

STATE OF NEW MEXICO  
GENERAL SERVICES DEPARTMENT  
TRANSPORTATION SERVICES DIVISION  
FY 2021 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	Hybrid	Ford Trucks	General Motors	Dodge/Chrysler	Nissan	Ford Fusion/Taurus	Toyota Tacoma
A. Oil Change, including Filter. Inspect air filter every oil change and replace as deemed necessary	7,500 miles or six months	7,500 miles or six months	7,500 miles or six months	6,000 miles or six months	6,500 miles or six months	7,500 miles or six months	5,000 miles or six months
B. Rotate and Balance Tires (*)	See Note #5						
C. Transmission Service	50,000 miles	100,000 miles	100,000 miles	100,000 miles	100,000 miles	100,000 miles	60,000 miles
D. Brake Inspection	7,500 miles	7,500 miles	7,500 miles	6,000 miles	6,500 miles	7,500 miles	5,000 miles
E. Replace Coolant	50,000 miles	100,000 miles	100,000 miles	100,000 miles	105,000 miles	100,000 miles	100,000 miles
F. Fuel Filter	See owners Manual	60,000 miles if serviceable	50,000 miles If serviceable	50,000 miles If serviceable	Not Serviceable	Not Serviceable	Not Serviceable
G. PCV Valve	100,000 miles		100,000 miles	60,000 miles			
H. Cabin Filter if applicable	15,000 miles	30,000 miles	15,000 miles	Not Applicable	30,000 miles	30,000 miles	20,000 miles

**Make sure oil light is reset immediately after service is performed.**

**(\*) Under no circumstances are tires to be rotated without balancing!!!**

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 typically is 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 at a Tier 1 (refinery) name brand filling stations.
  - B. With a warm engine, 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 required.
  - D. Check tires. If vehicle is equipped with tire monitors verify tire pressure. Otherwise look for unusual wear or damage.
3. At time of oil change:
  - A. Check windshield wiper blades and belts.
  - B. Check fluid levels of coolant reservoir, brake master-cylinder, power steering, and transmission. Add fluids as required.
  - C. Check all lights (headlights-high & low beams, rear lights, brake lights, directional and emergency blinkers, reverse lights, license plate light, running lights, etc.) to make sure they are operational.
  - D. Rotate and balance tires.
4. Vehicles driven less than the recommended miles annually must have the oil changed twice a year and should have the tires rotated and balanced every three months.
5. Vendor is to measure tread depth. Tires are rotated and balanced when tread depth of rear tires exceeds tread depth of front tires

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