

Appendix J

M E M O R A N D U M

SUBJECT: MACS Vehicle Body Damage Policy

DATE: 04/1/2017



FROM: Kevin Tolson – MetroAccess Fleet Maintenance Officer

THRU: Omari June – Director, Office of MetroAccess Service

TO: Service Delivery Providers

Service Delivery Contractors are responsible for the proper inspection and maintenance of MetroAccess revenue vehicles, both interior and exterior, under the requirements of the contract.

Service Delivery Contractors shall inspect the condition of each vehicle prior to the commencement of each day of service and shall take all action necessary in order to cause such vehicle to be free from body damage (interior and exterior) prior to service.

WMATA understands the majority of the vehicles are not “as new” and are subject to daily wear. Normal wear such as minor scuffing and light scratches is expected from regular use, and therefore excluded from performance standards and will not be subject to liquidated damages. However, any normal vehicle wear still requires maintenance cleaning as outlined in RFP No.CQ12169 part VI section 5.9. Poorly repaired body damage will be subject to the same performance standard as Vehicle Body Damage.

Vehicles discovered in the ready line or in revenue service with body damage will be assessed performance disincentives as outlined in RFP No.CQ12169 part VI section 12.2 item # 9.

Vehicle body damage may include;

1. Outer body dents
2. Heavy paint scratches (interior and exterior)
3. Cracked, damaged or missing trim and weather stripping (interior and exterior)
4. Seat damage including tears
5. Floor damage including steps and securement tracks
6. Stanchion damage or missing components including hardware
7. Broken or cracked mirrors
8. Missing or damaged wheel covers
9. Missing or damaged stripes, decals and logos
10. Bumper (front and rear) visible damage/dents
11. Cracked, missing or broken windshield, wipers and windows
12. Roof damage
13. Outer body perforation
14. Doors (exterior and interior) damage or missing components including hardware

Service Delivery Contractors are responsible for maintaining the vehicles assigned them in accordance with OEM maintenance standards and WMATA requirements.

**Washington
Metropolitan Area
Transit Authority**