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**Fiscal Year 2025 (July 1, 2026, to June 30, 2027)**

State Fleet Management Office  
1205 Pendleton Street, Suite 113  
Columbia, SC 29201

The State Fleet Management Office's (SFM) Commercial Vendor Repair Program (CVRP) is responsible for the service and repair of many vehicles and pieces of equipment belonging to State agencies and other non-State governmental entities. SFM seeks to establish competitive service agreements for repair and service of these vehicles and equipment located in your area.

Preventative Maintenance (oil-change) services under this agreement will be for Light Duty Vehicles only as outlined below. For Tire services, Vendors listed as Distributors in the State Fiscal Accountability Authority Office Statewide Term Contract must adhere to service pricing for valve stems, mounting and balancing of tires. The maximum allowed price for service is listed on the enclosed bid sheet. This is the maximum price we are willing to accept for these services. Vendors are encouraged to submit their "best price" for these services in the appropriate section below. Bids received over the maximum allowed price will not be considered. Bids received will be evaluated based on the price submitted and may affect the distribution of work. **Submission of an agreement to SFM is not a guarantee of business.**

For all other services performed (other than Preventative Maintenance), pricing is to be submitted as an hourly labor rate for each classification of vehicle or equipment as well as a Parts Discount off Dealer List as outlined below. For vehicle repairs SFM will utilize the Mitchell Manual to validate the labor hours charged and the hours listed in this manual will be the maximum allowed for each repair. This manual will also be used to determine the Dealer List price for parts which will also serves as the maximum SFM will pay for parts. Please use this as a guide when completing the labor rates and parts discounts below. Vendors are encouraged to submit their "best price" or discount for these services on the Bid Sheet. Agreements will be evaluated based on the price submitted and may affect the distribution of work. Submission of an agreement to SFM is not a guarantee of business.

In order to remain an active vendor with our program for the year beginning July 1, 2026, the attached Fixed Price Bid sheet and/or Parts and Labor Agreement must be completed and returned to SFM by the close of business **Friday, June 19, 2026**. If we do not receive a signed agreement, your account will be placed in "inactive" status beginning July 1, 2026, until a completed agreement or bid sheet is received. Vendors submitting completed agreements after the June 19, 2026, deadline will only be added to the program on a quarterly basis.

Please return the completed and executed agreement(s) to:

Email: [vendorinvoices@admin.sc.gov](mailto:vendorinvoices@admin.sc.gov)

OR

Fax: 803-737-9966

OR mail:

State Fleet Management  
Attn: Contract Manager  
1205 Pendleton Street, Suite 113  
Columbia, SC 29201

**Payment may be refused for any invoice received after thirty (30) days of service completion.**

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**VEHICLE CLASSIFICATION**

For the purposes of this agreement, SFM will utilize the United States Department of Transportation classification of vehicles:

Passenger Vehicles / Light Duty Trucks

1. Class 1- GVWR ranges from 0 to 6,000 pounds (0 to 2,722 kg)
2. Class 2- GVWR ranges from 6,001 to 10,000 pounds (2,722 to 4,536 kg)
3. Class 3- GVWR ranges from 10,001 to 14,000 pounds (4,536 to 6,350 kg)

Medium Duty Trucks

4. Class 4- GVWR ranges from 14,001 to 16,000 pounds (6,351 to 7,257 kg)
5. Class 5- GVWR ranges from 16,001 to 19,500 pounds (7,258 to 8,845 kg)
6. Class 6- GVWR ranges from 19,501 to 26,000 pounds (8,846 to 11,793 kg)

Heavy Duty Trucks

7. Class 7- GVWR ranges from 26,001 to 33,000 pounds (11,794 to 14,969 kg)
8. Class 8- GVWR is anything above 33,000 pounds (14,969 kg)

**NOTE:**

1. **Vendor must obtain authorization from SFM/CVRP for any additional repairs or parts required while performing maintenance or repair of vehicles and equipment covered under this agreement.**
2. **Vendor must obtain authorization from SFM/CVRP before sub-letting any repairs to another vendor and contracted vendor must manage warranty and rechecks pertaining to repairs.**
3. While in the vendor's possession, state vehicles are to be driven by:
  - a. A **licensed driver** for diagnostic, testing and repairs only.
  - b. For **Police/Patrol vehicles, marked or unmarked**, the **officer** must drive the vehicle for the technician. In no case is the vendor authorized to road test a Police/Patrol vehicle.
4. Servicing vendors shall be responsible for any damages to state vehicles or equipment covered by this agreement while in the vendor's possession, excluding natural disaster.
5. Vendors are rated by region; any Vendor bidding Preventative Maintenance 30% above average participating vendors in a region may be excluded from this program.
6. Vendors must apply all promotional sales and promotional discounts in place at time of service.
7. The Manufacturer's Warranty shall apply to all parts unless greater is offered by vendor. The vendor provides a warranty for at least three months.

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**PREVENTATIVE MAINTENANCE (OIL CHANGE & MULTI-POINT INSPECTION)**

Please submit your best price for Preventative Maintenance for Class 1 thru 3 Passenger Vehicles / Light Duty Trucks indicated on Page2:

All vehicles maintained under a State Fleet Management Purchase Order (PO) are to be **serviced with either conventional or synthetic blend** motor oil.

- **Full Synthetic Motor Oil requires prior approval from a SFM/CVRP Technician**

Vehicles equipped with Diesel Engines, and Class 4 through Class 8, are not covered under this agreement, but SFM expects vendor's best possible pricing will be applied to invoices with Preventive Maintenance.

Preventative Maintenance Service must include the following items: (Notify SFM CVRP of items needing attention at **1-800-277-3686**.)

- Change oil, filter and lube (up to **five** quarts)
- Inspect and inflate tires, spare included to manufacturer specification as required
- Inspect and correct all fluid levels
- Inspect belts and hoses
- Inspect battery
- Inspect air filter
- Inspect windshield / rear lift gate wiper blades condition and operation
- Check operation of all the lights and horn
- Service reminder stickers (if used) shall indicate:
  - 5,000 miles interval for light duty vehicles
  - 4,000 miles interval for police or extreme duty vehicles

**INVOICES/REPAIR ORDERS**

- The vehicle driver (agency representative) will provide vendor with a service request, a Purchase Order Number and an approved estimated dollar amount before work begins. Under any other circumstances the **vendor must contact SFM/CVRP at 1-800-277-3686** before making any repairs.
- Invoices must list all Parts and Labor (including pricing), Purchase Order Number, License Plate or Equipment Number, Odometer or Hour Meter Reading and Invoice Number.
- Invoices submitted to SFM for payment should be signed by the vehicle operator (agency representative) when possible. A repair order may be submitted for payment if invoice is unavailable. If a vehicle is picked up after normal business hours and the invoice/repair order is not signed, the vendor should note on the invoice why it is not signed.
- Emergency Repairs are defined as those repairs that cannot be anticipated and requiring immediate attention after normal business hours, holidays and weekends. State Fleet Management must be notified by the vendor with vehicle, driver's information and nature of emergency repair on the first regular business day after the emergency repair was made. **SFM normal office hours are 7:30 a.m. – 5 p.m. Monday through Friday, excluding state observed holidays.**
- Vendors are required to submit invoices to SFM for payment, **not the person picking up the vehicle or equipment**. A copy of the invoice may be given to the driver for their agencies records when requested.
  - Please return the completed invoices to:

Email: [vendorinvoices@admin.sc.gov](mailto:vendorinvoices@admin.sc.gov)

OR Fax: 803-737-9966

OR mail:

State Fleet Management  
1205 Pendleton Street, Suite 113  
Columbia, SC 29201

COMPANY NAME:					
STREET ADDRESS:					
CITY:		COUNTY:		ZIP CODE:	
CONTACT NAME:					
POSITION/TITLE:					
PHONE NUMBER:				FAX NUMBER:	
WEBSITE:					
EMAIL:					
ACCOUNTS RECEIVABLE (AR) CONTACT:					
AR PHONE NUMBER:				AR FAX NUMBER:	
ACCOUNTS RECEIVABLE EMAIL:					
FEDERAL ID NUMBER:					
Please indicate if you are a minority-owned vendor.		<input type="checkbox"/> Yes <input type="checkbox"/> No		Certification Number:	
<ul style="list-style-type: none"> <li>If your company has multiple locations, please indicate if this agreement applies to each location. Please provide an attachment listing all the locations that will accept the pricing established in this agreement. Single Location <input type="checkbox"/> Multiple Locations <input type="checkbox"/> (attach list of participating locations)</li> </ul>					
Hours of operation:					
<ul style="list-style-type: none"> <li>Please indicate if your facility has the capability to provide any of the following services below.</li> </ul>					
a. Road service, flat tire, gas, etc.:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
b. Lockout assistance:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
c. Towing:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
i. If yes to Towing, please indicate up to largest size vehicle can tow.					
d. After hours assistance:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
i. If yes to item d., please indicate after hours availability.					
If there are any other items not listed above and any other assistance you may provide. Please indicate type of assistance and hours you are available to assist.					

**PREVENTIVE MAINTENANCE / PARTS AND LABOR BID SHEET**

Please use this form to submit your best price for all other services and repairs performed for Passenger Vehicles / Light Duty Trucks indicated on Page 2.

**PREVENTATIVE MAINTENANCE (OIL CHANGES)**

**Vendor's Preventative Maintenance Bid below: (not to exceed SFM/CVRP Maximum)**

Conventional or Synthetic Blend Oil Service Bid: \$ \_\_\_\_\_ Maximum allowed: \$55.00  
 Full Synthetic Oil Service Bid Only vehicles approved by SFM: \$ \_\_\_\_\_ Maximum allowed: \$75.00

**Full Synthetic Motor Oil requires prior approval from a SFM/CVRP Technician** Initials: \_\_\_\_\_

**Additional quart of oil when a service requires over five quarts. (Extra quarts of oil should be listed separately on invoice):**

Conventional oil (price per quart): \$ \_\_\_\_\_  
 Synthetic Blend oil (price per quart): \$ \_\_\_\_\_  
 Full Synthetic oil (price per quart): \$ \_\_\_\_\_

**LABOR RATE:**

If you do not perform repairs on the vehicle classification listed, please check "N/A" for not applicable.

Light Duty Vehicles (as listed on Page ii)	\$ _____	<input type="checkbox"/> N/A
Medium Duty Vehicle (as listed on Page ii)	\$ _____	<input type="checkbox"/> N/A
Heavy Duty Vehicles (as listed on Page ii)	\$ _____	<input type="checkbox"/> N/A
Off Road Equipment	\$ _____	<input type="checkbox"/> N/A
Watercraft	\$ _____	<input type="checkbox"/> N/A
Generators	\$ _____	<input type="checkbox"/> N/A
Other types of equipment (Provide equipment types)	\$ _____	<input type="checkbox"/> N/A

Repair and estimate guide(s) utilized by your facility: \_\_\_\_\_

**PARTS AND PARTS DISCOUNTS:**

SFM/CVRP DOES NOT PAY ABOVE DEALER LIST PRICE FOR REPLACEMENT PARTS.

Vendor parts discount \_\_\_\_\_ % off Dealer List Price

**OTHER TYPES OF EQUIPMENT**

Please indicate equipment you service and repair.

\$ \_\_\_\_\_ Labor Rate  
 \_\_\_\_\_ % off Dealer List Price

**Invoice Correction Authorization:**

State Fleet Management requests the authorization to make necessary corrections to invoices for processing purposes per this signed agreement to facilitate expedient processing and prevent delay in payment of invoices.

- Yes (SFM is authorized to correct invoice for payment.)  
 No (SFM to return invoice for correction by vendor; Vendor shall resubmit invoice.)

**AFFIDAVIT**

I, \_\_\_\_\_  
 doing business as \_\_\_\_\_  
 agree to provide the repairs or services identified in this agreement at the prices quoted.

**AUTHORIZED  
SIGNATURE**

**PRINT NAME**

**POSITION/TITLE**

**DATE**

\_\_\_\_\_  
 \_\_\_\_\_  
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