



Donation, Seized/Forfeited Maintenance & Repair Agreement

This Maintenance and Repair Agreement (“Agreement”) covers materials and parts to use for adjustments, repairs, and replacement of parts as necessitated by normal use of the equipment. It does not include labor cost. ***This form must be completed by departments paying for initial service and repair of equipment from their Special Fund(s) to meet acceptable industry standards. These departments include Sheriff Office, District Attorney’s Office, and County Attorney’s Office.***

To Be Completed by Fleet Services Contractor Site Manager

Date: _____

Prospective Department Name: _____

Equipment Information

Make/Model	Serial #	Initial Meter	Equipment Location

Initial Maintenance Service Plan

Plan 1 Full Service Inspection Only: PM-A and PM-C Service. Per equipment, this agreement covers full service equipment and transmission inspection for compliance. The plan base rate is subject to change per future contract terms with the Fleet Services Contractor.

Plan 2 Full Service Maintenance & Repair: Includes PMA and PMC Inspection Service and covers all parts and supplies. The cost for parts, materials, or supplies to repair a donated, seized, or forfeited equipment before meeting industry safety standards and compliance could be paid by the department accepting to use the equipment for official purpose.

All payments for initial maintenance service plan for donated, seized, or forfeited equipment should be made to the County Equipment Services General Fund Account. Please see County Auditor for more detail.

When this Agreement is signed by prospective department, it shall constitute a binding agreement for the purpose described in this policy.

Acceptance of Agreement

Prospective Department

Equipment Services Department

Name of Employee

Name of Employee

Signature of Employee Date

Signature of Employee Date