

National Vehicle Shuttling Agreement
United States Auto Club (USAC)
Contract No. 1DVPLE-05-Q-1416

NATIONAL MOTOR VEHICLE SHUTTLING AGREEMENT

Contract No. 1DVPLE-05-Q-1416

Field Ordering Instructions

Vehicle Maintenance Bulletin – PENDING¹

Collective Bargaining Agreement - Article 32 – Contracting Out Services

BEFORE *CONTACTING THE CONTRACTOR*, IT IS IMPERATIVE THAT YOU NOTIFY THE LOCAL UNION, IN WRITING, THAT CONSIDERATION IS BEING GIVEN TO CONTRACTING OUT THE SHUTTLING SERVICES.

Article 32 of the Collective Bargaining Unit has specific issues that must be addressed before you can contract out the services. Labor Relations should be able to advise and assist you with this process.

Be sure to follow established labor management policies and procedures to notify the local labor union **prior** to beginning discussions with the contractor or initiating “contracting out” the motor vehicle shuttling services.

Contractor:

UNITED STATES AUTO CLUB
MOTORING DIVISION INC.
105 DECKER DRIVE
IRVING, TX 75062-2211

Contract No. 1DVPLE-05-Q-1416

Taxpayer Identification No. 35-1310015

¹ Although a VMB is not in effect, the contract is available to those VMFs that have need for the services and decide to utilize the National Agreement.

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Contract Administrator for United States Auto Club, Motoring Division (USAC):

WESLEY T. FOSTER
Vice President
Tel.: 972-657-9596
Fax: 972-657-9860
Email: Wesley.t.foster@citigroup.com

Operational Contacts:

Bruce M. 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/MD 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 personal information for its drivers, conduct drug screening and criminal history background checks and obtain the results of the screening by the Postal Inspection Service. Once a sufficient number of drivers are identified to serve your location, the actual services can commence.

SERVICE REQUESTS – ORDERING

Orders may be placed in one of the following manners:

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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/MD 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/MD'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/MD 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 to the Postal Service by the contractor. Those charges are to be shown as a separate line item on the invoice.

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

VEHICLES AND VEHICLE KEYS – SAFEGUARDING

The Postal Inspection Service requires that vehicle keys be locked and secured at all times. Postal personnel must be on hand to deliver vehicles and keys to and receive vehicles and keys from the contractor.

When authorized locally²:

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. 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.

PARKING LOT/INSTALLATION ACCESS

The contractor is NOT permitted to have keys to or access to Postal property. Postal employees must be on duty for the contractor to gain access to the installation. At no time is a contractor to be permitted to have keys, access cards or combinations to locks that would permit access to the installation or property.

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/MD) 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/MD’s subcontractor.

² Postal Inspection Service does not consider this as an acceptable manner to safeguard keys/vehicles.

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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.)

Once the Postal Service requests the contractor (USAC/MD) to obtain the security clearances for its drivers, the USPS is obligated to pay for the security clearances, EVEN IF NO ACTUAL SERVICE IS EVER PROVIDED BY USAC/MD.

Hourly Service Charges

Contractor employees must be paid minimum wages and fringe benefits based on the Service Contract Act (www.wdol.gov.) Service Contract Act hourly rates are marked up by a percentage 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 (one way). Rates are established based on the number of units being shuttled at one time, up to a maximum of three (3), based on equipment availability.

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/non-sensitive Security Clearance from the USPS may be permitted to shuttle vehicles. USAC/MD and the VMF will have the names of contract employees that have past the background screening are permitted to shuttle USPS vehicles.

An updated listing of the current drivers that have security clearances will be provided by USAC MD, *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:

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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/MD 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/MD to obtain and maintain liability insurance in conjunction with the shuttling service.

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USPS CONTRACT ADMINISTRATORS

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

Contracting Officer

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

Contract Administrator

Purchasing & Supply Management Specialist serving your area.
See Listing

ADDITIONAL INFORMATION

Drive Out Shuttles – No Provision

United States Auto Club, Motoring Division has declined to offer drive out services at this time as it does not fit with their current business model.

ATTACHMENTS

1. USAC Shuttling Price Structure
2. List of Contract Administrators by Area w/Telephone Number
3. Field Office Information for Pre-Populating Fields