

EXHIBIT A.2

**ADDITIONAL TERMS AND CONDITIONS for
CAR WASHING AND DETAILING SERVICES FOR DAS VEHICLES**

II. CAR WASH COUPON AND CONTRACT ADMINISTRATION

A. Car Washes:

1. DAS shall be responsible for supplying Client Agencies with pre-printed coupons for regular and full-service washes. The coupons shall be customized for use by the State of Connecticut only and shall include marked fields for application of the following information:
 - Driver name
 - Agency where employed
 - Vehicle License Plate Number
 - Date
2. Coupons shall be numbered sequentially. Coupons will be distributed to Client Agencies from any of the following DAS-Fleet Operations facilities:
 - Central Office, 165 Capitol Avenue, Hartford, CT 06106
 - New Haven Repair Facility, 140 Pond Lily Ave., New Haven, CT 06515
 - Norwich Repair Facility, 171 Salem Turnpike, Norwich, CT 06360
 - Wethersfield Repair Facility, 60(R) State Street, Wethersfield, CT06109

B. Detailing Services:

1. Detailing services rendered must have direct, on-site sign-off by the operator of the state vehicle as verification of services rendered. The State of Connecticut shall not make payment for listed detailing services that do not include the operator's signature.
2. Portions of hours worked shall be pro-rated forward in 15-minute increments (ie. detailing services performed and completed in 1 hour & 5 minutes are billable at 1 hour & 15 minutes).

C. Site Inspection:

The State of Connecticut reserves the right to make an inspection of the car wash facility at any time.

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Vendor Payment

On a weekly basis, the Contractor shall send to DAS Accounts Payable, an itemized tally sheet (see "Schedule 1") with all completed and verified wash coupons attached, as well as information on detailing services rendered. Completed tally sheets and verified coupons must be sent to:

Dept. of Administrative Services
Accounts Payable – Room 5W
165 Capitol Avenue
Hartford, CT 06106

DAS - Fleet Operations' Accountability

The DAS Office of Fleet Operations is solely responsible for the distribution of the car wash coupons. An audit log shall be maintained at each Fleet facility that documents coupons numerically, either individually or in groups, with an accounting of the state employee to whom it was provided along with the employee's agency. Fleet Operations personnel that are given authorization to distribute car wash coupons shall be required to initial the audit log with each distribution.

Tickets that are not used at the end of the contract period or upon contract termination must be accounted for by number on the audit log and voided.