

# New vehicle contract checklist

Vehicle name / unit #:	_____		
Fiscal year:	beginning _____	ending _____	

## Instructions

- Failure to follow these recommendations may result in delays and extra squad expenses during the new vehicle intake process.
- Following the recommendations in this checklist, it should be possible to place a new vehicle in service about one month after taking delivery, assuming it passes its mechanical and mobile I.T. checkouts right away.

## Checklist

#	Item	✓
1	<p>Contract contains the following language:</p> <p style="padding-left: 40px;">All vehicles shall be delivered on ground to the City of Virginia Beach's Fleet Management Division / City Garage located on Leroy Road. Neither the buyer nor the City shall be responsible for unloading, assisting in unloading, or assembly of any equipment.</p> <p>Absence of this language will expose the squad to blame for the discovery of any damage or missing items or parts.</p>	
2	<p>Contract specifies that vendor will only receive final payment after the buyer and all the following buyer agents have completed their inspections and given their approval:</p> <ul style="list-style-type: none"> <li>a. Virginia Beach Public Works Department Automotive Services Division</li> <li>b. Virginia Beach Information Technology Department Mobile I.T. Division</li> </ul> <p>Absence of this language will cause the squad to lose its leverage to get the vendor to address any problems quickly.</p>	
3	<p>If the squad is providing its own requirements document to the vendor, contract specifies that the squad's requirements document takes precedence over the vendor's build order.</p> <p>Build orders tend to make heavy use of factory codes, formats, and jargon, and can be hard to understand. Absence of this contract language may deny the squad any recourse if the vendor injects ambiguous or erroneous instructions into the build order.</p>	

#	Item	✓
4	<p>Contract specifies that the Va Beach EMS Department's <i>Technical Asset System Integration Requirements</i> (TASIR) document takes precedence over all other requirements and build order instructions.</p> <p>Absence of this language may result in the squad receiving a vehicle that requires more work, including possible disassembly and reassembly, extra squad expense, etc, before it can be placed in service.</p>	
5	<p>Contract specifies that vendor must provide at least two sets of full-featured (that is, non-valet) keys and associated remote fobs.</p> <p>Absence of this language could result in the squad having to pay for duplicates to be made.</p>	
6	<p>Contract specifies that vendor must provide at least two sets of owner's manuals and technical documents, each on its own storage media.</p> <p>Absence of this language could result in the squad not getting a set of these materials, since the city garage must get an original set.</p>	
7	<p>Contract specifies that the vendor must deliver the vehicle with the following Virginia State (DMV) Inspection related items:</p> <ul style="list-style-type: none"> <li>a. Sticker affixed to the windshield in compliance with Virginia law</li> <li>b. Receipt dated no earlier than one month prior to delivery date</li> </ul>	
8	<p>Contract specifies that the vendor must deliver the vehicle with a front license plate bracket properly fastened to the front bumper.</p> <p>Virginia requirement</p>	
9	<p>Vendor is aware that current city garage personnel pay particular attention to the following items at time of delivery:</p> <ul style="list-style-type: none"> <li>a. Headliner fit</li> <li>b. Trim panel fit</li> <li>c. Weather stripping fit</li> </ul>	

