

Vector Fleet Management

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Bid Bond  (Status: Bond not found)

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
12623-825--01-01	Fleet Maintenance and Management Services: A - Total Targeted and Non-Targeted - Years 1, 2, 3, 4 and 5 Combined	Supplier Product Code: Total Targeted and Non-Targeted	First Offer - \$25,336,404.78	1 / n/a	\$25,336,404.78 Y Y
12623-825--01-02	Fleet Maintenance and Management Services: B - Targeted and Non-Targeted for 2-year Renewal 1	Supplier Product Code: Renewal 1	First Offer - \$10,848,899.85	1 / n/a	\$10,848,899.85 Y Y
12623-825--01-03	Fleet Maintenance and Management Services: C - Targeted and Non-Targeted for 2-year Renewal 2	Supplier Product Code: Renewal 2	First Offer - \$11,163,761.95	1 / n/a	\$11,163,761.95 Y
Lot Total					\$47,349,066.58
Supplier Total					\$47,349,066.58

Bid Bond from

Surety

Bid Bond Number

Bond Type

Bond Form

Bid Date

Bid ID

Security Percent %

Job Description

Agency ID

Name

Address , , ,

Phone

Contact Name

Bond Status

Execution Date

Contractor ID

Name

Contractor Tax ID

Assigned Contractor ID

Address , , ,

Phone

Name

Address , , ,

Surety ID

Name

NAIC Number

State of Incorporation

Contact

Address , , ,
Phone
Terror Rider

Vector Fleet Management

Item: **Fleet Maintenance and Management Services:A - Total Targeted and Non-Targeted - Years 1, 2 , 3, 4 and 5 Combined**

Attachments

FortLauderdale Proposal .pdf

FTL Final Cost A 1.pdf

Bid Bond.pdf



Proposal for Solicitation 12623-825 Fleet Maintenance and Management Services



Proposal

2022

*Vector Fleet Management, LLC
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Charlotte, NC 28269
Aubrey Felton
Executive Vice President
PH: (704) 597-2262
www.vectorfleet.com
04/18/2022*

CAM #22-0584
Exhibit 6
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Letter of Transmittal

April 19, 2022

City of Fort Lauderdale, Florida
 Attn: Laurie Platkin – Procurement Specialist
 Finance - Procurement Division
 Fort Lauderdale, FL 33301
 PH: 954-828-5138
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Vector Fleet Management, LLC
 Aubrey Felton – Executive Vice President
 9300 Harris Corners Parkway, Ste 350
 Charlotte, NC 28269
 PH: 704-597-2262
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Subject: Proposal for Fleet Maintenance & Management Services, City of Fort Lauderdale, FL

On behalf of Vector Fleet Management, LLC, (VFM) I am pleased to present the City of Fort Lauderdale with the enclosed proposal. We appreciate that, while there are many variables that influence award decisions, when reduced to the simplest terms, five essential questions must be addressed.

1. Can VFM be relied upon to expertly perform this contract?
2. Are other companies able to understand the unique requirements and associated costs incorporated in the proposal?
3. Why should the City of Fort Lauderdale desire to work with VFM?
4. Does Vectors "Belief System" align with the City of Fort Lauderdale?
5. Can other companies process Fleet leased vehicles repairs and maintenance as in-house warranty?

VFM is a privately held American owned company, with over 34 years of background and experience in Government and Private contract management and oversight, coupled with our compelling safety credentials, adds real value to the contract management for the City of Fort Lauderdale. We are also a heavy equipment specialist with over 32 years in the mining industry. We are able to provide a stable, focused approach to fleet management decisions, supported by financial security. Our corporate directives emphasize customer service, quality performance, and contract compliance. With an eye on continuous quality improvement, we constantly search for and implement more cost-effective and responsive solutions. This philosophy is the foundation upon which our company was built.

We take pride in meeting our obligations and maintaining a fiscally unblemished record. By doing this, our suppliers remain eager and responsive to our needs and by extension, the City of Fort Lauderdale. VFM is neither currently being marketed for acquisition, nor in negotiation for divestiture, thereby assuring you that we will be in business, as Vector Fleet Management, for the duration of this contract. Moreover, VFM has retained all government contracts since inception, clearly demonstrating our superior difference when compared to other fleet maintenance companies.

Our Management team has extensive experience with government operations and associated fleet maintenance requirements. We know the pain points which can crop up for an operation like the City of Fort Lauderdale and are prepared to exceed the management requirements to mitigate and eliminate such areas.

The following attributes and features of our firm highlight why we are the ideal team to support the City of Fort Lauderdale and why we desire to do so:

- In April 2022 VFM was awarded the Broward County Sheriff Fleet Maintenance contract for the second time against First Vehicle Services (FVS). VFM has been the Fleet Maintenance Provider for BSO since December 2016, servicing over 3,100 assets.
- VFM was awarded the contract for Deerfield Beach Fleet Maintenance and Repairs Services April 2021
- VFM was awarded the contract for FDOT Fleet Maintenance and Repairs Services January 2022
- A specific understanding of the administrative, technical, financial, and managerial requirements;
- The relevant experience, organic expertise, and full complement of resources to perform the scope of work;
- A documented history of capital improvement projects for our clients;
- A reputation for sustained customer satisfaction and the ability to offer services at a price that represents the "best possible value" to your constituents;
- A systematic and proven, process-product approach to fleet maintenance;
- A team that understands that systematic improvement is an evolutionary process that fosters and rewards innovation.
- Respect for the City of Fort Lauderdale's mission and a genuine desire to contribute to it;
- A well-established firm with sound business acumen and a solid financial posture;
- An attitude of stewardship for the facilities and work entrusted to us;
- A similarity in philosophy/ideology between the City of Fort Lauderdale and the "VECTOR FLEET TEAM" regarding optimum customer provider relationships.

In summary, VFM is committed to providing the highest quality service, on time and at a realistic price. We have the qualifications, processes, structure, tools, staffing, and management insight to fulfill this pledge.

A comprehensive evaluation of our proposal will clearly demonstrate that Vector Fleet is "THE RIGHT CHOICE." We look forward to answering any questions that may arise.

Please feel free to contact me, Aubrey Felton at 704-597-2262.

Respectfully,



Executive Vice President
afelton@vectorfleet.com
www.vectorfleet.com

The information contained herein is confidential and proprietary information of Vector Fleet Management, LLC and, except for disclosure on a confidential basis to recipient's board members, employees, accountants, attorneys and other professional advisors retained by recipient for use in connection with the proposed transaction or as may be required by law, may not be disclosed in whole or in part by the recipient or any such board members, employees, accountants, attorneys or other professional advisors to any other person or entity without Vector Fleet Management's prior written consent. If the information contained herein is being delivered to an advisor or person other than the recipient, by receipt and use by such advisor or other person in connection with the proposed transaction, such advisor or other person agrees to be bound by the confidentiality terms set forth above. In the event the recipient receives a request for disclosure under applicable law to anyone other than the persons listed above of the information contained herein, then the recipient agrees to timely notify Vector Fleet Management of such request and cooperate with any action taken by Vector Fleet Management to contest any such disclosure.

Section I.

1.0 Executive Summary



The success of the City of Fort Lauderdale's fleet program is directly dependent upon the proper management approach and maintenance of your fleet. Vector Fleet Management, LLC (VFM) has been managing and maintaining fleet equipment for over 34 years consisting of fleets ranging from 80 units to more than 3500+ units. This includes refrigerated trucks, trailers, administrative sedans, construction equipment, fire apparatus, police vehicles, rescue units, and mining equipment that includes the largest off road equipment, such as loaders, graders and dozers. Our customers include private/commercial and governmental organizations.

VFM maintains in excess of \$4 billion in customer assets every day in locations across the Country.

Since 1988 VFM has been providing cost-effective and reliable fleet maintenance and management services. We have accomplished this through our core beliefs:

- We believe each client fleet requirements and operational demands are unique and thereby require a specific approach to our overall staffing, inventories, and processes
- We believe in today's economic environment our clients should be able to depend on uniformity in fleet maintenance costs
- We believe in providing our technician teams with the proper training, diagnostic software, and tooling required for each specific clients fleet
- We believe in providing a national parts procurement solution for our clients which will lower overall operating costs
- We believe in a detailed Quality Assurance Program, which reduces downtime, rework, and overall client costs
- We believe in benchmarking our performance internally and for our clients, using industry Key Performance Indicators
- We believe in working with our clients on real-time access to their fleet information through the Fleet Maintenance Software provided
- We believe in clear lines of communication throughout our organization and with our clients
- We believe nothing is more important than the safety of our team members and clients employees. We maintain our clients fleets like our family is operating the equipment
- We believe each client is a business partner, one in which we share successes and set-backs; ultimately pulling in the same direction with the same goals and objectives.

If our belief systems aligns with yours then we are the Right Choice for your operation!

Through experience, VFM has developed economies and solutions enabling our contract sites to conserve costs, maintain flexibility and improve productivity. All while consistently exceeding performance requirements and KPI's.

We constantly strive to improve our maintenance performance by:

- Frequently analyzing work methods
- Reviewing our Technicians skill and training
- Communicating with the Clients as to their current and future needs

Every contract and customer is unique, what works at one contract site may not be feasible or recommended at another. Therefore, we examine each solution on its own merits, weighing potential benefit against risk/cost. First and foremost, WE LISTEN. Only then new ideas are discussed with the customer for their input, and solutions are implemented on a trial basis and closely measured.

With this approach, we take the lead in service quality improvements rather than merely reacting to a situation. Consequently, we can offer proven contract service solutions at a reasonable and realistic cost.

1. Through this partnership, the City of Fort Lauderdale can expect to:

A. Reduce Overall Fleet Maintenance Cost

Our experience with all types of fleets, results in cost reduction across various areas, which ultimately reduces costs associated with fleet maintenance and management:

- **Complete PM Services** performed with a unit specific PM inspection Checklist. This will identify any existing or developing issues.
- **Major Supplier Agreements** to support our Technicians training and education. Additionally, our supplier agreements will provide a great back-up to the City contracted parts vendor.



B. Improve Vehicle and Equipment Availability is the most visible standard and causes the most challenges in a Municipal environment. We recognize this important metric and apply our expertise to keep the operational fleet at its maximum availability:

- **Dedicated Preventive Maintenance Programs** will be implemented to meet and exceed your fleet maintenance needs and requirements, while being compliant with OEM specifications.
- **Certified Maintenance Staff** that includes corporate, management staff and technicians with levels of ASE certifications.
- **Rigorous Certified Training Program** which consists of 18 core required courses to become a Vector Certified Technician in addition to ASE certification and training. **VFM have allocated \$32,000 in training funds for technical staff.**

C. Increase Overall Fleet Operating Efficiencies VFM has developed proven management and leadership initiatives which reduce costs and enhance our ability to mitigate maintenance failures, including:

- Flexible shop hours to meet the needs of the client.
- Mobile Maintenance to reduce “windshield time” and provide quicker response.
- VFM will provide 2 Bulk Fluid Carts at the City Facility. These bulk fluid carts have the ability to store and dispense multiple fluid types, oil weights and grades. Portable for around the shop, safe, sealed and tip resistant, these carts are the perfect solution for distribution of fluids, to improve technician productivity. (\$10,000)
- **Condition Based Maintenance** processes such as periodic engine compression checks, along with oil and lubricant analyses to determine pending engine, transmission and, differential repairs before they occur.
- Use of OEM level software and other computer aided online diagnostics capabilities.



D. Improving Services to the City of Fort Lauderdale Departments VFM looks at every aspect of the support and partnering required to achieve the mutual goals of the City and our company.

- We incorporate an extensive system of customer feedback. We want to know what we can do better, how we can adapt our processes to make it easier to get the work done, to identify and reward outstanding employees and likewise those whose performance is not up to standard. We read every form, review them at corporate level and take prompt corrective action where needed.
- Then we respond to the customer who submitted the feedback so they know that we appreciate their input and have reacted accordingly.
- All of the corporate officers have run fleet maintenance operations at the shop level and are ASE certified, up to and including the President/CEO. These individuals can relate to the dynamics of a shop environment and what it takes to make things happen. There is no substitute for practical experience.
- Our corporate staff makes regular scheduled and unscheduled site visits to keep abreast of the customers day to day issues. In addition, our corporate managers meet with department heads, purchasing directors and City managers to ensure that VFM is meeting the needs of those concerned, as well as being kept informed of changes in operations, budgeting issues, and other City planning initiatives.

By submitting this proposal Vector Fleet Management, LLC (VFM) is committed to implementing our industry-leading fleet practices necessary to properly maintain the City's fleet. This service will include, but is not limited to:

<i>Scope of Services</i>	<i>Management Services</i>
Facilities / Hours of Service	Management Plan
Security	Transition Plan
Preventive Maintenance	Reporting
Routine Maintenance and Repair	Fleet Management and Information System
Non-Vehicular Equipment	Invoicing
Fleet Assessment	Purchases
Scheduling	Staffing Provisions
Performance	Training and Continuing Education
Annual Inspection	Insurance
Repairs	Safety Management
Repair Limitations	Inventory Control
Road Calls and Towing	Quality Assurance Control
Warranty	Obsolete Inventory Management
Rework	Telematics
Outside Repairs & Subcontracting	Fuel Management
Vehicle Preparation and Disposal	Asset Remarketing
Unit up-fitting and decommissioning	Bids & RFPs
Parts and Inventory Management	DOT Compliance
Accident Repairs & Subrogation	Emergencies
Vehicle Refurbishment	Bonding
Directed Work and Technical Advice	Facility Conversions (CNG)
Investigations and Audits	Disadvantage Business Programs
Waste	
Daily Fleet Availability	
Quick Fix	
Motor Pool	
Tires / Tire Management	

Contact Person: Aubrey Felton, Executive Vice President

Home Office: South Florida

9300 Harris Corners Parkway, Suite 350

Charlotte, North Carolina, 28269

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afelton@vectorfleet.com

Contact Person: Craig Moran, Executive Vice President

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Charlotte, North Carolina, 28269

Office: 704-597-2245, Cell: 704-968-0465

cmoran@vectorfleet.com

Corporate Office Support Organization Chart:


Section II.

2.0 Experience and Qualifications

Incorporated in 1988, Vector Fleet Management, LLC (VFM) has been providing dedicated, customized and cost effective fleet maintenance and parts management services throughout the United States. Our many existing partnerships include government contracts, which include states, cities, counties, hospitals, and universities. We also have partnerships with private companies that include mining, foodservice, beverage and utility companies and OEM inspection and storage.



VFM Fleet Maintenance and Management program favorably impacts, services levels and life expectancy of equipment. This is achieved through deploying skilled personnel, a world-class fleet management information system, vocation specific fleet planning and competitive parts and tire sourcing.

VFM has significant experience with various asset management systems, including Trimble, AssetWorks-FA, Dossier, and Faster. Our team can assist in the overall usage and capabilities for all these systems.

Organization:

Vector Fleet Management, LLC,
9300 Harris Corners Parkway, Suite 350,
Charlotte, North Carolina, 28269
Ph: 704-921-0148 FX: 704-921-9880,
Website: www.vectorfleet.com.

Services: Dedicated, Customized Fleet Maintenance and Management Services

County, City, State and Federal Registration Numbers

VFM has provided our Federal and State registration Numbers below:

FEIN #: 20-5680368
DUNS# 80-922-4822

VFM consistently delivers on this commitment because maintenance is our only mission. Our singular focus on improving our client's maintenance performance, which allows them to focus on their core mission of serving their constituents.

Today VFM manages two of the largest government contracts in the U.S.

Segments Vector Fleet Management Specializes in:

1. Municipalities

Fleet Maintenance and Parts Procurement Experts for your diverse Public Fleet



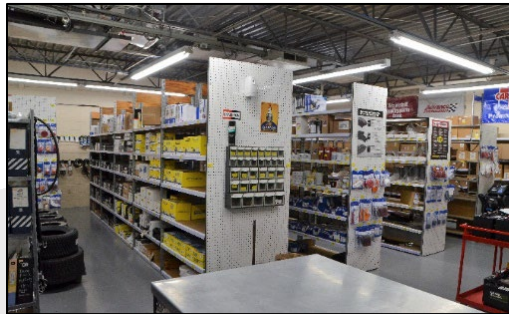
2. Mining

Professional fleet maintenance for the high demands of a mining fleet



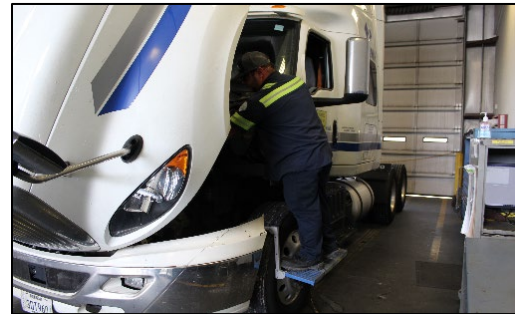
3. Parts Management

Cost Savings, efficiencies and productivity enhancements for your shop with our parts and supplies dedicated program.



4. Private Fleet

Fleet maintenance and management for the uncompromising demands of private fleet



5. OEM / Remarketing

Intake, inspections, vehicle prep and readiness, your OEM partner to help manage the fleet



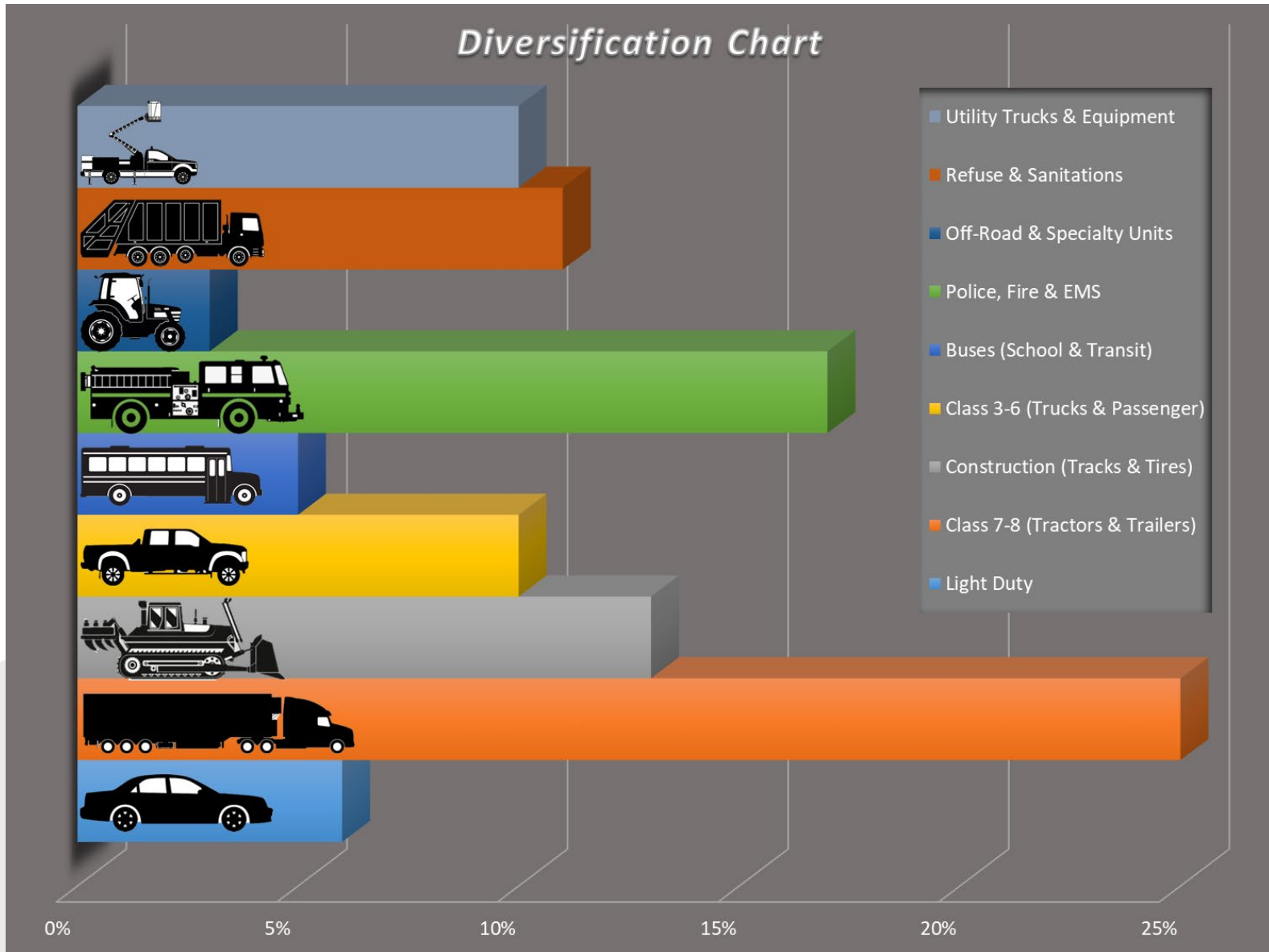
6. Utility

Fleet maintenance for Public and Private Utility



2.1 Background Experience

When it comes to delivering to diverse fleets, VFM is a proven leader. VFM is currently supporting the maintenance of assets with a cumulative value in excess of \$4B. The varied fleets that we maintain are comprised of the following types of vehicles and equipment:



VFM operates a parts supply and inventory program at every client account we have. Municipal, Utility, Mining, School and Private Fleets. We understand how to operate a cost effective and highly efficient parts department.

Maintenance, Parts & Management Experience (Below is a chart that represents a cross-section of a portion of our client base)

Vector Fleet Management, LLC

Aggregate in FL	Beverage Distr. NC	Municipality in TX	Municipality in FL	Municipality in TX	Municipality in TX	Municipality in FL	Municipality in TX	Municipality in NC	Foodservice, CT, NC, TX	Limestone Mine, FL	Limestone Quarry, FL	Municipality in TX	OEM Services, AZ, TN, LA	Municipality in TX	University, TX	Municipality in FL	Phosphate Mine, NC	Utilities, TX
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Vehicle Maintenance & Management Experience

Accident Repairs & Subrogation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Decommissioning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DOT/State Inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency Repairs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Auction Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FMIS Cost Analysis System	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alternative Fuels	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inventory and Parts Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Up-fitting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outside Repairs Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preventive Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Disinfecting Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Program Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Quality Control Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Safety Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Upholstery and Glass Repair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vehicle Preparation/Disposal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vehicle Quality Inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Warranty Repairs & Tracking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24 hr. Roadside Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Network Vendor Repair Coord.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lifecycle Cost Analysis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Custom Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Software Conversions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
New Equipment Specifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Equipment Operator Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fueling Programs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Telematics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Maintenance, Parts & Management

Vector Fleet Management, LLC

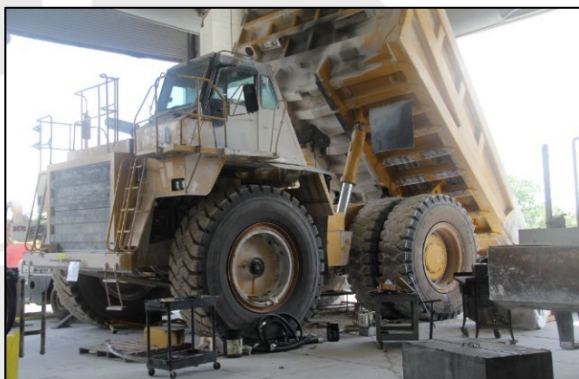
Aggregate in FL	Beverage Distr. NC	Municipality in TX	Municipality in FL	Municipality in TX	Municipality in TX	Municipality in FL	Municipality in TX	Foodservice, CT, NC, TX	Limestone Mine, FL	Limestone Quarry, FL	Municipality in TX	OEM Services, AZ, TN, LA	Municipality in SC	University, TX	Municipality, FL	Phosphate Mine, NC	Utilities, TX
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Vehicle Maintenance & Repair Experience

Boat/Tug Maintenance																		
Bulldozer/Loader																		
Bus Maintenance																		
Crane Maintenance																		
Dump Truck Repair																		
EMS Unit Maintenance																		
Fire Truck Maintenance																		
Truck Maintenance																		
Law Enforcement Vehicle Maint.																		
Medium Truck/Van Maintenance																		
Refuse Truck Maintenance																		
Roll Off Truck Maintenance																		
Sedan Maintenance																		
Excavator Maintenance																		
Small Vehicle/Cart Repair																		
Solid Waste Removal Equipment																		
Sweeper Maintenance																		
Tandem-Brush Truck Maint.																		
Ready Mix																		
Farm Tractor Maintenance																		
Refrigerated Trailer/Trailer Repair																		

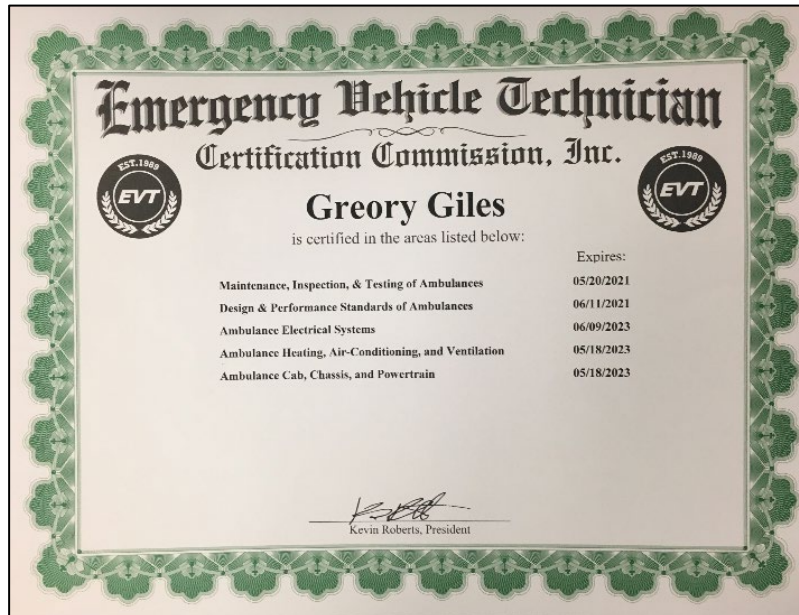
- **Heavy Equipment Specialists**

VFM has a strong background in Heavy Duty Fleet Management, we have over 34 years of experience in servicing class 5-8 trucks and Heavy Equipment. Using specialized tools, diagnostic equipment, and highly specialized training programs, we are very adept at servicing diverse fleets of not only Heavy Duty Trucks, but also Heavy Duty Equipment. Our technicians are qualified through ASE, OEMs, and internal training to diagnose, repair, and maintain a wide variety of equipment, from forklifts, to earthmovers we can handle it. When it comes to Heavy Duty Trucks, we use dealer level diagnostic equipment software to give you the information to make informed decisions about the repair the first time, eliminating repeated repairs, and unwanted downtime. With assets that vary the spectrum from industries like Mining, Foodservice, Municipalities, and Utilities.



- **Fire Rescue Equipment**

VFM is aware that fire engines, ladder units, brush trucks and other emergency response vehicles (Hazardous Materials unit, Light and Air unit, Rescue apparatus and Utility Vehicles) are of a special mission critical nature and represent a considerable capital investment for the City. VFM will, therefore, take special care in ensuring that only Emergency Vehicle Technicians work on fire trucks and that comprehensive and thorough services are performed. VFM will send one EVT per year at its expense to an annual training course offered by the apparatus manufacturer.

Examples of EVT Certifications


2.2 Client's of Similiar Entity

Current Clients				
Government Entity Name	Brief Description		Period of Service	Total Fleet Size
	FDOT, Fort Lauderdale, FL	Fleet Maintenance, Parts Distribution & Management	Since 2022	468 Units
	Hernando County, FL	Parts & Inventory Management	Since 2021	602 Units
	Coconut Creek, FL	Fleet Maintenance, Parts Distribution & Management	Since 2018	557 Units
	Deerfield Beach, FL	Fleet Maintenance, Parts Distribution & Management	Since 2021	73 Units Heavy Equipment
	Broward County Sheriff	Fleet Maintenance, Parts Distribution & Management	Since 2016	3,300 Units
	West Palm Beach, FL	Parts & Inventory Management	Since 2021	976 Units
	Mosaic (4 FL locations)	Fleet Maintenance, Parts Distribution & Management	Since 1998	1700 Units
	Carrollton, TX (2 locations)	Fleet Maintenance, Parts Distribution & Management	Since 2018	617 Units
	Addison County, TX	Fleet Maintenance, Parts Distribution & Management	Since 2018	189 Units
	Big Spring, TX	Fleet Maintenance, Parts Distribution & Management	Since 2013	254 Units
	Midland County, TX	Fleet Maintenance, Parts Distribution & Management	Since 2013	325 Units
	Newberry County, SC	Fleet Maintenance, Parts Distribution & Management	Since 2009	300 Units
	Covington, KY	Parts & Inventory Management	Since 2021	930 Units
	Cincinnati, OH	Parts & Inventory Management	Since 2021	3800 Units
	Longview, TX	Fleet Maintenance, Parts Distribution & Management	Since 2020	149 Units
	Greenwich, CT	Parts & Inventory Management	Since 2021	397 Units
	Ector County Sheriff, TX	Fleet Maintenance, Parts Distribution & Management	Since 2013	300 Units
	Medical Health Center Odessa, TX	Fleet Maintenance, Parts Distribution & Management	Since 2018	247 Units
	Rowan County, Salisbury, NC	Fleet Maintenance, Parts Distribution & Management	Since 2022	325 Units

Proposal for City of Fort Lauderdale, FL – Fleet Maintenance and Management Services

The information on this page is proprietary to Vector Fleet Management Section 1. - 8

2.3 Authorized Business in the State of Florida (refer to section 2.25)

State of Florida Department of State

I certify from the records of this office that VECTOR FLEET MANAGEMENT, LLC is a Delaware limited liability company authorized to transact business in the State of Florida, qualified on November 3, 2006.

The document number of this limited liability company is M06000006132.

I further certify that said limited liability company has paid all fees due this office through December 31, 2021, that its most recent annual report was filed on May 1, 2021, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Ninth day of February, 2022*



Samuel R. Bee
Secretary of State

Tracking Number: 4501106831CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

2.3.1 Financial Size – Travelers Letter (refer to section 2.25.2 of RFP)

March 16, 2022

4777 Sharon Rd., 4th Floor
Charlotte, NC 28210
704 954-3000

Alice Hicks
Vector Fleet Management, LLC
9300 Harris Corners Parkway Suite 350
Charlotte, NC 28269

Subject: Policy Number REGY6308K459064TIA21

Dear Alice:

As requested, Travelers Insurance has been admitted in the state of Florida since 1968 and it rated A++ by A.M Best. I have included the ratings and admission info as well.

Should you have any questions, please contact me. We are committed to providing the very best combination of service, protection and price. Thank you for the confidence you have placed in McGriff.

Sincerely,

Angela Powers, CIC

Angela Powers, CIC
Account Manager
P: 704-954-3044
E: Angela.powers@mcgriff.com

2.3.2 Financial Strength (refer to section 2.25.2 of RFP)

3/16/22, 2:00 PM Financial Strength | Travelers Insurance

TRAVELERS

Home / About Travelers / Financial Strength

Financial Strength Ratings

Travelers is one of the largest providers of property and casualty insurance products in the United States. Our success is built upon our ability to provide innovative insurance and risk protection products and services in-synch with our customers' needs.

Summary of current ratings

The following is a summary of Travelers' ratings:

Claims-paying/financial strength ratings

<https://www.travelers.com/about-travelers/financial-strength> 1/5

3/16/22, 2:00 PM Financial Strength | Travelers Insurance

	A.M. Best	Fitch	Moody's	Standard & Poor's
Travelers Reinsurance Pool ¹	A++	AA	Aa2	AA
Travelers Casualty and Surety Co. of America	A++	AA	Aa2	AA
First Floridian Auto and Home Insurance Co. ²	A-	AA	NA	NA
Travelers Insurance Company of Canada	A++	NA	NA	AA-
The Dominion of Canada General Insurance Company	A	NA	NA	NA
Travelers Insurance Company Ltd.	A++	NA	NA	AA
Travelers Insurance Designated Activity Company	A++	NA	NA	AA-

Notes: NA indicates that no rating is available.

All companies are rated separately on a statutory pool basis.

¹ The lead operating company in the pool is The Travelers Indemnity Company. A list of additional operating companies within the pool can be found in the company's 10-K and 10-Q filings with the SEC.

² First Floridian and Premier are single-state subsidiaries of The Travelers Indemnity Company.

Senior debt ratings

<https://www.travelers.com/about-travelers/financial-strength> 2/5

Financial Strength (refer to section 2.25.2 of RFP) Cont'd

3/16/22, 2:00 PM Financial Strength | Travelers Insurance

	A.M. Best	Fitch	Moody's	Standard & Poor's
Senior Debt ³	a+	A	A2	A
Subordinated Debt	a ⁴	BBB+	A3	A-
Junior Subordinated Debt	a-	BBB+	A3	BBB+

³Substantially all debt is held at the parent company, The Travelers Companies, Inc., or its subsidiaries, Travelers Property Casualty Corp. and Travelers Insurance Group Holdings, Inc.

⁴Indicative rating

Short term debt ratings

	A.M. Best	Fitch	Moody's	Standard & Poor's
Commercial Paper	AMB1+	F-1	P-1	A-1

Background on ratings

Ratings agencies typically issue two types of ratings:

- Claims-paying and/or financial strength ratings assess an insurer's ability to meet its financial obligations to policyholders.
- Debt ratings assess a company's prospects for repaying its debts and assist lenders in setting interest rates and terms for a company's commercial paper, loans, bonds, etc.

The system and number rating categories can vary widely from agency to agency. Travelers claims-paying/financial strength ratings relative to each agency's rating scale are as follows:

<https://www.travelers.com/about-travelers/financial-strength> 3/5

3/16/22, 2:00 PM Financial Strength | Travelers Insurance

A.M. Best	Moody's	Fitch	S&P
A++ (Highest of 16)	Aa2 (3rd highest of 21)	AA (3rd highest of 24)	AA (3rd highest of 21)
A (3rd highest of 16)	A1 (5th highest of 21)		
A- (4th highest of 16)	A2 (6th highest of 21)		

Customers usually focus on claims-paying ratings, while creditors look at debt ratings. Investors use both to evaluate a company's overall financial strength. Travelers receives ratings from the major rating agencies:

- A.M. Best Co., Fitch Ratings, Moody's Investors Service and Standard & Poor's Corp

Ratings factors considered

Ratings agencies examine a myriad of key factors:

- Quantitative financial performance — profit margins, financial leverage, liquidity, cash flows, capital and surplus ratios.
- Qualitative judgments — underwriting cycle, competitive environment, regulatory and political factors, soundness of reinsurance, reserves, quality of invested assets, management experience and accomplishments.

For additional information and the latest ratings, please see:

www.ambest.com
www.fitchratings.com
www.moody's.com
www.standardandpoors.com

<https://www.travelers.com/about-travelers/financial-strength> 4/5

Insurance Company Search:

3/16/22, 1:58 PM Insurance Company Search - DFS Portal

(http://www.dfs.ny.gov/)

SECURE PORTAL

[Company Search](#) | [Print this page \(set to landscape\)](#) | [Save this page](#)

Total: 15 Travelers

NAIC#	Company Name	Org	Domicile	Group#	Group Name	Rid	Website
19038	Travelers Casualty and Surety Company	PC	Connecticut	3548/Travelers Group	066033504		www.travelers.com
31194	Travelers Casualty and Surety Company of America	PC	Connecticut	3548/Travelers Group	060907370		www.travelers.com
41769	Travelers Casualty Company	PC	Connecticut	3548/Travelers Group	411435765		www.travelers.com
36170	Travelers Casualty Company of Connecticut	PC	Connecticut	3548/Travelers Group	061286266		www.travelers.com
19046	Travelers Casualty Insurance Company of America	PC	Connecticut	3548/Travelers Group	060876835		STPAULTRAVELERS.COM
40282	Travelers Commercial Casualty Company	PC	Connecticut	3548/Travelers Group	953634110		www.travelers.com
36137	Travelers Commercial Insurance Company	PC	Connecticut	3548/Travelers Group	061286268		www.travelers.com
27998	Travelers Home and Marine Insurance Company	PC	Connecticut	3548/Travelers Group	351838079		www.travelers.com
25658	Travelers Indemnity Company	PC	Connecticut	3548/Travelers Group	060566050		www.travelers.com
25666	Travelers Indemnity Company of America	PC	Connecticut	3548/Travelers Group	586020487		www.travelers.com
25682	Travelers Indemnity Company of Connecticut	PC	Connecticut	3548/Travelers Group	060336212		www.travelers.com
36130	Travelers Personal Insurance Company	PC	Connecticut	3548/Travelers Group	363703200		www.travelers.com
36145	Travelers Personal Security Insurance Company	PC	Connecticut	3548/Travelers Group	061286264		www.travelers.com
25674	Travelers Property Casualty Company of America	PC	Connecticut	3548/Travelers Group	362719165		STPAULTRAVELERS.COM
36161	Travelers Property Casualty Insurance Company	PC	Connecticut	3548/Travelers Group	061286274		www.travelers.com

HELP AND INFORMATION

Admitted Date:

3/16/22, 2:16 PM Insurance Company Search - DFS Portal

[Company Search](#) | [Print this page \(set to landscape\)](#) | [Save this page](#)

NAIC#: 25666 DOM: Connecticut Group: Travelers Group Phone: 860-277-4869

CPAF: 564 ORG: PC Group#: 3548 Spl Risk:

DMV#: 10 Website: www.travelers.com Admitted Dt: 03/21/1968 Fid: 586020487

Travelers Indemnity Company of America
One Tower Sq
Hartford, CT 06183

https://myportal.dfs.ny.gov/web/guest/applications/ins-company-search 1/1

2.4 Assigned Personnel Resumes (Key Management Staff)

James A. Overstreet – President / CEO



SUMMARY

Over 35 years in fleet maintenance, fleet management, transportation planning, and vendor negotiating for both a private and public service fleets. Proven ability to develop and implement successful strategies, policies, and procedures to lower operating expenditures. Exceptional relationship building skills, able to lead, motivate, and develop successful support teams. We have expertise in all aspects of fleet maintenance, DOT regulations, equipment utilization, capital expenditures and budgeting. ASE Certified.

EMPLOYMENT

PROFESSIONAL EXPERIENCE

VFM Management, Charlotte, NC President / CEO	1997-Present
Strick Corporation, Fairless Hills, PA Director of Dealer Development / Southeast Region	1996-1997
Overnite Transportation, Richmond, VA Senior Manager of Fleet Service	1995-1996
Overnite Transportation, Richmond, VA Manager of Fleet Procurement and Warranty Reimbursement	1990-1995
Overnite Transportation, Charlotte, NC Inventory Control Manager	1981-1990

EDUCATION AND TRAINING

- Graduated Mt. Pleasant High 1976
- Attended J Sergeant Reynolds Community College (1993-1994)
- Overnite Transportation Management Training (1991-1995)
- Fruehauf Trailers Management Training (1977-1980)
- United Parcel Management Training (1976)

ASSOCIATION

- Technology Maintenance Council (TMC) member since 1995
- National Institute for Automotive Service Excellence (ASE) certified

Aubrey Felton – Executive Vice President

SUMMARY

Business Acquisitions, B2B integrations, Strategic Planning, Training and Development, Contract Negotiations, Facility up-fitting and renovation, P & L Management, Budgeting Systems, Sales & Marketing, Retail Operations, Commercial Operations, IT Procurement/Implementation, Corporate Integrations, Pricing Dynamics, Fleet Management, Parts Procurement, Government Contracts, Labor Relations, Asset Management, and Product & Services Implementation

EMPLOYMENT
PROFESSIONAL EXPERIENCE

Vector Fleet Management, LLC Charlotte, NC
Executive Vice President

March 2015 - Present

First Group America

(First Student, First Transit, Greyhound, & First Vehicle Services)

Regional Vice President

March 2008 - March 2014

FTA, Inc., West Palm Beach, FL
President / CEO

May 2006 - February 2008

TBC Corp. (Tire Kingdom, Inc., National Tire & Battery, Merchant's Tire & Auto, Carroll Tire)

Senior Vice President – Operations

January 2002 – May 2006

Executive Vice President

February 2000 – January 2002

CONTINUING EDUCATION:

- NAFA - CAFM: Certified Automotive Fleet Manager (ongoing)
- AEMP - CEM: Certified Equipment Manager
- SMEI – CSE: Certified Sales Executive

AFFILIATIONS:

- Member - NAFA North American Fleet Administrators Association
- Member - APWA American Public Works Association
- Member - FFCA Florida Fire Chiefs Association
- Member - AEMP Association of Equipment Management Professionals

CERTIFICATIONS:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Six Sigma - Yellow Belt • ASE Certified Light Duty Technician • ASE Certified Medium/Heavy Duty Technician • ASE Certified Service Consultant • ASE Certified Parts Advisor • Ford Certified Master Service Manager • Ford Certified Commercial Parts Manager • Chrysler Certified Level 2 Service Manager • Chrysler Certified Parts Manager • TIA Certified Automotive Tire Service | <ul style="list-style-type: none"> • VFM Certified Automotive Technician • VFM Certified Advanced Light Duty Technician • VFM Certified Advanced Heavy Duty Technician • Department of Transportation/TSI Inspection, Repair, & Maintenance for Motor Carriers • Department of Transportation/TSI Commercial Driver's License Regulations • Department of Transportation/TSI Financial Responsibility – Motor Carriers • OSHA – (Personal Protective Equipment/Loc) |
|--|--|

Craig Moran – Executive Vice President

SUMMARY

Experience with successful implementation and management of fleet maintenance operations, across multi-location deployments in both private and public sector environments also ASE certified.

EMPLOYMENT
PROFESSIONAL EXPERIENCE

VFM Management, Charlotte, NC
Executive Vice President

5/1998 to present

Terminal Services Inc.
Director of Maintenance

5/1996 to 5/1998

Overnite Transportation Inc.
Regional Fleet Manager

4/1992 to 5/1996

Overnite Transportation Inc.
Fleet Manager

12/1984 to 4/1992

EDUCATION:

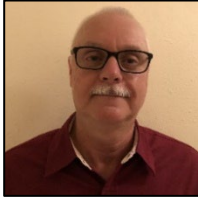
- Associates Degree in Diesel Technology – Ohio Technical College
- Business Administration – Indiana University

AFFILIATIONS:

- Member - NAFA North American Fleet Administrators Association
- Member - APWA American Public Works Association
- Member - AEMP Association of Equipment Management Professionals
- Member – NSSGA National Stone, Sand and Gravel Association

CERTIFICATIONS:

- ASE Certified
- MSHA – Certified Training 5000-23
- OSHA – Personal Protective Equipment
- OSHA – Lock and Tag
- OSHA – Hazard Communication
- OSHA – Electrical Safety
- OSHA – Ergonomics
- OSHA – Heat and Cold Stress
- OSHA – Slips, Trips, and Falls

Charles Bryson – Safety Manager

SUMMARY

This position reports directly to the VP of Operations in Charlotte, NC with dotted a line reporting to our Florida General Manager.

EMPLOYMENT
PROFESSIONAL EXPERIENCE
VFM Management, LLC, Florida
Safety Manager

2/2008 - Present

- Safety and Risk Management
- MSHA Instructor Approval Training Certificate of completion
- Conduct safety meetings
- Perform safety audits
- Inspect workers daily activities
- Ensure all employees use their proper PPE
- Responsible for overall safety of the buildings and grounds. I am the appointed Building Monitor / Emergency Coordinator for the NewWales auto shop muster area through the Mosaic Growing-U- training.
- Maintain and report monthly safety numbers to the general manager
- Motivate and counsel employees on safety policies
- Immediately correct any safety related issues
- Identify and anticipate safety concerns and hazards by surveying the working environment and suggesting corrective actions or policy changes if needed
- Continually familiarizing myself and employees with our customers EH&S policies so as to stay in compliance
- Trained in first aid and first responder
- Formal training in Windows, Microsoft Office, Excel, Outlook, Dossier and Maximo(Mosaic's operating system)
- I served as VFM managements Site Specific Train the Trainer.
- VFM management access control coordinator to mosaic security. Responsible for new and renewing all access badges for VFM employees for the Mosaic sites.
- Customer Relations and Satisfaction
- Training and Development

ACHEIVEMENTS

- Six Sigma Villanova University (4.5 CEU) 45 Professional Development Units
- ITTM'S Fleet Finance 101, Penn State, Harrisburg PA, (3CEU)
- Diesel Institute of America, Tampa, FL
- Awarded most outstanding student and completed overall courses with honors
- NCO Leadership School, Albuquerque, New Mexico,
- Acquired advanced training in leadership (focus on managerial and supervisory), effective communication and counseling techniques, and advanced knowledge in safety and resource protection

TECHNICAL SKILLS

- Microsoft Office: Word, Excel, Outlook XP
- Fleet Mgmt.: Dossier/TMT Fleet maintenance system
- Asset Management: Maximo
- Kronos payroll

Steven Benedict - Director of Operations, Government Services

SUMMARY

Over 23 years of automotive and fleet leadership and strategic operations experience. Decisive leader with the ability to foster group cohesiveness and commitment towards common operational goals. Experienced with process improvement, change management, strategic innovation, and team development. Background in cross-functional project/program management and delivery with multi-site, regional, and national market shares.

EMPLOYMENT
PROFESSIONAL EXPERIENCE

Vector Fleet Management, Charlotte, NC Director of Operations, Government Services	January 2019 - Current
AAA National Office, Heathrow, FL National Manager, Automotive Repair Business Operations	March 2015 – January 2019
AAA Northern California, Emeryville, CA Director, Club Fleet and Club Owned Repair	Oct 2012 – Mar 2015
AAA Tidewater Virginia, Virginia Beach, VA Executive Director, Car Care Centers and Fleet Operations,	June 2000 – Sept 2012
Tidewater Enterprises, Inc. Senior Operations Manager	Nov 1996 – Jun 2000

EDUCATION:

Seminole State College of Florida – Business Entrepreneurship

CERTIFICATIONS:

ASE Certified

Vector Fleet Management Leadership Certification

Matthew Wallace – Director of Purchasing



SUMMARY

I have ten years of experience in the automotive field, and over 15 years of experience in business development and sales combined. I have held and witnessed every available position within a shop and I know what makes our business work intimately. I am passionate about this industry and what the future holds for it. When we marry experience, and passion we can create a valuable partnership that creates long-term, proven worth for both parties involved.

EMPLOYMENT

PROFESSIONAL EXPERIENCE

Vector Fleet Management, LLC, Charlotte, NC
Director, Purchasing

November 2018 - Present

Genuine Parts Company, Charlotte, NC
Retail Business Development Manager

May 2013 – November 2018

Valvoline/ Ashland Chemical Corp., Charlotte, NC
District Manager

October 2009 – May 2013

EDUCATION:

- Technical University of Munich - Six Sigma/LEAN/ASQ+
- Harvard University-Certification - Data Science
- Harvard Extension School - Executive Education

AFFILIATIONS:

- Technical University of Munich- Teaching Assistant-Six Sigma/LEAN/ASQ+
- Member - NAFA North American Fleet Administrators Association
- Member - APWA American Public Works Association
- Member – NSSGA National Stone Sand and Gravel Association
- Member – IFDA International Food Distributors Association
- Member-NTTC National Tank Truck Carriers Association
- Member-NUCA National Utility and Contractor Association
- Member- FAGFA Florida Association of Governmental Fleet Administrators
- Member - AEMP Association of Equipment Management Professionals

CERTIFICATIONS:

- Vector Certified Technician
- Six Sigma/ LEAN/ ASQ+
- ASE Certified Technician, Part Specialist
- Google Data Science- Certified Master

2.4.1 JOB DESCRIPTIONS

VFM has several potential candidates for the General Manager position. If VFM is awarded the contract for the Fleet Maintenance and Management Services, the candidates will be provided to the City of Fort Lauderdale. Please see the following experience:

Job Title: General Manager – Government Services
Reports To: Director of Operations
FLSA Status: Exempt

SUMMARY

Manages daily operations and administration of the facility. Also responsible for maintaining Customer Relations and serves as a direct liaison to Corporate on all issues.

Directs, reports, and improves the daily operations of the facility. This is a position that requires the individual to oversee multiple tasks and focus efforts in the areas where problems and/or opportunities exist.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Operations

- Manage productivity (i.e. labor, job quality, field operations)
- Manage purchasing (supplies, filters, parts)
- Resolve customer complaints for field operations
- Arrange and perform training for new and current employees
- Recruit employees and maintain employee relations
- Conduct audits
- Conduct quality meetings
- Conduct safety meetings

Administration

- Oversee scheduling efforts for productivity maximization
- Review work completed in the field on a daily basis
- Review daily numbers to ensure accuracy and identify productivity issues
- Resolve customer complaints concerning administrative errors

Customer Relations

- Conduct customer quality meetings
- Account maximizations and increases

Plans, develops and implements facility policies and goals.

Coordinates activities of departments such as Safety, operations, planning, sales, and maintenance to effect operational efficiency and economy.

Directs and coordinates promotion of services performed to develop new markets, increase share of market, and obtain competitive position in industry.

Directs preparation of directives to facility staff outlining program, or operations changes to be implemented.

Promotes the company in industry, manufacturing or trade associations.

SUPERVISORY RESPONSIBILITIES

Directly supervises any number employees including Technicians, Lead Technician, and Office Administrator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

General Manager Cont'd

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ASE Service Consultant (C1) certification preferred
- ASE Parts Specialist
- Must have computer proficiency in utilizing Microsoft Office application (Outlook, Word & Excel)
- Valid driver's license
- Excellent organizational and people skills
- 5 years' experience as a Technician
- Emergency Vehicle Operations
- Managing, developing and motivating a workforce
- Record of Achieving a performance fleet maintenance operation
- Proficient at diagnostic and repairing vehicles

EDUCATION and/or EXPERIENCE

A minimum of 10 years fleet management experience in the fleet/fleet maintenance environment; knowledge of DOT regulations and OSHA requirements.

- Implementing and running a Quality Assurance Program
- Procurement services
- High level of Computer Skills
- Analytical
- Superior Customer Service
- Off Highway & lawn equipment experience
- Allocation of workforce and workload

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include peripheral vision, depth perception, and ability to adjust focus.

Section III.

3.0 Approach to Scope of Work

Our objective is to form a long-term partnership with the City of Fort Lauderdale, Florida. We accomplish this goal by implementing fleet management and maintenance of best fleet practices and by focusing on the following priorities:



- Establishing open lines of communication with the City fleet users
- Properly equip and utilize a centrally located fleet maintenance facility
- Ensure the City vehicles and equipment remain safe, and function effectively
- Reduce overall fleet maintenance cost and extend life cycles
- Fully staff fleet maintenance operations with qualified personnel
- Improve vehicle and equipment availability for all departments
- Expanded staffing and/or service hours for improved customer service
- Increase overall fleet operating efficiencies, including a reduction in capital expenditures
- Maximize vehicle availability and minimize the incidents of equipment breakdowns.
- Initialization of a program for life cycle/cost analysis for targeting deficient vehicles
- Improve the quality of data and availability of fleet information
- Compliance with and positive commitment to perform the services detailed in the RFP & Scope of Services

3.1 Approach to Providing Each Services Specified in the RFP

VFM is confident that our approach is very receptive to all the requirements that the City provided in the RFP. VFM's approach is based on the current work being performed at our current contracts.

3.2 Facilities

Maintenance will be performed at the City of Fort Lauderdale, Procurement Services Division, and 100 N. Andrews Avenue. The City will lease the facility for \$1.00 per year. The property will remain the City's. VFM shall be responsible for interior housekeeping of the shop areas and storage areas. All shop and office areas should be kept in a neat and organized fashion.

The City will provide under the aforementioned yearly lease rate, City-owned equipment, service vehicles, tools, manuals, furniture, gas, water, sewer and electricity located in the Vehicle Maintenance Facility.

3.3 Hours of Service:

- **Monday thru Friday 6:30 am to 10:00 pm**
- **Saturdays from 8:00 am – 3:30 pm**

3.4 Preventive Maintenance

The purpose of Preventive Maintenance (PM) is to maximize a vehicle's availability and longevity. VFM's preventive maintenance program is designed to achieve a level of performance that eliminates the requirement for unscheduled preventive maintenance on vehicles. By adhering to prescribed schedules and performing an extensive inspection at every PM, unscheduled maintenance will not be necessary during the period between scheduled PMs.

With any successful fleet maintenance program it must be built around a rigorous PM schedule. PM inspections are critical to any quality fleet maintenance program.



VFM's well executed PM program has several key elements:

- **Scheduling** PM activities should interfere minimally with the operator's normal required work schedule. Therefore, vehicle and equipment PMs should be scheduled at times mutually agreed upon by VFM and the City. VFM has developed and will provide an automated PM schedule to the City with sufficient lead-time that the City can give ten (10) working day notice to the vehicle user. PM schedule notification, referencing both the department and unit number, will be provided in writing to the designated Department representative VFM will be responsible for all contact with departments regarding vehicle PM scheduling. The City, the designated Department representatives and the vehicle and equipment operators will be responsible for keeping scheduled appointments for preventive maintenance.
- **Notification** has started at this point. We will notify individuals and Department heads of the next months' schedule via a formal letter and, if available, we will email each person/office to remind them of the appointment.
- **Reporting** – Each week VFM will prepare a report for the City containing a list of "PM No Shows" and any other pertinent information related to PMs. Periodically, we will also provide a report outlining statistical analysis, findings, and recommendations to enhance the overall maintenance of the fleet. We will notify the senior management of the application using the agency whenever a vehicle is not delivered for service after a second notification. It is VFM policy to note the no-shows and should the vehicles develop a problem that results in a repair to correct and the cause can be traced to the missed scheduled servicing.
- **Performance** will start after all coordination is done and appointments are set. We will use our checklists to perform all necessary inspections and determine if key items are within tolerances or need to be replaced because of age or nearing the end of their useful life. VFM will perform the most appropriate Preventive Maintenance service when vehicles and equipment are in the shop for other reasons.


During the Preventive Maintenance service/inspection any vehicle system and or component that does not function as designed, does not meet Original Equipment Manufacturer (O.E.M.) specifications or meets state or federal requirements will be identified and repaired as specified by the Department Contract Manager. Additionally, VFM will perform or coordinate all state and federally mandated safety, emission, recall, or other inspections that are due when the vehicle/equipment is at the repair facility unless otherwise specified by the City.


As part of our Preventive maintenance process, we utilize OEM information to review any Technical Service Bulletins (TSB'S) which may apply to the unit. These services are taken care of during the PM time frame or are coordinated directly with OEM dealers for factory-required services.

VFM's well-executed PM program should achieve the following:

- minimizes breakdown maintenance (towing)
- reduce capital costs
- reduce excessive repairs and major component repair
- reduce operator inconvenience
- most importantly ensure the safe operation of the City's entire fleet.

Examples: PM Due Reports

Unit PM Due Report VECTOR FLEET MANAGEMENT												
 CollectiveData												
PMType: All Shop ID: ECT Group By: UnitId Sub-Sort: Due Percent PM Filter: 70 %												
Unit	Shop	Last PM Date	Current Meter	Due Prim. Meter	PM Type	Due Percent	Interval	Util. Balance	Util. Component Code	Description	PM Factor	
E01231	ECT	11/29/2021	4271	5001	D	85%	5000	4270	730	000-P09 A FM	ODOMETER	
E0957	ECT	6/4/2021			D	85%	365	312	53	000-P12 C FM	DAYS	
E01177	ECT	6/1/2021			D	86%	365	315	50	000-P12 C FM	DAYS	
E0632	ECT	6/3/2021			D	86%	365	314	51	000-P09 A FM	DAYS	
E0894	ECT	12/21/2020	93157	93843	D	86%	5000	4314	686	000-P09 A FM	ODOMETER	
E0928	ECT	6/1/2021			D	86%	365	315	50	000-P12 C FM	DAYS	
E01003	ECT	5/28/2021			D	87%	365	319	46	000-P12 C FM	DAYS	
E01036	ECT	4/24/2017	73963	80674	D	87%	50000	43289	6711	000-P12 C FM	ODOMETER	
E01162	ECT	5/24/2021			D	88%	365	323	42	000-P09 A FM	DAYS	
E0797	ECT	5/27/2021			D	88%	365	320	45	000-P12 C FM	DAYS	
E0860	ECT	5/27/2021			D	88%	365	320	45	000-P12 C FM	DAYS	
E0945	ECT	5/25/2021			D	88%	365	322	43	000-P12 C FM	DAYS	
E0984	ECT	5/25/2021			D	88%	365	322	43	000-P12 C FM	DAYS	
E01029	ECT	5/21/2021			D	89%	365	326	39	000-P12 C FM	DAYS	
E0951	ECT	5/21/2021			D	89%	365	326	39	000-P12 C FM	DAYS	
E01014	ECT	5/19/2021			D	90%	365	328	37	000-P12 C FM	DAYS	
E0132	ECT	5/17/2021			D	90%	365	330	35	000-P12 C FM	DAYS	
E0773	ECT	5/17/2021			D	90%	365	330	35	000-P12 C FM	DAYS	

PMs Due																		
 CollectiveData																		
Group by: Shop Sort By: Due % Ascending Shop: ECT PM Filter %: 70																		
Unit	Unit Description	Shop	Department	Inservice	Last PM Date	Last Reading Date	Due Date	Current Meter	PM Last Done Meter	Next Due Meter	Due Primary Meter	PM Type	Due %	Interval	Utilization	Utilization Balance	Component	Description
Shop ECT - Fort County, Texas																		
E01231	2021 Chevy Tahoe(Patrol)	ECT	360-SHERIFF	11/29/2021	11/29/2021	4/11/2022	5/5/2022	4,271	1	5,001	5,001	D	85%	5,000	4,270	730	000-P09	A FM ODOMETER
E0957	2011 Ford F750 Truck	ECT	910-ROAD MNT	3/31/2011	6/4/2021		6/4/2022					D	85%	365	312	53	000-P12	C FM DAYS
E0928	2010 Big Tex Utility Trailer	ECT	710-BLD MAIN	4/27/2010	6/1/2021		6/1/2022					D	86%	365	315	50	000-P12	C FM DAYS
E0632	1987 Ford-Holland Farm Tractor	ECT	720-CEMETERY	9/18/1997	6/3/2021		6/3/2022					D	86%	365	314	51	000-P09	A FM DAYS
E01177	2020 Ford F150 Pickup	ECT	215-MED EXAM	4/27/2020	6/1/2021		6/1/2022					D	86%	365	315	50	000-P12	C FM DAYS
E0894	2009 Ford F150 Pickup	ECT	360-SHERIFF	3/9/2009	12/21/2020	11/3/2021	6/29/2022	93,157	93,843	93,843	93,843	D	86%	5,000	4,314	686	000-P09	A FM ODOMETER
E01003	2008 Ford F250 Pickup	ECT	480-ANIMAL	9/30/2013	5/28/2021		5/28/2022					D	87%	365	319	46	000-P12	C FM DAYS
E01036	2015 Ford F250 SS SRV	ECT	830-SIGNSHOP	7/30/2014	4/24/2017	12/6/2021	1/9/2022	73,963	80,674	80,674	80,674	D	87%	50,000	43,289	6,711	000-P12	C FM ODOMETER
E0984	2013 Chevy Tahoe	ECT	440-JUV PROB	1/9/2013	5/25/2021		5/25/2022					D	88%	365	322	43	000-P12	C FM DAYS
E01162	2020 Chevy Impala	ECT	440-JUV PROB	3/19/2020	5/24/2021		5/24/2022					D	88%	365	323	42	000-P09	A FM DAYS
E0945	2011 Cat Forklift	ECT	860-COLISEUM	12/31/2010	5/25/2021		5/25/2022					D	88%	365	322	43	000-P12	C FM DAYS
E0797	2005 Mack CHN613 Truck	ECT	910-ROAD MNT	4/30/2005	5/27/2021		5/27/2022					D	88%	365	320	45	000-P12	C FM DAYS

3.4.1 Preventive Maintenance Automated Tracking

This 'at-a-glance' report is delivered automatically every Monday morning to the Contract Liaison.

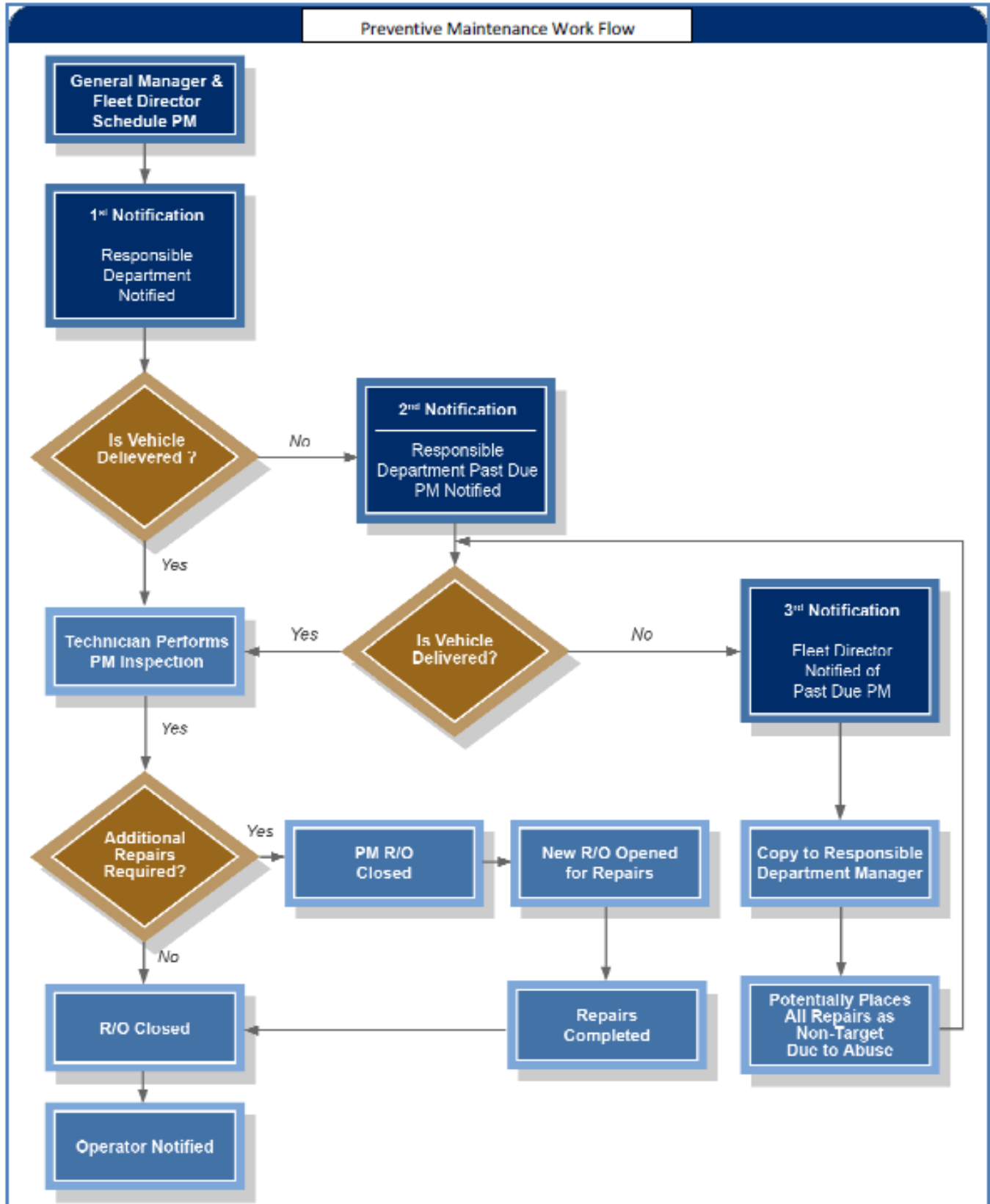
The information displayed below appears in the body of the e-mail, there is no need to open any other application to view the information:

UNIT	DESCRIPTION	LAST DONE	LAST DONE READING	DUE %	INTERVAL	METER TYPE	DUE DATE
6100-7215	Wet (B PM)	Jan 20 2010 12:00AM	63779	129	4000	ODOMETER	Apr 26 2010 12:00AM
7500-80-1	Annual Inspection (C PM)	Mar 10 2009 12:00AM	28466	121	365	DAYS	Mar 8 2010 12:00AM
1425-6247	Wet (B PM)	Mar 17 2010 12:00AM	24548	110	5000	ODOMETER	May 17 2010 12:00AM
7500-10-L	Dry (A PM)	Nov 12 2009 12:00AM	18438	108	180	DAYS	May 9 2010 12:00AM
6100-66	Annual Inspection (C PM)	Apr 28 2009 12:00AM	116143	107	365	DAYS	Apr 28 2010 12:00AM
6210-01-N	Wet (B PM)	Jan 27 2010 12:00AM	117900	101	5000	ODOMETER	May 22 2010 12:00AM
6100-59	Wet (B PM)	Nov 27 2009 12:00AM	145510	99	180	DAYS	May 25 2010 12:00AM
7500-099	Annual Inspection (C PM)	Jun 2 2009 12:00AM	13514	98	365	DAYS	May 31 2010 12:00AM
7500-060	Annual Inspection (C PM)	Jun 1 2009 12:00AM	28944	98	365	DAYS	May 31 2010 12:00AM
7500-041	Annual Inspection (C PM)	Jun 3 2009 12:00AM	10060	98	365	DAYS	May 31 2010 12:00AM
6100-40	Wet (B PM)	Dec 1 2009 12:00AM	90120	97	180	DAYS	May 29 2010 12:00AM
7500-067	Annual Inspection (C PM)	Jun 10 2009 12:00AM	44929	96	365	DAYS	Jun 7 2010 12:00AM
8100-5703	Wet (B PM)	Mar 5 2010 12:00AM	36377	96	5000	ODOMETER	May 27 2010 12:00AM
7500-090	Annual Inspection (C PM)	Jun 12 2009 12:00AM	16458	95	365	DAYS	Jun 11 2010 12:00AM
7500-053	Annual Inspection (C PM)	Jun 15 2009 12:00AM	59836	94	365	DAYS	Jun 14 2010 12:00AM
7500-092	Dry (A PM)	Dec 9 2009 12:00AM	15932	93	180	DAYS	Jun 5 2010 12:00AM
7500-093	Dry (A PM)	Dec 9 2009 12:00AM	5259	93	180	DAYS	Jun 5 2010 12:00AM

3.4.2 Preventive Maintenance Work Flow:

VFM has a great deal of experience as a maintenance provider in the Automotive, Medium/Light Duty Truck, Heavy Duty Truck, and equipment markets. We have an executive team composed entirely of former technicians, and individuals who are currently ASE Certified technicians. Commensurate with that experience comes attention to detail, and never forgetting what it was like to operate within a shop daily. With these shared experiences VFM is intimately familiar with the workflow layout that will increase productivity, improve reliability, and guarantee customer satisfaction.

Workflow Layout



The following outlines our Maintenance Process for servicing the City fleet users.

A. Vehicle Selection for Services:

- The Site Manager will make decisions for needed services based on reports received at the beginning of the workday.
- Once the Site Manager has looked over the reports from FMIS software, he will schedule out the work based upon his findings in the report.
- The site manager will then communicate to the responsible party, that there is a need for maintenance on certain unit numbers.
- Once the vehicle is brought onto the lot, it is taken by its daily driver to the check-in area.

B. Vehicle Check-In Protocol:

- The assigned driver for the vehicle requested in the FMIS report will bring his/her vehicle into the VFM check-in area of the maintenance facility.
- The driver will disclose any known issues with the vehicle or additional services he/she may be seeking, in addition to the original request for Preventive Maintenance.
- A diagnostic questionnaire is completed by the driver which will minimize technician discovery time.
- A VFM employee will then fill out the necessary paperwork for the vehicle and create a Repair Order for the vehicle.

C. Repair Order Creation:

- Repair orders will capture the 3 C's of fleet maintenance, Compliant, Cause and Correction. The City's end user will notify VFM of the issues or Complaints of a vehicle or equipment. VFM will record the cause of such complaint, or repair, and the corrective action taken to bring the vehicle or equipment into availability status.
- *If the work order is AFTER HOURS, the customer that is dropping the vehicle off will include all pertinent information on the vehicle such as mileage, plate, vehicle description, and a reason for service. He will take this information along with the keys to the vehicle and drop it in the overnight box.*
- Once a technician has been assigned the Repair Order he will go pick the vehicle up and bring it into the work area for the start of the maintenance process.

3.5 Maintenance Method:

When the vehicle has been brought into the service bay the Technician will begin to work through the PM Checklist.

- a) Lighting System (including light bars and auxiliary lighting)
- b) Steering System (Undercar)
- c) Starting/Charging System
- d) Hydraulics
- e) Auxiliary systems
- f) Brake Linings
- g) Grease Fittings
- h) Coolant, Power Steering Fluid, Transmission and Wiper Fluids
- i) Serpentine Belt and Cooling Hoses
- j) Wipers
- k) Tires are checked for signs of wear
- l) Safety Check
- m) Emissions System Check

If no other needed repairs are found at that time, outside of the Preventive Maintenance RO assigned at start, the vehicle will then have all necessary paperwork completed and it will be returned to the lot.

However, if an additional need for work is found the Repair Order will **still be closed** on the PM order, and a new RO for the repairs at hand will be issued. If the recommended repair exceeds a predetermined dollar value, that vehicle will be referred to the Fleet Manager for approval before advancing.

PM services are routinely audited by our management staff as part of our Vector Fleet Quality Assurance program. Each technician will receive a minimum of 12 PM Audits per year.

VFM will follow the Vehicle Preventive Maintenance (PM) program per the chart below.

Vehicle Type	Schedule
Compact Sedan	Every 5,000 miles or 12 months unless a high idle vehicle
Police Marked Patrol Units	Every 4,000 miles or 6 months
Police Marked K9 Units	Every 3,000 miles or 3 months
Fire Rescue Department Ambulances	Every 3,000 miles or 3 months
Fire Rescue Department Pumpers/Aerial Ladders	Every 3,000 miles or 3 months
Valve Exercise Medium-Duty Trucks	Every 3,000 miles or 3 months
Light and Heavy-Duty Trucks	Every 5,000 miles or 6 months unless a diesel or high idle vehicle. High idle diesel at 2,000 miles or adjusted based on idle hours
Trash Trucks and Front-End Loaders	Every 4,000 miles or 3 months
Sweepers	Every 4,000 miles or 3 months
All Other Vehicles and Equipment	Every 12 months

3.6 Quick Fix PM Program

Quick Fix activities will be assigned to dedicated bays within the maintenance shop.

PMs will not be conducted as a Quick Fix function. "Quick Lube" type oil changes only can be accommodated, but is not a recommended practice as it is normally done during a scheduled PM cycle. If there is a systemic problem with unusual oil consumption or loss between scheduled PM servicing the vehicle needs to be diagnosis by our technicians to determine the source of the loss and repairs completed as soon as possible. We may jump start a dead battery to get it attached to a tow vehicle or moved to a road shoulder. All other failures will be towed to the facility unless a complete fix can be done at the site where the vehicle is stranded.

3.6.1 Quick Lane PM Program for Police & Light Duty Vehicles

VFM has the capabilities to provide a Quick Lane PM program. This will include a 35 minute turnaround time for all light duty and police vehicles.



3.7 Scheduled and Unscheduled Repairs

VFM understands that as budgets become more and more constrained, every vehicle becomes more critical for the City to perform its mission of providing services. We understand that excessive downtime for service is not acceptable. Scheduled repairs will be started on the day scheduled, and unscheduled repairs will be started based on how urgent the repair is and how critical the need is.

3.8 Repairs Due to accident, abuse, and vandalism

Damage to Assets resulting from, but not limited to, uncontrollable events or conditions, such as severe weather, damages due to collision, or vandalism that warrant repair of the Asset and which are not due to normal wear and tear and which are beyond the control of the Contractor to prevent and for which the Contractor is not responsible for or required to protect against, and which have not been caused by Contractor's employees.

3.9 Mobile Service

VFM will perform mobile service calls as well as coordinate with City vendors, emergency road service for City, during our shifts. For equipment that cannot be brought into the maintenance facility, we will coordinate with City vendors to provide mobile service 24/7 days a week emergency road service.

VFM will be responsible for dispatching the proper repair vehicle within 20 minutes of notification of the service call.



3.10 Tire Service



VFM will have a dedicated Tire Technician on-site for the City of Ft. Lauderdale. The Tire Technician will be trained and dedicated to maintenance, repair, changing and managing the tire service for the City. This includes services for Quick Fix Repair, PM, repairs and all other scheduled and non-scheduled services where tire service is needed and or requested. The Tire Technician will also work alongside a supervisor to help track and maintain the Tire warranty claims for the City.

Along with dedicated tire services, VFM will assure proper disposal/recycling of used tires.

3.11 Towing

VFM will have persons on call to expeditiously handle vehicle breakdowns. VFM will tow any City-owned or leased vehicle requiring this service, regardless of whether or not the cause is an authorized repair or another incident. The cost of any City vehicle that is being towed to or towed from one of the City's service centers or to a subcontractor will be invoiced separately to the City by VFM at contracted rates.

3.12 Welding and Fabrication

Welding and fabrication related to vehicle repairs will be an integral part of the service provided by VFM. Examples of this work include repairing refuse vehicles, backhoe/ loader buckets, etc. VFM will provide American Welding Society (AWS) certified welders to complete work on steel and aluminum. Additionally, VFM is willing to provide welding services in the Non-Targeted category. We agree that the City reserves the right to inspect and test the quality of VFM's welding services at any time.

3.13 New Vehicle Preparation

VFM will prepare all newly acquired vehicles/or equipment for service. Preparation shall include: inspections, services as required, cleaning, rust proofing, decals/stripes, fabrication and installation of special equipment and hardware, coordination of radio installation, transfer of serviceable special equipment from the old unit and, coordination/cost of radio/light installation. New equipment shall be the financial responsibility of the City. VFM may procure new equipment on behalf of the City as requested. Equipment will be prepared as listed above and delivered to user departments within five (5) working days after receipt of DMV tags and registration. VFM will work with the City's Fleet Manager for this process.

3.14 Vehicle Disposal Processing

Vehicles to be sold by the City shall be prepared for disposal by VFM. Preparation will include removal of tags, decals and special equipment, and other paperwork. VFM will adhere to City's asset disposal policies and regulations when a vehicle is sold. VFM will not cannibalize parts from vehicles taken out of service for sale nor cannibalize parts from City vehicles for use on other vehicles without prior written consent from the City or designee.

VFM has numerous auction services relationships to support the City of Fort Lauderdale. This includes the following:

- GovDeals
- Bidera
- Manheim
- GovPlanet

3.15 Fleet Loaner Vehicle Management

VFM will be responsible for all aspects of managing the loaner fleet and fleet sharing vehicles. This will include:

- Managing the reservation system
- Issuing clean vehicles to staff
- Maintain records and providing reports as directed by Fleet Services

3.16 Other Related Services

3.16.1 Vehicle Acquisition and Replacement Planning

VFM understands that the City may purchase or lease new vehicles through different sources. VFM can support and advise the City on all purchase/lease decisions based on our immense volume of fleet management data, from municipal and City fleets across the country.

If the City chooses to lease vehicles, VFM is a maintenance partner with Enterprise Fleet Management. As such, we have the ability to document all services on Enterprise Lease Vehicles through the Enterprise FMIS called Auto Integrate.

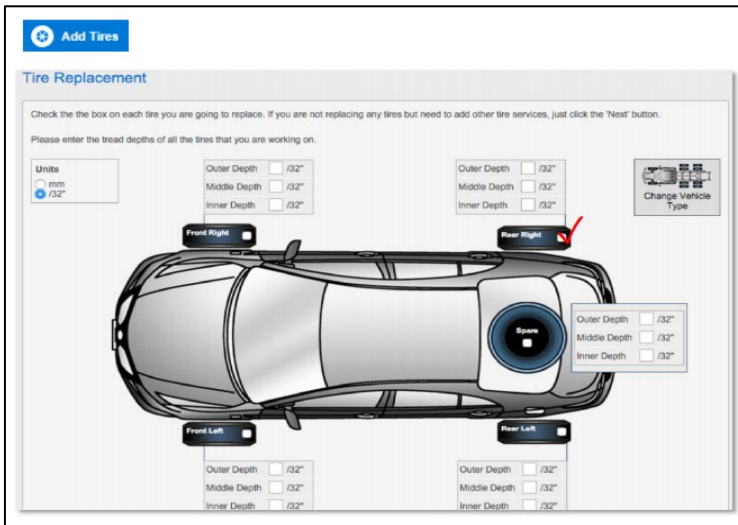
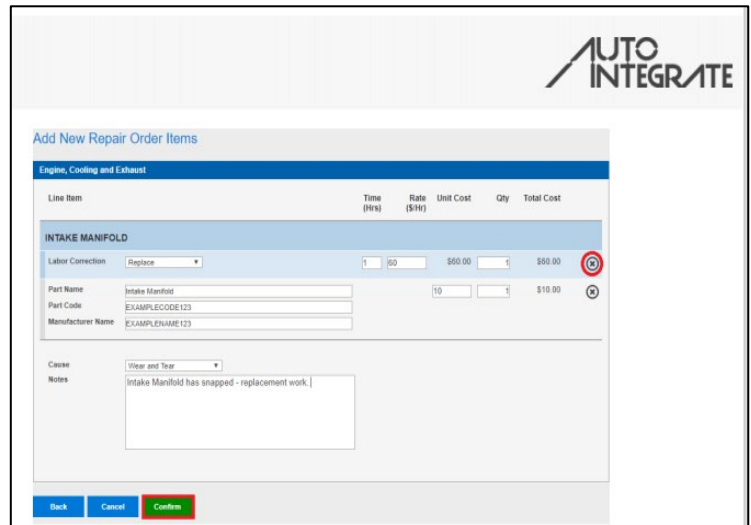
We can perform the maintenance and documentation required for straight vehicle leasing or full-service maintenance leases. This will enable the City to:

- Have all Lease vehicles maintained in-house by Vector Fleet Management
- VFM can manage any lease vehicles that have a service contract with an outside vendor. The City will be able to fulfil all maintenance contract requirements of your lease fleet, in-house.
- VFM can service PM, Repairs, Quick Fixes, Tires and accident claims all through a Lease Fleet Management Portal.
- Saving Time, Money and valuable City assets by having VFM service your Lease Fleet.

Our relationship with Enterprise allows VFM to maintain, repair and enter the needed data in the Enterprise system. This will save the City from sending these vehicles to an outside vendor and keep this maintenance in-house.



Coupled with the lifecycle cost data from our own FMIS, Enterprise Auto Integrate, and our over three decades of dedicated fleet maintenance, will ensure the City will maximize the benefit of the Enterprise Fleet Leasing Program.

3.16.2 Purchases

VFM shall assist the City in preparing purchase specifications for additional or replacement vehicles and service equipment as needed. In addition, VFM shall assist the City with inspections and assessments of used vehicles and equipment under consideration for purchase or lease.

VFM shall identify and nominate for the City's purchase, other equipment that will reduce the cost of maintenance and/or improve the quality of vehicular services.

3.16.3 Directed Work

The City may direct VFM to perform additional tasks related to the proper management and upkeep of the fleet. If additional tasks are required, VFM will receive a written task order detailing the tasks to perform. VFM will submit a proposal to perform the specified tasks on a Targeted price basis that itemizes the direct labor, parts, sub-contracted services, and materials. The City will accept or reject the proposal. If accepted, VFM will perform such assignments in accordance with an agreed schedule.

3.16.4 Investigations

Upon request, VFM will support City of Fort Lauderdale with technical advice in any fleet related investigation. Such fleet related investigations include accidents, fire, technical issues, etc.

3.16.5 Waste

VFM will maintain records on all hazardous chemicals and other hazardous waste. The records will contain the materials' origin, use, transportation, and ultimate distribution and disposal. All disposals will be in accordance with current City and Federal laws and EPA regulations. VFM will provide training and management for employees working with and handling hazardous material, in accordance with laws and EPA regulations. VFM will hold the City free of liability for all actions of VFM relating to waste disposal.

CONTROL AND DISPOSAL OF SOLID WASTE AND CHEMICAL AND SANITARY WASTE – CONTAMINANT PREVENTION PLAN

Upon contract award and post workplace hazard analysis, Safety Data Sheets (SDS's) will be provided to the Code of Federal Regulation (COR) as well as kept on site. Nonhazardous waste disposal contractors will be identified and reported to the COR.

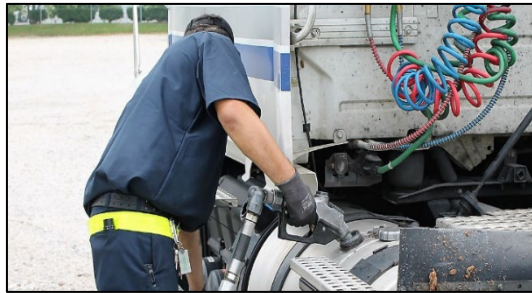
Nonhazardous waste and debris disposal sites and hauling services will be identified and communicated to the COR for specific sites. Reports will be made available per contract requirements of waste generated, diverted, and disposed of. The 3R (Reduce, Reuse, and Recycle) method will be considered when planning waste management strategies in an effort to decrease the impact of un-reclaimed waste on landfills, and decreasing the environmental carbon footprint of overall maintenance activities.

1. Combustible and noncombustible rubbish and debris resulting from maintenance activities will be collected and placed in designated containers on a daily basis to be transported to the landfill and/or disposed of in a manner that complies with Federal, State and Local requirements.
2. Dust will be kept to a minimum. Sprinkle or treatment with dust suppressants for dry hand sweeping will be employed to minimize dust in the atmosphere of the work environment. Dry power brooms will not be used, instead vacuuming, wet mopping, wet sweeping, or wet power brooming will be utilized.
3. Chemical toilets will only be used where sewage cannot be disposed of through existing sanitary sewage systems. Temporary toilets will be emptied and sanitized periodically, in accordance with applicable regulations.
4. Chemical waste will be stored in non-corrosive containers and disposed of regularly. Maximum protection will be offered while conducting maintenance on equipment and motor vehicles to guard against spills and evaporation of fuel and lubricants. In the event of a hazardous material spill large enough to violate Federal, State or local regulations, the COR will be notified immediately.
5. VFM will adhere to its comprehensive hazard communication program. The program includes the following (more details are found in our Safety and Health Plan):
 - a) Listing known hazardous materials in the work place.
 - b) Acquiring Safety Data Sheets (SDS) on every hazardous chemical known to be present on the site. These SDS sheets will be available for review by all employees.
 - c) Labels or other identification system will be used to identify hazardous materials.
 - d) On the job training and instruction plus other more formal training providing specific information about potential hazardous chemicals will be given to all employees nearby or to those personnel using the chemicals.
 - e) We will place garbage in approved containers and move it to an approved disposal area or where directed by the COR.
6. Fuel, oil, or petroleum storage tanks will be surrounded with a temporary impervious berm of sufficient size and strength to contain the contents of the tanks and precipitation in the event of leakage or spillage. Inadvertent spilling of oils, gas, solvents and other chemicals will be kept to a minimum and cleaned up or absorbed with appropriate materials immediately.

3.17 Carwash and Vacuum Site Management

VFM will administer an agreement for maintenance and monitor and request repair of and re-supply of the automated car wash unit located at the garage facility fueling site, including periodic pressure washing and cleaning of the car wash facility. VFM understands that a Bi-weekly cleaning of the car wash, pressure washing the floor and walls, while brush cleaning the car wash is a Target Cost. The area outside the vacuum and car wash will be cleaned and any debris/trash will be removed. Costs for car wash maintenance and re-supply will be billed as non-target expense. The Agreement resulting from this RFP process does not include maintenance and repair of the wash facility canopies, lights, and other structural components, which are maintained by the City.

3.18 Fuel Site Manager



VFM will manage and coordinate supply, using City purchasing agreement, Unleaded and Diesel Fuel to the City's five fuel sites. All five sites will be open 24 hours a day/365 days a year and are automated. VFM will also provide maintenance and repairs to above ground equipment at the fuel sites.

All five sites are open 24 hours a day/365 days a year and are automated. VFM will be on-call 24 hours a day, seven days a week to respond to fuel system problems that may occur and will respond within 2 hours after notification from the City.

VFM will manage the City Automated Fuel Program, provided through the State of Florida. This will include but not be limited to the following:

- VFM will manage the city fuel sites including maintenance, repairs, fuel, monitoring and fuel ordering (utilizing City purchasing account). Monitoring the level of water in all tanks on a weekly basis at both indicated sites. Any issues noted during an on-site inspection or through off-site monitoring will be corrected immediately per EPA and State regulations.
- VFM will be responsible for managing the inventory on behalf of the City, reporting to the City on a monthly basis, consolidating reporting by department and by outside government agencies and will process and deliver all reporting for payment to the City Finance Department. If the City obtains fuel from sources other than the two Vector managed fuel sites, the City will be responsible for all charges for such fuel.
- VFM will manage the City automated fuel management system for all City owned vehicles included in the contract and other outside governmental agencies as requested in writing to the City. This includes managing City fuel sites and providing management over City automated fuel management system.

3.19 Maintenance of Targeted and Non-targeted Vehicles

VFM acknowledges the definitions of services which constitute Non Target repairs, modifications, prep for service, additional equipment not listed on the inventory, accidents and other services as may be directed by the City.

3.20 Maintenance and Preparation of Confiscated Vehicles to Convert into Fleet Vehicles

Upon request, VFM will assess confiscated vehicles under consideration for use by the City. The work required to bring a confiscated vehicle up to safe and appropriate operating condition before being placed into the fleet will be considered Non-Targeted work. Once in the fleet, all future work will be considered Targeted budget work. In addition, if requested, VFM will assist the City in preparing confiscated vehicles not selected for use by the City for disposal.

3.21 In-house Warranty Repair

All materials, parts, and workmanship furnished by VFM will be of high quality and free from defects and imperfections, and meet all OEM standards and specifications. Further, VFM will pass through reimbursements to the Client for any manufacturer warranty coverage due.

3.21.1 OEM Warranty Administration

VFM has over 6 years of experience administering OEM warranties for both Ford and Stellantis. This includes capturing all repairs within both companies' online portals and coordinating reimbursements for our clients. VFM can assist the City in setting up these warranty programs.

3.21.2 Weekly Warranty/Recall Report:

VFM will submit a weekly report to the City that fully describes the parts eligible and supplied, by line item and with costs assigned under the warranty provisions of this RFP.

3.22 In-field Mobile Service (PM) and Light Maintenance

VFM will respond to all in-field maintenance and PM request. As with vehicles being delivered to a garage location, VFM will assure that an in-field request is responded within 24 or 48 hours of the maintenance request. This will assure VFM meets the City's 24 and 48-hour turnaround time for all maintenance request.

VFM has vast experience, especially in our Florida & Texas locations with in-field service operations. VFM will use a fully stocked and equipped service vehicle to perform all maintenance services correctly, with efficiency and following all safety and EPA standards.

3.23 Quality Check Subcontractor Work and Repairs for Approve Parts, Accuracy, and Safety

VFM participates in 2 different subcontractor performance programs. The first subcontractor performance program is initiated by the OEM Vendor in forms of weekly/quarterly/annual customer service forms. These tend to be our larger subcontractors who we also have a National Representative and his or her 1-over manager attending to our account. For example; Goodyear Tire Commercial Account.

Local subcontractor's quality assurance works in much the same way with our quality survey. VFM also tracks each and every subcontractor's individual performance at every VFM/Client service location with our VFM Evaluation for Vendors. (VEV). Each of our VEV's are shared with our Clients at request or during each meeting as required.

We have 2 forms of Vector Evaluation for Subcontractors:

- Parts/materials and outside maintenance subcontractors.
- Roadside Assistance and Towing subcontractors.

Both Vendor Evaluations are formatted the same to keep consistency at all of our locations. Each Vendor Evaluation is performed on a monthly, quarterly and annual basis. The results are shared with each subcontractor and action plans are implemented if their average score falls below a 3 overall. Depending on vendor type and product, VFM will cut ties with a low performing subcontractor when:

1. They fail to improve on action plans.
2. They consistently score below a 3 for a set period of time.
3. If a vendor does not score above a 3 within the first 90 days of service.
4. Client is not satisfied with the product/service or performance of said vendor

Contractor / Supplier Performance Evaluation:

Contractor/ Supplier Performance Evaluation			
Company Name:		What Type of Vendor is it?	Auto Parts
Address:		DB Vendor Class?	N/A
City:		Liability Ins. Cert. on File?	Pending
State:	Zip:	Notes	
Phone Number:			
Email:			
Rate below on a scale from 1-5			
Quality of Items upon delivery/inspection		5	
Expertise of Staff at the local location		5	
Quality of Service Provided		5	
Timeliness on Issuance of Credits		5	
Timeliness on Issuance of Core Credits		5	
Timeliness of Deliveries		5	
Rate the Store Manager		5	
Rate the Account Manager		5	
Answer Yes, or No, or Other Below			
Is there a National Pricing Profile Available through this vendor?		No	
Is Factory Direct Purchasing/ Distribution Direct Purchasing available?		N/A	
Is a Backroom Stocking program available?		N/A	
Have payment terms been negotiated at this time?		Pending	
Is online ordering available?		No	
Is a Warranty Labor Claim Program available?		No	
Please Explain Below			
How does the Vendor bill Freight?			

Over The Road Service and Towing			
Company Name:		What Type of Vendor is it?	Towing
Address:		DB Vendor Class?	N/A
City:		Liability Ins. Cert. on File?	Pending
State:	Zip:	Notes	
Phone Number:			
Email:			
Rate below on a scale from 1-5			
Time to answer initial phone call		5	
Actual Response time Vs Quoted		5	
Quality of Service Provided		5	
Timeliness of Repair/Towing		5	
Quality of Repair		5	
Time to complete rpair		5	
Ready To Roll Time		5	
Level of communication		5	
Answer Yes, or No, or Other Below			
Is there a National Pricing Profile Available through this vendor?		No	
Flat Rate for Road Calls?		Yes	
Warranty for OTR Repairs		Yes	
Have payment terms been negotiated at this time?		Yes	
Online payment available		Yes	
Is a Warranty Labor Claim Program available?		No	
Please Explain Below			
How did vendor interact with Client?			

3.24 Quality Assurance Plan

3.24.1 Fleet Availability

VFM will stress the importance of having as many City vehicles as possible operational at all time since vehicles down prevent City mission accomplishment." We will promote vehicle availability by:

- Scheduling repair work and preventive maintenance when a vehicle is not normally required to be in service.
- Employing only highly skilled and trained technicians.
- Providing our technicians with the latest in diagnostic technology and training to facilitate accurate "first-look" diagnosis of any problems so that they may be corrected in the shortest possible time
- Ensuring that all necessary parts are ordered and available before the vehicle is removed from service for repairs.
- Anticipating component replacement needs by examining repair history and replacing any such components when the vehicle is in the shop for scheduled work to avoid random breakdowns.
- Ensuring that shop equipment is available and operational through periodic preventive maintenance and inspections.
- Tracking vehicle downtime on every repair order so that fleet downtime can be tracked on formal reports.
- Applying the same repair schedule completion requirements to our subcontractors as for work done in-house.

3.24.2 PM Program Compliance

An extensive preventive maintenance program customized to the City's fleet specifications and administrator requests for the highest vehicle security and accessibility, improve customer service, and decrease vehicle operating costs.

3.24.3 Maintenance and Repair Performance

At VFM, we are acutely aware that all repairs must be performed promptly so that vehicles can be returned to service in the shortest possible time. VFM will strive to place vehicles back in service without the need for any disruptive return visits. This means accurate diagnosis and repair of the problem the first time which can only be achieved by applying quality workmanship.

When our personnel, through regular work review, quality control surveillance, or customer complaint discover non-compliant will document that work on the appropriate Inspection Checklist and report it to our General Manager who is the designated on-site Quality Control Manager.

If a discrepancy requires further corrective action or identifies a need for a change in procedures, the General Manager will coordinate with the appropriate shop supervisor or work leader to correct the discrepancy as required, increase the inspection frequency as needed, and develop and recommend any required changes to procedures.

The following approach will be used to correct the work:

- Correct discrepancy on the spot, if possible
- Initiate corrective action
- Assign a suspense date for correction, and forward a report to the Director of Operations for Follow up.
- Report outstanding discrepancies to the Director of Operations and V.P. of Operations every week.

Work discovered by the City personnel as non-compliant will be corrected. To prevent recurrence of discrepancies, non-compliant work is evaluated by the General Manager to determine if it should be incorporated into that functional area's self-inspection criteria or included on an existing Quality Control Checklist. The General Manager will also conduct trend analysis of non-compliant items to prevent development into more significant problems.

3.24.4 Parts Availability

VFM realizes that the City has chosen a separate Parts vendor for the operation of the fleet maintenance program. VFM works with several different parts vendors in our client's locations; this is not new for us. VFM also is a parts supply vendor "only" at several client locations. We operate on both ends of this spectrum, as well as a full turnkey, maintenance and parts supplier.

VFM realizes there will be a separate contract and KPI's for the City's chosen parts vendor. However, VFM will always be open and willing to assist if there is a need for parts due to supplier issues, specialty parts or just a general need for parts during this time of supplier issues. We will never interfere, however, we will always be a true partner to the City and their vendors in execution of the Fleet maintenance Agreement.

3.24.5 Vehicle Safety and Reliability

We recognize that vehicle safety and reliability are the foremost responsibility of any fleet owner. These are even more critical issues for a maintenance contractor since our actions can directly impact the safe and effective operation of your fleet as well as the well-being of all Department employees. VFM will establish the following operating procedures:

- Whenever a vehicle is in the shop for service (excluding PM services), our technicians will perform a complete Safety Inspection.
- Whenever a vehicle receives a safety-related repair or adjustment, our technicians will perform a road test to ensure that the repairs/ adjustment have corrected the problem.
- We will utilize experienced and trained technicians in the performance of all vehicle inspections and repairs. As required, certain repairs and inspections (such as aerial lifts) will be accomplished by duly licensed and certified individuals.
- We will maintain current records on every manufacturer's recalls, technical service bulletins, and safety bulletins to ensure that all affected vehicles are corrected to meet the manufacturer's standards.
- Any user notice/complaints regarding safety items will be grounds for removing the vehicle from service so that immediate repairs can be affected. Such safety-related repairs will receive top priority.

3.24.6 Recall Compliance

We will maintain current records on every manufacturer's recalls, technical service bulletins, and safety bulletins to ensure that all affected vehicles are corrected to the manufacturer's standards.

Vehicle Repairs-Quality Control

Repairs to vehicles and equipment shall be accomplished to meet safety and serviceability standards:

- Effective scheduling through the FMIS will assure vehicles and equipment will meet safety and serviceability standards.
- VFM has standard PM, service and safety decals that are applied to each vehicle and equipment to indicate date of inspection/repair performed as well as a due date for next service
- Calendar scheduling within FMIS with alerts set assure timely service and safety standards
- Each vehicle and equipment serviced has their own customized inspection sheet. PM, Repair, service, washing, etc.
- Each inspection sheet is signed off by the Site Manager or Lead Tech


3.24.7 Quality Assurance Audit

Each vehicle and equipment serviced also has a Quality Control form, or a PM/Repair/Service Audit Form that will be reviewed with the Technician by the Site Manager, supervisor or Lead Technician.

We audit both PM and tire repair/replacement activities. These are functions that are repeatable and job functions that we can fairly and accurately audit and track for the highest performance standards.

Each VFM Technician will have their PM work reviewed by a member of our management staff once per month. This means we will audit our PM processes about 370 times per year to assure we are providing the City of Fort Lauderdale the highest quality PM.

Quality Assurance Audit:

TECHNICIAN PM AUDIT - TRUCK												
DATE	2/24/2021			COMMENT:			 Fleet Management Maintenance...Our One Mission					
TECHNICIAN NAME												
FACILITY												
SRO#				Tech Sign								
CUSTOMER NAME							Auditor Sign					
AUDITOR NAME												
TASKS							WEIGHT	SCORE	EXPLANATION			Pass, Fail or N/A
Bold items count double												
CHECK ALL LIGHTS (Emergency lights/siren if equipped)							1	0	Ensure all lights are operational			
CHECK THAT STEERING WHEEL AND INTERIOR IS FREE FROM GREASE AND OIL							1	0	NO handprints, grease or oil should be on truck anywhere			
CHECK THAT HOOD AND DOORS HAVE NO HAND PRINTS							2	0	NO handprints, grease or oil spots should be on outside of unit			
INSPECT BATTERY BOXES, COVERS, MOUNTINGS, CABLE ENDS ARE CLEAN							1	0	Ensure battery cover is on, cables & posts have been cleaned			
CHECK AND RECORD AT LEAST 50% OF TIRES FOR AIR PRESSURE												
CUSTOMER'S SPECS OR SIDEWALL RECOMMENDATION:												
ACTUAL SPECS FOUND:												
	RF	PSI	RFO	PSI	RRI	PSI	1	0	All tire pressures checked should be within 5 PSI of customer spec or vehicle recommendation			
	LF	PSI	LFI	PSI	LRI	PSI						
			LFO	PSI	LRO	PSI						
CHECK FRONT HUB OIL LEVEL							1	0	Oil level should be at FULL LINE, not above or significantly lower			
CHECK FOR NEW OIL FILTERS, NO LEAKS, FILTERS DATED							2	0	New filters should be in place and dated with a Sharpie marker			
CHECK FOR NEW FUEL FILTER, NO LEAKS, FILTER DATED							2	0	Same as above			
CHECK OIL LEVEL, CHECK OIL FILL CAP SECURED							2	0	Oil must be at full level on dipstick, oil fill cap in place & secure			
CHECK BRAKE LININGS							2	0	Check brake linings; they must be accurately measured & notated on PM sheet			
INSURE THAT ALL GREASE FITTINGS WERE GREASED							2	0	Grease fittings & related components must show evidence of grease, fittings that would not take grease must be notated			
CHECK OIL PAN DRAIN PLUG TO ENSURE THAT IT IS TIGHT							2	0	Oil pan drain plug must be secure			
CHECK UNDERNEATH VEHICLE FOR UNUSUAL LEAKS OF ANY KIND							1	0	No leaks related to the PM service should be evident. Other leaks (rear main, etc.) should be notated on PM sheet			
CHECK THAT TRANSMISSION FLUID IS AT CORRECT LEVEL							1	0	Fluid level should be correct and there should be evidence of tech checking the component			
CHECK THAT REAR-END FLUID IS AT CORRECT LEVEL							1	0	Fluid level should be correct and there should be evidence of tech checking the component			
CHECK CLEANLINESS OF WORK AREA							2	0	No sign of our service should be left at site; no trash, grease or oil			
CHECK THAT TMT TIME IS APPROPRIATE, CORRECT PM CODES WERE USED							1	0	Time in TMT should be close to allowed time for PM. Codes are correct			
CHECK FOR DOT DUE, WAS IT NOTATED ON PM SHEET, PM STICKER IN PLACE							1	0	D.O.T. due date should be on PM sheet if D.O.T. was not done, PM sticker reflecting our service must be in place			
CHECK ALL PAPER WORK, COMPLETE							1	0	SRO worksheet must be complete with correct codes and time in/time out. PM sheet must be completed with comments			
PM AUDIT SCORE							27	0	0%			

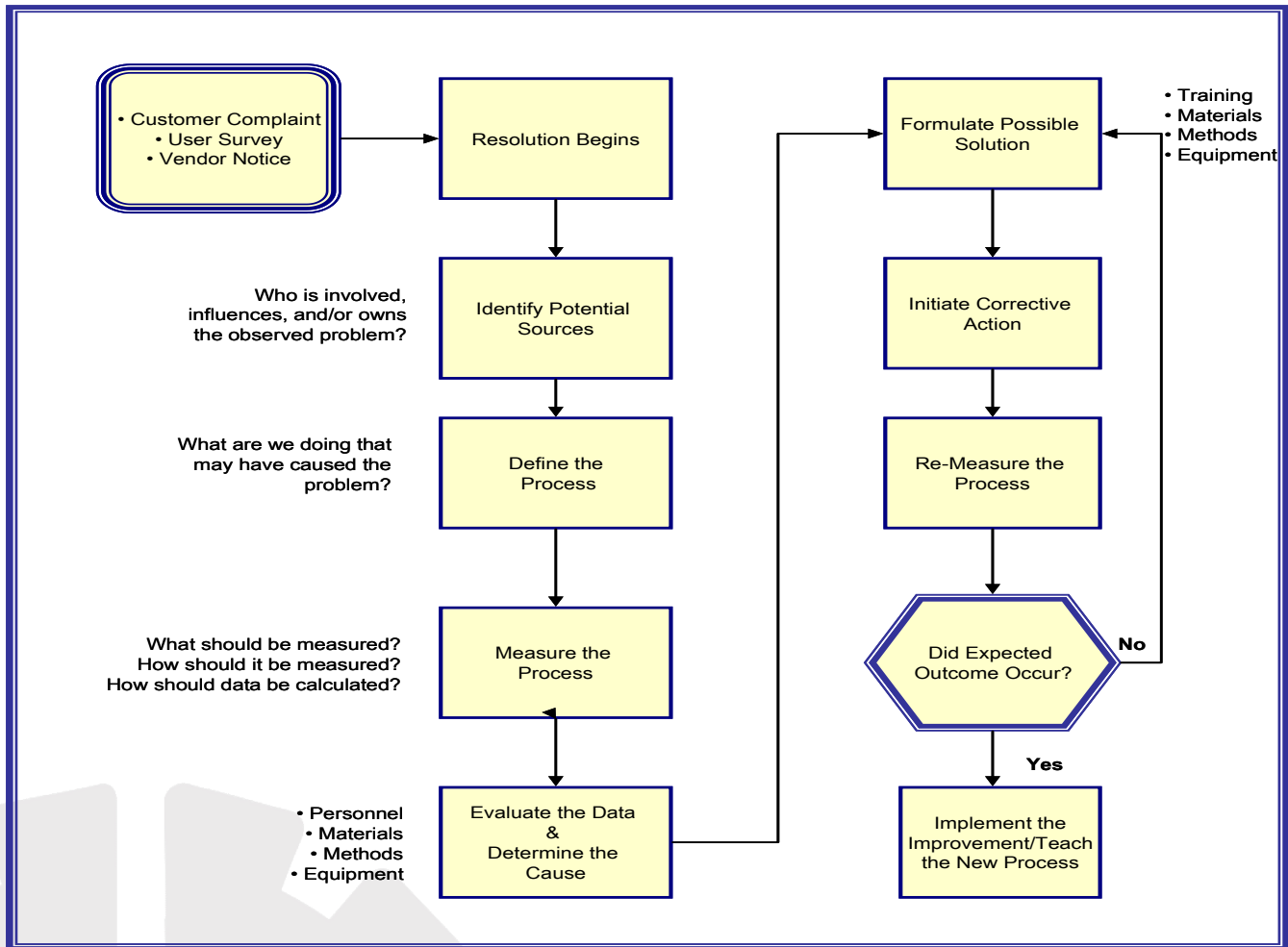
3.24.8 Customer Service

A major concern in the contracting out of service delivery is the assurance of performance on the part of the contractor. VFM guarantees the quality of our work. We are able to offer this guarantee because of the importance of quality to our corporate efforts at every location we provide service.

Quality Assurance will be an essential aspect of our maintenance and repair efforts. Our experience in service delivery has indicated that Quality Assurance must be more than a formalized system for sampling and inspecting work. Quality Assurance must be part of the work ethic at every level: Service Manager, Technicians, and Corporate Management.

Our onsite Site Manager will be responsible for data collection and the implementation of our formal quality control program. The program will parallel the Performance Standards agreed upon with the City. The Site Manager will be responsible for scheduling inspections of samples of completed and in-progress service work, documentation, and reports.

- a. **Quality Improvement Process** VFM doesn't just correct a problem and moves on but instead we make sure the problem is resolved. VFM takes the necessary steps to ensure the situation will not occur again.



b. Quality Control Program

User Feedback

User feedback is an important indicator of the quality of service. We will solicit feedback from City personnel and vehicle and equipment users in four ways:

- **Weekly Meetings with Contracting Officer:** Our General Manager will meet regularly to the City Contracting Officer. As stated, these reports include daily, monthly, and annual reporting. We propose that our Service Manager and the Contracting Officer meet regularly to discuss the reports we submit, to identify issues of interest to the City, and to highlight areas where we can be more responsive to your needs.
- **User Meetings:** We propose that each of departments for which we maintain vehicles and equipment designate a departmental liaison. The individual will serve as the single departmental point of contact with VFM. In addition to being the individual who will receive notifications of Preventive Maintenance inspections and warranty work, this individual can furnish information on issues and concerns of the department's vehicle and equipment users. We will schedule meetings with the City in accordance with City requirements. We also recommend that the Contracting Officer appoint one of the liaisons as a chairperson for these meetings.

- **Feedback Cards:** We also propose to begin furnishing a Feedback Card after the completion of each maintenance activity. The Feedback Card will afford each vehicle user the opportunity to provide feedback to VFM on the quality of our service delivery. Each unsatisfactory critique card will be responded to by the General Manager.
- **Customer Response Cards:** VFM sends bounce-back cards to designated contract representatives and heads of department user groups at all our contract locations. The purpose of these cards is to afford our customers an opportunity to provide positive/negative feedback and/or suggestions about our service performance. We examine every response closely and take appropriate measures to ensure that we continue to provide the highest degree of quality service.

Comment Cards filled out within the maintenance facility:

Customer Satisfaction Survey

Please take a moment to rate our services. Thank you for giving us the opportunity to serve you.

Evaluation Scale: (4) Excellent (3) Good (2) Fair (1) Poor

How would you rate your overall experience?	4	3	2	1
If there was a specific problem, was it repaired?	4	3	2	1
Please rate the communication provided on your vehicle's status during the service visit?	4	3	2	1
Please rate the timeliness of your service/repair?	4	3	2	1
Was your vehicle returned in the same or better condition. EX: (no oil, dirt or trash left inside vehicle from technicians)	4	3	2	1

Please give us any suggestions or comments below:

Service was great, Kyle did a very good inspection on my vehicle.

Please circle your department: ☐ Driver ☐ Warehouse ☐ Police/Sheriff ☐ Fire ☐ EMS ☐ Public Works
☐ H/E Operator ☒ Other Probation

Name: Edward Guerrero Telephone: 408-4103
 E-mail: Edward.Guerrero@cityofft.com

Customer Satisfaction Survey

Please take a moment to rate our services. Thank you for giving us the opportunity to serve you.

Evaluation Scale: (4) Excellent (3) Good (2) Fair (1) Poor

How would you rate your overall experience?	4	3	2	1
If there was a specific problem, was it repaired?	4	3	2	1
Please rate the communication provided on your vehicle's status during the service visit?	4	3	2	1
Please rate the timeliness of your service/repair?	4	3	2	1
Was your vehicle returned in the same or better condition. EX: (no oil, dirt or trash left inside vehicle from technicians)	4	3	2	1

Please give us any suggestions or comments below:

ISRAEL RIOS WAS A GREAT COMMUNICATOR THROUGHOUT THIS REPAIR.
 MARK - WENT ABOVE AND BEYOND IDENTIFYING THE ISSUE.

Please circle your department: ☐ Driver ☐ Warehouse ☐ Police/Sheriff ☐ Fire ☐ EMS ☐ Public Works
☐ H/E Operator ☒ Other Fleet/Facility Manager

Name: CHARLIE SCRIFE Telephone: 954-4103
 E-mail: CHARLIE.SCRIFE@cityofft.com

Surveys emailed to Client's from the Corporate Office:

COMPLETE		Edit	Delete	Export
Collector:	Email Invitation 4 (Email)			
Started:	Thursday, March 10, 2022 4:42:16 PM			
Last Modified:	Thursday, March 10, 2022 4:43:32 PM			
Time Spent:	00:01:16			
First Name:	Lou			
Last Name:	Italico			
Email:	Litalico@coconutcreek.net			
Custom Data:	Coconut Creek			
IP Address:	66.55.7.34			

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Q1
How do you rate the process of requesting Parts or Services from VFM?

☆ Excellent

Q2
How do you rate your interactions with Vector Fleet Staff?

☆ Excellent

Q3
How do you rate the notifications for when your Parts or Equipment are ready for pick up?

☆ Excellent

Q4
How do you rate the reporting of your weekly and monthly transactions you receive from VFM?

☆ Excellent

Q5
How likely is it that you would recommend Vector Fleet Services to someone else?

☆ Highly Likely

Is there anything else you would like to see Vector Fleet provide in support of your fleet or parts management?: Vector does an excellent Job servicing all the City of Coconut Creeks vehicles and equipment.

3.25 Safety Plan

It is the responsibility of VFM to comply with all Federal, State, or local laws affecting job safety. VFM will provide our employees with the following training related to job safety:

- Lockout/Tag-out
- Personal Protection Equipment
- Bloodborne Pathogens
- Spill Prevention
- Safety Awareness
- Right to Know
- Hazardous Communication

Additionally, we offer our employees a **performance-based safety incentive program**, and all employees are weighted heavily on their safety performance. Safety is a Core Value at VFM. We will bring you an unyielding commitment to the workplace and employee safety, which is implemented through our entire company.

- VFM is an active member of the National Safety Council (NSC)
- We embrace OSHA's Voluntary Protection Program principles
- We possess a deep knowledge of all OSHA & MSHA regulations
- We will implement all of our safety awareness best practices, including daily reporting, and continuing education for our technicians
- VFM participates in the IS Networld vendor rating program with an "A" rating

VFM will ensure all personnel conforms to all industry, OSHA, and City safety guidelines and standards for safety. We will meet or exceed all OSHA regulations. Our employees are our most important asset and we consider their safety to be the ultimate factor in the performance of the contract operations. We will comply with all provisions of the Occupational Safety and Health Act as enforced by the U.S. Department of Labor and will require all of our employees to comply with the law and all regulatory directives affecting job safety.

In the event of any personal injury, either on the job, or off duty, the City's designated representative will be immediately notified. If a City-owned vehicle or equipment item is involved in the accident, a complete report will be given to the City Risk Management department within 24 hours of the accident.



3.25.1 Safety and Health Plan

VECTOR FLEET MANAGEMENT, LLC SAFETY AND HEALTH POLICY STATEMENT January 2022

Vector Fleet Management, LLC hereafter also referred to as ("The Company") has always worked to provide a safe work environment for all of our employees.

The implementation of safety policies and procedures has had a very positive impact on our projects and workforce, saving human suffering, loss of production time, and injury and illness related costs and expenses.

The Safety and Health Plan being presented is part of our continuing effort to improve our overall safety environment and record at each of our projects.

Each employee must work safely as a condition of employment. Employees must accept responsibility for their own ty, job performance, and the safety of others. Employees have a responsibility to themselves and the company to follow all the safety procedures necessary to perform their work without accidents and to share the rewards of the team effort.

Compliance in all areas of this plan is of considerable importance to each Project Manager, not only to provide a safe work environment for personnel, but, in part to be totally within requirements set forth by Federal and State laws.

It is the responsibility of the managers, who are charged not only to administrate, monitor, and enforce the Safety and Health Plan, but to set and be the example; to show to all employees, first hand, the importance of adhering to the plan's criteria. Personnel culture will change and follow the example of managers.

By adhering to all aspects of this plan, you effectively can reduce human suffering, liability risks, workers' compensation expenses, loss in production time, and insurance costs, while also staying within the requirements of the law. It is imperative these goals must be we continue to work together in a team effort, we can improve our current levels of effectiveness regarding safety at each of our projects.

Thank you for your cooperation in advance.



Vector Fleet Management, LLC
James Overstreet
President/CEO

3.26 Emergencies

VFM will provide emergency road service for vehicles in the City fleet. For equipment which cannot be brought in state maintenance facility we will provide mobile service to perform repair, lubrication, and tire repair services.

VFM has emergency staffing capabilities with 11 locations throughout Florida:

- Coconut Creek- Coconut Creek, FL- Fleet Maintenance and Parts Management
- Deerfield Beach – Deerfield, FL - Fleet Maintenance and Parts Management
- FDOT – Fort Lauderdale, FL- Fleet Maintenance and Parts Management
- Hernando County – Brooksville, FL – Parts Management
- West Palm Beach, West Palm, FL- Parts Management
- Broward County Sheriff – Lauderdale Lakes, FL - Fleet Maintenance and Parts Management
- Broward County Sheriff – Pompano Beach, FL- Fleet Maintenance and Parts Management
- Mosaic – Bradley, FL - Fleet Maintenance and Parts Management
- Mosaic – Riverview, FL - Fleet Maintenance and Parts Management
- Mosaic – Bartow, FL - Fleet Maintenance and Parts Management
- Mosaic – Mulberry, FL - Fleet Maintenance and Parts Management



VFM has over 150 employees in the South Florida area for emergency support.



VFM will have persons on call to expeditiously handle vehicle breakdowns. VFM will tow any City-owned or leased vehicle requiring this service, regardless of whether or not the cause is an authorized repair or another incident. Towing services in response to a vehicle accident will be billed as a Non Target service.

With the full knowledge and authorization by the City, VFM will mobilize the maintenance facility and provide repair and maintenance services for the duration of emergencies. We will provide appropriate staffing levels to ensure continuous vehicle operational levels as determined by the City up to our

maximum staffing levels. We understand emergency circumstances may occur outside of normal hours of operation and may involve any number of employees, equipment and vehicles. VFM's costs incurred during emergencies that occur outside of normal hours of operation are not included in our Target Costs. Approved costs incurred will be billed to the City at our proposed Rate.

VFM will work with the City to develop a specific Emergency Plan that will go into effect in the event of an emergency. This plan will include staffing commitments, response times and a chain of contact. In addition to local, on-site personnel, the managers from our other VFM facilities will be part of the plan, if necessary.

We currently provide service to local governments whose services cannot remain interrupted for long without communities suffering serious consequences. Assisting with storm-related problems and mobilization are a regular occurrence in our business. Our managers and technicians understand the need for extraordinary efforts to meet the demands placed on our customers during emergencies. VFM will not leave the City unprotected in an emergency.

3.27 In-Shop Diagnostics

VFM believes in keeping as much maintenance work in-house as possible. Therefore, we equip each client's location with state of the art diagnostic and repair computers and software.

VFM offers factory authorized warranty repair for several manufacturers, whereby we can offer subrogation for the labor and parts related to warranty covered claims from you're respective OEM's.

VFM will equip the MPS Shop with full diagnostic capability:

- Technicians are signed into a repair order so technician productivity is real-time
- TEXA Diesel diagnostic provides Dealer and OEM level diagnostic ability
- Cummins In-site software reducing troubleshooting time and exact diagnostics



3.27.1 Diesel Diagnostics

VFM is bringing \$38,000 in new OEM level diagnostic hardware and software through our Partnership with Diesel laptops.

Diesel Laptops offer multiple services, their Technical Support line not only features Technicians for computers, but actual Diesel Technicians, certified by Cummins, PACCAR, Mack, Isuzu, CAT, Detroit, Allison, and International. They offer support as Technicians work through various issues with the diagnostic equipment during the repair process.

VFM has allocated **\$32,000** in training funds for technical staff. A full suite of training is available to technicians free of charge, as well as day camps that can be purchased separately of that offering up to 16 hours of in person training in the capability and productivity of the units.

With each laptop purchase the customer is offered access to three distinct product features proprietary to Diesel Laptops:

- **Diesel Explorer:** Diesel Explorer is Diesel Laptops' very own comprehensive heavy-duty and medium-duty diagnostic software! This software will read all DTCs and faults from all standard vehicle modules including body controller, engine controller, transmission controller, and more. You're also able to view live data, trip information, and HD-OBD readiness information. Diesel Explorer even has built-in HTML reporting so you're able to do a quick check on the vehicle's health.
- **Diesel Parts:** Cross References, exploded diagrams, parts measurements, VIN lookups, component searches and more all in one easy to use place! Once you find the perfect part, you can even buy it too! All from one interface.
- **Diesel Repair:** The most comprehensive repair information interface on the market, find fault codes, remove and replace documentation, wiring diagrams, torque specifications and so much more all at your fingertips!



There are over 20 training modules available to technicians, covering training that not only pertains to the features of the tool itself, but extends well into the actual diagnosis and physical repair of truck units themselves. Covering hundreds of hours of webinars, recorded classes, podcasts, and documents, these classes are available to all owners of Diesel Laptops Equipment.

VFM will have 3 Diesel Laptops, 1 for light duty, 2 heavy duty (1 for Fire and 1 for heavy shop).

3.28 Staffing Plan

3.28.1 Staffing Requirements:

VFM will provide your maintenance facility with all staffing needs. We will provide a full management team, determined by your Scope of Work as well as professional determinations of needed staff. Typically each shop team consists of the following; a Business Analyst, Administrative Services Staff, a Site Manager, as well as a full suite of technicians of variable specialties. We will also provide parts specialists, and any other specialty staff that may need to be considered to meet your needs.



We will be open and available to service all vehicles and equipment as per the agreed upon hours of operation. We will provide an Emergency Plan for staffing and supporting your fleet operations during a declared emergency.

3.28.2 Staffing Methods:

VFM brings 34 years of automotive industry experience to your program, throughout these years we have determined the ideal methods to attract and retain the most talented technicians in the business.

- Using an internally developed method we will calculate the number of employees needed based upon multiple factors such as; hours of operation, workload, number and type of vehicles/ equipment, as well as expected technician productivity.
- VFM will interview all current contractor employees, as we recognize the importance of maintaining institutional knowledge of the City Fleet. We will coordinate interviews based on the City recommendations
- Analysis of local job markets, common wages, and technician skill levels
- Observed implementation of similar labor models across all VFM sources.

It is of utmost importance to us to move your fleet into our care as quickly and smoothly as possible. Where possible we will attempt to retain employees of the current provider, where that is not possible standard recruitment and employee supply methods are used. Every current employee retained must meet VFM standards for safety and employee capability to be considered eligible for future employment.

Vector Fleet Management will attempt to retain any employees that meet our specifications from a current provider, or if you desire them to be retained.

VFM acquires and recruits technicians from multiple sources. We recruit them from Job Fairs, Colleges, Trade Schools, Veterans Employment Services and Top Technician Competitions across the Country.

3.28.3 Screening Methods:

All employees are screened prior to on-boarding. The screening methods include:

- Criminal Background Checks
- Credit Checks
- Blood Alcohol Content Screen
- Drug Screening

These methods ensure high employee safety, high accountability, and better employee health. We want to ensure the highest quality of employee is procured at the start, and we will continue to invest in their careers, which leads to better employee retention.

3.28.4 Corporate Drug-Free Workplace Policy

VFM contracts services to government agencies. As such, we are subject to the provisions of the Drug-Free Workplace Act of 1988. We have adopted this Drug-Free Workplace Policy to assist in our compliance with the law.

No employee at or on any VFM worksite or otherwise on VFM business or time will possess any quantity of alcohol or any other drug, including controlled substances, lawfully or unlawfully, which in sufficient quantity could result in impaired performance (except for authorized substances used in accordance with prescription).

"Work site" means any office, building, vehicle, parking lot, or property owned, operated, or used by the Company, or any other site at which the employee is to perform work for the Company, including housing being maintained by VFM.

"Possess" means to have either in or on the employee's person/body, personal effects, motor vehicle, tools, and areas substantially entrusted to the control or use of the employee such as desks, files, vehicles, toolboxes, and lockers.

"Authorized substances" include only:

- (1) Lawful over-the-counter drugs (excluding alcohol) in reasonable amounts; and
- (2) Other lawful prescription drugs that might impact or impair behavior, job performance or judgment the possession of which management has been advised and which it has approved in advance.

"Unauthorized substances" include all other drugs, including alcohol, whether lawfully or unlawfully possessed.

3.28.5 Contractor Personnel:

Below we will outline the organizational hierarchy of the member of staff within the shop management model.

Proposed Staffing Plan	
General Manager	1
Operations Manager	1
Service Writer	2
Service Writer/Foreman (2 nd shift)	1
Subcontractor Supervisor	1
Office Manager	1
Office Clerk	1
Fuel Site Manager	1
Shop Foreman – Light Duty	1
Shop Foreman – Fire/Rescue – Heavy / Technical Trainer	1
Emergency Vehicle Technician (EVT)	8
Tire Technician	1
Heavy Duty Technicians/Fire Support	6
Small Engine Technicians	2
Body & Paint Technician	1
Facility Technician	1
Light Duty Technician	12
Couriers	2
Total	44

Due to the size and scope of operation we feel it would greatly improve efficiencies for the City to split the Shop Foreman position into two areas of responsibility. We are proposing to have a Shop Foreman dedicated to Light Duty and Small Equipment, along with a Shop Foreman dedicated to Fire Rescue and Heavy Duty Fleet. This will allow for better lines of communication between VFM and City departments, and provide for more productivity based oversight of Technicians.

Scope of Work for each Position

Position	Scope of Work
General Manager	<ul style="list-style-type: none"> Manages daily operations and administration of the facility. Responsible for maintaining Customer Relations and serves as a direct liaison to Corporate on all issues. Directs, reports, and improves the daily operations of the facility. Oversee multiple tasks and focus efforts in the areas where problems and/or opportunities exist.
Operations Manager	<ul style="list-style-type: none"> Assists Site Manager in daily operations and administration of the facility. Responsible for maintaining Customer Relations and serves as a direct liaison to Site Manager on all issues. Directs, reports, and improves the daily operations of the facility. Oversees office administration staff and is responsible for all administrative paperwork. Oversees multiple tasks and focus efforts in the areas where problems and/or opportunities exist. Other duties may be assigned.
Service Writer	<ul style="list-style-type: none"> Coordinates units and equipment requiring service and repair by interacting directly with customer drivers and operators. Communicates using FMIS and also verbal / written communication to relay vehicle and equipment needs to shop personnel. Greets customer drivers and operators in a professional and friendly manner. Performs other duties as required by the Site Manager or Director of Operations. Strong verbal and written communication skills are required and will be used daily.
Subcontractor Supervisor	<ul style="list-style-type: none"> Tracks performance in both Quality and Responsiveness of all subcontractor services Keeps data on subcontractor survey and performance forms
Office Manager	<ul style="list-style-type: none"> Oversee support operations by supervising staff, planning, and organizing administrative systems. Ensure there is effective information flow and resources that are employed efficiently throughout the business. Field questions from other administrators in the office in regards to HR and Accounting practices as it relates to day to day administrative functions.
Office Clerk	<ul style="list-style-type: none"> Maintains an efficiently functioning office by answering telephones, entering repair orders, issuing PO's for parts, maintaining the filing system, and handling correspondence. Other duties may be assigned.
Fuel Site Manager	<ul style="list-style-type: none"> Present at all fuel sites during all fuel delivery operations to record and verify the amount of fuel delivered, to observe the delivery process, and to report immediately any problems. Conduct a daily visual inspection and verify operation on all fuel site locations according to City procedures
Shop Foreman (Light Duty)	<ul style="list-style-type: none"> Sets Dispatch of WO and Monitors WO completion, Work in Process, Ordered Parts Tickets, Rework, Waiters, and Priority Units. Updates FMIS WO Status, tech assignment, and work order notes. Assists Supervisor in Managing productivity of labor, job quality (Quality Checks) and shop operations. Assists Admin staff in identifying / proper status codes/ notes/ and quality checks of sublet repairs. Verifies rework, needs/issues, repair recommendations/ Assists with Estimates. Assists in arranging and performing training for new employees and continuing training for existing employees. Performs new hire technician shop work process orientation and daily service drive walk to insure all units are addressed timely. Presents estimates for approval in absence of Shop Supervisor or Site Manager. Assists in coverage of Shop Supervisor vacation and absences. Assists with onsite Technician PM and work audits. Monitors safety compliance. Assists Site Manager with Shop tool and facility inspection and organization. Assist Technicians in diagnostic process. Assists Supervisor in reviewing completed work on daily basis to insure all parts, labor is recorded and time standards are met. Directly supervises Technicians and responsible for quality of work and Technician productivity. Reinforces company policies and adheres to company standards. Encourages compliance with applicable laws and regulations. Maintains good working relationship with client(s). Attends required manager meetings. Maintains effective employee relations. Manage technician productivity.


Scope of Work for each Position Cont'd

Shop Foreman Fire/Rescue Heavy	<ul style="list-style-type: none"> • Complete repairs and perform maintenance on Company fleet • Complete repairs on customer equipment in a timely manner • Builds knowledge of vendor supported product lines, service standards, and procedures and keeps abreast of all changes in various models of equipment. • Perform work as outlined on repair order with efficiency and accuracy, in accordance with Service shop and Factory standards • Basic testing knowledge of all machine systems • Follow all company safety policies and procedures • Develops and employs diagnostic related reasoning skills • Examine the equipment to determine if additional safety related or service work is required • Assists in the collection of data necessary for efficient inventory control • Maintains a clean, orderly, and safe working environment both in shop and at customer job sites • Maintains and cares for shop tools, equipment, and vehicles • Completes all paperwork required for jobs • Maintains close, positive working relationships with service, parts and administrative personnel • Conducts himself / herself in the presence of customers in a manner which will retain a good opinion of the company and the service department • Performs as directed by the Service Management • Responsible for operating heavy equipment and trucks in a safe manner • Follow all company safety policies and procedures • Understand and follow federal, state and local regulations, such as those governing the disposal of hazardous wastes
Emergency Vehicle Technician (EVT)	<ul style="list-style-type: none"> • Performs advanced vehicle production on vehicles and basic production on emergency equipment. • Work as a member of the production team to ensure their specific task is completed in a timely manner while maintaining a high level of quality.
Tire Technician	<ul style="list-style-type: none"> • Duties include managing tire program at our customer sites. • Mounting and dismounting tires from rims, checking tire conditions on the fleet. Tracking and maintaining tire inventory. • Other duties may be assigned.
Heavy Duty Technicians/Fire Support	<ul style="list-style-type: none"> • Duties include repairing and maintaining customer vehicles and/or equipment components such as engines, drive train, brakes, steering of over the road or off-road equipment, and other related mechanical, electrical and hydraulic systems.
Small Engine Technicians	<ul style="list-style-type: none"> • Responsible for maintenance and repair of small engines, both gas and diesel, including hydraulic equipment. • Responsible for sharpening all types of mowers • Keeps equipment clean and in a safe working condition • Equipment training for City personnel
Body & Paint Technician	<ul style="list-style-type: none"> • Refinishes damaged body parts and bodies of vehicles in accordance with factory and dealership quality specifications and time standards. • Operates and uses all body shop equipment properly and safely. • Removes rust from metal, and grease and dirt from work surface • Writes estimates for all B and P work inside and outside the facility
Technical Trainer	<ul style="list-style-type: none"> • Resident expert on Vectors Internal Training Center, Vector Technical Institute • Tracks and records all training for on-site employees • Audits Technicians work to determine areas of improvement • Arranges OEM training session for on-site employees
Facility Technician	<ul style="list-style-type: none"> • Keeps record of all facility needs, such as OSHA, EPA, etc. • Paint, remodel, refurbish areas as needed • Repair, maintain/monitor all equipment and amenities
Light Duty Technician	<ul style="list-style-type: none"> • Duties include repairing and maintaining customer vehicles and/or equipment components such as engines, drive train, brakes, steering of on-road, over the road or off-road equipment and other related mechanical, electrical and hydraulic systems.
Couriers	<ul style="list-style-type: none"> • Pickup and Delivery service for all shop parts, accessories • Assigned transportation of employees when needed • Other delivery and errand runs as needed

It is of utmost importance to us to move your fleet into our care as quickly and smoothly as possible. Where possible we will attempt to retain employees of the current provider, where that is not possible standard recruitment and employee supply methods are used. Every current employee retained must meet VFM standards for safety and employee capability to be considered eligible for future employment.

3.28.6 Employee Benefits

VFM's generous benefits package consists of major medical, dental and vision insurance, life and AD&D, disability and 401k with a company match of 50% on the first 5% of savings. There are two medical plans offered. One with a high deductible health plan with a Health Savings Account (HSA). The other plan offers a copay plan with a Flexible Spending Account (FSA). Employees can earn up to 13 days of Paid Time off (PTO) within their first year of service. There are 7 paid holidays for the year and access to financial wellness and an Employee Assistance Program (EAP). The Company will reimburse ASE testing fees for technician certifications in a related field; and CDL fees, including required physical if the Vector site requires a CDL. Uniforms are provided at no-cost to our technicians. The above is only a summary of the benefits offered. Detailed plan documents may be requested by the City to provide the details of each benefit.


August 1, 2021 – July 31, 2022
Benefits Summary Sheet – Non-Exempt Employee's

Vacation – Employees will earn paid leave on an accrual basis. For each payroll period worked, hours will be accrued based on years of service.

Holidays – Seven (7) paid holidays per year for full-time employees.

Group Insurance – Group insurance benefits are eligible for full time employees only. Effective date of coverage for company insurance benefits are the (1st) day of the month after your hire date.

Life and AD&D Insurance – Company paid life insurance is base salary up to a maximum of \$100,000. AD&D is double indemnity of base salary.

Increased and Dependent Life Insurance – Voluntary after tax deduction for employee increased life insurance benefits and dependent life insurance. Your contribution is dependent upon how much life insurance you select as well as your age.

Short Term Disability – Voluntary after tax deduction for the weekly benefit amount of 60% of your gross weekly earnings up to \$1,000, whichever is less. 24 weeks maximum.

Medical Insurance – Two medical plans offered through UMR.

Pharmacy - OptumRx

High Deductible Health Plan with Health Savings Account (HSA) Option - \$3,000 / 10% after deductible. Preventative Services are covered 100%.

Health Savings Account (HSA) Contributions – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.

Copay Plan with Flexible Spending Account (FSA) Option - \$2,500 / 20% after deductible. Preventative Services are covered 100%.

Flexible Spending Account (FSA) Contributions – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.

Dental Insurance – This plan is through MetLife, the dental plan gives you freedom of choice of a dentist and includes coverage of routine check-ups as well as major dental procedures and limited coverage for orthodontia.

Vision Insurance – This plan is through MetLife. In-network, benefits covered in full after applicable co-pay. This includes yearly comprehensive exam, eyeglasses or contact lenses in lieu of eyeglasses. Co pays for in-network services are; exam – \$10, materials - \$25.


401(k) Retirement Savings Plan – After six (6) months of full time service you are automatically enrolled in the 401(k) Plan at a deferral rate of 5% earnings, unless you decline enrollment. Plus you will receive a company match of 50% on the first 5% you save.

***Fee Reimbursement** – The Company will reimburse ASE testing fees for certifications in a related field; and CDL fees, including required physical if the Vector site requires a CDL.

***Employee Referral Compensation** – The Company will pay \$500 after referred full time employee completes 90 days of service with the Company.

***Uniform Service** – Company furnished uniform service.
***Technicians Only**

The above is only a summary of the benefits offered. The plan documents provide the details of each benefit.


August 1, 2021 – July 31, 2022
Benefits Summary Sheet – Exempt Employee's

Vacation – Employees will earn paid leave on an accrual basis. For each payroll period worked, hours will be accrued based on years of service.

Holidays – Seven (7) paid holidays per year for full-time employees.

Group Insurance – Group insurance benefits are eligible for full time employees only. Effective date of coverage for company insurance benefits are the (1st) day of the month after your hire date.

Life and AD&D Insurance – Company paid life insurance is base salary up to a maximum of \$100,000. AD&D is double indemnity of base salary.

Increased and Dependent Life Insurance – Voluntary after tax deduction for employee increased life insurance benefits and dependent life insurance. Your contribution is dependent upon how much life insurance you select as well as your age.

Short Term Disability – Voluntary after tax deduction for the weekly benefit amount of 60% of your gross weekly earnings up to \$1,000, whichever is less. 24 weeks maximum.

Medical Insurance – Two medical plans offered through UMR.

Pharmacy - OptumRx

High Deductible Health Plan with Health Savings Account (HSA) Option - \$3,000 / 10% after deductible. Preventative Services are covered 100%.

Health Savings Account (HSA) Contributions – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.

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Flexible Spending Account (FSA) Contributions – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.

Dental Insurance – This plan is through MetLife, the dental plan gives you freedom of choice of a dentist and includes coverage of routine check-ups as well as major dental procedures and limited coverage for orthodontia.

Vision Insurance – This plan is through MetLife. In-network, benefits covered in full after applicable co-pay. This includes yearly comprehensive exam, eyeglasses or contact lenses in lieu of eyeglasses. Co pays for in-network services are; exam – \$10, materials - \$25.

401(k) Retirement Savings Plan – After six (6) months of full time service you are automatically enrolled in the 401(k) Plan at a deferral rate of 5% earnings, unless you decline enrollment. Plus you will receive a company match of 50% on the first 5% you save.

The above is only a summary of the benefits offered. The plan documents provide the details of each benefit.

3.29 Transition Plan

Achieving a successful transition presents more challenges than any other aspect of forging a successful partnership. VFM is focused on making the transition experience as seamless as possible. In this effort, we possess the industry expertise and experience to ensure well executed partnership transitions.

3.29.1 Ability to Handle Workload of Fort Lauderdale

VFM has been awarded 4 New Municipal contracts in 2022, 2 of these are located in South Florida. We have also successfully extended our contract with Broward County Sheriff for another 5 years. All 5 of these contracts are up and running at full speed and do not require additional resources from our Corporate Management or Support Teams. While we are bidding on additional business, these due dates and projected start-up dates are well after the projected start date for Ft. Lauderdale. The start-up for The City of Ft. Lauderdale would fall favorably in our schedule to have 100% of our Start-up Team available to dedicate our resources fully to the transition of the fleet maintenance to Vector Fleet Management.

For support not only through the contract transition period and after, VFM has 11 contracts located throughout Florida, with the vast majority located in and around South Florida. We have 150+ Vectors employees at these locations. Our Executive VP, Aubrey Felton, makes his home and Regional Office in South Florida as well.

As we have discussed in the FMIS Section of our proposal, VFM runs several different FMIS programs at our contracts throughout the US. Our IT Department has vast experience in different software programs, supporting our sites who use them and assuring our training on a "new" FMIS is 100% complete and always refreshed as needed.

3.29.2 Service Transition Process

The objective of our detailed Transition Plan is to ensure that VFM will be able to assume responsibility for the City fleet management and maintenance within forty-five to sixty (60) days of contract execution, or notice to proceed. This Transition Plan represents our approach to maintaining a high level of service quality to the City while addressing the important issues that accompany a change in service delivery.

Our Transition Plan includes the following key considerations:

- Assembling and deploying a dedicated and experienced Start-up Team
- Establishing communication with key City personnel
- Facility and shop equipment inspection/pre-existing deficiency report
- Employee hiring, orientation, and training
- Fleet management information system assessments and training
- Vehicle maintenance and preventive maintenance transition
- Parts inventory and vendor/subcontract management transition
- Fleet assessment

We have organized our plan chronologically, to reflect the timing of the transition, as it will most likely occur. Of course, there may be adjustments to the schedule presented here to adapt to your changing needs. A detailed timeline of events that will take place during this important transition is presented at the end of this section.

3.29.3 Start-up Team Composition

We have established our transition staffing plan based on our understanding of the order of events and the personnel necessary to complete them. The actual personnel and staffing positions may vary from those presented here to reflect the evolving needs of such an important service delivery transition.

The primary VFM team leader will be Craig Moran, Transition Manager in conjunction with Steve Benedict Director of Government Operations.

Aubrey Felton will begin to coordinate our transition efforts and will oversee all the tasks outlined in this proposal. In addition, representatives from our Human Resources Department; and other technical advisors in areas, such as Parts Supply, Shop Operations and Fleet Management Information Systems will be present, as warranted.

Start-up Team Composition
<i>City of Fort Lauderdale, Florida</i>
Executive Vice President – Aubrey Felton
Executive Vice President – Craig Moran
Director of Gov't Operations-Steve Benedict
H.R. Coordinator – Lisa Bell
Purchasing Director – Matthew Wallace
Contract Liaison - Sales – Alice Hicks
FMIS Leader – Kathy Sherrin
Safety Manager – Charles Bryson

Throughout the transition period, VFM will have experienced members of our team available to assist with start-up operations. The table above lists the staffing we plan to deploy in order to successfully complete this important service delivery transition.

3.29.4 Establishing Communication with Key City Personnel

The VFM transition team will meet with City Department personnel who will be especially key to our joint transition success, including the Contract Manager along with Department liaisons. VFM wants to collaborate with the various vehicle and equipment user groups to identify and address their problems/concerns with the fleet and issues regarding maintenance requirements. We also want to make sure that our systems are easily understood and that preventive maintenance will be scheduled at a time convenient to vehicle users and their supervisors. We need their cooperation in helping us schedule PM inspections and follow-up on vehicles that could not be sent to the City maintenance facility on the date of a PM appointment. Furthermore, we want to put into place the mechanism for feedback on our services so any issues can be identified and resolved quickly.

3.29.5 Facility Inspection and Asset Management Transition

VFM and the City will schedule a joint inspection of the facilities, prior to the start date. Although we don't anticipate any deficiencies, the purpose of this joint inspection will be to identify any pre-existing deficiencies in the facilities that may exist. VFM will issue a Pre-Existing Deficiencies Report to the City, within ten (10) days of conducting the inspection, outlining any noted deficiencies and identifying any garage feature or system which is functional but which should be considered for replacement or upgrade due to age or overall condition.

Also, VFM will conduct a joint inventory of all structural, mechanical, electrical, equipment, tools, vehicle computer equipment and furniture to which VFM will have access during the contract term. This will ensure that there can be no question as to what existed at the beginning of our assuming responsibility for facility operations, and what exists at any time during the course of the contract.

VFM will conduct a safety audit of the City facilities to identify any improvements necessary for compliance with all City, State, Federal and VFM's safety standards. The safety audit will be presented to the City, and any noted deficiencies will be included in VFM's pre-existing deficiencies report. Within thirty (30) days of the assessment, VFM will notify the City in writing of any hazardous conditions identified during this assessment.

3.29.6 Employee Hiring and Transition

One of the major priorities throughout the transition period will be the recruiting of local qualified technicians, in tandem with the possible deployment of our current technicians from other contract locations. The employee hiring and transition will begin with an interview and skills assessment of the existing maintenance employees by the transition team to assess their current skill and qualifications.

3.30 Fleet Maintenance Management System (FMIS) Transition – Collective Data

VFM understands the City has contracted with Collective Data for their FMIS. VFM utilizes our clients FMIS software at almost 50% of our client locations. We understand the need and desire for a client to own their data, manage this process and control this expense.

VFM will utilize the City's FMIS system to establish and maintain an electronic record keeping and reporting system for all services being provided. This will include records of all maintenance, repair and servicing activity performed on each vehicle, as well as:

- VFM will fully utilize the Collective Data system in fulfillment of our contractual duties
- VFM will arrange for 10 hours of on-site training with the Collective Data Group for training of our on-site staff as well as our IT Managers based at our Home Office
- VFM will NOT need to run our FMIS in conjunction with the City's, we will use Collective data as our sole FMIS to assure efficiencies and accurate input
- VFM staff will be available for continual learning form updates, patches and the like to fully utilize the City's FMIS
- VFM will input vehicle and equipment data into the FMIS
- VFM will purchase, maintain and upgrade as needed the hardware, tablets, technician stations, etc. and software to run the FMIS
- VFM Corporate IT will be involved in training, implementation and upgrades as needed
- VFM will appoint and train 2 Designees as FMIS Administrators, with 2 additional designees as backup admins
- VFM will use our own email system for our on-site and staff employees



3.30.1 Annual Meetings and Reports

On the first anniversary of the effective date (no less than 60 days of each contract year of the Agreement and every other anniversary date thereafter, VFM will submit to City a written annual report that summarizes the year's activity in the format agreed upon by VFM and the City. VFM will provide a statement indicating the solvency of the provider as part of the annual report. This may take the form of a standard issued certified corporate report or certified statement of VFM's financial condition.

3.31 Reference Files and Procedures

VFM will maintain onsite, either electronically, hard copy, etc., a complete file of service manuals, parts manuals, service bulletins, lubrication charts and other information needed to properly service and repair the fleet. These records become the property of the City at contract termination or conclusion. VFM will maintain and update this FMIS connection for the City as required for the duration of the agreement, as directed by the City's process. All records become the property of the City at contract termination or conclusion.

3.32 Access To and Ownership of Records

VFM will provide the City and their authorized representatives requested records, data, correspondence, instructions, plans, drawings, receipts, vouchers, time cards, and memoranda as well as cost verification for work.

3.32.1 Vehicle Maintenance and Repair Transition

Tasks that are preparatory to the delivery of maintenance services include:

- Establish priorities for repair
- Review status of repair and performance of PMs

VFM will meet with City representatives to review and assess the schedule of preventive maintenance that is currently in place prior to VFM's assumption of fleet management and maintenance. Our Start-up Team will review the status of maintenance and repairs with the City fleet maintenance representatives.

Our Director of Operations will be responsible for developing the Preventative Maintenance Schedule in accordance with manufacturers recommended intervals for the City fleet, including seasonal equipment, if not supplied by the manufacturer. The Preventive Maintenance Schedule will also reflect the Department's current status in performing preventive maintenance.




3.33 Relationships with Major Suppliers and OEM

VFM purchasing department has an extensive relationships with major suppliers and OEM's. VFM also established regional and local relationships with suppliers for each specific contract. Using our strong national agreements, we involve the local businesses for each client contract we are servicing. This does include developing local relationships with Disadvantaged Business Enterprises in fulfillment of our contract, when required.

VFM will always add vendors for each of our clients as their fleet needs require.

1-800-Radiator	Global Industrial	Reladyne Oil
Advance Auto Parts	Goodyear	RomCorp Lift gates
Air Gas	Grainger Supplies	Rumpke Hydraulic
AIIDATA	Great Dane	Rumpke Hydraulic
American Tire Distributors	Hankook Tires	Stewart and Stevenson
Atlantic Emergency Solutions	Heil Refuse Trucks	Rush Truck Centers
Autocar Trucks	Heritage Crystal Clean	Schaffer Kubota
AutoZone Auto Parts	Imperial Supplies	Southern Vac
Baldwin Filters	Jasper Engine & Transmission	Stalker Radar
Carrier-TransiCold	Kimball Midwest	Stens Small Engine
CAT	Leyman Lift gates	Stewart and Stevenson
Cintas	McNeilus Truck Bodies	Terex
Chrysler (FSA)	Metro Fire and Apparatus	ThermoKing
Cummins	Michelin Tires	Tire Hub
Cummins QuickServe	Mitchell1	Toyo Tires
Diesel Laptops	Myers Tire Supply	UL Engineering
DPF Xpress	Northeast Great Dane	United Refrigeration
Donaldson Filters	O'Reilly Auto Parts	VOLVO
ECCO Lighting	PACCAR	Waltco Liftgates
Enterprise Fleet Leasing	Performance Friction Group	West Marine Pro
Fastenal	Pinnacle	WIX Filters
FleetPride Huntsville, AL	Redline Detection	Yokohama Tires
FleetPride Decatur, AL	Redline Parts	
Freightliner		

Below is an example of a typical **Transition Plan (Gantt chart Example)** that VFM uses for transitioning into new facilities.

			KEY: CM - Craig Moran CC - Craig Carihfield PL - Pete Linsley JO - James Overstreet AF - Aubrey Felton FR - Fannie Roberts HR - Human Resource Team TMT - TMT Team NS - Nancy Samalot AP - Accounting Team AH - Alice Hicks CORP - All corp depts CB - Charles Bryson SM - Steve Moore EL - Eric Lewandowski JS - Joe Smith NF - Nicole Falzarano KR - Kelly Riddle MH - Matt Hansen MW - Matt Wallace AA - Aric Allen	Contract Start Date Project Start Date Weeks
Project Lead: Craig Moran Company Name: Fort Lauderdale, FL 220 SW 14th Avenue				
Task Assignments	Comments	PROGRESS		
Discussions				
Contract Award		0%		
Contract Signing		0%		
VFM (Corp) Staff meetings (ongoing)		0%		
Transition Plan review with City Staff		0%		
VFM and City Meetings (ongoing)		0%		
Vendor partners established		0%		
VFM meets with City leadership (ongoing)		0%		
Start-up & Site Visit				
Review Inventory with On-Site Vendor		0%		
Existing Inventory Review with City		0%		
Initial Site visits to determine Bulk Fluid system		0%		
Verify/Setup fleet listing in Collective Data		0%		
Facility Lease Agreements - if applicable		0%		
Facility security codes provided by City		0%		
Invoicing Protocol Briefing/Company Purchasing Group/Need PO #		0%		
Discuss Department/Cost Centers needed in our System		0%		
OEM/Extended Warranty/Companies set-up		0%		
Customer Profile Sheet		0%		
Post Start-up facility deficiency inspections with the client		0%		
Janitorial Services		0%		
Take pre-start photos & video		0%		
Take post-start photos & video		0%		
HR/ Personnel				
VFM Conducts local recruiting and interviews for Techs		0%		
VFM Conducts recruiting and interviews for Current Techs per the City's advice				
VFM conducts local recruiting and interviewing for administrative		0%		
Management Recruiting (local)		0%		
Offer Letters presented		0%		
Temporary Uniforms Ordered		0%		
Uniform Vendor for setup/sizing		0%		
Order associate hats		0%		
Setup site personnel files (electronically)		0%		
Employee setup in VTI for training		0%		
All OEM Training Portals Setup and Established				
Employee Setup in Ford Starz training portal		0%		
Background Checks and Drug Testing		0%		
Site Manager Corporate training		0%		
Admin training		0%		
Onsite staff & Corp IT Collective Data training classes set-up		0%		
Order State labor posters		0%		
HR - New Hire Onboarding		0%		

Transition Plan (Gantt chart Example) Cont'd

Environmental		
Send Environmental letter to customer (Waste Disposal)		0%
Heritage Crystal Klean Setup		0%
Scrap Metal Vendor Setup (bins in place)		0%
Environmental Phase 1		0%
Purchasing - Parts & Services		
Local vendor selection-		0%
Local vendors setup with credit limits and payment terms (Add list on Vendor tab)		0%
National Account Vendors Setup		0%
Current on-hand inventory-Verify with Parts Vendor		0%
Local vendor list		0%
Current Asset listing w/details		0%
Initial supplies stocking determination		0%
Meet/Greet OEM Representatives		0%
National Account Vendors Setup (Add list on Vendor tab)		0%
Reladyne Oil & Fluids Setup - Distributor		0%
Print VFM Bin Labels-Where Applicable		0%
OEM Extended warranties - determined with client		0%
Tire Program Specs and vendor set-up		0%
Order Shop supplies/racks and bins needed/additional supplies?		0%
SPP Manual complete, uploaded to intranet, and printed		0%
Review FMIS Min/Max compared to usage		0%
Needed Shelving & Bins Ordered		0%
Determine Service truck stocking inventory		0%
WEX Fuel card ordered		0%
Meeting with Current Parts vendor		0%
Present Warranty tracking program to the County		0%
BT/FMIS		
Order Office Equipment		0%
Verify parts set up in Collective Data system		0%
Set-up Admin settings in Collective Data		0%
Unit License Procurement		0%
Set up local vendors in Collective Data system		0%
Internet Connectivity Vector Vision		0%
Mobile Communications Spec and Order		0%
Collective Data FMIS Training - Technicians and Staff		0%
Custom User Guide Appendix for Contract Specific Processing		0%
VMRS Wall Chart and MWS Code Reference Sheets		0%
FMIS FMIS Unit Setup (APWA code/PM's/Annual Inspections/Dielectric Testing)		0%
Customer Collective Data Setup for portal access-Verify		0%
Customers to receive month end reports provided to IT		0%
Set up reporting for VFM Corporate		0%
Security Camera system ordered and installed (if needed)		0%
Customer Required Reports per contract		0%
Add Amazon Business Account		0%
Decision/Verify on moving historical data		0%
Computer hardware/software/tablets		0%
Technician Workstations ordered (and printers)		0%
Fuel Information Import to Collective Data (lic upgrade & system config)		0%
Finance & AP		
State Business Registration and License		0%
State Inspection License and Setup		0%
General Liability Insurance		0%
Order Office Supplies/Online Staples Setup		0%
Vendor setup in MAS 500		0%
Customer setup in MAS 500		0%
P- cards		0%
UPS Location setup & supplies		0%
AP Stamps		0%

Transition Plan (Gantt chart Example) Cont'd

Equipment & Tooling		
Lubricant Provider/Dispensing Equipment		0%
Lube carts ordered for City-If Needed		0%
Parts Carts Ordered - Qty TBD		0%
Dielectric Testing Meters and equipment (if needed)		0%
Diagnostics Determined and Ordered		0%
Deisel laptop setup and integration		
Mitchell Set-up		0%
Cummins Quickserv set up		0%
Asset inventory taken with client		0%
Service Vehicle's determined/ordered/delivered		0%
Safety		
Facility audit by Safety Manager		0%
Eye Wash Stations / First Aid		0%
Forklift Certification		0%
Safety Inspection tags printed and in place		0%
SDS binders in place		0%
Safety meeting held with all staff		0%
Safety Signage		0%
PPE determine, ordered and in place		0%
Misc.		
Business Cards Ordered		0%
Quality Assurance Program documented and presented to County		0%
Contract Deliverables Document given to Ops team		0%
Emergency Plan created and given to the County		0%
Write SOP for handling drop ship - conduct site staff training		0%
Customer Open House Pre-Launch Lunch		0%
Signs and Banners		0%
QC/Customer Annual Feedback program		0%
Setup local unit files		0%
Order file cabinets (2 needed)-2 drawer		0%
Parts Request program set-up		0%
Make Site Manager Contract binder		0%
Master pricing file updated on the shared drive		0%
Vector Vison announcement		0%
Social Media postings on Grand Opening		0%

Section IV.

4.0 References

#1: West Palm Beach, FL

Contracting Organization	West Palm Beach, FL
Contact Name	Dave Persad – Fleet Supervisor
Contact Address	1045 Charlotte Ave, West Palm Beach, FL
Contact Phone	561-822-2124
Contact E-Mail	dpersad@wpb.org
Type of Services	Parts Management
Period of Performance	Since 2021
Annual Contract Cost	\$3.5 Million

Background

- The City previously operated its own vehicle and equipment maintenance facilities. NAPA ran the parts inventory in City-owned facilities prior to VFM.
- VFM manages parts at the central maintenance facility and eight satellite maintenance facilities to support diverse Citywide Fleet of 1400 units.

Scope of Services

- Furnish all parts, materials, supplied, tires, and fluids (except fuel) required for operation and maintenance of all City vehicles and equipment.
- VFM will identify, establish quality and availability standards, place, process, and track all orders with the various parts vendors, and process payment to the vendors for products purchased for use on the City's fleet.

Accomplishments

- Reduce overhead Costs
- VFM has major suppliers preposition fast moving parts in the shops for use.
- VFM has distributor representative's onsite at Main garage to support our program and provide real-time point to point parts priority from warehouses.
- VFM has numerous national direct OEM partnerships, which will ensure the City benefits from our program.

References Cont'd

#2: Coconut Creek, FL, (Government)

Contracting Organization	Coconut Creek, FL
Contact Name	Jessica Cannon
Contact Address	4800 West Copans Road, Coconut Creek, FL 33063
Contact Phone	954-973-6744
Contact E-Mail	jcannon@coconutcreek.net
Type and Composition of Fleet and Number of Vehicles/Pieces of Equipment	557 Units comprised of law enforcement, fire & rescue, public works, lawn equipment and general administrative sedans and light truck vehicles. (includes Buses)
Technician ASE Certification Percentage	75%
Period of Performance	Since 2018
Annual Contract Cost	\$830k+

Background

- VFM competed for the Target Cost Bid and was selected over the incumbent provider **First Group America (DBA First Student, First Transit, & First Vehicle Services.)**
- VFM has quickly developed and initiated a maintenance program to upgrade the vehicle fleet to meet and exceed industry standards

Scope of Services

- Provide all fleet maintenance services, towing and roadside assistance. Maintain contract compliance through a Quality Assurance program with performance measurements, maintain parts inventory and control cost through the Fixed Price contract.
- Work closely with all Government staff agencies to ensure high fleet maintenance standards or reliability and the safety and unit availability.

Accomplishments

- Significantly increased the availability of fleet and eliminated unnecessary vehicle downtime.
- Eliminated costly parts requisition and initiated a comprehensive PM program
- Participates in equipment specifications for all departments

References Cont'd

#3 Sheriff of Broward County, FL (Government)

Contracting Organization	Sheriff of Broward County, Florida (2 locations)
Contact Name	Scott Barnett – Fleet Manager
Contact Address	2001 N.W. 31 st Avenue, Lauderdale Lakes, FL
Contact Phone	954-497-1440
Contact E-Mail	Scott_Barnett@sheriff.org
Type & Composition of Fleet & Number of Vehicles/Pieces of Equipment	3,300+ units Vehicles for Sheriff, DLE, Transit and Fire Rescue units
Technician ASE Certification Percentage	68%
Period of Performance	Since 2016
Annual Contract Cost	\$7.5 Million

Background

- VFM competed for the Hourly Rate Bid and was selected over **G4S Integrated Fleet Services (Centerra), First Group America (DBA First Student, First Transit, & First Vehicle Services), and Pompano Automotive** the incumbent provider.
- VFM has quickly developed and initiated a program to upgrade the maintenance of the fleet to meet and exceed industry standards.

Scope of Services

- Provide all fleet maintenance services, towing and road side assistance for 3 maintenance facilities. Maintain contract compliance through a Quality Assurance program with performance measurements, maintain parts inventory and control cost through the Hourly Rate Charge contract.
- Provide on-site warranty administration with Dodge and Ford OEM's.
- Work closely with all County staff agencies to ensure excellent fleet maintenance standards through improved reliability, unit availability and above all else, SAFETY.

Accomplishments

- Significantly increased the availability of Units and eliminated unnecessary vehicle downtime at commercial retail repair facilities.
- Eliminated costly parts requisition and initiated a comprehensive PM program.
- Altered staffing paradigms to ensure PM services were performed with minimal disruption to county services.

References Cont'd

#4: Ector County, TX, (Government)

Contracting Organization	Ector County, Texas
Contact Name	Lucy Soto – Purchasing Manager
Contact Address	10110 E. 8 th Street, Odessa TX 79761
Contact Phone	432-498-4020
Contact E-Mail	LUCY.SOTO@ectorcountytexas.gov
Type and Composition of Fleet and Number of Vehicles/Pieces of Equipment	300+ Vehicles for Sheriff, Roads & Bridges, Parks & Rec and Other General Services (includes Buses)
Period of Performance	Since 2013
Vector Certified Shop	YES
Annual Contract Cost	\$1.4M+

Background

- VFM competed for a Target Cost Bid and was selected above **First Group America (DBA First Student, First Transit, & First Vehicle Services) and Ameritt Fleet.**
- *VFM successfully managed the transition from in-house to a public/private partnership.*

Scope of Services

- VFM provides comprehensive fleet maintenance services, performance measurement and reporting, parts management and overall fleet support under the structure of a TARGET COST contract.
- VFM works closely with all County fleet stakeholders to ensure high fleet maintenance standards and unit availability.

Accomplishments

- VFM has been able to meet all staffing requirements for this contract in an ultra-competitive labor market (oil fields).
- VFM has improved unit availability immediately by repairing and maintaining units, which were deadlined for extended periods of time.

References Cont'd

#5: Big Spring, TX

Contracting Organization	Big Spring, Texas
Contact Name	John Medina
Contact Address	310 Nolan Street, Big Spring, TX 79720
Contact Phone	432-264-2345
Contact E-Mail	jmedina@mybigspring.com
Type and Composition of Fleet and Number of Vehicles/Pieces of Equipment	254 Units comprised of law enforcement, fire & rescue, public works, solid waste, landfill and general administrative sedans and light truck vehicles. (includes Buses)
Period of Performance	Since 2013
Technician ASE Certification Percentage	75% ASE Certified
Annual Contract Cost	\$1.4M+

Background

- VFM competed for the Target Cost Bid and was selected over **First Group America (DBA First Student, First Transit, & First Vehicle Services)** and incumbent provider **G4S Integrated Fleet Services (Centerra)**.
- VFM has quickly developed and initiated a maintenance program to upgrade the vehicle fleet to meet and exceed industry standards

Scope of Services

- Provide all fleet maintenance services, towing and roadside assistance. Maintain contract compliance through a Quality Assurance program with performance measurements, maintain parts inventory and control cost through the Fixed Price contract.
- Work closely with all Government staff agencies to ensure high fleet maintenance standards or reliability and the safety and unit availability.
- Extensive Sanitation and Refuse fleet repair.

Accomplishments

- Significantly increased the availability of Solid Waste trucks and eliminated unnecessary vehicle downtime.
- Eliminated costly parts requisition and initiated a comprehensive PM program
- Participates in equipment specifications for all departments

Section V.**5.0 Pricing Proposal****5.1 Personnel**

Personnel costs will include wages, salaries, fringe benefits, payroll taxes, mechanic and management incentives, and overtime costs.

5.2 Parts, Supplies, and Outside Costs

Our annual fixed Target cost includes all repair parts and materials (excluding applicable sales taxes), bulk fluids (excluding fuel), lubricants, batteries, freight charges on parts, unserviceable cores, and warranty credits.

5.1.1 Subcontractor Services

Subcontracted service costs are the cost for both parts and labor performed by outside subcontractors for such repairs as engine/ transmission rebuilding, radiator repair, or glass repairs, etc. which are not considered capital improvement or directed work.

5.3 Overhead Costs

These costs include miscellaneous direct expenses that are incurred in the normal day-to-day operation of the maintenance facility and in the administration of the contract. Expenses included, but not limited to; • Safety/environmental supplies • Training certifications • Garage Insurance • Waste disposal • Uniforms and cleaning • Bonding Costs • Equipment maintenance • Postage and office supplies • Employee drug testing and background checks • Employee recruitment • Janitorial Services • Office Supplies





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ADDENDUM NO. 1

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: March 3, 2022

This addendum is being issued to make the following change(s):

1. Updated five (5) year Price Sheet replacing three (3) year Price Sheet.
2. In response to questions 2 and 6 the following subsection added:

3.27.3.7 To control the quality of parts supplied from a third-party parts provider, the expectation is there will be a collaboration between the fleet maintenance/ management provider, parts provider, and Fort Lauderdale Fleet Services. Should a parts quality arise, Fort Lauderdale Fleet Services should be notified, and they will address the quality issue to be corrected. The ultimate decider is Fort Lauderdale Fleet Services.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: Vector Fleet Management, LLC.
(Please print)

Bidder's Signature: [Signature]

Date: 4/13/22



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ADDENDUM NO. 2

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: March 8, 2022

This addendum is being issued to make the following change(s):

1. Updated Line item 12623-825--01-01

From: 12623-825--01-01 - Fleet Maintenance and Management Services: Total Targeted and Non-Targeted – Years 1, 2 and 3 Combined

To: 12623-825--01-01 - Fleet Maintenance and Management Services: Total Targeted and Non-Targeted – Years 1, 2, 3, 4 and 5 Combined

2. Providing Bid Conference Sign-in Sheets and provided business cards.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: Vector Fleet Management, LLC.
(Please print)

Bidder's Signature: [Signature]

Date: 4/13/22



FINANCE DEPARTMENT

RFP PRE-PROPOSAL MEETING SIGN-IN SHEET



DATE: 03/08/2022

TIME: 09:00

☒ AM ☐ PM

OPENING DATE: 04/26/2022

Laurie Platkin

PROCUREMENT CONTACT:

RFP#: 12623-825

RFP TITLE: Fleet Maintenance & Management Services

NAME	COMPANY	PHONE	EMAIL
Laurie Platkin	City of Fort Lauderdale	954-828-5138	lplatkin@fortlauderdale.gov
Sandy Leonard	City of Fort Lauderdale	954-828-5781	SLeonard@fortlauderdale.gov
Anthony Casale	City of Fort Lauderdale	954-828-5765	ACasale@fortlauderdale.gov
DAVE JONES	SHAWDON FLEET	540-347-7407	dave@shen-fleet.com
Dana Kirby	Shenandoah Fleet	412-459-2064	dkirby@shen-fleet.com
Chris Brynner	King George Fleet	314-435-5723	Chris.brynner@kinggeorge.org
Rebecca Reimer	Fuel Facility Mgmt	954-243-0995	rebrimer@gmail.com
FREDDY CASTILLO	Action Group Mgmt	954-288-1105	FE@AGMSERVICES.US
WILLIAM COLLINS	EMERGENCY FLEET MGMT.	347-574-0838	WCOLLINS@EGEMERGENCY.COM
Aubrey Felton	Vector Fleet Management	561-339-6877	Afelton@vectorfleet.com
Kevin Brunetti	ARI Fleet Mgmt	609-410-6317	Kbrunetti@ari-fleet.com
Andrie Taylor	KEOLIS	954-275-7166	Andrie.Taylor@keolisNA.com
DARRELL FRANKISSON	KEOLIS	954-684-4812	Darrellfrankisson@keolis.com
Jon Olson	First Vehicle	5780	Jon.Olson@firstgroup.com
George Cavallie	First Vehicle		George.Cavallie@firstgroup.com

Form approved by: Chief Procurement Officer | Page: 1 of 1 | Rev 4 | Revision Date: 05/11/20 | Author: LP Q

\\PURCHASING\FINAL FORMS\FINAL FORMS - ISO COMPLIANT\Approved Forms\RFP Documents\RFP Pre-Proposal Meeting Sign-In Sheet

RFP PRE-PROPOSAL MEETING SIGN-IN SHEET



OPENING DATE: 04/26/2022

RFP#: 12623-825
RFP TITLE: Fleet Maintenance & Management Services

NAME	COMPANY	PHONE	EMAIL
Reynold Santalucia	SKYMO	786-444-6992 / 305-676-6139	rey@skymo.net
Raul Santalucia	SKYMO	786-380-1368	Rauls@skymo.net
Misty Yarbrough	FUS	754-264-3419	Misty.Yarbrough@firstgroup.com
George Cavalle	FUS	954-488-0431	George.Cavalle@firstgroup.com



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CAM #22-0584

Exhibit 6

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ADDENDUM NO. 3

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: March 10, 2022

This addendum is being issued to make the following change(s):

1. Change in Section 2.45 Service Organization Controls

From:

2.45 Service Organization Controls

The Contactor should provide a current SSAE 18, SOC 2, Type I report with their proposal. Awarded Proposer will be required to provide an SSAE 18, SOC 2, Type II report annually during the term of this contract. If the Proposer cannot provide the SSAE 18, SOC 2, Type I report at time of proposal submittal, a current SOC 3 report will be accepted.

To:

2.45 Service Organization Controls – N/A

2. In response to Question 13: Addition of sub-section

3.21.9.2.1 Note: In the last year there were a total of 341 service calls. Each service call had an estimated average length of 3 hours for a total of 1023 hours.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: _____

Vector Fleet Management, LLC.
(Please print)

Bidder's Signature: _____

[Signature]

Date: _____

4/13/22



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ADDENDUM NO. 4

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: March 10, 2022

This addendum is being issued to make the following change(s):

1. Providing Inventory List of Tools and Equipment

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: Vector Fleet Management, LLC.
(Please print)

Bidder's Signature: [Signature]

Date: 4/13/22

City of Fort Lauderdale - Inventory List - Tools

Asset/Serial Number	Make	Model	Description	Quantity Ea	Location
14305	SOUTH BEND	183D	8" SWING LATHE	1	WELD BAY
NONE	DAYTON	1Z853Q	10" IND. GRINDER	1	WELD BAY
13973	BALDOR	1217W	12" IND. GRINDER	1	WELD BAY
256620	DELTA	23589	6" BENCH GRINDER	1	BAY 4
NONE	DAYTON	2LKR9	8" BENCH GRINDER	1	FIRE BAY
14146	DELTA-ROCKWELL	70-400	DRILL PRESS	1	WELD BAY
59803	AQUA-BLAST	P4300EH	STEAM CLEANER	1	WELD BAY
NONE	HYDRO TECH	HD25004E2G	STEAM CLEANER	1	H/D SHOP
NONE	BILLY GOAT	QV550H9P	FLOOR VACUUM	1	H/D SHOP
NONE	OMEGA	60253	25 TON PRESS	1	WELD BAY
NONE	WELDCART	NONE	GAS WELDING CRT	1	WELD BAY
NONE	MILLER	MILLERMATIC 250	MIG WELDER	1	WELD BAY
NONE	MILLER	MILLERMATIC 251	MIG WELDER	1	WELD BAY
NONE	MILLER	SPOOL GUN	MIG SPOOLER	1	WELD BAY
NONE	MILWAUKEE	6177-20	14" CUT OFF MACHINE	1	WELD BAY
NONE	LINCOLN	250-250	STICK ARC WELDER	1	WELD BAY
106217	WILTON	A5818	DRILL PRESS	1	TOOL RM.
LT-L-033017 -V	OTC	LEAK TAMER 6522 (0	LEAK DETECTOR	1	TOOL RM.
58409	PARKER	10MF4OSA	HYD. FILTER CART	1	TOOL RM.
100064	TENANT	ECH2O	FLOOR SCRUBBER	1	H/D SHOP
69203	COATS	SS1000	TIRE BALANCER	1	TIRE BAY
68969	COATS	7065EX	TIRE MOUNT MACHINE	1	TIRE BAY
NONE	BRANIK		7400 STRUT SPRING COMP.	11	BAY 1
NONE	AMMCO	UNKNOWN	BRAKE LATHE	1	BAY 2
CFL-030614-1	AMMCO		1475 BRAKE WASH DOLLY	1	BAY 2
CFL-030614-2	CLAYTON	BCE400	BRAKE WASH TANK	1	H/D SHOP
CFL-030614-3	OTC	5017A	BRAKE DRUM DOLLY	1	H/D SHOP
100714-1	DAYTON	5PWF9	FREON SCALE	1	PARTS. RM
100714-2	LOUISVILLE	ULTIMATE 13	8 FT. LADDER	1	H/D SHOP
100714-3	LOUISVILLE	ULTIMATE 14	8 FT. LADDER	1	FIRE BAY
CFL-032714	BROWNING	60-100	CHAIN LINK TOOL	1	TOOL RM.
CFL-041414	EATON	EZCLIP	A/C HOSE TOOL	1	PARTS. RM
CFL-041714	ATCO	ATCO-3300	NC HOSE TOOL	1	PARTS. RM
70-009185012	OTC	1520	WHEEL LIFT JACK	1	
70-00918001	OTC	1520	WHEEL LIFT JACK	1	
70-009186	OTC	1520	WHEEL LIFT JACK	1	
70-009187	OTC	1520	WHEEL LIFT JACK	1	
012516-6	OTC	1778B	12 TON JACKSTAND	1	
012516-7	OTC	1778B	12 TON JACKSTAND	1	
012516-8	OTC	1778B	12 TON JACKSTAND	1	
012516-9	OTC	1778B	12 TON JACKSTAND	1	
CFL-082216	WESTWARD	1ZKY3A	TRANS JACK - FLOOR	1	
CFL-121510	TORIN	TR4055	TRANS JACK - HI LIFT	1	
CFL-121510-2	SUNNEX	SUN7704	FUEL TANK ADAPTER	1	
CFL-092116-1	CRAFTSMAN		9501591.5 TON JACKSTAND	1	
CFL-092116-2	CRAFTSMAN		9501591.5 TON JACKSTAND	1	
CFL-092116-3	CRAFTSMAN		9501591.5 TON JACKSTAND	1	
CFL-092116-4	CRAFTSMAN		9501591.5 TON JACKSTAND	1	
CFL-092116-5	CRAFTSMAN		9501591.5 TON JACKSTAND	1	
CFL-092116-6	CRAFTSMAN		9501591.5 TON JACKSTAND	1	
CFL-092116-7	CRAFTSMAN		9501591.5 TON JACKSTAND	1	
CFL-092116-8	CRAFTSMAN		9501591.5 TON JACKSTAND	1	
CFL-092716	OTC	OTC 1511B	10 TON 4 WHEEL JACK	1	AUCTIONED
CFL-111011-1	HEIN WERNER	HW93652W	3 TON 4 WHEEL JACK	1	
CFL-111011-2	HEIN WERNER	HW93652W	3 TON 4 WHEEL JACK	1	
CFL-111011-3	HEIN WERNER	HW93652W	3 TON 4 WHEEL JACK	1	

City of Fort Lauderdale - Inventory List - Tools

Asset/Serial Number	Make	Model	Description	Quantity Ea	Location
CFL-111011-4	HEIN WERNER	HW93652W	3 TON 4 WHEEL JACK	1	
CFL-112911-1	HEIN WERNER	HW93735	25 TON 2 WHEEL JACK	1	
CFL-112911-2	HEIN WERNER	HW93735	25 TON 2 WHEEL JACK	1	
CFL-111512-1	OMEGA	0M32065	6 TON JACKSTAND	1	
CFL-111512-2	OMEGA	0M32066	6 TON JACKSTAND	1	
CFL-111512-3	OMEGA	0M32067	6 TON JACKSTAND	1	
CFL-111512-4	OMEGA	0M32068	6 TON JACKSTAND	1	
CFL-111512-5	OMEGA	0M32069	6 TON JACKSTAND	1	
CFL-111512-6	OMEGA	0M32070	6 TON JACKSTAND	1	
CFL-021015	PITTSBURGH	P68052	3 TON 4 WH. R/C JACK	1	
CFL-070915	OTC	OTC1532	2 TON 4 WH. ALUM. JACK	1	TOOL RM.
CFL-051216	LEGACY	6Y641	GREASE GUN PISTOL	1	TOOL RM.
CFL-061416	INGERSOL RAND	285B-6	1" IMPACT GUN	1	TOOL RM.
CFL-062216	NOREGON	33239FGA	INTERFACE CABLES	1	TOOL RM.
CFL-101816-1	JOHN DOW INDUST.	JDL-3615	OIL PUMP - AIR OP.	1	H/D SHOP
CFL-101816-2	JOHN DOW INDUST.	JDL-3615	OIL PUMP - AIR OP.	1	H/D SHOP
CFL-031717-1	JUMP-N-CARRY	JNC660	BATTERY BOOSTER	1	H/D SHOP
CFL-031717-2	JUMP-N-CARRY	JNC660	BATTERY BOOSTER	1	H/D SHOP
CFL-041417	ACCURATE TECH	MP603	FORD TEST ADAPTER	1	TOOL RM.
CFL-051117	MAKITA	9557PB	4.5" ANGLE GRINDER	1	TOOL RM.
CFL-061417	FREEDOM RACING	ST144	CRANK DAMPER INSTALL.	1	TOOL RM.
CFL-041015-1	DEWALT	DCGG571M1	PORT. GREASE GUN	1	BAYS
CFL-041015-2	DEWALT	DCB204-20V	PORT. GR. GUN BATTERY	1	BAYS
CFL-051215	INGERSOL RAND	IR2705P1	1/2" IMPACT GUN	1	BAYS
CFL-090315	GENESIS	EVO	SCAN TOOL	1	BAYS
CFL-100715	IHletA)fr/La	ZTSE2893B	CAM SERVICE TOOL	1	BAYS
CFL-100215	OTC	OTC 205126	CRANKSHAFT HOLDER	1	BAYS
CFL-102815	WHELAN	01-026C101-000	LIGHTS PROGRAMMER	1	BAYS
CFL-122715	STRONGWAY	#46273	10 TON PORTA-POWER	1	BAYS
CFL-011116	MILWAUKEE	5HXL8	14" CHOP SAW	1	H/D SHOP
CFL-021016-1	WURTH	DBS3600	DECAL ERASER	1	BAYS
CFL-021016-2	WURTH	DBS3600	DECAL ERASER	1	BAYS
CFL-021116	SUPERIOR SIGNAL	ACCU-TRAC VPE	ULTRASOUND DETECTOR V	1	BAYS
CFL-031116	IRWIN	IRWIN 73004	HOLE SAW KIT	1	BAYS
CFL-091615	MITYVAC	MV4534	COOL. SYS. TESTER	1	H/D SHOP
CFL-032116	BALKAMP	700-3032	COOL. SYS. ADAPTER	1	H/D SHOP
CFL-040116	MILWAUKEE	39J092	RECIRCULATING SAW	1	H/D SHOP
CFL-051614	LEGACY	L3930K55	OIL PUMP - AIR OP.	1	H/D SHOP
CFL-090914-1	YELLOW JACKET	YJ42024	NC GAUGE MANIF. SET	1	H/D SHOP
CFL-090914-2	INFINICOM	TEK-MATE	NC LEAK DETECTOR	1	H/D SHOP
CFL-102214	TRACER	TP8000	UV LIGHT	1	H/D SHOP
CFL-112014	DEWALT	DCD710-12V	DRILL MOTOR SET	1	H/D SHOP
CFL-011515	MAC	AW156TR	3/4" IMPACT GUN	1	R/C VEH.
CFL-021112	OTC	303770/2	CRANK SEAL INSTALLER	1	PARTS RM.
CFL-042313	ATEQ	VT55	TIRE PRESS. MON. SYS.	1	PARTS RM.
CFL-042513	BENDIX	SMARTIRE	TIRE PRESS. MON. SYS.	1	PARTS RM.
CFL-111213	AKRON	AFTK-25-NST	PITOT FLOW METER KIT	1	TOOL RM.
CFL-111413	UNIVERSAL TOOL	UT8635	NEEDLE SCALER	1	TOOL RM.
CFL-112713	WERNER	4XP50	8 FT. F/GLASS LADDER	1	H/D SHOP
CFL-112513	SUNEX	S4506	ALLEN IMP. SOCKETS	1	TOOL RM.
CFL-120413	FJC	FJC 6761	A/C GAUGES-HYB. VEH.	1	TOOL RM.
CFL-031014	NOREGON	J-PRO	SCAN TOOL	1	PARTS RM.
CFL-031814	MIDTRONICS	MICRO XL	CONDUCTIVITY TESTER	1	TOOL RM.
CFL-030214	MIDTRONICS	MICRO 500	CONDUCTIVITY TESTER	1	TOOL RM.
CFL-070512	PROTECTA	P-2199802	SAFETY HARNESS	1	TOOL RM.
CFL-091402-1	OTC	303-761-FORD	CRANK SEAL PULLER	1	TOOL RM.

Location Code - 47450

CAM #22-0584

2 of 6

Exhibit 6

4/26/2022

BidSync

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City of Fort Lauderdale - Inventory List - Tools

Asset/Serial Number	Make	Model	Description	Quantity Ea	Location
CFL-091402-2	OTC	303-762-FORD	CRANK SEAL INSTALLER	1	TOOL RM.
CFL-010513	KHP	57001-1711	KAWAS. CLUTCH TOOL	1	TOOL RM.
CFL-012513	JLG	JLG1600244	JLG EQU. SCANNER	1	TOOL RM.
CFL-022311	ALEMITE	A-339413	HI PRESS GREASE PUMP	1	H/D SHOP
CFL-060311	INGERSOL RAND '1	IR429 1 01.414.4 11p	RECIPROCTING SAW	1	TOOL RM.
CFL-110111	MITYVAC	MV7201 "	FLUID EVACUATOR	1	TOOL RM.
CFL-010312-1	SHUMACHER	SE4020	BATTERY CHARGER	1	H/D SHOP
CFL-010312-2	SHUMACHER	SE4020	BATTERY CHARGER	1	H/D SHOP
CFL-010512-1	ETS	ETS-KIT	GM ELEC. TERM. CRIMP.	1	PARTS RM.
CFL-010512-2	ETS	ETS-KIT	GM ELEC. TERM'S KIT	1	PARTS RM.
CFL-070810-1	VICTOR	315FC	OXY-ACET TORCH	1	WELD BAY
CFL-070810-2	VICTOR	CA2460	OXY-ACET CUT HEAD	1	WELD BAY
CFL-070810-3	VICTOR	3W	OXY-ACET WELD NOZ.	1	WELD BAY
CFL-092210	VICTOR	EDGE-CGA580	NITROGEN REGULATOR	1	WELD BAY
CFL-110310	OEM		27191SLIDE HAMMER	1	TOOL RM.
CFL-031510	WILLIAMS	TM-750MW	TORQUE MULTIPLIER	1	TOOL RM.
CFL-031610-1	PRECISION INST.	C3FR250F	TORQUE WRENCH	1	TOOL RM.
CFL-031610-2	PRECISION INST.	C3FR250F	TORQUE WRENCH	1	TOOL RM.
CFL-031610-3	MEYERS		2622475# TORQUE STICK	1	TOOL RM.
CFL-031610-4	SUNNEX		43133/4X13" EXT. BAR	1	TOOL RM.
CFL-031610-5	SUNNEX		43143/4X13" EXT. BAR	1	TOOL RM.
CFL-031610-6	MEYERS		276010 PC. TORQUE STICKS	1	TOOL RM.
CFL-031610-7	MEYERS		276110 PC. TORQUE STICKS	1	TOOL RM.
CFL-031710-1	GREY PNEUMATIC		803211 PC. IMPACT KIT	1	PARTS RM.
CFL-031710-2	GREY PNEUMATIC		803311 PC. IMPACT KIT	1	TOOL RM.
CFL-032210-3	MEYERS		2630#350 TORQUE STICK	1	TOOL RM.
CFL-032210-4	MEYERS		2631#350 TORQUE STICK	1	TOOL RM.
CFL-010206-1	BESSEY	2400-512	WELDING CLAMP	1	WELD BAY
CFL-010206-2	BESSEY	2400-512	WELDING CLAMP	1	WELD BAY
CFL-121609	VIPER	5026/5056	REFRACTOMETER	1	TOOL RM.
	GRAINGER	3W039	OIL DRUM DOLLIES	10	H/D SHOP
	IMPERIAL	IMP-72520	OIL HAND PUMPS	2	H/D SHOP
	IMPERIAL	IMP-72613	1 QT. OIL DISPENSERS	4	H/D SHOP
	IMPERIAL	IMP-70334-7	2.5 GAL. DISPENSERS	2	H/D SHOP
CFL-011910	WELDON	0328-GG3-005	SPARTAN DIA. KIT-VMUX	1	TOOL RM.
CFL-012010	CR	CR451	SEAL DRIVER	1	TOOL RM.
	WARREN-RUPP	SANDPIPER-S1F	WASTE OIL PUMP	1	LT. SHOP
	ASSOCIATED	10 GALLON	WASTE OIL CANS	3	LT. SHOP
CFL-020509-1	ASSOCIATED	MOD 6006	BATTERY CHARGER	1	BAYS
CFL-020509-2	ASSOCIATED	MOD 6006	BATTERY CHARGER	1	BAYS
CFL-020409-1	ASSOCIATED	BEST 6042	BATT. TEST W/CLAMP	1	BAYS
CFL-020409-2	ASSOCIATED	BEST 6043	BATT. TEST W/CLAMP	1	BAYS
CFL-031709-1	LOUISVILLE	FM1404HD	4 FT. F'GLASS LADDER	1	BAYS
CFL-031709-2	LOUISVILLE	FM1404HD	4 FT. F'GLASS LADDER	1	BAYS
CFL-052209-1	OSHKOSH	STRIKER 1500	WHEEL NUT SOCKET	1	TOOL RM.
CFL-052209-2	OSHKOSH	STRIKER 1500	SEAL DRIVER	1	TOOL RM.
CFL-041509	LEGACY	6Y641	GREASE GUN HEAD	1	LT. SHOP
CFL-081009	SKILL		DRILL MOTOR 120V	1	TOOL RM.
CFL-071809	DEWALT	DW3800PW	COLD PRESS. WASHER	1	TOOL RM.
CFL-082609	ALEMITE	3685F	OIL DISP. GUN/COUNTER	1	H/D SHOP
	GATOR INT.	PG-VT-MS	OIL DRY DISPENSERS	2	H/D SHOP
CFL-031808	BENDIX	RDU-801869	ABS BRAKE SCANNER	1	TOOL RM.
CFL-070308	ROBINAIR	34788	NC SERVICE MACHINE	1	TOOL RM.
CFL-091508	OTC	OT-1037	3 JAW PULLER	1	TOOL RM.
CFL-110708	STACK-ON	900060387	AERIAL HARNESS - LG	1	TOOL RM.
CFL-122508	ALTEC	900060389	AERIAL HARNESS - LG	1	TOOL RM.

City of Fort Lauderdale - Inventory List - Tools

Asset/Serial Number	Make	Model	Description	Quantity Ea	Location
CFL-113009	OTC	1949A	HEX BUDD SOCKET	1	TOOL RM.
CFL-012110	MARTIN TOOL	H-140	3/4 FLEX JOINT ADAPT.	1	TOOL RM.
CFL-010510	NAPA	BUDD	1&1/2 X 13/16	1	TOOL RM.
CFL-010107	OTC	OTC-1904	WHEEL NUT 2&9/16	1	TOOL RM.
CFL-010407	EUCLID	E-1908	WHEEL NUT 3&1/4 6P	1	TOOL RM.
CFL-121809	EUCLID	E-1909	WHEEL NUT 3&1/4 - 8P	1	TOOL RM.
CFL-010907	EUCLID	E-1912	WHEEL NUT 3&7/8	1	TOOL RM.
CFL-020107	EUCLID	E-1917	WHEEL NUT 4&3/8	1	TOOL RM.
CFL-010207	EUCLID	E-1921	WHEEL NUT 2&1/2 - 6P	1	TOOL RM.
CFL-010307	EUCLID	E-1923	WHEEL NUT 2&3/4	1	TOOL RM.
CFL-010707	EUCLID	E-1925	WHEEL NUT 3&3/4 - 8P.	1	TOOL RM.
CFL-010607	EUCLID	E-1926	WHEEL NUT 3&3/4 - 6P	1	TOOL RM.
CFL-010507	EUCLID	E-1927	WHEEL NUT 3&13/16	1	TOOL RM.
CFL-041113	SUNNEX	SX10206	WHEEL NUT 2&7/8 PRONG	1	TOOL RM.
CFL-041114	OTC	OTC-1922	WHEEL NUT 2 & 5/8	1	TOOL RM.
CFL-121815	SUN	433MD	WHEEL NUT 33MM IMP	1	TOOL RM.
CFL-011916	OTC	OTC-1914	WHEEL NUT 4"	1	TOOL RM.
CFL-012816	ARMSTRONG	ARM-12-348	WHUL N T 1&1/2 DEEP	1	TOOL RM.

City of Fort Lauderdale - Inventory List - Equipment

MAKE	MODEL	TOOL/EQUIPMENT	AQU. DATE	VENDOR	REMARKS	LOCATION
Shop-made		Toro-hub puller	1/1/08		Top dresser hub removal tool	TR
Certex	CEEZ-93X6	6 Ft. lift sling	1/10/08	Certex	OSHA sheet required	TR
Atlas	Mod-L	Chipping Hammer	1/23/08	Tri-Gas	All-steel handle	SHOP
		TPMS-Tire press. mon.	2/1/08		Sensor tool w/computer link module	TR
Skill	4290	Jig Saw - Electric	2/21/08	Mc Donald		TR
Tiger Tool	10801/10803	Yoke Puller-H/D	3/14/08	Tiger Tool		TR
Bendix	801869 - 3 piece	Bendix RDU (ABS)	3/18/08	Power Brake		TR
John Deere	TY6217	Track Tensioner	5/1/08	John Deere	Attaches to lube gun	TR
Legacy	6Y641	Hi-press. Lube Gun	5/20/08	Grainger	Gun has pressure boost feature	SHOP
OTC	5012A	Jack - 25 ton	10/3/08		Stock room	
Altec	900060387	Aerial Safety Harness	11/7/08	Altec	Size large	TR
Altec	900060388	Aerial Lanyard	11/7/08	Altec	2 Harness lanyards	TR
Altec	900060389	Aerial Safety Harness	11/25/08	Altec	Size extra-large	TR
Warren-Rupp	Sandpiper-S1F	Waste oil pump	12/16/08	MSC Supply	Pump for small shop waste oil tank	SHOP
	10 gallon	Oil collection cans	12/16/08		3 wheel dolly 10 gal. cans-sm. shop	SHOP
Gator Int.	PG-VT-MS	Floor Dry Dispenser	5/22/09	Gator International	Oil dry dispensers-2 units	SHOP
DeWalt	DW3800PW	Pressure Washer	7/18/09	Home Depot	CFL - John Rencher	TR
DeWalt	D28715	14" chop saw				
Akron	FK352	Pitot Gauge	8/1/09	Ten-Eight	Dial gauge only	TR
Grainger	3WO39	Oil drum dollies - 2	1/7/10	Grainger	Unmarked - 2 dollies (75.85 ea)	SHOP
Imperial	IMP-72520	Oil hand pumps - 2	1/7/10	Imperial	Unmarked - 2 pumps	SHOP
Imperial	IMP-72613	Oil can - 1qt - 4	1/7/10	Imperial	Unmarked - 4 cans	SHOP
Imperial	IMP-70334-7	Oil container - 2-1/2 gal	1/7/10	Imperial	Unmarked - 2 containers - plastic	SHOP
Grainger	3WO39	Oil drum dollies - 2	1/15/10	Grainger	Unmarked - 2 dollies (75.85 ea)	SHOP
CR	CR451	Seal driver	1/19/10	Spartan		TR
Weldon	0328-GG3-005	V-MUX Diagnostic Kit	1/19/10	Spartan	Diagnostic kit	TR
Meyers	02990	Torque Charts - Wheels	6/17/10	Myers Supply		SHOP
Meyers	01606-SS	Torque Stick - Quantity 2	7/15/10	Myers Supply		SHOP
Meyers	02603-XX	Torque Stick - Quantity 2	7/15/10	Myers Supply		SHOP
Meyers	02637-LL	Torque Stick - Quantity 2	7/15/10	Myers Supply		SHOP
Meyers	02652-BB	Torque Stick - Quantity 2	7/15/10	Myers Supply		SHOP
Hein-Werner	HW93652W	Jack - 3 ton	11/10/11	Grainger		BAY4
Hein-Werner	HW93652W	Jack - 3 ton	11/10/11	Grainger		BAY1
Hein-Werner	HW93652W	Jack - 3 ton	11/10/11	Grainger		BAY3
Hein-Werner	HW93652W	Jack - 3 ton	11/10/11	Grainger		BAY2
Hein-Werner	HW93735	Jack - 25 ton - 2Wh.	11/29/11			H/D
Hein-Werner	HW93735	Jack - 25 ton - 2Wh.	11/29/11			H/D
Hein-Werner	HW93662	Jack - 10 ton - 4Wh.	1/20/12			H/D
Hein-Werner	HW93662	Jack - 10 ton - 4Wh.	1/20/12			H/D
Akron	AFTK-25-NST	Pitot Appliance Kit	5/15/12	Akron	Kit with case-Fire Serv.	TR
Akron	1&1/2" Nozzle	Pitot Nozzle - Kit part	5/15/12	Akron		TR
Akron	1&3/4" Nozzle	Pitot Nozzle - Kit part	5/15/12	Akron		TR
Akron	2" Nozzle	Pitot Nozzle - Kit part	5/15/12	Akron		TR
OTC	1591A-Air Bottle	Jack - 10 ton	6/1/12			FIRE
OTC	1591A-Air Bottle	Jack - 10 ton	6/1/12			FIRE
OTC	1591A-Air Bottle	Jack - 10 ton	6/1/12			FIRE
OTC	1591A-Air Bottle	Jack - 10 ton	6/1/12			FIRE
Milwaukee	MI-49-56-7240	Arbor-Hole saw - 7/16"	7/25/12	All American Tool	Unmarked	TR
Milwaukee	MI-49-56-0213	Hole Saw - 4"	7/25/12	All American Tool	Unmarked	TR
Ingersol-Rand	IR261 (5IA58)	Impact Gun - 3/4"	7/27/12	Grainger		PR
JLG	JLG1600244	Scanner - JLG	1/25/13	H&E Equipment		PR
Fastenall	0326847	Tap - 16mm	2/8/13	Fastenall	Unmarked	TR
OTC	303-770/2	Seal Installer-Crankshaft	2/11/13	Delray Motors		TR
Ind. Hose	N/A	Hyd. Test Hose assembly	4/5/13	Industrial Hose & Hyd.	Unmarked	TRHC
Ateq	VT55	Tire Press. Mon. Sys.	4/24/13	Myer Supply	Light automotive app.	PR
Bendix	Smartire	Tire Press. Mon. Sys.	4/25/13	Ten-Eight	Fire trucks	TRFR
Associated	6043 AC/DC	Amp Clamp	8/30/13	Myer Supply	No ident.-Replaces damaged unit	SHOP

City of Fort Lauderdale - Inventory List - Equipment

MAKE	MODEL	TOOL/EQUIPMENT	AQU. DATE	VENDOR	REMARKS	LOCATION
		Battery charger	1/26/16			
Makita	9557PB	4.5" Angle grinder	5/11/17			TR
Crozier	Set # 86	Blind Bearing Puller	Prior		16 piece puller set - Navy issue	TR
Lincoln	Ideralarc 250	Arc Welder	Prior		Stick A/C-D/C	SHOP
Makita		Reciprocating Saw-Electric	Prior			TR
Miller 250	250	Mig Welder - #1	Prior		Steel set-up	SHOP
Miller 251	251	Mig Welder - #2	Prior		Aluminum set-up	SHOP
Proto - 1/2" drive	J6121F	Toque Wrench	Prior		175 ft lb - with case	TR
South Bend	183D	8" Swing Lathe				WB
Spoolmatic 30A		Spool Gun	Prior		Aluminum set-up	SHOP
Tweco		Mig gun	Prior		Steel set-up	SHOP
Gray	TSL-50	25 TON JACK	11/21/19	Grainger		PTS
OTC	22 TON	Air/Hydraulic axlejack	unknown			
Milwaukee		Super Hose Shooter			3/4 drill	
OTC	1788B	22 TON JACK	1/23/21	Amazon		
OTC	HDJ10	10 TON Service jack	1/13/21	Amazon	3 position locking handle	
OTC	1591A-Air Bottle	Jacks - 10 ton (4)			Fire Service - Rolling air bottle hi-lift - 4 Jacks	
Robinair	34788NI	A/C Service Machine			refrigerant, recovery, recycling, & recharging station	
Samsung	SM-T290	EJ Ward tablet		EJ WARD	GALAXY TAB A (8.0, 2019) PP210945	PTS
Samsung	SM-T290	EJ Ward tablet		EJ WARD	GALAXY TAB A (8.0, 2019)	FLT
DONGQIMI	DKM-10GY	Industrial Ozone Generator	1/3/22	Amazon	High capacity ozone machine ionizer air purifier	WU
Ultratech	9613	Hardcover spill pallet	7/3/22	Grainger	66 gal spill capacity, Polyethylene, 4500lb load capacity	CW
	SP012n75	Vehicle Lift				Bay 4
	sp10n700	Vehicle Lift				Bay 5
	sp010n700	Vehicle Lift				Bay 5
	sp010n700	Vehicle Lift				Bay 2
	sp0a9	Vehicle Lift				SHOP
Graphtec	Cutting Pro FC7000-75	cutting plotter				SHOP
Shop-made		welding bench				

DESCRIPTION

TOOL ROOM
 TOOL ROOM FIRE ROLLAWAY CABINET (COMPUTER CABINET)
 TOOL ROOM HYRAULIC ROLLAWAY TOOL BOX
 PARTS ROOM
 WRITE UP ROOM
 ON SHOP FLOOR
 TIRE SERVICE TECH TOOLS
 NOT IN SERVICE (NOT CURRENTLY IN USE)
 GM OFFICE
 HEAVY EQUIPMEN SHOP
 LUBE TRUCK
 TOOL ROOM - FIRE ROLLAWAY
 TOOL ROOM - HYDRAULIC CABINET
 Weld Bay
 FLEET ADMIN OFFICE
 CAR WASH

CODE

TR
 TRFR
 TRHC
 PTS
 WU
 SHOP
 TEX
 NIS
 GMO
 H/D
 LT
 TRFR
 TRHC
 WB
 FLT
 CW



City of Fort Lauderdale • Procurement Services Division
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purchase@fortlauderdale.gov

ADDENDUM NO. 5

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: March 29, 2022

This addendum is being issued to make the following change(s):

1. In response to question 51, providing two-year history of the current contractor's performance measures.
2. In response to question 53, updated Price Sheet V3 to solicitation. Now includes separate line for start-up costs.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: _____

Vector Fleet Management, LLC.
(Please print)

Bidder's Signature: _____

[Signature]

Date: _____

4/13/22

	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-21	Feb-22	
Availability	95% (Apparatus)	93	95	93	92	93	93	92	91	92	93	94	90	98	92	93	89	90	86	89	87	88	88	91	
	Fire 95%	100	99	98	99	99	98	100	97	97	98	99	98	97	99	100	100	100	99	99	99	99	98	97	
	Police 95%	99	99	99	98	99	98	98	98	98	98	98	98	99	99	98	98	98	98	98	98	98	98	97	
	Public Works 93%	99	99	99	99	97.2	98	97	96	97	97	98	97	95	97	96	96	96	96	96	97	96	96	96	
	TAM 93%	99	100	98	99	97.52	98	98	97	95	98	97	97	99	99	97	98	99	97	99	99	94	95	97	
	ITS 93%	98	93	100	99	99.16	99	100	100	100	100	99	100	100	100	100	99	100	100	100	100	99	99	100	
	PKR 93%	98	99	98	98	96.84	97	97	97	98	96	97	97	97	97	97	97	97	97	98	98	97	96	97	
	DSD 93%	99	98	99	100	98.84	99	100	97	98	96	97	100	99	100	100	100	100	99	98	99	99	98	98	
Turn around compl 24-hours	EMS 84%	88	86	94	90	84.32	89	87	85	80	86	79	80	87	92	89	83	87	84	79	87	83	72	81	
	Fire 84%	100	94	97	97	86.84	93	97	82	73	81	95	93	90	87	89	100	85	86	84	80	97	85	90	
	Police 84%	92	94	93	91	85.44	90	87	90	90	86	90	90	90	91	91	91	89	86	89	92	90	86	87	
	One ton or smaller 79%	91	95	97	94	86.32	90	86	89	94	92	90	88	89	94	92	91	94	90	93	88	91	89	87	
	Larger than one ton 74%	87	86	83	84	76.28	79	77	81	81	82	77	83	79	80	76	76	73	75	82	80	78	77	73	
	All others 74%	92	88	87	84	78.32	83	79	78	74	80	80	73	78	81	77	75	68	68	76	77	79	80	70	
Turn around compl 48-hours	EMS 94%	92	92	99	94	90.08	94	90	90	88	86	97	90	86	92	96	96	88	93	88	85	88	85	78	84
	Fire 94%	100	94	97	97	91.2	98	97	87	85	90	95	93	90	95	90	100	100	91	91	88	97	93	83	
	Police 94%	97	97	97	96	92	95	94	95	95	91	95	94	94	96	97	96	96	94	95	95	93	92	91	91
	One ton or smaller 89%	96	96	99	97	92.04	93	93	95	98	96	94	91	96	96	94	96	98	97	96	95	95	92	92	93
	Larger than one ton 89%	94	92	93	93	85.48	89	87	89	90	89	85	87	88	87	85	85	88	82	92	90	90	85	82	85
	All others 89%	96	95	96	93	87.36	92	86	86	84	88	90	83	85	89	86	87	78	77	85	87	90	88	77	81
PM Compliance	Completed within 8 hours	70	99	100	99	80.92	99	98	99	100	100	100	100	99	100	100	100	96	98	92	91	92	94	91	86
	Completed within 12 hours	100	100	100	100	74.2	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	92	100	91
	Completed within 14 hours 94%	100	100	100	100	88.88	100	100	100	100	100	100	93	100	100	100	100	100	100	100	100	100	95	100	100
	Overall 85%	77.6	85.14	89.1	90.1	81.8816	88	97	93	87	85	91	91	89	95	90	90	90	87	83	90	89	77	92	85
Parts Fill Rate	Parts Fill Rate 80%	95.2	96.1	97.3	97.7	95.628	97.3	97.8	97.2	98.5	99.7	99.2	98.5	99	96	96.9	96	96.5	99.4	99.9	99.8	99.8	99.8	99.8	99.8
Rework	Rework 0 -2%	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	0	1	0	0	0	0	1	0	0
EVT	EVT required 10	8	5	8	8	8	8	8	8	8	8	9	5	5	5	6	5	5	5	5	6	6	6	8	8
STAFFING	48 REQUIRED	48	48	48	48	49	49	49	49	47	48	48	49	49	51	50	46	46	48	49	49	50	50	52	51
VFS metrics vs 3/29/22																									



City of Fort Lauderdale • Procurement Services Division
 100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301
 954-828-5933 Fax 954-828-5576
purchase@fortlauderdale.gov

ADDENDUM NO. 6

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: March 31, 2022

This addendum is being issued to make the following change(s):

1. In response to question 59, the following link will provide access to 12 months of recent repair history for equipment and vehicles.
<https://www.fortlauderdale.gov/home/showdocument?id=66431&t>
2. In response to question 60, Garage Keepers Legal Liability language has changed.

From:

Garage Keepers Legal Liability

Coverage shall be purchased for the Contractor's liability for damage or other loss, including comprehensive and collision risks, to the vehicles while in the care, custody, and control of the Contractor. Coverage form must be on a direct primary basis with limits equal to the highest possible replacement cost value of vehicles in the care, custody, and control of the Contractor at any one time.

To:

Garage Keepers Legal Liability

Coverage shall be purchased in an amount not less than \$5,000,000 per occurrence for the Contractor's liability for damage or other loss, including comprehensive and collision risks, at replacement cost value, to the vehicles while in the care, custody, and control of the Contractor. Coverage form must be on a direct primary basis.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
 Senior Procurement Specialist

Company Name: Vector Fleet Management, LLC.
 (Please print)

Bidder's Signature: [Signature]

Date: 4/13/22



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ADDENDUM NO. 7

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: April 12, 2022

This addendum is being issued to make the following change(s):

1. In response to question 36, revised Price Sheet V4 attached including two tabs.
 - a. 12623-825 Pricing Sheet
 - b. 12623-825 Renewal Pricing Sheet
2. Proposer will provide pricing for
 - a. Targeted and Non-Targeted for years 1-5 combined
 - b. Targeted and Non-Targeted for 2-year Renewal 1
 - c. Targeted and Non-Targeted for 2-year Renewal 2

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: Vector Fleet Management, LLC.
(Please print)

Bidder's Signature: [Signature]

Date: 4/13/22



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ADDENDUM NO. 8

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: April 19, 2022

This addendum is being issued to make the following change(s):

1. Bid bond information change:

FROM:

2.24.1 A proposal security payable to the City of Fort Lauderdale shall be submitted with the proposal response in the amount of five percent (5%) of the total proposed amount. A proposal security can be in the form of a bid/proposal bond or cashier's check. Proposal security will be returned to the unsuccessful contractor as soon as practicable after opening of proposals. Proposal security will be returned to the successful Proposer after acceptance of the Payment and Performance Bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or other conditions as stated in Special Conditions or elsewhere in the RFP.

REVISED TO:

2.24.1 A proposal security payable to the City of Fort Lauderdale shall be submitted with the proposal response in the amount of five percent (5%) of the total proposed amount of the initial five (5) year term Targeted Total. Non-Targeted amount should not be included. A proposal security can be in the form of a bid/proposal bond or cashier's check. Proposal security will be returned to the unsuccessful contractor as soon as practicable after opening of proposals. Proposal security will be returned to the successful Proposer after acceptance of the Payment and Performance Bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or other conditions as stated in Special Conditions or elsewhere in the RFP.

2. Section 3.5.7.1 added to read as follows:

3.5.7 Proposer will include as part of its hiring process employee training and efforts toward employee improvement and shall achieve Automotive Service Excellence (ASE) Blue Seal certification for the Garage facility workforce. All technicians must be ASE certified in, or have adequate experience in, the areas related to their job classification and assignments.

3.5.7.1 Proposer shall provide, to the City, a copy of the exit interview for any employee whose job ends during the term of this contract



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954-828-5933 Fax 954-828-5576
purchase@fortlauderdale.gov

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: Vector Fleet Management, LLC.

(Please print)

Bidder's Signature: _____

Date: 4/19/22



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ADDENDUM NO. 9

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: April 19, 2022

This addendum is being issued to make the following change(s):

1. Change to section 3.21.5.

FROM:

3.21.5 Car Wash and Vacuum Station Management

The Proposer will administer an agreement for maintenance, monitoring, and repair of the automated car wash unit located at the Garage Facility fueling site. The Proposer will also restock car wash products (soap, wax, etc.) that will be billed to the City as a non-targeted expense. Monthly, the Proposer will pressure wash and clean the carwash. The area surrounding the car wash and vacuum shall be cleaned of trash and debris daily. All costs for maintenance of the car wash and vacuum will be billed to the City by the Proposer as a non-targeted operating cost. City retains responsibility for the maintenance and repair of the wash facility canopies, lights, and other structural components.

REVISED TO:

3.21.5 Car Wash and Vacuum Station Management

The Proposer will administer an agreement for maintenance, monitoring, and repair of the automated car wash unit located at the Garage Facility fueling site. The Proposer will also restock car wash products (soap, wax, etc.) that will be billed to the City as a non-targeted expense. Bi-weekly, as a targeted service, the proposer will pressure wash the walls and floor within the enclosure for the car wash and brush clean the car wash, due to sensitive electronics, the car wash cannot be pressure cleaned. The area surrounding the car wash and vacuum shall be cleaned of trash and debris daily. All costs for maintenance of the car wash and vacuum will be billed to the City by the Proposer as a non-targeted operating cost. City retains responsibility for the maintenance and repair of the wash facility canopies, lights, and other structural components

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: **Vector Fleet Management, LLC**

(Please print)

Bidder's Signature: _____

Date: **4/20/22**



ADDENDUM NO. 10

RFP No. 12623-825

TITLE: Fleet Maintenance & Management Services

ISSUED: April 22, 2022

This addendum is being issued to make the following change(s):

1. Updated Pricing Sheet_V5 attached

It was brought to our attention that cells 6B, 6F, 13B and 13F were locked on the 12623-825 Renewal Pricing Sheet. Version 5 has been updated with these cells unlocked.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: Vector Fleet Management, LLC

(Please print)

Bidder's Signature: [Signature]

Date: 04/22/2022

Targeted Operating Budget Services - Detailed Price Proposal

Salaries and Wages	Year 1	Year 2	Year 3	Year 4	Year 5
Management / Admin. Personnel	\$ 653,212.00	\$ 668,562.48	\$ 684,273.70	\$ 700,354.13	\$ 716,812.45
Labor (based on fleet size and category as included in the bid documents)	\$ 1,738,880.00	\$ 1,779,743.68	\$ 1,821,567.66	\$ 1,864,374.50	\$ 1,908,187.30
Other Personnel	\$ 39,520.00	\$ 40,448.72	\$ 41,399.26	\$ 42,372.15	\$ 43,367.89
Sub Totals	\$ 2,431,612.00	\$ 2,488,754.88	\$ 2,547,240.62	\$ 2,607,100.78	\$ 2,668,367.64

Additional Items	Year 1	Year 2	Year 3	Year 4	Year 5
Indirect Shop Supplies	\$ 16,700.00	\$ 17,092.45	\$ 17,494.12	\$ 17,905.23	\$ 18,326.01
Fringe Benefits	\$ 665,989.50	\$ 681,640.25	\$ 697,658.80	\$ 714,053.78	\$ 730,834.04
Overhead	\$ 243,047.28	\$ 248,758.90	\$ 254,604.73	\$ 260,587.94	\$ 266,711.76
Corporate Admin. and Management Fees	\$ 331,289.00	\$ 339,074.29	\$ 347,042.54	\$ 355,198.04	\$ 363,545.19
Start-Up Costs	\$ -	N/A	N/A	N/A	N/A
Sub Totals	\$ 1,257,025.78	\$ 1,286,565.89	\$ 1,316,800.19	\$ 1,347,744.99	\$ 1,379,417.00

Estimated Cost - Supplied by the City	Year 1	Year 2	Year 3	Year 4	Year 5
Sub Provider Services	\$ 352,000.00	\$ 356,000.00	\$ 360,000.00	\$ 365,000.00	\$ 370,000.00
Estimated Costs Sub Provider Totals	\$ 352,000.00	\$ 356,000.00	\$ 360,000.00	\$ 365,000.00	\$ 370,000.00

Targeted Yearly Totals	\$ 4,040,637.78	\$ 4,131,320.77	\$ 4,224,040.81	\$ 4,319,845.77	\$ 4,417,784.64
-------------------------------	------------------------	------------------------	------------------------	------------------------	------------------------

Targeted - Years 1, 2, 3, 4 and 5 Combined Total \$ 21,133,629.78

Non-Targeted Operating Budget Services - Detailed Hourly Rate Proposal

Position Description	Estimated Number of Hours for Years 1, 2, 3, 4 and 5	Price Per Hour	Sub Totals
In-House Technician Labor - Regular Business Hours	4,900	\$ 39.75	\$ 194,775.00
In-House Technician Labor - Overtime Hours	1,000	\$ 58.00	\$ 58,000.00
Total			\$ 252,775.00

Non-Targeted Operating Budget Services - Outsourced Repairs

Estimated costs for vehicles that require work to be outsourced. These costs shall be passed through to the city as a cost-for-cost with no markup allowed.					
Costs	Year 1	Year 2	Year 3	Year 4	Year 5
Outsourced Body and Mechanical Repairs - Estimated Annual Total - Supplied by the City	\$ 770,000.00	\$ 780,000.00	\$ 790,000.00	\$ 800,000.00	\$ 810,000.00
Sub Totals	\$ 770,000.00	\$ 780,000.00	\$ 790,000.00	\$ 800,000.00	\$ 810,000.00

Non-Targeted Labor and Outsourced Repair Costs Combined Total \$ 4,202,775.00

Total Targeted and Non-Targeted - Years 1, 2, 3, 4 and 5 Combined	\$ 25,336,404.78
--	-------------------------

Vector Fleet Management, LLC
Company Name


Proposer's Signature and Date

04/25/2022

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Vector Fleet Management

9300 Harris Corners Parkway, Suite 350, Charlotte, NC 28269

as Principal, hereinafter called the Principal, and United States Fire Insurance Company

305 Madison Avenue, Morristown, NJ 07960

a corporation duly organized under the laws of the State of DE

as Surety, hereinafter called the Surety, are held and firmly bound unto City of Fort Lauderdale

City Hall, Procurement Services Division, 6th Floor, Suite 619 100 N. Andrews Avenue, Fort Lauderdale, FL 33301

as Obligor, hereinafter called the Obligor, in the sum of Five Percent of Amount Bid

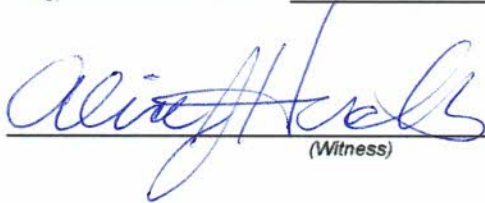
Dollars (\$ 5%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Fleet Maintenance and Management Services - RFP # 12623-825

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 26th day of April, 2022


(Witness)

Vector Fleet Management

(Principal)

(Seal)

By: 

(Title)

United States Fire Insurance Company

(Surety)

(Seal)

By: 

Attorney-in-Fact

Kathryn Pryor

(Title)

AIA DOCUMENT A310 • BID BOND • AIA • FEBRUARY 1970 ED. • THE AMERICAN
INSTITUTE OF ARCHITECTS, 1735 N.Y. AVE., N.W., WASHINGTON, D.C. 20006

CAM #22-0584
Exhibit 6
Page 101 of 138

**POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY**

79560

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

Aimee R. Perondine, Bethany Stevenson, Donna M. Planeta, Joshua Sanford, Samuel E. Begun, Melissa J. Stanton, Nicholas Turecamo, Kathryn Pryor, Michelle Anne McMahon, Alexis R. Apostolidis, Brendan William Fletcher, Cassandra Baez, Jacqueline Rose Susco, Rebecca M. Josephson, Amanda Pierina D'Angelo, Eric Strba, Gentry Stewart, Jennifer Gail Godere

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **UNLIMITED.**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

- (a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;
- (b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 10th day of March, 2016.

UNITED STATES FIRE INSURANCE COMPANY



A.R.R.

Anthony R. Slimowicz, President

State of New Jersey }
County of Morris }

On this 10th day of March 2016, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

**SONIA SCALA
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES 3/25/2024 No. 2163686**

Sonia Scala

(Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 26th day of April 2022

UNITED STATES FIRE INSURANCE COMPANY



Peter M. Quinn

Peter M. Quinn, Senior Vice President

CAM #22-0584
Exhibit 6

Vector Fleet Management

Item: **Fleet Maintenance and Management Services:Fleet Maintenance and Management Services:B - Targeted and Non-Targeted for 2-year Renewal 1**

Attachments

FTL Final Cost BC.pdf

Targeted Operating Budget Services - Detailed Price Proposal

Salaries and Wages	Renewal 1	Years	Renewal 1 Subtotals
Management / Admin. Personnel	\$ 738,316.83	2	\$ 1,476,633.66
Labor (based on fleet size and category as included in the bid documents)	\$ 1,965,432.92	2	\$ 3,930,865.83
Other Personnel	\$ 44,668.93	2	\$ 89,337.86
Salaries and Wages Renewal 1 Total			\$ 5,496,837.35

Additional Items	Renewal 1	Years	Subtotals
Indirect Shop Supplies	\$ 18,692.53	2	\$ 37,385.06
Fringe Benefits	\$ 752,759.07	2	\$ 1,505,518.13
Overhead	\$ 274,713.11	2	\$ 549,426.22
Corporate Admin. and Management Fees	\$ 374,451.55	2	\$ 748,903.09
Additional Items Renewal 1 Total			\$ 2,841,232.50

Estimated Cost - Supplied by the City	Renewal 1 Year 1	Renewal 1 Year 2	Year
Sub Provider Services	\$ 375,000.00	\$ 380,000.00	

Estimated Cost - Sub Provider Services - Renewal 1 Combined **\$ 755,000.00**

Renewal 2	Years	Renewal 2 Subtotals
\$ 760,466.33	2	\$ 1,520,932.67
\$ 2,024,395.90	2	\$ 4,048,791.81
\$ 46,009.00	2	\$ 92,018.00
Salaries and Wages Renewal 2		\$ 5,661,742.47

Renewal 2	Years	Renewal 2 Subtotals
\$ 19,253.31	2	\$ 38,506.61
\$ 775,341.84	2	\$ 1,550,683.68
\$ 282,954.50	2	\$ 565,909.01
\$ 385,685.09	2	\$ 771,370.19
Additional Items Renewal 2 Total		\$ 2,926,469.48

Renewal 2 Year 1	Renewal 2 Year 2	Year
\$ 385,000.00	\$ 390,000.00	

Estimated Cost - Sub Provider Services - Renewal 2 Combined **\$ 775,000.00**

Total Targeted - Salaries & Wages, Additional Items, Sub Provider - Renewal 1 **\$ 9,093,069.85**

Total Targeted - Salaries & Wages, Additional Items, Sub Provider - Renewal 2 **\$ 9,363,211.95**

Non-Targeted Operating Budget Services - Detailed Hourly Rate Proposal

Position Description	Estimated # of Hours for Each Renewal 2 Year Period	Renewal 1 - Price Per Hour	Sub Totals
In-House Technician Labor - Regular Business Hours	1,960	\$ 41.75	\$ 81,830.00
In-House Technician Labor - Overtime Hours	400	\$ 60.00	\$ 24,000.00
Labor - Renewal 1 Total			\$ 105,830.00

Renewal 2 - Price Per Hour	Sub Totals
\$ 43.75	\$ 85,750.00
\$ 62.00	\$ 24,800.00
Labor - Renewal 2 Total	\$ 110,550.00

Non-Targeted Operating Budget Services - Outsourced Repairs

<i>Estimated costs for vehicles that require work to be outsourced. These costs shall be passed through to the city as a cost-for-cost with no markup allowed.</i>					
Costs	Renewal 1 Year 1	Renewal 1 Year 2	Year	Renewal 2 Year 1	Renewal 2 Year 2
Outsourced Body and Mechanical Repairs - Estimated Annual Total -	\$ 820,000.00	\$ 830,000.00		\$ 840,000.00	\$ 850,000.00

Non-Targeted Operating Budget Services - Outsourced Repairs Cost - Renewal 1 **\$ 1,650,000.00**

Non-Targeted Operating Budget Services - Outsourced Repairs Cost - Renewal 2 **\$ 1,690,000.00**

Total Non-Targeted - Renewal 1 **\$ 1,755,830.00**

Total Non-Targeted - Renewal 2 **\$ 1,800,550.00**

Total Targeted and Non-Targeted - Renewal 1 **\$ 10,848,899.85** **B**

Total Targeted and Non-Targeted - Renewal 2 **\$ 11,163,761.95** **C**

Vector Fleet Management, LLC

Company Name

Proposer's Signature and Date

04/25/2022

REFERENCES

A minimum of three (3) references shall be provided:

1. Company Name: West Palm Beach, Florida

Address: **1045 Charlotte Ave**

West Palm, Florida

Contact: **Dave Persad**

Phone #: **561-822-2124** Email: **dpersad@wpb.org**

Contract Value: **3.5 Million** Year: **2021**

Description: **Operating the Parts Management Department for the Central maintenance facility and eight satellite maintenance facilities supporting the Citywide Fleet of 1400 units.**

2. Company Name: Coconut Creek, Florida

Address: **4800 West Copans Road**

Coconut Creek, Florida 33063

Contact: **Jessica Cannon**

Phone #: **954-973-6744** Email: **jcannon@coconutcreek.net**

Contract Value: **\$830K** Year: **2018**

Description: **Provide all Fleet Maintenance Services for 557 units consisting of law enforcement, fire & rescue, public works, lawn equipment and general administrative sedans, light truck vehicles and buses.**

3. Company Name: Sheriff of Broward County, Florida

Address: **2001 N.W. 31st Avenue**

Lauderdale Lakes, FL

Contact: **Scott Barnett**

Phone #: **954-497-1440** Email: **Scott_Barnett@sheriff.org**

Contract Value: **\$7.5M** Year: **2016**

Description: **Provide all Fleet Maintenance Services for 3,300 units consisting of Sheriff Vehicles, DLE, Transit, Motorcycles, and Fire Rescue.**

4. Company Name: Ector County, Texas

Address: **10110 E. 8th Street**

Odessa, TX 79761

Contact: **Lucy Soto**

Phone #: **432-498-4020** Email: **LUCY.SOTO@ectorcountytexas.gov**

Contract Value: **\$1.4M** Year: **2013**

Description: **Provide Fleet Maintenance Services for over 300 vehicles for Sheriff, Roads & Bridges, Parks & Recs, and other general services.**

5. Company Name: Big Spring, Texas

Address: **310 Nolan Street**

Big Spring, TX 79720

Contact: **John Medina**

Phone #: **432-264-2345** Email: **jmedina@mybigspring.com**

Contract Value: **\$1.4M** Year: **2013**

Description: **Provide Fleet Maintenance Services to 254 Units comprised of law enforcement, fire & rescue, public works, solid waste, landfill, general administrative sedans, and light truck vehicles.**

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME**RELATIONSHIPS**

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

Aubrey Felton
Authorized Signature

Executive Vice President
Title

Aubrey Felton
Name (Printed)

04/18/2022
Date

**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-187(c), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

The Contractor shall not, in any of his/her/its activities, including employment, discriminate against any individual on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender, gender identity, gender expression, or marital status.

1. The Contractor certifies and represents that he/she/it will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida, as amended by Ordinance C-18-33 (collectively, "Section 2-187").
2. The failure of the Contractor to comply with Section 2-187 shall be deemed to be a material breach of this Agreement, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
3. The City may terminate this Agreement if the Contractor fails to comply with Section 2-187.
4. The City may retain all monies due or to become due until the Contractor complies with Section 2-187.
5. The Contractor may be subject to debarment or suspension proceedings. Such proceedings will be consistent with the procedures in section 2-183 of the Code of Ordinances of the City of Fort Lauderdale, Florida.

Aubrey Felton
Authorized Signature

Aubrey Felton Executive Vice President
Print Name and Title

04/18/2022
Date

CONTRACT PAYMENT METHOD

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to credit card payments via MasterCard or Visa as part of this program.

This allows you as a vendor of the City of Fort Lauderdale to receive your payments fast and safely. No more waiting for checks to be printed and mailed.

In accordance with the contract, payments on this contract will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, bidders must presently have the ability to accept these credit cards or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

All costs associated with the Contractor's participation in this purchasing program shall be borne by the Contractor. The City reserves the right to revise this program as necessary.

By signing below you agree with these terms.

Please indicate which credit card payment you prefer:

☒ MasterCard

☒ Visa

Vector Fleet Management

Company Name

Aubrey Felton

Name (Printed)

4/11/2022

Date

Aubrey Felton

Signature

Executive Vice President

Title

E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No: **12623-825**

Project Description: **Fleet Maintenance and Management Services**

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name: **Vector Fleet Management, LLC**

Authorized Company Person's Signature: **Vector Fleet Management, LLC**

Authorized Company Person's Title: **Vector Fleet Management, LLC**

Date: **04/18/2022**

9/15/2020

BID/PROPOSAL CERTIFICATION

Please Note: It is the sole responsibility of the bidder to ensure that his bid is submitted electronically through www.BidSync.com prior to the bid opening date and time listed. Paper bid submittals will not be accepted. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) **Vector Fleet Management, LLC** EIN (Optional):

Address: **9300 Harris Corners Parkway Ste 350**

City: **Charlotte** State: **NC** Zip: **28269**

Telephone No.: **17045972262** FAX No.: **704-921-9880** Email: **afelton@vectorfleet.com**

Delivery: Calendar days after receipt of Purchase Order (**section 1.02 of General Conditions**): **45 days**

Total Bid Discount (**section 1.05 of General Conditions**):

Check box if your firm qualifies for MBE / SBE / WBE (**section 1.09 of General Conditions**): ☐

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
1	03/03/2022	3	03/10/2022	5	03/29/2022
2	03/08/2022	4	03/10/2022	6, 7, 8, 9, 10	3/31/2022:
					4/19/2022:
					4/19/2022:
					4/19/2022:
					4/22/2022

VARIANCES: If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **You must also click the "Take Exception" button.**

No exceptions

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal.

I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages,

expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Aubrey Felton
Name (printed)

04/18/2022
Date

Aubrey Felton
Signature

Executive Vice President
Title

Revised 4/28/2020

2022 FOREIGN LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# M06000006132

Entity Name: VECTOR FLEET MANAGEMENT, LLC**Current Principal Place of Business:**9300 HARRIS CORNERS PKWY
SUITE 350
CHARLOTTE, NC 28269**Current Mailing Address:**9300 HARRIS CORNERS PKWY
SUITE 350
CHARLOTTE, NC 28269 US**FEI Number:** 20-5680368**Certificate of Status Desired:** No**Name and Address of Current Registered Agent:**NRAI SERVICES, INC
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:**

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title	PRESIDENT, CEO
Name	OVERSTREET, JAMES
Address	9300 HARRIS CORNERS PKWY SUITE 350
City-State-Zip:	CHARLOTTE NC 28269

Title	AUTHORIZED SIGNER
Name	LEWANDOWSKI, ERIC
Address	9300 HARRIS CORNERS PKWY SUITE 350
City-State-Zip:	CHARLOTTE NC 28269

Title	MEMBER
Name	MORAN, CRAIG
Address	9300 HARRIS CORNERS PKWY SUITE 350
City-State-Zip:	CHARLOTTE NC 28269

Title	MEMBER
Name	GOSNELL, ARTHUR
Address	9300 HARRIS CORNERS PKWY SUITE 350
City-State-Zip:	CHARLOTTE NC 28269

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: ERIC LEWANDOWSKI**AUTHORIZED SIGNER****03/26/2022**

Electronic Signature of Signing Authorized Person(s) Detail

Date

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. VECTOR FLEET MANAGEMENT, LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. 9300 HARRIS CORNERS PARKWAY, SUITE 350	Requester's name and address (optional)
	6 City, state, and ZIP code CHARLOTTE, NC 28269	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
2	0	-	5	6	8	0	3	6	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► Eric Lewandowski, VP Finance	Date ► 01/05/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CAM #22-0584

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/05/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services 4777 Sharon Rd., 4th Floor Charlotte, NC 28210 704 954-3000	CONTACT NAME: NC Certificate Team PHONE (A/C, No, Ext): 704 954-3000 FAX (A/C, No): 888-751-3197 E-MAIL ADDRESS: NCCertificateTeam@mcgriff.com														
INSURED Vector Fleet Management, LLC 9300 Harris Corners Parkway Suite 350 Charlotte, NC 28269	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Indemnity Co of America</td> <td>25666</td> </tr> <tr> <td>INSURER B : Travelers Property Casualty Co of Amer</td> <td>25674</td> </tr> <tr> <td>INSURER C : Travelers Casualty & Surety Company</td> <td>19038</td> </tr> <tr> <td>INSURER D : Tokio Marine Specialty Insurance Co.</td> <td>23850</td> </tr> <tr> <td>INSURER E : Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Indemnity Co of America	25666	INSURER B : Travelers Property Casualty Co of Amer	25674	INSURER C : Travelers Casualty & Surety Company	19038	INSURER D : Tokio Marine Specialty Insurance Co.	23850	INSURER E : Charter Oak Fire Insurance Company	25615	INSURER F :	
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INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	Y6308K459064TIA21	05/31/2021	05/31/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
E	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			8108R0366722114G	05/31/2021	05/31/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$25000			CUP9R7771712114	05/31/2021	05/31/2022	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB8K3357132114G	05/31/2021	05/31/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Pollution CL			PPK2281263	05/31/2021	05/31/2022	1,000,000
C	Cyber Liability			107527249	10/15/2021	10/15/2022	2,000,000

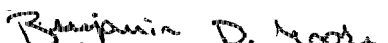
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RFP No. 12623-825

The City, a Florida municipal corporation, its officials, employees, and volunteers are Additional insured on the General Liability and Auto Liability if required by written/executed contract before a loss. Umbrella follows over the General Liability, Auto Liability, Employers Liability and Garagekeepers Liability. Waiver of Subrogation applies to the General Liability, Auto Liability, Workers Compensation if (See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

City of Fort Lauderdale Procurement Services Division 100 N. Andrews Avenue, 619 Fort Lauderdale, FL 33301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

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RFP 12623-825 Fleet Maintenance & Management Services VFM Presentation



2022

Aubrey Felton

Executive Vice President

PH: (704) 597-2262

FX: (704) 921-9880

Vector Fleet Management, LLC

www.vectorfleet.com

afelton@vectorfleet.com

May 23, 2022

CAM #22-0584

Exhibit 6

Page 116 of 138

WHO IS VECTOR FLEET MANAGEMENT?

6 Segments Vector Fleet Management Specializes in:

1. Municipalities

Fleet Maintenance Experts for your diverse Public Fleet



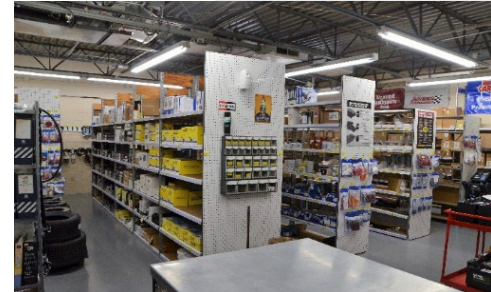
2. Mining

Professional fleet maintenance for the high demands of a mining fleet



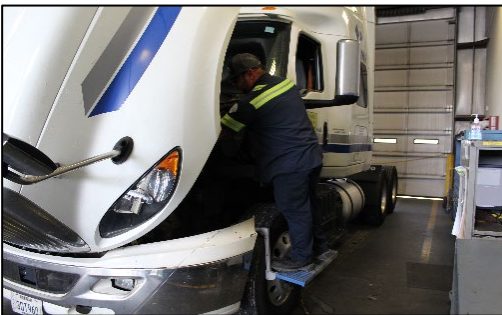
3. Parts Management

Cost Savings, efficiencies and productivity enhancements for your shop with our parts and supplies dedicated program.



4. Private Fleet

Fleet maintenance and management for the uncompromising demands of private fleet



5. OEM/Remarketing

Intake, inspections, vehicle prep and readiness, your OEM partner to help manage the fleet



6. Utility

Fleet maintenance for Public and Private Utility



Heavy Equipment & Fire Rescue Expertise

Heavy Equipment Specialists

VFM has a strong background in Heavy Duty Fleet Management, we have over 34 years of experience in servicing class 5-8 trucks and Heavy Equipment. Using specialized tools, diagnostic equipment, and highly specialized training programs, we are very adept at servicing diverse fleets of not only Heavy Duty Trucks, but also Heavy Duty Equipment. Our technicians are qualified through ASE, OEMs, and internal training to diagnose, repair, and maintain a wide variety of equipment, from forklifts, to earthmovers we can handle it. When it comes to Heavy Duty Trucks, we use dealer level diagnostic equipment software to give you the information to make informed decisions about the repair the first time, eliminating repeated repairs, and unwanted downtime. With assets that vary the spectrum from industries like Mining, Foodservice, Municipalities, and Utilities.



Fire Rescue Equipment Specialist

VFM is aware that fire engines, ladder units, brush trucks and other emergency response vehicles (Hazardous Materials unit, Light and Air unit, Rescue apparatus and Utility Vehicles) are of a special mission critical nature and represent a considerable capital investment for the City. VFM will, therefore, take special care in ensuring that only Emergency Vehicle Technicians work on fire trucks and that comprehensive and thorough services are performed. VFM will send one EVT per year at its expense to an annual training course offered by the apparatus manufacturer.

1. What schedule do you have set in place if we are on Hurricane watch? If the storm does hit, do you have a rotating shift to make sure we have staff for the duration in case of an emergency?

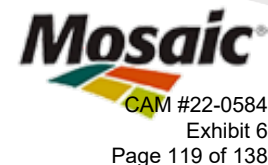
VFM will provide emergency road service for vehicles in the City fleet. For equipment which cannot be brought in state maintenance facility we will provide mobile service to perform repair, lubrication, and tire repair services.

VFM will operate a 3 shift process, which will insure 24 hour coverage for the City.

VFM has emergency staffing capabilities with 11 locations throughout Florida:

- Coconut Creek- Coconut Creek, FL- Fleet Maintenance and Parts Management
- Deerfield Beach – Deerfield, FL - Fleet Maintenance and Parts Management
- FDOT – Fort Lauderdale, FL- Fleet Maintenance and Parts Management
- Hernando County – Brooksville, FL – Parts Management
- West Palm Beach, West Palm, FL- Parts Management
- Broward County Sheriff – Lauderdale Lakes, FL - Fleet Maintenance and Parts Management
- Broward County Sheriff – Pompano Beach, FL- Fleet Maintenance and Parts Management
- Mosaic – Bradley, FL - Fleet Maintenance and Parts Management
- Mosaic – Riverview, FL - Fleet Maintenance and Parts Management
- Mosaic – Bartow, FL - Fleet Maintenance and Parts Management
- Mosaic – Mulberry, FL-Fleet Maintenance and Parts Management

VFM has over 150 employees in the South Florida area for emergency support.



2. Are you offering positions to the current employees that are currently working with us prior to hiring others?

Vector Fleet Management will attempt to retain any employees that meet our specifications from a current provider, or if you desire them to be retained.

VFM will interview all current contractor employees, as we recognize the importance of maintaining institutional knowledge of the City Fleet. We will coordinate interviews based on the City recommendations.

It is of utmost importance to us to move your fleet into our care as quickly and smoothly as possible. Where possible we will attempt to retain employees of the current provider, where that is not possible standard recruitment and employee supply methods are used. Every current employee retained must meet VFM standards for safety and employee capability to be considered eligible for future employment.

Screening Methods:

All employees are screened prior to on-boarding. The screening methods include:

- Criminal Background Checks
- Credit Checks
- Blood Alcohol Content Screen
- Drug Screening

3. It is the City's desire for the provider to hire qualified staff at rates that match the market pay in South Florida. Provide the pay rates for each position, including starting and top out pay.

Proposed Staffing Plan		Pay Range
General Manager	1	\$80K - \$110K
Operations Manager	1	\$55K - \$70K
Service Writer	2	\$45K - \$60K
Service Writer/Foreman (2nd shift)	1	\$50K - \$65K
Subcontractor Supervisor	1	\$23/hr - \$28/hr
Office Manager	1	\$23/hr - \$28/hr
Office Clerk	1	\$23/hr - \$28/hr
Fuel Site Manager	1	\$23/hr - \$28/hr
Shop Foreman - Light Duty	1	\$50K - \$65K
Shop Foreman - Fire/Rescue-Heavy Duty	1	\$60K - \$80K
Technical Trainer		
Emergency Vehicle Technicians (EVT)	8	\$30/hr - \$45/hr
Tire Technician	1	\$20/hr - \$25/hr
Heavy Duty Technicians/Fire Support	6	\$28/hr - \$40/hr
Small Engine Technicians	2	\$23/hr - \$28/hr
Body & Paint Technician	1	\$25/hr - \$38/hr
Facility Technician	1	\$18/hr - \$25/hr
Light Duty Technicians	12	\$23/hr - \$36/hr
Couriers	2	\$18/hr - \$25/hr
Total	44	

Note: Actual pay determined by years of experience and appropriate certifications

4. After hours - how will your team handle breakdowns? On call mechanic?

- VFM will perform mobile service calls as well as coordinate with City vendors, emergency road service for City, during our shifts.
- For equipment that cannot be brought into the maintenance facility, we will coordinate with City vendors to provide mobile service 24/7 days a week emergency road service.
- VFM will be responsible for dispatching the proper repair vehicle within 20 minutes of notification of the service call.
- VFM will have persons on call to expeditiously handle vehicle breakdowns.
- VFM will tow any City-owned or leased vehicle requiring this service, regardless of whether or not the cause is an authorized repair or another incident.
- VFM has an on-call technician program in place at most contracts. This provides for one technician each week, which we typically rotate between 3 different technicians.



5. How will Mobile Repairs be handled?

Mobile Service

VFM will perform mobile service and light maintenance calls for the City. For equipment that cannot be brought into the maintenance facility, we will coordinate to provide mobile service 24/7 days a week emergency road service.

VFM will be responsible for dispatching the proper repair vehicle within 20 minutes of notification of the service call.



Road Calls

VFM will provide emergency road service for the City of Ft. Lauderdale. For equipment, which cannot be brought into the maintenance facility, we will provide mobile service 24/7 days a week.

- VFM will be responsible for dispatching the proper repair vehicle within 20 minutes of notification of the road call and be prepared with fully equipped service truck.
- VFM will provide one local number for roadside service to be monitored 24 hours a day 7 days a week.
- VFM will have persons on call to handle vehicle breakdowns.
- VFM will provide and dispatch a towing service, if required. Towing services in response to a vehicle accident will be billed as a Non Target service.

6. What challenges do you see in transitioning as the new maintenance provider?

VFM has a great deal of new client transition in the fleet maintenance sector. In fact, we have had a record amount of “practice” over the last 2 years. Since 2020, VFM has had 14 new client transitions in fleet maintenance and management.

The only challenge in a transition for Ft. Lauderdale is the Parts vendor, which at this time is unknown. VFM will meet with the Parts vendor and make sure our initial “concerns” are met:

- Quality of Parts- Limited “house brands” and more OEM and OEM Approved aftermarket
- Quantity of parts- The right parts for the right OEM's
- Quantity of Parts- The vendor understand the A, B, C and D part movers within the Ft. Lauderdale fleet
- Technician and Parts room acquisition process and time
- Re-order process
- Parts Vendor's process on hard to get and limited quantity parts



7. How will you train staff on specialty equipment such as Street Sweepers, Fire Apparatuses and Vac-Jetters? Provide specific examples.

VFM has a great relationship with many OEM's who already provide OEM level training to our Technicians throughout the country. VFM also has own our Technician and Parts Professional training school, Vector Technical Institute, where we can train a new Tech and a Master EVT alike, to enhance their skills and add certifications.

For the Ft. Lauderdale specialty equipment, VFM has been, and will be in contact with the OEM's to schedule our Technicians for OEM training on this equipment. We feel and our experience tells us that OEM training is the best path for increase technical knowledge for our Technicians and staff.

2022 SUTPHEN TRAINING SCHEDULE

Date	Course
Jan 24-28	EVT F1- Maintenance, Inspection, and Testing Fire Apparatus EVT F3- Fire Pump & Accessories
Feb 6-10	Pumper Operations & Maintenance
Feb 14-17	EVT F4- Fire Apparatus Electrical Systems
Mar 9-10	Aerial Operations & Maintenance
Apr 11-14	EVT F2- Design & Performance Standards of Fire Apparatus EVT F6- Allison Automatic Transmissions
May 10-12	Pumper Operations & Maintenance
Jun 7-9	Aerial Operations & Maintenance
Jul 11-14	EVT F5- Aerial Fire Apparatus
Aug 9-11	Pumper Operations & Maintenance
Sep 13-15	Aerial Operations & Maintenance
Oct 4-7	EVT F8- Hydraulics EVT F4A- Advanced Electrical Systems
Oct 10-12	EVT F7- Foam Apparatus & Systems
Nov 15-17	Pumper Operations & Maintenance
Dec 6-8	Aerial Operations & Maintenance

* All of these courses are offered onsite at our Service & Technical Division. EVT Exam Prep classes will offer proctored exams immediately following classes. It is the Examinees responsibility to register & pay for the exam with the EVT Certification Commission.

7 SUTPHEN Corporation

PRODUCT SUPPORT

Myrtle Beach, SC Fall 2022

Class#	Class Title	Start Date	End Date	Class Hours	Class Cost
2022AB1	Chassis Electrical	10/09/2022	10/14/2022	8:00 - 3:30	\$750
2022AB2	Preventative Maintenance	10/09/2022	10/14/2022	8:00 - 3:30	\$750
2022AB3	Tier-4 Maintenance	10/09/2022	10/14/2022	8:00 - 3:30	\$750

2022AB4
2022AB5
2022AB6
2022AB7
2022AB8
2022AB9

(*) Indicates there is a prerequisite, registration will not be allowed until the user registers for the prerequisite.

VECTOR TECHNICAL INSTITUTE

Southern Sewer Equipment Sales - Miami
Customer Satisfaction Through Partnerships

Jerry Hammond
Technical Service Representative
JHammond@vac-con.com
T 904.529.1334 | C 904.254.7725
969 Hall Park Rd. Green Cove Springs, FL 32043
www.vac-con.com | www.vector-vacuums.com

8. What is the current plan and what process will be used to train or hire Non-CDL drivers for positions that require a CDL certification?

VFM hires technicians who have the ability to pass various background and DMV checks. All of our Technician base are eligible to obtain their CDL. We promote this certification and guide our employees through Certified CDL training classes and the expense is paid for by VFM.

VFM will reimburse all CDL testing for our technicians

Employees with a CDL must meet the following requirements:

- Have a valid driver's license and pass a commercial driver's road test.
- All commercial drivers must be in good health and pass a DOT physical. The doctor will provide the driver a medical examiner's certificate that must be carried at all times when driving. The certificate must be renewed every 2 years.
- All commercial drivers must comply with DOT regulations as defined in the Company's Drug and Alcohol Policy.
- Be at least 21 years of age.
- Speak and read English well enough to do his/her job and respond to official questions.
- Take a DOT written exam for drivers.
- Be able to determine whether the vehicle is safely loaded and know how to block, brace, and tie down cargo.



CAM #22-0584

9. Provide the proposed software systems being offered and diagnostic system(s) to be used?

VFM believes in keeping as much maintenance work in-house as possible. We will equip each Ft. Lauderdale with state of the art diagnostic and repair computers and software.

VFM offers factory authorized warranty repair for several manufacturers, whereby we can offer subrogation for the labor and parts related to warranty covered claims from your respective OEM's.

VFM will equip the MPS Shop with full diagnostic capability:

- All diagnostic hardware is real-time connected to internet and will receive live updates
- TEXA Diesel diagnostic provides Dealer and OEM level diagnostic ability
- Cummins In-site software reducing troubleshooting time and exact diagnostics

VFM is bringing \$38,000 in new OEM level diagnostic hardware and software through our Partnership with Diesel laptops.

Diesel Laptops offer multiple services, their Technical Support line not only features Technicians for computers, but actual Diesel Technicians, certified by Cummins, PACCAR, Mack, Isuzu, CAT, Detroit, Allison, and International. They offer support as Technicians work through various issues with the diagnostic equipment during the repair process.



10. How will you train staff on the use of Diagnostic Software and how current and what year will the software be maintained to?

First, VFM has allocated **\$32,000** in training funds for technical staff. This is in addition to the Technical Trainer we will support with OEM training materials. A full suite of training is available to technicians free of charge, as well as day camps that can be purchased separately of that offering up to 16 hours of in person training in the capability and productivity of the units.

Second, VFM keeps diagnostic and software subscriptions current and up to date. This process is handled by each location GM and backed up by our corporate purchasing department who tracks all shop related subscriptions and services.

Specifically, Each Diesel laptop purchased is current through the OEM year purchased. For example, a 2022 Diesel laptop is current for all OEM through the 2022 model year. New modules for each new vehicle or equipment purchased is an easy and quick add-on feature.

DIESEL LAPTOPS DEALER-LEVEL DIAGNOSTIC KITS

The Diesel Laptops Dealer Level Truck Diagnostic Scanner Tool with Laptop kit allows you to view live data and OEM flash codes, access troubleshooting & wiring diagrams, and perform bi-directional dealer level commands on virtually all makes and models of commercial trucks.

Diesel Laptop Kits Include:

- ✓ CF-31 Laptop
- ✓ Diagnostic Software License (TEXA or COJALI)
- ✓ Standard 6, 9, & OBDII Cable
- ✓ Repair Information & Diesel Laptop Exclusive Apps
- ✓ Free Training - 3 Free in-classroom training & 1 Free web-based training
- ✓ Diesel Laptop Tough Case
- ✓ Free One-Year Professional [Diesel Repair Account](#) - a \$2,900+ value



Open the Box. Plug it in. Go to Work.

TEXA TRUCK COVERAGE			
Heavy Duty & Bus	Medium Duty	Light Commercial Vehicles	Power Train - Engine
Alexander Dennis Allegro Blue Bird Caterpillar C-Series E-Series F-Series Freightliner International Isuzu Kia Kometech	Chevrolet Ford GMC Mercedes-Benz Mitsubishi Fuso Navistar Oshkosh Pentacore Starliner T-Series Volvo Trucks Western Star	Chevrolet Ford Freightliner	Chevrolet Ford Freightliner GMC International Isuzu Kia Kometech
Power Train - Brake & Suspension	Power Train - Transmission	Trailer	
Chevrolet Ford Freightliner	Chevrolet Ford Freightliner	Chevrolet Ford Freightliner	Chevrolet Ford Freightliner

COJALI TRUCK COVERAGE			
Heavy Duty	Bus	Light/Medium Duty	Manufacturers
Alexander Dennis Allegro Blue Bird Caterpillar C-Series E-Series F-Series Freightliner International Isuzu Kia Kometech	Alexander Dennis Allegro Blue Bird Caterpillar C-Series E-Series F-Series Freightliner International Isuzu Kia Kometech	Chevrolet Ford Freightliner	Chevrolet Ford Freightliner
Power Train - Brake & Suspension	Power Train - Transmission	Trailer	
Chevrolet Ford Freightliner	Chevrolet Ford Freightliner	Chevrolet Ford Freightliner	Chevrolet Ford Freightliner

TEXA COVERAGE FOR OFF-HIGHWAY EQUIPMENT (Offered As A Stand-Alone Kit As Well As An Add-On)			
Engines	Forklifts & Telehandlers	Construction Vehicles	Agriculture Vehicles
Caterpillar Cummins Detroit Detroit Diesel Isuzu John Deere Kubota Mitsubishi Perkins Volvo	Caterpillar Cummins Detroit Detroit Diesel Isuzu John Deere Kubota Mitsubishi Perkins Volvo	Caterpillar Cummins Detroit Detroit Diesel Isuzu John Deere Kubota Mitsubishi Perkins Volvo	Caterpillar Cummins Detroit Detroit Diesel Isuzu John Deere Kubota Mitsubishi Perkins Volvo

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VFM will have 3 Diesel Laptops, 1 for light duty, 2 heavy duty (1 for Fire and 1 for heavy shop).

11. Explain in detail how the Quality Control Plan is managed

VFM has several processes and layers to our Quality Control and Assurance Plan:

For VFM, quality control begins on day 1 in your shop. Whether your shops are immaculate or in need of refurb and work, VFM will make sure each shop is up to our standards. A vehicle maintenance shop needs to be safe, efficient, effective, clean and client friendly.

Quality Control Ethics:

- First-Level Inspection (Technicians)
- Second-Level Inspection (Foremans, Ops Mgr & Site Mgr)

Quality Assurance Program Processes:

- Standard Operating Procedures Manual (FTL Specific)
- Internal Audit Process
- Customer Survey Boxes
- Performance Standard Tracking
- Scheduled Performance Communication
- Technology and Software
- Quality Assurance Audit for Repair and PM

Quality Control Program

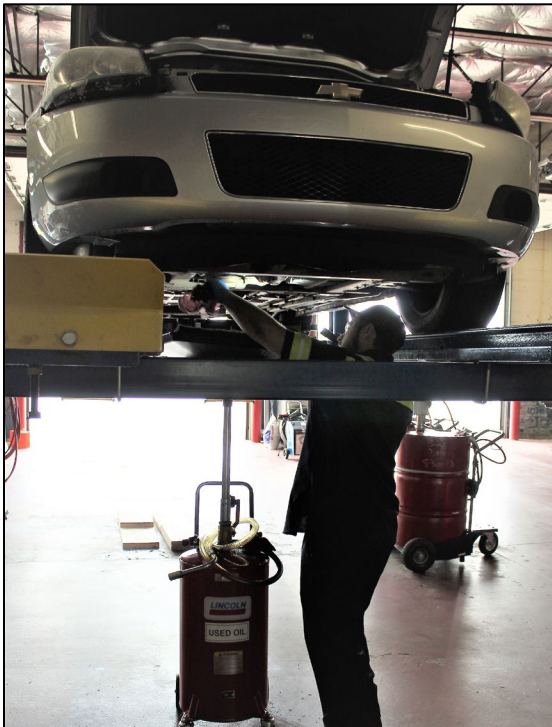
- Weekly Meetings with Contracting Officer
- User Meetings
- Feedback Cards
- Customer Response Cards
- Annual Customer surveys

TECHNICIAN PM AUDIT - TRUCK											
DATE	2/24/2021					COMMENT:					
TECHNICIAN NAME											
FACILITY											
SRO#						Tech Sign					
CUSTOMER NAME						Auditor Sign					
AUDITOR NAME											
TASKS						WEIGHT	SCORE	EXPLANATION			Pass, Fail or N/A
Bold items count double											
CHECK ALL LIGHTS (Emergency lights/siren if equipt)						1	0	Ensure all lights are operational			
CHECK THAT STEERING WHEEL AND INTERIOR IS FREE FROM GREASE AND OIL						1	0	NO handprints, grease or oil should be on truck anywhere			
CHECK THAT HOOD AND DOORS HAVE NO HAND PRINTS						2	0	NO handprints, grease or oil spots should be on outside of unit			
INSPECT BATTERY BOXES, COVERS, MOUNTINGS, CABLE ENDS ARE CLEAN						1	0	Ensure battery cover is on, cables & posts have been cleaned			
CHECK AND RECORD AT LEAST 50% OF TIRES FOR AIR PRESSURE											
CUSTOMER'S SPECS OR SIDEWALL RECOMMENDATION:											
ACTUAL SPECS FOUND:	RF	PSI	RFO	PSI	RRO	PSI	1	0	All tire pressures checked should be within 5 PSI of customer spec or vehicle recommendation		
	LF	PSI	RFI	PSI	RFI	PSI					
			LFI	PSI	LRI	PSI					
			LFO	PSI	LRO	PSI					
CHECK FRONT HUB OIL LEVEL						1	0	Oil level should be at FULL LINE, not above or significantly lower			
CHECK FOR NEW OIL FILTERS, NO LEAKS, FILTERS DATED						2	0	New filters should be in place and dated with a Sharpie marker			
CHECK FOR NEW FUEL FILTER, NO LEAKS, FILTER DATED						2	0	Same as above			
CHECK OIL LEVEL, CHECK OIL FILL CAP SECURED						2	0	Oil must be at full level on dipstick, oil fill cap in place & secure			
CHECK BRAKE LININGS						2	0	Check brake linings; they must be accurately measured & noted on PM sheet			
INSURE THAT ALL GREASE FITTINGS WERE GREASED						2	0	Grease fittings & related components must show evidence of grease, fittings that would not take grease must be noted			
CHECK OIL PAN DRAIN PLUG TO ENSURE THAT IT IS TIGHT						2	0	Oil pan drain plug must be secure			
CHECK UNDERNEATH VEHICLE FOR UNUSUAL LEAKS OF ANY KIND						1	0	No leaks related to the PM service should be evident. Other leaks (rear main, etc.) should be noted on PM sheet			
CHECK THAT TRANSMISSION FLUID IS AT CORRECT LEVEL						1	0	Fluid level should be correct and there should be evidence of tech checking the component			
CHECK THAT REAR-END FLUID IS AT CORRECT LEVEL						1	0	Fluid level should be correct and there should be evidence of tech checking the component			
CHECK CLEANLINESS OF WORK AREA						2	0	No sign of our service should be left at site: no trash, grease or oil			
CHECK THAT TMT TIME IS APPROPRIATE, CORRECT PM CODES WERE USED						1	0	Time in TMT should be close to allowed time for PM. Codes are correct			
CHECK FOR DOT DUE, WAS IT NOTATED ON PM SHEET, PM STICKER IN PLACE						1	0	D.O.T. due date should be on PM sheet if D.O.T. was not done, PM sticker reflecting our service must be in place			
CHECK ALL PAPER WORK, COMPLETE						1	0	SRO worksheet must be complete with correct codes and time in/time out. PM sheet must be completed with comments			
PM AUDIT SCORE						27	0	0%			

12. The shop foreman is going to be critical role for this operation. The City is expecting to see this position on the floor driving maintenance, resolving technical issues, and confirming parts status. How will you fulfill these responsibilities?

VFM agrees with Fort. Lauderdale, the shop foreman is critical to quality and efficient shop operations. From assigning, the right Tech to the right job, to quality work, timely work and processes. Due to the size and scope of the operation, we feel it would greatly improve efficiencies for the City to split the Shop Foreman position into two areas of responsibility.

This is why VFM has proposed 2 Shop Forman's for the Fort. Lauderdale operation. A Light Duty Shop Forman and a Heavy duty/Fire Shop Forman. VFM feels will allow for better lines of communication between VFM and City departments, and provide for more productivity based oversight of Technicians.



13. The City will provide a lot of oversight and question decisions made, are you use to this type of oversight, do you expect this communication process and what is your approach to this type of management?

We encourage and try to require most our clients to be actively engaged in the overall fleet maintenance process. We expect daily meeting with City staff on priorities and projects. At BSO for example, each of our 4 shop supervisors has a BSO counterpart Supervisor. These two work together throughout each shift to expedite repairs, work through approvals, and finalized repair orders.

On a weekly basis (each Thursday at 9 a.m.) our Site Manger and Operations Manager meet with Fleet Manager and Asst. Fleet Manager to review:

- Down Report
- Project status
- Decommissions
- Technician productivity
- PM Due schedule



Questions/Answers



The information contained herein is confidential and proprietary information of Vector Fleet Management, LLC and, except for disclosure on a confidential basis to recipient's board members, employees, accountants, attorneys and other professional advisors retained by recipient for use in connection with the proposed transaction or as may be required by law, may not be disclosed in whole or in part by the recipient or any such board members, employees, accountants, attorneys or other professional advisors to any other person or entity without Vector Fleet Management's prior written consent. If the information contained herein is being delivered to an advisor or person other than the recipient, by receipt and use by such advisor or other person in connection with the proposed transaction, such advisor or other person agrees to be bound by the confidentiality terms set forth above. In the event the recipient receives a request for disclosure under applicable law to anyone other than the persons listed above of the information contained herein, then the recipient agrees to timely notify Vector Fleet Management of such request and cooperate with any action taken by Vector Fleet Management to contest any such disclosure.

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CITY OF FORT LAUDERDALE

RFP#12623-825
Fleet Maintenance and
Management Services

**(Revised Staffing Per Negotiation
Contract Changes as of 05/24/2022)**



Proposal
2022

Vector Fleet Management, LLC
9300 Harris Corners Parkway
Suite 350
Charlotte, NC 28269
Aubrey Felton
Executive Vice President
PH: (704) 597-2262
www.vectorfleet.com
05/24/2022

CAM #22-0584
Exhibit 6
Page 134 of 138

3.28.5 New Contractor Personnel Revised:

Below we will outline the organizational hierarchy of the member of staff within the shop management model.

Proposed Staffing Plan		
Position	Number of Staff	Pay Rate
General Manager	1	\$80K-\$110K
Operations Manager	1	\$55K-\$70K
Service Writer	2	\$45K-\$60K
Service Writer/Foreman (2 nd shift)	1	\$50K-\$65K
Subcontractor Supervisor	1	\$23/hr - \$28/hr
Office Manager	1	\$23/hr - \$28/hr
Office Clerk	1	\$23/hr - \$28/hr
Fuel Site Manager	1	\$23/hr - \$28/hr
Shop Foreman – Light Duty	1	\$50K-\$65K
Shop Foreman – Heavy Duty- Night Shift	1	\$55K-\$70K
Shop Foreman – Fire/Rescue – Heavy / Technical Trainer	1	\$60K-\$80K
Emergency Vehicle Technician (EVT)	8	\$30/hr - \$45/hr
Tire Technician	1	\$20/hr - \$25/hr
Heavy Duty Technicians/Fire Support	6	\$28/hr - \$40/hr
Small Engine Technicians	2	\$23/hr - \$28/hr
Body & Paint Technician	1	\$25/hr - \$38/hr
Facility Technician	1	\$18/hr - \$25/hr
Light Duty Technician	12	\$23/hr - \$36/hr
Couriers	2	\$18/hr - \$25/hr
Total	45	

Note: Actual pay determined by years of experience and appropriate certifications

Due to the size and scope of operation we feel it would greatly improve efficiencies for the City to split the Shop Foreman position into two areas of responsibility. At no additional cost to the City from VFM's original proposal, we are proposing to have 45 Staff which will include a Shop Foreman dedicated to Light Duty and Small Equipment, along with a Shop Foreman dedicated to Fire Rescue and Heavy Duty Fleet. This will allow for better lines of communication between VFM and City departments, and provide for more productivity based oversight of Technicians.

Scope of Work for each Position

Position	Scope of Work
General Manager	<ul style="list-style-type: none"> Manages daily operations and administration of the facility. Responsible for maintaining Customer Relations and serves as a direct liaison to Corporate on all issues. Directs, reports, and improves the daily operations of the facility. Oversee multiple tasks and focus efforts in the areas where problems and/or opportunities exist.
Operations Manager	<ul style="list-style-type: none"> Assists Site Manager in daily operations and administration of the facility. Responsible for maintaining Customer Relations and serves as a direct liaison to Site Manager on all issues. Directs, reports, and improves the daily operations of the facility. Oversees office administration staff and is responsible for all administrative paperwork. Oversees multiple tasks and focus efforts in the areas where problems and/or opportunities exist. Other duties may be assigned.
Service Writer	<ul style="list-style-type: none"> Coordinates units and equipment requiring service and repair by interacting directly with customer drivers and operators. Communicates using FMIS and also verbal / written communication to relay vehicle and equipment needs to shop personnel. Greets customer drivers and operators in a professional and friendly manner. Performs other duties as required by the Site Manager or Director of Operations. Strong verbal and written communication skills are required and will be used daily.
Subcontractor Supervisor	<ul style="list-style-type: none"> Tracks performance in both Quality and Responsiveness of all subcontractor services Keeps data administrative functions.
Office Manager	<ul style="list-style-type: none"> Oversee support operations by supervising staff, planning, and organizing administrative systems. Ensure there is effective information flow and resources that are employed efficiently throughout the business. Field questions from other administrators in the office in regards to HR and Accounting practices as it relates to day to day administrative functions.
Office Clerk	<ul style="list-style-type: none"> Maintains an efficiently functioning office by answering telephones, entering repair orders, issuing PO's for parts, maintaining the filing system, and handling correspondence. Other duties may be assigned.
Fuel Site Manager	<ul style="list-style-type: none"> Present at all fuel sites during all fuel delivery operations to record and verify the amount of fuel delivered, to observe the delivery process, and to report immediately any problems. Conduct a daily visual inspection and verify operation on all fuel site locations according to City procedures.
Shop Foreman (Light Duty)	<ul style="list-style-type: none"> Sets Dispatch of WO and Monitors WO completion, Work in Process, Ordered Parts Tickets, Rework, Waiters, and Priority Units. Updates FMIS WO Status, tech assignment, and work order notes. Assists Supervisor in Managing productivity of labor, job quality (Quality Checks) and shop operations. Assists Admin staff in identifying / proper status codes/ notes/ and quality checks of sublet repairs. Verifies rework, needs/issues, repair recommendations/ Assists with Estimates. Assists in arranging and performing training for new employees and continuing training for existing employees. Determines tech training deficiencies. Performs new hire technician shop work process orientation and daily service drive walk to insure all units are addressed timely. Presents estimates for approval in absence of Shop Supervisor or Site Manager. Assists in coverage of Shop Supervisor vacation and absences. Assists with onsite Technician PM and work audits. Monitors safety compliance. Triage and assist on minor quick fixes. Assists Site Manager with Shop tool and facility inspection and organization. Assist Technicians in diagnostic process. Assists Supervisor in reviewing completed work on daily basis to insure all parts, labor is recorded and time standards are met. Directly supervises Technicians and responsible for quality of work and Technician productivity. Reinforces company policies and adheres to company standards. Encourages compliance with applicable laws and regulations. Maintains good working relationship with client(s). Attends required manager meetings. Maintains effective employee relations. Manage technician productivity.

Scope of Work for each Position Cont'd

Shop Foreman Heavy Duty Night Shift	<ul style="list-style-type: none"> • Perform work as outlined on repair order with efficiency and accuracy, in accordance with Service shop and Factory standards • Basic testing knowledge of all machine systems • Follow all company safety policies and procedures • Develops and employs diagnostic related reasoning skills • Examine the equipment to determine if additional safety related or service work is required • Assists in the collection of data necessary for efficient inventory control • Maintains a clean, orderly, and safe working environment both in shop and at customer job sites • Maintains and cares for shop tools, equipment, and vehicles • Completes all paperwork required for jobs • Maintains close, positive working relationships with service, parts and administrative personnel • Conducts himself / herself in the presence of customers in a manner which will retain a good opinion of the company and the service department • Performs as directed by the Service Management • Responsible for operating heavy equipment and trucks in a safe manner • Follow all company safety policies and procedures • Understand and follow federal, state and local regulations, such as those governing the disposal of hazardous wastes
Shop Foreman Fire/Rescue Heavy	<ul style="list-style-type: none"> • Complete repairs and perform maintenance on Company fleet • Complete repairs on customer equipment in a timely manner • Builds knowledge of vendor supported product lines, service standards, and procedures and keeps abreast of all changes in various models of equipment. • Perform work as outlined on repair order with efficiency and accuracy, in accordance with Service shop and Factory standards • Basic testing knowledge of all machine systems • Follow all company safety policies and procedures • Develops and employs diagnostic related reasoning skills • Examine the equipment to determine if additional safety related or service work is required • Assists in the collection of data necessary for efficient inventory control • Maintains a clean, orderly, and safe working environment both in shop and at customer job sites • Maintains and cares for shop tools, equipment, and vehicles • Completes all paperwork required for jobs • Maintains close, positive working relationships with service, parts and administrative personnel • Conducts himself / herself in the presence of customers in a manner which will retain a good opinion of the company and the service department • Performs as directed by the Service Management • Responsible for operating heavy equipment and trucks in a safe manner • Follow all company safety policies and procedures • Understand and follow federal, state and local regulations, such as those governing the disposal of hazardous wastes
Emergency Vehicle Technician (EVT)	<ul style="list-style-type: none"> • Performs advanced vehicle production on vehicles and basic production on emergency equipment. • Work as a member of the production team to ensure their specific task is completed in a timely manner while maintaining a high level of quality.
Tire Technician	<ul style="list-style-type: none"> • Duties include managing tire program at our customer sites. • Mounting and dismounting tires from rims, checking tire conditions on the fleet. Tracking and maintaining tire inventory. • Other duties may be assigned.
Heavy Duty Technicians/Fire Support	<ul style="list-style-type: none"> • Duties include repairing and maintaining customer vehicles and/or equipment components such as engines, drive train, brakes, steering of over the road or off-road equipment, and other related mechanical, electrical and hydraulic systems.
Small Engine Technicians	<ul style="list-style-type: none"> • Responsible for maintenance and repair of small engines, both gas and diesel, including hydraulic equipment • Responsible for sharpening all types of mowers • Keep equipment clean in a safe working condition • Equipment training for City personnel
Body & Paint Technician	<ul style="list-style-type: none"> • Refinishes damaged body parts and bodies of vehicles in accordance with factory and dealership quality specifications and time standards. • Operates and uses all body shop equipment properly and safely. • Removes rust from metal, and grease and dirt from work surface. • Writes estimates for all B and P work inside and outside the facility
Technical Trainer	<ul style="list-style-type: none"> • Resident expert on Vectors internal Training Center, Vector Technical Institute • Tracks and records all training for on-site employees • Audits Technicians work to determine areas of improvement • Arranges OEM training session for on-site employees
Facility Technician	<ul style="list-style-type: none"> • Keeps records of all facility needs, such as OSHA, EPA, etc. • Paint, remodel, refurbish areas as needed • Repair, maintain/monitor all equipment and amenities

Scope of Work for each Position Cont'd

Light Duty Technician	<ul style="list-style-type: none"> Duties include repairing and maintaining customer vehicles and/or equipment components such as engines, drive train, brakes, steering of on-road, over the road or off-road equipment and other related mechanical, electrical and hydraulic systems.
Couriers	<ul style="list-style-type: none"> Pickup and Delivery service for all shop parts and accessories Assigned transportation of employees when needed Other delivery and errand runs as needed

