

STATE OF NEW MEXICO
GENERAL SERVICES DEPARTMENT
TRANSPORTATION SERVICES DIVISION
FY 2027 State Central Fleet Authority Long-Term Lease Agreement
Lease Agreement Number: **3P3-0506-0001**

Attachment B

1. The following maintenance schedules are driven by manufacturer recommendations. Please refer to this schedule when acquiring services for your leased vehicle(s).

Service	Electric	Hybrid	General Motors	Dodge/ Chrysler	Honda	Nissan	Ford Trucks	Ford Sedans	Toyota
A. Oil change, including oil filter. Multipoint inspection of vehicle.	-	6,500 Mi. or 6 months	6,500 Mi. or 6 months	6,500 Mi. or 6 months	6,500 Mi. or 6 months	6,500 Mi. or 6 months	6,500 Mi. or 6 months	6,500 Mi. or 6 months	6,500 Mi. or 6 months
B. Rotate and balance tires*	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
C. Transmission Service	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	35,000 Mi.	35,000 Mi.	100,000 Mi.	100,000 Mi.	60,000 Mi.
D. Coolant Service	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.
E. Fuel Filter	-	-	60,000 Mi.	60,000 Mi.	-	-	60,000 Mi.	-	-
F. PCV Valve	-	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.	100,000 Mi.
G. Cabin Filter	15-20k Mi. Intervals	15-20k Mi. Intervals	15-20k Mi. Intervals	15-20 Mi. Intervals	15-20k Mi. Intervals	15-20k Mi. Intervals	15-20k Mi. Intervals	15-20k Mi. Intervals	15-20k Mi. Intervals
H. Multipoint Inspection. Check lights, wiper blades, tires, brakes, cabin filter, top off fluids, etc.	10,000 Mi. or every 6 months	-	-	-	-	-	-	-	-

Make sure the oil light is reset immediately after service is performed

2. At each stop for fuel:
 - a. Every effort should be made to purchase fuel at the least expensive filling station within the community that you are filling up in. Use a Tier 2 fuel (non-refinery) filling station which is typically referred to as non-branded filling station. The price at the pump at these Tier 2 stations are usually up to \$0.10 per gallon cheaper than that of a Tier 1 station (refinery) name brand filling station.
 - b. With the engine warm, inspect engine oil on level ground. Add oil only when the level is at or below “ADD” or “MIN” mark. Never fill beyond the “FULL” or “MAX” mark.
 - c. Clean windshield. Check windshield washer solvent and add if necessary.
 - d. Check tires. If vehicle is equipped with tire monitors, verify tire pressures. Otherwise look for unusual wear or damage.
3. At time of oil change:
 - e. Check windshield, wiper blades, air filter, cabin filter, and belts. Perform a complete visual inspection of all major components of the vehicle.
 - f. Check fluid levels of coolant reservoir(s), brake master-cylinder, power steering, and transmission. Add fluid as required.
 - g. Check all lights (head lights-high and low beams, rear lights, brake lights, directional and emergency blinkers, reverse lights, license plate lights, running lights, etc.) to make sure they are operational.
 - h. Rotate and balance tires. *If needed
4. Vehicles driven less than the recommended miles annually must have the oil changed once a year.
5. Vendor is to measure tread depth. Tires are rotated when the tread depth of **rear tires exceeds tread depth of the front tires.**
6. Tires should be balanced when a vibration is felt at high speeds or every other tire rotation.
7. An alignment should be performed when new tires are installed.

Make sure oil changes are NOT performed prematurely (less than 6,500 miles or 6 months). Always check the previous invoice to verify service is due.

Vehicles manufactured on or before 2005 need oil changed every 5,000 miles or 6 months

For any questions regarding maintenance or repairs, do not hesitate to contact Motor Pool at 505-827-1953, Joshua Bonham at 505-238-5048, or Angel Vasquez at 505-699-7627.