

## CITY of NOVI CITY COUNCIL

Agenda Item 2  
September 27, 2010

**SUBJECT:** Approval to award a service contract for Light Duty Fleet Preventive Maintenance Services to Garrett Auto and Truck Service, Inc. for an estimated annual amount of \$13,900.

**SUBMITTING DEPARTMENT:** Department of Public Services, Fleet Division

**CITY MANAGER APPROVAL:** 

**BACKGROUND INFORMATION:**

A preliminary evaluation was performed in February 2010 to determine if outsourcing all or part of fleet maintenance would provide high quality maintenance services at the lowest reasonable cost and result in savings and/or service level improvements to the City of Novi. The evaluation found that preventive maintenance is the single maintenance activity that is common to most of the City's fleet assets and for which a private firm should hold a competitive advantage would be an oil change for any one of the city's cars or light trucks. The tasks involved in preventive maintenance include:

- Oil and filter change
- Safety inspection (brakes, wipers, lights, signals, exhaust, tire tread, etc.)
- Fluid top-off (washer fluid, brake fluid, transmission, battery cells, etc.)
- Environmental disposal

This summer a Request for Proposals for preventive maintenance services was advertised for the City's light duty fleet which consists of cars, light trucks and sport utility vehicles.

One proposal was received on August 10, 2010 from Garrett Auto and Truck Service, Inc. of Farmington Hills. The pricing was comparable to what was estimated in the earlier evaluation, and cost savings of up to \$5,800 annually could be realized. By estimating annual service levels for the City's light fleet we anticipate the overall cost to outsource preventive maintenance at \$13,900 annually. Comparing this cost to what it currently costs City mechanics to perform preventive maintenance will result in an estimated savings of \$5,800.

The service contract with Garrett would be for one year with the option of extending the contract for one additional year upon mutual consent of both the City and Garrett at the same terms and conditions of the original contract.

**RECOMMENDED ACTION:** Approval to award a service contract for Light Duty Fleet Preventive Maintenance Services to Garrett Auto and Truck Service, Inc. for an estimated annual amount of \$13,900.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Crawford				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				



**CITY OF NOVI**  
**LIGHT DUTY FLEET PREVENTIVE MAINTENANCE SERVICES**

**PROPOSAL FORM**

We the undersigned as proposer will furnish to the City of Novi, according to the specifications, conditions and instructions in this RFP, these services for the prices indicated as follows (provide unit pricing per vehicle/per service based on 1) City delivery and pickup of vehicles; and 2) contractor pickup and delivery of vehicles from/to City facilities):

<b>Passenger Cars and Small SUVs</b>			
Task	Description	1. Unit Price without transporting	2. Unit Price with transporting
1	Perform Preventive Maintenance and Inspection	\$ 14.95	\$ 16.95
2	Perform As-Needed Radiator Service When Requested	\$ 49.00	\$ 52.00
3	Perform As-Needed Fuel Filter Service When Requested	\$ 45.00	\$ 47.00

<b>Patrol Cars</b>			
Task	Description	1. Unit Price without transporting	2. Unit Price with transporting
1	Perform Preventive Maintenance and Inspection	\$ 18.75	\$ 20.75
2	Perform As-Needed Radiator Service When Requested	\$ 49.00	\$ 52.00
3	Perform As-Needed Fuel Filter Service When Requested	\$ 45.00	\$ 47.00

<b>Large SUVs and Light Trucks (up to and including F550 or equivalent) GASOLINE POWERED</b>			
Task	Description	1. Unit Price without transporting	2. Unit Price with transporting
1	Perform Preventive Maintenance and Inspection	\$ 14.95	\$ 16.95
2	Perform As-Needed Radiator Service When Requested	\$ 49.00	\$ 52.00
3	Perform As-Needed Fuel Filter Service When Requested	\$ 45.00	\$ 47.00

Large SUVs and Light Trucks (up to and including F550 or equivalent) DIESEL POWERED			
Task	Description	1. Unit Price without transporting	2. Unit Price with transporting
1	Perform Preventive Maintenance and Inspection	\$ 24.95	\$ 26.95
2	Perform As-Needed Radiator Service When Requested	\$ 46.00	\$ 48.00
3	Perform As-Needed Fuel Filter Service When Requested	\$ 45.00	\$ 47.00
Clarification: Diesel 6.2 L PM&I			\$ 21.11
Diesel 6.0 L PM&I			\$ 48.33

*Sue Marantz  
Purchasing  
Manager*

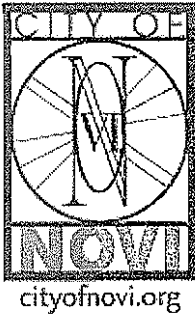
We acknowledge receipt of the following Addenda: none  
(please indicate numbers)

Exceptions (all exceptions must be noted here): \_\_\_\_\_

Comments: \_\_\_\_\_

Company (Legal Name) GARRETT Auto and Truck Service, Inc.  
 Address 24175 INDUSTRIAL PARK DR  
 City FARMINGTON HILLS State MI Zip 48335  
 Telephone 248-478-8382 Fax 248-479-1777  
 Agent's Name Kevin Brown  
 Agent's Title Vice President  
 Signature [Signature]  
 E-mail Kevin@GarrettAuto.com  
 Date 7/24/2010

# MEMORANDUM



**TO:** ROB HAYES, DIRECTOR OF PUBLIC SERVICES/  
CITY ENGINEER

**FROM:** BECKY AROLD, FLEET ASSET MANAGER/  
ANALYST PLANNER

**SUBJECT:** LIGHT DUTY FLEET PREVENTIVE MAINTENANCE  
SERVICES

**DATE:** SEPTEMBER 15, 2010

Most of the City's fleet is maintained by Department of Public Services (DPS) mechanics at two separate maintenance facilities located at the Field Services Complex on Delwal Drive and at the Police Department. In addition to performing reactive maintenance (unscheduled/emergency repairs) and routine maintenance (long-term scheduled maintenance, such as brake jobs and tune-ups), DPS mechanics perform preventive maintenance, which is the near-term scheduled maintenance of vehicles and heavy equipment.

Because it is a relatively high volume operation, preventive maintenance of the City's light duty vehicles (e.g., patrol cars, passenger cars, light trucks, and sport utility vehicles) is a maintenance activity that a private firm should be able to perform more cost-efficiently than the City. Preventive maintenance for light duty vehicles in the City's fleet includes the following activities:

Quarterly

- Oil and filter change
- Safety inspection (brakes, wipers, lights, signals, exhaust, tire tread, etc.)
- Fluid top-off (washer fluid, brake fluid, transmission, battery cells, etc.)
- Environmental disposal

Annually

- Radiator flush
- Fuel filter change-out

In March, the Department of Public Services prepared the attached Fleet Maintenance Evaluation report, which determined that the City could save roughly \$5,800 per year if light duty fleet maintenance were outsourced. Because of the anticipated cost savings, the attached Request for Proposals for Light Duty Fleet Preventive Maintenance Services was advertised in order to procure a private firm and consequently reduce preventive maintenance expenditures. One proposal was received with pricing comparable to what was predicted in the report. Based on the unit pricing submitted by Garrett Auto and Truck Service, Inc. of Farmington Hills, a cost savings of over \$5,800 per year is anticipated, as summarized in the following table:

<b>Estimated Current Cost/Yr to Perform PM In-House</b>	<b>Estimated Cost/Yr to Outsource PM (Per Garrett's Pricing)</b>	<b>Estimated Annual PM Savings</b>
\$19,800	\$13,900	\$5,800

Although only one proposal was received, Garrett's pricing is in-line with previous estimates; and our due diligence reveals that Garrett appears to be fully qualified to perform preventive maintenance services on the City's light vehicle fleet. A check of references (including the City of Farmington) has been conducted and a visit to Garrett's facility on Ten Mile Road in Farmington Hills was made – both with favorable results. It is important to note that Garrett's proposal includes picking-up and dropping-off vehicles at each maintenance facility. Police Department vehicles would be placarded with "Not in Service" signs while in transit.

The workload displaced by outsourcing light duty preventive maintenance equates to approximately one-fourth (23.8%) of a full time equivalent (FTE) mechanic. In addition to the annual cost savings discussed above, the City would benefit from having the one-fourth FTE's time available for City mechanics to devote to working on the backlogged vehicles and equipment that have had their routine maintenance deferred.

DPS will recommend the award of a service contract to Garrett at the September 27, 2010 City Council meeting. The term of the contract would be for one year, with the option of extending services for one additional year upon mutual consent of both the City and Garrett, and under the same terms and conditions of the contract.

Please contact me if you have any questions, comments or concerns regarding this proposed action to outsource a portion of the City's vehicle maintenance work.

cc: David Molloy, Police Chief  
Kathy Smith-Roy, Finance Director

# MEMORANDUM



TO: ROB HAYES, DIRECTOR OF PUBLIC SERVICES  
FROM: BECKY AROLD, FLEET MANAGER/ANALYST PLANNER *BA*  
SUBJECT: FLEET MAINTENANCE EVALUATION  
DATE: MARCH 12, 2010

## PURPOSE

This memorandum summarizes the results of a preliminary evaluation to determine if outsourcing all or portions of fleet maintenance would provide high quality maintenance services at the lowest reasonable cost and result in savings and/or service level improvements to the City of Novi.

According to the Government Finance Officers Association (GFOA), a comprehensive outsourcing analysis upon which a firm recommendation can be based requires a rigorous step-by-step process that includes:

- Developing a detailed description of all services to be outsourced;
- Calculating the total in-house costs that would be avoided by outsourcing the services (including opportunity costs);
- Calculating the total costs of outsourcing (including developing a formal Request for Proposals, evaluating proposals, and determining contract administration and transition costs); and,
- Calculating the difference between the costs saved and the costs incurred by outsourcing.

(Source: "Cost Analysis and Activity-Based Costing for Government", R. Gregory Michel, Government Finance Officers Association, 2004.)

Because such a time intensive and detailed analysis of *total* outsourcing is beyond the scope of this in-house evaluation, we instead focused on evaluating *selective* outsourcing by examining two easily quantified metrics: the cost of providing a common preventive maintenance service (a full-service oil change and vehicle inspection), and the cost of shop labor. Consequently, the evaluation results are limited to the extent that they can only provide an indication of the viability of outsourcing fleet maintenance services.

## BACKGROUND

### *Fleet Composition*

Most of the City's fleet is maintained by Department of Public Services (DPS) mechanics at two separate maintenance facilities located at the Field Services Complex (FSC) on Delwal Drive and at the Police Department. (Private entities currently maintain vehicles and equipment assigned to the Fire Department and the Senior Transportation Program.)

In total, DPS mechanics maintain 226 vehicles and major pieces of equipment at both maintenance facilities with a cumulative fleet value of over \$6.9 million. The following tables summarize the fleet assets that are maintained at each City facility:

<b>Field Services Complex Maintenance Facility (161 Total Items)</b>		
<b>Rolling Stock – Light</b>	<b>Rolling Stock – Heavy</b>	<b>Small Equipment</b>
Light Trucks (32)	Heavy Trucks (26)	Generators (10)
Passenger Cars/SUVs (11)	Heavy Construction Equipment (10)	Air Compressors (3)
Light Construction Equipment & Trailers (37)		Power Tools (gas & electric) (32)

<b>Police Department Maintenance Facility (65 Total Items)</b>		
<b>Patrol Vehicles</b>	<b>Specialty Police Vehicles &amp; Equipment</b>	<b>Other City Departments' Vehicles</b>
Squad Cars (19)	Undercover Cars (2)	Passenger Cars (14)
SUVs (2)	Command/DB Vehicles (10)	Light Trucks (9)
Motorcycles (2)	Van (1)	
Trailers (3)	Pool Cars (3)	

Appendix A contains a detailed inventory of vehicles and equipment in the fleet that lists mileage, age and condition, among other factors.

**Maintenance Labor - Mechanics**

Five State-certified mechanics are assigned to DPS. One Lead Mechanic at the FSC is certified by the National Institute for Automotive Service Excellence (ASE), and each of the five mechanics has over 30 years of experience.

Novi's relatively low ratio of mechanics to fleet assets is comparable to two of four of the cities Novi frequently benchmarks itself against (Farmington Hills and Rochester Hills) and significantly lower than the other two (Canton Township and Troy - data from other benchmarked communities is unavailable):

<b>City</b>	<b>Number of Mechanics</b>	<b>Fleet Size</b>	<b>Ratio of Mechanics to Fleet Assets</b>
Canton Township	7	170	1:25
Troy	14	500	1:36
Novi	5	226	1:45
Farmington Hills	6	335	1:56
Rochester Hills	6	379	1:63

Both of Novi's shops perform the vast majority of all scheduled maintenance at two levels: preventive/proactive maintenance (such as tire rotations, lubrications, oil changes, etc.), and routine/reactive maintenance (such as brake jobs, tire replacements, tune-ups, etc.). In addition, both facilities perform most unscheduled/emergency repairs.

Mechanics at both facilities occasionally perform tasks that are unrelated to vehicle/equipment maintenance. These ancillary tasks support various operations at the FSC and Police Department, as summarized in the following tables. Only two activities (snow plowing and brine system maintenance by FSC mechanics) get allocated or charged-off to other funds.

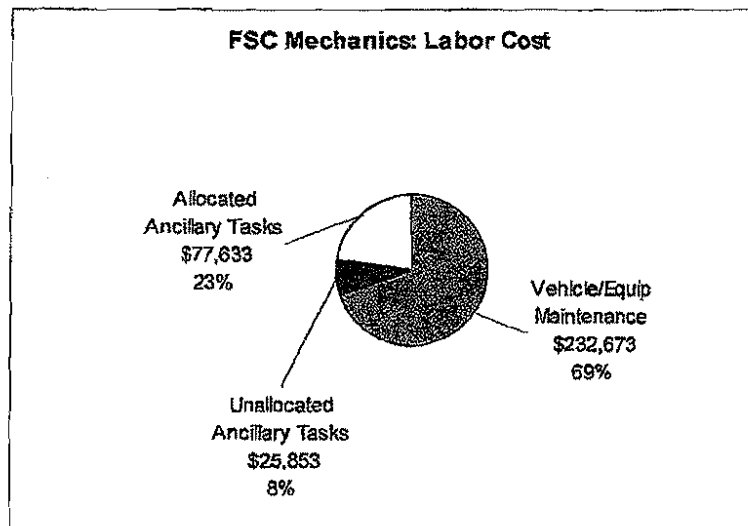


<b>Ancillary Tasks: FSC Mechanics</b>	<b>Labor Costs Allocated?</b>
Building Maintenance (Including: Generator Repair Liaison, Alarm System Liaison, Mechanical/Electrical Systems Troubleshooting and Liaison)	No
Gun Range Building Maintenance Liaison	No
Fuel Ordering	No
Vehicle Budget/Procurement/Specifications Support	No
Chemical MSDS Reporting	No
Radio Maintenance/Repair	No
Snow Plowing (as needed)	Yes
Brine Making System Maintenance	Yes

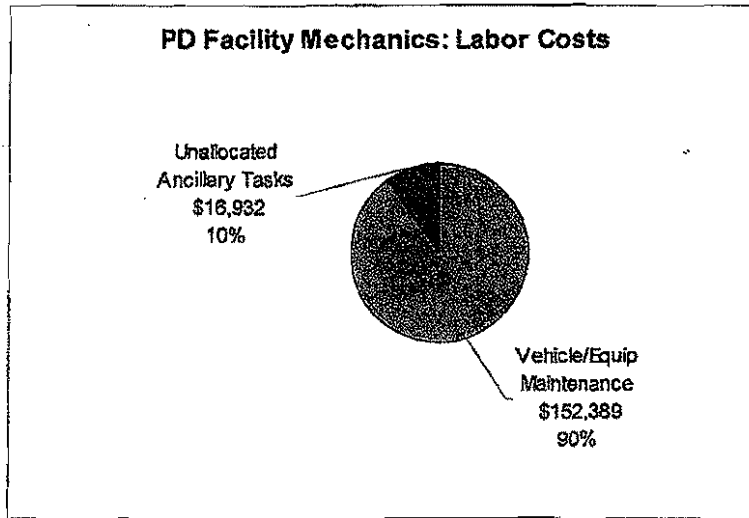
<b>Ancillary Tasks: PD Maintenance Facility Mechanics</b>	<b>Labor Costs Allocated?</b>
Building Maintenance (Including: Generator Repair Liaison, Alarm System Liaison, Mechanical/Electrical Systems Troubleshooting and Liaison, Snow/Ice Removal)	No
Patrol Vehicle Computer Maintenance/Support, Laptop Repair	No
GPS System Maintenance/Repair/Installation	No
Vehicle Budget/Procurement/Specifications Support	No
Car Camera Systems Support	No
Bio-hazard waste clean-up	No

**Maintenance Labor - Costs**

The following charts show the distribution of the mechanics' labor costs (including fringes) for: 1) vehicle/equipment maintenance work, 2) allocated ancillary tasks, and 3) unallocated ancillary tasks for each maintenance facility. (Costs are based on an average of actual costs from FY 2007/08, FY 2008/09 and projected costs for FY 2009/10.)



The majority of allocated ancillary tasks for FSC mechanics are charged-off to different road funds to perform winter roadway maintenance.



The following table depicts total annual labor costs (less allocations) and the average hourly cost of the five DPS mechanics over the past three years, including benefits (insurance, pension, retiree health care, overtime, holiday pay, longevity, workers compensation, and social security). Labor costs have held fairly constant and the average fully-loaded hourly mechanic's cost is \$41.14 per hour.

<b>Mechanics Wages &amp; Benefits – Less Allocations</b>						
Annual	FSC Mechanics			PD Mechanics		Total
	Loynes	Quick	Willacker	Clay	Underhill	
2008*	\$ 89,276	\$ 90,181	\$ 83,763	\$ 88,000	\$ 75,772	\$ 426,991
2009**	\$ 85,038	\$ 85,644	\$ 85,210	\$ 94,438	\$ 77,657	\$ 427,987
2010***	\$ 84,190	\$ 86,715	\$ 85,558	\$ 94,438	\$ 77,657	\$ 428,557

Hourly	Loynes	Quick	Willacker	Clay	Underhill	Average
	2008	\$ 42.92	\$ 43.36	\$ 40.27	\$ 42.31	\$ 36.43
2009	\$ 40.88	\$ 41.17	\$ 40.97	\$ 45.40	\$ 37.34	\$ 41.15
2010	\$ 40.48	\$ 41.69	\$ 41.13	\$ 45.40	\$ 37.34	\$ 41.21

Average fully-loaded hourly wage: \$ 41.14

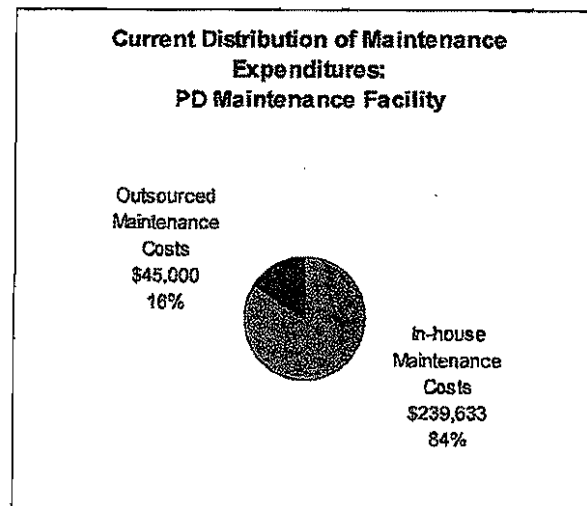
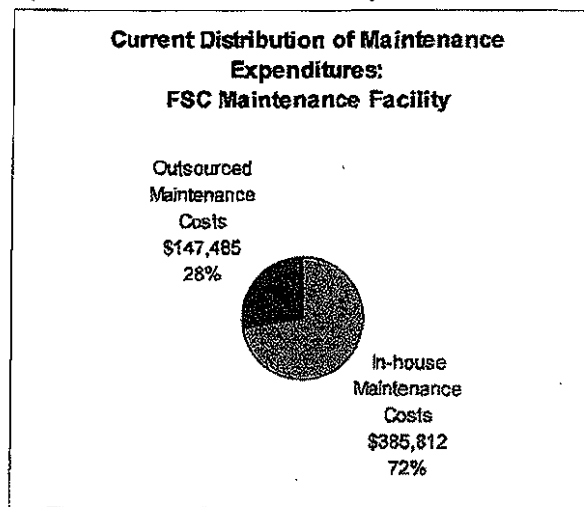
\*Source: Compensation Package Summaries  
 \*\* Personal Services Worksheet, overtime averaged from 06, 07, 08  
 \*\*\*Projected. Overtime averaged from 06, 07, 08. 2010 allocations averaged from 07/08, 08/09.

**Outsourced Maintenance Work – Current Situation**

Some vehicle/equipment maintenance and repair work is highly specialized or cannot be done with the equipment available at either facility. The following table summarizes the scheduled and unscheduled/emergency repair work that is currently being outsourced:

Currently Outsourced Maintenance (for all types of vehicles)		
Preventive Maintenance Work	Routine Maintenance Work	Unscheduled Maintenance & Repairs
Wheel alignment	Transmission flush	Transmission overhaul
	Radiator flush	Stainless steel welding
		Painting and sandblasting
		Springs/suspension work
		Glass replacement
		Tow hitch installation
		Body repair
		Patrol car equipment installation
		Hydraulic system re-build
		Radiator re-build

Of total maintenance costs (averaged over the same 3-year period for labor, materials and equipment), the proportion of outsourced work is roughly 28% for the FSC maintenance facility and 6% for the Police Department maintenance facility:



### ***Outsourced Maintenance Work – Other Communities***

Information on metropolitan Detroit area communities that have outsourced all or parts of their fleet maintenance operations is incomplete. None of the cities that Novi benchmarks itself against outsources maintenance, and a search of the Michigan Intergovernmental Trade Network (MITN or Bid Net) revealed that there are no cities that have posted requests for proposals going back to 2003.

Anecdotally, we learned that City of Pleasant Ridge outsourced its entire fleet maintenance operation (plus all public services functions) to a private company in the late 1990s. The company purchased all of Pleasant Ridge's equipment and performed all fleet maintenance for a brief period, and then the company went bankrupt and lost its assets (including Pleasant Ridge's former equipment). Pleasant Ridge has since contracted with a different company and reports satisfactory results with vehicle/equipment maintenance outsourcing.

### **SELECTIVE OUTSOURCING**

The first step in a selective outsourcing evaluation is to identify services or maintenance activities that one would assume a private entity would hold a competitive advantage. Accordingly, a private firm would likely be most competitive in a preventive maintenance activity that 1) involves that company's core competency, and 2) is a high volume service that would yield competitive labor, equipment and material unit costs for the firm.

The single preventive maintenance activity that is common to most of the City's fleet assets and for which a private firm should hold a competitive advantage is a full service oil change. This activity would be performed on 100 of the City's gasoline-powered cars, SUVs, vans, and light trucks (shown in bold font in Appendix A). Because diesel oil is changed at a much lower frequency (7,500 miles versus 3,000 for gasoline engines), an analysis of preventive maintenance for diesel-powered light trucks was not included in this evaluation.

The tasks involved in a full service oil change include:

- Oil and filter change
- Safety inspection (brakes, wipers, lights, signals, exhaust, tire tread, etc.)
- Fluid top-off (washer fluid, brake fluid, transmission, battery cells, etc.)
- Environmental disposal
- Check tire air pressure and fill as needed
- Check battery connections and tighten as needed
- Visually inspect all hoses and belts
- Check for leaks and worn or damaged parts
- Complete an inspection checklist indicating all items inspected and their status

### ***Cost of Service: Full Service Oil Change***

The following table summarizes the costs to perform a full service oil change by an outsourced company. Quotations were solicited from a number of local firms and five responded with pricing information: Professional On-Site Maintenance, which as the name implies would perform the service at either of Novi's facilities; Harold's Frame Shop, located on Grand River Avenue in Novi; Cemtech, located in Southfield; Oil Exchange, located in Novi; and Big Ray's, located in Wixom. (Appendix B contains quotations and additional information received from the five companies.)

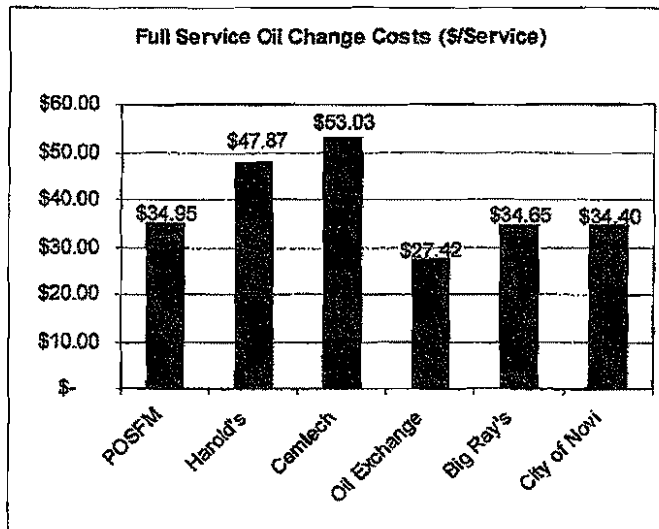
Direct costs would be the invoiced amount charged by the private facility, and except for Professional On-Site Maintenance, indirect costs would be the additional labor and mileage needed to transport City vehicles to and from the facility. For the purposes of this evaluation, we assumed one seasonal employee would transport a vehicle to the private shop, standby while the vehicle is being serviced, and transport the vehicle back. Time estimates for travel to/from and standby time at each facility were made in order to calculate the total cost to transport a vehicle.

The table also shows the City's status quo cost to perform the service, which was calculated as follows:

- Labor:
    - 0.5 hr X \$41.14/hr = \$ 20.57
  - Materials:
    - Oil \$ 10.50
    - Oil Filter \$ 3.33
    - \$ 34.40
- (Other materials such as coolant, water solvent and brake fluid are incidental)

Vendor	Direct Costs	Indirect Costs to Transport Vehicles				Total Transport Cost	Total Cost
		Seasonal Staff (\$8.00 per hr.)	Time Required* (Travel & Standby)	Mileage (.50 per mile)	Total		
Professional On-Site Maintenance	\$ 34.95	\$ -	-	\$ -	\$ -	\$34.95	
Harold's Frame Shop-Novi	\$ 40.00	\$ 9.00	38 Minutes	\$ 2.20	\$ 7.87	\$47.87	
Cemtech-Southfield	\$ 19.95	\$ 9.00	90 Minutes	\$ 19.58	\$ 33.08	\$53.03	
Oil Exchange-Novi	\$ 19.75	\$ 9.00	34 Minutes	\$ 3.17	\$ 7.67	\$27.42	
Big Ray's-Wixom	\$ 21.95	\$ 9.00	34 Minutes	\$ 8.20	\$ 12.70	\$34.65	
City of Novi	\$ 34.40	\$ -	-	\$ -	\$ -	\$34.40	

\*Travel time determined by Mapquest. Standby time provided by vendors: Oil Exchange and Big Ray's - 10 Minutes, Others estimated at 1/2 hour each



Based on this portion of the analysis, two of the private firms (Professional On-Site and Big Ray's) have costs that are comparable to the City's in-house cost; one is lower (Oil Exchange); and two are significantly higher (Harold's and Cemtech).

Because some of the private companies do not hold a competitive advantage over the City of Novi for this commodity-type service, it may also be fair to conclude that some could not compete for other, more complex or specialized services. However, a more detailed analysis of this hypothesis would be needed.

**Cost of Service: Shop Labor**

Three of the five companies also provided hourly rates for performing general shop labor by a certified mechanic. The State of Michigan requires that all vehicle repairs be performed by certified mechanics only. Motor vehicle repairs that require State certification for automobile and light truck repair are:

- |  |  |
|--|--|
| <i>Engine Repair</i>                                     | <i>Electrical Systems</i>                  |
| <i>Engine Tune-up/Performance</i>                        | <i>Heating &amp; Air Conditioning</i>      |
| <i>Front End, Suspension &amp; Steering Systems</i>      | <i>Collision-Related Mechanical Repair</i> |
| <i>Brakes &amp; Braking Systems</i>                      | <i>Unitized Body Structural Repair</i>     |
| <i>Automatic Transmission</i>                            | <i>Pre-1973 Vehicles</i>                   |
| <i>Manual Transmission, Front &amp; Rear Drive Axles</i> |  |

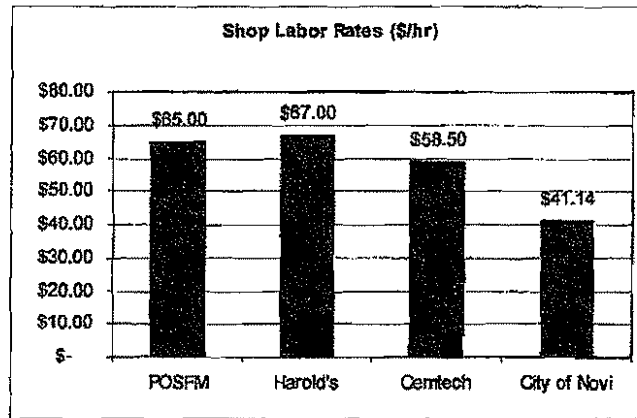
The heavy duty truck repair categories that require State certification are:

- |                                     |  |
|-------------------------------------|--|
| <i>Engine Repair – Gasoline</i>     | <i>Suspension &amp; Steering Systems</i>   |
| <i>Engine Repair – Diesel</i>       | <i>Electrical Systems</i>                  |
| <i>Drive Train</i>                  | <i>Collision-Related Mechanical Repair</i> |
| <i>Brakes &amp; Braking Systems</i> |  |

The hourly rate for shop labor would cover the cost of labor for performing routine maintenance and unscheduled/emergency repairs of vehicle and equipment in the City's fleet. Only Professional On-Site Fleet Maintenance would do work at one of the City's maintenance facilities. All others would perform work off-site at their respective shops. The quoted hourly rates are as follows:

Hourly Shop Labor Rates

Professional On-Site Fleet Maintenance	\$65.00
Harold's Frame Shop	\$67.00
Cemtech	\$58.50
Oil Exchange	N/A
Big Ray's	N/A



None of the responding firms holds a competitive advantage over the City's mechanics in providing shop labor. The closest competitor is Cemtech, which has an hourly shop labor rate that is \$17.36 higher than the City's average fully-loaded labor rate of \$41.14.

## **CONCLUSIONS**

Based on the results of this selective outsourcing evaluation, for the near-term we recommend that the City continues to perform vehicle and equipment maintenance and repairs using in-house mechanics. The marginal cost savings for a full service oil change equates to only \$6.98 per service based on the lowest quotation received. In terms of general shop labor for unscheduled or emergency repairs, Novi's mechanics appear to hold a significant cost advantage over private vehicle/equipment maintenance firms.

Because all five DPS mechanics will become eligible for retirement in the next eight years, we recommend that a comprehensive evaluation of total outsourcing that conforms to GFOA guidelines be considered to address the City's long-term vehicle and equipment maintenance needs. The approximate cost for a consultant to perform a comprehensive study would be \$10,000 (refer to Appendix B for quotation from Mercury Associates, a firm that specializes in fleet maintenance outsourcing). If the study were to be completed by in-house staff, an estimated total of 400 hours, or one-fifth of a full-time equivalent employee, would be needed.



**NOTICE - CITY OF NOVI  
REQUEST FOR PROPOSALS**

**LIGHT DUTY FLEET PREVENTIVE MAINTENANCE SERVICES**

The City of Novi will receive sealed proposals for **Light Duty Fleet Preventive Maintenance Services** according to the specifications of the City of Novi.

Sealed proposals will be received until **3:00 P.M.** prevailing Eastern Time, **Tuesday, August 10, 2010**, at which time proposals will be opened and read.

Proposals shall be addressed as follows:

**CITY OF NOVI  
CITY CLERK'S OFFICE  
45175 W. Ten Mile Rd.  
Novi, MI 48375-3024**

All proposals must be signed by a legally authorized agent of the proposing firm.  
**ENVELOPES MUST BE PLAINLY MARKED**

**"LIGHT DUTY FLEET PREVENTIVE MAINTENANCE SERVICES"**

AND MUST BEAR THE NAME OF THE PROPOSER.

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti  
Purchasing Manager

Notice dated: July 19, 2010

**NOTICE TO PROPOSERS:**

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those contractors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, [www.mitn.info](http://www.mitn.info) and obtain an official copy.





## CITY OF NOVI

### LIGHT DUTY FLEET PREVENTIVE MAINTENANCE SERVICES

### SPECIFICATIONS

#### **OVERVIEW**

The City of Novi is requesting proposals from established vehicle maintenance firms to provide light duty preventive maintenance services. Proposals will be accepted from qualified contractors that are **located within a 10 mile radius from the Department of Public Services Field Services Complex at 26300 Delwal Dr., Novi, MI 48375.**

The City will consider proposals that describe services performed in one of two general ways:

1. Services provided at Contractor facility with City employees bringing vehicles to the Contractor facility for work to be performed between 7:30 a.m. and 4:00 p.m. **while they wait. Contractor facility must be located within a 10 mile radius of the DPS Field Services Complex.**

Or

2. Services provided at Contractor facility with Contractor providing vehicle transport service to pick-up and deliver vehicles from/to various City facilities. Pick-up and delivery of completed vehicles must be done on the same day between 7:30 a.m. and 4:00 p.m. **Contractor facility must be located within a 10 mile radius of the DPS Field Services Complex.**

#### **SCOPE OF WORK**

These specifications describe the required preventive maintenance services for passenger cars, SUVs and light trucks owned and operated by the City of Novi. The current list of vehicles to be serviced is included in Appendix B, Light Duty Fleet Vehicles List. During the contract period, because the quantity and type of vehicles to be serviced may vary, the amount of work to be performed during the term of the contract may vary as well.

Currently, the City's light duty fleet is comprised of 16 passenger cars (mostly Ford Crown Victoria), 34 Police patrol vehicles (Crown Victoria, Impala, Charger and Magnum), 20 SUVs (Jeep Liberty, Tahoe, Trailblazer), 2 Police SUVs (Ford Expedition), and 42 light trucks (Ford, GM, Chevrolet and Dodge) of which 3 are diesel powered (2 Ford F250s, 1 Ford F350).

Preventive maintenance is to be performed in accordance with manufacturer's recommended maintenance schedule for each vehicle.

The Light Duty Fleet Preventive Maintenance services are summarized as follows:

**TASK 1: Perform Preventive Maintenance and Inspection. Contractor shall:**

- a. Change the oil and filter and complete inspection checklist.
  - i. Police Patrol vehicles must have Motorcraft Premium Synthetic blend oil. Oil for all other vehicles shall meet or exceed manufacturers' specifications.
  - ii. Only Motorcraft on Ford products, AC Delco on GM products, and Mopar on Chrysler products shall be used.
- b. Check and replenish all fluids, to include but not be limited to: brake, power steering, radiator, automatic transmission, rear axle oil, battery water level, and windshield washer fluid. Antifreeze shall be a mixture of 50 percent antifreeze and 50 percent water, or meet a minimum effectiveness of 39 degrees below zero degrees Fahrenheit, except for radiators that are filled with extended life antifreeze. Radiators that have extended life antifreeze shall be filled with 50 percent extended life antifreeze and 50 percent water or meet a minimum effectiveness of 39 degrees below zero degrees Fahrenheit. Police patrol vehicle radiators must be refilled with 50% Motorcraft Gold antifreeze.
- c. Check tires including spare tire, and fill with air to the manufacturer's recommended pressure.
- d. Check battery cables and posts for loose connections.
- e. Tighten loose battery cables and clean connections.
- f. Visually inspect all hoses.
- g. Visually inspect all belts.
- h. Visually inspect the exhaust system.
- i. Check for leaks and worn or damaged parts, note any problems and repair recommendations on the Contractor-provided checklist.
- j. Submit the checklist to the City's Fleet Manager after each service is performed either by email or the US Postal Service.

**TASK 2: Perform As-Needed Radiator Service. When Requested Contractor Shall:**

- a. Drain and replace antifreeze.
- b. Tighten all hoses and fittings.
- c. Check for leaks and worn or damaged parts, note any problems and repair recommendations on the Contractor-provided checklist.
- d. Submit the checklist to the City's Fleet Manager after each service is performed either by email or the US Postal Service.

**TASK 3: Perform As-Needed Fuel Filter Service. When Requested Contractor shall:**

- a. Replace fuel filter.
- b. Tighten all hoses and fittings.
- c. Check for leaks and worn or damaged parts, note any problems and repair recommendations on the Contractor-provided checklist.
- d. Submit the checklist to the City's Fleet Manager after each service is performed either by email or the US Postal Service .

All parts and fluids used in performance of this contract shall be new.



CITY OF NOVI

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

FLEET PREVENTIVE MAINTENANCE

Failure to answer all questions could result in rejection of your proposal.

Name of Firm GARRETT Auto and TRUCK SERVICE inc.  
Address: 24175 INDUSTRIAL PARK DR  
City, State Zip FARMINGTON HILLS  
Telephone 248-478-8282 Fax 248-479-1777  
Mobile 248-462-9360  
Agent's Name (please print) Kevin Brown  
Agent's Title Vice President  
Email Address: Kevin@GarrettAuto.com  
Website www.GARRETTAuto.com

1. Organizational structure Corporation, Partnership, LLC., etc. \_\_\_\_\_

2. Year firm established: 1958

3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?

No y Yes \_\_\_\_\_ Reason: \_\_\_\_\_

4. Under what other names has your organization operated? \_\_\_\_\_

GARRETT Auto And TRUCK SERVICE inc.

5. How many full time employees? 4

6. Are you able to provide insurance coverage as required by this proposal? YES

7. List the scope of services (type of work) you are able to perform.

REPAIR ALL TYPES OF CARS, TRUCKS, TRAILERS

Complete REPAIR Bumper TO Bumper

8. Address/Location of facility where work will be performed:

24175 INDUSTRIAL PARK DR FAIRMINGTON HILLS MI 48335

9. Hours of operation: 8-6 Monday Thru Friday

10. What is the maximum time required to perform Task 1 (Preventive Maintenance and Inspection)? One half hour

11. Provide a list of employees to be assigned to this contract. Include name, years of experience, professional licenses/certifications.

<u>Steve GARRATT</u>	<u>30 YEARS</u>	<u>YEARS EX</u>	<u>SEE ATTACHED</u>	
<u>JASON SPENCER</u>	<u>10</u>	<u>YEAR EX</u>	<u>"</u>	<u>"</u>
<u>JAMES HEINTZ</u>	<u>15</u>	<u>YEAR EX</u>	<u>"</u>	<u>"</u>

12. Will you have completed background checks on all employees at start of contract and new employees during contract period? Yes  No

13. What kinds of reports can you provide to summarize maintenance performed over a period of time? Please provide a sample report with your proposal.

See ATT # 1

See ATT # 2 Email MAINTENANCE REMINDER Per Vehicle

14. Please provide information regarding the security at your facility where services will be rendered.

All Vehicles That ARE LEFT OVER NIGHT WILL BE  
PAKED INSIDE BUILDING WITH MONITORED ALARM SYSTEM

15. References: Provide at least three (3) references for firms/agencies for which you have provided similar services.

a. Company CITY OF FAIRMINGTON DEPT OF PUBLIC SERVICES

Address 23600 LIBERTY ST FAIRMINGTON MI 48335

Phone 248-473-7250 Contact name PAUL Smith

Length of contract no contract

b. Company Icee USA

Address 42960 W. 10 mile RD NOVI MI 48375

Phone 248-467-7396 Contact name TOM KOCZAB

Length of contract NO CONTRACT

c. Company NOVI SENIOR TRANSPORTATION

Address 25075 MEADOWBROOK NOVI MI 48275

Phone 248-735-5617 Contact name RON TROUTMAN

Length of contract NO CONTRACT

16. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

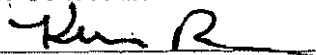
No  Yes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Provide any additional information you would like to include that may not be included within this Questionnaire. You may attach additional sheets.

18. Attach a preventive maintenance checklist form that your firm would complete if awarded a contract.

**THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:**

Signature of Authorized Company Representative: 

Representative's Name (please print) Kevin Brown

Date 7/27/2010



CITY OF NOVI

LIGHT DUTY FLEET PREVENTIVE MAINTENANCE SERVICES

PROPOSAL FORM

We the undersigned as proposer will furnish to the City of Novi, according to the specifications, conditions and instructions in this RFP, these services for the prices indicated as follows (provide unit pricing per vehicle/per service based on 1) City delivery and pickup of vehicles; and 2) contractor pickup and delivery of vehicles from/to City facilities):

Passenger Cars and Small SUVs			
Task	Description	1. Unit Price without transporting	2. Unit Price with transporting
1	Perform Preventive Maintenance and Inspection	\$ 14.95	\$ 16.95
2	Perform As-Needed Radiator Service When Requested	\$ 49.00	\$ 52.00
3	Perform As-Needed Fuel Filter Service When Requested	\$ 45.00	\$ 47.00

Patrol Cars			
Task	Description	1. Unit Price without transporting	2. Unit Price with transporting
1	Perform Preventive Maintenance and Inspection	\$ 18.75	\$ 20.75
2	Perform As-Needed Radiator Service When Requested	\$ 49.00	\$ 52.00
3	Perform As-Needed Fuel Filter Service When Requested	\$ 45.00	\$ 47.00

Large SUVs and Light Trucks (up to and including F550 or equivalent) GASOLINE POWERED			
Task	Description	1. Unit Price without transporting	2. Unit Price with transporting
1	Perform Preventive Maintenance and Inspection	\$ 14.95	\$ 16.95
2	Perform As-Needed Radiator Service When Requested	\$ 49.00	\$ 52.00
3	Perform As-Needed Fuel Filter Service When Requested	\$ 45.00	\$ 47.00

**Large SUVs and Light Trucks (up to and including F550 or equivalent)  
DIESEL POWERED**

Task	Description	1. Unit Price without transporting	2. Unit Price with transporting
1	Perform Preventive Maintenance and Inspection	\$ 24.95	\$ 26.95
2	Perform As-Needed Radiator Service When Requested	\$ 46.00	\$ 48.00
3	Perform As-Needed Fuel Filter Service When Requested	\$ 45.00	\$ 47.00
Clarification: Diesel 6.2 L PM&I			\$ 21.11
Diesel 6.0 L PM&I			\$ 48.33

*Sue  
Mancini  
Purchasing  
Manager*

We acknowledge receipt of the following Addenda: none  
(please indicate numbers)

Exceptions (all exceptions must be noted here):

Comments:

Company (Legal Name) Garrett Auto and Truck Service Inc.  
 Address 24175 Industrial Park Dr  
 City Farmington Hills State MI Zip 48335  
 Telephone 248-478-8382 Fax 248-479-1777  
 Agent's Name Kevin Brown  
 Agent's Title Vice President  
 Signature Kevin R.  
 E-mail Kevin@GarrettAuto.com  
 Date 7/24/2010

GARRETT AUTO AND TRUCK SVC  
24175 INDUSTRIAL PARK DR  
FARMINGTON HILLS, MI. 48335  
Phone - 248-478-8382 Fax - 248-479-1777

# 1

Customer Vehicle Listing

From: 05/04/2010

To: 06/30/2010

Print Date: 07/23/2010

TWO MEN & TRUCK  
29445 BECK RD  
Wixom, MI, 48393

Vehicle: 2000 Ford - F650, CD97911

Average Daily Mileage: 32

Vehicle: 1996 GMC - TOPKICK, AA24649

Average Daily Mileage: 32

<u>Totals for Customer:</u>	<u>Parts</u>	<u>Labor</u>	<u>Discount</u>	<u>Subtotal</u>	<u>Haz Mat.</u>	<u>Supplies</u>	<u>Tax</u>	<u>Total</u>
	4,072.98	2,494.51	0.00	6,567.49	0.00	70.00	248.58	6,886.07



#2

Kevin Brown

**From:** Garrett Auto And Truck Service [servicereminder@mitchell1.com]  
**Sent:** Monday, July 19, 2010 12:03 AM  
**To:** kevin@garrettauto.com  
**Subject:** Service Reminder For Your 1999 Lincoln



\*\*\* Note: Please do not reply to this email \*\*\*  
**Garrett Auto And Truck**

24175 Indus  
 Farmington Hills, MI  
 (248) 4

Dear KEVIN BROWN,

1999 Lincoln , Lic. YRA633

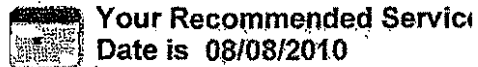
Thank you for giving Garrett Auto And Truck Service the opportunity to service your vehicle. Our records indicate your 1999 Lincoln is due for its 3,000 mile service.

Mileage at last visit: 0

Please call us for more details about your scheduled service or to schedule an appointment. We look forward to servicing your vehicle soon.

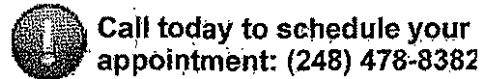


To view your vehicle service history online, click this link or copy and paste it into your web browser:  
<http://www.OwnerAutoSite.com?AccessCode=DDDDFPAX>



Sincerely,

Jason Brown



Garrett Auto And Truck Service  
 (248) 478-8382  
[www.garrettauto.com](http://www.garrettauto.com)

**Hours of Operation:**  
 Monday-Friday 8:00 am-6:00 pm  
 Saturday-Sunday CLOSED

We gladly accept your



Exclusive E-Mail Coupon

<p><b>A/C Performance Check</b>  <b>\$19.90</b></p> <ul style="list-style-type: none"> <li>• Check Overall Operation &amp; Performance of A/C System</li> <li>• Inspect Belts</li> <li>• A/C Vehicle Refrigerant &amp; Repair Extra</li> </ul>	<p><b>\$19.95</b>  <b>Lube, Oil &amp; Filter Change</b></p> <p>5qts Max. Most Vehicles</p>	<p><b>Any Maintenance Over \$100</b>  <b>\$10 off</b></p> <p>Please Call for Appointment</p>
--	--	--

\* Please print this email and bring it to the service facility

[click to unsubscribe from future e-mails](#)

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		OP ID 53 GARRE-1	DATE (MM/DD/YYYY) 07/22/10
PRODUCER <b>L &amp; G Insurance Services, Inc.</b> P. O. Box 2836 32969 Hamilton Court, Ste. 202 Farmington Hills MI 48333-2836 Phone: 248-553-7575 Fax: 248-553-7157		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED		INSURERS AFFORDING COVERAGE	NAIC #
<b>Garrett Auto &amp; Truck Service,</b> 24175 Industrial Park Dr. Farmington Hills MI 48335		INSURER A: <b>Frankenmuth Mutual Insurance</b>	<b>013986</b>
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADULT	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		<b>X</b>	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
<b>A</b>			AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<b>BA 0787323</b>	<b>09/01/09</b>	<b>09/01/10</b>	COMBINED SINGLE LIMIT (Ea accident)	<b>\$ 1000000</b>
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
<b>A</b>			GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OTHER THAN AUTO	<b>CPP0787323</b>	<b>09/01/09</b>	<b>09/01/10</b>	AUTO ONLY - EA ACCIDENT	<b>\$ 1000000</b>
							OTHER THAN AUTO ONLY: EA ACC	<b>\$ 1000000</b>
							AGG	<b>\$ 3000000</b>
<b>A</b>			EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION <b>\$10000</b>	<b>CPP0787323</b>	<b>09/01/09</b>	<b>09/01/10</b>	EACH OCCURRENCE	<b>\$ 2000000</b>
							AGGREGATE	<b>\$ 2000000</b>
								\$
								\$
								\$
<b>A</b>			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	<b>WC 0787323</b>	<b>09/01/09</b>	<b>09/01/10</b>	WC STATUTORY LIMITS	
							OTHER	
							E.L. EACH ACCIDENT	<b>\$ 500000</b>
							E.L. DISEASE - EA EMPLOYEE	<b>\$ 500000</b>
							E.L. DISEASE - POLICY LIMIT	<b>\$ 500000</b>
<b>A</b>			<b>Dealers Open Lot/ Physical Damage</b>	<b>BA0787323</b>	<b>09/01/09</b>	<b>09/01/10</b>	<b>D O L</b>	<b>50,000</b>
							<b>Deduct</b>	<b>500</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
**City of Novi, its officers, agents and employees are listed as additional insureds with respects to the general liability**

<b>CERTIFICATE HOLDER</b>  CITYOFN  <b>City of Novi</b> Purchasing Department 45175 West Ten Mile Road Novi MI 48375-3024	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE <b>James Lolos</b>
--	--

# MOTOR VEHICLE REPAIR FACILITY REGISTRATION

## DISPLAY IN A CONSPICUOUS PLACE

This motor vehicle repair facility registration is issued to the repair facility named below by the Secretary of State under the authority in Section 9 of the Motor Vehicle Service and Repair Act (MCL 257.1309).



GARRETT AUTO & TRUCK SERVICE INC

24175 INDUSTRIAL PARK DR  
FARMINGTON HILLS, MI 48335

REGISTRATION NUMBER: F132283  
EXPIRATION DATE: 11/20/2010  
REGISTRATION PRINTED: 10/20/09

MICHIGAN DEPARTMENT OF STATE

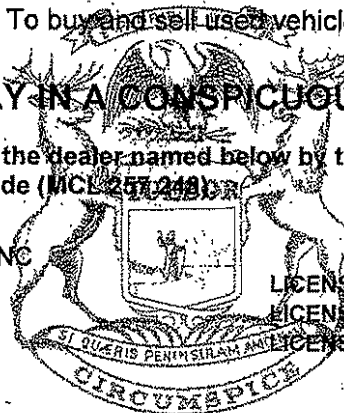
# VEHICLE DEALER LICENSE

Class B

To buy and sell used vehicles.

## DISPLAY IN A CONSPICUOUS PLACE

This vehicle dealer license is issued to the dealer named below by the Secretary of State under the authority in Section 248 of the Michigan Vehicle Code (MCL 257.248).



GARRETT AUTO & TRUCK SERVICE INC

24175 INDUSTRIAL PARK DRIVE  
FARMINGTON HILLS, MI 48335

LICENSE NUMBER: B004933  
LICENSE ISSUED: 10/08/2003  
LICENSE EXPIRES: 12/31/2010

164 (Rev. 7-08)

# STATE OF MICHIGAN

DEPARTMENT OF TREASURY

GARRETT AUTO & TRUCK INC  
24175 INDUSTRIAL PARK DR  
FARMINGTON HILLS MI 48335

## Sales Tax License

ACCOUNT NUMBER  
B 38-2664480

EXPIRATION DATE  
SEPT 30, 2011

510000	753	63	2	40	001	12	L
Tax Codes	Type	Co-City	K	Loc.	Seas. Months	Fiscal	File Class

Issued under authority of P.A. 167 of 1933, as amended.

# MOTOR VEHICLE MECHANIC CERTIFICATE

## DISPLAY IN A CONSPICUOUS PLACE

CERTIFICATE NUMBER <b>M135665</b>	EXPIRATION DATE <b>02/25/2011</b>	PRINTED <b>1/29/2010</b>
NAME <b>Steven L. Garrett</b>		

## REPAIR SPECIALTY

AUTO Engine Repair  
 AUTO Automatic Transmission  
 AUTO Manual Trans and Axles  
 AUTO Front End and Steering  
 AUTO Heating and Air Conditioning  
 Pre-1973 Vehicles  
 HDT Engine Repair - Gasoline  
 HDT Drive Train  
 HDT Brakes and Braking Systems  
 HDT Suspension/Steering Systems  
 HDT Electrical Systems

RECERT. YR.

This motor vehicle mechanic certificate is issued to the mechanic named above by the Secretary of State under the authority in Section 9 of the Motor Vehicle Service and Repair Act (MCL 257.1309) in the categories listed.

# MOTOR VEHICLE MECHANIC CERTIFICATE

## DISPLAY IN A CONSPICUOUS PLACE

CERTIFICATE NUMBER <b>M255433</b>	EXPIRATION DATE <b>05/21/2011</b>	PRINTED <b>4/6/2010</b>
NAME <b>Jason John Spencer</b>		

## REPAIR SPECIALTY

HDT Engine Repair - Diesel  
 HDT Suspension/Steering Systems

RECERT. YR.

This motor vehicle mechanic certificate is issued to the mechanic named above by the Secretary of State under the authority in Section 9 of the Motor Vehicle Service and Repair Act (MCL 257.1309) in the categories listed.

**MOTOR VEHICLE MECHANIC CERTIFICATE  
DISPLAY IN A CONSPICUOUS PLACE**

CERTIFICATE NUMBER	EXPIRATION DATE	PRINTED
<b>M212753</b>	<b>04/18/2011</b>	<b>3/26/2010</b>
NAME <b>James A Heintz</b>		

**REPAIR SPECIALTY**  
AUTO Engine Repair  
Recreational Trailer  
HDT Engine Repair - Gasoline  
HDT Engine Repair - Diesel  
HDT Brakes and Braking Systems  
HDT Suspension/Steering Systems  
HDT Electrical Systems

**RECERT. YR.**

This motor vehicle mechanic certificate is issued to the mechanic named above by the Secretary of State under the authority in Section 9 of the Motor Vehicle Service and Repair Act (MCL 257.1309) in the categories listed.