

U.S. Embassy, Lusaka
Cnr of Independence and UN Avenues
P O Box 31617
Zambia
July 26, 2010

Dear Prospective Quoter:

Subject: Request for Quotations number BPA001

The Government intends to award multiple Blanket Purchase Agreement (BPA) schedules for vehicle preventative maintenance in accordance with the attached statement of work. The offeror shall provide a price list of all services listed available for the vehicles listed in the statement of work. The pricing proposed shall be at a discounted rate from the commercial pricing.

Vendors shall be located no more than 20 driving Kilometers from the US Embassy in Lusaka. The distance of the vendor from the government facility is mandatory.

Evaluation and Selection of award will be based on lowest priced technically acceptable. Up to four vendors may be awarded a schedule. Award of a BPA does not obligate the Government to place any orders. Once a BPA is issued orders will be placed via delivery order by authorized callers.

All responses shall be submitted at American Embassy Lusaka, Corner of Independence and United Nations avenues, Reference BPA 0001. Any other type of submission of responses shall not be accepted.

At a minimum, responsible sources shall provide the following: a price proposal on letterhead which identifies the requested item, with its unit price, extended price, total price, delivery time, company brochure, financial statement and necessary equipment and facilities to perform the job. The submitted offer shall also state that the items quoted meet all of the minimum requirements listed above in this solicitation. Responses to this solicitation are due by no later than August 10, 2010 at 17:00 hours.

Sincerely,
Roxanne Thomas
Contracting Officer

Statement of Work

Vehicular Preventative Maintenance US Embassy Lusaka

1. Project Title

Procurement of regularly scheduled vehicle maintenance on US Embassy Lusaka owned vehicles.

2. Definitions

BPA---- Blanket Purchase Agreement

US ----- United States

DOSAR--- Department of States Acquisition Regulation

FAR ----- Federal Acquisition Regulation

3. Background

The US Embassy Lusaka has possession of over 85 vehicles that are controlled by the motor pool.

With reference to the increased number of vehicles it has become apparent that there is a need to obtain a **BPA** for vehicle maintenance that covers all of our vehicle maintenance requirements. The location/vendor must be reputable, as well as have *no need* of advance appointment requirements. The location/vendor will need to be in close proximity of the facility --- a 20 kilometer radius of US Embassy Lusaka.

4. Payment Terms

The BPA holder shall submit a summary invoice at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period. The invoice shall identify the delivery tickets covered therein, stating the total dollar value, and supported by recent copies of the delivery tickets.

5. Scope of Work

The vendor will be able to provide regularly scheduled vehicular maintenance which includes but is not limited to oil changes, filter changes, light replacement, wiper replacement, lubrication, and the changing / modification of other fluid levels (see section 7 - Specific Tasks).

US Embassy Lusaka possesses a wide variety of vehicles to be serviced to include but not limited to:

Mercedes Benz
Chevrolet
Chrysler
Ford
Isuzu
Mitsubishi
Nissan
Toyota
Volvo

US Embassy vehicles undergo scheduled maintenance every 5000 kilometers which averages 2 to 3 scheduled maintenance engagements per vehicle per year.

6. Applicable Documents

The FAR and DOSAR clauses attached to this BPA shall apply to all purchases made under this BPA. In the event of an inconsistency between the provisions of this BPA and your invoice, the provisions of the BPA shall take precedence.

7. Specific Tasks

7.1. General Services

The vendor will be able to provide regularly scheduled vehicular maintenance which includes, but is not limited to, the following:

Oil Change
Oil Filter Replacement
Air Filter Replacement – if needed
Wiper Blades Replacement – if needed
Lubricate Chassis – if needed
Check Tire Pressure
Wash Exterior Windows
Rotate Tires – if needed
Check Transmission / Transaxle Fluid Levels – add if needed
Check Differential Fluid Level - add if needed
Check Power Steering Fluid Levels - add if needed
Check Windshield Washer Fluid Level - change if needed
Check Brake Fluid Level - add if needed
Check Radiator Fluid Levels - change / flush if needed
Check Lights (Bulbs) - change if needed
Check Battery Water Level - change if needed

7.2. Other maintenance services as requested by BPA callers

Tire Rotation

Replacement of Wiper blades
Replacement of Brake pads

8. Qualifications

The vendor must be licensed and registered to perform vehicle maintenance services in Zambia. The vendor will employ qualified vehicular maintenance personnel that have undergone vehicular maintenance training. The vendor will comply with all applicable safety regulations and standards as well as all applicable Zambian laws concerning disposal of environmentally hazardous materials.

9. Deliverables and Delivery Schedule

Vendor must provide drive up service with no appointments necessary. Maintenance will be completed within 48 hours of vehicle delivery, not including Saturdays, Sundays or Zambian holidays.

10. Government Furnished Equipment and Information

The vendor will furnish all equipment and supplies utilized in maintaining the vehicle.

11. Place of Performance

Maintenance of vehicles will occur at the vendor's place of business.

12. Period of Performance

The BPA will be in effect for a period of one year after award notification.

Toyota Corolla

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

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	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

=====

Toyota Hilux

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

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	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Toyota Dyna

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

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	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Toyota Mark II

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

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	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Toyota Landcruiser HD Top - Pickup

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Toyota Hiace

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

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	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Toyota Prado Landcruiser

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Toyota Avensis

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Mitsubishi Colt

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

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	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Mitsubishi Canter

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Mitsubishi Pajero

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Mercedes Benz

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Nissan

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

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	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Isuzu Pickup

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Forklift

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Ford Everest

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

=====

Ford Express

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

=====

Ford Modeo

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

=====

Ford Forester

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

=====

Ford Ranger

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

=====

Ford Territory

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

=====

Ford Focus

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

=====

Chrysler Minivan

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

=====

Chevrolet Suburban

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

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	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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Volvo

S.No	Description	Quantity	Unit Price	Total
1	Labour			
2	Oil Change			
3	Oil Filter replacement			
4	Air Filter Replacement - if needed			
5	Lubricate Chassis – if needed			
6	Check Tire Pressure			
7	Wash Exterior Windows			
8	Check Transmission / Transaxle Fluid Levels – change if needed			
9	Check Differential Fluid Level - add if needed			
10	Check Power Steering Fluid Levels - add if needed			
11	Check Windshield Washer Fluid Level - add if needed			
12	Check Brake Fluid Level - add if needed			
13	Check Radiator Fluid Levels - change / flush if needed			
14	Check Lights (Bulbs) - change if needed			
15	Check Battery Water Level - change if needed			
16	Engine Cleaning			

TOTAL

=====

	<u>Others upon request</u>	Quantity	Unit Price	Total
1	General Service			
2	Tire Rotation			
3	Alignment			
4	Wiper Blades			
5	Brake pads			

TOTAL

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