaning	9.78
16130 - Presser Machine Shirts	9.78
16160 - Presser Machine Wearing Apparel Laundry	9.78
16190 - Sewing Machine Operator	11.94
16220 - Tailor	12.44
16250 - Washer Machine	10.24
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.40
19040 - Tool And Die Maker	20.61
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.96
21030 - Material Coordinator	21.78
21040 - Material Expediter	21.78
21050 - Material Handling Laborer	11.37
21071 - Order Filler	9.66
21080 - Production Line Worker (Food Processing)	13.96
21110 - Shipping Packer	14.47
21130 - Shipping/Receiving Clerk	14.47
21140 - Store Worker I	14.48
21150 - Stock Clerk	20.34
21210 - Tools And Parts Attendant	13.96
21410 - Warehouse Specialist	13.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.69
23019 - Aircraft Logs and Records Technician	16.09
23021 - Aircraft Mechanic I	19.70
23022 - Aircraft Mechanic II	20.69
23023 - Aircraft Mechanic III	21.74
23040 - Aircraft Mechanic Helper	13.70
23050 - Aircraft Painter	18.50
23060 - Aircraft Servicer	16.09
23070 - Aircraft Survival Flight Equipment Technician	18.50
23080 - Aircraft Worker	17.38
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	17.38
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	19.70
23110 - Appliance Mechanic	16.40
23120 - Bicycle Repairer	13.17
23125 - Cable Splicer	19.59
23130 - Carpenter Maintenance	15.10
23140 - Carpet Layer	15.33
23160 - Electrician Maintenance	18.05
23181 - Electronics Technician Maintenance I	15.33
23182 - Electronics Technician Maintenance II	16.40
23183 - Electronics Technician Maintenance III	18.31
23260 - Fabric Worker	14.27
23290 - Fire Alarm System Mechanic	15.43
23310 - Fire Extinguisher Repairer	13.17
23311 - Fuel Distribution System Mechanic	17.46
23312 - Fuel Distribution System Operator	13.17
23370 - General Maintenance Worker	11.96
23380 - Ground Support Equipment Mechanic	19.70
23381 - Ground Support Equipment Servicer	16.09
23382 - Ground Support Equipment Worker	17.38
23391 - Gunsmith I	13.17
23392 - Gunsmith II	15.33
23393 - Gunsmith III	17.46
23410 - Heating Ventilation And Air-Conditioning Mechanic	17.16
23411 - Heating Ventilation And Air Conditioning Mechanic(Research Facility)	18.25
23430 - Heavy Equipment Mechanic	17.64
23440 - Heavy Equipment Operator	16.26
23460 - Instrument Mechanic	17.46
23465 - Laboratory/Shelter Mechanic	16.40
23470 - Laborer	11.37
23510 - Locksmith	16.40
23530 - Machinery Maintenance Mechanic	23.13
23550 - Machinist Maintenance	17.46
23580 - Maintenance Trades Helper	10.67
23591 - Metrology Technician I	17.46
23592 - Metrology Technician II	18.56

23593	- Metrology Technician III	19.66
23640	- Millwright	17.46
23710	- Office Appliance Repairer	16.40
23760	- Painter Maintenance	13.95
23790	- Pipefitter Maintenance	17.64
23810	- Plumber Maintenance	16.57
23820	- Pneudraulic Systems Mechanic	17.46
23850	- Rigger	17.46
23870	- Scale Mechanic	15.33
23890	- Sheet-Metal Worker Maintenance	16.09
23910	- Small Engine Mechanic	15.33
23931	- Telecommunications Mechanic I	19.01
23932	- Telecommunications Mechanic II	19.76
23950	- Telephone Lineman	18.24
23960	- Welder Combination Maintenance	17.92
23965	- Well Driller	17.46
23970	- Woodcraft Worker	17.46
23980	- Woodworker	13.17
24000	- Personal Needs Occupations	
24550	- Case Manager	14.54
24570	- Child Care Attendant	10.09
24580	- Child Care Center Clerk	12.58
24610	- Chore Aide	10.56
24620	- Family Readiness And Support Services Coordinator	14.54
24630	- Homemaker	16.12
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	17.46
25040	- Sewage Plant Operator	19.63
25070	- Stationary Engineer	17.46
25190	- Ventilation Equipment Tender	12.06
25210	- Water Treatment Plant Operator	19.63
27000	- Protective Service Occupations	
27004	- Alarm Monitor	10.90
27007	- Baggage Inspector	9.40
27008	- Corrections Officer	12.05
27010	- Court Security Officer	12.05
27030	- Detection Dog Handler	10.90
27040	- Detention Officer	12.05
27070	- Firefighter	12.05
27101	- Guard I	9.40
27102	- Guard II	10.90
27131	- Police Officer I	12.05
27132	- Police Officer II	13.40
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	12.79
28042	- Carnival Equipment Repairer	13.97
28043	- Carnival Worker	9.45
28210	- Gate Attendant/Gate Tender	13.18
28310	- Lifeguard	11.01
28350	- Park Attendant (Aide)	14.74
28510	- Recreation Aide/Health Facility Attendant	11.84
28515	- Recreation Specialist	18.26
28630	- Sports Official	11.74
28690	- Swimming Pool Operator	17.71
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	21.47
29020	- Hatch Tender	21.47
29030	- Line Handler	21.47
29041	- Stevedore I	19.98
29042	- Stevedore II	22.96
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist Center (HFO) (see 2)	38.78
30011	- Air Traffic Control Specialist Station (HFO) (see 2)	26.74
30012	- Air Traffic Control Specialist Terminal (HFO) (see 2)	29.45
30021	- Archeological Technician I	17.49
30022	- Archeological Technician II	19.56
30023	- Archeological Technician III	24.21
30030	- Cartographic Technician	23.18
30040	- Civil Engineering Technician	23.08
30051	- Cryogenic Technician I	25.57

30052 - Cryogenic Technician II	28.24
30061 - Drafter/CAD Operator I	17.49
30062 - Drafter/CAD Operator II	19.56
30063 - Drafter/CAD Operator III	20.77
30064 - Drafter/CAD Operator IV	25.57
30081 - Engineering Technician I	14.84
30082 - Engineering Technician II	16.66
30083 - Engineering Technician III	18.64
30084 - Engineering Technician IV	23.08
30085 - Engineering Technician V	28.24
30086 - Engineering Technician VI	34.16
30090 - Environmental Technician	23.08
30095 - Evidence Control Specialist	23.08
30210 - Laboratory Technician	20.77
30221 - Latent Fingerprint Technician I	25.57
30222 - Latent Fingerprint Technician II	28.24
30240 - Mathematical Technician	23.34
30361 - Paralegal/Legal Assistant I	19.44
30362 - Paralegal/Legal Assistant II	23.68
30363 - Paralegal/Legal Assistant III	28.99
30364 - Paralegal/Legal Assistant IV	33.88
30375 - Petroleum Supply Specialist	28.24
30390 - Photo-Optics Technician	21.93
30395 - Radiation Control Technician	28.24
30461 - Technical Writer I	23.08
30462 - Technical Writer II	28.24
30463 - Technical Writer III	34.16
30491 - Unexploded Ordnance (UXO) Technician I	24.65
30492 - Unexploded Ordnance (UXO) Technician II	29.82
30493 - Unexploded Ordnance (UXO) Technician III	35.74
30494 - Unexploded (UXO) Safety Escort	24.65
30495 - Unexploded (UXO) Sweep Personnel	24.65
30501 - Weather Forecaster I	25.57
30502 - Weather Forecaster II	31.09
30620 - Weather Observer Combined Upper Air Or	(see 2) 20.77
Surface Programs	
30621 - Weather Observer Senior	(see 2) 23.08
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	29.82
31020 - Bus Aide	8.15
31030 - Bus Driver	9.69
31043 - Driver Courier	9.69
31260 - Parking and Lot Attendant	9.55
31290 - Shuttle Bus Driver	10.59
31310 - Taxi Driver	9.43
31361 - Truckdriver Light	10.59
31362 - Truckdriver Medium	11.61
31363 - Truckdriver Heavy	13.92
31364 - Truckdriver Tractor-Trailer	13.92
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.54
99030 - Cashier	9.33
99050 - Desk Clerk	9.70
99095 - Embalmer	24.65
99130 - Flight Follower	24.65
99251 - Laboratory Animal Caretaker I	22.25
99252 - Laboratory Animal Caretaker II	24.31
99260 - Marketing Analyst	21.54
99310 - Mortician	24.65
99410 - Pest Controller	14.61
99510 - Photofinishing Worker	12.95
99710 - Recycling Laborer	14.32
99711 - Recycling Specialist	21.66
99730 - Refuse Collector	13.63
99810 - Sales Clerk	9.66
99820 - School Crossing Guard	16.44
99830 - Survey Party Chief	22.02
99831 - Surveying Aide	12.52
99832 - Surveying Technician	16.27
99840 - Vending Machine Attendant	22.25

99841 - Vending Machine Repairer	28.30
99842 - Vending Machine Repairer Helper	22.25

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.54 per hour up to 40 hours per week or \$181.60 per week or \$786.93 per month

HEALTH & WELFARE EO 13706: \$4.22 per hour up to 40 hours per week or \$168.80 per week or \$731.47 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year:
 New Year's Day
 Martin Luther King Jr.'s Birthday
 Washington's Birthday
 Memorial Day Independence Day
 Labor Day
 Columbus Day
 Veterans' Day
 Thanksgiving Day and Christmas Day.

(A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain non-exempt employees. For example if an individual employee is non-exempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;
- (2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;
- (3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used.

All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in those instances where the uniforms furnished are made of "wash and wear" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification.

Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper. When preparing a conformance request the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).

AFFIDAVIT re NON-COLLUSION

CITY OF _____)
ISLAND OF GUAM) ss.

_____[state name of affiant signing below], being first duly sworn,
deposes and says that:

1. The name of the offering company or individual is [state name of company]
_____.

2. The proposal for the solicitation identified above is genuine and not collusive or a sham. The offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any other offeror or person, to put in a sham proposal or to refrain from making an offer. The offeror has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the government of Guam or any other offeror, or to secure any advantage against the government of Guam or any person interested in the proposed contract. All statements in this affidavit and in the proposal are true to the best of the knowledge of the undersigned. This statement is made pursuant to 2 GAR Division 4 § 3126(b).

3. I make this statement on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

Signature of one of the following:
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me this _____ day of _____, 201__.

NOTARY PUBLIC
My commission expires, _____, _____.

AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSION

CITY OF _____)
ISLAND OF GUAM) ss.

- A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that [please check only one]:
- [] The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.
- [] The offeror is a corporation, partnership, joint venture, or association known as _____ [please state name of offeror company], and the persons, companies, partners, or joint venturers who have held more than 10% of the shares of interest in the offering business during the 365 days immediately preceding the submission date of the proposal are as follows [if none, please so state]

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows [if none, please so state]:

<u>Name</u>	<u>Address</u>	<u>Compensation</u>
_____	_____	_____

- C. If the ownership of the offering business should change between the time this affidavit is made and the time an award is made or a contract is entered into, then I promise personally to update the disclosure required by 5 GCA §5233 by delivering another affidavit to the government.

Signature of one of the following:
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me this _____ day of _____, 201_____.

NOTARY PUBLIC
My commission expires, _____, _____

AFFIDAVIT re CONTINGENT FEES

CITY OF _____)
) ss.
ISLAND OF GUAM)

_____ [state name of affiant signing below], being first sworn, deposes
and says that:

1. The name of the offering company or individual is [state name of company]

2. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. This statement is made pursuant to 2 GAR Division 4 § 11108(f).

3. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained a person to solicit or secure a contract with the government of Guam upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. This statement is made pursuant to 2 GAR Division 4 § 11108(f).

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

Signature of one of the following:
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me this _____ day of _____, 201__.

NOTARY PUBLIC
My commission expires, _____

GOVERNMENT OF GUAM

GENERAL SERVICES AGENCY
590 SOUTH MARINE CORPS DRIVE
TAMUNING, GUAM 96913

BID BOND

NO. _____

KNOW ALL MEN BY THESE PRESENTS that _____, as Principal hereinafter called the Principal, and (Bonding Company), _____ A duly admitted insurer under the laws of the Territory of Guam, as Surety, hereinafter called the Surety are Held firmly bound unto the Territory of Guam for the sum of _____ Dollars (\$ _____), for Payment of which sum will and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (identify project by number and brief description)

NOW, THEREFORE, if the Territory of Guam shall accept the bid of the Principal and the Principal shall enter into a Contract with the Territory of Guam in accordance with the terms of such bid, and give such bond or bonds as may be specified in bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Territory of Guam the difference not to exceed the penalty hereof between the amounts specified in said bid and such larger amount for which the Territory of Guam may in good faith contract with another party to perform work covered by said bid or an appropriate liquidated amount as specified in the Invitation for Bids then this obligation shall be null and void, otherwise to remain full force and effect.

Signed and sealed this _____ day of _____ 201__.

(PRINCIPAL) (SEAL)

(WITNESS)

(TITLE)

(MAJOR OFFICER OF SURETY)

(TITLE)

(MAJOR OFFICER OF SURETY)

(TITLE)

(RESIDENT GENERAL AGENT)

INSTRUCTION TO PROVIDERS:

NOTICE to all Insurance and Bonding Institutions:

The Bond requires the signatures of the Vendor, two (2) major Officers of the Surety and Resident General Agent, if the Surety is a foreign or alien surety.

When the form is submitted to General Services Agency, it should be accompanied with copies of The following:

1. Current Certificate of Authority to do business on Guam issued by the Department of Revenue and Taxation.
2. Power of Attorney issued by the Surety to the Resident General Agent.
3. Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf.

Bonds, submitted as Bid Guarantee, without signatures and supporting documents are invalid and Bids will be rejected.

GOVERNMENT OF GUAM
GENERAL TERMS AND CONDITIONS
SEALED BID SOLICITATION AND AWARD

Only those Boxes checked below are applicable to this bid.

- [X] 1. **AUTHORITY:** This solicitation is issued subject to all the provision of the Guam Procurement Act (5GCA, Chapter 5) and the Guam Procurement Regulations (copies of both are available at the Office of the Complier of laws, Department of Law, copies available for inspection at General Services Agency). It requires all parties involved in the Preparation, negotiation, performance, or administration of contracts to act in good faith.
- [X] 2. **GENERAL INTENTION:** Unless otherwise specified, it is the declared and acknowledged intention and meaning of these General Terms and conditions for the bidder to provide the Government of Guam (Government) with specified services or with materials, supplies or equipment completely assembled and ready for use.
- [X] 3. **TAXES:** Bidders are cautioned that they are subject to Guam Income Taxes as well as all other taxes on Guam Transactions. Specific information on taxes may be obtained from the Director of Revenue and Taxation.
- [X] 4. **LICENSING:** Bidders are cautioned that the Government will not consider for award any offer submitted by a bidder who has not complied with the Guam Licensing Law. Specific information on licenses may be obtained from the Director of Revenue and Taxation.
- [X] 5. **LOCAL PROCUREMENT PREFERENCE:** All procurement of supplies and services where possible, will be made from among businesses licensed to do business on Guam in accordance with section 5008 of the Guam Procurement Act (5GCA, Chapter 5) and Section 1-104 of the Guam Procurement Regulations.
- [X] 6. **COMPLIANCE WITH SPECIFICATIONS AND OTHER SOLICITATION REQUIREMENTS:** Bidders shall comply with all specifications and other requirements of the Solicitation.
- [X] 7. **"ALL OR NONE" BIDS:** By checking this item, the Government is requesting all of the bid items to be bided or none at all. The Government will not award on an itemized basis.
- [X] 8. **INDEPENDENT PRICE DETERMINATION:** The bidder, upon signing the Invitation for Bid, certifies that the prices in his bid were derived at without collusion, and acknowledge that collusion and anti-competitive practices are prohibited by law. Violations will be subject to the provision of Section 5651 of that of the Guam Procurement Act. Other existing civil, criminal or administrative remedies are not impaired and may be in addition to the remedies in Section 5651 of the Government code.
- [X] 9. **BIDDER'S PRICE:** The Government will consider not more than two (2) (Basic and Alternate) item prices and the bidder shall explain fully each price if supplies, materials, equipment, and/or specified services offered comply with specifications and the products origin. Where basic or alternate bid meets the minimum required specification, cost and other factors will be considered. Failure to explain this requirement will result in rejection of the bid.
- [X] 10. **BID ENVELOPE:** Envelope shall be sealed and labeled with the bidder's name, Bid number, time, date and place of Bid Opening.
- [X] 11. **BID GUARANTEE REQUIREMENT:** Bidder is required to submit a Bid Guarantee Bond or standby irrevocable Letter of Credit or Certified Check or Cashier's Check in the same bid envelope to be held by the Government pending award. The Bid Guarantee Bond, Letter of Credit, Certified Check or Cashier's Check must be issued by any local surety or banking institution licensed to do business on Guam and made payable to the Treasure of Guam in the amount of fifteen percent (15%) of his highest total bid offer. The Bid Bond must be submitted on Government Standard Form BB-1 (copy enclosed). Personal Checks will not be accepted as Bid Guarantee. If a successful Bidder (contractor) withdraws from the bid or fails to enter into contract within the prescribed time, such Bid guarantee will be forfeited to the Government of Guam. Bids will be disqualified if not accompanied by Bid Bond, Letter of Credit, Certified Check or Cashier's check. Bidder must include in his/her bid, valid copies of a Power of Attorney from the Surety and a Certificate of Authority from the Government of Guam to show proof that the surety company named on the bond instrument is authorized by the Government of Guam and qualified to do business on Guam. For detailed information on bonding matters, contact the Department of Revenue and Taxation. Failure to submit a valid Power of Attorney and Certificate of Authority on the surety is cause for rejection of bid. Pursuant to 5 GCA § 5212, all competitive sealed bidding for the procurement of supplies or services exceeding \$25,000.00 a 15% Bid Security of the total bid price must accompany the bid package. The bid bond, Letter of Credit, Certified Check or Cashier's Check will serve as Bid Security for this procurement.
- [] 12. **PERFORMANCE GUARANTEE:** Bidders who are awarded a contract under this solicitation, guarantee that goods will be delivered or required services performed within the time specified. Failure to perform the contract in a satisfactory manner may be cause for suspension or debarment from doing business with the Government of Guam. In addition, the Government will hold the Vendor liable and will enforce the requirements as set forth in Section 41 of these General Terms and Conditions.
- [X] 13. **SURETY BONDS:** Bid and Bid Bonds coverage must be signed or countersigned in Guam by a foreign or alien surety's resident general agent. The surety must be an Insurance Company, authorized by the government of Guam and qualified to do business in Guam. Bids will be disqualified if the Surety Company does not have a valid Certificate of Authority from the Government of Guam to conduct business in Guam.
- [X] 14. **COMPETENCY OF BIDDERS:** Bids will be considered only from the such bidders who, in the opinion of the Government, can show evidence of their ability, experience, equipment, and facilities to render satisfactory service.
- [X] 15. **DETERMINATION OF RESPONSIBILITY OF BIDDERS:** The Chief Procurement Officer reserves the right for securing from bidders information to determine whether or not they are responsible and to inspect plant site, place of business; and supplies and services as necessary to determine their responsibility in accordance with Section 16 of these General Terms and Conditions. (2 GAR, Div. 4 § 3116)

- [X] 16. **STANDARD FOR DETERMINATION OF LOWEST RESPONSIBLE BIDDER:**
In determining the lowest responsible offer, the Chief Procurement Officer shall be guided by the following:
- a) Price of items offered.
 - b) The ability, capacity, and skill of the Bidder to perform.
 - c) Whether the Bidder can perform promptly or within the specified time.
 - d) The quality of performance of the Bidder with regards to awards previously made to him.
 - e) The previous and existing compliance by the Bidder with laws and regulations relative to procurement.
 - f) The sufficiency of the financial resources and ability of the Bidder to perform.
 - g) The ability of the bidder to provide future maintenance and services for the subject of the award.
 - h) The compliance with all of the conditions to the Solicitation.
- [] 17. **TIE BIDS:** If the bids are for the same unit price or total amount in the whole or in part, the Chief Procurement Officer will determine award based on 2 GAR, Div. 4, § 3109(o) (2) or to reject all such bids.
- [X] 18. **BRAND NAMES:** Any reference in the Solicitation to manufacturer's Brand Names and number is due to lack of a satisfactory specification of commodity description. Such preference is intended to be descriptive, but not restrictive and for the sole purpose of indicating prospective bidders a description of the article or services that will be satisfactory. Bids on comparable items will be considered provided the bidder clearly states in his bid the exact articles he is offering and how it differs from the original specification.
- [X] 19. **DESCRIPTIVE LITERATURE:** Descriptive literature(s) as specified in this solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The literature furnished must clearly identify the item(s) in the Bid. The descriptive literature is required to establish, for the purpose of evaluation and award, details of the product(s) the bidder proposes to furnish including design, materials, components, performance characteristics, methods of manufacture, construction, assembly or other characteristics which are considered appropriate. Rejection of the Bid will be required if the descriptive literature(s) do not show that the product(s) offered conform(s) to the specifications and other requirements of this solicitation. Failure to furnish the descriptive literature(s) by the time specified in the Solicitation will require rejection of the bid.
- [] 20. **SAMPLES:** Sample(s) of item(s) as specified in this solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The sample(s) should represent exactly what the bidder proposes to furnish and will be used to determine if the item(s) offered complies with the specifications. Rejection of the Bid will be required if the sample(s) do not show that the product(s) offered conform(s) to the specifications and other requirements of this solicitation. Failure to furnish the sample(s) by the time specified in the Solicitation will require rejection of the Bid.
- [] 21. **LABORATORY TEST:** Successful bidder is required to accompany delivery of his goods with a Laboratory Test Report indicating that the product he is furnishing the Government meets with the specifications. This report is on the bidder's account and must be from a certified Testing Association.
- [X] 22. **AWARD, CANCELLATION, & REJECTION:** Award shall be made to the lowest responsible and responsive bidder, whose bid is determined to be the most advantageous to the Government, taking into consideration the evaluation factors set forth in this solicitation. No other factors or criteria shall be used in the evaluation. The right is reserved as the interest of the Government may require to waive any minor irregularity in bid received. The Chief Procurement Officer shall have the authority to award, cancel, or reject bids, in whole or in part for any one or more items if he determines it is in the public interest. Award issued to the lowest responsible bidder within the specified time for acceptance as indicated in the solicitation, results in a bidding contract without further action by either party. In case of an error in the extension of prices, unit price will govern. It is the policy of the Government to award contracts to qualified local bidders. The Government reserves the right to increase or decrease the quantity of the items for award and make additional awards for the same type items and the vendor agrees to such modifications and additional awards based on the bid prices for a period of thirty (30) days after original award. No award shall be made under this solicitation which shall require advance payment or irrevocable letter of credit from the government (2 GAR, Div.4 §1103).
- [] 23. **MARKING:** Each outside container shall be marked with the Purchase Order number, item number, brief item description and quantity. Letter marking shall not be less than 3/4" in height.
- [X] 24. **SCHEDULE FOR DELIVERY:** Successful bidder shall notify the General Services Agency, Telephone Nos. 475-1707
- [] 25. **BILL OF SALE:** Successful supplier shall render Bills of Sale for each item delivered under this contract. Failure to comply with this requirement will result in rejection of delivery. The Bill of Sale must accompany the items delivered but will not be considered as an invoice for payment. Supplier shall bill the Government in accordance with billing instructions as indicated on the Purchase Order.
- [] 26. **MANUFACTURER'S CERTIFICATE:** Successful bidder is required, upon delivery of any item under this contract, to furnish a certificate from the manufacturer indication that the goods meet the specifications. Failure to comply with this request will result in rejection of delivery payment. Supplier shall bill the Government in accordance with billing instructions as indicated on the Purchase Order.
- [X] 27. **INSPECTION:** All supplies, materials, equipment, or services delivered under this contract shall be subject to the inspection and/or test conducted by the Government at destination. If in any case the supplies, materials, equipment, or services are found to be defective in material, workmanship, performance, or otherwise do not conform with the specifications, the Government shall have the right to reject the items or require that they be corrected. The number of days required for correction will be determined by the Government.
- [] 28. **MOTOR VEHICLE SAFETY REQUIREMENTS:** The Government will only consider Bids on motor vehicles which comply with the requirements of the National Traffic and Motor Vehicle safety Act of 1966 (Public Law 89-563) and Clean Air Act as amended (Public Law 88-206), that are applicable to Guam. Bidders shall state if the equipment offered comply with these aforementioned Federal Laws.
- [] 29. **SAFETY INSPECTION:** All motor vehicles delivered under this contract must pass the Government of Guam Vehicle Inspection before delivery at destination.

- [] 30. **GUARANTEE:**
a. Guarantee of Vehicle Type of Equipment:
The successful bidder shall guarantee vehicular type of equipment offered against defective parts, workmanship, and performance, for a period of not less than one (1) year after date of receipt of equipment. Bidder shall also provide service to the equipment for at least one (1) year. Service to be provided shall include, but will not be limited to tune ups (change of spark plugs, contact points and condensers) and lubrication (change of engine and transmission oil). All parts and labor shall be at the expense of the bidder. All parts found defective and not caused by misuse, negligence or accident within the guarantee period shall be repaired, replaced, or adjusted within six (6) working days after notice from the Government and without cost to the Government. Vehicular type of equipment as used in this context shall include equipment used for transportation as differentiated from tractors, backhoes, etc.
- (b) Guarantee of Other Type of Equipment:**
The successful bidder shall guarantee all other types of equipment offered, except those mentioned in 30a, above, against defective parts, workmanship, and performance for a period of not less than three (3) months after date of receipt of equipment. Bidder shall also provide service to the equipment for at least three (3) months. All parts found defective within that period shall be repaired or replaced by the Contractor without cost to the Government. Repairs, adjustments or replacements of defective parts shall be completed by the contractor within six (6) working days after notice from the Government.
- (c) Compliance with this Section is a condition of this Bid.**
- [X] 31. **REPRESENTATION REGARDING ETHICS IN PUBLIC PROCUREMENT:** The bidder or contractor represents that it has not knowingly influenced and promises that it will not knowingly influence a Government employee to breach any of the ethical standards and represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth on Chapter 11 (Ethics in Public Contracting) of the Guam Procurement Act and in Chapter 11 of the Guam Procurement Regulations.
- [X] 32. **REPRESENTATION REGARDING CONTINGENT FEES:** The contractor represents that it has not retained a person to solicit or secure a Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business (GPR Section 11-207).
- [X] 33. **EQUAL EMPLOYMENT OPPORTUNITY:** Contractors shall not discriminate against any employee or applicant of employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that employees are treated equally during employment without regards to their race, color, religion, sex, or national origin.
- [X] 34. **COMPLIANCE WITH LAWS:** Bidders awarded a contract under this Solicitation shall comply with the applicable standard, provisions, and stipulations of all pertinent Federal and/or local laws, rules, and regulations relative to the performance of this contract and the furnishing of goods.
- [] 35. **CHANGE ORDER:** Any order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101-03.1 of the Guam Procurement Regulations.
- [X] 36. **STOP WORK ORDER:** Any stop work order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101-04.1 of the Guam Procurement Regulations.
- [X] 37. **CANCELLATION OF INVITATION FOR BIDS OR REQUEST FOR PROPOSALS:** Any Invitation for Bid may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interests of the Territory in accordance with regulations promulgated by the Policy Office. The reasons therefor shall be made part of the contract file.
- [X] 38. **TIME FOR COMPLETION:** It is hereby understood and mutually agreed by and between the contractor and the Government that the time for delivery to final destination or the timely performance of certain services is an essential condition of this contract. If the contractor refuses or fails to perform any of the provisions of this contract within the time specified in the Purchase Order (from the date Purchase Order is acknowledged by vendor), then the contractor is in default. Defaults will be treated subject to and in accordance with the provisions of 2 GAR, Div. 4 § 6101(8)
- [X] 39. **JUSTIFICATION OF DELAY:** Bidders who are awarded contracts under this Solicitation, guarantee that the goods will be delivered to their destination or required services rendered within the time specified. If the bidder is not able to meet the specified delivery date, he is required to notify the Chief Procurement Officer of such delay. Notification shall be in writing and shall be received by the Chief Procurement Officer at least twenty-four (24) hours before the specified delivery date. Notification of delay shall include an explanation of the causes and reasons for the delay including statement(s) from supplier or shipping company causing the delay. The Government reserves the right to reject delay justification if, in the opinion of the Chief Procurement Officer, such justification is not adequate.
- [X] 40. **SERVICE-DISABLED VETERAN OWNED BUSINESS PREFERENCE:** Bidding is subject to the policy in favor of Service-Disabled Veteran Owned Business as defined in 5 GCA sections 5011 and 5012.

- [X] 41. **LIQUIDATED DAMAGES:** When the contractor is given notice of delay or nonperformance as specified in Paragraph 1 (Default) of the Termination for Default Clause of this contract and fails to cure in the time specified, the contractor shall be liable for damages for delay in the amount of one-fourth of one percent (1%) of outstanding order per calendar day from date set for cure until either the territory reasonable obtains similar supplies or services if the contractor is terminated for default, or until the contractor provides the supplies or services if the contractor is not terminated for default. To the extent that the contractor's delay or non-performance is excused under Paragraph 15 (Excuse for Nonperformance or Delayed Performance) of the Termination for Default Clause of this contract, liquidated damages shall not be due the territory. The contractor remains liable for damages caused other than by delay. 2 GAR, Div. 4 §6101(d).
- [X] 42. **PHYSICAL LIABILITY:** If it becomes necessary for the Vendor, either as principal, agent or employee, to enter upon the premises or property of the Government of Guam in order to construct, erect, inspect, make delivery or remove property hereunder, the Vendor hereby covenants and agrees to take, use, provide and make all proper, necessary and sufficient precautions, safeguards and protections against the occurrence of any accidents, injuries or damages to any person or property during the progress of the work herein covered, and to be responsible for, and to indemnify and save harmless the Government of Guam from the payment of all sums of money by reason of all or any such accidents, injuries or damages that may occur upon or about such work, and fines, penalties and loss incurred for or by reasons of the violations of any territorial ordinance, regulations, or the laws of Guam or the United States, while the work is in progress. Contractor will carry insurance to indemnify the Government of Guam against any claim for loss, damage or injury to property or persons arising out of the performance of the Contractor or his employees and agents of the services covered by the contract and the use, misuse or failure of any equipment used by the contractor or his employees or agents, and shall provide certificates of such insurance to the Government of Guam when required.
- [X] 43. Contract will be cancelled if funds not appropriated or insufficient, and that government will timely inform contractor. 2 GAR, Div.4 §3121(e) (1) (C) and 2 GAR, Div.4 § 3121(e)(1)(D).
- [] 44. If cancelled, contractor will be reimbursed unamortized reasonably incurred non-recurring costs. 2 GAR, Div.4 § 3121(e) (1) (G).
- [X] 45. **CONTACT FOR CONTRACT ADMINISTRATION:** If your firm receives a contract as a result of this Solicitation, please designate a person whom we may contact for prompt administration.

Name: _____

Title: _____

Address: _____

Telephone: _____

GOVERNMENT OF GUAM

SEALED BID SOLICITATION INSTRUCTIONS

1. **BID FORMS:** Each bidder shall be provided with one (1) Solicitation form. Additional copies may be provided upon request. Bidders requesting additional copies of said forms will be charged per page in accordance with 5 GCA § 10203 of the Government Code of Guam. All payments for this purpose shall be by cash, certified check or money order and shall be made payable to the TREASURER OF GUAM (EO 86-24).
2. **PREPARATIONS OF BIDS:**
 - a) Bidders are required to examine the drawings, specifications, schedule, and all instructions.
 - b) Failure to do so will be at bidder's risk.
 - c) Each bidder shall furnish the information required by the Solicitation. The bidder shall sign the solicitation and print or type his name on the Schedule. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent are to be accompanied by evidence of this authority unless such evidence has been previously furnished to the issuing office.
 - d) Unit price for each unit offered shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the amount column of the Schedule for each item offered. In case of discrepancies between a unit price and extended price, the unit price will be presumed to be correct.
 - e) Bids for supplies or services other than those specified will not be considered. Time, if stated as a number of days, means calendar days and will include Saturdays, Sundays, and holidays beginning the day after the issuance of a Notice to Proceed. Time stated ending on a Saturday, Sunday or Government of Guam legal holiday will end at the close of the next business day.
3. **EXPLANATION TO BIDDERS:** Any explanation desired by a bidder regarding the meaning or interpretation of the Solicitation, drawings, specifications, etc., must be submitted in writing and with sufficient time allowed for a written reply to reach all bidders before the submission of their bids. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning a Solicitation will be furnished to all prospective bidders in writing as an amendment to the Solicitation if such information would be prejudicial to informed bidders.
4. **PRE-OPENING MODIFICATION OR WITHDRAWAL OF BIDS:** Bids may be modified or withdrawn by written notice received in the Government designated in the Invitation for Bid (IFB) prior to the due date. A telegraphic modification or withdrawal received by telephone from the receiving telegraph company office prior to the time and date of set for submission/opening will be effective if the telegraph company confirms the telephone message by sending a written copy of the telegram showing that the message was received at such office prior to the due date.
5. **ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS:** Receipt of an amendment to a Solicitation by a bidder must be acknowledged by signing an acknowledgement of receipt of the amendment. Such acknowledgement must be received prior to the hour and date specified for receipt of bids.
6. **SUBMISSION OF BIDS:**
 - a) Bids and modifications thereof shall be enclosed in sealed envelopes and addressed to the office specified in the Solicitation. The bidder shall show the hour and date specified in the Solicitation for receipt, the Solicitation number, and the name and address of the bidder on the face of the envelope.
 - b) Telegraphic bids will not be considered unless authorized by the Solicitation. However, bids may be modified or withdrawn by written or telegraphic notice, provided such notice is received prior to the hour and date specified for receipt (see paragraph 6 of these instructions).
 - c) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the Government, at no expense to the Government. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the Solicitation.
 - d) Samples or descriptive literature should not be submitted unless it is required on this solicitation. Regardless of any Attempt by a bidder to condition the bid, unsolicited samples or descriptive literature will not be examined or tested at the bidder's risk, and will not be deemed to vary any of the provisions of this Solicitation.
7. **FAILURE TO SUBMIT BID:** If no bid is to be submitted, do not return the solicitation unless otherwise specified. A letter or postcard shall be sent to the issuing office advising whether future Solicitations for the type of supplies or services covered by this Solicitation are desired.
8. **LATE BID, LATE WITHDRAWALS, AND LATE MODIFICATIONS:**
 - a) Definition: Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late (Guam Procurement Regulations 2 GAR, Div.4 §3109(k)).
 - b) Treatment: No late bid, late modification, or late withdrawal will be considered unless received before contract award, and the bid, modification, or withdrawal would have been timely but for the action or inaction of territorial personnel directly serving the procurement activity.

9. CANCELLATION OR REVISION OF BID: This IFB may be canceled, or any and all bids may be rejected in whole or in part as may be pursuant to GAR § 3115, when it is in the best interest of the Government. Additionally, in accordance with GAR § 9105, if prior to award it is determined that a solicitation or proposed award of a contract is in violation of the law, then the solicitation or proposed award shall be canceled or revised to comply with the law. The reasons therefore shall be made part of the contract file.

10. REJECTION OF BIDS: Any bidder submitted in response to this IFB may be rejected in whole or in part with it is in the best interest of the Government, in accordance with GAR § 3115(e). Reasons for rejecting bids include but are not limited to: (1) The business that submitted the bids is non-responsive as determined under GAR § 3116; (2) The bid ultimately fails to meet the announced requirements of the Government in some material respect; or (3) The bid price is clearly unreasonable. Upon request, unsuccessful bidders shall be advised of the reasons for rejection.

When bids are rejected, or a solicitation canceled after bids are received, the bids which have been opened shall be retained in the procurement file, or if unopened, returned to the bidders upon request, or otherwise disposed of pursuant to GAR § 3115(g).

11. TERMINATION OF CONTRACT: 1. TERMINATION OF CONVENIENCE PURSUANT TO GAR § 6101(10)

(a) Termination: The Government, when the interest of the Government so requires, may terminate this contract in whole or in part, for the Convenience of the Government. The Purchasing Agency shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

(b) Contractor's Obligations: The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified.

(c) Condition of Termination: Notwithstanding the foregoing, the cessation of services for people requiring services shall be contingent upon the Government obtaining a substitute provider for the services and the contractor shall cooperate by taking all reasonable and necessary steps to ensure that services are not interrupted and transferred to the succeeding provider. The contractor shall issue a written memorandum detailing the status of the contractor's ongoing services initiating termination or any fault of either party.

12. MANDATORY DISPUTES RESOLUTION CLAUSE:

In the event of a conflict between this "Mandatory Disputes Resolution Clause" and any other terms in this contract, it is the intent of the government of Guam and the contractor that the terms of this clause are to be given precedence.

(1) **Disputes- Contractual Controversies.** The government of Guam and the contractor agree to attempt resolution of all controversies which arise under, or are by virtue of, this contract through mutual agreement. If the controversy is not resolved by mutual agreement, then the contractor shall request the head of the purchasing agency, or their designee, in writing to issue a final decision within sixty days after receipt of the written request in keeping with 5 GCA § 5427 (c). The head of the purchasing agency or their designee shall immediately furnish a copy of the decision to the contractor, by certified mail with a return receipt requested, or by any other method that provides evidence of receipt.

(2) **Absence of a Written Decision within Sixty Days.** If the head of the purchasing agency, or their designee does not issue a written decision within sixty days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the contractor may proceed as though the head of the purchasing agency, or their designee had issued a decision adverse to the contractor.

(3) **Appeals to the Office of Public Accountability.** The head of the purchasing agency's, or their designee's decision shall be final and conclusive, unless fraudulent or unless the contractor appeals the decision administratively to the Public Auditor in accordance with 5 GCA § 5706.

(4) **Disputes – Money Owed To or By the Government of Guam.** This subsection applies to appeals of the government of Guam's decision on a dispute. For money owed by or to the government of under this contract, the contractor shall appeal the decision in accordance with the "Government Claims Act", 5 GCA § 6101 et. seq., by initially filing a claim with the Office of the Attorney General no later than eighteen months after the decision is rendered by the government of Guam or from the date when a decision should have been rendered. For all other claims by or against the government of Guam arising under this contract, the Office of the Public Auditor has jurisdiction over the appeal from the decision of the government of Guam. Appeals to the Office of the Public Auditor must be made within sixty days of government of Guam's decision or from the date the decision should have been made.

(5) **Exhaustion of Administrative Remedies.** The contractor shall exhaust all administrative remedies before filing an action in the Superior Court of Guam in accordance with applicable laws.

- (6) **Performance of Contract Pending Final Resolution by the Court.** The contractor shall comply with the government of Guam's decision and proceed diligently with performance of this contract pending final resolution by the Superior Court of Guam of any controversy arising under, or by virtue of, this contract, except where the contractor claims a material breach of this contract by the government of Guam. However, if the head of the purchasing agency determines in writing that continuation of services under this contract is essential to the public's health or safety, then the contractor shall proceed diligently with performance of the contract notwithstanding any claim of material breach by the government of Guam.
13. **CONTRACT REMEDIES:** Remedies pursuant to 2 GAR § 9101. Any dispute arising under or out of this contract is subject to the provisions of Chapter 9 (Legal and Contractual Remedies) of Guam Procurement Regulations (GAR chapter 9)
14. **DISCOUNTS:**
- a) Notwithstanding the fact that prompt payment discounts may be offered, such offer will not be considered in evaluating bids for award unless otherwise specified in the Solicitation. However, offered discounts will be taken if payment is made within the discount period, even though not considered in The evaluation of bids. In connection with any discount offered, time will be computed from date of delivery and acceptance of the supplies to the destination as indicated in the purchase order or contract. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the Government check.
15. **GOVERNMENT FURNISHED PROPERTY:** No material, labor or facilities will be furnished by the Government unless otherwise provided for in the Solicitation.
16. **SELLER' INVOICES:** Invoices shall be prepared and submitted in quadruplicate (one copy shall be marked "original") unless otherwise specified. Invoices shall be "certified true and correct" and shall contain the following information: Contract and order number (if any), item numbers, description of supplies or services, sizes, quantities, unit prices, and extended total. Bill of lading number and weight of shipment will be shown for shipments made on Government bills of lading.
17. **RECEIPT, OPENING AND RECORDING OF BIDS:** Bids and modifications shall be publicly opened in the presence of one or more witnesses, at the time, date, and place designated in the Invitation for Bids. The name of each bidder, the bid price, and such other information as is deemed appropriate by the Procurement Officer, shall be read aloud and recorded, or otherwise made available. The names and addresses of required witnesses shall be recorded at the opening. The opened bids shall be available for public inspection except to the extent the bidder designates trade secrets or other proprietary data to be confidential as set forth in accordance with Section 12, below. Material so designated shall accompany the bid and shall be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid. Prices, makes and models or catalogue numbers of the items offered, deliveries, and terms of payment shall be publicly available at the time of bid opening regardless of any designation to the contrary (Guam Procurement Regulations 2 GAR, Div.4 §3109(k)).
18. **CONFIDENTIAL DATA:** If a bidder considers any information submitted in its bid to be confidential, the bidder must identify in writing to the Government those portions which it considers confidential, and must request in writing that those portions be kept confidential. Only trade secrets and proprietary data will be considered confidential. If there is a request for confidentiality, the Government will render a decision on the request as soon as practicable after bids are opened. The Government will advise any bidder requesting confidentiality, of the Government's decision in writing. If the Government does not agree with a bidder's request, then the Government will inform the bidder that it may lodge a protest regarding any part of the Government's decision by following the procedure for protests outlined in Chapter 9 of the Guam Procurement Regulations.
19. **PROHIBITION AGAINST GRATUITIES AND KICKBACKS:** With respect to this procurement and any other contract that bidder may have or wish to enter into with the Government, the bidder represents that he/shhas not violated, is not violating, and promises that he will not violate the prohibition against gratuities and kickbacks set forth in the Guam Procurement Regulations - GAR § 11170(e)
20. **STATEMENT OF QUALIFICATIONS:** The ability capacity and skill of the Bidders to perform; Whether the bidder can perform promptly or within the specified time; The quality of performance of the Bidder with regards to awards previously made to him; The sufficiency of the financial resources and ability of the bidders to perform; And the compliance with all of the conditions to the solicitation.

21. **WAGE AND BENEFIT COMPLIANCE-CONTRACTORS PROVIDING SERVICES:**

(a) Contractor with regard to all person its employs whose purpose in whole or in part is the direct delivery of services contracted for with the Government of Guam in this procurement, shall pay such employees in accordance with the Wage Determination for Guam and the Northern Marianas Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct deliverance of deliverables to the government of Guam. 5 GCA § 5801 Contractor shall be responsible for flowing down this obligation to its subcontractors.

(b) The Wage Determination most recently issued by the U.S. Department of Labor at the time this Agreement was awarded to Contractor shall be used to determine wages and benefits which shall be paid to employees pursuant to this clause. 5 GCA § 5801

(c) Should any contract contain a renewal clause, then at the time of renewal adjustments there shall be stipulations contained in that contract for applying the Wage Determination, so that the Wage Determination promulgated by the U.S Department of Labor on a date most recent to the renewal date shall apply. 5 GCA § 5801

(d) In addition to the Wage Determination detailed above, health and similar benefits for employees having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor shall apply. Contractor shall pay a minimum of ten (10) paid holidays per annum per employee. 5 GCA § 5802

Any violation of Contractor or its subcontractors obligations of this section shall be investigated by the Guam Department of Labor and may include a monetary penalty assessment by the Guam Department of Labor of no less than One Hundred Dollars (\$100.00) per day, and no more than One Thousand Dollars (\$1,000.00) per day, until such time as a violation has been corrected, as well as the payment of all back wages and benefits due. 5 GCA § 5803

(f) In addition to any and all other breach of contract actions the Government of Guam may have under this procurement, in the event there is a violation in the process set forth in subsection (e) above, Contractor may be placed on probationary status by the Chief Procurement Officer of the General Service Agency, or its successor, for a period of one (1) year.

During the probationary status, a Contractor shall not be awarded any contract by any instrumentality of the Government of Guam. A Contractor who has been placed on probationary status, or has been assessed a monetary penalty pursuant to 5 G.C.A. Article 13 Title 5 may appeal such penalty or probationary status to the Superior Court of Guam. 5 GCA § 5804

(g) Contractor along with all proposed offerors and submitter under this procurement were required to submit a Declaration of Compliance with Wage Determination laws as part of this procurement with a copy of the most recent Wage Determination for Guam and the Northern Marianas Islands issued and promulgated by the U.S. Department of Labor. 5 GCA §5805

(h) The applicable USDOL Wage Determination Rate Revision (as defined by subsections (b) and (c)) is to this Agreement. Contractor agrees to provide upon written request by the Government of Guam written certification of its compliance with its obligations as part of each invoice, along with the names of any employees, their positions, and detailed wage and benefits paid in keeping with this section. Additionally upon request by Government of Guam the Contractor shall submit source documents as to those individuals provide direct services in part or whole under this Agreement and its payments to them of such wages and benefits.

22. **ETHICAL STANDARDS:** With respect to this procurement and any other contract that the Contractor may have, 'or wish to enter into, with Any government of Guam agency, the Contractor represents that it has not knowingly influenced, and promises that it will not knowingly influence, any government employee to breach any of the ethical standards set forth in the Guam Procurement Law and in any of the Guam Procurement Regulations. – GAR § 11103(b)

23. **PROHIBITION AGAINST CONTINGENT FEES:** The Contractor represents that he has not retained any person or agency upon an Agreement or understanding for a percentage, commission, brokerage, or other contingent arrangement, except for retention of bona fide employees or bona fide established commercial selling agencies to solicit or secure this Agreement or any other contract with the government of Guam or its agencies. GAR § 11108(f)

24. **CONTRACTOR'S WARRANTY AS TO EMPLOYEES AND SEX OFFENSES. Reference 5 GCA 5253 (b):U**

Contractor warrants that no person providing services on behalf of the Contractor has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 of GCA or an offense as defined in Article 2 of Chapter 28, Title 9 GCA, or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry.

Contractor warrants that if any person providing services on behalf of Contractor is convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA, or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry, that such person will be immediately removed from working at said agency and that the administrator of said agency be informed of such within twenty-four (24) hours of such conviction. Any contractor found in violation of this section, after notice from the Government of Guam, after notice from the contracting authority of such violation, shall within twenty-four (24) hours, take corrective action and shall report such action to the contracting authority. Failure to take corrective action with the stipulated period may result in the temporary suspension of the contract at the discretion of the Government of Guam.

23. **POLICY IN FAVOR OF SERVICE-DISABLED VETERAN OWNED BUSINESSES:** P.L. 31-115 (September 20, 2011) 5 GCA § 5011 and § 5012 In the procurement of any supply or service, (except for professional services), if such supply or service is offered by a Service-Disabled Veteran Owned Business "SDVOB", as defined in 5 GCA § 5012, that is at least fifty one percent (51%) owned by service-disabled veteran(s), and if the supply or service is available within the period that is required for the procurement, and the price for the supply or service does not exceed one hundred five percent (105%) of the lowest bidder price, a preference shall be given to that SDVOB by the Government of Guam, and the supply or service shall be purchased from said SDVOB. This shall be in addition to any other procurement benefit the SDVOB may qualify for under Guam law. A business concern is a qualified SDVOB if: (a) the business concern is licensed to do business on Guam; (b) the business concern maintains its headquarters on Guam; (c) the business concern is at least fifty-one (51%) owned by a service-disabled veteran(s) who served in the active U.S. military service, was discharged or released under honorable conditions and whose disability is service-connected as demonstrated by a DD214, and certified by an award letter from the U.S. Department of Veterans Affairs; the DD214 and Disability award letter from U.S. Department of Veterans Affairs are submitted to the Government of Guam procuring agency for every service offered; and the service disabled veteran(s) owner(s) of the business concern has filed individual tax returns on Guam for a period of at least three (3) consecutive years.

24. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** The undersigned Bidder certifies that the bid price submitted was Independently arrived at without collusion – GAR § 3126

25. **LICENSING OR CERTIFICATE(S) OF EXEMPTIONS:** Bidders are cautioned that the Government will not consider for award any offer submitted by a bidder who cannot comply with the Guam Licensing Law. Specific information on license or exemptions may be obtained from the Director of Revenue and Taxation.

26. **EQUAL EMPLOYMENT OPPORTUNITY:** Bidder shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that employees are treated equally during employment without regards to their race, color, religion, sex, or national origin.

27. **DISCLOSURES OF MAJOR SHAREHOLDERS:** (5 GCA § 5233)

As a condition of submitted a bid, any partnership, sole proprietorship or corporation doing business with the Government of Guam shall submit an affidavit executed under oath that lists the name and address of any person who has held more than ten percent (10%) of the outstanding interest or shares in said month period immediately preceding submission of proposal.

ITEM				
NO.	DESCRIPTION	QTY/UOM	UNIT PRICE	EXTENDED PRICE

1.0 MINOR REPAIRS TO INCLUDE DIAGNOSTICS FOR ALL GRTA VEHICLES.
As Per the Following Specification

A. MINOR REPAIRS, INSTALLATIONA AND REPLACEMENT CHARGES:

FIXED HOURLY RATE: _____ x 400 HOURS (Estimate) = \$ _____

DIAGNOSTIC RATE: \$ _____ / PER VEHICLE
(Diagnostics shall be waived, if the repair is done by the vendor. Diagnostics shall be charged if repairs are not approved.)

SPECIFICATIONS:

BIDDING ON/REMARKS:

Minor Repairs

The Bidder, when requested by GRTA, within 3 working days shall
diagnose, the light vehicle, van, bus, and trailer to include ordering
of parts.

Repair and/or replacement of items that are expected to wear out
including, but not limited to the existing fault.

Tire repair, tire replacement, valve stem, and wheel mounting/balancing,
to include rotation of tires and wheel alignment.

Engine tune-up (including replacement of spark plugs,
wires, and or distributor caps, etc. as per the recommendation
of the Vehicle Manufacturer)

Service to be completed within 5 working days. Written Notification /
Justification to GRTA, if repairs exceed 5 working days; Approval from
GRTA is required. Should GRTA deny request the liquidated damages
Clause will apply (Reference the General Terms and Conditions on page
30 of 34, Item #41-Liquidated Damages).

Minor Field Repairs

Bidder shall have the resources and capability to perform the emergency
field repairs if field conditions deem it safe which will result in minimizing
the downtime of the vehicles(s), e. g.: tire repairs, battery swap-outs, repair
or replacement of windshield wipers, replacement of light bulbs, and other
activities that can be repaired/replaced expeditiously and economically.
Approval from GRTA is required.

ITEM NO.	DESCRIPTION	QTY/UOM	UNIT PRICE	EXTENDED PRICE
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2.0 MAJOR REPAIRS TO INCLUDE DIAGNOSTICS FOR ALL GRTA VEHICLES.
As Per the Following Specification

A. MAJOR REPAIRS, INSTALLATIONA AND REPLACEMENT CHARGES:

FIXED HOURLY RATE: _____ x 800 HOURS (Estimate) = \$ _____

DIAGNOSTIC RATE: \$ _____ / PER VEHICLE

(Diagnostics shall be waived, if the repair is done by the vendor. Diagnostics shall be charged, if repairs are not approved.)

SPECIFICATIONS	BIDDING ON / REMARKS
----------------	----------------------

Major Repairs

The Bidder, when requested by the GRTA, within 3 working days shall diagnose, provide necessary labor, materials and parts, (except as provided by the GRTA), a Maintenance Repair Facility including apparatuses, lifts and safety equipment; 2 days to diagnose and order repair parts, no more than 1 day to order special parts necessary to perform the following but not limited to:

Complete brake system diagnosis, repair or replacement;

Complete electrical/electronic system diagnosis, repair or replacement;

Complete transmission, drivetrain, and rear/front end system diagnosis, repair, replacement, or maintenance, including oil and filters (transmission oil shall be synthetic) per the manufacturer’s recommendation;

Complete engine diagnosis, repair, overhaul, replacement, to include but not limited to, head gaskets, valves, seals, blocks, and external components of the engine, etc.;

Complete exhaust system diagnosis, repair, or replacement;

Complete air conditioning system repair, maintenance, recharge or replacement per the manufacturer’s specifications;

Complete power ramp system diagnosis, repair, or replacement;

Complete wheelchair restraints, wheelchair floor securement, tie-down belts/retractors, shoulder/lap belt retractors, etc. repair, or replacement;

Complete Charging system, diagnosis, repair, or replacement;

Complete starting system diagnosis, repair, or replacement;

Complete cooling system diagnosis, repair, replacement, or maintenance including, but not limited to: cooling system flush, radiator, hoses, water pump, thermostat, temperature sensor, cooling fluid, etc.;

Complete steering and suspension system, to include air lift system diagnosis, repair, replacement, or maintenance;

Complete vehicle exterior body repair, or replacement including, but not limited to: front/rear bumpers, bicycle rack, front/rear signal/brake lens, side mirrors, front/side/rear bus markers, entry/emergency doors, windows, vehicle graphics, safety identification markers, etc.;

SPECIFICATIONS

Complete vehicle interior repair, or replacement including, but not limited to: driver chair, passenger seating and restraints, overhead grab rails, grab rails, stanchions, flooring, ceiling, interior panels, emergency exit, dashboard including instrument cluster and vehicle controls, etc.;

Service to be completed within 5 working days. Written Notification / Justification to GRTA, if repairs exceed 5 working days; Approval from GRTA is required. Should GRTA deny request the liquidated damages Clause will apply (Reference the General Terms and Conditions on page 30 of 34, Item #41-Liquidated Damages)

BIDDING ON / REMARKS

ITEM NO.	DESCRIPTION	QTY/UOM	UNIT PRICE	PRICE EXTENSION
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3.0 PREVENTIVE MAINTENANCE FOR ALL GRTA VEHICLES as per the Following specifications

10 Units-2014 & 2 Units-2015 MV1s	12 Units	_____	_____
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(Please refer to the attached vehicle Manufacturer’s Maintenance Schedule and Record Log Commercial Use Only)

2015 ARBOC BUSES	11 Units	_____	_____
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(Please refer the attached vehicle Manufacturer’s Maintenance Schedule and Record Log Commercial Use Only)

LIGHT VEHICLES	03 Units	_____	_____
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1Unit-2016 Kia Sedona Van
1Unit-2016 Ford F 150 Pickup Truck
1Unit-2015 Toyota RAV 4
(Please refer the attached vehicle Manufacturer’s Maintenance Schedule and Record Log)

TRAILER	01Unit	_____	_____
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2016 ALUMA, 63BLW Trailer
(Please refer the attached trailer Manufacturer Maintenance Schedule and Record Log)

14-PASSENGER ADA COMPLIANT CUTAWAY BUS	10 Units	_____	_____
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(GRTA is in the process of procuring the above mention vehicles in which warranty repairs and preventive maintenance is included in the purchase contract. In the event that non-warranty repairs arise or voided vehicle warranty occurs, the bidder shall be responsible in repairing the vehicle to its original condition.

In the event the vehicle dealership warranty repair and preventive maintenance contracts ended prior to the expiration of bidder transit maintenance and repair contracts with GRTA. The bidder shall take over the responsibility in keeping the subject vehicles highly maintained and in good state of repair.)

SPECIFICATIONS

BIDDING ON / REMARKS

Preventive Maintenance

Lubrication (including engine oil flush, change of oil filters, greasing of all joints, bearings, lube points, as per vehicle manufacturer’s recommendations, and the disposal of all contaminated petroleum, oil and lubricants; etc. Refer to attached vehicle manufacturer’s Maintenance Schedule and Record Log. Only fully synthetic engine oil shall be used as per vehicle manufacturer’s recommendations.

Parts Inventory and Control:

Bidder shall provide adequate space for repair parts storage and security, and develop a control program/system in bidder facility;

Bidder to stock critical parts that is frequently used, high moving, that will deem the vehicle unsafe;

Bidder to purchase high value spare parts only with the written consent of GRTA. Small parts not considered critical (Bolts, nuts, screws, washers, etc. can be purchased by the bidder by bulk);

Bidder to purchase manufacturer parts, or approved parts recommended by the manufacturers;

1	PT001	2014 MV1 VAN	57WMD1A68EM101412	6375	KEI
2	PT002	2014 MV1 VAN	57WMD2A67EM102301	6364	KEI
3	PT003	2014 MV1 VAN	57WMD2A62EM102304	6360	KEI
4	PT004	2014 MV1 VAN	57WMD2A64EM102157	6361	KEI
5	PT005	2014 MV1 VAN	57WMD2A65EM102183	6372	KEI
6	PT006	2014 MV1 VAN	57WMD2A65EM102152	6358	KEI
7	PT007	2014 MV1 VAN	57WMD2A63EM102182	6369	KEI
8	PT008	2014 MV1 VAN	57WMD2A67EM102184	6359	KEI
9	PT009	2014 MV1 VAN	57WMD2A6XEM102079	6363	KEI
10	PT010	2014 MV1 VAN	57WMD2A65EM102054	6365	KEI
11	PT 011	2015 MV1 VAN	57WMD2A60EM102141	6366	KEI
12	PT012	2015 MV1 VAN	57WMD2C66FM100022	5736	VA OFFICE
1	PT100	2015 ARBOC BUS	1GB6G5BG4F1248692	5850	KEI
2	PT101	2015 ARBOC BUS	1GB6G5BG8F1248789	5848	KEI
3	PT102	2015 ARBOC BUS	1GB6G5BG5F1248331	5849	KEI
4	PT103	2015 ARBOC BUS	1GB6G5BG7F1247729	5851	KEI
5	PT104	2015 ARBOC BUS	1GB6GUBG3G1223844	4989	KEI
6	PT105	2015 ARBOC BUS	1GB6GUBG0G1228578	4991	KEI
7	PT106	2015 ARBOC BUS	1GB6GUBG2G1227884	4990	KEI
8	PT107	2015 ARBOC BUS	1GB6GUBG0G1227012	5744	KEI
9	PT108	2015 ARBOC BUS	1GB6GUBGXG1225204	5747	KEI
10	PT109	2015 ARBOC BUS	1GB6GUBG2G1224080	5746	KEI
11	PT110	2015 ARBOC BUS	1GB6GUBG6G1223515	5745	KEI
1		2006 KIA SEDONA VAN	KNDMB233466094502	4560	GRTA
2		2015 TOYOTA RAV4	JTMBFREV6FD106955	5980	GRTA
3		2016 FORD F150 PICKUP TRUCK	1FTEW1E80GKE20638	4974	GRTA
4		2017 KIA SEDONA VAN	KNDMA5C14H6240077	4999	GRTA
1		2016 ALUMA, 63BLW TRAILER	1YGVSOB1OGB128117	5767	GRTA

SPECIFICATIONS:

Currently, GRTA maintains a variety of spare parts and materials in stock. Upon award of the contract, GRTA will turn over those items to the Bidder via hand receipt. Once GRTA purchased parts and materials are exhausted/consumed, Bidder shall provide as needed;

Bidder to purchase spare parts with sufficient lead time as to ensure minimal down time of vehicles covered by this contract.

BIDDING ON/REMARKS:

The following is a list of spare parts for the “ARBOC” stored and secured at GRTA Office of the Transportation Supervisor.

Alternator Belts	Part #: 12626222	09 Each
Upper Radiator Hoses	Part #: 15135283	10 Each
Seropentyine Belts	Part #: 1203K-6	09 Each
#7 Wheel Chocks	Part #: LWC96424	10 Each
Instruction Cards		02 Each
Shoulder Belts Retractable	Part #: Q15-6415-RET-ASL	05 Each
Wheel Chair Restraints		02 Each
Service Manuakls	GMT/15-GB-1 4 of 4	01 Set
Lap Belts	Part #: QB-6325	03 Each
Shoulder and Lap Belts	Part #: 2621	01 Each
Lower Radiator Hoses	Part #: 19258423	10 Each
Service Manuals	GMT/14-G6 3 of 3	02 Sets

THE TOTAL AGGREGATE OF 1+2+3=\$_____ X 15%= BID BOND AMOUNT

The Bid Bond shall be fifteen percent (15%) of the aggregate of 1+2+3 as indicated.

The hours indicated are estimates only and shall be subject to increase or decrease based upon the availability of funds.

In any event, additional equipment shall be covered in this contract on a prorated basis. It is the intent of the GRTA to include Maintenance and Repairs of the entire GRTA fleet.

SPECIAL PROVISIONS

- 1. **The Minor Repair, Major repair, and Preventive Maintenance specifications applies to all vehicles identified within the GRTA fleet to include administrative and ADA compliant vehicles, Light Vehicles, Vans, Buses, trailers, and any future vehicle purchase in the future.**
- 2. **GRTA reserves the right to amend in part or in full this procurement documents during the procurement process.**
- 3. **GRTA has the express right to purchase parts or consumables via the government services agency or other government agencies that have a current contract with a vendor that can supply the parts required.**
- 4. **Bidder shall ensure that the Vehicle operator possesses Guam Chauffer Driver’s License with “D” endorsement.**
- 5. **Bidder shall provide maintenance Repair Facility including apparatuses, lifts, and safety equipment.**
- 6. **All service schedules of all GRTA vehicles shall be as per vehicle manufacturer’s recommendations.**
- 7. **The term of the contract for this Bid is for two (2) years with option to renew for one (1) or when funds are exhausted with an option to extend or increase funds when available.**
- 8. **Bidder shall have a concrete or metal butler type maintenance facility with at least four (4) maintenance bays, two (2) heavy-duty bus lifts, and ample maintenance parking stalls that can accommodate at least 24- passenger buses, and meets all federal and Guam environmental statutes.**
- 9. **Bidder shall have Technical Experience in Maintenance and Repair of ARBAOC and MVI utilizing Oasis and Global Software.**

Certifications:

The Bidder shall have at minimum current Automotive Service Excellence (ASE) Certification mechanics on hand to verify such work completed by their staff. Should there be any discrepancies, the Bidder shall be held liable and shall be required to complete such services at no additional cost to the Government.

Copies of the current certificates shall be submitted in the Bid package.

Response to Work Request:

The Bidder shall respond to minor and major repairs within twenty-four (24) hours for the time such orders are received. In the event that any part needed is not available locally; the contractor shall immediately notify GRTA as to the estimated time required for the completion of work.

PERSON(S) RESPONSIBLE FOR DRAFTING THE SPECIFICATIONS IS/ARE:

GRTA Staff:

Mark Crisostomo, GRTA Transportation Supervisor, Rally Pilipina, GRTA Chief Planner

Approved by: Celestin Babauta, Interim Executive Manager

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MAINTENANCE SCHEDULE AND RECORD LOG

Get the Most from Your Vehicle with Routine Maintenance

Routine maintenance is the best way to help ensure you get the performance, dependability, long life and resale value you expect from your MV-1. This is exactly why we put together the Maintenance Schedule. It outlines the services required to properly maintain your vehicle and when they should be performed.

CAUTION: ALWAYS have your vehicle serviced to the maintenance schedule and follow all maintenance instructions in this section. Use a service center whenever possible for maintenance.

REASON: Maintaining your vehicle while it is running great goes a long way toward preventing repairs and expenses later.

Here are a few suggestions to help you get started on the road to routine maintenance:

- Familiarize yourself with your vehicle by going through the whole Owner's Manual.
- Take a few minutes to review the Maintenance Schedule.
- Make a habit to use this guide to record scheduled maintenance.

Protect Your Warranty!

Routine maintenance is not only the best way to keep your vehicle running well, it is also the best way to protect your warranty. While maintenance and repair services may be performed by your service center or by any automotive service provider you choose, it is your responsibility to see that all scheduled maintenance is performed and that the materials used meet Mobility Ventures engineering specifications. Failure to perform scheduled maintenance specified in this guide may invalidate warranty coverage on parts affected by this lack of maintenance. We cannot stress enough how important it is to keep records of all maintenance. This guide will help you do just that. Mobility Ventures will not deny a warranty claim simply because there is no documentation. However, damage or failures due to neglect or a lack of proper maintenance are not covered under warranty.

Keeping Maintenance Records Is Easy With The Maintenance Schedule

It is important to document the maintenance of your MV-1. Every time you bring your vehicle in for scheduled maintenance, be sure to present your Owner's Manual and certify the work. Also record the date of service, mileage at time of service and attach your receipt. This will make record keeping easy and should your vehicle ever require warranty coverage, you will have all the documentation to show you have properly maintained the vehicle.

Maintenance Intervals

Mobility Ventures establishes recommended maintenance intervals based upon engineering testing to determine the most appropriate mileage to perform the various maintenance services. This protects your vehicle at the lowest overall cost to you. It is recommended that you not deviate from the maintenance schedules presented in this manual.

Your vehicle is very sophisticated and built with multiple complex performance systems. Every manufacturer develops these systems using different specifications and performance features. That's why it's important to rely on your service center to properly maintain, diagnose and repair your vehicle.

Choosing a Maintenance Schedule to Follow

It is important to follow the maintenance schedule that most closely mirrors your driving habits and the conditions under which you drive. For this reason, the Maintenance Schedule is divided into two basic maintenance schedules; the Normal Schedule and the Special Use Schedule.

It is easy to determine which maintenance schedule you should use. Use the normal schedule if you drive your vehicle under everyday conditions. If, however, one or more of the special operating conditions outlined below better describes how you typically operate your MV-1, you will need to perform some maintenance services more often than the normal schedule recommends.

- Routinely carrying heavy loads
- Extensive idling and/or driving at low speeds for long distances
- Commercial fleet driving
- Driving in dusty conditions

Oils, Fluids and Flushing

In many cases, fluid discoloration is a normal operating characteristic and, by itself, does not necessarily indicate a concern or that the fluid needs to be changed. However, discolored fluids that also show signs of overheating and/or foreign material contamination should be inspected immediately by a qualified expert. Your vehicle's oils and fluids should be changed at the specified intervals or in conjunction with a repair. Flushing is a viable way to change fluid for many vehicle sub-systems during scheduled maintenance. It is critical that systems are flushed only with new fluid that is the same as that required to fill and operate the system, or using an approved flushing chemical.

Chemicals and Additives

Non- MV-1 approved chemicals or additives are not required for factory recommended maintenance. In fact, Mobility Ventures recommends against the use of such additive products unless specifically recommended by Mobility Ventures for a particular application.

Owner Checks and Services

It is recommended that the following basic maintenance checks and inspections be performed at the designated time intervals. Check the other sections in the Owner's Manual for more information.

Maximum Oil Change Interval	
<input type="checkbox"/>	Normal Schedule. 7,500 miles or 8 months, whichever occurs first.
<input type="checkbox"/>	Special Operating Conditions* 5,000 miles, 6 months, or 200 hours of engine operation, whichever occurs first.
Engine Coolant Change Interval	
<input type="checkbox"/>	6 years or 105,000 miles - change coolant (whichever comes first). Use coolant specified in Capacities on page 230.
<input type="checkbox"/>	After initial change - change coolant every 6 years or 100,000 miles.
Check Every Month for All Vehicles	
<input type="checkbox"/>	Check function of all interior and exterior lights.
<input type="checkbox"/>	Check tires for wear and proper inflation (41 PSI/283 KPA).
<input type="checkbox"/>	Check engine oil fluid level.
<input type="checkbox"/>	Check windshield washer fluid level.
<input type="checkbox"/>	Check ramp operation and clean ramp panels and side fences with bristle brush and water.

Check Every Six Months for All Vehicles	
<input type="checkbox"/>	Check lap/shoulder bolts and seat latches for wear and proper operation.
<input type="checkbox"/>	Check power steering fluid level.
<input type="checkbox"/>	Check windshield/rear window washer operation.
<input type="checkbox"/>	Check condition of wiper blades (replace blades as necessary).
<input type="checkbox"/>	Check parking brake for proper operation.
<input type="checkbox"/>	Check and lubricate upper and lower door hinges and door check straps.
<input type="checkbox"/>	Check safety warning lamps (ABS, Check Engine, etc.) for operation.
<input type="checkbox"/>	Check engine coolant level.
<input type="checkbox"/>	Check battery conditions and clean if necessary.
Every 7,500 Ramp cycles or five years, whichever occurs first	
<input type="checkbox"/>	Ramp Service Adjustment.
Retightening Lug Nuts	
<input type="checkbox"/>	Refer to Tire Rotation on page 208 for the proper lug nut torque specifications.

Tires

Proper tire maintenance and replacement are critical to your vehicle's performance and helps keep you and your passengers safe. Only use replacement tires and wheels that are the same size, load index, speed rating and type (such as P-metric versus LT-metric or all-season versus all-terrain) as those originally provided by Mobility Ventures. The recommended tire and wheel size may be found on either the Safety Certification Decal or the Tire and Loading Information Label which is located on the B-Pillar or edge of the driver's door. If this information is not found on these labels then you should consult your service center.

Certain states require the use of fender flares or splash guards when a vehicle's tires are not completely covered by the vehicle's fender. LX models equipped with 20-inch tires may require the installation of such equipment to be properly operated in certain states. Be sure to check your state's regulations to determine whether fender flares or splash guards are required to properly operate your vehicle. Neither Mobility Ventures LLC nor its affiliates are responsible for any liability resulting from the operation of this motor vehicle without the presence of such equipment, where required.

WARNING

Use of any tire or wheel not recommended by Mobility Ventures can affect the safety and performance of your vehicle, which could result in an increased risk of loss of vehicle control, vehicle rollover, personal injury and death.

Additionally, the use of non-recommended tires and wheels could cause steering, suspension, axle or transfer case/power transfer unit failure. If you have questions regarding tire replacement, see an authorized service center.

If your service center sells the name-brand tire, they can also honor the tire manufacturer's warranty.

Tires degrade over time depending on many factors such as weather, storage conditions, and conditions of use (load, speed, inflation, etc.) the tires experience throughout their lives. In general, tires should be replaced after 6 years, regardless of tread wear. However, heat caused by hot climates or frequent high loading conditions can accelerate the aging process and may require the tires to be replaced more frequently.

Oils and Lubricants

It is important to follow a regular maintenance schedule for changing your vehicle's oil and lubricants. Mobility Ventures recommends using Motocraft® Oils and Lubricants. Motocraft Oils are formulated to reduce engine friction, improve fuel economy, and protect against deposits and wear. Motocraft oil is certified by The American Petroleum Industry.

Collision

An accident is an upsetting experience and collision repair is often complicated and confusing. Know your rights as a consumer during the collision repair process and make sure your vehicle is properly repaired with the right parts. Properly repairing your vehicle will help maintain its value.

Your Rights As A Consumer

As a consumer, you are within your rights to insist on original equipment replacement parts. These genuine parts are made by the manufacturer to meet stringent criteria for fit, finish, structural integrity, corrosion protection and dent resistance, just like the parts that were originally on your vehicle.

Multi-Point Inspection

To keep your MV-1 running properly, it is important to have the systems on your vehicle checked regularly. This can help identify potential issues and prevent major problems. Mobility Ventures recommends the following multi-point inspection be performed at every scheduled maintenance interval to help ensure your vehicle keeps running well.

Multi-Point Inspection (Recommended at Every Visit)	
<input type="checkbox"/>	Check and top-off fluid levels: brake, coolant recovery reservoir, transmission, power steering and window washer.
<input type="checkbox"/>	Inspect tires for wear and check air pressure.
<input type="checkbox"/>	Check exhaust system for leaks, damage, loose parts and foreign material.
<input type="checkbox"/>	Check battery performance.
<input type="checkbox"/>	Check operation of horn, exterior lamps, turn signals and hazard warning lights.
<input type="checkbox"/>	Check radiator, coolers, heater and air conditioning hoses.
<input type="checkbox"/>	Inspect windshield washer spray and wiper operation.
<input type="checkbox"/>	Check windshield for cracks, chips and pitting.
<input type="checkbox"/>	Inspect for oil and fluid leaks.
<input type="checkbox"/>	Inspect engine air filter.
<input type="checkbox"/>	Inspect half shaft dust boots, if equipped.
<input type="checkbox"/>	Check shocks and struts and other suspension components for leaks and damage.
<input type="checkbox"/>	Inspect steering and linkage.
<input type="checkbox"/>	Inspect accessory drive belt(s).
<input type="checkbox"/>	Inspect ramp condition and clean panels and side fences as necessary.
<input type="checkbox"/>	Inspect/remove any debris from ramp tracks and side fences.

Maintenance Schedule for Special Use "Commercial Fleet" Driving Conditions

5,000 miles/8,000 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Replace differential fluid.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	RO#:

10,000 miles/16,000 kilometers	
<input type="checkbox"/> Perform 5,000 miles/8,000 kilometer service (exclude differential fluid replacement).	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
	RO#:

15,000 miles/24,100 kilometers		Service Center
<input type="checkbox"/>	Change engine oil and replace oil filter.	
<input type="checkbox"/>	Rotate tires. Inspect tires for wear and measure tread depth.	
<input type="checkbox"/>	Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/>	Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/>	Lube all body hinges.	
<input type="checkbox"/>	Inspect engine air filter.	Date:
<input type="checkbox"/>	Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/>	Inspect engine coolant level.	RO#:

20,000 miles/32,200 kilometers		Service Center
<input type="checkbox"/>	Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	
<input type="checkbox"/>	Replace engine air filter.	
<input type="checkbox"/>	Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/>	Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/>	Inspect rear axle shaft boots.	Date:
<input type="checkbox"/>	Inspect exhaust system and heat shields.	Mileage:
<input type="checkbox"/>	Inspect engine cooling system and hoses.	RO#:

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25,000 miles / 40,000 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Service Center: Date: Mileage: RO#:
30,000 miles / 48,000 kilometers	
<input type="checkbox"/> Perform 6,000 miles/8,000 kilometer service (excludes differential fluid replacement). <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints. <input type="checkbox"/> Inspect brake pads, rotors, and lines/shoes, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	Service Center: Date: Mileage: RO#:

35,000 miles/ 55,000 kilometers		Service Center:
<input type="checkbox"/>	Change engine oil and replace oil filter.	
<input type="checkbox"/>	Rotate tires, inspect tires for wear and measure tread depth.	
<input type="checkbox"/>	Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/>	Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/>	Lube all body hinges.	
<input type="checkbox"/>	Inspect engine air filter.	Date:
<input type="checkbox"/>	Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/>	Inspect engine coolant level.	RO#: _____
40,000 miles/ 64,000 kilometers		Service Center:
<input type="checkbox"/>	Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	
<input type="checkbox"/>	Replace engine air filter.	
<input type="checkbox"/>	Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/>	Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/>	Inspect rear axle shaft boots.	Date:
<input type="checkbox"/>	Inspect exhaust system and heat shields.	Mileage:
<input type="checkbox"/>	Inspect engine cooling system and hoses.	RO#: _____

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45,000 miles / 72,000 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	RO#:

50,000 miles / 80,000 kilometers	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service.	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Replace differential fluid.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
<input type="checkbox"/> Replace transmission fluid.	RO#:

55,000 miles/ 88,500 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	ROI#:

55,000 miles/ 88,500 kilometers	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
	ROI#:

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65,000 miles/104,800 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	RO#:

70,000 miles/112,650 kilometers	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
	RO#:

75,000 miles/120,700 kilometers		Service Center:
<input type="checkbox"/>	Change engine oil and replace oil filter.	
<input type="checkbox"/>	Rotate tires, inspect tires for wear and measure tread depth.	
<input type="checkbox"/>	Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/>	Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/>	Lube all body hinges.	
<input type="checkbox"/>	Inspect engine air filter.	
<input type="checkbox"/>	Inspect automatic transmission fluid level.	
<input type="checkbox"/>	Inspect engine coolant level.	
Date:		
Mileage:		
RO#:		
80,000 miles/125,800 kilometers		Service Center:
<input type="checkbox"/>	Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	
<input type="checkbox"/>	Replace engine air filter.	
<input type="checkbox"/>	Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/>	Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/>	Inspect rear axle shaft boots.	
<input type="checkbox"/>	Inspect exhaust system and heat shields.	
<input type="checkbox"/>	Inspect engine cooling system and hoses.	
Date:		
Mileage:		
RO#:		

190 Maintenance

25,000 Miles/40,000 Kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	RO#: _____

50,000 Miles/80,000 Kilometers	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
	RO#: _____

100,000 miles/160,000 Kilometers		Service Center:
<input type="checkbox"/> Change engine oil and replace oil filter.		
<input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth.		
<input type="checkbox"/> Replace differential fluid.		
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.		
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.		
<input type="checkbox"/> Lube all body hinges.		
<input type="checkbox"/> Inspect engine air filter.	Date:	
<input type="checkbox"/> Replace automatic transmission fluid	Mileage:	
<input type="checkbox"/> Replace engine coolant	RO#:	
100,000 miles/160,000 Kilometers		Service Center:
<input type="checkbox"/> Perform 5 000 mile/8 000 kilometer service (exclude differential fluid replacement)		
<input type="checkbox"/> Replace engine air filter.		
<input type="checkbox"/> Inspect differential fluid.		
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.		
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.		
<input type="checkbox"/> Inspect rear axle shaft boots.	Date:	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Mileage:	
<input type="checkbox"/> Inspect engine cooling system and hoses.	RO#:	

192 Maintenance

110,000 miles/177,000 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	RO#:
115,000 miles/185,000 kilometers	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
	RO#:
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112,000 miles/13,000 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	RO#:
125,000 miles/20,100 kilometers	
<input type="checkbox"/> Perform 5,000 miles/8,000 kilometer service (exclude differential fluid replacement).	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and linings, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
	RO#:

194 Maintenance

130,000 miles/209,200 kilometers

☐ Change engine oil and replace oil filter.
☐ Rotate tires. Inspect tires for wear and measure tread depth.
☐ Inspect ramp operation and check tracks and side fences for debris and clean as necessary.
☐ Inspect the wheels and related components for abnormal noise, wear, looseness or drag.
☐ Lube all body hinges.
☐ Inspect engine air filter.
☐ Inspect automatic transmission fluid level.
☐ Inspect engine coolant level.

Service Center:

Date:

Mileage:

ROI#:

135,000 miles/217,200 kilometers

☐ Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).
☐ Replace engine air filter.
☐ Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.
☐ Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.
☐ Inspect rear axle shaft boots.
☐ Inspect exhaust system and heat shields.
☐ Inspect engine cooling system and hoses.

Service Center:

Date:

Mileage:

ROI#:

145,000 miles/235,270 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	RO#: _____

145,000 miles/235,270 kilometers	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and linings, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
	RO#: _____

196 Maintenance

150,000 miles/242,400 kilometers

☐ Change engine oil and replace oil filter.
☐ Rotate tires, inspect tires for wear and measure tread depth.
☐ Replace differential fluid.
☐ Inspect ramp operation and check tracks and side fences for debris and clean as necessary.
☐ Inspect the wheels and related components for abnormal noise, wear, looseness or drag.
☐ Lube all body hinges.
☐ Inspect engine air filter.
☐ Inspect automatic transmission fluid level.
☐ Inspect engine coolant level.

Service Center:

Date:

Mileage:

RO#:

155,000 miles/249,400 kilometers

☐ Perform 5,000 miles/8,000 kilometer service (exclude differential fluid replacement).
☐ Replace engine air filter.
☐ Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.
☐ Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.
☐ Inspect rear axle shaft boots.
☐ Inspect exhaust system and heat shields.
☐ Inspect engine cooling system and hoses.

Service Center:

Date:

Mileage:

RO#:

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183,000 miles/257,423 Kilometers		Service Center	
<input type="checkbox"/> Change engine oil and replace oil filter.			
<input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth.			
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.			
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.			
<input type="checkbox"/> Lube all body hinges.			
<input type="checkbox"/> Inspect engine air filter.			
<input type="checkbox"/> Inspect automatic transmission fluid level.	Date:		
<input type="checkbox"/> Inspect engine coolant level.	Mileage:		
	RO#:		
185,000 miles/295,800 Kilometers		Service Center	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).			
<input type="checkbox"/> Replace engine air filter.			
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.			
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.			
<input type="checkbox"/> Inspect rear axle shaft boots.	Date:		
<input type="checkbox"/> Inspect exhaust system and heat shields.	Mileage:		
<input type="checkbox"/> Inspect engine cooling system and hoses.	RO#:		

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170,000 miles/273 650 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center
<input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	RO#:

175,000 miles/281 650 kilometers	
<input type="checkbox"/> Perform 5,000 miles/8,000 kilometer service (exclude differential fluid replacement).	Service Center
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
	RO#:

188,000 miles/297,000 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center
<input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	
<input type="checkbox"/> Inspect automatic transmission fluid level.	Date:
<input type="checkbox"/> Inspect engine coolant level.	Mileage:
	RO#:
189,000 miles/297,700 kilometers	
<input type="checkbox"/> Perform 8,000 mile/13,000 kilometer service (excludes differential fluid replacement).	Service Center
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	
<input type="checkbox"/> Inspect engine cooling system and hoses.	Date:
	Mileage:
	RO#:

200 Maintenance

130,000 miles/209,760 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	Date:
<input type="checkbox"/> Inspect automatic transmission fluid level.	Mileage:
<input type="checkbox"/> Inspect engine coolant level.	RO#: _____

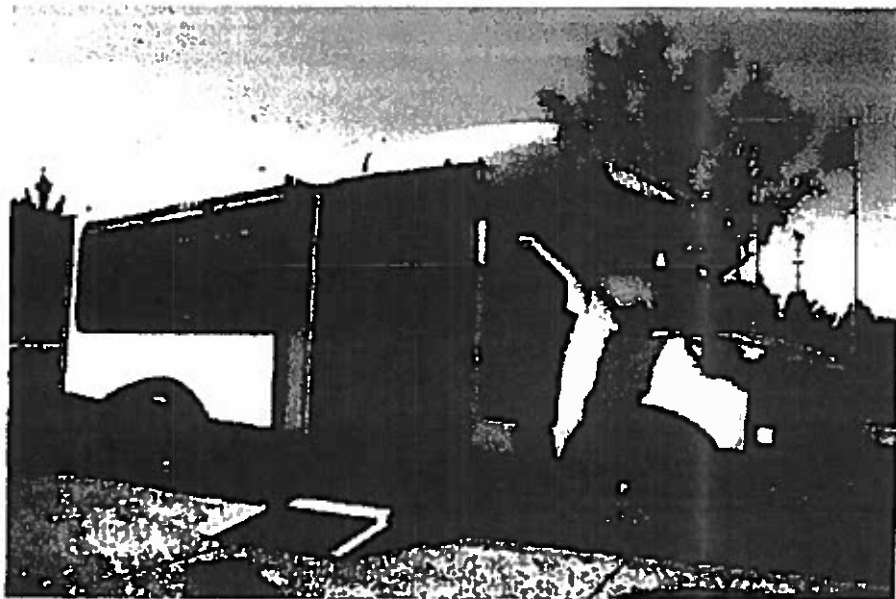
195,000 miles/313,870 kilometers	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	Date:
<input type="checkbox"/> Inspect engine cooling system and hoses.	Mileage:
	RO#: _____

200,000 miles/321,800 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter.	Service Center:
<input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth.	
<input type="checkbox"/> Replace differential fluid.	
<input type="checkbox"/> Inspect ramp operation and check tracks and side fences for debris and clean as necessary.	
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.	
<input type="checkbox"/> Lube all body hinges.	
<input type="checkbox"/> Inspect engine air filter.	
<input type="checkbox"/> Replace automatic transmission fluid.	
<input type="checkbox"/> Replace engine coolant.	
Date:	
Mileage:	
RO#:	
205,000 miles/329,000 kilometers	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service (exclude differential fluid replacement).	Service Center:
<input type="checkbox"/> Replace engine air filter.	
<input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/> Inspect rear axle shaft boots.	
<input type="checkbox"/> Inspect exhaust system and heat shields.	
<input type="checkbox"/> Inspect engine cooling system and hoses.	
Date:	
Mileage:	
RO#:	

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ARBOC

ARBOC MOBILITY 



**SPIRIT OF MOBILITY
SERVICE and PARTS
MANUAL**

ARBOC MOBILITY

Welcome to ARBOC Mobility, LLC. Our Spirit of Mobility bus features premium technology for safety, reliability and ease of operation. We realize that as a Service or Parts professional, you represent your dealership and ultimately, our product. Your understanding of the parts and procedures to maintain our Spirit of Mobility bus is vital to your customer's satisfaction. We hope that you will find this manual to be an informative and useful reference tool.

Our Spirit of Mobility bus is built on the GM 3500/4500 chassis and includes premium components for the most reliable and comfortable travel experience. Because most functions and features are unchanged, the GM service manual should be reviewed in conjunction with this guide for location, proper operation and service of these features. *Reference to the GM Service Manual is REQUIRED for specific information on safety practices, cautions and important information such as torque specifications.*

The information presented in this manual is correct at the time of printing. With our program of ongoing improvement, policies and procedures regarding Parts and Service presented may change or be modified. ARBOC Mobility, LLC reserves the right to make changes without notice.

We value your input. Please contact ARBOC Mobility, LLC Service Operations with any questions or suggestions at 1-866-953-5555.

Maintenance Schedule for Special Use "Commercial Fleet" Driving Conditions

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REPORT

<div>5,000 miles/8,000 kilometers</div> <div><div><input type="checkbox"/> Change engine oil and replace oil filter.</div><div><input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth.</div><div><input type="checkbox"/> Replace differential fluid.</div><div><input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary</div><div><input type="checkbox"/> Inspect tire wheels and related components for abnormal noise, wear, looseness or drag</div><div><input type="checkbox"/> Lube all body hinges.</div><div><input type="checkbox"/> Inspect engine air filter.</div><div><input type="checkbox"/> Inspect automatic transmission fluid level.</div><div><input type="checkbox"/> Inspect engine coolant level.</div></div>	<div>Service Center</div> <div>Date: Mileage: ROF:</div>
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<div>10,000 miles/16,000 kilometers</div> <div><div><input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service.</div><div><input type="checkbox"/> Replace engine air filter.</div><div><input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U joints.</div><div><input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.</div><div><input type="checkbox"/> Inspect rear axle shaft boots</div><div><input type="checkbox"/> Inspect exhaust system and heat shields.</div><div><input type="checkbox"/> Inspect engine cooling system and hoses.</div></div>	<div>Service Center</div> <div>Date: Mileage: ROF:</div>
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15,000 miles/24,000 kilometers		Service Center:
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for dozers and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Date: Mileage: ROD:	

20,000 miles/32,000 kilometers		Service Center:
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints. <input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Change CNG high and low pressure fillers. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	Date: Mileage: ROD:	

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20,000 miles / 32,000 Kilometers	Service Center
<div><div><input type="checkbox"/> Change engine oil and replace oil filter.</div><div><input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth.</div><div><input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary</div><div><input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag</div><div><input type="checkbox"/> Lube all body hinges.</div><div><input type="checkbox"/> Inspect engine air filter.</div><div><input type="checkbox"/> Inspect automatic transmission fluid level</div><div><input type="checkbox"/> Inspect engine coolant level.</div></div>	Date: Mileage: RO#:

30,000 miles / 48,000 Kilometers	Service Center
<div><div><input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service.</div><div><input type="checkbox"/> Replace engine air filter.</div><div><input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U joints</div><div><input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level</div><div><input type="checkbox"/> Inspect rear axle shaft boots</div><div><input type="checkbox"/> Inspect exhaust system and heat shields</div><div><input type="checkbox"/> Inspect engine cooling system and hoses</div></div>	Date: Mileage: RO#:

0-85 mph (0-55, 200 Kilometers per hour)	
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lubo all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Service Center: Date: Mileage: RO#:

40-80 mph (64-128 Kilometers per hour)	
<input type="checkbox"/> Perform 5,000 mile/8,000 kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, the rod ends, driveshaft, and U-joints. <input type="checkbox"/> Inspect brake pads, rotors, and linesthoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Change CNG High and low pressure filters. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	Service Center: Date: Mileage: RO#:

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45,000 miles (72,000 kilometers)

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NOV 2017

☐ Change engine oil and replace oil filter.
 ☐ Rotate tires, inspect tires for wear and measure tread depth.
 ☐ Inspect fan operation and check tracks for debris and clean as necessary.
 ☐ Inspect the wheels and related components for abnormal noise, wear, looseness or drag.
 ☐ Lube all body hinges.
 ☐ Inspect engine air filter.
 ☐ Inspect automatic transmission fluid level.
 ☐ Inspect engine coolant level.

Date:

Mileage:

ROF:

Service Center:

50,000 miles (80,000 kilometers)

☐ Perform 5,000 mile/8,000 kilometer service.
 ☐ Replace engine air filter.
 ☐ Replace differential fluid.
 ☐ Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.
 ☐ Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.
 ☐ Inspect rear axle shaft boots.
 ☐ Inspect exhaust system and heat shields.
 ☐ Inspect engine cooling system and hoses.
 ☐ Replace transmission fluid.

Date:

Mileage:

ROF:

Service Center:

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<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.		Service Center: Date: Mileage: ROP:
---	--	--

<input type="checkbox"/> Perform 7,500 mile/12,000 kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints. <input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Change CNG high and low pressure filters. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.		Service Center: Date: Mileage: ROP:
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Service Center	Date:	Mileage:	ROI:
<input type="checkbox"/> Change engine oil and replace oil filter.			
<input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth.			
<input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary.			
<input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.			
<input type="checkbox"/> Lubricate all body hinges.			
<input type="checkbox"/> Inspect engine air filter.			
<input type="checkbox"/> Inspect automatic transmission fluid level.			
<input type="checkbox"/> Inspect engine coolant level.			

74-500 mile/12,000 kilometer service		Service Center
		Date:
		Mileage:
		RD#:
<input type="checkbox"/>	Perform 7,500 mile/12,000 kilometer service.	
<input type="checkbox"/>	Replace engine air filter.	
<input type="checkbox"/>	Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.	
<input type="checkbox"/>	Inspect brake pads, rotors, and brake hoses, and parking brake system. Ensure proper brake fluid level.	
<input type="checkbox"/>	Inspect rear axle shaft boots.	
<input type="checkbox"/>	Inspect exhaust system and heat shields.	
<input type="checkbox"/>	Inspect engine cooling system and hoses.	

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<p>75,000 miles (75,000 Kilometers)</p>		Service Center:
<p> <input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lubo all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level. </p>		<p>Date:</p> <p>Mileage:</p> <p>ROP:</p>

<p>75,000 miles (75,000 Kilometers)</p>		Service Center:
<p> <input type="checkbox"/> Perform 7,500 mile/12,000 kilometer service. <input type="checkbox"/> Replace engine air filter <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, drivetrain, and U joints. <input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Change CNG high and low pressure filters. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses. </p>		<p>Date:</p> <p>Mileage:</p> <p>ROP:</p>

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05,000 miles/80,000 kilometers	Service Center:
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Date: Mileage: ROI:

09,000 miles/144,000 kilometers	Service Center:
<input type="checkbox"/> Perform 7,500 miles/12,000 kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints. <input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	Date: Mileage: ROI:

100,000 miles / 160,000 kilometers		Service Center
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth. <input type="checkbox"/> Replace differential fluid. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Change CNG high and low pressure filters. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Replace automatic transmission fluid. <input type="checkbox"/> Replace engine coolant.	Date: _____ Mileage: _____ RO#: _____	

100,000 miles / 160,000 kilometers		Service Center
<input type="checkbox"/> Perform 7,500 mile/12,000 kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Inspect differential fluid. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints. <input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	Date: _____ Mileage: _____ RO#: _____	

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110,000 miles or 12 months	
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	<div>Service Center:</div> <div>Date: Mileage: ROV:</div>

115,000 miles or 12 months	
<input type="checkbox"/> Perform 7,500 mile/7,000 Kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U joints. <input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	<div>Service Center:</div> <div>Date: Mileage: ROV:</div>

10,000 miles/16,000 kilometers	Service Center
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Date: _____ Mileage: _____ RO#: _____

10,000 miles/16,000 kilometers	Service Center
<input type="checkbox"/> Perform 7,500 mile/12,000 kilometer service <input type="checkbox"/> Replace engine air filter <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension tie rod ends, drivetrain, and U-joints <input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields <input type="checkbox"/> Inspect engine cooling system and hoses.	Date: _____ Mileage: _____ RO#: _____

145 000 miles/232,370 km interval	
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for dents and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Change CNG high and low pressure filters. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Service Center Date: Mileage: RO#:

145 000 miles/232,370 km interval	
<input type="checkbox"/> Perform 7,500 mile/12,000 kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U joints. <input type="checkbox"/> Inspect brake pads, rotors, and linesthoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	Service Center Date: Mileage: RO#:

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15,000 miles/24,000 kilometers	
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect differential fluid. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Service Center: Date: Mileage: RO#:

15,000 miles/24,000 kilometers	
<input type="checkbox"/> Perform 7,500 mile/12,000 kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints. <input type="checkbox"/> Inspect brake pads, rotors, and knuckles, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	Service Center: Date: Mileage: RO#:

<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Change CNG high and low pressure filters. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Date: Mileage: ROP:	Service Center
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<input type="checkbox"/> Perform 7,500 mile/12,000 kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints. <input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	Date: Mileage: ROP:	Service Center
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188 Maintenance

<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Date: _____ Mileage: _____ PO#: _____
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1375, 002 with 4271 cubic liter engine		Service Center
<input type="checkbox"/>	Perform 7,500 miles/12,000 kilometer service	
<input type="checkbox"/>	Replace engine air filter	
<input type="checkbox"/>	Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints	
<input type="checkbox"/>	Inspect trailer pads, rollers, and lines/hoses, and parking brake system. Ensure proper brake fluid level	
<input type="checkbox"/>	Inspect rear axle shaft boots	Date:
<input type="checkbox"/>	Inspect exhaust system and heat shields	Mileage:
<input type="checkbox"/>	Inspect engine cooling system and hoses	ROF:

180,000 mile/12,000 hour maintenance	
<input type="checkbox"/> Change engine oil and replace oil filter. <input type="checkbox"/> Rotate tires, inspect tires for wear and measure tread depth. <input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary. <input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag. <input type="checkbox"/> Change CNG high and low pressure filters. <input type="checkbox"/> Lube all body hinges. <input type="checkbox"/> Inspect engine air filter. <input type="checkbox"/> Inspect automatic transmission fluid level. <input type="checkbox"/> Inspect engine coolant level.	Date: Mileage: ROP: Service Center:

180,000 mile/12,000 hour maintenance	
<input type="checkbox"/> Perform 7,500 mile/12,000 kilometer service. <input type="checkbox"/> Replace engine air filter. <input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints. <input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level. <input type="checkbox"/> Inspect rear axle shaft boots. <input type="checkbox"/> Inspect exhaust system and heat shields. <input type="checkbox"/> Inspect engine cooling system and hoses.	Date: Mileage: ROP: Service Center:

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NOV 2017

150,000 miles (240,000 kilometers)

☐ Change engine oil and replace oil filter.
 ☐ Rotate tires. Inspect tires for wear and measure tread depth.
 ☐ Inspect ramp operation and check tracks for debris and clean as necessary.
 ☐ Inspect the wheels and related components for abnormal noise, wear, looseness or drag.
 ☐ Lube all body hinges.
 ☐ Inspect engine air filter.
 ☐ Inspect automatic transmission fluid level.
 ☐ Inspect engine coolant level.

Service Center:

Date:

Mileage:

ROV:

150,000 miles (240,000 kilometers)

☐ Perform 7,500 mile/12,000 kilometer service.
 ☐ Replace engine air filter.
 ☐ Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints.
 ☐ Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.
 ☐ Inspect rear axle shaft boots.
 ☐ Inspect exhaust system and heat shields.
 ☐ Inspect engine cooling system and hoses.

Service Center:

Date:

Mileage:

ROV:

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20000 miles/32180 kilometers	
<div><input type="checkbox"/> Change engine oil and replace oil filter.</div> <div><input type="checkbox"/> Rotate tires. Inspect tires for wear and measure tread depth.</div> <div><input type="checkbox"/> Replace differential fluid.</div> <div><input type="checkbox"/> Inspect ramp operation and check tracks for debris and clean as necessary</div> <div><input type="checkbox"/> Inspect the wheels and related components for abnormal noise, wear, looseness or drag.</div> <div><input type="checkbox"/> Change CNG high and low pressure filters.</div> <div><input type="checkbox"/> Lube all body hinges.</div> <div><input type="checkbox"/> Inspect engine air filter.</div> <div><input type="checkbox"/> Replace automatic transmission fluid.</div> <div><input type="checkbox"/> Replace engine coolant.</div>	<div>Service Center:</div> <div>Date: Mileage: ROV:</div>

20500 miles/32930 kilometers	
<div><input type="checkbox"/> Perform 7,500 miles/12,000 kilometer service</div> <div><input type="checkbox"/> Replace engine air filter</div> <div><input type="checkbox"/> Lubricate and inspect steering linkage, ball joints, suspension, tie rod ends, driveshaft, and U-joints</div> <div><input type="checkbox"/> Inspect brake pads, rotors, and lines/hoses, and parking brake system. Ensure proper brake fluid level.</div> <div><input type="checkbox"/> Inspect rear axle shaft boots.</div> <div><input type="checkbox"/> Inspect exhaust system and heat shields</div> <div><input type="checkbox"/> Inspect engine cooling system and hoses</div>	<div>Service Center:</div> <div>Date: Mileage: ROV:</div>

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KIA SEDONA

	Maintenance services / 6-2 Maintenance schedule / 6-3 Owner maintenance / 6-7 Engine compartment / 6-9 Engine oil / 6-10 Engine coolant / 6-11 Air cleaner / 6-13 Automatic transaxle / 6-13 Brakes / 6-15 Lubricants and fluids / 6-16 Power steering / 6-17 Air conditioned air filter / 6-17 Wiper blades / 6-18 Fuses / 6-20 Battery / 6-28	
	Maintenance	6
	Tires and wheels / 6-39 Lubricant / 6-43 Appearance care / 6-43 Emission control system / 6-46	

Maintenance

MAINTENANCE SERVICES

You should exercise the utmost care to prevent damage to your vehicle and injury to yourself whenever performing any maintenance or inspection procedures.

Should you have any doubts concerning the inspection or servicing of your vehicle, we strongly recommend that you have an Authorized Kia Dealer perform this work.

An Authorized Kia Dealer has factory-trained technicians and genuine Kia parts to service your vehicle properly. For expert advice and quality service, see an Authorized Kia Dealer.

Inadequate, incomplete or insufficient servicing may result in operational problems with your vehicle that could lead to vehicle damage, an accident, or personal injury.

Owner's responsibility

Maintenance Service and Record Retention are the owner's responsibility.

You should retain documents that show proper maintenance has been performed on your vehicle in accordance with the scheduled maintenance service charts shown on the following pages. You need this information to establish your compliance with the servicing and maintenance requirements of your Kia warranties.

Detailed warranty information is provided in your Warranty & Consumer Information manual.

Repairs and adjustments required as a result of improper maintenance or a lack of required maintenance are not covered. We strongly recommend that all vehicle maintenance be performed by an authorized Kia dealer using genuine Kia parts.

MAINTENANCE SCHEDULE

Engine control system

MAINTENANCE INTERVALS		Kilometers or time in months, whichever comes first																	
MAINTENANCE ITEM	1,000 km or Months	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128		
Engine oil & engine oil filter (1)	4	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		
Drive belts (person)																			
Cooling System hoses & connections																			
Engine coolant (2)																			
Fuel filter																			
Fuel tank cap, lines, EVAP canister and hoses																			
Fuel tank air filter																			
Air cleaner element (3)																			
Ignition wires																			
Spark plugs																			
Replace every 150,000 kms																			
PCV valve (if equipped)																			
Mile speed																			
Valve clearance (3)																			

Maintenance

MAINTENANCE SCHEDULE (CONTINUED)
Chassis and body

MAINTENANCE ITEM	MAINTENANCE INTERVALS		Kilometers or time in months, whichever comes first															
	• 1,000 km	• 9 Months	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128
Air conditioner compressor operation & refrigerant amount (if eqipped)																		
Exhaust pipes, heat shield & mountings																		
Front suspension ball joints																		
Brakes fluid																		
Front brake pads & discs	(1)																	
Rear brake pads & discs	(4)																	
Parking brake	(4)																	
Brake lines & connections (including booster)																		
Brake pedal free play																		

MAINTENANCE SCHEDULE (CONTINUED)
Chassis and body (Continued)

MAINTENANCE ITEM	MAINTENANCE INTERVALS		Kilometers or time in months, whichever comes first															
	1,000 km or Months	(1)	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128
Automatic transmission fluid	4		8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	
Chassis & underbody bolts & nuts																		
Tire condition & inflation pressure																		
Wheel alignment																		
The rotation			Inspect when abnormal condition noted															
			Rotate the tires every 12,000 km															
Steering operation & linkages																		
Power steering fluid & lines																		
Driver's seat belts																		
Safety belts, buckles & anchors																		
Locks, latches & hood latch																		

Maintenance

Chart symbols:

I- Inspect these items and their related parts. If necessary, correct, clean, refill, adjust or replace.

R- Replace or change.

L- Lubricate.

(1) Refer to the lubricant and coolant specifications in the Owner's Manual.

(2) More frequent maintenance is required if driving under dusty conditions.

(3) Inspect excessive valve noise and/or engine vibration and adjust if necessary. A qualified technician should perform this operation.

(4) More frequent maintenance is required if the vehicle is operated under any of the following conditions:

a. Short-distance driving

b. Driving on dusty roads.

c. Extensive idling or slow-speed driving in stop-and-go traffic.

(5) If necessary, rotate and balance the wheels.

* Note: Check the engine oil and coolant levels every week.

FORD F 150 PICKUP

TOYOTA RAV 4

The Importance of Scheduled Maintenance

Regular maintenance is essential to obtaining the highest level of performance, safety and reliability from your Toyota. It can also increase your vehicle's resale value. The following pages are designed to help you make sure your vehicle receives proper and timely maintenance. Along with other important information related to vehicle service, you'll find factory-recommended maintenance guidelines and a log in which to document your vehicle's maintenance history.

In addition to scheduled maintenance, your vehicle requires ongoing general maintenance such as fluid checks and visual inspections. These procedures are explained in the "Vehicle Maintenance and Care" section of the Owner's Manual. Be sure to perform these procedures regularly to ensure the most trouble-free operation of your vehicle.

With proper maintenance and care, your vehicle will last longer and deliver more dependable, economical performance. Follow this booklet's recommendations and you'll enjoy maximum reliability and peace of mind from your Toyota for many years to come.

MAINTENANCE



IMPORTANT MAINTENANCE INFORMATION

It is especially important to both routinely check your vehicle's engine oil level (once a month) and regularly replace the engine oil and oil filter (see the Maintenance Log section of this booklet to determine how often you should change your vehicle's oil and filter). Failure to do so can cause oil starvation and or oil gelling, which can result in severe damage to your vehicle and require costly repairs that are not covered by the New Vehicle Limited Warranty.

Maintenance Records

Maintaining your vehicle according to the recommendations in this booklet is required to ensure that your warranty coverage remains intact. You should keep detailed records of vehicle maintenance, including date of service, mileage at time of service and a description of service and/or parts installation performed. The scheduled maintenance log in this booklet can help you document this information. If you sell your vehicle, be sure to give your maintenance records to the new owner.

Toyota will not deny a warranty claim solely because you do not have records to show that you maintained your vehicle. However, damage or failure caused by lack of proper maintenance are not covered under warranty.

Maintenance Providers

Maintenance and repair services may be performed by you or by any automotive service provider you choose. Toyota will not deny a warranty claim solely because you used a service provider other than a Toyota dealership for maintenance and repairs. However, damage or failure caused by improper maintenance or repairs are not covered under warranty.

Dealer-Recommended Maintenance

Your dealer may recommend more frequent maintenance intervals or more maintenance services than those listed in the scheduled maintenance log. These additional services are not required to maintain your warranty coverage. Ask your dealer to explain any recommended maintenance not included in the scheduled maintenance log.

For a complete description of Toyota warranty coverages, see the Warranty Information portion of this booklet.

MAINTENANCE

Using the Maintenance Log Charts

Regular maintenance is essential to obtaining the highest level of performance from your Toyota. It can also increase your vehicle's resale value. This booklet presents Toyota's maintenance recommendations in convenient checklists, so you can easily see what type of maintenance your vehicle needs and document that the work was performed.

To ensure that your vehicle receives first-quality service and parts, Toyota recommends having maintenance performed by an authorized Toyota dealership. Toyota dealership technicians are experts on Toyota vehicles, and they use Genuine Toyota Parts designed to your vehicle's exact specifications. When you go to a Toyota dealership, you can be confident that they will use Genuine Toyota parts and have Toyota-trained technicians.

Miles or Months?

Toyota recommends obtaining scheduled maintenance for your vehicle every 5,000 miles or six months, whichever comes first.

For example:

- If you drive 5,000 miles in less than six months, you should obtain maintenance at 5,000 miles - don't wait until six months.

- If at six months you have driven less than 5,000 miles, you should obtain maintenance at six months - don't wait until 5,000 miles.

Be sure to keep an eye on your mileage so that you obtain maintenance when recommended. If you are a low-mileage driver, mark your calendar to remind yourself to obtain maintenance every six months.

Documenting Your Investment

To help you verify that you've invested in proper maintenance, each maintenance checklist includes space for your Toyota dealership to certify that you obtained Genuine Toyota Service for your vehicle. The dealership may mark the dealer service verification area with the following stamp (which may be customized with the dealership's name):



Using the Maintenance Log Charts

Special Operating Conditions

In addition to standard maintenance items, the maintenance log indicates services that should be performed on vehicles that are driven under especially demanding conditions. These "special operating conditions" and their required maintenance items are clearly indicated in each chart.

NOTE: You should perform these additional maintenance services only if the majority of your driving is done under the special operating conditions indicated. If you only occasionally drive under these circumstances, it is not necessary to perform the additional services.

Engine Oil Selection

Please refer to your Owner's Manual for the specific oil viscosity rating recommended for your vehicle/engine type.

Additional Maintenance

In addition to scheduled maintenance, your Toyota requires ongoing general maintenance such as fluid checks and visual inspections. These procedures are explained in the "Vehicle Maintenance and Care" section of the Owner's Manual. Be sure to perform these procedures regularly to ensure the most trouble-free operation of your vehicle.

SuperChrome and Alloy Wheel Care

If you purchased genuine Toyota accessory Aluminum Alloy Wheels, follow these cleaning guidelines to maintain the appearance of your alloy wheels:

- If wheels are hot, wait for them to cool before washing.
- Use a soft sponge or cotton cloth to apply the same mild car-wash soap as used for the vehicle body. Quickly rinse off with water. Use a soft cloth to apply the same car wax as used for the vehicle body.
- **DO NOT USE:** Any kind of chemical based cleaners, alcohol, solvents, gasoline, steam cleaners, scouring pads, wire brushes, or coarse abrasives to clean your wheels.

MAINTENANCE

Maintenance Log

5,000 miles or 6 months	10,000 miles or 12 months
<input type="checkbox"/> Check installation of driver's floor mat <input type="checkbox"/> Inspect and adjust all fluid levels <input type="checkbox"/> Inspect wiper blades <input type="checkbox"/> Rotate tires <input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs	<input type="checkbox"/> Check installation of driver's floor mat <input type="checkbox"/> Inspect and adjust all fluid levels <input type="checkbox"/> Inspect wiper blades <input type="checkbox"/> Replace engine oil and oil filter ¹ <input type="checkbox"/> Rotate tires <input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs
Additional Maintenance Items for Special Operating Conditions ²	Additional Maintenance Items for Special Operating Conditions ²
Driving on dirt roads or dusty roads: <input type="checkbox"/> Inspect ball joints and dust covers <input type="checkbox"/> Inspect drive shaft boots <input type="checkbox"/> Inspect engine air filter <input type="checkbox"/> Inspect steering linkage and boots <input type="checkbox"/> Replace engine oil and oil filter ¹ <input type="checkbox"/> Tighten nuts and bolts on chassis and body	Driving on dirt roads or dusty roads: <input type="checkbox"/> Inspect ball joints and dust covers <input type="checkbox"/> Inspect drive shaft boots <input type="checkbox"/> Inspect engine air filter <input type="checkbox"/> Inspect steering linkage and boots <input type="checkbox"/> Tighten nuts and bolts on chassis and body
Driving while towing, using a car-top carrier, or heavy vehicle loading⁴: <input type="checkbox"/> Replace engine oil and oil filter ¹ <input type="checkbox"/> Tighten nuts and bolts on chassis and body	Driving while towing, using a car-top carrier, or heavy vehicle loading⁴: <input type="checkbox"/> Tighten nuts and bolts on chassis and body
Repeated trips of less than five miles in temperatures below 32°F / 0°C: <input type="checkbox"/> Replace engine oil and oil filter ¹	
Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use: <input type="checkbox"/> Replace engine oil and oil filter ¹	
DEALER SERVICE VERIFICATION:	DEALER SERVICE VERIFICATION:
DATE: MILEAGE:	DATE: MILEAGE:

Maintenance Log

15,000 miles or 18 months	
<input type="checkbox"/> Check installation of driver's floor mat	
<input type="checkbox"/> Inspect and adjust all fluid levels	
<input type="checkbox"/> Inspect wiper blades	
<input type="checkbox"/> Rotate tires	
<input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs	
Note: If 0W-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter. ¹	
Inspect the following:	
<input type="checkbox"/> Ball joints and dust covers	<input type="checkbox"/> Radiator and condenser
<input type="checkbox"/> Brake lines and hoses	<input type="checkbox"/> Rear differential oil (4WD)
<input type="checkbox"/> Drive shaft boots	<input type="checkbox"/> Steering gear box
<input type="checkbox"/> Engine coolant ³	<input type="checkbox"/> Steering linkage and boots
<input type="checkbox"/> Exhaust pipes and mountings	<input type="checkbox"/> Transfer case oil (4WD)
Note: Driving in heavy traffic, on dirt roads or in urban, dusty or desert areas may shorten the life of the cabin air filter. Replacement may be needed if you notice reduced air flow from the air conditioner and heater or if the windows fog easily when you use the "Fresh" mode. Consult your dealer if any of these conditions occur.	
Additional Maintenance Items for Special Operating Conditions ²	
Driving on dirt roads or dusty roads:	
<input type="checkbox"/> Inspect engine air filter	
<input type="checkbox"/> Replace engine oil and oil filter ¹	
<input type="checkbox"/> Tighten nuts and bolts on chassis and body	
Driving while towing, using a car-top carrier, or heavy vehicle loading ⁴ :	
<input type="checkbox"/> Replace engine oil and oil filter ¹	
<input type="checkbox"/> Replace rear differential oil (4WD)	
<input type="checkbox"/> Replace transfer case oil (4WD)	
<input type="checkbox"/> Tighten nuts and bolts on chassis and body	
Repeated trips of less than five miles in temperatures below 32°F / 0°C:	
<input type="checkbox"/> Replace engine oil and oil filter ¹	
Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:	
<input type="checkbox"/> Replace engine oil and oil filter ¹	
Dealer Service Verification:	
Date:	
Mileage:	

MAINTENANCE

¹ Reset the oil replacement reminder light ("MAINT REQD") or the message "OIL MAINTENANCE REQUIRED" on the multi-information display after maintenance at every 5,000 miles.
² Perform these service items only if you drive primarily under the conditions indicated.
³ Refer to "Engine Coolant" in the "Explanation of Maintenance Items" section in the back of this guide for more information.
⁴ Not all vehicles are designed for towing. Refer to your Vehicle Owner's Manual for details.

Maintenance Log

MAINTENANCE

20,000 miles or 24 months	25,000 miles or 30 months
<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Replace engine oil and oil filter ¹</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div> <div>Additional Maintenance Items for Special Operating Conditions ²</div> <div>Driving on dirt roads or dusty roads:</div> <div><input type="checkbox"/> Inspect ball joints and dust covers</div> <div><input type="checkbox"/> Inspect drive shaft boots</div> <div><input type="checkbox"/> Inspect engine air filter</div> <div><input type="checkbox"/> Inspect steering linkage and boots</div> <div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:</div> <div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div> <div>DEALER SERVICE VERIFICATION:</div> <div>Date:</div> <div>Mileage:</div>	<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div> <div>Note: If 0W-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter.¹</div> <div>Additional Maintenance Items for Special Operating Conditions ²</div> <div>Driving on dirt roads or dusty roads:</div> <div><input type="checkbox"/> Inspect ball joints and dust covers</div> <div><input type="checkbox"/> Inspect drive shaft boots</div> <div><input type="checkbox"/> Inspect engine air filter</div> <div><input type="checkbox"/> Inspect steering linkage and boots</div> <div><input type="checkbox"/> Replace engine oil and oil filter ¹</div> <div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:</div> <div><input type="checkbox"/> Replace engine oil and oil filter ¹</div> <div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div> <div>Repeated trips of less than five miles in temperatures below 32°F / 0°C:</div> <div><input type="checkbox"/> Replace engine oil and oil filter ¹</div> <div>Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:</div> <div><input type="checkbox"/> Replace engine oil and oil filter ¹</div> <div>DEALER SERVICE VERIFICATION:</div> <div>Date:</div> <div>Mileage:</div>

Maintenance Log

30,000 miles or 36 months

☐ Check installation of driver's floor mat

☐ Inspect and adjust all fluid levels

☐ Inspect wiper blades

☐ Replace cabin air filter

☐ Replace engine air filter

☐ Replace engine oil and oil filter ¹

☐ Rotate tires

Inspect the following:

☐ Automatic transmission for signs of leakage

☐ Ball joints and dust covers

☐ Brake lines and hoses

☐ Brake linings/drums and brake pads/discs ³

☐ Drive shaft boots

☐ Engine coolant ⁴

☐ Exhaust pipes and mountings

☐ Front differential oil

☐ Fuel lines and connections, fuel tank band and fuel tank vapor vent system hoses

☐ Fuel tank cap gasket

☐ Radiator and condenser

☐ Rear differential oil (4WD)

☐ Steering gear box

☐ Steering linkage and boots

☐ Transfer case oil (4WD)

Additional Maintenance Items for Special Operating Conditions ²

Driving on dirt roads or dusty roads:

☐ Tighten nuts and bolts on chassis and body

Driving while towing, using a car-top carrier, or heavy vehicle loading⁵:

☐ Replace rear differential oil (4WD)

☐ Replace transfer case oil (4WD)

☐ Tighten nuts and bolts on chassis and body

Dealer Service Verification:

Date:

Mileage:

¹ Reset the oil replacement reminder light ("MAINT REQD") or the message "OIL MAINTENANCE REQUIRED" on the multi-information display after maintenance at every 5,000 miles.
² Perform these service items only if you drive primarily under the conditions indicated.
³ Inspect thickness measurement and disc runout.
⁴ Refer to "Engine Coolant" in the "Explanation of Maintenance Items" section in the back of this guide for more information.
⁵ Not all vehicles are designed for towing. Refer to your Vehicle Owner's Manual for details.

MAINTENANCE

Maintenance Log

35,000 miles or 42 months	40,000 miles or 48 months
<input type="checkbox"/> Check installation of driver's floor mat <input type="checkbox"/> Inspect and adjust all fluid levels <input type="checkbox"/> Inspect wiper blades <input type="checkbox"/> Rotate tires <input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs <div> <p>Note: If OW-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter.¹</p> </div> <p>Additional Maintenance Items for Special Operating Conditions ²</p> <p>Driving on dirt roads or dusty roads:</p> <input type="checkbox"/> Inspect ball joints and dust covers <input type="checkbox"/> Inspect drive shaft boots <input type="checkbox"/> Inspect engine air filter <input type="checkbox"/> Inspect steering linkage and boots <input type="checkbox"/> Replace engine oil and oil filter ¹ <input type="checkbox"/> Tighten nuts and bolts on chassis and body <p>Driving while towing, using a car-top carrier, or heavy vehicle loading⁴:</p> <input type="checkbox"/> Replace engine oil and oil filter ¹ <input type="checkbox"/> Tighten nuts and bolts on chassis and body <p>Repeated trips of less than five miles in temperatures below 32°F / 0°C:</p> <input type="checkbox"/> Replace engine oil and oil filter ¹ <p>Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:</p> <input type="checkbox"/> Replace engine oil and oil filter ¹ <p>DEALER SERVICE VERIFICATION:</p> <p>DATE:</p> <p>MILEAGE:</p>	<input type="checkbox"/> Check installation of driver's floor mat <input type="checkbox"/> Inspect and adjust all fluid levels <input type="checkbox"/> Inspect wiper blades <input type="checkbox"/> Replace engine oil and oil filter ¹ <input type="checkbox"/> Rotate tires <input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs <p>Additional Maintenance Items for Special Operating Conditions ²</p> <p>Driving on dirt roads or dusty roads:</p> <input type="checkbox"/> Inspect ball joints and dust covers <input type="checkbox"/> Inspect drive shaft boots <input type="checkbox"/> Inspect engine air filter <input type="checkbox"/> Inspect steering linkage and boots <input type="checkbox"/> Tighten nuts and bolts on chassis and body <p>Driving while towing, using a car-top carrier, or heavy vehicle loading⁴:</p> <input type="checkbox"/> Tighten nuts and bolts on chassis and body <p>DEALER SERVICE VERIFICATION:</p> <p>DATE:</p> <p>MILEAGE:</p>

Maintenance Log

45,000 miles or 54 months

☐ Check installation of driver's floor mat

☐ Inspect and adjust all fluid levels

☐ Inspect wiper blades

☐ Rotate tires

☐ Visually inspect brake linings/drums and brake pads/discs

Note: If OW-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter.¹

Inspect the following:

☐ Ball joints and dust covers

☐ Brake lines and hoses

☐ Drive shaft boots

☐ Engine coolant³

☐ Exhaust pipes and mountings

☐ Radiator and condenser

☐ Rear differential oil (4WD)

☐ Steering gear box

☐ Steering linkage and boots

☐ Transfer case oil (4WD)

Note: Driving in heavy traffic, on dirt roads or in urban, dusty or desert areas may shorten the life of the cabin air filter. Replacement may be needed if you notice reduced air flow from the air conditioner and heater or if the windows fog easily when you use the "Fresh" mode. Consult your dealer if any of these conditions occur.

Additional Maintenance Items for Special Operating Conditions²

Driving on dirt roads or dusty roads:

☐ Inspect engine air filter

☐ Replace engine oil and oil filter¹

☐ Tighten nuts and bolts on chassis and body

Driving while towing, using a car-top carrier, or heavy vehicle loading⁴:

☐ Replace engine oil and oil filter¹

☐ Replace rear differential oil (4WD)

☐ Replace transfer case oil (4WD)

☐ Tighten nuts and bolts on chassis and body

Repeated trips of less than five miles to temperatures below 32°F / 0°C:

☐ Replace engine oil and oil filter¹

Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:

☐ Replace engine oil and oil filter¹

DEALER SERVICE VERIFICATION:

Date:

Mileage:

MAINTENANCE

¹ Reset the oil replacement reminder light ("MAINT REQD") or the message "OIL MAINTENANCE REQUIRED" on the multi-information display after maintenance at every 5,000 miles.
² Perform these service items only if you drive primarily under the conditions indicated.
³ Refer to "Engine Coolant" in the "Explanation of Maintenance Items" section in the back of this guide for more information.
⁴ Not all vehicles are designed for towing. Refer to your Vehicle Owner's Manual for details.

Maintenance Log

MAINTENANCE

50,000 miles or 60 months
<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Replace engine oil and oil filter ¹</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div>
<div>Additional Maintenance Items for Special Operating Conditions ²</div> <div>Driving on dirt roads or dusty roads:<div><input type="checkbox"/> Inspect ball joints and dust covers</div><div><input type="checkbox"/> Inspect drive shaft boots</div><div><input type="checkbox"/> Inspect engine air filter</div><div><input type="checkbox"/> Inspect steering linkage and boots</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:<div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div>
<div>DEALER SERVICE VERIFICATION:</div> <div>Date:</div> <div>Mileage:</div>

55,000 miles or 66 months
<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div>
<div>Note: If 0W-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter.¹</div> <div>Additional Maintenance Items for Special Operating Conditions ²</div> <div>Driving on dirt roads or dusty roads:<div><input type="checkbox"/> Inspect ball joints and dust covers</div><div><input type="checkbox"/> Inspect drive shaft boots</div><div><input type="checkbox"/> Inspect engine air filter</div><div><input type="checkbox"/> Inspect steering linkage and boots</div><div><input type="checkbox"/> Replace engine oil and oil filter ¹</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Repeated trips of less than five miles in temperatures below 32°F / 0°C:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div></div> <div>Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div></div>
<div>DEALER SERVICE VERIFICATION:</div> <div>Date:</div> <div>Mileage:</div>

Maintenance Log

60,000 miles or 72 months

☐ Check installation of driver's floor mat

☐ Inspect and adjust all fluid levels

☐ Inspect wiper blades

☐ Replace cabin air filter

☐ Replace engine air filter

☐ Replace engine oil and oil filter ¹

☐ Rotate tires

Inspect the following:

☐ Automatic transmission for signs of leakage

☐ Ball joints and dust covers

☐ Brake lines and hoses

☐ Brake linings/drums and brake pads/discs ³

☐ Drive belts ⁴

☐ Drive shaft boots

☐ Engine coolant ⁵

☐ Exhaust pipes and mountings

☐ Front differential oil

☐ Fuel lines and connections, fuel tank band and fuel tank vapor vent system hoses

☐ Fuel tank cap gasket

☐ Radiator and condenser

☐ Rear differential oil (4WD)

☐ Steering gear box

☐ Steering linkage and boots

☐ Transfer case oil (4WD)

Additional Maintenance Items for Special Operating Conditions ²

Driving on dirt roads or dusty roads:

☐ Tighten nuts and bolts on chassis and bodyDriving while towing, using a car-top carrier, or heavy vehicle loading⁶:☐ Replace automatic transmission fluid☐ Replace front differential oil☐ Replace rear differential oil (4WD)☐ Replace transfer case oil (4WD)☐ Tighten nuts and bolts on chassis and body

Dealer Service Verification:

Date:

Mileage:

MAINTENANCE

¹ Reset the oil replacement reminder light ("MAINT REQD") or the message "OIL MAINTENANCE REQUIRED" on the multi-information display after maintenance at every 8,000 miles.

² Perform these service items only if you drive primarily under the conditions indicated.

³ Inspect thickness measurement and disc runout.

⁴ Initial inspection at 60,000 miles/72 months. Inspect every 15,000 miles/18 months thereafter.

⁵ Refer to "Engine Coolant" in the "Explanation of Maintenance Items" section in the back of this guide for more information.

⁶ Not all vehicles are designed for towing. Refer to your Vehicle Owner's Manual for details.

Maintenance Log

MAINTENANCE

65,000 miles or 78 months	70,000 miles or 84 months
<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div>	<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Replace engine oil and oil filter ¹</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div>
<div>Note: If OW-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter. ¹</div>	<div>Additional Maintenance Items for Special Operating Conditions ²</div>
<div>Additional Maintenance Items for Special Operating Conditions ²</div> <div>Driving on dirt roads or dusty roads:<div><input type="checkbox"/> Inspect ball joints and dust covers</div><div><input type="checkbox"/> Inspect drive shaft boots</div><div><input type="checkbox"/> Inspect engine air filter</div><div><input type="checkbox"/> Inspect steering linkage and boots</div><div><input type="checkbox"/> Replace engine oil and oil filter ¹</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Repeated trips of less than five miles in temperatures below 32°F / 0°C:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div></div> <div>Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div></div>	<div>Driving on dirt roads or dusty roads:<div><input type="checkbox"/> Inspect ball joints and dust covers</div><div><input type="checkbox"/> Inspect drive shaft boots</div><div><input type="checkbox"/> Inspect engine air filter</div><div><input type="checkbox"/> Inspect steering linkage and boots</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:<div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div>
<div>Dealer Service Verification:</div> <div>Date:</div> <div> mileage:</div>	<div>Dealer Service Verification:</div> <div>Date:</div> <div> mileage:</div>

75,000 miles or 90 months

☐ Check installation of driver's floor mat

☐ Rotate tires

☐ Inspect and adjust all fluid levels

☐ Visually inspect brake linings/drums and brake pads/discs

☐ Inspect wiper blades

Note: If 0W-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter.¹

Inspect the following:

☐ Ball joints and dust covers

☐ Radiator and condenser

☐ Brake lines and hoses

☐ Rear differential oil (4WD)

☐ Drive belts

☐ Steering gear box

☐ Drive shaft boots

☐ Steering linkage and boots

☐ Engine coolant³

☐ Transfer case oil (4WD)

☐ Exhaust pipes and mountings

Note: Driving in heavy traffic, on dirt roads or in urban, dusty or desert areas may shorten the life of the cabin air filter. Replacement may be needed if you notice reduced air flow from the air conditioner and heater or if the windows fog easily when you use the "Fresh" mode. Consult your dealer if any of these conditions occur.

Additional Maintenance Items for Special Operating Conditions²

Driving on dirt roads or dusty roads:

☐ Inspect engine air filter

☐ Replace engine oil and oil filter¹

☐ Tighten nuts and bolts on chassis and body

Driving while towing, using a car-top carrier, or heavy vehicle loading⁴:

☐ Replace engine oil and oil filter¹

☐ Replace rear differential oil (4WD)

☐ Replace transfer case oil (4WD)

☐ Tighten nuts and bolts on chassis and body

Repeated trips of less than five miles in temperatures below 32°F / 0°C:

☐ Replace engine oil and oil filter¹

Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:

☐ Replace engine oil and oil filter¹

Dealer Service Verification:

Date:

Mileage:

MAINTENANCE

¹ Reset the oil replacement reminder light ("MAINT REQD") or the message "OIL MAINTENANCE REQUIRED" on the multi-information display after maintenance at every 5,000 miles.
² Perform these service items only if you drive primarily under the conditions indicated.
³ Refer to "Engine Coolant" in the "Explanation of Maintenance Items" section in the back of this guide for more information.
⁴ Not all vehicles are designed for towing. Refer to your Vehicle Owner's Manual for details.

Maintenance Log

MAINTENANCE

80,000 miles or 96 months	85,000 miles or 102 months
<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Replace engine oil and oil filter ¹</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div>	<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div>
<div>Additional Maintenance Items for Special Operating Conditions ²</div> <div>Driving on dirt roads or dusty roads:<div><input type="checkbox"/> Inspect ball joints and dust covers</div><div><input type="checkbox"/> Inspect drive shaft boots</div><div><input type="checkbox"/> Inspect engine air filter</div><div><input type="checkbox"/> Inspect steering linkage and boots</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:<div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div>	<div>Note: If OW-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter.¹</div> <div>Additional Maintenance Items for Special Operating Conditions ²</div> <div>Driving on dirt roads or dusty roads:<div><input type="checkbox"/> Inspect ball joints and dust covers</div><div><input type="checkbox"/> Inspect drive shaft boots</div><div><input type="checkbox"/> Inspect engine air filter</div><div><input type="checkbox"/> Inspect steering linkage and boots</div><div><input type="checkbox"/> Replace engine oil and oil filter ¹</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Repeated trips of less than five miles in temperatures below 32°F / 0°C:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div></div> <div>Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div></div>
<div>DEALER SERVICE VERIFICATION:</div> <div>Date:</div> <div>Mileage:</div>	<div>DEALER SERVICE VERIFICATION:</div> <div>Date:</div> <div>Mileage:</div>

Maintenance Log

90,000 miles or 108 months

- ☐ Check installation of driver's floor mat
- ☐ Inspect and adjust all fluid levels
- ☐ Inspect wiper blades
- ☐ Replace cabin air filter
- ☐ Replace engine air filter
- ☐ Replace engine oil and oil filter ¹
- ☐ Rotate tires

Inspect the following:

- | | |
|--|---|
| <input type="checkbox"/> Automatic transmission for signs of leakage | <input type="checkbox"/> Front differential oil |
| <input type="checkbox"/> Ball joints and dust covers | <input type="checkbox"/> Fuel lines and connections, fuel tank band and fuel tank vapor vent system hoses |
| <input type="checkbox"/> Brake lines and hoses | <input type="checkbox"/> Fuel tank cap gasket |
| <input type="checkbox"/> Brake linings/drums and brake pads/discs ² | <input type="checkbox"/> Radiator and condenser |
| <input type="checkbox"/> Drive belts | <input type="checkbox"/> Rear differential oil (4WD) |
| <input type="checkbox"/> Drive shaft boots | <input type="checkbox"/> Steering gear box |
| <input type="checkbox"/> Engine coolant ⁴ | <input type="checkbox"/> Steering linkage and boots |
| <input type="checkbox"/> Exhaust pipes and mountings | <input type="checkbox"/> Transfer case oil (4WD) |

Additional Maintenance Items for Special Operating Conditions ²

Driving on dirt roads or dusty roads:

- ☐ Tighten nuts and bolts on chassis and body

Driving while towing, using a car-top carrier, or heavy vehicle loading³:

- ☐ Replace rear differential oil (4WD)
- ☐ Replace transfer case oil (4WD)
- ☐ Tighten nuts and bolts on chassis and body

Dealer Service Verification:

Date:

Mileage:

MAINTENANCE

¹ Reset the oil replacement reminder light ("MAINT REQD") or the message "OIL MAINTENANCE REQUIRED" on the multi-information display after maintenance at every 5,000 miles.

² Perform these service items only if you drive primarily under the conditions indicated.

³ Inspect thickness measurement and disc runout.

⁴ Refer to "Engine Coolant" in the "Explanation of Maintenance Items" section in the back of this guide for more information.

⁵ Not all vehicles are designed for towing. Refer to your Vehicle Owner's Manual for details.

95,000 miles or 114 months

☐ Check Installation of driver's floor mat

☐ Inspect and adjust all fluid levels

☐ Inspect wiper blades

☐ Rotate tires

☐ Visually inspect brake linings/drums and brake pads/discs

Note: If OW-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter.¹

Additional Maintenance Items for Special Operating Conditions ²

Driving on dirt roads or dusty roads:

☐ Inspect ball joints and dust covers

☐ Inspect drive shaft boots

☐ Inspect engine air filter

☐ Inspect steering linkage and boots

☐ Replace engine oil and oil filter ¹

☐ Tighten nuts and bolts on chassis and body

Driving while towing, using a car-top carrier, or heavy vehicle loading³:

☐ Replace engine oil and oil filter ¹

☐ Tighten nuts and bolts on chassis and body

Repeated trips of less than five miles in temperatures below 32°F / 0°C:

☐ Replace engine oil and oil filter ¹

Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:

☐ Replace engine oil and oil filter ¹

DEALER SERVICE VERIFICATION:

DATE:

MILEAGE:

100,000 miles or 120 months

☐ Check Installation of driver's floor mat

☐ Inspect and adjust all fluid levels

☐ Inspect wiper blades

☐ Replace engine coolant ³

☐ Replace engine oil and oil filter ¹

☐ Rotate tires

☐ Visually inspect brake linings/drums and brake pads/discs

Additional Maintenance Items for Special Operating Conditions ²

Driving on dirt roads or dusty roads:

☐ Inspect ball joints and dust covers

☐ Inspect drive shaft boots

☐ Inspect engine air filter

☐ Inspect steering linkage and boots

☐ Tighten nuts and bolts on chassis and body

Driving while towing, using a car-top carrier, or heavy vehicle loading³:

☐ Tighten nuts and bolts on chassis and body

DEALER SERVICE VERIFICATION:

DATE:

MILEAGE:

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105,000 miles or 126 months

☐ Check installation of driver's floor mat

☐ Rotate tires

☐ Inspect and adjust all fluid levels

☐ Visually inspect brake linings/drums and brake pads/discs

☐ Inspect wiper blades

Note: If 0W-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter.¹

Inspect the following:

☐ Ball joints and dust covers

☐ Brake lines and hoses

☐ Drive belts

☐ Drive shaft boots

☐ Engine coolant ⁴

☐ Exhaust pipes and mountings

☐ Radiator and condenser

☐ Rear differential oil (4WD)

☐ Steering gear box

☐ Steering linkage and boots

☐ Transfer case oil (4WD)

Note: Driving in heavy traffic, on dirt roads or in urban, dusty or desert areas may shorten the life of the cabin air filter. Replacement may be needed if you notice reduced air flow from the air conditioner and heater or if the windows fog easily when you use the "Fresh" mode. Consult your dealer if any of these conditions occur.

Additional Maintenance Items for Special Operating Conditions ²

Driving on dirt roads or dusty roads:

☐ Inspect engine air filter

☐ Replace engine oil and oil filter ¹

☐ Tighten nuts and bolts on chassis and body

Driving while towing, using a car-top carrier, or heavy vehicle loading⁵ :

☐ Replace engine oil and oil filter ¹

☐ Replace rear differential oil (4WD)

☐ Replace transfer case oil (4WD)

☐ Tighten nuts and bolts on chassis and body

Repeated trips of less than five miles in temperatures below 32°F / 0°C:

☐ Replace engine oil and oil filter ¹

Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:

☐ Replace engine oil and oil filter ¹

DEALER SERVICE VERIFICATION:

Date:

Mileage:

¹ Reset the oil replacement reminder light ("MAINT REQD") or the message "OIL MAINTENANCE REQUIRED" on the multi-information display after maintenance at every 5,000 miles.

² Perform these service items only if you drive primarily under the conditions indicated.

³ Initial replacement at 100,000 miles/120 months. Replace every 50,000 miles/60 months thereafter. Refer to "Engine Coolant" in the "Explanation of Maintenance Items" section in the back of this guide for more information.

⁴ Refer to "Engine Coolant" in the "Explanation of Maintenance Items" section in the back of this guide for more information.

⁵ Not all vehicles are designed for towing. Refer to your Vehicle Owner's Manual for details.

110,000 miles or 132 months	115,000 miles or 138 months
<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Replace engine oil and oil filter ¹</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div>	<div><input type="checkbox"/> Check installation of driver's floor mat</div> <div><input type="checkbox"/> Inspect and adjust all fluid levels</div> <div><input type="checkbox"/> Inspect wiper blades</div> <div><input type="checkbox"/> Rotate tires</div> <div><input type="checkbox"/> Visually inspect brake linings/drums and brake pads/discs</div>
<div>Additional Maintenance Items for Special Operating Conditions ²</div> <div>Driving on dirt roads or dusty roads:<div><input type="checkbox"/> Inspect ball joints and dust covers</div><div><input type="checkbox"/> Inspect drive shaft boots</div><div><input type="checkbox"/> Inspect engine air filter</div><div><input type="checkbox"/> Inspect steering linkage and boots</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:<div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div>	<div>Note: If OW-20 oil WAS NOT used at the last oil change, replace engine oil and oil filter.¹</div> <div>Additional Maintenance Items for Special Operating Conditions ²</div> <div>Driving on dirt roads or dusty roads:<div><input type="checkbox"/> Inspect ball joints and dust covers</div><div><input type="checkbox"/> Inspect drive shaft boots</div><div><input type="checkbox"/> Inspect engine air filter</div><div><input type="checkbox"/> Inspect steering linkage and boots</div><div><input type="checkbox"/> Replace engine oil and oil filter ¹</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Driving while towing, using a car-top carrier, or heavy vehicle loading³:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div><div><input type="checkbox"/> Tighten nuts and bolts on chassis and body</div></div> <div>Repeated trips of less than five miles in temperatures below 32°F / 0°C:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div></div> <div>Extensive idling and/or low speed driving for a long distance such as police, taxi or door-to-door delivery use:<div><input type="checkbox"/> Replace engine oil and oil filter ¹</div></div>
DEALER SERVICE VERIFICATION:	DEALER SERVICE VERIFICATION:
DATE:	DATE:
MILEAGE:	MILEAGE:

Maintenance Log

120,000 miles or 144 months

- ☐ Check installation of driver's floor mat
- ☐ Inspect and adjust all fluid levels
- ☐ Inspect wiper blades
- ☐ Replace cabin air filter
- ☐ Replace engine air filter
- ☐ Replace engine oil and oil filter ¹
- ☐ Replace spark plugs ²
- ☐ Rotate tires

Inspect the following:

- | | |
|--|---|
| <input type="checkbox"/> Automatic transmission for signs of leakage | <input type="checkbox"/> Front differential oil |
| <input type="checkbox"/> Ball joints and dust covers | <input type="checkbox"/> Fuel lines and connections, fuel tank band and fuel tank vapor vent system hoses |
| <input type="checkbox"/> Brake lines and hoses | <input type="checkbox"/> Fuel tank cap gasket |
| <input type="checkbox"/> Brake linings/drums and brake pads/discs ⁴ | <input type="checkbox"/> Radiator and condenser |
| <input type="checkbox"/> Drive belts | <input type="checkbox"/> Rear differential oil (4WD) |
| <input type="checkbox"/> Drive shaft boots | <input type="checkbox"/> Steering gear box |
| <input type="checkbox"/> Engine coolant ⁵ | <input type="checkbox"/> Steering linkage and boots |
| <input type="checkbox"/> Exhaust pipes and mountings | <input type="checkbox"/> Transfer case oil (4WD) |

Additional Maintenance Items for Special Operating Conditions ²

Driving on dirt roads or dusty roads:

- ☐ Tighten nuts and bolts on chassis and body

Driving while towing, using a car-top carrier, or heavy vehicle loading⁶:

- ☐ Replace automatic transmission fluid
- ☐ Replace front differential oil
- ☐ Replace rear differential oil (4WD)
- ☐ Replace transfer case oil (4WD)
- ☐ Tighten nuts and bolts on chassis and body

Dealer Service Verification:

Date:

Mileage:

¹ Reset the oil replacement reminder light ("MAINT REQD") or the message "OIL MAINTENANCE REQUIRED" on the multi-information display after maintenance at every 5,000 miles.

² Perform these service items only if you drive primarily under the conditions indicated.

³ Maintenance services of spark plugs are required under the terms of the Emissions Control Warranty. For 2.0R-FC engines, it is imperative to use the Denso-manufactured spark plug FK20HR11 or equivalent, which enables full engine performance.

⁴ Inspect thickness measurement and disc runout.

⁵ Refer to "Engine Coolant" in the "Explanation of Maintenance Items" section in the back of this guide for more information.

⁶ Not all vehicles are designed for towing. Refer to your Vehicle Owner's Manual for details.