

**BLUFFTON TOWNSHIP FIRE DISTRICT VEHICLE SERVICES**  
**19 ULMER ROAD**  
**BLUFFTON, SC 29910**  
**T-843-757-1009**  
**F-843-757-7305**

**VEHICLE MAINTENANCE SERVICES AGREEMENT**

<b>STATE OF SOUTH CAROLINA</b>	)	
	)	
<b>COUNTY OF BEAUFORT</b>	)	<b>AGREEMENT 2026-01</b>

This agreement is made the 1st day of July 2025, between Bluffton Township Fire District dba as BTFD Vehicle Services (hereinafter referred to as “BTFD VS”) and The Town of Bluffton (hereinafter referred to as “TOB”). This agreement is for BTFD VS to provide vehicle maintenance services to TOB, including The Bluffton Police Department as defined below.

**1. SERVICES**

BTFD VS will provide the following preventative maintenance services (“PM”) and repair services.

- Tune ups, fluid changes, filter replacement.
- Electronic diagnostic & repair services.
- All door window, trim, handles, and interior needs.
- Starting, braking, charging, cooling & A/C system’s services.
- Steering & drive wheel service and repair.
- Tire replacement and balancing service.
- Alignment service.
- Engine and or transmission replacement.
- With consent, manage other needed outsourced services not listed here.

Any services not listed or that would need to be obtained or purchased from an outside agency would be subject to written approval (email will suffice) from TOB designee.

**2. PERSONNEL**

BTFD VS Technicians are trained to the highest level and are Automotive Service Excellence (ASE) & Emergency Vehicle Technician (EVT) certified in the following disciplines.

## **2. PERSONNEL** (cont.)

### **ASE:**

A1 – Auto Engine Repair, A4 – Auto Suspension & Steering, A5 – Auto Brakes, A7 – Auto A/C Heating, T2 – Truck Diesel Engines, T3 – Truck Drive Train, T4 – Truck HD Brakes, T5 – Truck Suspension & Steering, T6 – Truck Electrical, T7 – Truck A/C & Heating, T8 – Truck Preventive Maintenance.

### **EVT:**

F2 – Fire Apparatus Design & Performance Standards, F3 – Fire Pumps & Accessories, F4 – Fire Apparatus Electrical Systems, F5 – Aerial Apparatus.

## **3. VEHICLE CLASSIFICATION**

BTFD VS will utilize the US Department of Transportation classification of vehicles. They are as follows.

### ***Group 1, 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)

### ***Group 2, 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)

### ***Group 3, 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)

Any vehicle and equipment not mentioned in the above groups will be classed and rate quoted prior to service work done. Example, a backhoe would fall in Group 2 and a golf cart would fall in Group 1.

## **4. LABOR RATES**

The following labor rates will prevail to the applicable vehicle group.

***Group 1, Passenger Vehicles / Light Duty Trucks*** – \$100/hour

***Group 2, Medium Duty Trucks & Equipment*** – \$115/hour

***Group 3, Heavy Duty Trucks & Heavy Equipment*** – \$130/hour

#### **4. LABOR RATES** (cont.)

##### **Labor Rate Example:**

All labor charges will be determined by book rates from ALLDATA. ALLDATA can be referenced on the internet via [www.alldata.com](http://www.alldata.com). *Example:* a repair / service job on a Group 1 vehicle with a book rate of 2.5 hours will cost \$187.50 (2.5 x \$75) in labor charges, not including parts. Not all services or repairs have a book rate, and in these cases the applicable group and hourly labor rate will prevail.

#### **5. SHOP & OTHER ADMINISTRATIVE CHARGES**

All invoices are subject to additional charges that may include any or all of the following.

Shop Supplies: any supplies or portion thereof that is used in the process of the repairs or service. The shop supplies fee is equal to 10% of all parts billed on the invoice, but not to exceed a maximum of \$50.

Administrative Fees: fees charged for administration work, such as reports requested or work other than the repair or service. *Example:* if Public Works detailed a lawn area during the day, and at the end of the day dropped the trailer of equipment to be serviced, without cleaning the equipment, there would be a charge for cleaning the equipment so the technician could service / repair the equipment. This fee would be charged at the prevailing hourly rate, subject to the proper category in section 4.

Diagnostic Fee: if diagnostic service is required, the fee charged is for use of computer equipment to obtain diagnostic codes, use of scope during repair, to clear codes after repairs or service have been completed, and to validate proper repair has been made. The diagnostic fee is equal to 1 hour of the prevailing rate in section 4 and includes up to 1 hour of technician time.

Tire Disposal Fee: Used tires from vehicles will need to be properly disposed of. The disposal fees for used tires vary, depending on the tire size. The pricing is as follows.

Passenger car sized tires – \$5 per tire.

Light truck tires – depending on size, \$7 to \$10 per tire. To be determined at repair time.

Large truck tires – \$15 per tire

Super singles – \$25 per tire

Agriculture / Industrial – Depending on size, \$55 to \$110 per tire. To be determined at repair time.

#### **6. PARTS**

All parts purchased for repairs / service will be added to the invoice, including any environmental or hazardous materials fees that are applicable. Most competitive repair shops multiply the parts cost by 2 ½ times the total cost. *Example:* a competition shop would upcharge a \$75 part to cost \$187.50. BTFD VS parts are charged at cost plus 25%. *Example:* a \$75 part will cost \$93.75. BTFD VS has an extensive parts network and strives to obtain the best pricing possible for quality parts.

## **6. PARTS** (cont.)

If parts are not in stock, either by BTFD VS or the supplier and need to be ordered, the repair or service appointment may have to be rescheduled.

## **7. PROCEDURE**

We understand that each entity has its own process for handling maintenance and repairs. We will work together to put a process in place that best suites and meets the needs of both parties. Our contact process is simple and straight forward. The TOB designee will contact Steve McKinley, Battalion Chief, Maintenance Division. His email is, [mckinley@blufftonfd.com](mailto:mckinley@blufftonfd.com). His phone numbers are, O – 843-548-4366 & C – 843-247-2954.

The procedure is as follows, the TOB Bluffton Police Department Vehicle Maintenance Form will need to be completed per BPD protocol. Once the form is completed, the BPD Quartermaster will email the form to, [vehicleservices@blufftonfd.com](mailto:vehicleservices@blufftonfd.com). Once received, the request will be given a work order number, scheduled, and assigned. The scheduled information will then be emailed back to the BPD Quartermaster.

Once the scheduled appointments are confirmed, please have the scheduled vehicles at maintenance before 9:00 am, unless prior arrangements are made.

If your entity has a particular protocol, please include as appendix to this document.

If TOB requires a purchase order for the work order, BTFD VS will need the purchase order prior to providing service. Please indicate if a purchase order is required. YES / **NO** Initials please; \_\_\_\_\_

After the repairs / service have been completed, the TOB designee will be notified that the unit is ready to be picked up.

Please list approved TOB designees. Designees have the authorization to approve repairs and service for TOB. Please provide a primary designee and at least one alternate. (Please print)

Name	Title	Phone #	Email
1. Joe George	Quartermaster	843-706-4557	<a href="mailto:jgeorge@townofbluffton.com">jgeorge@townofbluffton.com</a>
2. Joe Babkiewicz	Police Chief	843-540-3949	<a href="mailto:jbabkiewicz@townofbluffton.com">jbabkiewicz@townofbluffton.com</a>

## **8. SOFTWARE AGREEMENT AND FEES**

With the start of fiscal year 24/25, BTFD Vehicle Services is bringing on a new cloud-based Record Management System (RMS). In addition to BTFD, this system will allow all Town of Bluffton employees that are assigned or periodically drive a Town owned vehicle to report and request maintenance and or service concerns to the Towns Quartermaster (QM). The QM will approve & forward the request, electronically, to BTFD Vehicle Services for scheduling. Once a scheduled date has been assigned the request is sent back to the QM and the Town employee that made the request. Simply put, it's all electronic and everyone who is associated with the request will receive all updated information live. In addition, the Town will have its own RMS module and access to all TOB/BPD vehicle records, history, and numerous reports.

The system is APP based, so it can be accessed from anywhere with computer, iPad or cell phone. In previous meetings, the Town has agreed to participate in the program and committed to their share of the set-up fee and software module. The Town's portion of the one-time setup fee is \$2,085. and the Town's software module cost is \$5,500. The total cost for the Town, for fiscal year 24/25 is \$7,585.

The agreement with the software vendor is for three (3) years. For the fiscal years 25 & 26, the software cost will be \$5,500 per year. BTFD has agreed to pay this in advance on the Town's behalf and the Town will be billed & invoiced during the 1<sup>st</sup> week of July of each year. They are as follows.

Fiscal Year 24/25 - \$7,585.    Fiscal Year 25/26 - \$5,500.    Fiscal Year 26/27 - \$5,500.

The Town agrees to the software terms, TOB initial\_\_\_\_\_

## **9. GREEN LIGHT REPAIRS**

To expedite service in a timely manner, we would like to have a predetermined dollar limit that you set for us so we can go ahead with the service/repairs. This set amount and below allows BTFD VS to go ahead with the repair without prior contact. This could be brake pads, fan belts maybe even tires, anything that might need replacement or repair while performing preventative maintenance. This means that BTFD VS has the authority to go ahead with repairs as needed, up to the preselected green light amount below.

TOB green light amount is not exceed, \$500.00      Initial please: \_\_\_\_\_

## **10. AFTER HOURS**

Normal business hours for BTFD VS are from 7:30am till 5:30pm, Monday through Thursday. Closed Friday, Saturday & Sunday. BTFD VS can provide emergency after-hours service between the hours of 5pm until 7am. The rate for this service will be 1.5 times the applicable shop rate plus 1 additional hour. This rate will be in effect once the on-call technician has been called to respond. The emergency service call will need approval by senior staff prior to a BTFD VS Technician response.

## **11. INVOICING**

Upon completion of the work order, a shop invoice is created. These invoices accumulate for the current month. At the end of the month, all invoices are sent to accounting and formal invoices are created along with the month's statement. Once they are ready, they can be picked up at our headquarters station, mailed or emailed, just let us know. Invoice discrepancies can be reported to Mrs. Crystal DeRosia-Kaznowski for follow-up.

### **Billing Information.**

Town of Bluffton  
20 Bridge Street  
Bluffton, SC 29910

### **Contact Information.**

Felicia Roth  
Director, Contracts and Compliance  
843-706-7816  
[froth@townofbluffton.com](mailto:froth@townofbluffton.com)

## **12. PAYMENT**

The prior month's statement balance is due net 30 days. Please mail all payments to:  
Bluffton Township Fire District  
Attn: Nancy Hyer, Financial Administrator  
357 Fording Island Road, Bluffton, SC 29909

## **13. QUALITY ASSURANCE**

BTFD Vehicle Services takes your business seriously. We welcome your feedback. We will maintain an open line of communication, so please feel free to call or stop by and discuss anything that is of concern to you.

## **14. AGREEMENT TERM**

This agreement starts July 1<sup>st</sup>, 2025, and will remain valid through June 30<sup>th</sup>, 2026. If the agreement requires amending or a change in rates is required, it will be done at the time of the agreement renewal and TOB will be notified 90 days prior to agreement renewal.

## **15. CANCELLATION**

This agreement may be terminated by either party, for any reason, upon providing 90-day written notice.

## **16. APPROVAL SIGNATURES**

By signing below, you are in acceptance of the terms and conditions within this agreement.

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B/C Steve McKinley BTFD Vehicle Services	Date
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Interim Chief Derek Church Bluffton Township Fire District	Date
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Stephen Steese Town Manager Town of Bluffton	Date
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