

# Long Term Vehicle Usage Agreement

1. This Agreement is on behalf of Facilities Management & Construction (FMC) and the Division, Unit (College), or Department of \_\_\_\_\_ (Customer) for the purpose of defining the services being offered by FMC to the Customer.
2. TERMS: This agreement is valid \_\_\_\_\_ through \_\_\_\_\_.  
This agreement is for "long term;" annual rates will be applied and shall automatically terminate by operation of law at the close of business on the last day of the stated term, unless otherwise agreed in writing and signed by the authorized representative of the Parties.
  - This document constitutes the sole agreement of the Parties and supersedes any other oral or written understanding or agreement.
  - This Agreement may not be amended, or otherwise altered, except by written agreement signed by the authorized representative of each Party.
  - The customer is responsible for getting verification from the Police Department that the driver is authorized by UHCL to drive a state vehicle.
  - Oil changes – FMC will perform the oil changes and other routine maintenance – included in the listed compensation.
  - Annual inspection – Customer must submit the vehicle to an annual maintenance and serviceability inspection – included in the listed compensation.
3. COMPENSATION: Customer shall compensate FMC in the amount of \$ \_\_\_\_\_ annually, for years, or a lump sum of \$ \_\_\_\_\_ to be paid through an SCR voucher.
4. ADDITIONAL EXPENSES: FMC will submit an invoice to Customer for Services, setting forth in detail the work performed and related expenses.
  - Fuel and tolls - Customer will maintain responsibility of fuel card and toll pass expenditures.
  - The customer agrees to maintain the vehicle in sound working order and to immediately seek repairs for any damage incurred.
  - The customer agrees to cover any vehicle damage that occurs while in possession of the vehicle.
    - This would include damage caused by accidents (any charges not included by insurance, deductible, etc.)
    - This does not include any mechanical failures resulting from normal wear and tear.
  - Any other miscellaneous charges not addressed above will be the responsibility of the customer.
5. At the completion of this agreement, the department "owns" the vehicle and any costs for maintenance are to be charged.

Vehicle #	Year/Make/Model	VIN
-----------	-----------------	-----

## Facilities Management & Construction

Name:

Title:

Signature:

Date:

## Department Authorization

Name:

Title:

Signature:

Date: