



Vehicle Maintenance Bulletin

UNITED STATES POSTAL SERVICE VEHICLE MAINTENANCE

Vehicle Maintenance Repair Agreement for Shuttling Service

The Postal Service has awarded a Vehicle Maintenance Repair Agreement (VMRA) to United States Auto Club (USAC) for vehicle shuttling service in support of vehicle maintenance operations at the discretion of Vehicle Maintenance Facilities (VMFs).

UNITED STATES AUTO CLUB (USAC)
105 DECKER DRIVE 2ND FLOOR
IRVING TX 85062-2211
Telephone 888-756-4000
Contract number **1DVPLE-05-Q-1416**

The period of performance began on January 1, 2005 and has a base period of 2 years. There are four 2-year renewal options, not to exceed 10 years.

I. Procedures

It is incumbent upon local VMF management to make the determination as to whether the work will be performed by USPS employees, by the contractor, or by both. In reaching the local VMF's decision, the manager must consult the "Agreement between United States Postal Service and American Postal Workers Union, AFL-CIO 2000-2003" (Handbook EL-912) and with their USPS Area and District Labor Relations counterparts to ensure compliance with Article 32 Section 1 parts A and B. It is required that VMF managers appropriately document due consideration of the five factors specified in Article 32.1.A: public interest, cost, efficiency, availability of equipment, and qualification of employees.

The options at the VMF manager's discretion (in no particular order) are:

- VMF manager decides not to use the VMRA for vehicle shuttling. If this option is selected, there is no further action required.
- VMF manager, after considering Article 32 Section 1 part A, determines using the VMRA will have no *significant impact* on bargaining unit work within the VMFs under their control. If selected, the manager must notify in writing the local APWU president (see attached sample

Date: March 15, 2006

Number: V-03-06

Subject: VMRA Vehicle
Shuttling

To: Managers,
Operations
Programs Support

Attn.: Managers, Vehicle
Maintenance

Managers, Vehicle
Maintenance
Facilities

William W. Corey
Manager
Vehicle Operations

Contents:

- I. Procedures
- II. Requisitioning
- III. VMAS
- IV. Invoicing and Payment
- V. Attachments

letter #1) of their decision. The manager must retain a copy of the notice to the local APWU president, along with the "due consideration" points from section 32.1.A.

- VMF manager, after considering Article 32 Section 1, determines there is reason to believe the use of the VMRA will have a *significant impact* on the bargaining unit work within the VMFs under their control. If selected, the manager must follow the steps outlined in Article 32 Section 1 part B. The manager must notify the local APWU president in writing (see attached sample letter #2) and schedule a meeting to discuss comparative analysis. The manager must consider the Union's views on 1) cost and other factors, 2) proposals to avoid subcontracting and 3) proposals to minimize the impact of subcontracting shuttle service. A statement of the Union's views and proposals must be included in the initial comparative analysis. No final decision on shuttle subcontracting will be made until the matter is discussed with the Union.

VMRA pricing is on the Vehicles CMC Web page at http://blue.usps.gov/purchase/supplies/sup_veh_home.htm. Pricing information is proprietary and must not be disclosed to anyone outside the Postal Service.

Vehicles will be transported by service providers with security clearances in accordance with Inspection Service guidelines within the USAC network. Pick-up and delivery will be on a scheduled basis to and from locations identified and agreed to by the appropriate VMF manager and USAC. A delivery receipt will be provided at each delivery.

Service providers are required to use equipment, such as flatbed trucks, sufficient to transport Postal Service vehicles in a safe, secured manner.

Note: The required background check and Inspection Service approval of all drivers can take up to 90 days.

Direct questions on VMRA requirements, supplier performance, or pricing to:

FRED NEUHAUS, CONTRACTING OFFICER
VEHICLES CMC
PO BOX 40592
PHILADELPHIA PA 19197-0592
Telephone: 215-931-5188
Email: fred.c.neuhaus@usps.gov

II. Requisitioning

Upon any agreed work to be subcontracted with USAC, the VMF must download and print a hard copy of VMRA number 1DVPLE-05-Q-1416 from Philadelphia Vehicle Category Management Center's (CMC) and establish the VMRA in local VMAS inventory. Establish a contract file including a purchase/call log and funding requirements. Each requisition, whether bulk funding or single transaction, must be funded locally utilizing eBuy.

Note: If bulk funding is established: 1) use historical data to support dollar amounts to cover the period of funding. 2) establish one-time call limits by title in the body of the eBuy request and print a hard copy of the one-time call limits to be attached to hard copy of the VMRA.

The VMF will complete an Excel spreadsheet request form and email the completed form to USAC (see attachment example of the Excel request form). VMFs must request shuttle services via email. In the future USAC will offer a Web-based program to replace the current email ordering format.

Instructions for completing shuttle requests appear in the "Help" option on the form, and additional information is listed below:

- Open the Excel file.
- Select "Enable Macros" when the message appears.
- Select "USPS" from the drop down User ID menu.
- Click "Log In." (No password is required.)

Vehicle Info:

- Enter the vehicle number.
- Select the vehicle type from the drop down menu (DDM).
- Enter the odometer reading.

Pick-up Info:

- Enter the FEDSTRIP number of the pick-up location. (USAC has a list of FEDSTRIP numbers and corresponding addresses).
- Select the date and time the vehicle is to be picked up from the DDM.
- The date must be either current or within the next 5 consecutive days.

Drop-Off Info:

- Enter the FEDSTRIP number of the drop-off location
- Select the date and time the vehicle is to be delivered from the DDM.
- Select the appropriate time zone from the DDM.

Vehicle Maintenance Facility info:

- Enter the VMF FEDSTRIP number.
- Enter your first and last name.

Controls:

- After all fields are filled in for the first vehicle request, click "Submit."
- The data will move to the bottom of the screen.
- Repeat the steps above for each vehicle to be shuttled.
- **NOTE:** The "Same as" DDM on the top left of the screen will contain a list of vehicles recently input. It will repopulate the vehicle information, and only the information that needs to be changed can be entered. The time zone, VMF FEDSTRIP number, and first and last name will not have to be keyed in again.
- To save the information for viewing by other VMF personnel, click "Save As," and choose a file name and shared folder.
- When all services have been requested, select "EMail USAC."
- Select "Yes" when the message appears asking if you want to send an email, and "Yes" again to confirm.
- The sender's email Sent folder will indicate that the email was sent to *usps@citigroup.com*.

Edit Vehicle:

- **Note: Changes will not be forwarded to USAC after selecting "EMail USAC." Contact USAC at 800-756-4000 immediately if the request changes.**
- Select the vehicle from the DDM.
- Information will repopulate the vehicle information.
- Enter the necessary changes.
- Click "Save Changes."

Delete Options:

- To delete vehicle information from "Vehicles Entered," click the "Del" box to the right of the respective line items. All boxes can be clicked or unchecked. Click "Delete Vehicle."

III. VMAS

Vendor and contract information provided on page 1 must be input to VMAS in order to establish the VMRA. (If unfamiliar with how to add or input VMRA data, consult the VMAS software manual, or the Help option in VMAS LAN. Select the Commercial Work Order function in VMAS and the "Comm Contract" button under "Commercial Information.")

NOTE – All data from invoices must be input into VMAS under a Z-vehicle associated with the VMF finance number in VMAS LAN. Shuttle costs must **not** be charged to individual vehicle post office vehicles/finance numbers.

IV. Invoicing and Payment

USAC will invoice the requesting VMF on a monthly basis. The invoice will list shuttle request information, including costs. Compare the information to the shuttle request forms emailed to USAC during the month. Do **not** mail any invoices to San Mateo for payment. USAC will be paid from the data input into VMAS LAN and successfully transmitted to San Mateo. Direct any concerns to the Contracting Officer.

VI. Attachments

Attachment #1



Date: (month/day/year)

TO: (name of local president)
President, APWU Local (local union #)
(street address of local union office)
(city, state and zip code of local union office)

RE: VMRA for the Shuttling of Motor Vehicles
(VMF District name) District, Vehicle Maintenance Facilities

(name of APWU local president/ **not craft director or not facility steward**),

The purpose of this letter is to inform APWU local (local union #) of the (VMF District name) VMFs' due consideration (in accordance with Article 32) of public interest, cost, efficiency, availability of equipment, and qualification of employees when evaluating the need to subcontract. The (VMF District name) VMFs have decided to optimize and consolidate shuttling/towing (the transportation of fleet vehicles between two points) through a Vehicles Category Management Center (CMC) supply chain management initiative. The Vehicle Maintenance repair Agreement (VMRA) has been awarded to the United States Auto Club (USAC); contract number 1DVPLE-05-Q-1416.

The public interest demands we find ways to control costs, maintain and improve service in a secure manner while focusing on the core function of Postal Service's VMFs; providing an aggressive yet, operationally efficient fleet management program including Preventive Maintenance Inspections (PMIs) and the mechanical repair of the USPS vehicle fleet while supporting the delivery of mail throughout the nation.

To shuttle vehicles utilizing highly skilled USPS employees (automotive technicians) between Post Offices and VMFs, detracts from time spent actually performing PMIs and mechanical repairs of the vehicle fleet. Contracting portions of the shuttling service will permit personnel currently tasked with shuttling vehicles to be utilized within the VMFs to maintain the fleet in better condition, thereby improving maintenance, reliability and efficiency. USAC specializes in shuttling/towing vehicles and has the equipment and trained personnel with security clearances in accordance with Inspection Service guidelines dedicated to providing this service.

The *(VMF District name)* District VMFs will be subcontracting Shuttling/Towing of Motor Vehicles on an as-needed basis. APWU employees will increasingly be utilized in the more complex highly skilled inspection, maintenance and mechanical repair functions related to the Postal Service vehicle fleet. As such, the bargaining unit work will not be significantly impacted.

Thank you

(name of MVM)

Manager, Vehicle Maintenance

Cc: *(Area VMFA)*
 (area labor relations mgr)
 (district labor relations mgr.)
 (all VMF managers within the district)



Date: (month/day/year)

TO: (name of local president)
President, APWU Local (local union #)
(street address of local union office)
(city, state and zip code of local union office)

RE: Considering VMRA for the Shuttling of Motor Vehicles
(VMF District name) District, Vehicle Maintenance Facilities

(name of APWU local president/ **not craft director or not facility steward**),

The purpose of this letter is to inform APWU local (local union #) of the (VMF District name) VMFs' intention to give due consideration (in accordance with Article 32) of public interest, cost, efficiency, availability of equipment, and qualification of employees when evaluating the need to subcontract. The (VMF District name) VMFs is requesting the APWU local to meet with management within the next 30 days to discuss and develop initial comparative analysis reports related to optimizing and consolidating shuttling/towing (the transportation of fleet vehicles between two points) through a Vehicles Category Management Center (CMC) supply chain management initiative. The Vehicle Maintenance repair Agreement (VMRA) has been awarded to the United States Auto Club (USAC); contract number 1DVPLE-05-Q-1416. Prior to developing either a comparative analysis or a decision analysis report, I would like to hear the Union's views on; 1) cost and other factors related to subcontracting shuttle service, 2) proposals to avoid subcontracting and 3) proposals to minimize the impact of subcontracting shuttle service.

The public interest demands we find ways to control costs, maintain and improve service while focusing on the core function of Postal Service's VMFs; providing an aggressive yet, operationally efficient fleet management program including Preventive Maintenance Inspections (PMIs) and the mechanical repair of the USPS vehicle fleet while supporting the delivery of mail throughout nation.

To shuttle vehicles utilizing highly skilled USPS employees (automotive technicians) between Post Offices and VMFs, detracts from time spent actually performing PMIs and mechanical repairs of the vehicle fleet. Contracting portions of the shuttling service could permit personnel currently assigned to shuttling vehicles to be utilized more within the VMFs to maintain the fleet in better condition, thereby improving maintenance, reliability

and efficiency. USAC specializes in shuttling/towing vehicles and has the equipment and trained personnel dedicated to providing this service.

VMF employees would increasingly be utilized in the more complex, highly skilled work of performing PMI inspections, maintenance and mechanical repair related to the Postal Service vehicle fleet.

Thank you

(name of MVM)

Manager, Vehicle Maintenance

Cc: *(Area VMPA)*
 (area labor relations mgr)
 (district labor relations mgr.)
 (all VMF managers within the district)

USPS Form

Same as: **NA**

USPS Shutting Form

help

Vehicle Info

Vehicle ID:

Vehicle type:

Odometer:

Date/Time

Today's Date: 07/2006

Current Time: 1:30:05 PM

Time Zone:

You cannot edit the date or time fields.

Questions Call ... 1-800-756-4000

Pick-up Info

Pick-up Fed #:

Pick-up Date:

Pick-up Time:

Drop-off Info

Drop-off Fed #:

Drop-off Date:

Drop-off Time:

Vehicle Information Facility Info

VMF Fed #:

First Name:

Last Name:

Comments

Comments:

Controls

Submit

Save As...

Email USAC

Cancel / Exit

Edit Vehicle

Save Changes

Delete Vehicle

Vehicle's entered ...

Vehicles listed below as: Today's Date // Vehicle ID // Vehicle Type // Odometer // Pick-up Fed # // Pick-up Date // Pick-up Time // Drop-off Fed # // Drop-off Date // Drop-off Time // Time Zone // Employee First Name // Employee Last Name -- (VMF Fed # and Comments are not listed below.)

| Vehicle | Date | Time | Zone | Employee | First Name | Last Name | VMF Fed # | Comments |
|---------|----------|------------|------|----------|------------|-----------|-----------|----------|
| Veh 1 | 06/20/06 | 1:30:05 PM | EST | John Doe | John | Doe | 123456 | |
| Veh 2 | 06/20/06 | 1:30:05 PM | EST | John Doe | John | Doe | 123456 | |
| Veh 3 | 06/20/06 | 1:30:05 PM | EST | John Doe | John | Doe | 123456 | |
| Veh 4 | 06/20/06 | 1:30:05 PM | EST | John Doe | John | Doe | 123456 | |
| Veh 5 | 06/20/06 | 1:30:05 PM | EST | John Doe | John | Doe | 123456 | |

Above is an example of the summary data, after clicking 'Submit', that will appear under 'Vehicles entered'.

Click "Del" to delete.

Attachment

Attachment #4

NATIONAL MOTOR VEHICLE SHUTTLING AGREEMENT

Contract No. 1DVPLE-05-Q-1416

Field Ordering Instructions

Vehicle Maintenance Bulletin – V-03-06

Contractor:

UNITED STATES AUTO CLUB
MOTORING DIVISION INC.
105 DECKER DRIVE
IRVING, TX 75062-2211
Taxpayer Identification No. 35-1310015

Contract Administrator for United States Auto Club (USAC):

Wesley T. Foster
Vice President
Tel.: 972-657-9596
Fax: 972-657-9860
email: Wesley.t.foster@citigroup.com

Operational Contacts:

Bruce Reiff
Client Specialist

Email: bruce.m.reiff@citigroup.com
Tel: 972-657-9578; Cell: 469-853-8419
Fax: 972-657-9860

Back Up Emergency Pager: 877-743-2591

Hotline

USAC Hotline Number: 888-756-4000

CONTRACT TERM

January 01, 2005 through December 31, 2006 with four (4), two (2) year renewal options.

LEAD TIME FOR SETTING UP SHUTTLE SERVICE

A VMF that intends to utilize the National Shuttling Agreement should allow approximately 60 days for the services to become operational. This is due to the need for the contractor to obtain personnel information for its drivers, conduct drug screening and criminal history background checks and obtain the results of the screening. Once a sufficient number of drivers are identified to service your location the actual services can commence.

SERVICE REQUESTS – ORDERING

Orders may be placed in one of the following manners:

Email: usps@citigroup.com
Telephone: 888-756-4000

(Electronic ordering is preferred.)

Setting Up Account with USAC

In preparation for commencing service it is essential that USAC be provided with the following information, which will enable them to pre-populate fields on the electronic service order form. (See attached form.)

Preferably, the data will be provided in an electronic format so that it can be more readily incorporated.

List of Primary VMF Contacts (provide a minimum of three (3) per tour):

Name
Title
Email address
Telephone Number
FAX Number

On the attached form list the FedStrip Numbers and Finance Numbers for each location.

Vehicle Scheduling – Substituting A Vehicle On A Prearranged/Scheduled Shuttle

Notify USAC at least 2 hours in advance of the desired pick up time for the vehicle(s) to be shuttled.

Once the Vehicle Maintenance Facility designates the vehicles by vehicle number to be scheduled in its order, **USAC's shuttle carrier is NOT authorized to substitute one vehicle for another.**

If the field unit/Postmaster or his/her designee wants to substitute an alternate vehicle, the Postmaster or field official must contact the VMF for authorization to substitute a vehicle. **The**

VMF must contact USAC at the 888-756-4000 to authorize the change. A new authorization number and unit number will be substituted and the *original authorization number/unit number cancelled.*

Added costs associated with delays in transport brought about as a result of unscheduled changes may be billed by the contractor. Those charges are to be shown as a separate line item on the invoice.

The above procedure is in place for reasons of vehicle security.

VEHICLE KEYS – SAFEGUARDING

USPS must provide a locked “drop box” for motor vehicle keys in the event that a vehicle must be delivered when an installation is closed.

A “lock box” must be used to store keys for vehicles that must be picked up when the installation is closed. (USPS vehicles? must be locked and keys are not to be left in the vehicle.) Contractor will be provided with a means of access to the keys in the locked box.

PRICING

Nuisance call – USPS point of contact is not available to release vehicle(s) – Service Charge: \$35.00

Surcharges for Security clearances

The USPS must reimburse the contractor (USAC) for all security clearance costs. These costs will vary based on the extent of the background check and charges associated with the background check. The average charge for this service is \$80.00 per driver. Driver turnover will influence the number of clearances that must be conducted by USAC’s subcontractor.

Reimbursement for the clearances will be done on each invoice until the costs of all security clearances are recovered. A surcharge of \$5.00 per vehicle per movement will be assessed until all charges are recovered. (Generally, the security clearance costs should be captured in the month in which they were incurred.)

Hourly Service Charges

Contractor employees must be paid minimum wages and fringe benefits based on the service contract act (www.dol.gov.) Service Contract Act hourly rates are marked up to arrive at net hourly service rate by area. (Hourly rates differ by area. USAC marks up the hourly rate by a fixed percentage to arrive at the net rate.)

The standard mileage charge is for an average of 15 miles with the rate applying up to 75 miles. Rates are established based on the number of units being shuttled at one time.

Vehicle movements in excess of 75 miles (one way) will be quoted separately.

PAYMENT

Payment will be done through VMAS the same as would be done for a Vehicle Maintenance and Repair Agreement (VMRA).

VMFs are not to use the Voyager Card because of the transaction costs.

DRIVER – BACKGROUND SECURITY CLEARANCES

Only drivers having a Basic Security Clearance from the USPS may be permitted to shuttle vehicles. USAC and the VMF will have the names of contract employees that have passed the background screening and are permitted to shuttle USPS vehicles.

An updated listing of the current drivers that have security clearances will be provided upon request.

DRIVER PHOTO ID BADGES

The attached identification badge will be issued to each driver once they have been approved by the Postal Inspection Service:



Drivers will be in uniform and have photo identification.

When the subcontractor's vehicles are towing USPS vehicles the motor unit will be placarded to show that it is moving Postal Service owned vehicles and contain telephone numbers to call in the event of an emergency.

VEHICLE SECURITY

Vehicles are not to be left unattended while in transit. Trips in excess of six (6) hours may require the use of two (2) drivers. If this is the case USAC will notify the VMF and advise them of the need and the cost for the added services. VMFs must review and approve the added expense in advance of the trip.

In the event that it is not possible to deliver the vehicle to its intended destination, USAC will arrange for enroute storage in a secured area consisting of a fenced, gated and locked area; inside a protected garage; or arrange for a private guard.

MONTHLY ACTIVITY REPORT

An activity report will be generated monthly. It will be in an electronic format. The report will be provided by month and year to date. It will break out service by Vehicle Post Office, VMF, District, Area and National. The report will include vehicles, vehicle types, mileages, mileage costs, number of hours and hourly rates.

INSURANCE

Each subcontractor is obligated to USAC to obtain and maintain liability insurance in conjunction with the shuttling service.

USPS CONTRACT ADMINISTRATORS

For general questions about the shuttling service please contact the Purchasing & Supply Management Specialist at the Vehicles CMC serving your area.

Contract Administrator

Frederick C. Neuhaus
Telephone: 215-931-5188
fred.c.neuhaus@usps.gov