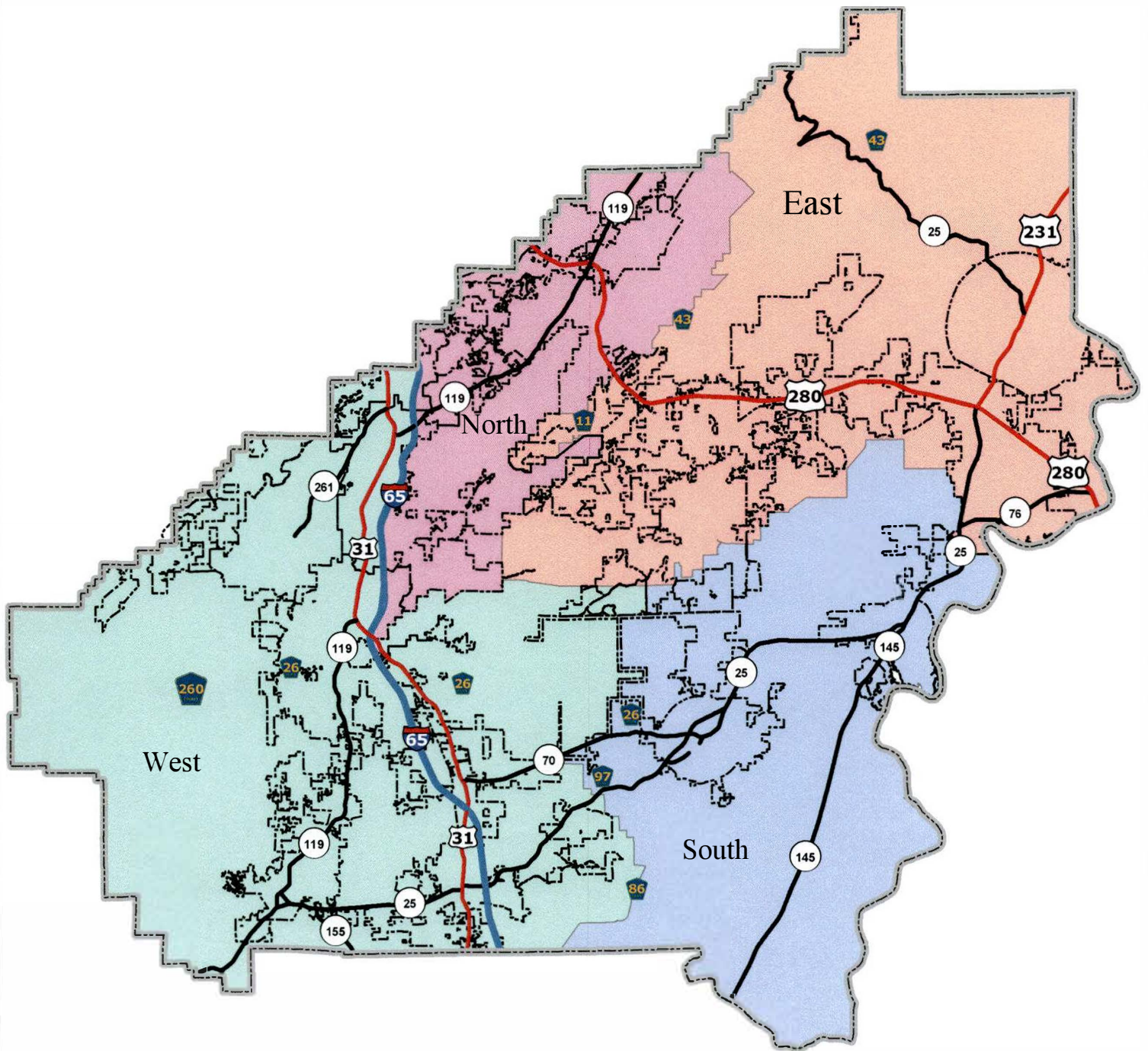


# SHELBY COUNTY SHERIFF'S OFFICE

## OIL CHANGE

### BID ZONES



**VENDOR**

|                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|
| Please include a price list for all other services offered at bidder's location(s) not specifically noted within the bid. |
| Items found during safety check must be reported to operator and documented on service ticket.                            |
| Safety checks shall be performed at no additional cost and shall include the following items:                             |
| RADIATOR HOSES                                                                                                            |
| FAN AND ALTERNATOR BELTS                                                                                                  |
| TRANSMISSION/TRANSAXLE FLUID LEVEL                                                                                        |
| DIFFERENTIAL REAR END OIL LEVEL (FRONT WHEEL OR 4 WHEEL DRIVE)                                                            |
| BRAKE FLUID LEVEL                                                                                                         |
| POWER STEERING FLUID LEVEL                                                                                                |
| FILL WINDSHIELD WASHER FLUID LEVEL                                                                                        |
| BATTERY FLUID LEVEL AND CABLE ENDS                                                                                        |
| COOLANT LEVEL                                                                                                             |
| AIR FILTER CHECK                                                                                                          |
| BREATHER ELEMENT AND EC VALVE CHECK                                                                                       |
| PCV VALVE CHECK                                                                                                           |
| RADIATOR WATER LEVEL                                                                                                      |
| WIPER BLADES CONDITION                                                                                                    |
| TIRE PRESSURE/WEAR                                                                                                        |
| CLUTCH FLUID LEVEL                                                                                                        |
| CHECK ALL LIGHTS                                                                                                          |
| CHECK HORN                                                                                                                |
| LUBE DOOR HINGES                                                                                                          |
| ENGINE AIR FILTERS INSPECTED                                                                                              |

|                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|
| <b>OTHER SPECIFICATIONS:</b>                                                                                         |
| Invoices may be sent to either of the following:                                                                     |
| <a href="mailto:apinvoicess@shelbyal.com">apinvoicess@shelbyal.com</a>                                               |
| or                                                                                                                   |
| Shelby County                                                                                                        |
| 200 West College Street                                                                                              |
| Room 140                                                                                                             |
| Columbiana, AL 35051                                                                                                 |
| <b>ALL INVOICES MUST INCLUDE THE VEHICLE NUMBER AND SHELBY COUNTY EMPLOYEE'S SIGNATURE.</b>                          |
| Service/wait turnaround time shall be less than 45 minutes unless further mechanical work is necessary.              |
| All prices shall include environmental and disposal fee where applicable.                                            |
| Any exception to these specifications must be indicated on the bid or on a separate attachment labeled "Exceptions". |