

Attachment AA

Scope of Services

Department of Public Safety / Nevada State Police / Highway Patrol Division

Mechanic Shop Hoists – Northern Command Reno and Northern Command Elko

Inspection, Certification, Repair, and Maintenance

Scope of Services

The Contractor shall provide inspection, annual certification, repair, and maintenance services for vehicle hoists located at the Nevada State Police/Highway Patrol Division Northern Command Fleet Shops at the following locations: Northern Command Reno Fleet Shop 357 Hammill Lane, Reno, Nevada 89511 and Northern Command Elko Fleet Shop 3920 E. Idaho Street, Elko, Nevada 89801.

The Contractor shall provide all labor, equipment, tools, and materials necessary to inspect, certify, maintain, and repair on any currently installed hoists in accordance with manufacturer specifications and all applicable federal, State, and local laws, regulations, and safety requirements.

Annual Inspection and Certification

The Contractor shall perform an annual inspection and certification of the vehicle hoists covered under this agreement in accordance with applicable manufacturer requirements and federal, State, and local safety requirements.

Upon completion of each annual inspection, the Contractor shall provide NHP with written documentation identifying:

- Shop location;
- Hoist manufacturer/model and serial number;
- Date of inspection;
- Inspection results;
- Deficiencies identified, if any;
- Recommended corrective actions, if applicable; and
- Certification status of the equipment.

If an inspection identifies a condition that, in the Contractor's professional judgment, affects the safe operation of a hoist, the Contractor shall immediately notify the applicable NHP Fleet Shop Supervisor and identify whether the hoist should be removed from service pending repair or further evaluation.

The Contractor shall provide the applicable inspection and certification documentation to NHP following completion of the inspection.

Annual inspection and certification work shall be completed within two weeks of NHP's request or scheduled inspection date unless otherwise coordinated with and approved by the applicable NHP Fleet Supervisor.

Repair and Maintenance Services

The Contractor shall provide on-call diagnostic, repair, and maintenance services for the covered vehicle hoists. All work shall be performed in accordance with manufacturer specifications and applicable federal, State, and local laws, regulations, and safety requirements.

Prior to performing any repair, the Contractor shall provide the applicable NHP Fleet Shop Supervisor with a written estimate identifying the reported or diagnosed condition, recommended repair, anticipated labor, parts and materials, applicable travel charges, and total estimated cost.

No repair shall be carried out without prior approval from the applicable NHP Fleet Shop Supervisor.

After-hours or emergency repairs shall also require prior authorization from the applicable NHP Fleet Shop Supervisor or another NHP representative authorized to approve such work.

The Contractor shall use manufacturer-approved or manufacturer-recommended replacement parts when commercially available and appropriate for the equipment being serviced. If an original or approved replacement component is no longer commercially available, the Contractor shall notify NHP and obtain approval before substituting an alternative component or proceeding with the repair.

The Contractor shall provide a minimum one-year warranty on parts and repair work performed unless a longer manufacturer warranty applies.

Upon completion of a repair, the Contractor shall test the affected equipment, as appropriate, to verify proper and safe operation. The Contractor shall provide NHP with documentation identifying the work performed, parts replaced, date of service, and any additional deficiencies or recommended maintenance identified during the service call.

The Contractor will remit invoices for services rendered on a monthly basis. All invoices for Nevada Highway Patrol (NHP) will be sent to nhpfiscal@dps.state.nv.us. Invoices must include an invoice number, invoice date, location, and date of service. All corresponding service reports generated during the billing period shall be submitted with the invoice.

Repairs Service Response

The Contractor shall make reasonable efforts to respond to repair requests and complete repairs as promptly as practicable. If repair cannot be completed within one business day following the initial service visit, the Contractor shall notify the applicable NHP Fleet Shop Supervisor by telephone or email and provide:

- The reason for the delay;
- The status or availability of required parts or materials; and
- An estimated completion date.

Repairs requiring extended time due to parts availability, equipment condition, or other circumstances shall be coordinated with the applicable NHP Fleet Shop Supervisor.

Contractor Qualifications

The Contractor shall ensure that personnel performing inspection, certification, maintenance, or repair services possess the training, qualifications, licenses, and/or certifications applicable to the work being performed.

The Contractor shall provide proof of all State-required insurance, including liability, workers' compensation, automobile insurance, and any other coverage required by the State of Nevada.

Existing Hoists

Northern Command Elko

Equipment	Serial Number
Snap-on 10,000 LB Two-Post Hoist	T10-25417
Snap-on 10,000 LB Two-Post Hoist	T10-25366

Northern Command Reno

Equipment	Serial Number
Snap-on 10,000 LB Two-Post Hoist	T-10-25419
Snap-on 10,000 LB Two-Post Hoist	T-10-25418

The Contractor agrees that the rates established above shall remain constant throughout the contract period unless otherwise authorized through an approved contract amendment.

Acceptance of Scope

The Contractor agrees to comply with the terms and requirements contained in this Scope of Services.