
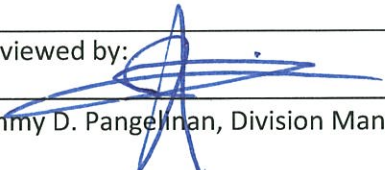




<p style="text-align: center;">GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE</p>	<p>Prepared by:   Title: Pedro F. Sanchez, Management Analyst II</p>
<p><b>TITLE: * FLEET CONTRACTS &amp; SERVICES MANAGEMENT</b></p>	<p>Reviewed by:   Jimmy D. Pangelinan, Division Manager</p>
<p>NO: <u>SOP-159</u>  Supersedes: SOP 159, dtd 2/10/16</p>	<p>Concurred by:   Melinda C. Mafnas, P.E., Assist General Manager,  OPERATIONS</p>
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## 1.0 PURPOSE

The purpose of this procedure is to define the responsibilities for the management and execution of contracts and services for all automotive vehicles and heavy equipment owned and operated by the Guam Power Authority.

## 2.0 RESPONSIBILITIES

### 2.1 The Fleet Support Service Manager is responsible for the following:

1. The overall management of all contracts and services acquired by the Transportation Division.
2. Ensuring all fleet contracts and service requisitions and/or purchase orders meets the criteria and intentions of the current fiscal year's approved budget for the Transportation Division.
3. Ensuring fleet contract and service purchase orders clearly define expectations (Estimated repair time is 5-10 working days) and generally define needs (Parts to be procured; but not limited to).
4. Approving all contractual repairs costing over \$2,000.00 prior to commencement of work.
5. Approving all individual parts orders costing over \$1,000.00; prior to the procuring of parts.
6. Providing the Accounting division with original invoices and a copy of the corresponding work order.

### 2.2 The Transportation Division's Heavy Mechanic Supervisor is responsible for the following:

1. Approving all contractual repairs, maintenance and warranty services performed on all automotive vehicles and heavy equipment owned and operated by the Guam Power Authority.

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2. Approving all repair parts and supplies procured for all automotive vehicles and heavy equipment owned and operated by the Guam Power Authority.
3. Scheduling and designating of contractual repairs, maintenance and warranty services performed on all automotive vehicles and heavy equipment owned and operated by the Guam Power Authority.
4. Approving all supplies and individual parts costing over \$500.00; prior to the procuring of supplies and parts.
5. Approving all contractual repairs (signed quotation or formal email response); prior to commencement of work.

2.3 The Transportation Division's Heavy Mechanic Leaders are responsible for the following:

1. Ordering, obtaining and receiving repair parts and supplies for all automotive vehicles and heavy equipment repair assignments.
2. Ensuring all necessary information is true and correctly entered on invoices corresponding work order. (See 3.2)
3. Ensuring all invoice information is true and correct. (See 3.3)
4. Ensuring a copy is made of all invoices and corresponding work orders for Transportation Division Records.

### 3.0 REQUIREMENTS

3.1 All contractual repairs, services and repair parts shall include a work order.

3.2 The following information shall be included on the corresponding work order:

1. Contractual repair Start date and/or date repair parts are received.
2. General description of repairs and/or procured repair parts.
3. Vendor contracted for repairs and/or repair parts.
4. Purchase order charged.
5. Invoice number (Can be found using F6 on JDE work order).
6. Cost (Can be found using F6 on JDE work order).

3.3 The following information shall be included on all invoices for contractual repairs, services and repair parts:

1. Parts purchased and/or repairs conducted.
2. Purchase order to be charged.
3. Official number or equipment number.
4. GPA work order number.

3.4 All quotations shall include the estimate repair time frame. If repairs exceed the estimated time frame without prior approval or notification by the vendor, a notation will be made on the work order and filed as a breach of contract.