



# BENNETT FIRE PROTECTION DISTRICT #7

DISTRICT OFFICE: 303-644-3572 FAX: 303-644-3401

EMAIL: [INFO@BENNETTFIRERESCUE.ORG](mailto:INFO@BENNETTFIRERESCUE.ORG)

*"Striving to Preserve Life and Property"*

December 7, 2016

Board of Directors  
Strasburg Fire Protection District  
56281 E. Colfax Ave.  
Strasburg, CO 80136

Directors,

Bennett Fire Protection District is excited to provide you information regarding our external fleet services program. As you know high quality preventative maintenance and time sensitive repair services are essential components of any fire departments ability to serve their citizen base. Any individual who calls upon an emergency service entity for help expects and demands reliable and well cared for equipment to serve them. Beginning in 2011 the District formed an internal fleet maintenance division comprised of a fleet maintenance shop and an ASE/EVT Certified technician, based out of our headquarters building in Bennett, CO. This service has continued to grow steadily and has been adding additional neighboring fire departments as our customers, including Sable-Altura, Byers, and Deer Trail Fire Protection Districts. Our Fleet Division offers comprehensive NFPA 1915 (Standard for Fire apparatus Preventive Maintenance Program) compliant emergency vehicle preventative maintenance and repair services as well as NFPA 1911 (Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus).

We offer a variety of services based on both standard programs as well as custom tailored programs for each agency. Specialized repair services are available which include the replacement and repair of common fire service components and equipment with high quality original equipment specification or greater parts. Service and repair is also provided for all smaller, fixed and portable fuel powered equipment. We have attached an exhibit outlining the preventive maintenance services "break down" currently available to our customers. Additional detailed information can be provided at your request.

We are open to adding the Strasburg Fire Protection District as our customer. We believe our services would be valuable even as an additional repair service option. The fact that these services are able to be offered locally to the I-70 corridor agencies equates to reduced maintenance expenses and repairs as well as reduced vehicle travel and down time. The Fleet Division is another example of the I-70 corridor department's ability to work together to share resources and programs to most efficiently leverage tax payer funds and provide the highest quality service to the public. We appreciate your time and consideration of our offered services and are excited at the opportunity to serve you.

Thank You,

Gustavo Llanes  
Director  
Fleet Division  
Bennett Fire Protection District  
303-644-3572 - Headquarters / 303-500-2296 - Direct  
[www.BennettFireRescue.org](http://www.BennettFireRescue.org)

## Bennett Fire Fleet Maintenance Division

### Preventive maintenance Services (PM)

The Bennett Fire Fleet Maintenance Division's maintenance intervals are divided into the following categories. PMA, PMB, and the PMC. Within those categories are three sub categories for different vehicle size. Light Duty, Medium Duty and a Heavy Duty. If needed additional categories can be implemented to fit your needs.

PMA- This is the most frequent, basic and commonly known service interval. Typically know as the 3 month/3000 mile service. Service interval is between 3000 and 5000 miles depending on fluid type and vehicle usage.

The PMA includes the following services,

- Drain engine oil, remove and replace oil filter, and refill with new oil.
- Remove and check air cleaner, blow out or replace if necessary.
- If applicable, drain fuel/water separator.
- Check and document tire condition, air pressure and rotate tires if necessary.
- Check all suspension, steering and braking systems. Document and advice of any issues found.
- Check and top off all fluids, check vehicle for any fluid leaks, document and advise.
- Check all lighting, document and advise of any issues found.
- Check overall condition of vehicle.

PMB – This service is performed at 15,000 mile intervals between PMCs (i.e. 15-45-75k etc.) and includes the following. Depending on vehicle usage this can also be used as a 6 month vehicle safety check.

- All service procedures from the PMA category
- Remove and replace fuel filter
- Remove and replace air filter
- Remove and replace exterior transmission filter if equipped

PMC – This service is known by NFPA as the annual service. At a minimum all vehicles need to be serviced once a year. This service is also performed at 30,000 mile intervals (i.e. 30-60-90 etc.). This is considered the complete service and check of all vehicle systems.

This PM includes the following services,

- All service procedures from the PMA and PMB categories.
- Drain transmission, remove and replace transmission internal and external filter.
- Drain and replace differential fluid (front and/or rear)
- Drain and replace transfer case fluid (if applicable)
- Drain and replace pump transmission fluid (if applicable)
- Service any and all non-motorized attached equipment (i.e. PTO, Hydraulic generator, fire pumps etc.)

**Bennett Fire Protection District  
Fleet Service Division**

**Service charges;**

- PM Service, shop rate will be at \$80.00/Hour**
- Parts are at cost + 20%**
- Shop rate for repair or unscheduled work \$95.00/Hour**
- Overtime shop rate \$142.50/Hour**
- Hazardous waste fee (Each service/major repair) \$30.00/Work order**
- Road service call charge:**
  - During Business hours \$95.00/Hour + mileage**
  - After hours (2 Hour min.) \$142.50/Hour + mileage**
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  - Road service mileage charge-No charge first 50 miles-  
\$1.50/mile after**

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"Striving to Preserve Life and Property"

12/8/2016

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Gustavo sent this over today. I made copies and put them in the packets. This is your copy; the original he sent me.

He mailed one as well but I don't think we got it yet.

Thanks

REC'D 12/11/16 TM



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Unit classifications,

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(Sedans, SUVs, vehicles under 1 ton)
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(Up to Ford E&F-550, Chevrolet K&G-4500, Ram 4500)
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Any attached equipment with an independent power unit will be serviced and invoiced as a separate component. (I.e. gas powered generator, fire pump engine, gas powered extrication pump etc.) These units should be maintained more frequently depending on the usage and should have their own service intervals.

Non-attached equipment (portable generators, extrication power units, gas fans, chainsaws, demo saws, etc.) will also be serviced and invoiced as a separate component.

Note: It is highly recommended that all power equipment on each apparatus be service at the same time the apparatus service is completed. If the apparatus is only serviced once a year the equipment should be set up on its own interval.

Labor times for PM services,

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Medium Duty = 3 hours  
Heavy duty = 3 hours
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Heavy Duty = 10 hours

Small equipment labor times vary depending on type of equipment. On the average it is a 1 to 1.5 hour service. It will include all maintenance service items recommended by manufacturer for that particular piece of equipment. Includes draining fuel and refilling with fresh fuel, replacement of fuel filter, Air filters, change oil and filter, replace sparkplug, clean and inspect equipment. Document and advise of any issues found.

**Bennett Fire Protection District  
Fleet Service Division**

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Authorized Representative

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Date

**Bennett Fire Protection District**

\_\_\_\_\_  
Authorized Bennett Fire Protection District Representative

\_\_\_\_\_  
Date



**COLFAX & STRASBURG RD.**  
56931 E. COLFAX AVE.  
P.O. BOX 799  
STRASBURG, CO 80136  
Phone: (303) 622-4553

Strasburg Fire Protection District  
PO Box 241  
Strasburg, CO 80136

Re: Bid for Maintenance of Department Vehicles.

December 1, 2016

Dear Bob:

We are interested in bidding on the maintenance of the department vehicles as advertised in the paper. John's Repair, LLC has been in business since January of 1994 where we have serviced many vehicles. I am confident that we will be able to service your emergency vehicles with expertise and attention to detail. Although, we are not emergency vehicle certified, we have experience with many aspects of diesel maintenance and repair. Our shop is also insured with the standard \$1,000,000 indemnity policy. So I feel that we can benefit your department in this undertaking. I have attached a repair schedule for your perusal.

Sincerely,



John Hicks, Owner  
John's Repair, LLC  
PO Box 799  
Strasburg, CO 80136

*Finally... An Honest Repair Shop!*

*Received 12-1-16 GV*



**Maintenance Schedule:**

We propose a bi-annual service for most fire department vehicles. This will include a 22-point inspection with documentation, oil and filter change, air cleaner inspection and replacement if needed. Other services, such as transmission and radiator service will be performed only after inspection proving that such service is needed. You will receive estimates for any service not listed in the schedule below, with an understanding that repairs will not proceed until the work is authorized.

Those vehicles that are used heavily and require more maintenance will be serviced every 3,000 to 5,000 miles as ordered by the department.

**Pricing:**

Standard Oil Change and Look Over:

Command Vehicles:	\$47	Includes oil filter, 6 qt. of SAE 5W30, up to ½ gallon antifreeze, 1 qt. transmission fluid, and 1 gal. windshield washer fluid
Mini Pumper (Gas K30):	\$51	Includes oil filter, 7 qt. of SAE 5W30, up to ½ gallon antifreeze, 1 qt. transmission fluid, and 1 gal. windshield washer fluid
Powerstroke Diesel:	\$109	Includes oil filter, 15 qt. of SAE 15W40, up to ½ gallon antifreeze, 1 qt. transmission fluid, and 1 gal. windshield washer fluid
Duramax Diesel:	\$75	Includes oil filter, 10 qt. of SAE 15W40, up to ½ gallon antifreeze, 1 qt. transmission fluid, and 1 gal. windshield washer fluid
Internationals, Pierce, Freightliner:	\$160	Includes oil filter, 5 gallons SAE 15W40, up to ½ gallon antifreeze, 1 qt. transmission fluid, and 1 gal. windshield washer fluid.

A fleet discount of \$7.50 will be added to these services will be added, which is not included in the above prices.

Most diagnostic fees are credited with the purchase of the needed repair. On occasion there may be fees added due to extensive diagnostic in computer or electrical repairs. These fees are authorized in half-hour increments as needed.

Flat-rate fees depend on the type of repair being done.

- Oil Change Fees (Engine, Generator, or Pump Motors) \$34/hour
- Exhaust Labor \$75/hour
- Electrical Labor \$85/hour
- Body Repair (Mirrors, Compartment Doors, Handles, etc.) \$85/hour
- Transmission Services \$85.50/hour
- All other Repair (With Fleet Discount) \$95/hour

**Parts Purchasing:**

In order to save the District money on parts we would request that all parts not included with the regular oil change maintenance listed above, be charged by your authorized representative at the part's stores of your choosing with authorization that John's Repair, LLC be allowed to pick up needed parts. Each invoice would include the original invoice from the parts house of your choice and an invoice from John's Repair with only labor charges, hazardous materials fees, and shop supplies listed.

In the event that a part needs ordered from other than a local part's store, we will charge a reasonable mark-up, not to exceed 20%, and pass on all applicable freight or shipping charges.

**Billing:**

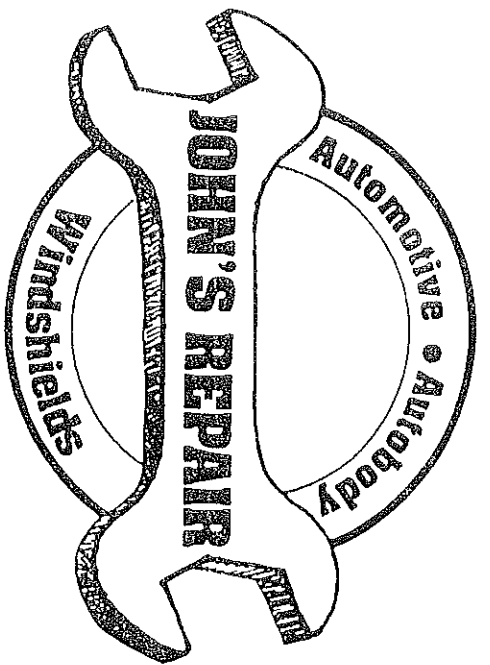
All John's repairs invoices will be mailed to the department directly and will be due and payable the week following the third Thursday Board meeting.

**Hours or Operations and Emergency Service:**

John's Repair, LLC is open M-F from 8:00 to 5:00, and Saturday 9:00 to Noon. Most repairs will be scheduled between these times. Emergency repairs will be handled by phoning John Hicks directly to make arrangements depending on individual circumstances.

**Outside Services:**

In the event that something needs to be repaired that we cannot repair, we will refer back to the authorized representative of the department for guidance on how to proceed. Tentatively, these repairs may include: engine and transmission rebuild, towing, extensive body work, dealer recalls, etc.



# COMPLETE SAFETY INSPECTION

"America's Value in Automotive Service"

BRAKE SYSTEM

- Wheel Cylinders
- Master Cylinders
- Drums/Rotors
- Front Discs
- Rear Discs
- Rear Shoes
- Hoses
- Bearings
- Grease Seals
- Parking Brake
- Calipers

FLUID LEVELS

- Engine Oil
- Transmission
- Differential
- Power Steering
- Master Cylinder
- Radiator
- Windshield Washer

TRANSMISSION

- Fluid Level
- Front Seal
- Pan Gasket
- Rear Seal
- Filter
- Modulator
- Linkage

CHARGING SYSTEM

- Battery
- Cables
- Starter
- Alternator
- Voltage Regulator

EXHAUST SYSTEM

- Muffler
- Exhaust Pipe
- Tail Pipe
- Hangers
- Catalytic Converter

FAN & ACCESSORY BELTS

- Air Pump
- Power Steering
- Alternator
- Air Conditioner

COOLING SYSTEM

- Radiator Hose-Upper
- Radiator Hose-Lower
- Heater Hoses
- By-Pass Hose
- Thermostat
- Radiator
- Hose Clamps
- Water Pump

SUSPENSION

- Alignment
- 2-Wheel Thrust Angle
- 4-Wheel
- Ball Joints
- Tie Rod End
- Idler Arm
- Sway Bar Bushings
- Strut Rod Bushings
- Centerlink
- Pitman Arm

WHEEL BALANCE

- Front
- Rear
- Rotate

TUNE UP

- Points, Cond.
- Spark Plugs
- Ignition Wire
- P.C.V. Valve
- Oil Filter
- Air Filter
- Distributor Cap & Rot.
- Coil
- Breather Element
- Fuel Filter

AIR CONDITIONING

- Freon Evacuate/Recharge
- Compressor
- Clutch
- A/C Hoses
- Dryer/Accumulator
- Evaporator
- VIR
- Expansion Block
- Orifice Tube
- Condenser
- Blower Motor
- Schrader Valves

OIL LEAKS

- Transmission Plan
- Valve Covers
- Oil Pan
- Front Seal
- Rear Seal
- Sander

STEERING

- Power Steering Pump
- Rack & Pinion
- Leaks

STRUTS & SHOCKS

- Front
- Rear

TIRES

- L. Front
- R. Front
- L. Rear
- R. Rear

NOTE: Indicate if system is in proper condition by placing OK in large circle. If a system or component is not in proper working condition, indicate with V or X.

<sup>1</sup> personally checked this car.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_



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DISTRICT OFFICE: 303-644-3572 FAX: 303-644-3401  
EMAIL: INFO@BENNETTFIREFIRESCUE.ORG  
*"Striving to Preserve Life and Property"*

October 15, 2015

Board of Directors  
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Authorized Representative

\_\_\_\_\_  
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**Bennett Fire Protection District**

\_\_\_\_\_  
Authorized Bennett Fire Protection District Representative

\_\_\_\_\_  
Date

## Appendix D

## SERVICE AND LUBRICATION SECTION 5 INTERVALS



Refer to the following charts for service and lubrication requirements. Perform services at the indicated interval of miles or time, whichever comes first.

Table 5-1: Initial Inspection Maintenance Schedule

Description	Action	Miles	Time
Spring U-Bolts	Check torque and tighten as required (after initial delivery).	500	Initial Inspection

Table 5-2: Daily Maintenance Schedule

Description	Action	Miles	Time
Air Cleaner	Check air intake restriction indicator.		Daily
Air Intake Tubes and Clamps	Inspect for leaks and clamp tightness.		Daily
Air Tanks	Drain water.		Daily
Coolant	Inspect for signs of coolant leaks. Check coolant level using sight glass or electronic monitor.		Daily
Engine	Inspect for signs of oil or coolant leaks.		Daily
Engine Oil	Inspect for signs of oil leaks. Check oil level using dipstick, sight glass, or electronic monitor.		Daily
Exhaust	Inspect for leaks and clamp tightness.		Daily
Throttle Pedal	Check for smooth operation and return ability.		Daily
Tires	Check inflation pressure. Inflate to correct pressure per the tire manufacturer's load/inflation recommendations.		Daily
Transmission Fluid	Inspect for signs of oil leaks. Check level using dipstick or electronic monitor. Also note physical appearance of transmission fluid.		Daily

Table 5-3: Weekly Maintenance Schedule

Description	Action	Miles	Time
Aerial Boom Support	Inspect fasteners for tightness and integrity.		Weekly
Air Dryer	Test purge pressure.		Weekly
Air Inlet	Inspect engine air inlet for dirt, debris, or plugging.		Weekly
Axle, Front	Inspect for signs of wear, damage, or looseness.		Weekly
Bells	Inspect for damage and check tension.		Weekly
Brake Linings	Inspect for sufficient lining thickness.		Weekly
Brakes	Inspect all brake parts for integrity. (See "Brakes -- General" on page 4-2.)		Weekly
Cab Tilt System	Check fluid level. (See "Cab Tilt System" on page 4-5 for fluid type.)		Weekly

## SERVICE AND LUBRICATION INTERVALS

Description	Action	Miles	Time
Driveshafts	Inspect for signs of damage.		Weekly
Electrical Connectors	Inspect for tightness, corrosion, and integrity.		Weekly
Electrical Harnesses and Wires	Inspect for rubbing, fraying, or looseness.		Weekly
Fan Drive - Quantum®	Check fluid level using sight glass. Fill with MOBIL SHC 630 synthetic oil. Inspect coupling for wear or misalignment.		Weekly
Frame Fasteners	Inspect for looseness, wear, or corrosion.		Weekly
Fuel System	Inspect for signs of damage, leaking, or chafing.		Weekly
Fuel-Water Separator	Check water collection bowl and drain condensate.		Weekly
Mirror Hardware	Inspect fasteners for tightness and integrity.		Weekly
Seat Belt Assemblies	Inspect for signs of damage, wear, or corrosion.		Weekly
Springs	Inspect for signs of wear, cracking, or bending.		Weekly
Steering Hydraulic System	Check oil level using dipstick, sight glass, or electronic monitor. Fill with DEXRON III.		Weekly
Steering System	Inspect all steering parts for integrity. (See "Steering" on page 4-11 for additional information.)		Weekly
Suspension Hangers and Shackles	Inspect for signs of wear, corrosion, or damage.		Weekly
Tires	Inspect tread depth and check for damage.		Weekly
Wiper Blades	Clean wiper blades.		Weekly

Table 6-4: Monthly Maintenance Schedule

Description	Action	Miles	Time
Axle, Rear	Check oil level in carrier.	10,000	Monthly
Battery Posts	Clean and grease after cleaning.	3,000	Monthly
Cab Step Pivot - Quantum®	Lubricate with Lubriplate low temperature grease.	3,000	Monthly
Cab Tilt Pivot Pins - except Velocity™/ Impel™	Lubricate with Lithium NLGI Grade EP2 grease.	3,000	Monthly
Cab Tilt Remote Control Receptacle	Lubricate with NYK corrosion preventative compound (Trucklita 97944 or equivalent).	3,000	Monthly
Driveshaft Slip Joints	Lubricate with Lithium NLGI grade EP2 grease.	3,000	Monthly
Driveshaft U-Joints	Lubricate with Lithium NLGI grade EP2 grease.	3,000	Monthly
Radiator and Charge Air Cooler Cores	Clean debris to ensure unimpeded air flow through cores.	3,000	Monthly
Spring Pins	Lubricate with Lithium NLGI grade EP2 grease.	3,000	Monthly
Steering Intermediate Links	Lubricate with Lithium NLGI grade EP2 grease.	3,000	Monthly

## SERVICE AND LUBRICATION INTERVALS

Description	Action	Miles	Time
Wheel Bearings, Oil (Front Axle)	Check fluid level and add as required.	3,000	Monthly
Wheel Nuts	Check torque and tighten as required.	3,000	Monthly
Windshield Wipers - Dash@Lance®, Velocity™/Impel™	Check torque and tighten as required.	3,000	Monthly

Table 5-5: Quarterly Maintenance Schedule

Description	Action	Miles	Time
Cab Lift Cylinder Trunnion Joints - Dash@Lance®, Enforcer®, Arrow XT™	Clean and lubricate cab lift cylinder trunnion joints. See "Lift Cylinder Trunnion Cleaning & Lubrication - Dash@Lance®/Enforcer®/Arrow XT™" on page 4-5 for additional information.	2,000	Quarterly

Table 5-6: Semi-Annual Maintenance Schedule

Description	Action	Miles	Time
Air Conditioning	Inspect sight glass. See "Air Conditioning Sight Glass" on page 4-38 for additional information.		6 Months
Automatic Slack Adjusters	Lubricate with clay-based NLGI Grade 1 or 2 grease. (See Meritor lube chart for additional information.)		6 Months - See Axle Manual
Disc Brake Callipers	Lubricate with clay-based NLGI Grade 1 or 2 grease (See Meritor lube chart for additional information.)		6 Months - See Axle Manual
Door Hinges	Inspect and Adjust. Spray with silicone lubricant.		6 Months
Door Latches	Lubricate with Lubriplate 105 grease or equivalent.		6 Months
Door Strikers	Inspect and adjust.		6 Months
Door Window Regulators	Lubricate with Lithium NLGI grade EP2 grease.		6 Months
Fifth Wheel - Tiller Only	Lubricate the fifth wheel bearing connecting the tractor to the tiller trailer. See "Fifth Wheel Lubrication (Tiller Only)" on page 4-35 for additional information.	3,000	6 Months
Hood - Velocity™/Impel™	Lubricate hinges with Lithium NLGI grade EP2 grease.		6 Months
Seat Adjuster Slides	Lubricate with Lithium NLGI grade EP2 grease.		6 Months
Shock Absorbers, Front - Arrow XT™	Replace.	6,000	
Steering Gear	Lubricate with Lithium NLGI grade EP2 grease.		6 Months
Tire Alignment (Front Axle)	Check toe-in on front tires.		6 Months
Transmission Fluid	Trucks in severe duty applications, or trucks equipped with transmission retarders, should have transmission fluid tested for water and glycol contamination. See "Transmission Fluid Analysis - Allison Transmissions" on page 4-48 for additional information.	12,000	6 months or 500 hours

## SERVICE AND LUBRICATION INTERVALS

Table 5-7: Annual Maintenance Schedule

Description	Action	Miles	Time
Air Cleaner	Replace air cleaner or filter element.		Annual or as required
Axle, Front Kingpin	Lubricate with Lithium NLGI grade EP2 grease.	100,000	Annual
Axle, Tie Rod Ball Joints	Lubricate with Lithium NLGI grade EP2 grease.	100,000	Annual
Spring U-Bolts	Check torque and tighten as required.	24,000	Annual
Steering Drag Link Ball Joints	Lubricate with Lithium NLGI grade EP2 grease.	100,000	Annual
Steering Hydraulic System	Replace filter and hydraulic fluid in power steering reservoir(s) with DEXRON III.		Annual

Table 5-8: 3-5 Year Maintenance Schedule

Description	Action	Miles	Time
External Transmission Cooler	Replace external transmission cooler. See "External Transmission Coolers" on page 4-49 for additional information.		3-5 years

Table 5-9: Vendor Component Maintenance Schedule

Description	Action	Miles	Time
Air Dryer Desiccant	Replace desiccant.		See Air Dryer Manual
Axle, Rear	Replace lubricant (initial drain and fill).		See Axle Manual
Axle, Rear	Replace oil & oil filter (if applicable) in carrier.		See Axle Manual
Coolant	Replace coolant after flushing system.		See Engine Manual
Coolant Filter	Replace.		See Engine Manual
Engine Oil	Replace with engine manufacturer's recommended grade and viscosity.		See Engine Manual
Engine Oil Filter	Replace.		See Engine Manual
Engine Thermostats	Test and replace if defective.		See Engine Manual
Fuel Filter	Replace element.		See Engine Manual
Transmission Filters	Replace with transmission manufacturer's approved filters.		See Transmission Manual
Transmission Fluid	Replace with DEXRON III or TRANSYND. (See the yellow Federal Motor Vehicle Safety Standard (FMVSS) information decal for fluid type.)		See Transmission Manual
Wheel Bearings, Grease (Front Axle)	Lubricate with Lithium NLGI grade EP2 grease.		See Axle Manual
Wheel Bearings, Oil (Front Axle)	Replace lubricant.		See Axle Manual