

THIRD PARTY AGREEMENT

THIS AGREEMENT is made on _____, 2011

BETWEEN

1. South Carolina Lieutenant Governor’s Office on Aging (LGOA); and
2. _____, Service Provider;

For the sole purpose of providing aging services to South Carolina seniors, the Service Provider agrees to sub-lease vehicles through the South Carolina LGOA and:

Maintain vehicles according to current lease terms denoted in the Standard State-Owned Vehicle Lease Agreement as documented on the South Carolina Budget and Control Board General Services State Fleet Management website (www.ogs.state.sc.us).

Be responsible for maintaining all service records, reporting mileage to State Fleet Management on the 26th of each month and submitting DMVM Form 3-78 “Monthly Trip Log” to the LGOA - Attn: Leigh Bogdany by the final working day of each month.

Make payment for vehicle rate plus mileage to the LGOA at the address noted below by the 10th day of the following month. In the event that the Service Provider is unable to remit payment within the allotted time, the Area Agency on Aging is authorized to withhold the amount due from a future reimbursement.

Immediately report to the LGOA any event such as an accident, incident causing damage to the vehicle, or citation given to a driver.

Reimburse the LGOA for any fees, deductible, or damage assessment from State Fleet.

Return sub-leased vehicles when the lessee is no longer an LGOA Service Provider.

Service Provider Representative for vehicle matters: _____

Contact Information: Phone _____ Email _____

Remit Payment To:

Lieutenant Governor’s Office on Aging
 Attn: Finance Dept.
 1301 Gervais St., Suite 350
 Columbia, SC 29201

Service Provider: _____ Date: _____

LGOA Director: _____ Date: _____