AGREEMENT FOR
FLEET MAINTENANCE & MANAGEMENT SERVICES AND CENTRAL WAREHOUSE

THIS AGREEMENT, made this _21 st__ day of __April__ 2015, is by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and First Vehicles Services, Inc., a Delaware corporation, authorized to transact business in the State of Florida, "Contractor" or "Company"), whose address and phone number are 600 Vine Street, Suite 1400, Cincinnati, Ohio 45202, Phone: 513-241-2200, Fax: 513-684-8852, Email: brad.thomas@firstgroup.com.

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

WITNESSETH:

I. DOCUMENTS

The following documents (collectively "Contract Documents") are hereby incorporated into and made part of this Agreement (Form P-0001):

(1) Request for Proposal No. 555-11442, Fleet Maintenance & Management Services and Central Warehouse, including any and all addenda, prepared by the City of Fort Lauderdale, ("RFP"or "Exhibit A").

(2) The Contractor's response to the RFP, dated December 12, 2014, ("Exhibit B").

All Contract Documents may also be collectively referred to as the "Documents." In the event of any conflict between or among the Documents or any ambiguity or missing specifications or instruction, the following priority is established:

A. First, specific direction from the City Manager (or designee)
B. Second, this Agreement (Form P-0001) dated April 21, 2015, and any attachments.
C. Third, Exhibit A
D. Fourth, Exhibit B

II. SCOPE

The Contractor shall perform the Work under the general direction of the City as set forth in the Contract Documents.
Unless otherwise specified herein, the Contractor sball perform all Work identified in this Agreement. The parties agree that the scope of services is a description of Contractor's obligations and responsibilities, and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by Contractor impractical, illogical, or unconscionable.

Contractor acknowledges and agrees that the City's Contract Administrator has no authority to make changes that would increase, decrease, or otherwise modify the Scope of Services to be provided under this Agreement.

By signing this Agreement, the Contractor represents that it thoroughly reviewed the documents incorporated into this Agreement by reference and that it accepts the description of the Work and the conditions under which the Work is to be performed.

III. TERM OF AGREEMENT

The initial contract period shall commence on June 1, 2015, and shall end on May 31, 2018. In the event the term of this Agreement extends beyond the end of any fiscal year of City, to wit, September 30th, the continuation of this Agreement beyond the end of such fiscal year shall be subject to both the appropriation and the availability of funds.

IV. COMPENSATION

The Contractor agrees to provide the services and/or materials as specified in the Contract Documents at the estimated cost of $16,675,125.00 as specified in Exhibit B. It is acknowledged and agreed by Contractor that this amount is the maximum payable and constitutes a limitation upon City's obligation to compensate Contractor for Contractor's services related to this Agreement. This maximum amount, however, does not constitute a limitation of any sort upon Contractor's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. Except as otherwise provided in the solicitation, no amount shall be paid to Contractor to reimburse Contractor's expenses.

V. METHOD OF BILLING AND PAYMENT

Paragraph 13.8, Invoicing, of the City's Request for Proposal No.555-11442 to provide as follows:

> Frequency: The City will accept one invoice per month in payment for Targeted Operating Budget Services. In addition, the City will accept one invoice a month for costs incurred for Non-Targeted Operating Budget Services provided during the month or not previously invoiced. Each invoice, whether for Targeted or Non-Targeted Services, will be adjusted as appropriate for performance rewards/liquidated damages, for any rework services warranty reimbursements, fuel used by the Provider's assigned vehicles, long distance phone bills, cost incurred directly by the City for Targeted Operating Budget Services, etc.
>
> Format: Invoices will be submitted in electronic format to Fleet Services for review, approval, and payment. Invoices for Non-Targeted Operating Budget Services must include line item documentation of costs incurred (e.g., wages, parts, sub Provider services, etc.) as well as documentation of the City's authorization to incur Non-Targeted Operating Budget costs. Within each Non-Targeted Operating Budget category, individual repair order numbers with associated labor charges, parts costs, and subcontracted services will be delineated.
>
> Invoicing for Targeted Operating Budget Services: All costs invoiced for Targeted Operating Budget Services, except for fee, shall be actual net costs as paid by the Provider. The first months invoice for Targeted Operating Budget Services plus fee shall not exceed 1/12 of the Targeted Operating Budget Cost. The Provider's costs whicb exceed 1/12 of the Targeted Operating Budget Cost in any one month may be invoiced to the City in a subsequent month within the current contract year to the extent that cumulative invoices for the current year-to-date do not exceed the portion of the contract

year completed. For example, the total year-to-date charges through the fourth (4th) month of a contract year shall not exceed 4/12ths of the Targeted Operating Budget Cost.

Invoicing for Non-Targeted Operating Budget Services: Non-Targeted Operating Budget labor changes made by the Provider will only reflect labor costs incurred by the Provider as a result of performing Non-Targeted Operating Budget work and will be billed at the rates specified in the Provider's Attachment "F". If the Provider performs Non-Targeted Operating Budget work without incurring any additional labor cost (e.g., using its existing personnel without increasing overtime, etc.) no charge to the City for labor will be made.

Certification: The monthly for all costs will include a statement certifying that the charges billed to the City are true and accurate and were incurred in the performance of the terms of the Agreement resulting from this RFP process. Such statement will be signed by the Provider's authorized representative.

VI. GENERAL CONDITIONS

A. Indemnification

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Contractor. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the City Manager, any sums due Contractor under this Agreement may be retained by City until all of City's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by City.

B. Intellectual Property

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, royalties, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any infringement or allegation of infringement of any patent, copyright, or other intellectual property right in connection with the Contractor's or the City's use of any copyrighted, patented or un-patented invention, process, article, material, or device that is manufactured, provided, or used pursuant to this Agreement. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

C. Termination for Cause

The aggrieved party may terminate this Agreement for cause if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party

identifying the breach. The City Manager may also terminate this Agreement upon such notice as the City Manager deems appropriate under the circumstances in the event the City Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the City erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

This Agreement may be terminated for cause for reasons including, but not limited to, Contractor's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to perform the Work to the City's satisfaction; or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement.

D. Termination for Convenience

The City reserves the right, in its best interest as determined by the City, to cancel this contract for convenience by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. In the event this Agreement is terminated for convenience, Contractor shall be paid for any services performed to the City's satisfaction pursuant to the Agreement through the termination date specified in the written notice of termination. Contractor acknowledges and agrees that he/she/it has received good, valuable and sufficient consideration from City, the receipt and adequacy of which are hereby acknowledged by Contractor, for City's right to terminate this Agreement for convenience.

E. Cancellation for Unappropriated Funds

The City reserves the right, in its best interest as determined by the City, to cancel this contract for unappropriated funds or unavailability of funds by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise provided by law.

F. Insurance

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The commercial general liability insurance policy shall name the City of Fort Lauderdale, a Florida municipality, as an "additional insured." This MUST be written in the description section of the insurance certificate, even if there is a check-off box on the insurance certificate. Any costs for adding the City as "additional insured" shall be at the Contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any required insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

The Contractor's insurance must be provided by an A.M. Best's "A-"rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this solicitation shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Chapter 440, Florida Statutes
Employers' Liability - $500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance
Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage $1,000,000.

This coverage must include, but not limited to:

a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
b. Coverage for Premises/Operations
c. Products/Completed Operations
d. Broad Form Contractual Liability
e. Independent Contractors

Automobile Liability Insurance
Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	$250,000 each person,
	$500,000 each occurrence
Property damage	$100,000 each occurrence
Combined Single Limit	$1,000,000
(bodily injury and property damage combined)	

Sudden and Accidental Pollution Limits: $1,000,000

Pollution and Environmental Impairment Liability Insurance
Covering remediation, bodily injury and/or property damage claims from gradual, sudden and/or accidental pollution exposures.
Limits: $1,000,000 per claim / $2,000,000 aggregate

Certificate holder should be addressed as follows:
City of Fort Lauderdale
Procurement Services Division
100 North Andrews Avenue, Room 619

Fort Lauderdale, FL 33301

G. Environmental, Health and Safety

Contractor shall place the highest priority on health and safety and shall maintain a safe working environment during performance of the Work. Contractor shall comply, and shall secure compliance by its employees, agents, and subcontractors, with all applicable environmental, health, safety and security laws and regulations, and performance conditions in this Agreement. Compliance with such requirements shall represent the minimum standard required of Contractor. Contractor shall be responsible for examining all requirements and determine whether additional or more stringent environmental, health, safety and security provisions are required for the Work. Contractor agrees to utilize protective devices as required by applicable laws, regulations, and any industry or Contractor's health and safety plans and regulations, and to pay the costs and expenses thereof, and warrants that all such persons sball be fit and qualified to carry out the Work.

H. Standard of Care

Contractor represents that he/she/it is qualified to perform the Work, that Contractor and his/her/its subcontractors possess current, valid state and/or local licenses to perform the Work, and that their services shall be performed in a manner consistent with that level of care and skill ordinarily exercised by other qualified contractors under similar circumstances.

I. Rights in Documents and Work

Any and all reports, photographs, surveys, and other data and documents provided or created in connection witb this Agreement are and shall remain the property of City; and Contractor disclaims any copyright in such materials. In the event of and upon termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by Contractor, whether finished or unfinished, shall become the property of City and shall be delivered by Contractor to the City's Contract Administrator within seven (7) days of termination of this Agreement by either party. Any compensation due to Contractor shall be withheld until Contractor delivers all documents to the City as provided herein.

J. Audit Right and Retention of Records

City shall have the right to audit the books, records, and accounts of Contractor and Contractor's subcontractors that are related to this Agreement. Contractor shall keep, and Contractor shall cause Contractor's subcontractors to keep, such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement. All books, records, and accounts of Contractor and Contractor's subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Contractor or Contractor's subcontractor, as applicable, shall make same available at no cost to City in written form.

Contractor and Contractor's subcontractors shall preserve and make available, at reasonable times for examination and audit by City in Broward County, Florida, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida public records law, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable,

or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida public records law is determined by City to be applicable to Contractor and Contractor's subcontractors' records, Contractor and Contractor's subcontractors shall comply with all requirements thereof; however, Contractor and Contractor's subcontractors shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for City's disallowance and recovery of any payment upon such entry.

Contractor shall, by written contract, require Contractor's subcontractors to agree to the requirements and obligations of this Section.

The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract.

K. Public Entity Crime Act

Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to City, may not submit a bid on a contract with City for the construction or repair of a public building or public work, may not submit bids on leases of real property to City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with City, and may not transact any business with City in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid by City pursuant to this Agreement, and may result in debarment from City's competitive procurement activities.

L. Independent Contractor

Contractor is an independent contractor under this Agreement. Services provided by Contractor pursuant to this Agreement shall be subject to the supervision of the Contractor. In providing such services, neither Contractor nor Contractor's agents shall act as officers, employees, or agents of City. No partnership, joint venture, or other joint relationship is created hereby. City does not extend to Contractor or Contractor's agents any authority of any kind to bind City in any respect whatsoever.

M. Inspection and Non-Waiver

Contractor shall permit the representatives of CITY to inspect and observe the Work at all times.

The failure of the City to insist upon strict performance of any other terms of this Agreement or to exercise any rights conferred by this Agreement shall not be construed by Contractor as a waiver of the City's right to assert or rely on any such terms or rights on any future occasion or as a waiver of any other terms or rights.

N. Assignment and Performance

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other party. In addition, Contractor shall not subcontract any portion of the work required by this Agreement, except as provided in the Schedule of Subcontractor Participation. City may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by Contractor of this Agreement or any right or interest herein without City's written consent.

Contractor represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

Contractor shall perform Contractor's duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of Contractor's performance and all interim and final product(s) provided to or on behalf of City shall be comparable to the best local and national standards.

In the event Contractor engages any subcontractor in the performance of this Agreement, Contractor shall ensure that all of Contractor 's subcontractors perform in accordance with the terms and conditions of this Agreement. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend at Contractor's expense, counsel being subject to City's approval or disapproval, and indemnify and hold City and City's officers, employees, and agents harmless from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, by or in favor of any of Contractor's subcontractors for payment for work performed for City by any of such subcontractors, and from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, occasioned by or arising out of any act or omission by any of Contractor 's subcontractors or by any of Contractor's subcontractors' officers, agents, or employees. Contractor's use of subcontractors in connection with this Agreement shall be subject to City's prior written approval, which approval City may revoke at any time.

O. Conflicts

Neither Contractor nor any of Contractor's employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Contractor's loyal and conscientious exercise of judgment and care related to Contractor's performance under this Agreement.

Contractor further agrees that none of Contractor's officers or employees shall, during the term of this Agreement, serve as an expert witness against City in any legal or administrative proceeding in which he, she, or Contractor is not a party, unless compelled by court process. Further, Contractor agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of City in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude Contractor or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event Contractor is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, Contractor agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as Contractor.

P. Schedule and Delays

Time is of the essence in this Agreement. By signing, Contractor affirms that it believes the schedule to be reasonable; provided, however, the parties acknowledge that the schedule might be modified as the City directs.

Q. Materiality and Waiver of Breach

City and Contractor agree that each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the parties in exchange for *quid pro quo*, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

City's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

R. Compliance With Laws

Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

S. Severance

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the provisions not having been found by a court of competent jurisdiction to be invalid or unenforceable shall continue to be effective.

T. Limitation of Liability

The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action for money damages due to an alleged breach by the City of this Agreement, so that its liability for any such breach never exceeds the sum of $1,000. Contractor hereby expresses its willingness to enter into this Agreement

with Contractor's recovery from the City for any damage action for breach of contract or for any action or claim arising from this Agreement to be limited to a maximum amount of $1,000 less the amount of all funds actually paid by the City to Contractor pursuant to this Agreement.

Accordingly, and notwithstanding any other term or condition of this Agreement, Contractor hereby agrees that the City shall not be liable to Contractor for damages in an amount in excess of $1,000 which amount shall be reduced by the amount actually paid by the City to Contractor pursuant to this Agreement, for any action for breach of contract or for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon City's liability as set forth in Section 768.28, Florida Statutes.

U. Jurisdiction, Venue, Waiver, Waiver of Jury Trial

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of this Agreement, and for any other legal proceeding, shall be in the Seventeenth Judicial Circuit in and for Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida, Fort Lauderdale Division.

In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada of a judgment entered by a court in the United States of America.

V. Amendments

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the Mayor-Commissioner and/or City Manager, as determined by City Charter and Ordinances, and Contractor or others delegated authority to or otherwise authorized to execute same on their behalf.

W. Prior Agreements

This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

X. Payable Interest

Except as required and provided for by the Florida Local Government Prompt Payment Act, City shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Contractor waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

Y. Representation of Authority

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

AA. Uncontrollable Circumstances ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

BB. Scrutinized Companies

Subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), *affirmed, Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), this Section applies to any contract for goods or services of $1 million or more:

The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2014), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2014), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or

Syria, as defined in Section 287.135, Florida Statutes (2014), as may be amended or revised.

CC. Public Records

Contractor shall:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the City would provide the records andat a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2014), as may be amended or revised, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the City, all public records in possession of the contractor upon termination of this contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first above written.

ATTEST:

Jonda K. Joseph, City Clerk

CITY OF FORT LAUDERDALE

By: _____
John P. "Jack" Seiler, Mayor

By: _____
Lee R. Feldman, City Manager

Approved as to form:

_____
Cole J. Copertino
Assistant City Attorney

ATTEST:

By: _____
Bruce J. Rasch
Secretary

FIRST VEHICLE SERVICES, INC.

By: _____
Bradley Thomas
President

(CORPORATE SEAL)

STATE OF Ohio:
COUNTY OF Hamilton:

The foregoing instrument was acknowledged before me this 27th day of April, 2015, by Bradley Thomas, as president for First Vehicles Services, Inc., a Delaware corporation, authorized to transact business in the State of Florida.

(SEAL)

Gayla S. Maxwell
Notary Public, State of Ohio
(Signature of Notary Public)
Gayla S. Maxwell
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known x OR Produced Identification _____
Type of Identification Produced _____

GAYLA S. MAXWELL
Notary Public, State of Ohio
My Commission Expires 03-12-2019

EXHIBIT A

Solicitation 555-11442

Fleet Maintenance & Management Services and Central Warehouse

Bid Designation: Public

CITY OF FORT LAUDERDALE

City of Fort Lauderdale

Bid 555-11442
Fleet Maintenance & Management Services and Central Warehouse

Bid Number	**555-11442**
Bid Title	**Fleet Maintenance & Management Services and Central Warehouse**
Bid Start Date	**Oct 20, 2014 5:08:38 PM EDT**
Bid End Date	**Dec 17, 2014 2:00:00 PM EST**
Question & Answer End Date	**Nov 12, 2014 5:00:00 PM EST**
Bid Contact	**AnnDebra Diaz, CPPB** **Procurement Administrator** **Procurement** **954-828-5949** **adiaz@fortlauderdale.gov**
Pre-Bid Conference	**Nov 10, 2014 10:00:00 AM EST** **Attendance is optional** **Location: City of Fort Lauderdale** **Public Works Department - Fleet Services** **100 North Andrews Avenue** **Fifth Floor Conference Room** **Fort Lauderdale, FL 33301**

Description

The City of Fort Lauderdale, Florida hereinafter referred to as the "City", is seeking competitive proposals from qualified fleet service Providers, hereinafter referred to as the "Provider", to provide the management, maintenance, and repairs of its fleet, fuel site and car wash maintenance, and other fleet advisory services for the City's Fleet Services, in accordance with the terms and conditions and specifications contained in this Request for Proposal (RFP).

Added on Nov 13, 2014:

Addendum No. 1 has been issued. Refer to document titled " 11442 - Fleet Maintenance Management, Addendum No. 1.doc". Return this document with your proposal.

Added on Nov 25, 2014:

Addendum No. 2 has been issued. Refer to document titled "11442 - Addendum No. 2.doc". Return this document with your proposal.
The opening date is now Wednesday, December 10, 2014

Added on Dec 8, 2014:

Addendum No. 3 has been issued. Refer to document titled "11442 - Fleet Maintenance Management, Addendum No. 3.doc". Return this document with your proposal.
The opening date is now Wednesday, December 17, 2014.

RFP # 555-11442
TITLE: Fleet Maintenance and Management Services and Central Warehouse

PART I – INTRODUCTION/INFORMATION

01. PURPOSE
The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, to provide the management, maintenance, and repairs of its fleet, fuel site and car wash maintenance, and other fleet advisory services for the City's Fleet Services Division, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

02. INFORMATION OR CLARIFICATION
For information concerning procedures for responding to this solicitation, contact Procurement Specialist AnnDebra Diaz at (954) 828-5949 or email at adiaz@fortlauderdale.gov. Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com . Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

03. TRANSACTION FEES
The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

04. ELIGIBILITY
To be eligible for award of a contract in response to this solicitation the Contractor must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services and are properly and legally licensed to perform such work. In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of Fort Lauderdale.

05. RFP DOCUMENTS
The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

06. AWARD
The City reserves the right to award to that proposer who will best serve the interests of the City, for that product/service that will best serve the needs of the City of Fort Lauderdale.

The City also reserves the right to waive minor variations in the specifications and in the

bidding process. The City further reserves the right to accept or reject any and/or all proposals and to award or not award a contract based on this bid solicitation.

07. PRICE VALIDITY
Prices provided in this Request for Proposal (RFP) are valid for 120 days from time of RFP opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

PART II - SPECIAL CONDITIONS

01. GENERAL CONDITIONS
RFP General Conditions Form G-107 Rev. 07/13 (GC) are included and made a part of this RFP.

02. RULES AND PROPOSALS
The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal Contractor.

03. PUBLIC ENTITY CRIMES
NOTE: Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted vendor list.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

04. DAMAGE TO PUBLIC OR PRIVATE PROPERTY
Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

05. CANADIAN COMPANIES
The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

06. LOBBYING ACTIVITIES
ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:
http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf .

07. BID TABULATIONS/INTENT TO AWARD
(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at http://www.fortlauderdale.gov/purchasing/bidresults.htm, or any interested party may call the Procurement Office at 954-828-5933.

08. SAMPLE CONTRACT AGREEMENT
A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website:
http://fortlauderdale.gov/purchasing/AWARDS/CONTRACT_TEMPLATE_SERVICES.pdf

City of Fort Lauderdale

Fleet Maintenance & Management Services and Central Warehouse RFP # 555-11442

Technical and price proposal

Request for Proposals

Fleet Maintenance & Management Services and Central Warehouse
RFP # 555-11442

NOTICE TO FLEET SERVICE PROPOSERS

PRE-PROPOSAL CONFERENCE

It is strongly recommended that all interested Proposers attend the pre-proposal conference to be held at the date and time as shown in the RFP SCHEDULE, at the following location:

City of Fort Lauderdale
Public Works Department – Fleet Services
100 North Andrews Avenue
Fifth Floor Conference Room
Fort Lauderdale, FL 33301

SITE VISIT

It is also strongly recommended that all Proposers make a site visit to be held on the same day of the Pre-Proposal Meeting noted above. During the visit, Proposers may interview Fleet Services staff; visit the City maintenance garages, etc. without disruption to the delivery of City Services. Please indicate your intent to attend this pre-proposal meeting so the City can prepare the necessary accommodations by contacting the Purchasing office at (954) 828-5949.

CONTACTS

The contacts for the City regarding this RFP will be AnnDebra Diaz, Procurement Services Division, 954-828-5949 for all non-technical issues, and Mr. Carlos Berriz, Senior Automotive & Equipment Engineer, Fleet Services, 954-828-5781 for all technical issues. Any questions you may have should be asked either at the conference or the site visit. Answers and responses from the City shall only be considered binding if in writing and provided by Procurement Services. All questions of a material nature, which affect the nature of the scope of services shall be provided and answered by the City and distributed to all prospective proposers of record.

TRANSACTION FEES

The City of Fort Lauderdale uses Bid Sync (www.bidsync.com) to distribute RFPs and proposals. There is no charge to vendors/Providers to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor. Refer to www.bidsync.com for further information.

[NOTE: ALL RESPONSES TO THIS RFP SHOULD FOLLOW THE SAME ORDER AND FORMAT AS SHOWN IN THIS RFP FOR EASE OF REVIEW BY THE EVALUATION COMMITTEE AND TO ASSURE THE COMMITTEE THAT THE PROPOSER HAS NOT LEFT OUT ANY PORTION OF THIS REQUIRED WORK.]

Fleet Maintenance & Management Services and Central Warehouse
RFP # 555-11442

RFP SCHEDULE

RELEASE RFP	10/20/14
PRE PROPOSAL CONFERENCE, 10:00 AM CITY OF FORT LAUDERDALE 100 NORTH ANDREWS AVE FIFTH FLOOR CONFERENCE ROOM FORT LAUDERDALE, FL 33301	11/10/14
LAST DATE FOR RECEIPT OF QUESTIONS OF A MATERIAL NATURE	11/12/14
ADDENDUM RELEASE (IF REQUIRED, ESTIMATED)	11/14/14
PROPOSAL DUE (PRIOR TO 2:00 PM)	**12/03/14**

Fleet Maintenance & Management Services and Central Warehouse
RFP # 555-11442

Contents

Section 1. Scope of Services 10

1. General 10

1.1 Introduction and summary of intent 10

1.2 Overview of Fort Lauderdale Fleet 10

1.3 Objective of the Agreement Resulting From This RFP Process 11

1.4 Responsibilities of the Fleet Service Provider 11

2. Terms of Agreement 11

2.1 Commencement of Operations 11

2.2 Term 11

2.3 Option Period 11

2.4 Agreement Management 12

2.5 Dispute Resolution 12

3. Garage and Equipment. 12

3.1 License to use City Garage Facility and Equipment 12

3.2 Garage Utilities 14

3.3 Garage and Equipment Maintenance and Repairs 14

3.4 Garage Facility Equipment Changes 14

4. Targeted Services To Be Performed 15

4.1 Preventive Maintenance 15

4.2 Vehicle Dielectric, Structural, and X-ray Safety Inspections 17

4.3 Repairs 17

4.4 Deferred Maintenance and Extending Vehicle Lives 18

4.5 Road Calls and Towing 18

4.6 Quick Fix 18

4.7 Warranty and Recall Work 18

4.8 Road Testing 19

4.9 Assessment of Confiscated Vehicles 19

4.10 New Vehicle Preparation and Vehicle Disposal 19

4.11 Accident and Vandalism Repairs 20

4.12 Welding and Fabrication 20

4.13 Investigations and Audits 21

4.14 Motor Pool (Loaners) and Fleet Sharing Vehicles 21

4.15 User Abuse Repairs 21

4.16 Emergency Service 21

4.17 Waste Management 22

4.18 Fuel Station Management 23

4.19 Car Wash Station Management 24

4.20 Additional (Targeted) Operating Budget Services 24

4.21 Additional (Non-Targeted) Operating Budget Services 26

4.22 Outside Repairs 26

4.23 Hours of Services 26

4.24 Fleet Management and Information System (FMIS) 27

5. Environmental Aspects 27

5.1 House cleaning 27

5.2 ISO 14001 27

6. Parts Operation 28

6.1 Purchasing Stocking and Issuing Parts 28

6.2 Purchase of Start-Up Inventory 29

6.3 Access to Parts Room 30

6.4 Quality of Parts to be Furnished 30

6.5 Warranty 31

6.6 Bulk Issue Service 31

7. Performance Standards 31

7.1 Vehicle Turn-Around Standard 31

7.2 Fleet Availability 33

7.3 Preventive Maintenance 33

7.4 Rework 33

8. Performance incentive 34

8.1 Cost savings incentive 34

8.2 Liquidated Damages 35

9. Quality Assurance Program 37

10. Record Keeping and Reporting 38

11. Provider Personnel 40

11.1 Selection of Personnel 40

11.2 Emergency Vehicle Technician (EVT) Criteria 42

11.3 Local Labor 42

11.4 Changes of Personnel 42

11.5 Uniforms 42

11.6 Training 43

11.7 Staffing Levels 43

12. Reports. 43

12.1 Annual Report 43

12.2 Monthly Report 43

12.3 Weekly Reports 44

12.4 Daily Reports 44

12.5 Staffing Reports 44

12.6 Custom Reports 44

12.7 Parts Fill Rate 44

13. Total Agreement Cost 44

13.1 Targeted Operating Budget Costs 44

13.2 Non-Targeted Operating Budget Costs 45

13.3 Transition Costs 45

13.4 Definition of Net Cost 45

13.5 Unusual Costs 46

13.6 Cost Adjustment for Agreement Renewal 46

13.7 Changes in size of the fleet 46

13.8 Invoicing 46

13.9 Payment terms/procedures 47

13.10 Audit Rights and Retention of Records 48

14. Continuity of Service 48

14.1 Notice of Intent Not to Renew 48

15. Phase In/Phase Out 48

Section 2. Proposal Requirements, Guidelines & Considerations 49

1. Pre-proposal Conference and Site Visit 49

2. Submission of Proposals 49

2.1 Number of copies 50

2.2 Late Proposals 50

2.3 Proposal Security 50

2.4 Penalties for Misrepresentation 50

2.5 Acknowledgement of Amendments 50

2.6 Restriction on Disclosure and Use of Data 50

2.7 Exceptions to specifications 51

2.8 Proposal Signature Page 51

3. Providers Proposal, Content and Organization 51

4. Technical proposal requirements 51

4.1 Corporate Overview 51

4.2 Approach 51

4.3 Transition Plan 52

4.4 Service Alternatives and Exceptions 52

4.5 Organization and Staffing 52

4.6 Qualifications and Experience 53

5. Price Proposal 53

5.1 Target operating budget cost proposal 53

5.2 Non-Targeted Operating Budget Cost Proposal 54

5.3 Transition Cost Proposal 54

6. Basis Of Award 54

6.1 Provider Selection Process 54

6.2 Award Of Contract 55

6.3 Proposal Evaluation Criteria 55

6.4 Proposal Questionnaire 56

Section 3. Special Agreement Provisions 56

1.1 Service Agreement Guaranty 56

1.2 Misrepresentation 57

1.3 Sensitivity of City Property 57

1.4 Termination for Cause and Default 57

1.5 Remedies 58

1.6 Insurance 58

1.7 Performance Bond 59

1.8 Safety Requirements 60

1.9 Compliance With The Law 60

1.10 Waiver 60

1.11 Notices 61

1.12 General Conditions 61

1.13 Variances 61

1.14 News Releases/Publicity 61

1.15 RFP Documents 61

1.16 Proposers costs 61

1.17 Uncontrollable Circumstance ("Force majeure") 61

Section 4. Separate pricing option (Trolley Maintenance) 62

1.0 Trolley Maintenance 62

Section 5. Separate pricing options (Central Warehouse Service) 65

Attachments: 66

A. Vehicle inventory 66

B. Vehicle and equipment preventive maintenance schedules 66

C. Listing of fuel sites 66

D. Vehicle disposal specifications 66

E. Targeted operating services budget-detailed price proposal 66

F. Non-Targeted operating services budget-detailed hourly rate proposal 66

G. Proposal signature page 66

H. Pre-trip and post-trip transit bus inspection form 66

I. Transit bus fleet plan 66

J. Performance Standards Ranges, Incentives and Penalty Chart 66

K. Proposal Questionnaire 66

L. Environmental & Sustainability Management System (ESMS) Contractor Management Environmental Manual 66

M. Environmental & Sustainability Management System (ESMS) Contractor Management Environmental Checklist 66

N. Non-Collusion Statement 66

O. General Terms and Conditions 66

Exhibits: 66

A. Garage facility site plan 66

B. Inventory of facility assets 66

Section 1. Scope of Services

1. General

1.1 Introduction and summary of intent

The City of Fort Lauderdale, Florida hereinafter referred to as the "City", is seeking competitive proposals from qualified fleet service Providers, hereinafter referred to as the "Provider", to provide the management, maintenance, and repairs of its fleet, fuel site and car wash maintenance, and other fleet advisory services for the City's Fleet Services, in accordance with the terms and conditions and specifications contained in this Request for Proposal (RFP). The City's ongoing objective is to improve the performance of its fleet – reduce cost and fleet downtime while improving fleet reliability and functionality – through enhanced fleet maintenance practices. The City desires to enter into an agreement that will provide the best value to the City and that will form the basis of a partnership between the Provider and the City for the achievement of the City's objectives.

1.2 Overview of Fort Lauderdale Fleet

The City's fleet consists of approximately 1,460 vehicles and other pieces of equipment that will be maintained by the Provider as identified in Attachment "A" – Vehicle Inventory.

Services to be provided include:

a. preventive maintenance;
b. scheduled and unscheduled repairs;
c. repairs necessitated by accident, abuse, and vandalism;
d. mobile service;
e. tire service;
f. towing;
g. welding and fabrication;
h. new vehicle preparation (make ready);
i. vehicle disposal processing;
j. pool and fleet sharing vehicle management;
k. and other related services required to assure the effective and economical operation of the City's fleet

These services will continue on each City vehicle covered by this contract until it is disposed of by the City. The Agreement resulting from this RFP process will include fuel and car wash site management, maintenance of confiscated vehicles, management of a Provider owned in-house parts inventory and supply of materials and parts at the Garage facility, required in-house warranty repair capability, specific hours of operation, and an in-field mobile service vehicle Preventive Maintenance (PM), management of a pool and fleet sharing program and minor service program. The prospective Provider shall possess a minimum of five (5) years' experience in successfully performing preventive maintenance and repair in fleets of comparable size and mix for which the Provider proposes to provide services for the City and shall provide references as part of their technical proposal.

1.3 Objective of the Agreement Resulting From This RFP Process

The goal of the Agreement resulting from this RFP process is to assure that the City and the Provider are providing vehicles and equipment that are suitable to users' needs; available when users need them; reliable when being used; safe to operate and safely operated; economical to own, operate, and maintain; and operated and maintained in an environmentally responsible manner and with all aforementioned services provided in a cost effective manner. In summary, the City would like to reduce fleet downtime and cost while increasing reliability and assuring protection of the City's overall investment in its fleet, which now has an approximate current replacement value of over $62.0 million.

1.4 Responsibilities of the Fleet Service Provider

The Provider shall be required to furnish all supervision, parts, supplies and labor needed to manage and maintain the fleet in a state of repair consistent with the performance standards and service specifications identified in this RFP.

The Provider will be required to prepare new vehicles for service and prepare retired vehicles for sale, manage a Provider owned on-site in-house parts inventory and supply of materials and parts pursuant to the provisions of this RFP. The Provider will be responsible for providing any tools and equipment needed (over and above those leased from the City under the terms described in the agreement resulting from this RFP process) to provide fleet services. All preventive maintenance and repair work done by the Provider must meet original equipment manufacturer's specifications and warranties. Services must be provided during hurricanes, tornadoes, floods, storms, major fires, and other natural or City declared emergencies, as well as during normal business hours – consisting of a minimum of two shifts, five days a week as well as Saturdays, as described in more detail later in these specifications. The Provider will also be expected to attend meetings regarding the maintenance and repair of the fleet to include, but not limited to, monthly Fleet Users Group meetings, weekly Fleet Services Staff meetings, etc.

2. Terms of Agreement

2.1 Commencement of Operations

The Provider shall prepare for and commence performance of these services beginning at 12:01 AM on February 1, 2015 or on date of award, whichever is later.

2.2 Term

The term of the agreement resulting from this RFP process will be for a period of three (3) years from the award date specified in the Agreement, subject to the City's option to extend the term of the Agreement in accordance with the conditions outlined below, provided that the funds for the subject contract are available and approved by the City and that the Provider has established a satisfactory record of performance and further provided that for each year of the extension term, an operating budget has been mutually agreed upon by the parties. In addition, either party may terminate the agreement resulting from this RFP process upon written notice being provided to the other party not less than one hundred fifty (150) days prior to the desired termination date.

2.3 Option Period

a. The City may extend the term of the agreement resulting from this RFP process for two (2) two-year periods, or a fraction thereof, by written notice to the Provider before the expiration date

of the Agreement. The City will give the Provider written notice of its intent to extend at least sixty (60) days before the Agreement is scheduled to expire.

b. The total duration of the Agreement resulting from this RFP process, including the exercise of any options under this provision will not exceed seven (7) years.

2.4 Agreement Management

a. The Department Director and/or their designees are authorized to act on behalf of the City in all matters relating to any resulting Agreement and/or work performed under the terms of the agreement resulting from this RFP process. The Department Director and/or designees will decide any and all questions that may arise as to quality, quantity, character, and classification of service performed by the Provider.

2.5 Dispute Resolution

In the event of any dispute between the Department Director and/or their designees and the Provider as to the Provider's performance or the processes, procedures or equipment used by the Provider to carry out any of the conditions of the agreement resulting from this RFP process or decisions made by the Fleet staff, either party may submit the dispute to the Assistant City Manager. Each party will be given the same opportunity to present its position to the Assistant City Manager, who will render a decision within twenty (20) days. The decision of the Assistant City Manager will be final.

3. Garage and Equipment.

3.1 License to use City Garage Facility and Equipment

The City owns a Central Maintenance Garage located at 220 SW 14th Avenue, Fort Lauderdale, Florida 33312 ("Garage Facility"). A site plan of the Garage Facility is attached hereto as Exhibit "A".

a. The City will grant the Provider a nonexclusive license to use the Garage Facility to perform the fleet services specified in the agreement resulting from this RFP process. The City furthermore will grant the Provider a nonexclusive license to use all maintenance and repair equipment, tools, service vehicles, furniture, and other assets identified in Exhibit "B" (collectively, "Equipment") that are located within the Garage Facility and are currently used by the existing Provider.

b. The City does not warrant or guarantee against the possibility that safety or environmental hazard or potential hazards may exist at the Garage Facility. The Provider will be responsible for identifying any hazardous conditions and notifying the City in writing within thirty (30) days of commencement of the agreement resulting from this RFP process. This will be accomplished by conducting an environmental assessment and an occupational, health, and safety inspection of the statute.

c. Garage Facility acceptable to the City. The Provider will be responsible for arrangements for the conduct of the assessment and inspection and will pay for the cost of these services.

d. The Provider will not use the Garage Facility or Equipment or other City-furnished property for work on vehicles or equipment not owned or leased by the City unless otherwise authorized by the City. The Garage Facility, Equipment or any other City property will not be used in any manner for any personal advantage, business gain, or other personal endeavors by the Provider or the Provider's employees other than in the performance of the work described in the agreement resulting from this RFP process unless otherwise authorized by the City.

e. Within ten (10) days of Contract award, the Provider will schedule with the City a joint garage inspection of the Garage Facility and Equipment for the purpose of identifying pre-existing deficiencies pertaining to the buildings, utility systems, equipment, and other assets. The Provider and the City will together make a complete and systematic inspection and inventory of all structural, mechanical, electrical, and utility systems within the Garage Facility together with Equipment identified above and to which the Provider will have access during the course of the Agreement period. The Provider will then prepare and submit to the City a Pre-Existing Deficiency Report describing all observed deficiencies pertaining to the Garage Facility and Equipment noted during the joint inspection. The Provider will include and identify, as part of this listing, any feature or system within the Garage Facility which is functional but which should be considered for replacement or upgrade due to age or overall condition. This then will document the condition of these items at the commencement of the agreement resulting from this RFP process.

f. This joint inspection and inventory shall be repeated annually, and a report noting any new deficiencies will be delivered to the City at least two (2) weeks before the annual meeting. The City will determine the appropriate action to take in response to any deficiencies identified.

g. The Provider will be required to acknowledge receipt by signature of equipment inventory list provided by the City for the Provider's use. The Equipment licensed to the Provider for the term of the agreement resulting from this RFP process will then become the responsibility of the Provider. A physical inventory of all Equipment will be conducted annually at the beginning of each budget year by the Provider and the City. Upon completion or termination of the Agreement, the Equipment will be returned in the same condition in which they were provided to the Provider, less normal wear and tear. The Provider will be responsible for replacing any stolen, missing, or destroyed asset with a comparable asset at the Provider's expense.

h. The Provider along with Fleet Services staff will perform monthly Facility inspections on or around the 1st of every month. An inspection checklist will be generated to include but not limited to cleanliness, safety, signage, etc.

i. In its use of the Garage Facility and particularly with regard to the handling of any hazardous substances ("Hazardous Substances"), the Provider shall adhere to all applicable statutes, ordinances, rules, regulations and administrative orders relating thereto Hazardous Substance Laws, , including the duty to notify the appropriate agency in the event of any violation of Hazardous Substance Laws. In the event of a violation of any Hazardous Substance Laws occurring within the Garage Facility, the Provider shall immediately notify the City of such event.

j. NOTE: As used herein, the term "hazardous substances" shall mean any toxic substances, materials or wastes as defined by any statute, rule, or order of Federal, State or Local Government or of any administrative agency with jurisdiction over the subject matter.

3.2 Garage Utilities

The City will be responsible for supplying water and electricity to the Garage Facility. The Provider may use the City's phone system, but must pay for local service and equipment charges and long distance calls. In using the Garage Facility, the Provider will develop and adhere to an energy conservation plan that is consistent with City policy.

3.3 Garage and Equipment Maintenance and Repairs

a. The City will be responsible for preventive maintenance and repair of these Garage Facility structures and all elements contained therein that are leased to the Provider and that are the property of the City unless such repair is due to the negligence of the Provider. The Provider must inform the City immediately upon determining that any element of the Garage Facility or their contents is in need of repair. The City will give notice to the Provider prior to performing repairs.

b. The City will be responsible for preventive maintenance and normal maintenance and repair of all City-owned assets leased to the Provider with the exception of service vehicles. The Provider must inform the City immediately upon determining that any element of the Garage Facility or its contents is in need of repair.

c. Service vehicles are considered part of the City fleet and all preventive maintenance and repair of these vehicles will be the Provider's responsibility.

d. Garage Facility features, utility systems, Equipment, furnishings, and other assets damaged by the Provider or by a Sub-Provider under the agreement resulting from this RFP process, will be restored to their pre-damaged condition by the City at the Provider's expense and at no additional cost to the City.

e. The Provider's service plan will specify that vehicle maintenance performance standards will be met, regardless of Garage Facility and shop Equipment maintenance and repair needs. Provisions in the plan must specify how this will be accomplished.

f. The Provider will be responsible for interior and exterior housekeeping and supplies, which includes janitorial services. Provider shall follow the Cleaning Industry Management Standard (CIMS) according to the International Sanitary Supply Association (ISSA). http://www.issa.com/

g. The Provider shall maintain the shops, offices and parking lot free of debris, dirt, litter, oil, grease, consistent with Best Management Practices for shop maintenance.

3.4 Garage Facility Equipment Changes

a. The City, from time to time, may add Equipment, tools or furniture to the Garage Facility and will consider the Provider recommendations in this regard. These items will be added to the inventory of items that are the Provider's responsibility as they are put into service.

Alternatively, the Provider may purchase and install Equipment in the Garage Facility upon approval by the City. At the conclusion of the Agreement, the City will have the option to purchase this Equipment at its depreciated cost. If the City elects not to purchase this Equipment, the Provider will remove the Equipment and return the Garage Facility to their pre-equipment installation condition.

b. The City will periodically replace Equipment, tools, service vehicles, or furniture as needed. The inventory of items for which the Provider will be responsible will be amended to reflect these changes. On the first month of each fiscal year, the Provider will deliver to the City a written annual report certifying the description, serial number, cost and date of purchase of any Equipment purchased under the contract for the City and, in a like manner, for any Equipment traded or sold or otherwise disposed of during the contract year.

c. The Provider may, at its cost, change the locks on any and all of the Garage Facility and Equipment leased for the duration of the Agreement as long as a replacement of the same type and kind is used and as long as this does not restrict entry by others to sections of the Garage Facility designated for their use. Replacements of different types and kinds must be approved by the City. Duplicate keys for all re-keyed locks will be provided to the Department Director and/or their designees and identified by tags.

d. The Provider will be responsible for security of all properties and assets designated for its use or management.

4. Targeted Services To Be Performed

The Provider will perform the following services and such other allied services as may be required to assure the continuity of effective and economical operation and management of the City's fleet. The Provider will furnish all necessary policies and procedures, supervision, labor, tools, parts, materials, supplies, and Sub-Provider services required to maintain the fleet in a state of repair and service consistent with generally accepted fleet practices, and in accordance with the performance standards specified in the Agreement resulting from this RFP process.

The Provider will perform all preventive maintenance, repair and other maintenance services according to a priority system authorized by the City.

4.1 Preventive Maintenance

a. The Provider will follow the Vehicle Preventive Maintenance (PM) program described in "Exhibit C". The program will be subject to change as suggested by the Provider and approved by the City. PM programs and inspection forms used for each type of vehicle will be reviewed annually on the first month of the fiscal year to insure that they reflect changes in fleet composition, generally accepted fleet practice, and experience with the City fleet. In any case, the PM program must be equivalent to or exceed original equipment manufacturer specifications, Department of Transportation (DOT) and warranty requirements.

b. The Provider will schedule PM service for each vehicle listed in Attachment "A" and notify the user a minimum of two (2) weeks in advance of the scheduled time, preferably via e-mail notification to the user departments and not manual notifications. The Provider will schedule vehicles for PM and other scheduled maintenance service to minimize interference with normal

City work schedules. PM service on selected vehicles is to be provided in the field based on departmental needs and direction from Fleet Services.

c. The Provider will perform timely PM service on all fleet vehicles, and will schedule, notify users, and perform this service accordingly. Every effort shall be made to complete first echelon service on light duty vehicles less than 10,000 pounds gross vehicle weight (especially Police marked take-home vehicles and detective cars) within one-half hour and on heavy duty vehicles within two (2) hours of scheduled service times to accommodate users. In all cases, the Provider must complete scheduled PM service on delivered vehicles no longer than within eight working hours of delivery, with the exception of Fire Department pumpers and aerial ladders (14 hours), sewer cleaning trucks (12 hours), and large street sweepers (12 hours). Vehicle users are responsible for delivering their vehicles for service according to a schedule mutually agreed upon by the user and Provider, and for picking up these vehicles once the PM service is completed. A vehicle user may reschedule a service to a mutually agreed upon date and time, to ensure that the vehicle PM service will be completed within the allotted time. The Provider will also notify Fleet Services , monthly in writing, the vehicle numbers (by department) of those units that failed to show up for their scheduled PM appointment. All fleet vehicles brought to a facility for PM service must have each tires pressure and condition checked a safety-check performed and a safety checklist prepared to meet or exceed original equipment manufacturer specifications and/or Department of Transportation (DOT) requirements.

d. If a user fails to deliver their vehicle on schedule, the Provider will reschedule the vehicle for service. If the vehicle is not delivered for the rescheduled service, the Provider will again notify Fleet Services and the City will notify the senior management of that department of this failure to once again deliver the vehicle as scheduled. This procedure will continue until the vehicle is delivered for the PM service. In addition, when the vehicle is not delivered within thirty (30) days of the scheduled PM service or is consistently not delivered for PM service, the City will have the prerogative to lock the vehicle out of the automated fueling system, or take other appropriate action to promote compliance.

e. The City and the Provider will verify that each vehicle in the fleet has been given the highest level of PM service for its class (according to Attachment “B”) within nine (9) months of the commencement of contract service.

f. Heavy machinery and tools, including but not limited to, large cranes, rollers, large backhoe loaders, and tractors, which are not suitable for “over the road” transport shall be provided PM by the Provider in the field at appropriate intervals by means of a Field Service Truck program initiated by the Provider as part of the overall PM program; provided, however, that the City, in its discretion, may require such vehicles to be maintained and repaired by the Provider from time-to-time at the Garage Facility. The Provider shall operate a field service truck which the City shall provide for use on fire vehicles, heavy machinery and tools that, due to size, makeup or similar physical characteristics cannot effectively or efficiently be transported to the Garage Facility as determined by the City and the Provider.

g. Fire apparatus shall receive full and adequate PM’s, safety checks and scheduled and emergency repairs, at the Garage Facility. Emergency and other designated repairs will be done in the field

at the equipment's respective storage locations, if feasible when requested by Fire Department, by means of a Fire Apparatus Emergency Road Service Truck program initiated by the Provider. It is the intent of this program to minimize downtime of front line and reserve fire apparatus and that this service shall include a 24-hour on-call certified Emergency Vehicle Technician (EVT) for all apparatus repairs. The Fire Department pumpers, aerial ladders/pumpers, tower/pumper, hazmat tractor/trailer, ambulances, and the air/light unit (including the required maintenance and repair of the compressor on this air/light unit) are high usage, high mileage, and high maintenance vehicles that will require high priority maintenance and repairs by the Provider's certified Emergency Vehicle Technician (EVT) personnel to minimize downtime and return them to service.

h. Each time a vehicle is brought in for repair, the Provider shall check tire pressures and condition, check and replenish all fluids according to Original Equipment Manufacturer (OEM) recommendations and perform a visual safety inspection to ensure serviceability until the next PM service. Vehicles with safety deficiencies will be taken out of service until repairs are complete.

i. The Provider agrees that no less than ten (10) full time EVT's will be assigned to this contract (see section 11.2 for EVT criteria).

4.2 Vehicle Dielectric, Structural, and X-ray Safety Inspections

a. The Provider will be responsible for doing all work associated with obtaining annual required aerial device, fire apparatus and equipment, cranes, etc. certifications such as pump inspections and certifications, aerial stress tests, intensified fluoroscopic X-rays, magnafluxing, dye penetrant, ground ladder tests, etc. In addition, the Provider will be responsible for semi-annual inspections and follow-up maintenance of Fire Department on-board generators. Fire apparatus personnel lift devices shall be inspected in accordance with the latest National Fire Prevention Association (NFPA) guidelines and any other applicable industry standards and practices. The Provider will furnish Fleet Services and user department final written reports of such inspections and the actions that were taken, or will be taken, to correct any deficiencies noted during the inspections.

b. Each time a Fire Department pumper, aerial ladder, or aerial tower truck pump has major engine, transfer case and/or pump repairs/overhauls these vehicles must be retested and certified in accordance with the latest National Fire Protection Association (NFPA) and International Organization for Standardization (ISO) standards.

c. All Commercial Vehicles in the City's fleet will receive an annual inspection in accordance with Florida Commercial Motor Vehicle Safety Standards. Inspection documentation will be filed in the appropriate vehicle jacket

4.3 Repairs

Repairs estimated to cost in excess of $750 for light-duty vehicles under 10,000 lbs. Gross Vehicle Weight (GVW), $1,500 for heavy-duty vehicles, $1,750 for off-road equipment, or for any vehicle or piece of equipment when the repair cost is greater than the fair market value of the unit, must be

analyzed by the Provider to determine the repairs' cost-effectiveness and must be specifically approved by Fleet Services before being made. In such cases, if the Provider believes that vehicle replacement appears to be more cost-effective than repair; such recommendation will be presented in writing to Fleet Services. The City reserves the right to make all final decisions whether to repair or replace a vehicle.

4.4 Deferred Maintenance and Extending Vehicle Lives

a. Fleet Services shall at the end of each month receive a monthly report from the Provider of major components that are overhauled or replaced with City authorization. This report shall only apply to components, when demonstrated by the Provider, where required overhaul or replacement is the result of deferred maintenance or user abuse. Major components include complete brake systems, engines, transmissions, differentials, final drives, transfer cases, hydraulic systems, and frames.

b. Likewise, major component overhauls or replacements that are needed to maintain a vehicle in service after the vehicle has exceeded its normal replacement cycle and that are authorized by the City shall also be documented, summarized and reported in writing monthly to Fleet Services.

4.5 Road Calls and Towing

The Provider will provide road service and towing service 24-hours a day, seven days a week. Standby personnel may be utilized for this purpose. Road service is defined as any repair that precludes the operator from bringing the vehicle in to the shop for service and that generally takes less than one hour to complete. Examples are tire repair, dead battery, and broken lights. Response time for road calls and towing service (from time of call to arrival on scene) during business hours and within the City's limits will be **thirty (30) minutes or less**. During non-business hours, response times will **not exceed sixty (60) minutes.** The City has service vehicles that will be provided to the Provider for making road calls, and the Provider can contract out for these services at its discretion if found to be more cost-effective or expeditious. The City also has a contracted towing service contract, administered by the Police Department, that the City may, at the request of the Provider, allow the Provider to use if found to be more cost-effective than other such options available to the Provider. Details of the current towing contract can be found in www.fortlauderdale.gov/purchasing/contractdocs.htm under Towing Services, Citywide Contract # 135-11212.

4.6 Quick Fix

The Provider will provide a "Quick Fix" service for non-scheduled repairs that can be completed in less than one hour when the vehicle operator delivers the vehicle to the Garage Facility for service and chooses to wait for the service. Examples of Quick Fix services are replacing wiper blades, fuses, and light bulbs; topping off fluids; and adding air to tires. This service will be continuously available during normal hours of garage operation.

4.7 Warranty and Recall Work

The Provider will administer all warranties and recalls, both for vehicles and parts, associated with management of the City's fleet. The Provider will be required to attempt to obtain authorization from various vehicle manufacturers to perform in-house warranty work on City vehicles. Such work will be reimbursed directly to the Provider by the manufacturer and the City will be held harmless from

payment for such work. Work performed by the Provider for which reimbursement is provided by the manufacturers will not be billed to the City. The Provider can send warranty or recall work out to others, subject to applicable provisions of the manufacturer's warranty, when it is more cost-effective to the City to do so. The Provider will be responsible for any deductible on work performed at a dealership. The cost of repairs made if a vehicle is sent out for suspected warranty work – and the suspected problem is not covered under warranty – will be absorbed by the Provider as part of the annual Targeted maintenance cost.

4.8 Road Testing

The Provider must conduct a road test on all vehicles that have had safety-related repairs or adjustments (e.g., brakes, steering, etc.). These vehicles must pass a road test to be performed by an Automotive Service Excellence (ASE) Certified Technician, and be deemed safe to operate by the Provider prior to being returned to service.

4.9 Assessment of Confiscated Vehicles

Upon request, the Provider 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 (Class 01) will be considered Non-Targeted work. Once in the fleet (Class 01), all future work will be considered Targeted budget work. In addition, if requested, the Provider will assist the City in preparing confiscated vehicles not selected for use by the City for disposal. The City places approximately XX confiscated vehicles into service on an annual basis.

4.10 New Vehicle Preparation and Vehicle Disposal

a. The Provider will prepare newly acquired vehicles for service. The City acquires approximately 117 vehicles on an annual basis. New vehicle preparation takes place throughout the entire year. Preparation will include: install city supplied license plates; inspections; cleaning; installation of fire extinguishers, on-board fuel data collection devices (Canceivers) and first aid kits; decals; vehicle numbers; department names; and installation of accessory equipment and other special equipment. Provider will coordinate radio installation with City's Information Technology Services Department's (ITS) radio shop and computer and/or camera installations and GPS/AVL equipment with the City's ITS and/or their Provider. For the Police Department vehicles, this work may also involve such items as installation of security screens, rear seat inserts, gun locks, trunk organizers, etc. The Provider must have the equipment to cut the decals, numbers, & department designation (decal materials purchased and provided by the City) for all City vehicles and install same (or make arrangements to install same at the Provider's expense) on City vehicles and equipment. The Provider must also replace decals and/or graphics as required in small equipment. The City will include the graphics requirements for Fire apparatus, Police marked units, and rolling stock units in the purchase specifications and the graphic costs will be borne by the City. The City is responsible for the purchase of the security screens, rear seat inserts, gun locks, trunk organizers, fuel data collection devices, AVL equipment, etc. and the shipment of same to the Provider for installation. The cost of license plates and vehicle registration are borne by the City.

b. The Provider will inspect and insure proper operation of all new vehicles as well as out-sourced after-market work. This will include checking and correcting all fluid levels and a road test. Any incomplete installations or work and repairs necessary will be documented by the Provider. If

the Provider performs the corrective work, the Provider will submit to Fleet Services actual time and material costs for these repairs, for potential reimbursement from the new vehicle and/or out-sourced vendor.

c. Provider will input all required vehicle description data into the Fleet Management Information System.

d. The Provider will support the City in its administration of the vehicle disposal program. The City disposes of approximately 117 vehicles on an annual basis. Vehicles are disposed of throughout the entire year. This support includes making reasonable facilities, equipment and personnel available to the City to assure a successful auction, attendance at all on-site sale events, handling of all associated paper work, and preparing vehicles for sale. Preparation for sale will include removing tags, decals and special equipment; interior and exterior cleaning of vehicles (unless this work is included by the City in its contract with the auction company); performing minor repairs; and doing associated paper work. Removal of certain equipment such as City radios, computer equipment, etc. will be handled by the appropriate in-house City departments.

e. After being taken out of service, the Provider will be responsible for arranging the parking of these vehicles on City property in a manner that is acceptable to both the City and in accordance with the City vehicle storage policy as well as the auctioneer.

f. The vehicles taken out of service for sale are not to be stripped of parts or otherwise cannibalized by the Provider without the express approval of the Department Director and/or their designees.

g. In the event that the City allows other governments to bring vehicles or equipment to its auction, the Provider will fully assist in assuring that they are protected and treated in the same manner, in every way, as those from the City – including the need to provide space for these vehicles inside the City's Garage Facility or immediate vicinity. Complete specifications for new vehicle preparation vehicle disposal are shown in Attachment "D".

4.11 Accident and Vandalism Repairs

a. The Provider will be responsible for processing accident repairs, working in conjunction with the City's Risk Management Claims Adjuster, including obtaining written repair estimates, transportation of vehicles to/from the repair site (if required), repair quality and timeliness, and administration, including the payment of invoices (charged as non-contract on the Provider's monthly invoice and not part of the Provider's Targeted budget), and coordination with Risk Management for collection property damage claims. All written repair estimates will be filed in the vehicle file with the hard copy of the repair order.

b. A total of three (3), written competitive estimates will be obtained for accident repairs, one of which can be the Provider's. The City will monitor the procedures used by the Provider, and the City reserves the right to increase the required number of competitive estimates or to preclude the Provider from participating, or both.

4.12 Welding and Fabrication

Welding and fabrication work is an integral part of the service provided by the Provider. Examples of this work are: weld and repair tailgate hinges; fabricate and install hinge pins for dump truck bodies; repair buckets on loading equipment; repair and modification of Fire apparatus including, but not limited to, knobs, rods, tubes, brackets, vehicle door hinges, housings, sleeves, and bushings.

4.13 Investigations and Audits

The Provider will support the City with technical investigations, failure analyses, and audits related to the Fleet. Such investigations may involve accidents, fires, audits or other issues of technical nature.

4.14 Motor Pool (Loaners) and Fleet Sharing Vehicles

The City currently operates a motor pool, and is in the process of implementing a fleet sharing program. The motor pool is available for use by City staff in all departments on a reservation basis with the appropriate approvals. The fleet sharing vehicles will be stored at various City sites and available to City staff on a reservation basis with appropriate approvals. As part of its Target Service, the Provider will handle all aspects of managing the motor pool, and fleet sharing vehicles including managing the reservation system, issuing clean vehicles to City staff in accordance with City procedures; as required the Provider's staff will transport motor pool vehicles as well as fleet sharing vehicles between the Fleet Garage Facility and their respective location, as well as maintain records and provide reports as directed by Fleet Services.

Additionally the Provider will assist the City with evaluation and implementation of alternate Fleet sharing transportation solutions and methods (I.e. Zip-car System, Government partnerships, etc.).

4.15 User Abuse Repairs

It is the responsibility of the Provider to notify the City whenever a vehicle shows suspected blatant abuse by the user. The repair will not commence until the user Department provides either an account number or Risk Management claim number to cover the entire cost of necessary repairs. In such cases, the Provider will proceed to repair the vehicle (subject to limitations specified elsewhere), and will provide the City with documentation of the suspected abuse. The City will then conduct an investigation, determine whether user abuse did occur and, if so, involve the user in the review of the damage and repair estimates, designate the repair as chargeable to the user departments, and inform the vehicle user of the findings for potential disciplinary actions as appropriate.

4.16 Emergency Service

The Provider will comply with City employee reporting and call-out procedures associated with providing stand-by fleet maintenance and repair support during emergencies declared by the City. The Provider will provide requested staffing support in conformance to the requirements in the City's Continuity of Operations Plan (COOP), which is implemented during City declared emergencies. The City will notify the Provider when an emergency situation exists and the nature and anticipated duration of the response needed from the Provider. The Provider will be on-site and providing service with a full complement of personnel within one hour of notification that emergency services are required.

The cost of labor (overtime) during emergency service will be treated separately from the annual maintenance and service budget, but the parts replaced will be included in the Budgeted Costs under the assumption that the part would have failed anyway. Part failure attributable to operator abuse or neglect, however, will be considered a Non-Targeted Operating Budget maintenance and service cost.

4.17 Waste Management

a. The Provider will be responsible for disposal of all wastes (e.g., used oils, oil filters, parts washing fluid, coolants, tires, etc.) and hazardous substances generated during the course of the Agreement resulting from this RFP process. The term hazardous substances, as used in this section, shall include, without limitation, flammables, explosives, radioactive materials, asbestos, polychlorinated biphenyls (PCBs), chemicals known to cause cancer or reproductive toxicity, pollutants, contaminants, hazardous wastes, toxic substance or related material, petroleum and petroleum products, and substance declared to be hazardous or toxic under any law or regulation now or later enacted or promulgated by any governmental authority (see section 5.2).

b. Disposal of all waste materials will be done in accordance with City, County, State and Federal laws and regulations at the Provider's expense. The Provider will train its employees in working with and handling hazardous materials and will obtain all necessary permits for storage, handling and disposing of waste materials and provide copies of same.

c. The Provider shall not cause or permit to occur by it agents, servants, representatives, or employees any violation of any federal, state, or local law ordinance, code, rule, or regulation now or later enacted, related to environmental conditions on, under, or about the Garage Facility, or arising from Provider's use or occupancy of the Garage Facility, including, but not limited to, soil and ground water conditions.

d. The Provider may, in the City's sole discretion under the circumstances, "piggyback" on the City's current agreements for hazardous waste disposal, but a separate agreement between the Provider and the Waste Disposal Company (ies) indemnifying and holding the City harmless will be required.

e. The Provider will maintain records on site, including Material Safety Data Sheets (MSDS) and contingency plans for handling a spill or other mishap, on all hazardous chemicals and other hazardous wastes, which will contain the materials' origin, use, transportation, and ultimate distribution and disposal. The Agreement resulting from this RFP process will free the City of liability for all actions of the Provider and its agents relating to waste disposal and transportation.

f. If any authority or a third party demands that a clean-up plan be prepared and that a clean-up be undertaken because of any deposit, spill, discharge, or other release of hazardous substances, related to Provider's actions, that occurs during the term of this Agreement or any previous agreement between the parties, at or from the Garage Facility, then Provider shall, at Provider's expense, prepare and submit the required plans and all related bonds and other financial assurances and carry out all work required by such clean-up plans, at Provider's expense.

g. The Provider's obligations and liabilities under this section shall survive the expiration or termination of the Agreement resulting from this RFP process as such obligations and liabilities relate to negligent actions or omissions of the Provider.

4.18 Fuel Station Management

a. At the present time, Fleet Services operates, and maintains three (3) main fleet fuel locations with three (3) automated fuel management systems consisting of nine (9) tanks with a total capacity of 170,000 gallons. In addition, there are automated fuel management systems at two (2) additional locations also maintained by the City: one (1) fuel location at Fire Station 53 that has one (1) 3,000 gallon diesel tank (see Attachment "C" – Fuel Sites Listing). All sites are open 24 hours a day/365 days a year. All five (5) sites are automated. The Provider will be responsible for coordinating repairs 24/7 for all the above fuel management systems to assure an un-interrupted flow of fuel transaction data to the fuel management system as a Targeted budget item. The Provider shall notify Fleet Services of the estimated technician response time within two (2) hours of problem reported.

b. Fleet Services maintains an automated system of data collection and communication to monitor and record all fuel transactions and associated activities and information. The Provider will be responsible for maintaining the integrity of the current process whereby vehicle users are provided calibrated Canceiver and/or fuel keys by Fleet Services staff to obtain fuel in conjunction with their City issued personal identification cards. In addition, the Provider will be responsible for data collection and record keeping and for collecting, analyzing, and reporting fuel and related information as required by the City and according to EPA and State regulations.

c. The City will be responsible for administering agreements for maintenance and repair of pumps, dispensers, hoses, nozzles, air compressors, fire suppression equipment, line leak detectors, automatic leak detection units, filters, associated conduit and wiring, phone lines, modems for data communication, and other items and for fuel site cleaning and re-supply. The Provider will be directly responsible for monitoring and requesting fuel terminal maintenance and repair for the automated fueling system 24/7 as a Targeted budget item. The costs of all associated pump, automated fuel system, fuel station repairs, etc. are the responsibility of the City.

d. The Provider will be present at the 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. The Provider will also dispense fuel additives, stabilizers, etc. (purchased by the City) into the fuel tanks as directed by the City.

e. The Provider will conduct a visual inspection on all fuel site locations according to City procedures. The frequency of inspection by location will be determined by the fuel storage capacity. Locations with a capacity of over 30,000 gallons will be inspected during the course of each fuel delivery; those with a capacity of 10,000 gallons or less will be inspected twice a month. A log of the results of each inspection will be kept by the Provider and made available on site.

f. The Provider will monitor the level of water in all tanks on a daily basis at all three (3) main fuel sites. When the water level exceeds two (2) inches in depth, as measured by either the automatic tank monitoring system or manually by a fuel measuring stick, the Provider will verbally notify Fleet Services and the City fuel site maintenance Provider immediately and in writing within 24 hours. At City's expense, the Provider will be responsible for managing the

removal and disposal of the water according to Environmental Protection Agency (EPA) and State regulations.

g. The Provider will monitor fuel inventory levels at all locations on a daily basis in order to detect possible leaks and to reorder fuel at pre-specified minimum stocking levels. The Provider will perform inventory reconciliation in accordance with Environmental EPA and State regulations at the frequencies noted in item "f" above. In addition, the Provider is required to monitor the monitoring wells and the automated tank gauging system located at some sites on a daily basis and log those inspections.

h. The Provider will be on-call 24 hours a day, seven days a week to and respond to fuel system problems that may occur and must respond within thirty (30) minutes after notification from the City. This will be done as a Targeted Budget Service.

i. Any problems noted during an on-site inspection or through off-site monitoring will be corrected immediately per EPA and State regulations. The Provider will notify the City immediately upon discovery of an actual or suspected fuel leak or spill. Verbal notification will be followed up with a written notification within 24 hours of verbal notification. The City and the Provider will notify other appropriate authorities as required.

j. The City has two fuel delivery trucks. The trucks have a capacity of 2,800 gallons each with two (2) compartment aluminum tanks. The Provider will provide a minimum of three (3) personnel who are licensed to drive these trucks as well as be trained in their fuel delivery operation.

k. The cost of any City-procured fuel used by the Provider during the conduct of work for the City **shall** be credited to the City on the Provider's monthly invoice.

l. The City will purchase all fuel after being notified by the Provider that a fuel delivery is required.

4.19 Car Wash Station Management

a. The Provider 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. All costs for car wash maintenance and re-supply will be borne by the City. 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.

4.20 Additional (Targeted) Operating Budget Services

a. The Provider will perform maintenance on varying types (makes and models) of confiscated automobiles (Confiscated city Vehicles are grouped as Class 01) as required by Fleet Services and the Police Department, as well as other related services on these vehicles such as those described in Section 4 – Item 4.9.

b. The Provider will dispose of all vehicles and vehicle parts that are not handled through the auction process. For example, if the Provider is given permission by Fleet Services to cannibalize parts from a vehicle, the Provider must arrange for disposal of the "remains" of that vehicle

within a timeframe agreed upon between Provider and Fleet Services. Revenue from the sale of vehicles will accrue to the City. The Provider will comply with all applicable disposal laws.

c. The Provider will perform make-ready work on all seasonal equipment such as ball field rakes according to a schedule worked out with equipment users. Ball field equipment work for the stadiums will be performed late in the calendar year or early January to assure its availability during the months of February and March.

d. The Provider will perform make-ready work on all emergency response equipment used in hurricane emergency relief operations at the beginning of the hurricane season in June of each year. At the end of hurricane season in December of each year, the same level of inspections and preventive maintenance at the beginning of hurricane season shall be performed.

e. The Provider will assist the City in operator training, as may be requested by user departments, for all new and existing vehicles and equipment if such training is authorized by Fleet Services.

f. The Provider will check and top-off fluid levels on Police marked patrol vehicles that are designated by the Police Department once a week on a weekday designated by the Police Department through Fleet Services.

g. The Provider will participate in test programs sponsored by equipment or parts manufacturers that are approved by Fleet Services.

h. The Provider will provide or secure locksmith services, including key duplication service and opening locked vehicles including programmable keys and key fobs.

i. The Provider will participate in alternative fuel vehicle and fuel consumption and emissions product testing as instructed by the City.

j. The Provider will inspect and provide fire extinguishers, new or recertified, and refill first aid kits on all City vehicles that are Commercial Vehicles arriving for service except for those arriving for Quick Fix repairs.

k. The Provider shall develop and implement an oil sampling program for approval by Fleet Services for use as a diagnostic aid in determining repairs, service levels and intervals and in adjusting vehicle replacement schedules. The oil analysis shall be provided as part of the Targeted budget at no added cost to the City. The oil sampling program shall include, but not be limited to, the following:
    - All diesel and gasoline main and auxiliary engines;
    - Automatic and manual transmissions, transaxles and similar machinery and tools used in all classes of vehicles;
    - Hydraulic systems for all vehicle mounted hydraulics, exclusive of hydraulic brake systems as requested; and
    - Any vehicle designated by the City that may or may not fall within the range or categories of vehicles designated above.

l. The Provider will repair all vehicle interior damage due to wear to include worn or ripped seats, cracked dashboards, worn door panels, etc.

4.21 Additional (Non-Targeted) Operating Budget Services

a. The City may direct the Provider to perform additional tasks under the Agreement resulting from this RFP process. If additional tasks are required, a written task order will be provided to the Provider detailing the tasks to be performed. The Provider will submit a proposal to perform specified tasks on a fixed price basis, which will be itemized by direct labor, parts, sub-Provider services, and materials. The City will accept or reject the proposal by written notification within ten (10) days, except if City Commission approval is required (The current amount that requires Commission approval is if greater than $50,000). If accepted, the Provider will perform such assignments in accordance with an agreed-to schedule.

b. Non-Targeted Operating Budget repairs will be subject to a Flat-Rate Labor Guide that is mutually acceptable to both the City and the Provider adjusted for variables such as after-market installed equipment, special built equipment, modifications to equipment, and rusted fasteners or fittings.

4.22 Outside Repairs

The Provider will be responsible for arranging, managing, and paying for the performance of outside repairs and will have full responsibility for subcontracted work. This subcontracted work will be reviewed as necessary by the City to ensure that the outside repair versus in-house repair decision remains justified, and remains the most cost-effective approach for the City; this includes Non-Targeted services. The Provider will be responsible for the transporting of City vehicles to and from outside repair shops, and dealerships unless other arrangements are approved by the City and/or the respective using department.

4.23 Hours of Services

The Garage repair Facility will be open Monday through Friday from 7:00 a.m. to midnight and on Saturdays from 8:00 a.m. to 4:30 p.m. The Saturday workday will be a standard shift (not overtime), for some portion of the mechanic workforce (including the certified EVT's that work on Fire Department vehicles) that will have a standard work-week of Tuesday through Saturday. The addition of a Saturday workforce at the Garage Facility will primarily be to assure continuation of the work required to maintain the Public Safety vehicles, but from time-to-time may be used to meet other pressing workload requirements as deemed necessary by the Provider or Fleet Services. Work on Fire Department vehicles must be performed on the day shift and night shift, by appropriately qualified and certified mechanics/technicians, as well as the Saturday shift previously mentioned above.

The Provider must have the repair Facility open every City workday and, at the Provider's discretion, may also remain open on City designated scheduled holidays as long as those days are not considered overtime and/or premium pay workdays. If the Provider decides to stay open on a City holiday, they must not expect delivery of vehicles scheduled for PM or other City services. It is possible that the Provider will need to establish a third shift and/or seven-day per week coverage to service emergency vehicles (particularly those belonging to the Public Safety Departments). However, since the City has not made a decision to require this vehicle maintenance coverage at this time, Providers should assume hours of operation as described in the above paragraphs in this section in preparing their proposals.

In addition, the Provider will have at least one fully qualified mechanic on-call at all times to support all City vehicle users, and a qualified mechanic at the site of every two-alarm or larger fire for the duration of the fire. Response times for this mechanic must meet the needs of the Fire Department as well as the response times noted in 4.5 Road Calls and Towing previously stated. On-call service will also be provided for all vehicles during emergencies, special events, and other occasions.

4.24 Fleet Management and Information System (FMIS)

The City will own, supply all necessary training to all administrators and users, and maintain the Fleet Management and Information Software (FMIS). This system will include a fleet management and a fuel management program and database. The City will also purchase, own, and maintain other software modules, programs, and data bases for Fleet operations such as telematics support and motor pool management. The Provider will provide the requisite administrative and operational permissions to that software necessary for the conduct of their operations. The Provider will own, install, implement and maintain all hardware necessary for an electronic record keeping and reporting system for all services being contracted. The Provider shall be responsible for all support, maintenance, and with the approval of the City, all upgrades of that hardware.

The Provider must provide at least one of its employees to be their system administrator of the City's FMIS. This individual, or their designee, in the case of vacations or other absences duties, will be located on-site, granted necessary administrative permissions, and available to work in conjunction the City's Central Financial System (FAMIS) system administrator.

The Provider will be responsible for all expense, maintenance, hardware, IT support, and data lines, network or custom link, necessary to maintain a separate FMIS required by their corporate headquarters.

The Provider will provide an email system that will serve the needs of all its employees designated to have email. No provisions will be made for any Provider employee to have a City email address.

The Provider will provide and stock the necessary computer supplies required to perform all functions noted.

5. Environmental Aspects

5.1 House cleaning

Maintaining a clean work area is vital to the safety of personnel, the well-being of our environment, as well as the general appearance of the City facility. The Provider will maintain the shop, offices, and an organized Fleet parking lot, free of all debris, dirt, clutter, grease, spills, and follow Automotive Repair Shop Best Management Practices.

5.2 ISO 14001

ISO-14001 is an international standard for Environmental Management Systems. ISO-14001 is similar to ISO-9000 but dealing with environmental issues instead of quality.

An Environmental and Sustainable Management System (ESMS) is a structure or framework within which an organization provides an orderly and consistent approach to environmental concerns through the allocation of resources, assignment of responsibility, and ongoing evaluation of practices, procedures and processes.

- Environmental Aspect (Aspect): means an element of City of Fort Lauderdale's organization's activities, products or services that can interact with the natural environment.

- Environmental Impact (Impact): means any change to the natural environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.
- Objective: means an overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practical.
- Target: means a detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

The City's ESMS requires that any person performing work or services (Providers and/or Sub-Providers) on the City's sites or assets, which has the potential to cause significant environmental impact, shall be aware of the requirements and importance of the City's ESMS and is competent to perform the job assigned.

The Provider will follow all City environmental initiatives to include ISO14001 compliance. To include but not limited to:

a. Recycle all paper products
b. Recycle all cardboards
c. Recycle all metals
d. Properly dispose/recycle used tires
e. Safeguard storm drain system
f. Proper handling of products that can negatively affect the environment
g. Include a chemical consumption reduction plan to include seeking environmentally safe alternatives
h. Recycle waste oil
i. Properly dispose/recycle antifreeze
j. Recycle batteries
k. Follow City idling policy
l. Follow electricity consumption reduction initiative
m. Train all its employees working under this agreement in ISO14001 compliance as required

In their RFP response, the Provider shall include a list of all chemicals, fluids, and products proposed to be stored and/or used in connection to any Agreement that may arise from this request for proposals. The City reserves the right to ban certain chemicals and/or fluids from being used or stored on City sites.

In their RFP response, the Provider shall include a list of all sub-Providers proposed to provide sub-Provider services in connection to any Agreement that may arise from this request for proposals. The Provider shall maintain a list of all sub-Providers used to provide products or services in connection with any Agreement that may arise from this request for proposals. The City reserves the right to prohibit any Provider's sub-Providers from providing products or services on any City site or asset if it is found that they have any negative environmental history of or, if any gross practice is observed that may negatively impact the environment.

Provider sub-Providers must be aware of the City's ESMS targets and objectives, as well as the impact resulting from their organization's activities, products or services. (**See attachment L & M)**

6. Parts Operation

6.1 Purchasing Stocking and Issuing Parts

Fleet Maintenance & Management Services and Central Warehouse RFP # 555-11442

a. The Provider will procure, stock, and furnish all parts, materials, supplies and fluids required for the operation and maintenance of all City vehicles in accordance with good parts management practices and meeting all relevant OEM and City standards/specifications. From time to time the City may require the Provider to increase its inventory of parts and materials, i.e.; tires; batteries; etc. to meet City needs. The Provider will maintain a perpetual inventory of all parts, materials, supplies, and fluids in the Fleet Management Information System. The City will not be charged for the parts until they are installed on City vehicles. The City will only be charged the actual parts cost with no markup. The parts inventory value as of April 24, 2014 was $317,187.00. For illustration purposes only below is snapshot of Maintenance cost for period stated below.

MAINTENANCE COST			
From Oct 1, 2012 To Sep 30, 2013			
Budget Group	Sub Group	Account	Total
COST OF PARTS	Batteries	54224 Batteries	51,819.34
	Batteries		**51,819.34**
	N/C Parts & O/s Repairs	54222 Repair Part-Non Contr	97,542.24
		54355 OS Repair-Non Contract	406,483.19
	N/C Parts & O/s Repairs		**504,025.43**
	Outside Service	54352 Towing Chg	4,953.80
		54354 OS Repair Expense	444,124.52
		54362 N/C Towing	739.20
	Outside Service		**449,817.52**
	Repair Parts	54111 Oil	86,020.23
		54221 Repair Part	962,101.64
	Repair Parts		**1,048,121.87**
	Tires	54211 Tire Replace-Tires	410,996.51
		54213 Tire Repl-OS Repair	194.75
		54216 Tire - Expense - Non-Contract	10,774.64
	Tires		**421,965.90**
COST OF PARTS			**2,475,750.06**

b. Parts used to maintain and repair the fleet will, at a minimum, meet or exceed the quality of the parts furnished originally for the equipment (OEM equivalent). All rebuilt and/or remanufactured parts or components must meet or exceed the manufacturer's reconditioning standards. If more than one grade of product is available that meets the requirements of this section, the City will designate which grade will be made available for use. The City reserves the right of final approval of any and all product lines.

c. The Provider will not cannibalize parts from City vehicles for use on other vehicles without prior authorization of Fleet Services. The City will receive fair market value for any parts cannibalized from City vehicles used for Targeted repairs as a credit on Provider invoices.

d. The Provider may be granted permission to purchase parts through existing City, State, and County contracts, solely at the discretion of the vendors.

6.2 Purchase of Start-Up Inventory

a. The City will have no involvement or responsibility for the sale or transfer of existing parts and materials now in the current Provider's parts room for the duration of the Agreement resulting from this RFP process and/or when the Agreement resulting from this RFP process expires or is terminated.

b. It will be the responsibility of the current Provider to remove or dispose of any remaining parts and material left on City property, at its discretion, by the termination date of the Agreement resulting from this RFP process. The final amount owed to the Provider will be released only after the City is satisfied with the completion of this requirement. If the Provider does not comply this this requirement the City may at their discretion dispose of any chemicals, supplies, parts, garbage and reduce the cost of disposal from the final payment due to Provider.

c. When the Agreement expires or is terminated, the City will have the right to purchase any or all of these parts, materials, or supplies from the Provider at original cost, if it so desires.

6.3 Access to Parts Room

The Provider will be responsible for the security of the parts room and will authorize appropriate City personnel restricted access to the facility as required to assure Agreement performance or to perform maintenance. The City will give notice prior to entering the parts room. The City reserves the right to use and enter the parts room in the case of an emergency or disaster, if so required, until the Provider arrives on-site.

6.4 Quality of Parts to be Furnished

Parts furnished to the City will meet or exceed the quality of the parts furnished originally for the equipment (OEM). However, if the original manufacturer has updated the quality of the parts for current production, parts supplied under the Agreement resulting from this RFP process will equal or exceed the updated quality. Failure to provide items of such quality will be cause for rejection and/or return of said item. The burden of proof and cost of analysis will be the Provider's. There will be no re-boxing of parts.

Failure to provide quality parts shall be cause for rejection by the City and/or return of the parts to the Provider.

The Provider shall be responsible for vehicle or equipment damage costs caused by use of sub-standard parts, supplies, and fluids.

Used parts may be utilized only when all other sources have been exhausted, and then only with written approval by Fleet Services.

Rebuilt/remanufactured parts will be dismantled and reconstructed as necessary; all internal and external parts cleaned and made free from rust and corrosion; all impaired, defective, or substantially worked parts restored to a sound condition or replaced with new, rebuilt, or unimpaired used parts; all missing parts replaced with new, rebuilt, or unimpaired used parts; and such other operations performed as are necessary to put the product in sound working condition. All rebuilt or remanufactured parts must conform to the manufacturer's reconditioning tolerances.

Costs for lubricants, grease, and other similar materials used to maintain or repair City fleet vehicles shall be included in the parts costs incurred by the Provider and ultimately to be part of the Targeted Operating Budget Costs in accordance with the provisions of the Agreement resulting from this RFP process. All such products must conform to minimum standards established by vehicle manufacturers.

6.5 Warranty

Notwithstanding inspection and acceptance by the City, supplies furnished under the Agreement resulting from this RFP process or any provision of the Agreement resulting from this RFP process concerning the conclusiveness thereof will be warranted by the Provider for a minimum of thirty (30) days, or the length of time of any warranty given by the manufacturer or rebuilder/remanufacturer, whichever is greater, after acceptance.

a. All supplies furnished under the Agreement resulting from this RFP process will be free from defects in material or workmanship and will conform to the specifications and all other requirements of the Agreement resulting from this RFP process.

b. The preservation, packaging, packing, and the preparation for, the method of, shipment of such supplies will conform to the requirements of the Agreement resulting from this RFP process.

The Provider must also provide the City with all manufacturers' warranties.
All warranty adjustments, including extended warranty adjustments, will be made in the Provider's monthly billing. Failure to refund warranty adjustments could be grounds for Agreement cancellation.
The successful Provider will be held responsible for all warranty adjustments up to and including twenty-four (24) months after the Agreement resulting from this RFP process has expired for all purchases under the Agreement resulting from this RFP process.

6.6 Bulk Issue Service

If and when Fleet Services requests that minor parts and/or fluids be provided to certain users in bulk for the operators to top off fluids and replace broken parts (e.g., wiper blades) to avoid the need to go to the garage for service, the Provider will furnish such materials at cost.

7. <u>Performance Standards</u>

The Provider needs to be fully aware of the fact that City departments that rely on vehicles to perform their functions operate in a highly competitive environment and time for maintenance and repair work is of the essence. With this in mind, the Provider will meet the performance standards noted below during the term of the Agreement resulting from this RFP process.

The Provider will be expected to maintain these performance standards at all times. As outlined in the <u>"Performance Standards, Ranges, incentives and Penalty Chart"</u> (See Attachment J). Labor disputes, strikes, and other events, except those beyond the Provider's control, will not relieve the Provider of meeting these standards.

7.1 Vehicle Turn-Around Standard

a. <u>24-Hour turnaround time standard-</u> The following **<u>percentage range</u>** of all maintenance and repair work must be completed within 24 hours of the vehicle's delivery to the garage or within 24 hours of notification of a maintenance requirement (excluding weekends – 12:00 a.m. Saturday through 6:00 a.m. Monday – and non-working holidays):

See Attachment "J" performance standard ranges, incentives & penalties chart.

Turnaround Time - % of Repairs Completed within 24 Hours	Range
EMS	84% - 86%

FIRE	84% - 86%
POLICE	84% - 86%
ONE TON OR SMALLER	79% - 81%
LARGER THAN ONE TON	74% - 76%
ALL OTHERS	74% - 76%

b. 48-Hour turnaround time standard- The following **percentage range** of all maintenance and repair work must be completed within 48 hours of the vehicle's delivery to the garage or within 24 hours of notification of a maintenance requirement (excluding weekends – 12:00 a.m. Saturday through 6:00 a.m. Monday – and non-working holidays):

See Attachment "J" performance standard ranges, incentives & penalties chart.

Turnaround Time - % of Repairs Completed within 48 Hours	**Range**
EMS	94% - 96%
POLICE	94% - 96%
FIRE	94% - 96%
ONE TON OR SMALLER	89% - 91%
LARGER THAN ONE TON	89% - 91%
ALL OTHERS	89% - 91%

No more than 5% of all vehicles will be out-of-service for maintenance or repair for more than 48 hours per trip to the garage with the following exceptions:

a. Accident or Vandalism Repairs. If the cost of repair is less than $2,000, the repair must be completed within ten (10) calendar days of the damage notification. If the cost of repair is $2,000 or greater, the repair must be accomplished within twenty (20) calendar days from the date of damage notification.

b. Vehicles Awaiting Repair Authorization from the City. In cases where the Provider is awaiting repair authorization from the City to proceed with a given repair, the period from which turnaround time is measured will begin with the City's authorization to proceed with the repair.

c. Major Component Overhauls or Replacements. For major component overhauls or replacements within the first four (4) months of the initial Agreement year, the amount of time allowed for these repairs will be decided by the City as a function of the need for the vehicle and the nature of the repair.

d. Vehicles Exempted by the City. In instances where the City decides that it would be in the City's best interest to temporarily waive vehicle turnaround performance standards for all or selected vehicles, the City will provide the Provider written notification of this decision including specification of the time period for which these standards will be relaxed.

e. Confiscated Vehicles. These vehicles are not included in the computation of this performance standard.

NOTE: The Provider is responsible for notifying the representatives of user departments by telephone and by e-mail, when any vehicle will be out-of-service for maintenance or repair for more than 24 hours.

7.2 Fleet Availability

The Provider will maintain minimum percentage rates as follows:
See Attachment "J" performance standard ranges, incentives & penalties chart.

Daily Fleet Availability	Range
EMS	95% - 97%
FIRE	95% - 97%
POLICE	95% - 97%
PUBLIC WORKS	93% - 96%
TAM	93% - 96%
ITS	93% - 95%
PKR	93% - 95%
DSD	93% - 95%
MOTOR POOL & FLEET SHARING VEHICLES	93% - 95%
ENTIRE FLEET	95% - 97%

Vehicle availability will be defined as follows:

a. The total available hours for each fleet user or group of vehicles and time period.
b. Available hours for each Fire vehicle are 24 hours per day, seven days a week, and 365 days per year.
c. Available hours for all other vehicles, is 8 hours per day, Monday through Friday excluding City observed holidays.

d. Total all Down-time hours for each fleet user or group of vehicles (scheduled downtime, unscheduled downtime, road call downtime)
e. Excluded from the computation are vehicles that are awaiting repair authorizations from the City; that out-of-service as a result of user abuse, vandalism, accidents, manufacturer recalls, warranty work, or Acts of God; and those specifically exempted by the City, including non-contract and confiscated vehicles.

f. Divided total downtime hours by available hours for each fleet user or group of vehicles equals' downtime percentage.

g. 100 – down-time percentage = Fleet availability.

7.3 Preventive Maintenance

- The Provider will maintain minimum percentage rates as follows:

See Attachment "J" performance standard ranges, incentives & penalties chart.

Preventative Maintenance	Range
% of PM inspections completed on time	94% - 96%

7.4 Rework

a. All materials, parts, and workmanship furnished by the Provider will be of high standards and free from defects and imperfections and meet all OEM standards and specifications. The Provider will track and identify in its billings multiple repairs for the same deficiency on the same vehicle (rework) and will not bill the City for any rework that occurs within the following timeframes:

- Engine and Transmission Overhauls – 12 months or 12,000 miles
- All Other Work – 90 days or 4,500 miles
- Parts – see Section 6

b. No more than two percent (2%) of rework per month is the City standard for the Garage facility vehicles and equipment.

c. All rework must be performed within 24 hours after City notification of corrective action.

d. The Department Director and/or their designees will have final decision-making authority in regards to services questioned to be rework.

The Provider will maintain minimum percentage rates as follows:
See Attachment "J" performance standard ranges, incentives & penalties chart.

Repair Quality (Reworks) % of Repair Work Orders requiring Rework	**Target** 0% - 2%

8. <u>Performance incentive</u>

8.1 Cost savings incentive

As an incentive to the Provider to identify and pursue cost savings opportunities, the City is willing to establish an arrangement whereby the City and the Provider share in the cost savings that are generated as a result of actions taken by the Provider. The following Cost-Sharing Incentive Program will be followed:

a. The Provider and the City share any contract savings below the Targeted budget on a 50/50 basis. The City will receive $0.50 and the Provider will receive $0.50 of every dollar of savings under the contract target budget.

b. The Provider and the City share costs on a 50/50 basis above the Targeted costs, up to 110%. Any Targeted costs in excess of the 110% will be borne solely by the Provider.

c. This program is also based on the premise that the costs are calculated at the end of each year and are based on aggregate budget totals and not individual line items.

A cost saving incentive program can benefit both the Provider and the City by ensuring that the Provider is accountable for the quality and quantity of work performed while keeping cost down.
The calculation of the costs for this Cost-Sharing Incentive Program will be performed without inclusion of any deductions or incentives presented in the next section.

8.2 Liquidated Damages

a. The Provider will pay the City liquidated damages each month for performance that falls short of specified performance standards as illustrated in "Performance Standards Ranges, Incentives and Penalty Chart" See attachment "J".

b. At the end of each month for each complete work day, the City will tally the penalties and incentives charges assessed to the Provider, and then compute the amount of liquidated damages or incentives that are owed by or to the Provider. The monetary values for each "Performance Measure" are listed in "Performance Standards Ranges, Incentives and Penalty Chart" See attachment "J".

c. The monthly Provider invoice will be adjusted to reflect liquidated damages assessed for the month. The penalty terms and conditions will remain within the Term(s) of this Agreement.

d. Performance Measures:

1. Daily Fleet Availability:

PERFORMANCE MEASURES	ACCEPTABLE	DAILY PENALTY	DAILY INCENTIVE
CRITERIA FOR BONUS	RANGE		
I Daily Fleet Availability			
EMS	95% - 97%	$35	$15
FIRE	95% - 97%	$35	$15
POLICE	95% - 97%	$35	$15
PUBLIC WORKS	93% - 96%	$25	$10
TAM	93% - 96%	$25	$10
ITS	93% - 95%	$35	$15
PKR	93% - 95%	$25	$10
DSD	93% - 95%	$25	$10
MOTOR POOL & FLEET SHARING VEHICLES	93% - 95%	$25	$10
ENTIRE FLEET	95% - 97%	$25	$10

2. Turnaround time within 24 hours

PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
CRITERIA FOR BONUS	RANGE		
II Turnaround Time - % of Repairs Completed within 24 Hours			
EMS	84% - 86%	$100	$25
FIRE	84% - 86%	$100	$25
POLICE	84% - 86%	$100	$25

Fleet Maintenance & Management Services and Central Warehouse
RFP # 555-11442

ONE TON OR SMALLER	79% - 81%	$100	$25
LARGER THAN ONE TON	74% - 76%	$100	$25
ALL OTHERS	74% - 76%	$100	$25

3. Turnaround time within 48 hours

	PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
	CRITERIA FOR BONUS	RANGE		
	Turnaround Time - % of Repairs Completed within 48 Hours			
III	EMS	94% - 96%	$300	$100
	POLICE	94% - 96%	$300	$100
	FIRE	94% - 96%	$300	$100
	ONE TON OR SMALLER	89% - 91%	$100	$35
	LARGER THAN ONE TON	89% - 91%	$100	$35
	ALL OTHERS	89% - 91%	$100	$35

4. Preventive Maintenance:

	PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
	CRITERIA FOR BONUS	RANGE		
IV	**Preventative Maintenance**			
	% of PM inspections completed on time	94% - 96%	$500	$200

5. Rework:

PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
CRITERIA FOR BONUS	RANGE		
V Repair Quality (Reworks)			
% of Repair Work Orders requiring Rework	0% - 2%	$200	$0

6. Parts fill rate:

PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
CRITERIA FOR BONUS	RANGE		
VI Parts fill rates	80%	2X liquidated damages	$0

Parts fill rates measures the efficiency of the parts department. A lack of inventory translates into increased downtime, delay in repairs, and reduced productivity. The Provider is expected to achieve an 80% parts fill rate or better. Fill rates will be calculated each month and reported along with monthly expense report. A remediation plan will be provided each month the Provider falls below the minimum parts fill requirement. Liquidated damages will be doubled for any month parts fill rates fall below the minimum requirements.

The above Performance Standards are as ranges of high-quality service delivery. Both the maximum and minimum represent a range of high-quality service delivery that the Provider will meet as the "acceptable" range for the City. If the Provider performs within these parameters, the City receives the high-quality service that it is paying for, and neither an incentive nor a penalty goes into effect. If the Provider does better than the upper limit of a high-quality acceptable standard, the incentive program will go into effect. If the Provider does worse than the lower limit of the high-quality acceptable standard, the penalty will go into effect.

9. Quality Assurance Program

The Provider will implement a Quality Assurance Program for the management of the repair and maintenance of assigned vehicles. The program will include provisions for meeting specified performance standards, for maintaining quality workmanship, for providing a high level of customer service, and for reducing fleet costs incurred by the City. The Provider's proposed Quality Assurance Program will be included in the proposal and should include, at minimum, the following:

a. Quality Management

The Provider will implement a Quality Assurance Program for the management of the repair and maintenance of assigned vehicles. The program will include provisions for meeting specified performance standards, for maintaining quality workmanship, for providing a high level of customer service, and for reducing fleet costs incurred by the City. The Provider will include a detailed description of its proposed Quality Assurance Program in its proposal. The plan will address, at a minimum, the following items:

- Fleet availability
- Preventive Maintenance performance
- Repair performance (reworks)
- Parts availability (fill rates)
- Vehicle safety/reliability
- Customer service
- Environmental impact reduction
- Cost reduction initiatives

b. User Feedback

A mandatory component of the quality assurance program is user surveys. Two types will be required: (1) a survey of individual vehicle operator satisfaction within a week of the vehicle being serviced, and (2) an annual customer satisfaction survey of designated representatives of each user department.
The provider will furnish a remediation plan for each negative response received.

c. Worksite Ethic

One of the hallmarks of the Provider's service delivery is the charging of every employee with responsibility for the quality of his/her efforts. Describe in your proposal how you will involve every employee in your process.

d. Formal Quality Control Program

The proposal will include details of how the Provider will meet the required performance standards outlined in Section 6, ensure a high level of customer satisfaction, and control costs through efficient management of staff and inventory resources.

10. Record Keeping and Reporting

a. Provider Records. Upon prior notice by the City, the Provider will provide authorized City representative's access at all reasonable times to all electronic and hard data, books, records, correspondence, instructions, plans, drawings, receipts, vouchers, time cards, and memoranda, and will provide to the City cost verification for work.

b. Annual Audit. Standards for Attestation Engagements (SSAE) No. 16. is a report on controls at a service organization that may be relevant to user entities' internal control over financial reporting. As a contract requirement Provider shall provide a SOC1 (SSAE 16) report at time of RFP response and at the end of each fiscal year.

c. Reference Files and Procedures. The Provider will maintain on site, either electronically, hard copy, etc., a complete file of service manuals, parts manuals, service bulleting, 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. The Provider will provide initial and update FMIS training to City employees requiring access. The Provider will maintain and update this FMIS connection for the City as required for the duration of the Agreement resulting from this RFP process. All records become the property of the City at contract termination or conclusion.

d. Vehicle and Repair Order History. A hard copy vehicle history folder will be maintained on site by the Provider for all maintenance and repair work done, including all contracted/commercial work. This folder will contain, by repair order number, all repair orders generated for the fleet. In addition, a folder will be kept for each vehicle and piece of equipment in the fleet which will contain hard copy documentation of the vehicle's make, model, year and serial number, warranty information, and invoice information. Some users may require, and the Provider must provide them with a copy of repair orders for their vehicles at the time that maintenance or repair work is completed. These records will be maintained on-site for a period of one year after the vehicle is disposed of to conform to Federal DOT regulations.

e. FMIS Requirements. The Provider 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.

f. Ownership of Records. All reference vehicle and equipment files and procedures and all fleet related electronic data are the property of the City.

g. Billing Information. The Provider will generate automated information to support charge-backs to fleet users for maintenance and repair services, fuel usage, and motor pool usage.

h. Daily Report. The Provider will furnish a daily report showing vehicle number and status of all vehicles that have been in process of repair and/or maintenance for five days or more.

i. Weekly Report. The Provider will generate a report summarizing the previous week's activities for delivery to the City before noon each Friday. The exact content and format of the report will be determined by the City, but will include the current week's scheduled activities such as:

- Vehicles scheduled for PM service
- Vehicles scheduled for repair or other service
- A listing of vehicles not delivered for a scheduled PM or other service (the listing will include the assignee's name, if known, and department)
- A status report of any Non-Targeted Operating Budget work by vehicle
- Warranty/Recall status (as required)
- A summary of suspected blatant user abuse
- A summary of vehicles remaining out-of-service
- A summary of new vehicle preparation activities
- Number of completed work orders
- Fuel management and unusual usage activity
- Summary of vehicles not repaired pending authorization to repair from City
- Fleet availability report.

j. Monthly Report. The Provider will submit a monthly report to the City on or before the 10th calendar day of the month following the reporting period. The report will summarize the month's work within the parameters defined by the daily report. In addition, the monthly report will include performance according to Performance Standards defined in Section 6. A monthly safety report will also be submitted.

k. Transition Report. The Provider will submit a written report at the conclusion of the four (4) month transition period that reviews the degree to which the Provider's transition plan was completed on time and the results obtained.

l. Annual Report. On the first anniversary of the effective date of the Agreement and every other anniversary date thereafter, the Provider will submit to the City a written annual report that summarizes the year's activity in the format agreed upon by the Provider and the City. The Provider 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 the Provider's financial condition. The Provider will also include in the annual report the results of the annual customer satisfaction survey, required in the Quality Assurance Program previously discussed, in a format acceptable to the City.

m. Complaints. The Provider will perform a service of high quality and keep the number of legitimate complaints to a minimum. The Provider will maintain a record of all complaints for inspection by the City, and will furnish a monthly report listing the name and department of the person complaining, the time and date the complaint was received, the nature of the complaint, and the disposition of each complaint. The Provider may be required, upon notification from the City, to do a follow-up contact with the management of the complaining department user to assure satisfaction has been achieved. The Provider will respond to complaints from the City within 24 hours after a complaint is received. The Provider will include the resolution of such complaints in the monthly report.

n. Ad Hoc Reports. The Provider may be required to assist in the generation of any ad hoc reports as the City or any of its user departments may request. In addition, some users may require copies of repair orders when vehicles are picked up to document costs incurred that are eligible for Federal reimbursement. All such request must go through the City's Fleet Services.

o. Additional Reports. The City may require that the Provider add routine reports and/or increase the frequency of routine reports.

11. Provider Personnel

11.1 Selection of Personnel

a. The Provider must include with its proposal a complete detailed staffing plan for performing all work referenced herein. The plan should include identification of the specific job classifications, the number of employees in each job classification, and the amount of time each will devote to the performance of services under the Agreement resulting from this RFP process during their regular work shift. At no time during the term of the Agreement resulting from this RFP process will the City accept anything less than the ten (10) Emergency Vehicle Technicians (EVT's) required to handle the Fire Department vehicle workload. The criterion for EVT Technicians is detailed in section 11.2.

b. The Provider will have the responsibility for selecting personnel to perform the services outlined in the Agreement resulting from this RFP process and for determining and providing wages, salaries and benefits for its employees. The employees of the Provider will not be eligible for City benefits or rights. The Provider will use its best, responsible effort to employ the City's surrounding area residents.

c. The Provider's General Manager will have a minimum of 10 years proven technical and leadership managerial experience in the field of fleet management, maintenance, and repair in the following specific areas.

- Implementing quality assurance/quality control procedures and practices
- Managing and scheduling a preventive maintenance program
- Assigning and monitoring workload and personnel
- Procurement of services and repair parts
- Storage and handling of repair parts and materials

- Vehicle mounted hydraulic systems
- Vehicle mounted electronics including CAN bus and OBDII
- Vehicle mounted cranes and aerial devices
- Off-Highway construction and lawn equipment
- Analyzing automated information and producing reports
- Providing customer service
- Proper storage, use, transporting, and disposal of hazardous and regulated materials
- Implementing fire, safety, health and environmental protection requirements
- Preparing correspondence
- Inventory control management

d. If at any time during the term of the Agreement resulting from this RFP process the Provider intends to replace their General Manager, the Provider must present its nominee for General Manager to the City for review and approval. The Provider must present its nominee for General Manager during interviews with the City (should the Provider be invited for an interview).

e. The Provider will include as part of its hiring process employee training and efforts toward employee improvement, and shall achieve ASE Blue Seal certification for the Garage facility workforce. All technicians must be ASE certified in the areas requisite to their job classification and assignments. In addition, the Provider will require their technicians to attend specialized equipment training sessions as required by the City. The City shall be provided copies of current certifications for each technician.

f. All Provider employees must meet City pre-employment standards including those associated with drug and alcohol tests, a criminal record check, security clearance, driver's license history and a medical examination, if applicable. Provider will make available to the City's Fleet Services a completed checklist showing all required pre-employment requirements have been completed for each new employee hired by the Provider. Provider shall check the status of each employees driver's license once per month, any employee with suspended or revoked driver's license shall not be authorized to drive a City vehicle under any circumstance. The City reserves the right to audit employee records as applicable by law.

g. All Provider employees who will operate City vehicles or equipment requiring a commercial driver's license, motorcycle license, hazardous materials, school bus license, etc. must have all appropriate license(s). Provider must have designated a minimum of two (2) employees to drive and operate its two (2) mobile fuel trucks. Copies of current licenses shall be provided to Fleet Services.

h. Provider must have employees who possess the appropriate certifications and skills for testing and/or repairing Fire apparatus, pumps, AC electrical generators and circuits, and equipment, and any other specialized vehicles and equipment that is presently in or to be added to the fleet in the future. The Provider must clearly state the number and type of trained and certified mechanics it intends to employ to meet all of the standby, shift, service, maintenance and repair work previously noted in this specification for all Fire Department Emergency Service vehicles.

Likewise, the same information is required for the trained and certified mechanics required to repair and maintain heavy equipment, i.e., cranes; backhoes, loaders; dozers; diesel engines; and other specialty heavy-duty equipment owned and operated by the City.

11.2 Emergency Vehicle Technician (EVT) Criteria

a. For a technician to be considered an EVT Technician as it pertains to any Agreement that arises from this RFP process, they shall have a minimum of a CDL License as well as three (3) EVT Certifications.
b. Below is a minimum total EVT Certifications assigned to this contract.

EVT Certification	Minimum certifications
F1 Maintenance, Inspection, and Testing of Fire Apparatus	2
F2 Design and Performance Standards of Fire Apparatus	2
F3 Fire Pumps and Accessories	2
F4 Fire Apparatus Electrical Systems	2
F5 Aerial Fire Apparatus	2
F6 Allison Automatic Transmissions	2
FA4 Advanced Electrical Systems	2
F7 Fire Apparatus Foam Systems	2
F8 Fire Apparatus Hydraulic Systems	2
E-0 Maintenance, Inspection, and Testing of Ambulances	2
E-1 Design & Performance Standards of Ambulances	2
E-2 Ambulance Electrical Systems	2
E-3 Ambulance Heating, Air-Conditioning, and Ventilation Systems	2
E-4 Ambulance Cab, Chassis, and Body	2
A-1 Design & Performance Standards and Preventive Maintenance of Aircraft Rescue and Fire-Fighting Vehicles	2
A-2 Chassis and Vehicle Components of Aircraft Rescue and Fire-Fighting Vehicles	1
A-3 Extinguishment Systems of Aircraft Rescue and Fire-Fighting Vehicles	1
M-1 Management Level 1 Exam	1
Total	33

11.3 Local Labor

The successful Provider is encouraged to hire all interested and available current Provider fleet maintenance employees. The successful Provider will work with the current Provider in order to minimize disruption of service, and to preserve the comprehensive training efforts specific to the City's fleet that have been provided to these personnel by the City and the current Provider.

11.4 Changes of Personnel

The Provider is required to select a General Manager prior to award of the Agreement resulting from this RFP process for review and approval by the City and once approved cannot be changed without the City's approval. Following award of the Agreement, the Provider's General Manager will not be changed prior to notification to the City. The City must approve the individual who will replace the current General Manager prior to a changeover. The Provider's proposal to change its General Manager must include a transition plan.

11.5 Uniforms

a. All technicians will wear uniforms that will include the Provider's and employee's name in a visible location, as well as reflective material that meets American National Standard Institute ANSI/SEA 107 Standard.
b. Managerial staff will wear uniforms that will include the Provider's name in a visible location.
c. Uniforms shall not be worn torn or damaged.

11.6 Training

The City places high importance on training to make sure the Provider's personnel are as productive as possible. Successful service delivery relies on people and their commitment to providing the best service possible to clients. In this section, the Provider should describe its corporate philosophy and its focus on people as the central factor of successful professional service delivery. Provide necessary information in the following areas to outline the Provider's commitment to an ongoing training program. The commitment to this training program must be maintained over the entire term of the Agreement resulting from this RFP process:

- Provider's Corporate Training Philosophy
- ASE Certification
- EVT Certification
- Auto Aftermarket Training Network
- OEM Training Programs
- Provider's Continuing Education Policy
- Supervisory/Management Training
- Provider's Technician Training Program
- Fleet Management Information System

11.7 Staffing Levels

Proposer shall include a projected staffing level with detailed work plan for each position with their RFP response. The proposed staffing level will be considered the minimum staffing level for the duration of any Agreement that arises from this RFP process.

12. Reports.

12.1 Annual Report

An annual status report shall be provided one (1) month before the end of each fiscal year. A remediation plan will be included for any area that does meet the minimum contract requirements.

a. Staffing levels
b. Technician EVT & ASE certifications checklist
c. Environmental achievements
d. PM performance
e. Fleet availability performance
f. Turn around compliance
g. PM performance
h. Parts fill rates performance

12.2 Monthly Report

A monthly status report shall be provided within one (1) week after month end. A remediation plan will be included for any area that does meet the minimum contract requirements.

a. Staffing levels
b. Technician EVT & ASE certifications checklist
c. Completed checklist showing all required pre-employment requirements for new employees
d. Fleet availability performance
e. Parts fill rate performance
f. PM performance
g. 24-hour turn around performance
h. 48-hour turn around performance
i. Rework performance
j. Vehicle turn around compliance

12.3 Weekly Reports

a. Past due PM report
b. Remediation review for any underperformance item

12.4 Daily Reports

A daily report shall be provided to include, but not limited to:

a. Vehicles currently in the shop with estimated completion dates
b. Daily shop challenge, concern, opportunity for improvement

12.5 Staffing Reports

A monthly staffing level report shall be provided each month. A remediation plan will be included whenever the minimum staffing level is not achieved.

12.6 Custom Reports

The Provider shall furnish any additional custom report at the request of the City.

12.7 Parts Fill Rate

A monthly parts fill rate report shall be provided. A remediation plan will be included whenever the 80% parts fill rate is not achieved.

13. Total Agreement Cost

The Agreement will have three (3) cost components:

- Targeted Operating Budget Costs
- Non-Target Operating Budget Costs
- Transition Cost

13.1 Targeted Operating Budget Costs

a. Targeted Operating Budget Costs are those costs incurred by the Provider to perform the required maintenance and repair services defined herein.

b. The expected Targeted Operating Budget services are specified in section 4.

c. The Targeted Operating Budget Cost is the total cost proposed by the Provider for the performance of Targeted Operating Budget Services. Targeted Operating Budget Cost is to be specified in Attachment “E”.

d. The City will pay the Provider an amount up to the total Targeted Operating Budget Cost. Costs incurred by the Provider to perform Targeted Operating Budget Services, less credits, that are less than or exceed the Targeted Operating Budget Costs, will be paid in accordance with the provisions noted in section 8.0.

13.2 Non-Targeted Operating Budget Costs

a. Non-Targeted Operating Budget Costs are those incurred by the Provider to perform Non-Targeted Operating Budget Services.

b. Non-Targeted Operating Budget Services are defined in Section 4.

c. The City will establish a Non-Targeted Operating Budget Service amount for the payment of Non-Targeted Operating Budget Services, and the City will determine whether a service qualifies as a Non-Targeted Operating Budget Service. All costs incurred in providing Non-Targeted Operating Budget Services must be authorized in advance and in writing by the City in order to be eligible for reimbursement.

d. The City will pay the Provider for Non-Targeted Operating Budget Services on a straight cost-reimbursement basis, no loadings applied. The Provider will quote rates for Non-Targeted Operating Budget Services in Attachment "F".

e. All parts, material, and sub-Provider costs incurred by the Provider in providing Non-Targeted Operating Budget Services will be charged at net cost **without** any markup and paid for by the City to the extent that they are reflected on completed repair orders. The City will also pay for any labor cost incurred by the Provider when such cost is in addition to the Provider's normal labor cost **(i.e., if a Non-Targeted Operating Budget Service is done during normal work hours by the core staff, the Provider will not charge the City for this labor).**

13.3 Transition Costs

a. The transition period is that time between the award of an Agreement and completion of the first four (4) months of Agreement services.

b. A successful transition to Agreement service – one that provides for the provision of service throughout the transition period that is at least equal to the current level of service provided by the current Provider and that puts the new Provider in a position to meet all Agreement specifications after the transition period – is essential. The City appreciates the fact that resources in addition to the resources needed to provide Targeted Operating Budget Services may be required to accomplish a successful transition. Consequently, the City requires Providers to present in their proposals a Transition Plan, which includes the enumeration of resources needed to implement this plan (See Part II, Section 4.3). The Provider will completely absorb any costs associated with the four-month transition period of this new Agreement. The City will not be billed for any transition costs.

13.4 Definition of Net Cost

When invoicing the City for Non-Targeted Operating Budget Costs, the Provider will only charge the City net cost for parts and outside services. Net cost is the actual price the Provider paid less any recall, warranty, trade, or core discounts, credits or rebates; cash discounts and volume discounts; insurance refunds; or any other discount.

13.5 Unusual Costs

The Provider may petition the City, in writing, for an adjustment to the Targeted Operating Budget Cost at reasonable times on the basis of unusual changes in the Provider's cost of doing business. For purposes of this Section, unusual changes are items not covered by the Agreement resulting from this RFP process that occur as a result of external events and through no fault of the Provider, such as changes in local, State, or Federal laws or regulations, natural catastrophes, civil disturbances, or similar extraordinary events. The term will not include price increases occurring in the ordinary course of doing business.

13.6 Cost Adjustment for Agreement Renewal

The Targeted Operating Budget cost for each of the first three (3) years of the Agreement is set by the Provider's cost proposal to be provided in Attachment "E". The Non-Target Cost for each of the first three (3) years of the Agreement is set by the Provider's Cost Proposal (Attachment "F" – Non-Target Services Operating Budget) with one limitation: If the change in Consumer Price Index (CPI) Transportation Maintenance and Repair Category for all urban consumers for all items in the South Florida Region as published is less than the proposed cost provided for years two(2) and three(3) when compared to the previous year, the price for each year will reflect the (CPI) increase instead of the price submitted by Provider.

If the City and Provider agree to extend or renew the Agreement, the Agreement Targeted Operating Budget Cost and Non-Target Services Operating Budget may be adjusted. Adjustments to the annual Targeted Operating Budget Cost and Non-Target Services Operating Budget will be made pursuant to the conduct of the Annual Meeting between the City and Provider.

Adjustment of the Targeted Operating Budget Cost and Non-Target Services Operating Budget for each renewal year will be based on the Targeted Operating Budget Cost and Non-Target Services Operating Budget for Agreement Year three with one limitation: The change in cost will not exceed the Consumer Price Index (CPI) Transportation Maintenance and Repair Category for all urban consumers for all items in the South Florida Region as published in the CPI 90 days prior to the contract anniversary date.

13.7 Changes in size of the fleet

The Agreement Targeted Operating Budget Cost will be adjusted to correspond to increases or decreases in fleet size (on a vehicle-equivalent basis as specified by the City) if such changes are at more than ten percent (10%) (Higher or lower) by vehicle and equipment class specified at the time of the Agreement resulting from this RFP process effective date. These adjustments will only be made semi-annually.

13.8 Invoicing

Frequency: The City will accept one invoice per month in payment for Targeted Operating Budget Services. In addition, the City will accept one invoice a month for costs incurred for Non-Targeted Operating Budget services provided during the month or not previously invoiced. Each invoice, whether

for Targeted or Non-Targeted Services, will be adjusted as appropriate for performance rewards/liquidated damages, for any rework services including warranty reimbursements, fuel used by the Provider's assigned vehicles, long distance phone bills, costs incurred directly by the City for Targeted Operating Budget Services, etc.

Format: Invoices will be submitted in electronic format to Fleet Services for review, approval, and payment. Invoices for Non-Targeted Operating Budget services must include line item documentation of costs incurred (e.g., wages, parts, sub Provider services, etc.) as well as documentation of the City's authorization to incur Non-Targeted Operating Budget Costs. Within each Non-Targeted Operating Budget category, individual repair order numbers with associated labor charges, parts costs, and subcontracted services will be delineated.

Invoicing for Targeted Operating Budget Services: All costs invoiced for Targeted Operating Budget Services, except for fee, shall be actual net costs as paid by the Provider. The first month's invoice for Targeted Operating Budget Services plus fee shall not exceed 1/12 of the Targeted Operating Budget Cost. The Provider's costs which exceed 1/12 of the Targeted Operating Budget Cost in any one month may be invoiced to the City in a subsequent month within the current contract year to the extent that cumulative invoices for the current contract year-to-date do not exceed the portion of the contract year completed. For example, the total year-to-date charges through the fourth (4th) month of a contract year shall not exceed 4/12ths of the Targeted Operating Budget Cost.

Invoicing for Non-Targeted Operating Budget Services: Non-Targeted Operating Budget labor charges made by the Provider will only reflect labor costs incurred by the Provider as a result of performing Non-Targeted Operating Budget work and will be billed at the rates specified in the Provider's Attachment "F". If the Provider performs Non-Targeted Operating Budget work without incurring any additional labor cost, (e.g., using its existing personnel without increasing overtime, etc.) no charge to the City for labor will be made.

Certification: The monthly invoice for all costs will include a statement certifying that the charges billed to the City are true and accurate and were incurred in the performance of the terms of the Agreement resulting from this RFP process. Such statement will be signed by the Provider's authorized representative.

13.9 Payment Terms/Procedures

Payment Terms:

The City will pay the Provider within forty five (45) days of the City's receipt of an acceptable invoice. The City will pay the Provider for all items invoiced over which there is no dispute so that payment for undisputed items is prompt. Payment for disputed items will be made when disputes are resolved.

The City will not pay any late charges or penalties that pertain to undisputed invoice payment that are within the forty five (45) day period.

The City will not pay any late charges or penalties of any type in regard to disputed invoices.

Payment Procedures:

The City has implemented a Purchasing Card (P-Card) Program utilizing both VISA and MASTERCARD networks. Purchases from this contract will be made utilizing the City's Purchasing Card. Contractor will receive payment from the purchasing card in the same manner as other credit card

purchases. Accordingly, bidders must presently have the ability to accept these credit cards or take whatever steps necessary to implement the ability before the start of the contract term, or contract award by the City. The City reserves the right to revise this program as necessary.

13.10 Audit Rights and Retention of Records

The City shall have the right to audit the books, records, and accounts of Provider and Provider's sub-Providers that are related to this agreement. Provider shall keep, and Provider shall cause Provider's sub-Providers to keep such books, records, and accounts as may be necessary in order to complete correct entries related to this Agreement. All books, records, and accounts of Provider and Provider's sub-Providers shall keep in written form, or in a capable of conversion into written form with a reasonable time, and upon request to do so, Provider or Provider's sub-Providers , as applicable shall make same available at no cost to the City in written form.

Provider and Provider's sub-Providers shall preserve and make available, at reasonable times for examination and audit by the City of Fort Lauderdale, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida public records law, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this agreement. If any audits has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida public records law is determined by City to be applicable to Provider or Provider's sub-Provider's records, Provider and Provider's sub-Providers shall comply with all requirements thereof, however, Provider and Provider's sub-Providers shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be the basis for City's disallowance and recovery of any payment upon such entry.

14. Continuity of Service

14.1 Notice of Intent Not to Renew

The Provider must recognize that the services to be provided are vital to the City and must be maintained without interruption and that, upon expiration or termination of the Agreement, a successor will continue these services. Therefore, if the Provider chooses not to renew the Agreement upon Agreement expiration, the Provider is required to provide the City a written notice of such intent at least one hundred fifty (150) days before the expiration of the Agreement. Should the Provider fail to provide timely notice, the City reserves the right to require continued performance of the Agreement by the Provider under the terms of the Agreement for a period of up to four (4) months from receipt of written notice of intent or from the date of expiration of the Agreement, whichever is earlier.

15. Phase In/Phase Out

If upon expiration or termination of the Agreement, the Provider is not chosen to continue in its role, the Provider will, upon written notification from the City, provide phase-in, phase-out services for up to ninety (90) days after the Agreement expires or is terminated. After notification, the Provider will cooperate in good faith with a successor in determining the nature and extent of the services, including the development of a mutually acceptable transition plan, subject to approval by the City. The Provider

will provide sufficient, experienced personnel during the transition period to ensure that all services called for by the Agreement are maintained at the specified level of Agreement performance. The Provider will be reimbursed for all reasonable transition costs pre-authorized by the City, which are incurred within the agreed period after Agreement expiration or termination. The Provider will cooperate with the successor in allowing as many personnel as practical to remain on the job in order to provide the continuity and consistency of the services called for by the Agreement. Toward this end, the Provider will disclose necessary personnel records and allow its successor to conduct on-site interviews with its employees.

Section 2. Proposal Requirements, Guidelines & Considerations

1. Pre-proposal Conference and Site Visit

It is strongly recommended that Proposers attend the Pre-Proposal Conference to discuss the contents of this RFP and other pertinent matters which will be held on the date provided in the RFP Schedule at the following location, followed by site visits on same day:
City of Fort Lauderdale
100 North Andrews Avenue
Fifth Floor Conference Room
Fort Lauderdale, FL 33301

2. Submission of Proposals

Submitted proposals should be made of recyclable materials only and double sided printing. No 3-ring binders, metal, etc. should be a part of your proposal package. All proposals must be submitted as specified on the proposal pages which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the evaluators. Proposals not providing this reference will be considered to have no reference material included in the additional documents.
Note: Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the solicitations are not desired and may be construed as an indication of the proposer's lack of cost consciousness. Unless specifically requested in the solicitation, elaborate art work, corporate brochures, lengthy narratives, expensive paper, specialized binding, and other extraneous presentation materials are neither necessary nor desired.
The proposal shall be signed by a representative who is authorized to contractually bind the Provider.
All proposals shall be received prior to 2:00 pm EST, on the date specified in the schedule section of this RFP at the following location:

City of Fort Lauderdale
Finance Department - Procurement Services Office
100 N. Andrews Avenue,
Room 619
Fort Lauderdale, Florida 33301

Only paper submittals will be accepted. Electronic or fax submittals will not be accepted. All proposals must be separately bound and submitted in a sealed package with the RFP number, RFP title and due date clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

2.1 Number of copies

THIS IS A PAPER RFP WITH CD'S
PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL HARD COPY, PLUS THREE (3) ADDITIONAL HARD COPIES OF THEIR PROPOSAL WHICH INCLUDES BOTH THE TECHNICAL AND PRICE PROPOSALS.

THE ABOVE REQUIREMENTS TOTAL FOUR (4) HARD COPIES OF YOUR PROPOSAL. CONTRACTORS SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD. CONTRACTOR SHOULD PROVIDE EIGHT (8) CD COPIES OF YOUR PROPOSAL. CD COPIES MUST MATCH THE ORIGINAL HARDCOPY. IN CASE OF ANY DISCREPANCY BETWEEN THE ORIGINAL HARD COPIES AND THE CD, THE ORIGINAL HARD COPY PREVAILS. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.

2.2 Late Proposals

Proposals received after the date and time specified above will not be considered for award and will be returned to the Provider unopened.

2.3 Proposal Security

Each proposal shall be accompanied by RFP security in the form of Cashier's Check or Surety Bond payable to the City of Fort Lauderdale, and shall be in the amount of $50,000. The City reserves the right to reject any and all security tendered to the City. RFP security will be returned to unsuccessful proposers upon execution of a contract with the successful proposer.

Failure of the Provider to execute a contract, file any required Performance Bond, and furnish evidence of appropriate insurance coverage within thirty (30) days after written notice of award has been given, shall be just cause for the annulment of the award. This will result in the forfeiture of the RFP security to the City, which forfeiture shall be considered as liquidation of damages sustained.
Provider shall provide a quotation to provide a Performance Bond of the same amount renewed yearly for the duration of a contract that would result from this RFP.

2.4 Penalties for Misrepresentation

Any material misrepresentation in the Provider's response could result in termination of the Agreement, or any other appropriate administrative sanctions and/or legal actions.

2.5 Acknowledgement of Amendments

The Provider will acknowledge receipt of any resulting amendments to this solicitation by signing and returning the amendment(s) with its proposal.

2.6 Restriction on Disclosure and Use of Data

Confidential financial information obtained by the City from the Provider is exempt from public disclosure to the extent allowed by law.

2.7 Exceptions to specifications

When taking exception to or commenting on a specific section of this specification in your proposal, please indicate to which section each of your comments applies.

2.8 Proposal Signature Page

The Provider shall complete the Proposal Signature Page found in Attachment "G" which will be part of the Agreement resulting from this RFP process.

3. Providers Proposal, Content and Organization

The Provider agrees that their proposal associated with this RFP has, to the best of the Provider's ability, set forth full, accurate, and complete information as required by this section and other sections of the Agreement resulting from this RFP process and consists of the Technical Proposal and Price Proposals together.

[NOTE: ALL RESPONSES TO THIS RFP SHOULD FOLLOW THE SAME FORMAT AND ORDER AS SHOWN IN THIS RFP FOR EASE OF REVIEW BY THE EVALUATION COMMITTEE AND TO ASSURE THE COMMITTEE THAT THE PROPOSER HAS NOT LEFT OUT ANY PORTION OF THIS REQUIRED WORK].

4. Technical proposal requirements

The Provider shall present the technical elements of their proposal consisting of the following sections which are made part of the Agreement resulting from this RFP process:

4.1 Corporate Overview

This Section of the Proposal will present an overview of the Provider's organization and will include the firm name, address, phone and fax numbers, firm history, appropriate City, State, and Federal registration numbers, name, title, address, and phone number of the firm's representative for the Proposal; and annual reports and financial statements for past three (3) years. The financial reports can be appended to the Proposal. Please identify all persons or firms who will have a three percent (3%) or larger interest in any Agreement and, with respect to the firm having a three percent (3%) or larger interest, all persons or firms owning three percent (3%) or more of the equity of such firms.

4.2 Approach

This section of the Provider's proposal will consist of a statement of the Provider's understanding of the objectives of the procurement and how these objectives will best be accomplished. It also presents the Provider's approach to providing the services specified in this RFP. This section describes the services to be provided, whom will provide the services, how the services will be provided, and the management systems the Provider will use to support provision of services and accomplishment of performance objectives and standards. Thus, this section will include a description of things, such as the processes to be used to promote compliance with the PM program, to schedule services to minimize disruption to the conduct of City business, to establish priorities among competing demands, to control the quality of services provided, to track the work that is accomplished, and to otherwise accomplish the City's objectives. The City is particularly concerned about and interested in the Provider's approach to

expediting repairs and maximizing the availability of equipment during major storms, hurricanes, tornadoes, etc. The Provider must also state in this section its plan for managing work requirements during possible work slowdowns or strikes so that Agreement specifications and standards continue to be met and levels of service maintained. The Provider's approach for the reduction of environmental impact associated with fleet maintenance operations.

4.3 Transition Plan

This Section will describe the actions that will be taken to accomplish a successful transition to Agreement services and the resources the Provider will employ in addition to resources needed to provide Target Services Operating Budget to accomplish a successful transition. The Provider will describe how continuity of service will be maintained during the transition period. In addition to specific actions to be taken, specific personnel to be used and their time commitments, and other resources to be used, the Provider will provide a time-line of events and milestones for the transition period. The Provider shall agree to completely absorb any costs associated with the four-month transition period of a new Agreement resulting from this RFP process. The City will not be billed for any transition costs.

4.4 Service Alternatives and Exceptions

This Section provides the Provider the opportunity to suggest alternatives to the scope of services and conditions set forth in this RFP, which in the Providers judgment will further advance accomplishment of the City's Fleet Services objectives – better services, reduced cost. Also, the Provider must state in this Section whether it takes any exception to any provision set forth in this RFP, including the Special Agreement Provisions in Section III. The Provider must state the cost differential that the Provider would charge without the exception, or whether or not the Provider will consider participating without the exception.

The City's preference is to receive Technical and Cost Proposals that are inclusive of all provisions set forth in this RFP without exception and to have Providers defend alternatives in terms of changes in the Technical and Cost Proposals that will enable the City to evaluate these alternatives relative to the scope of services and conditions set forth in this RFP. To this end, the Provider is hereby informed that failure to propose the provision of services or general Agreement terms exactly as specified herein may be grounds for disqualifying its Proposal as unresponsive.

This Section, with respect to exceptions, is mandatory. Failure of a Proposer to include this separate Section in its Proposal will be taken to mean that the Proposer takes no exceptions to the terms and conditions specified in this RFP, and offers no alternative terms and conditions.

4.5 Organization and Staffing

This Section will present the Provider's proposed organization structure and staffing chart showing specific job classifications, number of employees and full-time equivalent employees by position and reporting relationships. A position description with eligibility requirements will be provided for each position. Resumes for all key managerial/supervisory positions will be provided in sufficient detail to be able to determine the nature and depth of each individual's relevant experience and their relationship to the Provider. The amount of time each key individual will devote to the work will be specified.

As part of its decision-making process, the City will pay particular attention to the impact of any such Agreement on current employees. Providers will include in their Proposals how such employees will be treated. For example, will the Provider provide employment for all interested employees for a set

period of time? Providers must address in their Proposals specifically how they plan to deal with these issues.

4.6 Qualifications and Experience

In this section, the Provider will describe its track record in performing services comparable to those specified in this RFP and other information relevant to making a determination as to the ability of the Provider to perform these services. The Provider will describe its experience with the full range of vehicles and equipment in the City fleet, especially with fire and EMS apparatus and police vehicles, and with alternative fuel vehicles.

This section will include a list of all work of this nature the Provider has performed within the past five (5) years. This list will include the name of each client, a client contact and telephone number, the size and composition of the client's fleet, the scope of services provided, and the effective dates of the Agreement(s) with these clients.

5. Price Proposal

The Provider's price proposal will consist of the following sections:

5.1 Target operating budget cost proposal

The Provider shall include the Targeted Operating Budget Cost Schedule Attachment "E" for the presentation of its Targeted Operating Budget Cost. The costs set forth in this schedule will be used for establishing an Agreement Targeted Operating Budget Cost which will be the Provider's operating budget for each year of the base three-year period of the Agreement resulting from this RFP process. The following instructions and definitions apply to the completion of the Targeted Operating Budget Cost Schedule:

a. Personnel: The number of full-time personnel equivalents (FTEs) – (1 FTE = 2,080 hours per year) proposed for each personnel category listed on the Targeted Operating Budget Cost Schedule will be noted along with the corresponding total personnel cost for this category. Personnel costs must be broken down into wages and salaries and fringe benefit costs by job classification. Any bonuses awarded by the Provider to personnel as a result of cost savings realized under the Agreement resulting from this RFP process relative to the Targeted Operating Budget Cost will not be reimbursed by, and should not be included in the cost to, the City.

b. Parts, Supplies, and Outside Costs: The Provider will charge the City for parts, supplies, and outside services when the items or services are used on City vehicles and equipment, as reflected in the Provider's completed repair orders. No markup will be added to the Provider's net cost for the items, administration cost or services charged to the City.

c. Overhead Costs: Overhead costs included in the Targeted Operating Budget Cost will include indirect expenses incurred for such items as indirect shop supplies, parts, office supplies, uniforms, bonding costs, copying services, non-capitalized equipment, shop tools, training, and insurance. Costs for maintenance and/or repair and/or rental of equipment used in delivering goods and services under the Agreement resulting from this RFP process also are defined as overhead costs. The Provider will charge the City for such overhead expenses as they are incurred and at the Provider's net cost without markup. Indirect costs incurred by the Provider in connection with the following will not be reimbursed by, and should not be included in the

cost to the City: bad debts; donations; entertainment; fines and penalties; lobbying; defense of criminal charges; and alcoholic beverages.

d. General Administrative Costs and Fees: The Provider's general administrative costs and fee will be charged to the City at the rate of one-twelfth (1/12) of the approved annual amount for general administrative costs and fee per month.

5.2 Non-Targeted Operating Budget Cost Proposal

The Provider will include in its response its proposed Non-Targeted Operating Budget Service rates per Attachment "F". These rates will set the maximum rate that the Provider will charge for providing Non-Targeted Operating Budget Services.

5.3 Transition Cost Proposal

The City recognizes that resources in addition to those needed to provide on-going Targeted Operating Budget Services may be required during the transition period. A detailed breakdown of the proposed transition costs is required. The Provider will completely absorb any costs associated with the four month transition period of a new Agreement resulting from this RFP process. The City will not be billed for any transition costs.

6. Basis Of Award

Providers' attention is drawn to the following: It is the City's intent to evaluate all Proposals submitted. The City expressly reserves the right to reject all Proposals received. Further, the City expressly reserves the right to reject any and all Proposals, for any reason, and to waive, to the extent permitted by law, any of the terms, conditions, and provisions contained in the RFP, Instructions to Providers, proposed Agreement, specifications, itemized Proposal and/or other Agreement documents, or any informality in the Proposal solicitation, evaluation, and/or award process. Such waiver will be in the discretion of the City to the advantage of the City and its interest.

6.1 Provider Selection Process

An Evaluation Committee will review and evaluate all Proposals submitted in response to this RFP.

The Committee cannot award the Agreement resulting from this RFP process to a person who is ineligible under Local, State, or Federal laws, and a Proposal submitted by a Trust must identify each beneficiary of the Trust and each settler empowered to revoke or modify the Trust.

The Committee will consider the following attributes of the Provider's Technical Proposal (in no particular order):

- Organization and proposed staffing levels
- Safety Plan
- General Manager Qualifications and experience
- Environmental plan
- Provider financial capability, qualifications, and experience
- Treatment of Provider's current employees
- Provision of all specified services
- Proposed exceptions and innovations

- Approach to providing services
- Quality assurance plan
- Transition plan and contingency plans
- Overall adequacy of resources and resource allocation
- Price

Providers are advised that in the event of receipt of an adequate number of Proposals, which in the opinion of the City require no clarifications and/or supplementary information, such Proposals may be evaluated without further discussion. Hence, Proposals should be submitted initially on the most complete and favorable technical and business terms that Providers are capable of submitting to the City. Should Proposals submitted require additional clarification and/or supplementary information, Providers should be prepared to submit such additional information in a timely manner.

6.2 Award Of Contract

The award of this contract will be based on certain objective and subjective considerations listed below:

6.3 Proposal Evaluation Criteria

Scoring

a. Experience, Qualifications, and Past Performance of the Proposing Firm (including persons proposed for the Agreement resulting from this RFP process and facilities and resources) measured in terms of the Providers performance in fleet management and maintenance for local government clients with public safety vehicles and in terms of relevant experience of key personnel and their professional ability to execute this project: 40 Points

Points to be assigned as follows:

- Performance for local government clients: 15 Points
- Experience of organization/personnel: 15 Points
- Provider's ability to execute this project: 10 Points

b. Understanding the overall needs of the City as presented in the Narrative Technical Proposal and Responsiveness to RFP Requirements measured in terms of the Providers proposed approach to meeting the requirements of the services to be performed and satisfying the City's goals and objectives of this RFP: 30 Points

Points to be assigned as follows:

- Overall adequacy of resources & resource allocation: 10 Points
- Approach to providing specified services: 5 Points
- Quality Assurance Plan: 5 Points
- Preventive Maintenance Program: 5 Points
- Transition Plan: 5 Points

c. Estimated Cost to the City Measured as present value of the yearly Target Services Operating Budget: 30 Points

Total points available: 100

Evaluation of proposals will be conducted by an evaluation committee of qualified City Staff, or other persons selected by the City. It may be a two-step process. In step one; the committee will evaluate all

responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a minimum of three (3). If more than three (3) proposals are responsive, they may be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. If necessary, Proposers or Finalists may be required to provide an oral presentation by appearing before the Evaluation Committee or by conference telephone call for clarification purposes only. The committee will then re-score and re-rank the finalists proposals. The committee will then make a recommendation to the City Commission for award.

Information and references submitted will be considered in the award.

The City may require visits to customer installations or demonstrations of product by proposers as part of the evaluation process.

The City may require additional information and Proposers shall agree to furnish such information. The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the RFP process.

The City uses a mathematical formula for determining allocation of evaluation criteria including cost points, to each responsive, responsible proposer. Each evaluation criteria stated in the RFP has an identified weighted factor. Each evaluation committee member will rank each criteria, from each proposer, giving their first ranked proposer as number 1, and second proposer as number 2 and so on. The City shall average the ranking for each criteria, for all evaluation committee members, and then multiply that average ranking by the weighted criteria identified in the RFP. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

6.4 Proposal Questionnaire

The Provider shall complete the Proposal Questionnaire found in Attachment "K".

Section 3. Special Agreement Provisions

1.1 Service Agreement Guaranty

<u>If awarded a contract as the result of the RFP the Provider agrees to:</u>

a. Furnish services described in the solicitation and the resultant Agreement at the times and places and in the manner and subject to conditions therein set forth provided that the City may reduce the said services at any time.

b. Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence.

c. Perform all work and services in strict accordance with all laws, statutes, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices and other agents.

d. Allow services to be inspected or reviewed by an employee of the City at any reasonable time and place selected by the City. The City will be under no obligation to compensate Provider for any services not rendered in strict conformity with the Agreement.

e. Stipulate that the presence of a City inspector will not lessen the obligation of the Provider for performance in accordance with the Agreement requirements, or be deemed a defense on the part of the Provider for infraction thereof. The inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the Agreement documents. Any omissions or failure on the part of the inspector to disapprove or reject any work or material will not be construed to be an acceptance of any such defective work or material. Notification of an omission or failure will be documented by the City.

1.2 Misrepresentation

In all areas of the Provider's provision of service and interaction with the City, the Provider will bargain in good faith and with full disclosure.

Purposeful misrepresentation to the City of any information on behalf of the Provider can be terms for immediate cancellation of Agreement without further obligation on the City's part.

1.3 Sensitivity of City Property

It is acknowledged by the parties that certain property owned by the City is sensitive in nature and requires concerted efforts by the Provider to insure that the sensitive nature of such property is not compromised.

Vehicles designated by the City as unmarked police undercover vehicles will be serviced and maintained by the Provider. The Provider will insure that the confidential and sensitive nature of these vehicles, including, but not limited to, the special equipment inside the vehicles is maintained. Security by the Provider will include, but not be limited to:

1. Controlling discussion about these vehicles;
2. Prohibiting handling and tampering with special machinery and tools; and
3. Insuring that the integrity of mechanics and other staff and sub Providers is sufficient

1.4 Termination for Cause and Default

If the Provider breaches the Agreement resulting from the RFP or fails to perform the work in an acceptable manner, it will be considered in default. Any one or more of the following will be considered a default:

1. Failure to begin the work under the Agreement within the time specified;
2. Failure to perform the work with sufficient supervision, workmen, equipment, and materials to insure prompt completion of said work;
3. Unsuitable performance of the work as determined by the City's Fleet Services;
4. Neglecting or refusing to replace defective materials or failing to perform anew such work as will have been rejected by the City;
5. Discontinuing the work or any part of it; and
6. The Provider breaches the Agreement or fails to carry on the work in an acceptable manner for any other reason

The City will send the Provider a written notice of default. If the Provider, or his surety, within a period of ten (10) days after such notice, fails to remedy the default, then the City will have full power and authority, without violating the Agreement, to take the work out of the hands of the Provider, to appropriate or use any or all materials and equipment on the ground as may be suitable and acceptable, and may at City's option, turn the work over to the surety, or enter into an Agreement with another

Provider for the completion of the Agreement according to the terms and provisions thereof, or the City may use such other methods as, in its opinion, will be required for the completion of the Agreement in an acceptable manner.
All cost of completing the work under the Agreement will be deducted from the monies due or which may become due said Provider. In case the expenses so incurred by the City will be greater than the sum which would have been payable under the Agreement if it had been completed by said Provider, the Provider and his surety will be liable and will pay to the City the amount of said excess. By taking over the performance of the work, the City does not forfeit the right to recover damages from the Provider or his surety for his failure to complete the work as specified.

1.5 Remedies

The remedies provided in the Agreement resulting from this RFP process will be cumulative and no one will be construed as exclusive of any other or of any remedy provided by law and failure of any party to exercise any remedy at any time will not operate as a waiver of the right of such party to exercise any remedy for the same or subsequent default at any time thereafter.

1.6 Insurance

The Provider shall furnish proof of Worker's Compensation Insurance, General Liability Insurance and Comprehensive Automobile Liability Insurance. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be named as "additionally insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the Provider's expense.

<u>The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.</u>

<u>The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.</u>

<u>Workers' Compensation and Employer's Liability Insurance</u>
Limits: Workers' Compensation – Per Florida Statute 440 Employer's Liability - $500,000
Any firm performing work on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

<u>Commercial General Liability Insurance</u>
Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage $1,000,000.

This coverage must include:

- Coverage for the liability assumed by the Provider under the indemnity provision of the contract
- Coverage Premises/Operations
- Products/Completed Operations
- Broad Form Contractual Liability
- Independent Contractors

Automobile Liability Insurance
Covering all owned hired and non-owned automobile equipment.

Limits: Bodily injury	$250,000 each person $500,000 each occurrence
Property damage	$100,000 each occurrence
Combined single limit	$1,000,000 (bodily injury and property damage combined)

Sudden and Accidental Pollution
Limits: $1,000,000

Pollution and Environmental Impairment Liability Insurance
Covering remediation, bodily injury and/or property damage claims from gradual, sudden and/or accidental pollution exposures.

Limits: $1,000,000 per claim / $2,000,000 aggregate

A copy of ANY current Certificate of Insurance should be included with your proposal.
In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability Insurance.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Division
100 N. Andrews Avenue,
Room 619
Ft. Lauderdale, FL 33301

1.7 Performance Bond

The Provider shall within fifteen (15) working days after notification of award, furnish to the City a Payment and Performance Bond in the amount equal to one hundred percent (100%) of the Annual Targeted Operating Budget as surety for faithful performance under the terms and conditions of the contract. The cost of the Performance Bond is to be included in the Price Proposal Attachment "E". If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Payment and Performance Bond. The Provider must have a Financial Size Categories (FSC) rating of no less than "A-" by the latest edition

of Best's Key Rating Guide, or acceptance of insurance company that holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

Acknowledgement and agreement is given by both parties that the amount herein set for the Payment and Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Provider to the City in the event of a material breach of this Agreement by the Provider.

1.8 Safety Requirements

a. The Provider will furnish adequate safety equipment and comply with the various OSHA regulations established by the Federal Government, the State of Florida and amendments and changes that may occur from time to time. The Provider will maintain safety records in connection with its operation of City facilities recording the relevant details regarding any accidents or injuries occurring on City property. Along with their response Proposer shall include a proposed Safety Plan.

b. All work will be conducted in a safe manner and will comply with the requirements of State and local rules and regulations and OSHA safety standards to include Lockout-tagout safety procedures. Prior to commencement of the work, the Provider will meet in conference with a representative designated by the City to discuss and develop a mutual understanding relative to the administration of the Safety Program.

c. If at any time the Provider fails or refuses to comply with Federal, State, or City safety requirements, the City may issue an order to stop all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop order will be made the subject of any claims for excess cost, damages or extension of time against the City, its agents or employees.

d. The Provider will report to the City all accidents (personal injury, vehicle or equipment damage) within 24 hours of their occurrence or discovery.

1.9 Compliance With The Law

The Provider will comply with all laws, regulations, guidelines, orders, judgments, decrees, or other executive, legislative, judicial, or administrative mandates adopted or entered by governmental authority having jurisdiction to do so in connection with the operation and maintenance of the City Garage Facility. The City will cooperate with, and assist the Provider in gathering all reports, forms, statements, and other documentation required by Local, State, and Federal authorities. Such information will be provided to the Provider in a timely manner so as to allow the Provider adequate time to prepare and submit any necessary documentation within required deadlines.

1.10 Waiver

The Agreement resulting from this RFP process between the City and the Provider will contain provisions that neither the failure nor any delay on the part of any party to exercise any right, remedy, power, or privilege under the Agreement resulting from this RFP process will operate as a waiver, remedy, power, or privilege, preclude any other or further exercise of the same of any other right, remedy, power, or

privilege with respect to any occurrence be construed as a waiver of such right, remedy, power, or privilege with respect to any other occurrence. No waiver will be effective unless it is in writing and is signed by the party asserted to have granted such waiver.

1.11 Notices

All notices, requests, demands, and other communication required or permitted under the Agreement resulting from this RFP process will be in writing and will be deemed to have been received when delivered on the third business day following the mailing, by registered or certified mail, postage prepaid, return receipt requested, thereof addressed as set forth below:
Fleet Services
1301 West Broward Blvd
Fort Lauderdale, Florida 33312

Any party may change the address to which notices are to be sent giving notice of such change of address in conformity with this provision.

1.12 General Conditions

General Conditions Form G-107 Rev. 05/14 (GC) are included and made a part of this RFP.

1.13 Variances

While the City allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of variances taken will be considered in determining proposal responsiveness and in allocating proposal evaluation points.

1.14 News Releases/Publicity

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

1.15 RFP Documents

The Proposer shall examine this RFP carefully. Ignorance of the requirements will not relieve the Provider from liability and obligations under the Contract.

1.16 Proposers costs

The City shall not be liable for any costs incurred by proposers in responding to this RFP.

1.17 Uncontrollable Circumstance ("Force majeure")

The City and the Provider will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

a. The non-performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
b. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
c. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and
d. The non-performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Provider will not constitute Force Majeure. The term of the Agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

Section 4. Separate pricing option (Trolley Maintenance)

1.0 Trolley Maintenance

As a separate price option, the Proposer shall propose to perform the services listed below. All terms and conditions stated within this agreement would apply to this price option. The City reserves the right to accept, defer or refuse this portion of the contract.

The City currently operates a trolley bus transit system (see vehicle inventory listed as Attachment "A". As part of optional Targeted services the Provider shall service, repair and maintain transit buses in accordance to Florida Administrative Code Chapter 14-90, & Federal Motor Vehicle Safety Standards (FMVSS). Technicians assigned to trolley bus repairs must have the mechanical knowledge, certifications and understanding of the requirements set forth in Chapter 14-90. In their response, the Proposer shall list experience related to the repair and maintenance of public transportation vehicles. Listed below is a list of Proposer's responsibilities to include but not limited to:

- Perform pre-trip inspections
- Perform post trip inspections
- Perform timely PM's
- Perform timely repairs
- Transport buses to and from safety inspection location
- Perform road services
- Respond to accident scenes
- Comply with maintenance plan and procedures for preventative and routine maintenance for all buses operated
- Comply with System Safety Program Plan (SSPP)

- Comply with Security Program Plan (SPP). **NOTE**: Bus transit systems are prohibited from publicly disclosing the SPP or the security portion of the SSPP, as applicable under any circumstance this is a controlled document.

Trolley Performance Standards

a. 24-Hour turnaround time standard: The following **percentage range** of all maintenance and repair work must be completed within 24 hours of the vehicle's delivery to the garage or within 24 hours of notification of a maintenance requirement excluding weekends – 12:00 a.m. Saturday through 6:00 a.m. Monday – and non-working holidays:

b.

See Attachment "J" performance standard ranges, incentives & penalties chart.

Turnaround Time - % of Repairs Completed within 24 Hours	**Range**
TRANSIT	79% - 81%

c. 48-Hour turnaround time standard: The following **percentage range** of all maintenance and repair work must be completed within 48 hours of the vehicle's delivery to the garage or within 24 hours of notification of a maintenance requirement excluding weekends – 12:00 a.m. Saturday through 6:00 a.m. Monday – and non-working holidays:

See Attachment "J" performance standard ranges, incentives & penalties chart.

Turnaround Time - % of Repairs Completed within 48 Hours	**Range**
TRANSIT	94% - 96%

d. Fleet Availability: The Provider will maintain minimum percentage rates as follows:

See Attachment "J" performance standard ranges, incentives & penalties chart.

Daily Fleet Availability	Range
TRANSIT BUSES	95% - 97%

e. Preventive Maintenance (PM): The Provider will maintain minimum percentage rates as follows:

See Attachment "J" performance standard ranges, incentives & penalties chart.

Preventative Maintenance	**Range**
% of PM inspections completed on time	94% - 96%

f. Rework: The Provider will maintain minimum percentage rates as follows:

See Attachment "J" performance standard ranges, incentives & penalties chart.

Repair Quality (Reworks)	**Target**
% of Repair Work Orders requiring Rework	0% - 2%

Trolley Liquidated Damages

1. Daily Fleet Availability:

PERFORMANCE MEASURES	ACCEPTABLE	**DAILY** PENALTY	**DAILY** INCENTIVE

Fleet Maintenance & Management Services and Central Warehouse
RFP # 555-11442

CRITERIA FOR BONUS	RANGE		
I **Daily Fleet Availability** TRANSIT BUSES	95% - 97%	$35	$15

2. Turnaround time within 24 hours

PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
CRITERIA FOR BONUS	RANGE		
II **Turnaround Time - % of Repairs Completed within 24 Hours** TRANSIT BUSES	79% - 81%	$100	$25

3. Turnaround time within 48 hours

PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
CRITERIA FOR BONUS **Turnaround Time - % of Repairs Completed within 48 Hours** TRANSIT BUSES	RANGE 94% - 96%	$150	$75

4. Preventive Maintenance:

PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
CRITERIA FOR BONUS IV **Preventative Maintenance** % of PM inspections completed on time	RANGE 94% - 96%	$500	$200

5. Rework:

PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
CRITERIA FOR BONUS	RANGE		
V **Repair Quality (Reworks)** % of Repair Work Orders requiring Rework	0% - 2%	$200	$0

6. Parts fill rate:

Fleet Maintenance & Management Services and Central Warehouse RFP # 555-11442

PERFORMANCE MEASURES	ACCEPTABLE	MONTHLY PENALTY	MONTHLY INCENTIVE
CRITERIA FOR BONUS	RANGE		
VI Parts fill rates	80%	2X liquidated damages	$0

Section 5. Separate pricing options (Central Warehouse Service)

Central Warehouse Service

The City wishes to centralize purchasing efforts within the Public Works Yard. As a separate pricing option, the proposer shall provide two pricing options

The Central Warehouse Services is established for the purpose of stocking and issuing parts, supplies, chemicals, pesticides, and fertilizers used by City of Fort Lauderdale Departments residing within the Fleet fence-line.

The Central Warehouse Services mission is to follow proper storage regulatory guidelines as well as City of Fort Lauderdale's Environmental Sustainability Management System (ESMS) requirements and to provide faster acquisition and delivery of items which are required by City Departments to complete their mission. Items stocked will be procured in volume or on contract at an overall savings for the City. This reduces the cost of processing multiple orders and payments for each affected department. (See Attachment E for pricing options B and C).

Requirements:

1. Central Warehouse Services will be open Monday through Friday from 7:00 a.m. to midnight
2. The Provider shall train each employee associated with Central Warehouse Services in MSDS and any appropriate regulatory storage guidelines.
3. The Provider shall stock, dispense, and invoice supplies and chemicals for approved City departments within the Public Works Yard.
4. All proposed Central Warehouse parts, supplies, chemicals, and fertilizers shall be approved by Fleet Services prior to integrating into inventory.
5. The City will not be charged until supplies are issued to authorized City employees.
6. Provider shall use a City approved authorization system to dispense Central Warehouse parts and supplies to City employees.

7. Provider is responsible for properly maintaining and following MSDS guidelines, as well as ESMS requirements (See Attachments L & M).

8. At the end of contract period, the City will purchase all remaining Central Warehouse inventory at initial purchase cost. (This option does not include inventory associated with fleet maintenance activities).

Attachments:

A. **Vehicle inventory**
B. **Vehicle and equipment preventive maintenance schedules**
C. **Listing of fuel sites**
D. **Vehicle disposal specifications**
E. **Targeted operating services budget-detailed price proposal**
F. **Non-Targeted operating services budget-detailed hourly rate proposal**
G. **Proposal signature page**
H. **Pre-trip and post-trip transit bus inspection form**
I. **Transit bus fleet plan**
J. **Performance Standards Ranges, Incentives and Penalty Chart**
K. **Proposal Questionnaire**
L. **Environmental & Sustainability Management System (ESMS) Contractor Management Environmental Manual**
M. **Environmental & Sustainability Management System (ESMS) Contractor Management Environmental Checklist**
N. **Non-Collusion Statement**
O. **General Terms and Conditions**

Exhibits:

A. **Garage facility site plan**
B. **Inventory of facility assets**

City of Fort Lauderdale Vehicle Inventory (Revised 5/30/14)							
Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5880	DSD010101-D	2007	In Service	00	CHVRL	COBALT	Vehicle
V6358	DSD010101-D	2009	In Service	12	TOYOT	PRIUS HYBRID	Vehicle
V6359	DSD010101-D	2009	In Service	12	TOYOT	PRIUS HYBRID	Vehicle
V5272	DSD010101-D	2004	In Service	00A	CHVRL	CAVALIER	Vehicle
V5879	DSD020802-D	2007	In Service	00X	CHVRL	COBALT	Vehicle
V5882	DSD020802-D	2007	In Service	00X	CHVRL	COBALT	Vehicle
V6304	DSD020802-D	2009	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V5478	DSD034002-D	2005	In Service	00	CHVRL	COBALT	Vehicle
V5481	DSD034002-D	2005	In Service	00	CHVRL	COBALT	Vehicle
V5541	DSD034002-D	2006	In Service	00	CHVRL	COBALT	Vehicle
V5542	DSD034002-D	2006	In Service	00	CHVRL	COBALT	Vehicle
V5543	DSD034002-D	2006	In Service	00	CHVRL	COBALT	Vehicle
V5544	DSD034002-D	2006	In Service	00	CHVRL	COBALT	Vehicle
V5545	DSD034002-D	2006	In Service	00	CHVRL	COBALT	Vehicle
V5611	DSD034002-D	2006	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5612	DSD034002-D	2006	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5613	DSD034002-D	2006	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5632	DSD034002-D	2006	In Service	00	CHVRL	COBALT	Vehicle
V5633	DSD034002-D	2006	In Service	00	CHVRL	COBALT	Vehicle
V5635	DSD034002-D	2006	In Service	00	CHVRL	COBALT	Vehicle
V5894	DSD034002-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5900	DSD034002-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5904	DSD034002-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5906	DSD034002-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5907	DSD034002-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5908	DSD034002-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5909	DSD034002-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5928	DSD034002-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6122	DSD034002-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6303	DSD034002-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6305	DSD034002-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6307	DSD034002-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5895	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5896	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5897	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5898	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5899	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5901	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5902	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5903	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5905	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6120	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6121	DSD040101-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6292	DSD040101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6293	DSD040101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6294	DSD040101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6295	DSD040101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6297	DSD040101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6298	DSD040101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6306	DSD040101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6128	DSD040101-D	2008	In Service	20	FORDX	RANGER EC 4X2	Vehicle
V6347	DSD040101-D	2009	In Service	21	FORDX	F150 RC 4X2	Vehicle
V6197	FIR010101-D	2008	In Service	77	FORDX	CROWN VICTORIA	Vehicle
V6198	FIR010101-D	2008	In Service	77	DODGE	DURANGO	Vehicle
V6199	FIR010101-D	2008	In Service	77	DODGE	DURANGO	Vehicle
V6397	FIR010101-D	2009	In Service	77	CHVRL	IMPALA	Vehicle
V6539	FIR010101-D	2011	In Service	77	FORDX	TAURUS	Vehicle
V6504	FIR010102-D	2010	In Service	09	HONDA	TRX42	Equipment
V6509	FIR010102-D	2011	In Service	09	HONDA	TRX420FE	Vehicle
V6636	FIR010102-D	2012	In Service	29	TOYOT	TACOMA	Vehicle
V6637	FIR010102-D	2012	In Service	29	TOYOT	TACOMA	Vehicle
V6638	FIR010102-D	2012	In Service	29	TOYOT	TACOMA	Vehicle
V6639	FIR010102-D	2012	In Service	29	TOYOT	TACOMA	Vehicle
V6849	FIR010102-D	2014	In Service		HONDA	TRX420FE1	Vehicle
V5463	FIR010103-D	2005	In Service	22	FORDX	F250 EC 4X4	Vehicle
V5655	FIR010103-D	2006	In Service	77A	CHVRL	TRAILBLAZER 4DR 4X2	Vehicle
V5881	FIR010301-D	2007	In Service	00	CHVRL	COBALT	Vehicle
V5323	FIR010301-D	2004	In Service	77A	FORDX	CROWN VICTORIA	Vehicle
V5501	FIR010301-D	2005	In Service	77A	JEEPX	GRAND CHEROKEE 4X2	Vehicle
V6732	FIR010302-D	2013	In Service	36	FORDX	F350 CC 4X4	Vehicle
V5961	FIR010302-D	2007	In Service	77	DODGE	DURANGO	Vehicle
V5370	FIR010302-D	2004	In Service	31A	CHVRL	ASTRO	Vehicle
V5962	FIR010401-D	2007	In Service	77	DODGE	DURANGO	Vehicle
V5476	FIR010402-D	2005	In Service	00	CHVRL	COBALT	Vehicle
V5486	FIR010402-D	2005	In Service	00	CHVRL	COBALT	Vehicle
V5883	FIR010402-D	2007	In Service	00	CHVRL	COBALT	Vehicle
V6301	FIR010402-D	2009	In Service	00	FORDX	FOCUS	Vehicle
V5778	FIR010402-D	2006	In Service	21	FORDX	F150 EC 4X2	Vehicle
V6387	FIR010402-D	2009	In Service	21	FORDX	F150 EC 4X2	Vehicle
V6389	FIR010402-D	2009	In Service	21	FORDX	F150 EC 4X2	Vehicle
V5439	FIR010402-D	2005	In Service	27	CHVRL	ASTRO	Vehicle
V5963	FIR010402-D	2007	In Service	77	DODGE	DURANGO	Vehicle
V5313	FIR010402-D	2004	In Service	77A	CHVRL	MALIBU	Vehicle
V5314	FIR010402-D	2004	In Service	77A	CHVRL	MALIBU	Vehicle
V5315	FIR010402-D	2004	In Service	77A	CHVRL	MALIBU	Vehicle
V6124	FIR010403-D	2008	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6388	FIR010403-D	2009	In Service	21	FORDX	F150 EC 4X2	Vehicle
V6528	FIR010404-D	2011	In Service	21	FORDX	F150	Vehicle
V5312	FIR010404-D	2004	In Service	77A	CHVRL	MALIBU	Vehicle
V5522	FIR010404-D	2005	In Service	77A	CHVRL	IMPALA	Vehicle
V5489	FIR010501-D	2005	In Service	00	CHVRL	COBALT	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6526	FIR010501-D	2011	In Service	21	FORDX	E350	Vehicle
V5473	FIR010501-D	2005	In Service	22	FORDX	F250 CC 4X4	Vehicle
V5484	FIR010502-D	2005	In Service	00	CHVRL	COBALT	Vehicle
V6735	FIR030101-D	2014	In Service	24	INT	TERRASTAR	Vehicle
V5969	FIR030101-D	2008	In Service	36	FORDX	F350 RC 4X4 DRW	Vehicle
V4233	FIR030101-D	1998	In Service	70	PRCE	QUANTUM	Vehicle
V4586	FIR030101-D	2000	In Service	70	PRCE	QUANTUM	Vehicle
V6406	FIR030101-D	2009	In Service	70	ROSEN	GA41L-2142	Vehicle
V6407	FIR030101-D	2009	In Service	70	ROSEN	GA41L-2142	Vehicle
V6408	FIR030101-D	2009	In Service	70	ROSEN	GA41L-2142	Vehicle
V6409	FIR030101-D	2009	In Service	70	ROSEN	GA41L-2142	Vehicle
V6410	FIR030101-D	2009	In Service	70	ROSEN	GA41L-2142	Vehicle
V6411	FIR030101-D	2009	In Service	70	ROSEN	GA41L-2142	Vehicle
V6412	FIR030101-D	2009	In Service	70	ROSEN	GA41L-2142	Vehicle
V6413	FIR030101-D	2009	In Service	70	ROSEN	GA41L-2142	Vehicle
V6414	FIR030101-D	2009	In Service	70	ROSEN	GA41L-2142	Vehicle
V6416	FIR030101-D	2009	In Service	71	PRCE	VELOCITY	Vehicle
V6417	FIR030101-D	2009	In Service	71	PRCE	VELOCITY	Vehicle
V6418	FIR030101-D	2009	In Service	71	PRCE	VELOCITY	Vehicle
V5637	FIR030101-D	2006	In Service	72	INT	4400	Vehicle
V5639	FIR030101-D	2006	In Service	72	INT	4400	Vehicle
V6278	FIR030101-D	2009	In Service	72	INT	4400	Vehicle
V6279	FIR030101-D	2009	In Service	72	INT	4400	Vehicle
V6280	FIR030101-D	2009	In Service	72	INT	4400	Vehicle
V6281	FIR030101-D	2009	In Service	72	INT	4400	Vehicle
V6282	FIR030101-D	2009	In Service	72	INT	4400	Vehicle
V6283	FIR030101-D	2009	In Service	72	INT	4400	Vehicle
V6694	FIR030101-D	2012	In Service	72	INT	4300LP AMBULANCE	Vehicle
V6721	FIR030101-D	2013	In Service	72	HORTN	4300	Vehicle
V6746	FIR030101-D	2013	In Service	72	HORTN	4300	Vehicle
V5973	FIR030101-D	2007	In Service	76	CHVRL	SUBURBAN 2500 4X4	Vehicle
V6112	FIR030101-D	2007	In Service	76	CHVRL	SUBURBAN 2500 4X4	Vehicle
V6234	FIR030101-D	2009	In Service	76	CHVRL	SUBURBAN 2500 4X4	Vehicle
V6235	FIR030101-D	2009	In Service	76	CHVRL	SUBURBAN 2500 4X4	Vehicle
V6719	FIR030101-D	2013	In Service	76	CHVRL	SUBURBAN	Vehicle
V5395	FIR030101-D	2005	In Service	78	PRCE	QUANTUM	Vehicle
V5397	FIR030101-D	2005	In Service	78	PRCE	QUANTUM	Vehicle
V5398	FIR030101-D	2005	In Service	78	PRCE	QUANTUM	Vehicle
V5399	FIR030101-D	2005	In Service	78	PRCE	QUANTUM	Vehicle
V5396	FIR030101-D	2005	In Service	79	PRCE	QUANTUM	Vehicle
V5400	FIR030101-D	2005	In Service	79	PRCE	QUANTUM	Vehicle
V5717	FIR030101-D	2007	In Service	79	HCKNY	TC1882	Vehicle
V5718	FIR030101-D	2007	In Service	79	HCKNY	TC1882	Equipment
V6257	FIR030101-D	2007	In Service	79	KWSKI	3010	Equipment
V6258	FIR030101-D	2007	In Service	79	KWSKI	3010	Equipment
V6259	FIR030101-D	2007	In Service	79	KWSKI	3010	Equipment

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V6419	FIR030101-D	2009	In Service	79	HCKNY	DFC200	Vehicle
V5182	FIR030101-D	2003	In Service	72A	FRGHT	M2 106	Vehicle
V5183	FIR030101-D	2003	In Service	72A	FRGHT	M2 106	Vehicle
V5262	FIR030101-D	2004	In Service	72A	FRGHT	M2 106	Vehicle
V5596	FIR030101-D	2006	In Service	72A	INT	4300	Vehicle
V5597	FIR030101-D	2006	In Service	72A	INT	4300	Vehicle
V5599	FIR030101-D	2006	In Service	72A	INT	4300	Vehicle
V5600	FIR030101-D	2006	In Service	72A	INT	4300	Vehicle
V5638	FIR030101-D	2006	In Service	72A	INT	4400	Vehicle
V5640	FIR030101-D	2006	In Service	72A	INT	4400	Vehicle
V5329	FIR030101-D	2004	In Service	76A	GMCXX	YUKON 2500 4X4	Vehicle
V5330	FIR030101-D	2004	In Service	76A	GMCXX	YUKON 2500 4X4	Vehicle
V5955	HRD050101-D	2007	In Service	20X	FORDX	RANGER EC 4X2	Vehicle
V6367	ITS020101-D	2010	In Service	49X	INT	4400 SBA	Vehicle
V6405	ITS020101-D	2009	In Service	89X	CAMSL	15CAM832	Equipment
V5487	ITS030101-D	2005	In Service	00X	CHVRL	COBALT	Vehicle
V5440	ITS030101-D	2005	In Service	27X	CHVRL	ASTRO	Vehicle
V5756	ITS080101-D	2006	In Service	27X	FORDX	FREESTAR	Vehicle
V6390	PBS040101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5490	PBS040901-D	2005	In Service	00	CHVRL	COBALT	Vehicle
V6133	PBS040901-D	2008	In Service	20	FORDX	RANGER EC 4X2	Vehicle
V5559	PBS040901-D	2005	In Service	31	JEEPX	GRAND CHEROKEE 4X2	Vehicle
V5274	PBS040901-D	2004	In Service	00A	CHVRL	CAVALIER	Vehicle
V5342	PBS050301-D	2004	In Service	20AX	FORDX	RANGER RC 4X2	Vehicle
V5343	PBS050301-D	2004	In Service	20AX	FORDX	RANGER RC 4X2	Vehicle
V5470	PBS050301-D	2005	In Service	20X	FORDX	RANGER EC 4X2	Vehicle
V6125	PBS050301-D	2008	In Service	20X	FORDX	RANGER EC 4X2	Vehicle
V6127	PBS050301-D	2008	In Service	20X	FORDX	RANGER EC 4X2	Vehicle
V5870	PBS050301-D	2007	In Service	29X	FORDX	RANGER EC 4X2	Vehicle
V5428	PBS050701-D	2004	In Service	46X	CASEX	621D	Equipment
V4102	PBS050701-D	1997	In Service	59X	CTRPL	DP90-D	Equipment
V5492	PBS060101-D	2005	In Service	00	CHVRL	COBALT	Vehicle
V5760	PBS060101-D	2007	In Service	00	CHVRL	COBALT	Vehicle
V6300	PBS060101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6302	PBS060101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V6308	PBS060101-D	2009	In Service	00	FORDX	ESCAPE 4X2	Vehicle
V5885	PBS060101-D	2007	In Service	21	FORDX	F150 EC 4X2	Vehicle
V5615	PBS060101-D	2005	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V5616	PBS060101-D	2005	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V5858	PBS060101-D	2007	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V6123	PBS060101-D	2008	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V5576	PBS060101-D	2006	In Service	31X	FORDX	ESCAPE 4X2	Vehicle
V5577	PBS060101-D	2006	In Service	31X	FORDX	ESCAPE 4X2	Vehicle
V5779	PBS060301-D	2006	In Service	21X	FORDX	F150 EC 4X2	Vehicle
V6033	PBS060301-D	2007	In Service	28X	FORDX	E350	Vehicle
V6034	PBS060301-D	2007	In Service	28X	FORDX	E350	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6239	PBS060301-D	2009	In Service	28X	FORDX	E350	Vehicle
V6068	PBS090202-D	2007	In Service	20X	FORDX	RANGER EC 4X2	Vehicle
V6253	PBS090202-D	2009	In Service	37X	FORDX	F450 RC 4X2 DRW	Vehicle
V6254	PBS090202-D	2009	In Service	37X	FORDX	F450 RC 4X2 DRW	Vehicle
V6442	PBS090202-D	2010	In Service	37X	FORDX	F450	Vehicle
V5061	PBS090202-D	2002	In Service	59X	YALEX	GDP50RG	Equipment
V6333	PBS090601-D	2009	In Service	12X	TOYOT	PRIUS HYBRID	Vehicle
V6756	PBS090601-D	2014	In Service	32X	INT	TERRASTAR	Vehicle
V6437	PBS580101-D	2010	In Service	12	TOYOT	PRIUS HYBRID	Vehicle
V5468	PBS580101-D	2005	In Service	21	FORDX	F150 RC 4X2	Vehicle
V5477	PBS580101-D	2005	In Service	00X	CHVRL	COBALT	Vehicle
V5480	PBS580101-D	2005	In Service	00X	CHVRL	COBALT	Vehicle
V5482	PBS580101-D	2005	In Service	00X	CHVRL	COBALT	Vehicle
V5491	PBS580101-D	2005	In Service	00X	CHVRL	COBALT	Vehicle
V9404	PBS580101-D	2005	In Service	15X	FORDX	CROWN VICTORIA	Vehicle
V9432	PBS580101-D	2006	In Service	15X	FORDX	CROWN VICTORIA	Vehicle
V9433	PBS580101-D	2006	In Service	15X	FORDX	CROWN VICTORIA	Vehicle
V6369	PBS580101-D	2009	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V6370	PBS580101-D	2009	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V6386	PBS580101-D	2009	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V3301	PBS580101-D	1990	In Service	39X	CROSL	ME612	Equipment
V4291	PBS580101-D	1999	In Service	39X	FORDX	F250 RC 4X4	Vehicle
V4740	PBS580101-D	2000	In Service	39X	DODGE	CARAVAN	Vehicle
V4784	PBS580101-D	2000	In Service	39X	YALEX	9865	Equipment
V4802	PBS580101-D	2000	In Service	39X	YALEX	GC040AF	Equipment
V4859	PBS580101-D	2001	In Service	39X	FORDX	F150 RC 4X4	Vehicle
V4860	PBS580101-D	2001	In Service	39X	FORDX	F150	Vehicle
V5021	PBS580101-D	2002	In Service	39X	FORDX	E350	Vehicle
V5154	PBS580101-D	2003	In Service	39X	GMCXX	G3500E SAVANA	Vehicle
V5168	PBS580101-D	2003	In Service	39X	FORDX	F250 RC 4X2	Vehicle
V5175	PBS580101-D	2003	In Service	39X	FORDX	F150 RC 4X2	Vehicle
V5176	PBS580101-D	2003	In Service	39X	FORDX	F150 RC 4X2	Vehicle
V5389	PBS580101-D	2004	In Service	39X	ERIDE	EXV2	Equipment
V5441	PBS580101-D	2005	In Service	39X	CHVRL	ASTRO	Vehicle
V5475	PBS580101-D	2005	In Service	39X	CHVRL	COBALT	Vehicle
V5830	PBS580101-D	2006	In Service	39X	INT	4400	Vehicle
V5831	PBS580101-D	2007	In Service	39X	INT	4400	Vehicle
V5832	PBS580101-D	2006	In Service	39X	FORDX	E350 E	Vehicle
V6062	PBS580101-D	2007	In Service	39X	EZGOX	MPT 1000E	Equipment
V9140	PBS580101-D	2001	In Service	39X	FORDX	CROWN VICTORIA	Vehicle
V9141	PBS580101-D	2001	In Service	39X	FORDX	CROWN VICTORIA	Vehicle
V9233	PBS580101-D	2002	In Service	39X	FORDX	CROWN VICTORIA	Vehicle
V9350	PBS580101-D	2003	In Service	39X	FORDX	CROWN VICTORIA	Vehicle
V5833	PBS580101-D	2006	In Service	49X	CTRPL	P3500	Equipment
V5420	PBS580101-D	2005	In Service	52A	FRGHT	AM900	Vehicle
V6850	PBS660402-D	2014	In Service		CTRPL	CB22B	Equipment

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6296	PBS660402-D	2009	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V5856	PBS660402-D	2007	In Service	24X	INT	4700	Vehicle
V6052	PBS660402-D	2008	In Service	24X	INT	4300M7	Vehicle
V5423	PBS660402-D	2005	In Service	25X	INT	4300 4X2	Vehicle
V5813	PBS660402-D	2007	In Service	25X	INT	4300	Vehicle
V5815	PBS660402-D	2007	In Service	26X	STRLG	SLT7500 6X4	Vehicle
V6246	PBS660402-D	2009	In Service	26X	STRLG	LT9500	Vehicle
V6376	PBS660402-D	2010	In Service	26X	KNWRT	T370	Vehicle
V6748	PBS660402-D	2014	In Service	26X	INT	7500	Vehicle
V5474	PBS660402-D	2005	In Service	29X	FORDX	F350 CC 4X4	Vehicle
V5740	PBS660402-D	2006	In Service	29X	FORDX	F350 CC 4X4	Vehicle
V5853	PBS660402-D	2007	In Service	29X	INT	4300	Vehicle
V5854	PBS660402-D	2007	In Service	29X	INT	4300	Vehicle
V6256	PBS660402-D	2008	In Service	43X	VOLVO	DD-22	Equipment
V5430	PBS660402-D	2004	In Service	46X	CASEX	621D	Equipment
V5201	PBS660402-D	2003	In Service	47AX	JHNDR	544H	Equipment
V5824	PBS660402-D	2006	In Service	56X	CASEX	580M	Equipment
V5825	PBS660402-D	2006	In Service	56X	CASEX	580M	Equipment
V6134	PBS660402-D	2008	In Service	58X	BOBCT	S250	Equipment
V6394	PBS660402-D	2009	In Service	58X	BOBCT	LT414	Equipment
V5426	PBS660402-D	2004	In Service	59X	VOLVO	EC140B	Equipment
V6047	PBS660402-D	2007	In Service	59X	JHNDR	120	Equipment
V6742	PBS660402-D	2013	In Service	59X	ASPZR	AZ-500	Vehicle
V5083	PBS660402-D	2002	In Service	80AX	BELSH	WB-12	Equipment
V4767	PBS660402-D	2000	In Service	82AX	CROSL	ME 6X12	Equipment
V5432	PBS660402-D	2004	In Service	82X	HUDSN	TRLR	Equipment
V4793	PBS660402-D	2000	In Service	89X	HOMMD	9T202ED	Equipment
V5427	PBS660402-D	2005	In Service	89X	SUPER	20T	Equipment
V6203	PBS660402-D	2008	In Service	89X	INTST	40DLA	Equipment
V5689	PBS660404-D	2006	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V5691	PBS660404-D	2006	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V5960	PBS660404-D	2007	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V5532	PBS660404-D	2005	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle
V5533	PBS660404-D	2005	In Service	23X	FORDX	F350 RC 4X2	Vehicle
V5534	PBS660404-D	2005	In Service	23X	FORDX	F350 RC 4X2	Vehicle
V5997	PBS660404-D	2008	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle
V5998	PBS660404-D	2008	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle
V6374	PBS660404-D	2009	In Service	23X	FORDX	F350 RC 4X2	Vehicle
V6039	PBS660404-D	2007	In Service	27X	FORDX	E150	Vehicle
V5407	PBS660404-D	2004	In Service	59X	YALEX	GP035AF	Equipment
V6245	PBS660407-D	2009	In Service	24X	INT	4300	Vehicle
V5240	PBS660407-D	2004	In Service	25AX	GMCXX	6500	Vehicle
V6154	PBS660407-D	2008	In Service	25X	FORDX	F550 CC 4X2 DRW	Vehicle
V6155	PBS660407-D	2008	In Service	25X	FORDX	F550 CC 4X2 DRW	Vehicle
V6020	PBS660407-D	2007	In Service	56X	CASEX	580SM2	Equipment
V6096	PBS660407-D	2007	In Service	58X	BOBCT	S220	Equipment

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V4796	PBS660407-D	2000	In Service	88AX	HOMMD	9T202ED	Equipment
V6087	PBS660408-D	2008	In Service	25X	STRLG	ACTERRA 4X2	Vehicle
V6250	PBS660408-D	2009	In Service	37X	FORDX	F450 RC 4X2 DRW	Vehicle
V6251	PBS660408-D	2009	In Service	37X	FORDX	F450 RC 4X2 DRW	Vehicle
V4925	PBS660408-D	2001	In Service	56AX	CASEX	580M	Equipment
V5810	PBS660409-D	2007	In Service	25X	INT	4300	Vehicle
V5523	PBS660409-D	2005	In Service	35X	FORDX	EXPLORER 4X2	Vehicle
V6252	PBS660409-D	2009	In Service	37X	FORDX	F450 RC 4X2 DRW	Vehicle
V5721	PBS660410-D	2007	In Service	23X	FORDX	F450 EC 4X2 DRW	Vehicle
V5722	PBS660410-D	2007	In Service	23X	FORDX	F450 EC 4X2 DRW	Vehicle
V5723	PBS660410-D	2007	In Service	23X	FORDX	F450 EC 4X2 DRW	Vehicle
V6399	PBS660410-D	2009	In Service	24X	INT	4400	Vehicle
V6216	PBS660410-D	2009	In Service	25X	INT	4300M7	Vehicle
V5499	PBS660410-D	2005	In Service	58X	CASEX	445	Equipment
V5229	PBS660410-D	2003	In Service	80X	CROSL	TRAILER	Equipment
V5783	PBS660411-D	2007	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle
V6192	PBS660411-D	2008	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle
V6215	PBS660411-D	2009	In Service	25X	INT	4300M7	Vehicle
V6249	PBS660411-D	2009	In Service	33X	INT	4400	Vehicle
V5823	PBS660411-D	2006	In Service	56X	CASEX	580M	Equipment
V4904	PBS660412-D	2002	In Service	05AX	FORDX	EXPLORER 4X2	Vehicle
V5196	PBS660412-D	2003	In Service	22AX	FORDX	F250 EC 4X4	Vehicle
V4917	PBS660412-D	2002	In Service	25AX	INT	4700	Vehicle
V5728	PBS660412-D	2006	In Service	28X	FORDX	E350	Vehicle
V6035	PBS660412-D	2007	In Service	28X	FORDX	E350 E	Vehicle
V6036	PBS660412-D	2007	In Service	28X	FORDX	E350 E	Vehicle
V6037	PBS660412-D	2007	In Service	28X	FORDX	E350 E	Vehicle
V6038	PBS660412-D	2007	In Service	28X	FORDX	E350 E	Vehicle
V6385	PBS660412-D	2009	In Service	28X	FORDX	E350 E	Vehicle
V6723	PBS660412-D	2013	In Service	28X	FORDX	E350	Vehicle
V5565	PBS660412-D	2006	In Service	37X	FORDX	F450 EC 4X2 DRW	Vehicle
V5566	PBS660412-D	2006	In Service	37X	FORDX	F450 EC 4X2 DRW	Vehicle
V5567	PBS660412-D	2006	In Service	37X	FORDX	F450 EC 4X2 DRW	Vehicle
V5530	PBS660502-D	2005	In Service	23X	FORDX	F550 RC 4X2 DRW	Vehicle
V5558	PBS660502-D	2005	In Service	24X	INT	4200	Vehicle
V6088	PBS660502-D	2008	In Service	29X	STRLG	ACTERRA 4X2	Vehicle
V6423	PBS660502-D	2010	In Service	29X	INT	4300	Vehicle
V5604	PBS660502-D	2005	In Service	43AX	DYNPC	CC800	Equipment
V5841	PBS660502-D	2006	In Service	56X	JHNDR	410G	Equipment
V6095	PBS660502-D	2007	In Service	58X	BOBCT	S220	Equipment
V4795	PBS660502-D	2000	In Service	88AX	HOMMD	9T202ED	Equipment
V5698	PBS660503-D	2006	In Service	23X	FORDX	F550 CC 4X2 DRW	Vehicle
V6722	PBS660503-D	2013	In Service	23X	INT	TERRASTAR	Vehicle
V6118	PBS660503-D	2008	In Service	24X	INT	4300	Vehicle
V6224	PBS660503-D	2009	In Service	24X	INT	4300	Vehicle
V5811	PBS660503-D	2007	In Service	25X	INT	4300	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5812	PBS660503-D	2007	In Service	25X	INT	4300	Vehicle
V5818	PBS660503-D	2007	In Service	26X	STRLG	SLT7500 6X4	Vehicle
V6100	PBS660503-D	2008	In Service	26X	INT	4300M7	Vehicle
V5020	PBS660503-D	2002	In Service	28AX	FORDX	E350	Vehicle
V5822	PBS660503-D	2006	In Service	56X	CASEX	580M	Equipment
V6393	PBS660503-D	2009	In Service	56X	JHNDR	410J	Equipment
V4856	PBS660503-D	2000	In Service	82AX	CROSL	CR 6X8 TG	Equipment
V5548	PBS660505-D	2006	In Service	23X	FORDX	F550 CC 4X2 DRW	Vehicle
V5557	PBS660505-D	2006	In Service	26X	STRLG	SLT7500 6X4	Vehicle
V5814	PBS660505-D	2007	In Service	26X	STRLG	SLT7500 6X4	Vehicle
V5816	PBS660505-D	2007	In Service	26X	STRLG	SLT7500 6X4	Vehicle
V5817	PBS660505-D	2007	In Service	26X	STRLG	SLT7500 6X4	Vehicle
V6377	PBS660505-D	2010	In Service	26X	KNWRT	T800	Vehicle
V5851	PBS660505-D	2006	In Service	43X	BOMAG	BW120AD	Equipment
V4921	PBS660505-D	2001	In Service	45AX	VOLVO	G60C	Equipment
V5429	PBS660505-D	2004	In Service	46X	CASEX	621D	Equipment
V5529	PBS660505-D	2005	In Service	58X	BOBCT	A300	Equipment
V5829	PBS660505-D	2006	In Service	58X	BOBCT	A300	Equipment
V6021	PBS660505-D	2007	In Service	59X	GRDAL	XL3100	Equipment
V4396	PBS660505-D	1999	In Service	87AX	HOMMD	10T262ADLP	Equipment
V6205	PBS660505-D	2007	In Service	87X	TRLKG	TK20LP	Equipment
V5857	PBS660505-D	2006	In Service	88X	BELSH	WB12EP	Equipment
V6028	PBS660506-D	2008	In Service	23X	FORDX	F450 CC 4X2 DRW	Vehicle
V5210	PBS660506-D	2004	In Service	25AX	INT	4300	Vehicle
V6747	PBS660506-D	2014	In Service	26X	INT	4300M7	Vehicle
V6429	PBS660506-D	2009	In Service	43X	BOMAG	BW120-AD4	Equipment
V6101	PBS660506-D	2008	In Service	49X	STRLG	ACTERRA 4X2	Vehicle
V4864	PBS660506-D	2001	In Service	80AX	WELLS	TW101	Equipment
V5217	PBS660506-D	2003	In Service	80X	CROSL	TRAILER	Equipment
V6273	PBS660506-D	2008	In Service	80X	WELLS	TW101	Equipment
V5809	PBS660509-D	2007	In Service	25X	INT	4300	Vehicle
V6217	PBS660509-D	2009	In Service	25X	INT	4300M7	Vehicle
V6233	PBS660509-D	2009	In Service	28X	FORDX	E350	Vehicle
V6248	PBS660509-D	2009	In Service	39X	INT	4400	Vehicle
V6428	PBS660509-D	2009	In Service	56X	CASEX	580M	Equipment
V4581	PBS660510-D	1999	In Service	28AX	GMCXX	WORKHORSE	Vehicle
V5415	PBS660510-D	2005	In Service	28X	FORDX	E450	Vehicle
V5416	PBS660510-D	2005	In Service	28X	FORDX	E450	Vehicle
V5658	PBS660510-D	2006	In Service	36X	FORDX	F150 EC 4X2	Vehicle
V5659	PBS660510-D	2006	In Service	36X	FORDX	F150 EC 4X2	Vehicle
V6200	PBS660510-D	2008	In Service	36X	FORDX	F150 RC 4X2	Vehicle
V5422	PBS660510-D	2006	In Service	38AX	STRLG	LT9500	Vehicle
V6226	PBS660510-D	2008	In Service	38X	STRLG	LT9500	Vehicle
V6227	PBS660510-D	2008	In Service	38X	STRLG	LT9500	Vehicle
V6228	PBS660510-D	2008	In Service	38X	STRLG	LT9500	Vehicle
V6240	PBS660510-D	2008	In Service	39X	STRLG	LT9500	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6255	PBS660510-D	2009	In Service	40X	INT	7600 4X6	Vehicle
V5852	PBS660510-D	2008	In Service	89X	ACROX	7000	Equipment
V6089	PBS660511-D	2008	In Service	28X	GMCXX	WORKHORSE	Vehicle
V5893	PBS660511-D	2007	In Service	39X	AQUAM	B-15	Vehicle
V6064	PBS660511-D	2007	In Service	39X	AQUAM	SF64700	Vehicle
V5471	PBS660602-D	2005	In Service	20X	FORDX	RANGER EC 4X2	Vehicle
V5339	PBS660602-D	2004	In Service	22AX	FORDX	F250 RC 4X2	Vehicle
V5337	PBS660602-D	2004	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V5238	PBS660602-D	2004	In Service	24AX	GMCXX	WT5500	Vehicle
V5340	PBS660602-D	2004	In Service	36AX	FORDX	F250 RC 4X4	Vehicle
V6238	PBS660602-D	2008	In Service	37X	FORDX	F550 4X2 DRW LCF	Vehicle
V6444	PBS660602-D	2010	In Service	37X	INT	CF600	Vehicle
V6729	PBS660602-D	2013	In Service	37X	INT	TERRASTAR SFA 4X2	Vehicle
V5726	PBS660602-D	2006	In Service	39X	STRLG	ACTERRA 4X2	Vehicle
V5727	PBS660602-D	2007	In Service	39X	STRLG	ACTERRA 4X2	Vehicle
V5254	PBS660602-D	2003	In Service	87X	CROSL	CR 8X25	Equipment
V5258	PBS660602-D	2003	In Service	89X	HOMMD	6T122EDBTW	Equipment
V6446	PBS660604-D	2010	In Service	33X	INT	4400	Vehicle
V6447	PBS660604-D	2010	In Service	33X	INT	4400	Vehicle
V5636	PBS660604-D	2006	In Service	36X	FORDX	F150 EC 4X4	Vehicle
V6208	PBS660604-D	2008	In Service	36X	FORDX	F250 RC 4X4	Vehicle
V6209	PBS660604-D	2008	In Service	36X	FORDX	F250 RC 4X4	Vehicle
V6403	PBS660604-D	2009	In Service	36X	FORDX	F250 RC 4X4	Vehicle
V5414	PBS660604-D	2004	In Service	49X	GROVE	RT530E	Equipment
V5845	PBS660604-D	2006	In Service	80X	ROCKX	UTL48	Equipment
V5861	PBS660604-D	2006	In Service	80X	ROCKX	UTL48	Equipment
V5035	PBS660605-D	2002	In Service	27AX	CHVRL	ASTRO	Vehicle
V5364	PBS660605-D	2004	In Service	27AX	FORDX	E250	Vehicle
V5352	PBS660605-D	2004	In Service	28AX	FORDX	E350	Vehicle
V5355	PBS660605-D	2004	In Service	28AX	FORDX	E350	Vehicle
V5996	PBS660605-D	2007	In Service	28X	FORDX	E350 CUTAWAY	Vehicle
V6054	PBS660605-D	2007	In Service	28X	FORDX	E350 CUTAWAY	Vehicle
V6724	PBS660605-D	2013	In Service	28X	FORDX	E350	Vehicle
V5777	PBS660605-D	2006	In Service	31X	FORDX	E150	Vehicle
V5554	PBS660606-D	2006	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle
V4897	PBS660606-D	2001	In Service	37AX	FORDX	F450 RC 4X2 DRW	Vehicle
V5327	PBS660607-D	2005	In Service	27X	CHVRL	ASTRO	Vehicle
V5363	PBS660608-D	2004	In Service	27X	FORDX	E250	Vehicle
V5556	PBS660609-D	2006	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle
V6373	PBS660609-D	2009	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle
V5748	PBS660609-D	2006	In Service	28X	FORDX	E350	Vehicle
V6392	PBS660609-D	2009	In Service	28X	FORDX	E350 CUTAWAY	Vehicle
V4637	PBS660609-D	2000	In Service	37AX	GMCXX	3500 RC 4X2	Vehicle
V5886	PBS670302-D	2007	In Service	21X	FORDX	F150 RC 4X2	Vehicle
V5771	PBS670302-D	2006	In Service	22X	FORDX	F250 EC 4X2	Vehicle
V5550	PBS670302-D	2006	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V4742	PBS670302-D	2000	In Service	27AX	CHVRL	ASTRO	Vehicle
V5755	PBS670302-D	2006	In Service	27X	FORDX	E250	Vehicle
V6391	PBS670302-D	2009	In Service	35X	FORDX	EXPLORER 4X4	Vehicle
V5216	PBS670302-D	2003	In Service	49X	YALEX	GDP110MJ	Equipment
V5606	PBS670304-D	2006	In Service	21X	FORDX	F150 RC 4X2	Vehicle
V5525	PBS670502-D	2005	In Service	20X	FORDX	RANGER RC 4X2	Vehicle
V5366	PBS670502-D	2004	In Service	27AX	FORDX	E250	Vehicle
V6379	PBS670502-D	2009	In Service	27X	FORDX	E250	Vehicle
V6247	PBS670502-D	2009	In Service	29X	INT	7400 SBA	Vehicle
V6401	PBS670502-D	2010	In Service	34X	KNWRT	T800	Vehicle
V6402	PBS670502-D	2010	In Service	34X	KNWRT	T800	Vehicle
V6467	PBS670502-D	2010	In Service	38X	INT	7500	Vehicle
V6040	PBS670503-D	2007	In Service	36X	FORDX	F250 EC 4X4	Vehicle
V5500	PBS670602-D	2005	In Service	38X	JEEPX	GRAND CHEROKEE 4X4	Vehicle
V5358	PBS670603-D	2004	In Service	31X	CHVRL	ASTRO	Vehicle
V6368	PBS670605-D	2009	In Service	31X	FORDX	EXPLORER 4X2	Vehicle
V5776	PBS670802-D	2006	In Service	31X	CHVRL	UPLANDER	Vehicle
V5627	PBS690602-D	2006	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V6737	PBS690602-D	2013	In Service	12X	CHVRL	VOLT	Vehicle
V6371	PBS690602-D	2009	In Service	22X	FORDX	F250 EC 4X2	Vehicle
V6207	PBS690602-D	2008	In Service	27X	FORDX	E250	Vehicle
V6728	PBS690602-D	2013	In Service	27X	FORDX	TRANSIT CONNECT VAN	Vehicle
V6384	PBS690603-D	2009	In Service	27X	FORDX	E250	Vehicle
V5469	PKR010101-D	2005	In Service	21	FORDX	F150 EC 4X2	Vehicle
V5601	PKR010101-D	2005	In Service	31	JEEPX	GRAND CHEROKEE 4X2	Vehicle
V5188	PKR010101-D	2003	In Service	31A	FORDX	ESCAPE 4X2	Vehicle
V5195	PKR030601-D	2003	In Service	27A	FORDX	E350	Vehicle
V3967	PKR033201-D	1996	In Service	29	INT	3800 BUS	Vehicle
V5133	PKR033201-D	2003	In Service	29	CHVRL	ASTRO	Vehicle
V6135	PKR033201-D	2008	In Service	58	BOBCT	S250	Equipment
V5143	PKR033201-D	2002	In Service	27A	CHVRL	G3500 EXPRESS	Vehicle
V4351	PKR033201-D	1998	In Service	28A	GMCXX	P30	Vehicle
V5193	PKR033201-D	2003	In Service	28A	FORDX	E350	Vehicle
V6025	PKR033401-D	2008	In Service	22	FORDX	F250 RC 4X2	Vehicle
V6066	PKR033401-D	2008	In Service	26	INT	4300M7	Vehicle
V6847	PKR033401-D	2014	In Service		FORDX	E350	Vehicle
V4616	PKR033401-D	2000	In Service	37A	GMCXX	3500 RC 4X2	Vehicle
V5438	PKR033501-D	2005	In Service	69	GILIB	SERVACE ALLOY	Equipment
V5607	PKR033701-D	2006	In Service	06	FORDX	ESCAPE 4X2	Vehicle
V5608	PKR033701-D	2006	In Service	06	FORDX	ESCAPE 4X2	Vehicle
V5609	PKR033701-D	2006	In Service	06	FORDX	ESCAPE 4X2	Vehicle
V5624	PKR033701-D	2006	In Service	06	FORDX	ESCAPE 4X2	Vehicle
V5625	PKR033701-D	2006	In Service	06	FORDX	ESCAPE 4X2	Vehicle
V5626	PKR033701-D	2006	In Service	06	FORDX	ESCAPE 4X2	Vehicle
V6132	PKR033701-D	2008	In Service	06	FORDX	ESCAPE 4X2	Vehicle
V6299	PKR033701-D	2009	In Service	06	FORDX	ESCAPE 4X2	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6236	PKR033701-D	2007	In Service	09	SUZUK	LT-A500FK7	Equipment
V4418	PKR033701-D	1998	In Service	82A	AOKXX	4X8 TILT	Equipment
V5761	PKR060501-D	2007	In Service	25	INT	4300 4X2	Vehicle
V6031	PKR060501-D	2008	In Service	25	INT	4300 4X2	Vehicle
V6086	PKR060501-D	2008	In Service	25	INT	4300M7	Vehicle
V6225	PKR060501-D	2009	In Service	25	STRLG	ACTERRA 4X2	Vehicle
V6448	PKR060501-D	2010	In Service	25	FRGHT	M2 106	Vehicle
V6445	PKR060501-D	2010	In Service	29	FRGHT	M2 106	Vehicle
V6042	PKR060501-D	2008	In Service	37	FORDX	F450 RC 4X2 DRW	Vehicle
V6043	PKR060501-D	2008	In Service	37	FORDX	F450 RC 4X2 DRW	Vehicle
V6213	PKR060501-D	2008	In Service	37	FORDX	F450 EC 4X2 DRW	Vehicle
V6098	PKR060501-D	2007	In Service	49	ARROW	M90	Equipment
V6099	PKR060501-D	2007	In Service	49	ARROW	M90	Equipment
V6529	PKR060501-D	2011	In Service	51	INT	4300 SBA	Vehicle
V6530	PKR060501-D	2011	In Service	51	INT	4300 SBA	Vehicle
V6237	PKR060501-D	2009	In Service	52	INT	4300	Vehicle
V6427	PKR060501-D	2009	In Service	56	CASEX	580M	Equipment
V6201	PKR060501-D	2007	In Service	67	VRMER	BC 1500	Equipment
V6202	PKR060501-D	2007	In Service	67	VRMER	BC 1000	Equipment
V6449	PKR060501-D	2010	In Service	67	BANDT	1890 XP	Equipment
V6450	PKR060501-D	2010	In Service	67	BANDT	1890 XP	Equipment
V6070	PKR060501-D	2007	In Service	69	VRMER	SC602	Equipment
V5772	PKR060501-D	2006	In Service	67A	BANDT	1890	Equipment
V5884	PKR062401-D	2007	In Service	21	FORDX	F150 EC 4X2	Vehicle
V6104	PKR062401-D	2007	In Service	54	JHNDR	5325	Equipment
V5219	PKR062401-D	2003	In Service	54A	JHNDR	5220	Equipment
V5524	PKR062501-D	2005	In Service	21	FORDX	F150 RC 4X2	Vehicle
V5731	PKR062501-D	2007	In Service	37	FORDX	F450 CC 4X2 DRW	Vehicle
V5381	PKR062501-D	2005	In Service	54	JHNDR	4410	Equipment
V5220	PKR062501-D	2003	In Service	59	JHNDR	4410	Equipment
V6137	PKR062501-D	2008	In Service	60	TOROX	7200	Equipment
V6146	PKR062501-D	2008	In Service	63	TOROX	WORKMAN 3100	Equipment
V6147	PKR062501-D	2008	In Service	63	TOROX	WORKMAN 3100	Equipment
V6148	PKR062501-D	2008	In Service	63	TOROX	VERSA VAC	Equipment
V6642	PKR062501-D	2012	In Service	63	TOROX	WORKMAN	Equipment
V6002	PKR062501-D	2007	In Service	64	TOROX	3100D	Equipment
V6003	PKR062501-D	2007	In Service	64	TOROX	3100D	Equipment
V6004	PKR062501-D	2007	In Service	64	TOROX	3100D	Equipment
V6151	PKR062501-D	2007	In Service	66	JHNDR	1200A	Equipment
V6153	PKR062501-D	2007	In Service	66	JHNDR	1200A	Equipment
V5380	PKR062501-D	2004	In Service	69	TOROX	686	Equipment
V5383	PKR062501-D	2004	In Service	69	TOROX	2500	Equipment
V5401	PKR062501-D	2004	In Service	69	TOROX	1600	Equipment
V5569	PKR062501-D	2005	In Service	69	REDEX	VD7316	Equipment
V5792	PKR062501-D	2006	In Service	69	TOROX	687	Equipment
V5793	PKR062501-D	2006	In Service	69	TOROX	648	Equipment

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5990	PKR062501-D	2007	In Service	69	TOROX	2500	Equipment
V6001	PKR062501-D	2007	In Service	69	TOROX	648	Equipment
V6111	PKR062501-D	2007	In Service	69	LANDP	RTA 2562	Equipment
V6531	PKR062501-D	2010	In Service	69	LELY	1250	Equipment
V6725	PKR062501-D	2013	In Service	69	ZZZZZ	SUPER 500	Equipment
V6102	PKR062501-D	2007	In Service	82	LOWPX	GTPU62	Equipment
V6103	PKR062501-D	2007	In Service	82	LOWPX	GTPU62	Equipment
V4823	PKR062501-D	2000	In Service	89	CROSL	CR 6 X 18	Equipment
V5055	PKR062501-D	2002	In Service	20A	FORDX	RANGER RC 4X2	Vehicle
V5184	PKR062501-D	2003	In Service	23A	FORDX	F350 CC 4X2 DRW	Vehicle
V5347	PKR062501-D	2004	In Service	23A	FORDX	F350 CC 4X2 DRW	Vehicle
V5052	PKR062501-D	2002	In Service	37A	FORDX	F450 EC 4X2 DRW	Vehicle
V5746	PKR062501-D	2006	In Service	63A	TOROX	WORKMAN 3300D	Equipment
V5989	PKR062501-D	2007	In Service	63A	TYCRP	MH-400	Equipment
V5702	PKR062501-D	2006	In Service	64A	TOROX	3505D	Equipment
V5703	PKR062501-D	2006	In Service	64A	TOROX	4500D	Equipment
V5704	PKR062501-D	2006	In Service	64A	TOROX	4500D	Equipment
V5745	PKR062501-D	2006	In Service	66A	JHNDR	1200A	Equipment
V5787	PKR062501-D	2006	In Service	66A	TOROX	2020	Equipment
V6106	PKR062501-D	2007	In Service	66A	JHNDR	1200A	Equipment
V6107	PKR062501-D	2007	In Service	66A	JHNDR	1200A	Equipment
V6108	PKR062501-D	2007	In Service	66A	JHNDR	1200A	Equipment
V6109	PKR062501-D	2007	In Service	66A	JHNDR	1200A	Equipment
V6110	PKR062501-D	2007	In Service	66A	JHNDR	1200A	Equipment
V4821	PKR062501-D	2000	In Service	83A	CROSL	8`X22`	Equipment
V5930	PKR062601-D	2007	In Service	22	FORDX	F250 EC 4X2	Vehicle
V5958	PKR062601-D	2007	In Service	22	FORDX	F250 EC 4X2	Vehicle
V6091	PKR062601-D	2007	In Service	54	JHNDR	5425	Equipment
V6229	PKR062601-D	2008	In Service	54	JHNDR	5325	Equipment
V5311	PKR062601-D	2004	In Service	59	JHNDR	4310	Equipment
V6136	PKR062601-D	2008	In Service	60	TOROX	7200	Equipment
V6138	PKR062601-D	2008	In Service	60	TOROX	7200	Equipment
V6515	PKR062601-D	2011	In Service	60	TOROX	30467	Equipment
V6139	PKR062601-D	2008	In Service	61	TOROX	7200	Equipment
V6140	PKR062601-D	2008	In Service	61	TOROX	7200	Equipment
V6141	PKR062601-D	2008	In Service	61	TOROX	3100D	Equipment
V6143	PKR062601-D	2008	In Service	61	TOROX	3050	Equipment
V6433	PKR062601-D	2009	In Service	61	TOROX	7200	Equipment
V6434	PKR062601-D	2009	In Service	61	TOROX	7200	Equipment
V6435	PKR062601-D	2009	In Service	61	TOROX	7200	Equipment
V6436	PKR062601-D	2009	In Service	61	TOROX	7200	Equipment
V6512	PKR062601-D	2011	In Service	61	TOROX	30360	Equipment
V6513	PKR062601-D	2011	In Service	61	TOROX	30360	Equipment
V6514	PKR062601-D	2011	In Service	61	TOROX	30360	Equipment
V6516	PKR062601-D	2011	In Service	61	TOROX	30360	Equipment
V6518	PKR062601-D	2011	In Service	61	TOROX	30360	Equipment

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6150	PKR062601-D	2007	In Service	63	ERIDE	EXV2	Vehicle
V5850	PKR062601-D	2006	In Service	64	TOROX	4000D	Equipment
V6709	PKR062601-D	2013	In Service	64	TOROX	GROUNDMASTER 4000-D	Vehicle
V6695	PKR062601-D	2012	In Service	65	TOROX	7200	Equipment
V6696	PKR062601-D	2012	In Service	65	TOROX	7200	Equipment
V6701	PKR062601-D	2013	In Service	65	TOROX	6000	Equipment
V6702	PKR062601-D	2013	In Service	65	TOROX	6000	Equipment
V5970	PKR062601-D	2007	In Service	69	TOROX	RM6500D	Equipment
V6691	PKR062601-D	2012	In Service	69	TOROX	GREENMASTER	Equipment
V5199	PKR062601-D	2003	In Service	80	CROSL	UNK	Equipment
V5230	PKR062601-D	2003	In Service	80	HLRIT	5618G	Equipment
V5231	PKR062601-D	2003	In Service	80	HLRIT	5618G	Equipment
V5408	PKR062601-D	2004	In Service	80	CROSL	82"X18`	Equipment
V5536	PKR062601-D	2005	In Service	89	IMPER	TRAILER	Equipment
V4708	PKR062601-D	2000	In Service	22A	FORDX	F250 EC 4X2	Vehicle
V5144	PKR062601-D	2003	In Service	22A	FORDX	F250 EC 4X2	Vehicle
V5179	PKR062601-D	2003	In Service	23A	FORDX	F350 CC 4X2 DRW	Vehicle
V5019	PKR062601-D	2002	In Service	37A	FORDX	F450 CC 4X2 DRW	Vehicle
V5051	PKR062601-D	2002	In Service	37A	FORDX	F450 CC 4X2 DRW	Vehicle
V6022	PKR062601-D	2007	In Service	61A	TOROX	Z560	Equipment
V5786	PKR062601-D	2006	In Service	64A	TOROX	3050	Equipment
V5788	PKR062601-D	2006	In Service	64A	TOROX	3505D	Equipment
V5939	PKR062601-D	2007	In Service	64A	TOROX	4000D	Equipment
V6005	PKR062601-D	2007	In Service	64A	TOROX	3100D	Equipment
V4794	PKR062601-D	2000	In Service	88A	HOMMD	9T202ED	Equipment
V5959	PKR062801-D	2007	In Service	22	FORDX	F250 RC 4X2	Vehicle
V6692	PKR062801-D	2012	In Service	69	TOROX	WORKMAN HDX	Equipment
V5178	PKR062801-D	2003	In Service	22A	FORDX	F250 EC 4X2	Vehicle
V5338	PKR062801-D	2004	In Service	22A	FORDX	F250 RC 4X2	Vehicle
V6640	PKR062901-D	2012	In Service	09	EZGO	RXV	Equipment
V6438	PKR062901-D	2010	In Service	12	TOYOT	PRIUS HYBRID	Vehicle
V5493	PKR062901-D	2005	In Service	21	FORDX	F150 EC 4X2	Vehicle
V5497	PKR062901-D	2005	In Service	22	FORDX	F250 RC 4X2	Vehicle
V5498	PKR062901-D	2005	In Service	22	FORDX	F250 RC 4X2	Vehicle
V5555	PKR062901-D	2006	In Service	22	FORDX	F350 EC 4X2	Vehicle
V5681	PKR062901-D	2006	In Service	22	FORDX	F250 EC 4X2	Vehicle
V5685	PKR062901-D	2006	In Service	22	FORDX	F250 RC 4X2	Vehicle
V5688	PKR062901-D	2006	In Service	22	FORDX	F250 RC 4X2	Vehicle
V5696	PKR062901-D	2006	In Service	22	FORDX	F250 RC 4X2	Vehicle
V6000	PKR062901-D	2008	In Service	23	FORDX	F350 RC 4X2 DRW	Vehicle
V6027	PKR062901-D	2008	In Service	23	FORDX	F350 CC 4X2 DRW	Vehicle
V6731	PKR062901-D	2013	In Service	23	FORDX	F350 CC 4X4 DRW	Vehicle
V6210	PKR062901-D	2009	In Service	25	INT	4300	Vehicle
V6211	PKR062901-D	2009	In Service	25	INT	4300	Vehicle
V6527	PKR062901-D	2011	In Service	27	FORDX	E350	Vehicle
V5528	PKR062901-D	2005	In Service	29	CENTU	MSM2800	Equipment

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5774	PKR062901-D	2007	In Service	31	DODGE	DURANGO	Vehicle
V5992	PKR062901-D	2007	In Service	31	JEEPX	GRAND CHEROKEE 4X2	Vehicle
V5732	PKR062901-D	2007	In Service	37	FORDX	F450 CC 4X2 DRW	Vehicle
V6212	PKR062901-D	2008	In Service	37	FORDX	F450 EC 4X2 DRW	Vehicle
V6145	PKR062901-D	2008	In Service	63	TOROX	WORKMAN 3100	Equipment
V6432	PKR062901-D	2009	In Service	63	TOROX	HDX-D	Equipment
V6507	PKR062901-D	2010	In Service	63	TOROX	HDX-D	Equipment
V5828	PKR062901-D	2006	In Service	69	BHOG	RTN-60	Equipment
V6069	PKR062901-D	2007	In Service	80	HRIZN	H816TA	Equipment
V6071	PKR062901-D	2008	In Service	82	IMPER	UT7183T	Equipment
V5568	PKR062901-D	2005	In Service	89	IMPER	UT510SA6K	Equipment
V5410	PKR062901-D	2004	In Service	20A	FORDX	RANGER EC 4X2	Vehicle
V5308	PKR062901-D	2004	In Service	21X	FORDX	F150 EC 4X2	Vehicle
V5115	PKR062901-D	2003	In Service	23A	FORDX	F350 EC 4X2	Vehicle
V5354	PKR062901-D	2004	In Service	23A	FORDX	F350 RC 4X2 DRW	Vehicle
V5192	PKR062901-D	2003	In Service	28A	FORDX	E350 E	Vehicle
V5218	PKR062901-D	2003	In Service	54A	JHNDR	210 LE	Equipment
V5739	PKR062901-D	2006	In Service	62A	BHOG	306	Equipment
V5705	PKR062901-D	2006	In Service	63A	TOROX	WORKMAN	Equipment
V5706	PKR062901-D	2006	In Service	63A	TOROX	WORKMAN	Equipment
V5781	PKR062901-D	2006	In Service	63A	TOROX	WORKMAN	Equipment
V5799	PKR062901-D	2006	In Service	63A	TOROX	WORKMAN	Equipment
V5993	PKR063101-D	2008	In Service	22	FORDX	F250 EC 4X2	Vehicle
V6026	PKR063101-D	2007	In Service	27	GMCXX	G3500E SAVANA	Vehicle
V6715	PKR063101-D	2013	In Service	27	FORDX	E250	Vehicle
V5537	PKR063101-D	2005	In Service	28	GMCXX	G3500E SAVANA	Vehicle
V6424	PKR063101-D	2010	In Service	28	GMCXX	G2500E SAVANA	Vehicle
V5261	PKR063101-D	2003	In Service	69	DITCH	1820	Equipment
V4822	PKR063101-D	2000	In Service	89	CROSL	CR 80X16	Equipment
V5189	PKR063101-D	2003	In Service	27A	FORDX	ECONOLINE	Vehicle
V4890	PKR063101-D	2001	In Service	37A	FORDX	F550 CC 4X2 DRW	Vehicle
V5807	PKR070201-D	2006	In Service	23	FORDX	F350 EC 4X2 DRW	Vehicle
V5808	PKR070201-D	2007	In Service	23	FORDX	F350 RC 4X2 DRW	Vehicle
V6029	PKR070201-D	2008	In Service	23	FORDX	F450 CC 4X2 DRW	Vehicle
V6532	PKR070201-D	2010	In Service	44	ALKOT	BU-15-2	Equipment
V4858	PKR070201-D	2001	In Service	04A	FORDX	TAURUS	Vehicle
V5045	PKR070201-D	2002	In Service	22A	DODGE	2500 EC 4X2	Vehicle
V5173	PKR070201-D	2003	In Service	22A	FORDX	F250 RC 4X2	Vehicle
V5174	PKR070201-D	2003	In Service	22A	FORDX	F250 RC 4X2	Vehicle
V4951	PKR070201-D	2002	In Service	24A	INT	4700	Vehicle
V5692	PKR070501-D	2006	In Service	22	FORDX	F250 RC 4X2	Vehicle
V5693	PKR070501-D	2006	In Service	22	FORDX	F250 RC 4X2	Vehicle
V5878	PKR070501-D	2008	In Service	22	FORDX	F250 RC 4X2	Vehicle
V6372	PKR070501-D	2009	In Service	22	FORDX	F250 RC 4X2	Vehicle
V6720	PKR070501-D	2013	In Service	22	FORDX	F250 RC 4X2	Vehicle
V5472	PKR070501-D	2005	In Service	23	FORDX	F350 CC 4X2	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5494	PKR070501-D	2005	In Service	23	FORDX	F350 RC 4X2 DRW	Vehicle
V5584	PKR070501-D	2005	In Service	23	FORDX	E350 CUTAWAY	Vehicle
V5754	PKR070501-D	2006	In Service	27	FORDX	E250	Vehicle
V5995	PKR070501-D	2007	In Service	27	FORDX	E250 E	Vehicle
V6032	PKR070501-D	2007	In Service	27	FORDX	E150	Vehicle
V6380	PKR070501-D	2009	In Service	27	FORDX	E250	Vehicle
V6381	PKR070501-D	2009	In Service	27	FORDX	E250	Vehicle
V6382	PKR070501-D	2009	In Service	27	FORDX	E250	Vehicle
V6383	PKR070501-D	2009	In Service	27	FORDX	E250	Vehicle
V6708	PKR070501-D	2013	In Service	27	FORDX	E350	Vehicle
V6232	PKR070501-D	2009	In Service	28	FORDX	E350	Vehicle
V6196	PKR070501-D	2008	In Service	29	FORDX	F550 RC 4X2 DRW	Vehicle
V5652	PKR070501-D	2006	In Service	36	FORDX	F150 EC 4X4	Vehicle
V6072	PKR070501-D	2007	In Service	59	JLGIN	2030ES	Equipment
V6452	PKR070501-D	2009	In Service	82	JLGIN	7612	Equipment
V5138	PKR070501-D	2003	In Service	22A	FORDX	F250 RC 4X2	Vehicle
V5139	PKR070501-D	2003	In Service	22A	FORDX	F250 RC 4X2	Vehicle
V5170	PKR070501-D	2003	In Service	22A	FORDX	F250 RC 4X2	Vehicle
V5336	PKR070501-D	2004	In Service	22A	FORDX	F250 RC 4X2	Vehicle
V5365	PKR070501-D	2004	In Service	27A	FORDX	E250	Vehicle
V5194	PKR070501-D	2003	In Service	28A	FORDX	E350	Vehicle
V4940	PKR070501-D	2001	In Service	48A	INGRN	135WIR	Equipment
V5419	PKR070601-D	2005	In Service	52A	FRGHT	AM900	Vehicle
V5618	PKR080201-D	2006	In Service	21X	FORDX	F150 EC 4X2	Vehicle
V5619	PKR080201-D	2006	In Service	21X	FORDX	F150 EC 4X2	Vehicle
V5972	PKR080201-D	2007	In Service	21X	FORDX	F150 EC 4X2	Vehicle
V5589	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5590	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5591	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5592	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5593	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5594	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5595	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5735	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5736	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5737	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V5738	PKR080201-D	2006	In Service	26X	CRANE	LET 26E	Vehicle
V6090	PKR080201-D	2008	In Service	26X	CRANE	LET 26E	Vehicle
V6193	PKR080201-D	2008	In Service	26X	CRANE	LET 2-26	Vehicle
V6194	PKR080201-D	2008	In Service	26X	CRANE	LET 2-26	Vehicle
V5581	PKR080201-D	2006	In Service	29X	STRLG	ACTERRA 4X2	Vehicle
V5582	PKR080201-D	2006	In Service	29X	STRLG	ACTERRA 4X2	Vehicle
V5780	PKR080201-D	2007	In Service	29X	FORDX	F750 RC 4X2 DRW	Vehicle
V5190	PKR080201-D	2003	In Service	47AX	JHNDR	644H	Equipment
V5200	PKR080201-D	2003	In Service	47AX	JHNDR	544H	Equipment
V5318	PKR080201-D	2004	In Service	47X	JHNDR	544J	Equipment

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5319	PKR080201-D	2004	In Service	47X	JHNDR	544J	Equipment
V6067	PKR080201-D	2007	In Service	47X	JHNDR	544J	Equipment
V5617	PKR080301-D	2006	In Service	21X	FORDX	F150 EC 4X2	Vehicle
V5552	PKR080301-D	2006	In Service	23X	FORDX	F450 CC 4X2 DRW	Vehicle
V5424	PKR080301-D	2005	In Service	25X	INT	4300 4X2	Vehicle
V5827	PKR080301-D	2006	In Service	26X	INT	4300	Vehicle
V5729	PKR080301-D	2007	In Service	37X	FORDX	F450 CC 4X2 DRW	Vehicle
V5733	PKR080301-D	2007	In Service	37X	FORDX	F450 CC 4X2 DRW	Vehicle
V5849	PKR080301-D	2007	In Service	47X	JHNDR	544J	Equipment
V5819	PKR080301-D	2006	In Service	54X	MASSY	MF481	Equipment
V5820	PKR080301-D	2006	In Service	54X	MASSY	MF481	Equipment
V5431	PKR080301-D	2005	In Service	58X	GEHLX	5640	Equipment
V6573	PKR080301-D	2011	In Service	62X	BHOG	406	Equipment
V6574	PKR080301-D	2011	In Service	62X	BHOG	406	Equipment
V4865	PKR080301-D	2001	In Service	89X	CROSL	6X16	Equipment
V6589	PKR080301-D	2012	In Service	89X	WELLS	CW2022-102	Equipment
V6590	PKR080301-D	2012	In Service	89X	WELLS	CW2022-102	Equipment
V6591	PKR080301-D	2012	In Service	89X	WELLS	CW2022-102	Equipment
V6275	PKR080401-D	2009	In Service	33X	GMCXX	C7500	Vehicle
V5653	PKR080401-D	2006	In Service	35X	CHVRL	BLAZER 4DR 4X4	Vehicle
V5228	PKR080401-D	2003	In Service	80X	PERFO	GBT 20-22	Equipment
V6501	PKR080501-D	2011	In Service	09X	KWSKI	KRF750PBF	Equipment
V5033	PKR080501-D	2002	In Service	21AX	FORDX	F150 RC 4X2	Vehicle
V5357	PKR080501-D	2005	In Service	21X	CHVRL	C1500 RC 4X2	Vehicle
V5999	PKR080501-D	2007	In Service	21X	FORDX	F150 EC 4X2	Vehicle
V6129	PKR080501-D	2008	In Service	21X	FORDX	F150 RC 4X2	Vehicle
V6730	PKR080501-D	2013	In Service	21X	FORDX	F150 RC 4X2	Vehicle
V5351	PKR080501-D	2004	In Service	22AX	FORDX	F250 EC 4X2	Vehicle
V5496	PKR080501-D	2005	In Service	22X	FORDX	F250 EC 4X2	Vehicle
V5694	PKR080501-D	2006	In Service	22X	FORDX	F250 EC 4X2	Vehicle
V5695	PKR080501-D	2006	In Service	22X	FORDX	F250 EC 4X2	Vehicle
V5697	PKR080501-D	2006	In Service	22X	FORDX	F250 EC 4X2	Vehicle
V5956	PKR080501-D	2007	In Service	22X	FORDX	F250 EC 4X2	Vehicle
V5994	PKR080501-D	2008	In Service	22X	FORDX	F250 EC 4X2	Vehicle
V5353	PKR080501-D	2004	In Service	23AX	FORDX	F350 CC 4X2 DRW	Vehicle
V5549	PKR080501-D	2006	In Service	23X	FORDX	F350 RC 4X2 DRW	Vehicle
V5551	PKR080501-D	2006	In Service	23X	FORDX	F450 CC 4X2 DRW	Vehicle
V5553	PKR080501-D	2006	In Service	23X	FORDX	F450 CC 4X2 DRW	Vehicle
V6030	PKR080501-D	2008	In Service	23X	FORDX	F450 CC 4X2 DRW	Vehicle
V6218	PKR080501-D	2009	In Service	25X	INT	4300	Vehicle
V6219	PKR080501-D	2009	In Service	25X	INT	4300	Vehicle
V4748	PKR080501-D	2000	In Service	26AX	STRLG	LT7500	Vehicle
V6421	PKR080501-D	2009	In Service	30X	LODAL	EVO-MAG20	Vehicle
V6422	PKR080501-D	2009	In Service	30X	LODAL	EVO-MAG20	Vehicle
V5773	PKR080501-D	2007	In Service	31X	DODGE	DURANGO	Vehicle
V5699	PKR080501-D	2006	In Service	36X	FORDX	F150 EC 4X4	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5700	PKR080501-D	2006	In Service	36X	FORDX	F150 EC 4X4	Vehicle
V5730	PKR080501-D	2007	In Service	37X	FORDX	F450 CC 4X2 DRW	Vehicle
V6206	PKR080501-D	2008	In Service	37X	FORDX	F550 CC 4X2 DRW	Vehicle
V6214	PKR080501-D	2008	In Service	37X	FORDX	F450 CC 4X2 DRW	Vehicle
V6045	PKR080501-D	2007	In Service	41X	JHNSN	VT650	Vehicle
V6046	PKR080501-D	2007	In Service	41X	JHNSN	VT650	Vehicle
V6738	PKR080501-D	2013	In Service	42X	MADVA	LR50	Vehicle
V6739	PKR080501-D	2013	In Service	42X	MADVA	LR50	Vehicle
V6740	PKR080501-D	2013	In Service	42X	MADVA	LR50	Vehicle
V6741	PKR080501-D	2013	In Service	42X	MADVA	LR50	Vehicle
V5847	PKR080501-D	2007	In Service	44X	AQUAM	BU142	Equipment
V6727	PKR080501-D	2013	In Service	44X	HYDRO	SK40005VH	Vehicle
V5080	PKR080501-D	2003	In Service	51AX	INT	4300 L42A	Vehicle
V5945	PKR080501-D	2007	In Service	54X	JHNDR	5525	Equipment
V5531	PKR080501-D	2005	In Service	59X	NWHOL	TS115A	Equipment
V6396	PKR080501-D	2009	In Service	59X	CTRPL	MT765C	Equipment
V6580	PKR080501-D	2011	In Service	59X	CHLLN	MT755C	Equipment
V6581	PKR080501-D	2011	In Service	59X	CHLLN	MT755C	Equipment
V6641	PKR080501-D	2012	In Service	59X	JHNDR	655C II	Equipment
V5571	PKR080501-D	2005	In Service	63AX	TOROX	WORKMAN 3300D	Equipment
V6149	PKR080501-D	2007	In Service	63X	ERIDE	EXV2	Vehicle
V6443	PKR080501-D	2009	In Service	63X	TOROX	3100	Equipment
V6705	PKR080501-D	2013	In Service	68X	ZZZZZ	BARBER 600HD	Equipment
V6706	PKR080501-D	2013	In Service	68X	ZZZZZ	BARBER 600HD	Equipment
V6707	PKR080501-D	2013	In Service	68X	ZZZZZ	BARBER 600HD	Equipment
V6285	PKR080501-D	2008	In Service	69X	CHERR	950	Equipment
V6534	PKR080501-D	2010	In Service	69X	HOMMD	3000	Equipment
V6726	PKR080501-D	2013	In Service	69X	ZZZZZ	CHERRINGTON 4600XL	Vehicle
V5539	PKR080501-D	2005	In Service	82X	IMPER	ME510	Equipment
V5540	PKR080501-D	2005	In Service	82X	IMPER	ME510	Equipment
V6156	PKR080501-D	2007	In Service	82X	TRPLE	7612	Equipment
V4420	PKR080501-D	1998	In Service	89X	AOKXX	76X10 TILT	Equipment
V5538	PKR080501-D	2005	In Service	89X	IMPER	ME510	Equipment
V6204	PKR080501-D	2008	In Service	89X	INTST	40DLA	Equipment
V5610	PKR080601-D	2006	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V5614	PKR080601-D	2006	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V5185	PKR090103-D	2003	In Service	22A	FORDX	F250 EC 4X2	Vehicle
V5561	PKR090104-D	2005	In Service	69	CLBCR	CARRYALL	Equipment
V5560	PKR090105-D	2005	In Service	69	CLBCR	CARRYALL	Equipment
V4683	PKR090105-D	2000	In Service	22A	FORDX	F250 EC 4X2	Vehicle
V6505	POL020401-D	2004	In Service	01	INFIN	FX35	Vehicle
V6697	POL020401-D	2010	In Service	01	CHVRL	CAMARO	Vehicle
V7602	POL020401-D	2003	In Service	01	HUMMR	H2 4X4	Vehicle
V7654	POL020401-D	2004	In Service	01	CHVRL	AVALANCHE 1500 4X2	Vehicle
V7674	POL020401-D	2008	In Service	01	BMWXX	335I	Vehicle
V6471	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6472	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6473	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6474	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6475	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6476	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6477	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6479	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6481	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6482	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6483	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6485	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6486	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6487	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6488	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6489	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6491	POL020401-D	2010	In Service	02	FORDX	CROWN_VIC	Vehicle
V6498	POL020401-D	2011	In Service	02	FORDX	CROWN_VIC	Vehicle
V6499	POL020401-D	2011	In Service	02	FORDX	CROWN_VIC	Vehicle
V6511	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6535	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6550	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6551	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6552	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6553	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6554	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6555	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6556	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6557	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6558	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6559	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6560	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6561	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6562	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6563	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6564	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6565	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6566	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6571	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6572	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6584	POL020401-D	2011	In Service	02	CHVRL	CAPRICE	Vehicle
V6586	POL020401-D	2011	In Service	02	FORDX	CROWN VIC	Vehicle
V6625	POL020401-D	2012	In Service	02	CHVRL	CAPRICE	Vehicle
V6626	POL020401-D	2012	In Service	02	CHVRL	CAPRICE	Vehicle
V6693	POL020401-D	2012	In Service	02	CHVRL	CAPRICE	Vehicle
V6767	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6768	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6769	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6770	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6771	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6772	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6773	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6774	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6775	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6776	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6777	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6778	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6779	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6780	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6781	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6782	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6783	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6784	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6785	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6786	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6787	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6788	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6789	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6790	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6791	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6792	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6793	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6794	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6795	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6796	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6797	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6798	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6799	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6800	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6801	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6802	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6803	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6804	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6805	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6806	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6807	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6808	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6809	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6810	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6811	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6812	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6813	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6814	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6815	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6816	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6817	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6818	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6819	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6820	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6821	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6822	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6823	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6824	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6825	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6826	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6827	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6830	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6831	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6832	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6833	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6834	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6835	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6836	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6837	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6838	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V6839	POL020401-D	2013	In Service	02	CHVRL	CAPRICE	Vehicle
V9448	POL020401-D	2006	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9450	POL020401-D	2006	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9451	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9453	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9454	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9455	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9456	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9457	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9459	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9460	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9462	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9463	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9464	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9465	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9466	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9467	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9470	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9471	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9472	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9473	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9474	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9475	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9478	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V9480	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9481	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9482	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9483	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9484	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9485	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9488	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9489	POL020401-D	2007	In Service	02	CHVRL	HHR	Vehicle
V9491	POL020401-D	2007	In Service	02	CHVRL	HHR	Vehicle
V9492	POL020401-D	2007	In Service	02	CHVRL	HHR	Vehicle
V9493	POL020401-D	2007	In Service	02	CHVRL	HHR	Vehicle
V9495	POL020401-D	2007	In Service	02	CHVRL	HHR	Vehicle
V9496	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9498	POL020401-D	2007	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9499	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9500	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9501	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9504	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9505	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9506	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9507	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9508	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9509	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9510	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9511	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9512	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9516	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9517	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9519	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9520	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9521	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9522	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9523	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9524	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9525	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9527	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9528	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9529	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9530	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9531	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9532	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9534	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9535	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9536	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9538	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9539	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V9540	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9541	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9542	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9543	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9544	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9545	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9546	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9547	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9548	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9549	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9550	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9551	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9552	POL020401-D	2008	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9554	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9555	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9556	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9557	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9558	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9559	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9560	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9561	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9563	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9564	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9566	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9567	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9568	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9569	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9570	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9571	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9572	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9573	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9575	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9576	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9577	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9578	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9579	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9580	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9581	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9583	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9584	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9585	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9586	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9587	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9588	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9589	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9590	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V9594	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9595	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9596	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9597	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9598	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9599	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9600	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9603	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9604	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9605	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9606	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9607	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9608	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9609	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9610	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9611	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9612	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9613	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9614	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9615	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9617	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9618	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9620	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9621	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9622	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9623	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9624	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9625	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9626	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9627	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9628	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9629	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9630	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9631	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V9632	POL020401-D	2009	In Service	02	FORDX	CROWN VICTORIA	Vehicle
V5445	POL020401-D	2005	In Service	03	CHRYS	300	Vehicle
V5448	POL020401-D	2005	In Service	03	CHVRL	MONTE CARLO	Vehicle
V5451	POL020401-D	2005	In Service	03	FORDX	500	Vehicle
V5452	POL020401-D	2005	In Service	03	FORDX	500	Vehicle
V5454	POL020401-D	2005	In Service	03	FORDX	FREESTAR	Vehicle
V5455	POL020401-D	2005	In Service	03	FORDX	FREESTAR	Vehicle
V5457	POL020401-D	2005	In Service	03	CHVRL	IMPALA	Vehicle
V5458	POL020401-D	2005	In Service	03	CHVRL	IMPALA	Vehicle
V5459	POL020401-D	2005	In Service	03	CHVRL	IMPALA	Vehicle
V5504	POL020401-D	2005	In Service	03	CHVRL	IMPALA	Vehicle
V5505	POL020401-D	2005	In Service	03	CHVRL	IMPALA	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5506	POL020401-D	2005	In Service	03	CHVRL	IMPALA	Vehicle
V5508	POL020401-D	2005	In Service	03	CHVRL	IMPALA	Vehicle
V5514	POL020401-D	2005	In Service	03	FORDX	500	Vehicle
V5515	POL020401-D	2005	In Service	03	FORDX	500	Vehicle
V5517	POL020401-D	2005	In Service	03	CHVRL	MALIBU	Vehicle
V5518	POL020401-D	2005	In Service	03	CHVRL	MALIBU	Vehicle
V5661	POL020401-D	2006	In Service	03	CHVRL	IMPALA	Vehicle
V5662	POL020401-D	2006	In Service	03	CHVRL	IMPALA	Vehicle
V5663	POL020401-D	2006	In Service	03	CHVRL	IMPALA	Vehicle
V5664	POL020401-D	2006	In Service	03	CHVRL	IMPALA	Vehicle
V5665	POL020401-D	2006	In Service	03	CHVRL	IMPALA	Vehicle
V5666	POL020401-D	2006	In Service	03	CHVRL	IMPALA	Vehicle
V5667	POL020401-D	2006	In Service	03	CHVRL	IMPALA	Vehicle
V5668	POL020401-D	2006	In Service	03	CHVRL	IMPALA	Vehicle
V5669	POL020401-D	2006	In Service	03	CHRYS	300	Vehicle
V5670	POL020401-D	2006	In Service	03	CHRYS	300	Vehicle
V5672	POL020401-D	2006	In Service	03	CHVRL	UPLANDER	Vehicle
V5673	POL020401-D	2006	In Service	03	DODGE	CHARGER	Vehicle
V5674	POL020401-D	2006	In Service	03	DODGE	CHARGER	Vehicle
V5675	POL020401-D	2006	In Service	03	DODGE	CHARGER	Vehicle
V5676	POL020401-D	2006	In Service	03	DODGE	CHARGER	Vehicle
V5677	POL020401-D	2006	In Service	03	DODGE	CHARGER	Vehicle
V5678	POL020401-D	2006	In Service	03	DODGE	CHARGER	Vehicle
V5679	POL020401-D	2006	In Service	03	DODGE	DURANGO	Vehicle
V5680	POL020401-D	2006	In Service	03	CHVRL	HHR	Vehicle
V5683	POL020401-D	2006	In Service	03	DODGE	CHARGER	Vehicle
V5684	POL020401-D	2006	In Service	03	JEEPX	GRAND CHEROKEE 4X2	Vehicle
V5713	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5714	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5715	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5716	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5720	POL020401-D	2006	In Service	03	DODGE	CHARGER	Vehicle
V5775	POL020401-D	2007	In Service	03	DODGE	DURANGO	Vehicle
V5784	POL020401-D	2006	In Service	03	CHRYS	300	Vehicle
V5844	POL020401-D	2006	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V5871	POL020401-D	2007	In Service	03	CHVRL	MALIBU	Vehicle
V5872	POL020401-D	2007	In Service	03	CHVRL	IMPALA	Vehicle
V5873	POL020401-D	2007	In Service	03	CHVRL	IMPALA	Vehicle
V5874	POL020401-D	2007	In Service	03	CHVRL	IMPALA	Vehicle
V5875	POL020401-D	2007	In Service	03	CHVRL	IMPALA	Vehicle
V5888	POL020401-D	2007	In Service	03	FORDX	EXPLORER 4X2	Vehicle
V5889	POL020401-D	2007	In Service	03	FORDX	EXPLORER 4X2	Vehicle
V5890	POL020401-D	2007	In Service	03	FORDX	EXPLORER 4X2	Vehicle
V5891	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5892	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5911	POL020401-D	2007	In Service	03	SATRN	AURA	Equipment

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5916	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5917	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5918	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5919	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5920	POL020401-D	2007	In Service	03	CHRYS	300	Vehicle
V5921	POL020401-D	2007	In Service	03	CHRYS	300	Vehicle
V5922	POL020401-D	2007	In Service	03	CHRYS	300	Vehicle
V5926	POL020401-D	2007	In Service	03	CHVRL	UPLANDER	Vehicle
V5927	POL020401-D	2007	In Service	03	CHVRL	UPLANDER	Vehicle
V5932	POL020401-D	2007	In Service	03	JEEPX	GRAND CHEROKEE 4X2	Vehicle
V5933	POL020401-D	2007	In Service	03	JEEPX	GRAND CHEROKEE 4X2	Vehicle
V5934	POL020401-D	2007	In Service	03	JEEPX	GRAND CHEROKEE 4X2	Vehicle
V5935	POL020401-D	2007	In Service	03	TOYOT	CAMRY	Vehicle
V5936	POL020401-D	2007	In Service	03	TOYOT	CAMRY	Vehicle
V5937	POL020401-D	2007	In Service	03	TOYOT	CAMRY	Vehicle
V5938	POL020401-D	2007	In Service	03	TOYOT	CAMRY	Vehicle
V5944	POL020401-D	2007	In Service	03	FORDX	500	Vehicle
V5946	POL020401-D	2007	In Service	03	CHVRL	IMPALA	Vehicle
V5947	POL020401-D	2007	In Service	03	CHVRL	IMPALA	Vehicle
V5948	POL020401-D	2007	In Service	03	CHVRL	IMPALA	Vehicle
V5949	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5950	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V5951	POL020401-D	2007	In Service	03	CHVRL	MALIBU	Vehicle
V5952	POL020401-D	2007	In Service	03	CHVRL	MALIBU	Vehicle
V5953	POL020401-D	2007	In Service	03	CHVRL	MALIBU	Vehicle
V5954	POL020401-D	2007	In Service	03	CHVRL	MALIBU	Vehicle
V6065	POL020401-D	2007	In Service	03	DODGE	CHARGER	Vehicle
V6094	POL020401-D	2007	In Service	03	DODGE	DURANGO	Vehicle
V6161	POL020401-D	2008	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V6162	POL020401-D	2008	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V6163	POL020401-D	2008	In Service	03	CHVRL	UPLANDER	Vehicle
V6164	POL020401-D	2008	In Service	03	CHVRL	UPLANDER	Vehicle
V6165	POL020401-D	2008	In Service	03	CHRYS	300 LX	Vehicle
V6166	POL020401-D	2008	In Service	03	CHVRL	IMPALA	Vehicle
V6167	POL020401-D	2008	In Service	03	CHRYS	300 LX	Vehicle
V6168	POL020401-D	2008	In Service	03	FORDX	EXPLORER 4X2	Vehicle
V6169	POL020401-D	2008	In Service	03	FORDX	EXPLORER 4X2	Vehicle
V6170	POL020401-D	2008	In Service	03	CHRYS	300 LX	Vehicle
V6171	POL020401-D	2008	In Service	03	CHRYS	300 LX	Vehicle
V6172	POL020401-D	2008	In Service	03	FORDX	EXPLORER 4X2	Vehicle
V6173	POL020401-D	2008	In Service	03	NSSMT	ALTIMA	Vehicle
V6174	POL020401-D	2008	In Service	03	TOYOT	CAMRY	Vehicle
V6175	POL020401-D	2008	In Service	03	HONDA	CIVIC	Vehicle
V6176	POL020401-D	2008	In Service	03	NSSMT	PATHFINDER 4X2	Vehicle
V6177	POL020401-D	2008	In Service	03	DODGE	CHARGER	Vehicle
V6178	POL020401-D	2008	In Service	03	CHVRL	IMPALA	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6309	POL020401-D	2009	In Service	03	NSSMT	ALTIMA	Vehicle
V6310	POL020401-D	2009	In Service	03	NSSMT	ALTIMA	Vehicle
V6311	POL020401-D	2009	In Service	03	TOYOT	CAMRY	Vehicle
V6312	POL020401-D	2009	In Service	03	TOYOT	CAMRY	Vehicle
V6313	POL020401-D	2009	In Service	03	FORDX	ESCAPE 4X2	Vehicle
V6314	POL020401-D	2009	In Service	03	FORDX	ESCAPE 4X2	Vehicle
V6315	POL020401-D	2009	In Service	03	PNTCX	G6	Vehicle
V6316	POL020401-D	2010	In Service	03	TOYOT	CAMRY	Vehicle
V6317	POL020401-D	2009	In Service	03	CHVRL	IMPALA	Vehicle
V6318	POL020401-D	2009	In Service	03	CHVRL	IMPALA	Vehicle
V6319	POL020401-D	2009	In Service	03	CHVRL	IMPALA	Vehicle
V6320	POL020401-D	2009	In Service	03	CHVRL	IMPALA	Vehicle
V6321	POL020401-D	2009	In Service	03	CHVRL	MALIBU	Vehicle
V6327	POL020401-D	2009	In Service	03	TOYOT	SIENNA	Vehicle
V6328	POL020401-D	2009	In Service	03	MRCRY	SABLE	Vehicle
V6329	POL020401-D	2009	In Service	03	CHVRL	TAHOE 4DR 4X2	Vehicle
V6330	POL020401-D	2009	In Service	03	FORDX	TAURUS	Vehicle
V6331	POL020401-D	2009	In Service	03	FORDX	TAURUS	Vehicle
V6332	POL020401-D	2009	In Service	03	FORDX	TAURUS	Vehicle
V6350	POL020401-D	2009	In Service	03	HONDA	CIVIC	Vehicle
V6351	POL020401-D	2009	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V6352	POL020401-D	2009	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V6353	POL020401-D	2009	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V6354	POL020401-D	2009	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V6355	POL020401-D	2009	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V6360	POL020401-D	2009	In Service	03	DODGE	CHARGER	Vehicle
V6361	POL020401-D	2009	In Service	03	DODGE	CHARGER	Vehicle
V6362	POL020401-D	2009	In Service	03	DODGE	CHARGER	Vehicle
V6363	POL020401-D	2009	In Service	03	DODGE	CHARGER	Vehicle
V6364	POL020401-D	2009	In Service	03	DODGE	CARAVAN	Vehicle
V6366	POL020401-D	2009	In Service	03	DODGE	CARAVAN	Vehicle
V6453	POL020401-D	2010	In Service	03	TOYOT	CAMRY	Vehicle
V6492	POL020401-D	2010	In Service	03	DODGE	CARAVAN	Vehicle
V6494	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6495	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6496	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6497	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6540	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6541	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6542	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6543	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6544	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6545	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6546	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6547	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6548	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6549	POL020401-D	2011	In Service	03	FORDX	TAURUS	Vehicle
V6583	POL020401-D	2011	In Service	03	CHVRL	TAHOE	Vehicle
V6594	POL020401-D	2012	In Service	03	DODGE	CHARGER	Vehicle
V6633	POL020401-D	2013	In Service	03	FORDX	TAURUS	Vehicle
V6634	POL020401-D	2013	In Service	03	FORDX	TAURUS	Vehicle
V9490	POL020401-D	2007	In Service	03	CHVRL	HHR	Vehicle
V9601	POL020401-D	2009	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V9602	POL020401-D	2009	In Service	03	FORDX	CROWN VICTORIA	Vehicle
V6643	POL020401-D	2012	In Service	04	HONDA	CIVIC	Vehicle
V6644	POL020401-D	2011	In Service	04	HYUND	ELANTRA	Vehicle
V6645	POL020401-D	2012	In Service	04	HYUND	ELANTRA	Vehicle
V6646	POL020401-D	2012	In Service	04	FORDX	FLEX	Vehicle
V6647	POL020401-D	2012	In Service	04	FORDX	FUSION	Vehicle
V6648	POL020401-D	2012	In Service	04	FORDX	FUSION	Vehicle
V6649	POL020401-D	2011	In Service	04	FORDX	FUSION	Vehicle
V6650	POL020401-D	2012	In Service	04	CHRYS	300	Vehicle
V6651	POL020401-D	2012	In Service	04	VLKSW	JETTA	Vehicle
V6652	POL020401-D	2012	In Service	04	NSSMT	ALTIMA	Vehicle
V6653	POL020401-D	2011	In Service	04	KIAXX	OPTIMA	Vehicle
V6654	POL020401-D	2012	In Service	04	FORDX	FUSION	Vehicle
V6655	POL020401-D	2012	In Service	04	HYUND	SONATA	Vehicle
V6656	POL020401-D	2012	In Service	04	FORDX	FUSION	Vehicle
V6657	POL020401-D	2012	In Service	04	HYUND	SONATA	Vehicle
V6658	POL020401-D	2012	In Service	04	TOYOT	CAMRY	Vehicle
V6659	POL020401-D	2012	In Service	04	TOYOT	CAMRY	Vehicle
V6660	POL020401-D	2012	In Service	04	NSSMT	ALTIMA	Vehicle
V6661	POL020401-D	2012	In Service	04	HYUND	SONATA HYBRID	Vehicle
V6663	POL020401-D	2013	In Service	04	HYUND	SONATA	Vehicle
V6595	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6596	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6597	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6598	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6599	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6600	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6601	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6602	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6603	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6605	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6606	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6607	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6608	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6609	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6610	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6611	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6612	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6613	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6614	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6615	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6616	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6617	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6618	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6619	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6620	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6621	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6622	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6624	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6627	POL020401-D	2012	In Service	08	CHVRL	CAPRICE	Vehicle
V6635	POL020401-D	2012	In Service	08	CHVRL	TAHOE	Vehicle
V6828	POL020401-D	2013	In Service	08	CHVRL	CAPRICE	Vehicle
V6829	POL020401-D	2013	In Service	08	CHVRL	CAPRICE	Vehicle
V9476	POL020401-D	2007	In Service	08	FORDX	CROWN VICTORIA	Vehicle
V9518	POL020401-D	2008	In Service	08	FORDX	CROWN VICTORIA	Vehicle
V9574	POL020401-D	2009	In Service	08	FORDX	CROWN VICTORIA	Vehicle
V5087	POL020401-D	2002	In Service	09	JLGIN	264E2	Equipment
V6284	POL020401-D	2008	In Service	09	JHNDR	GATOR HPX	Equipment
V6840	POL020401-D	2013	In Service	09	KWSKI	TERYX 750	Equipment
V6841	POL020401-D	2013	In Service	09	HONDA	RANCHER TRX420FE	Equipment
V6842	POL020401-D	2013	In Service	09	HONDA	RANCHER TRX420FE	Equipment
V5964	POL020401-D	2007	In Service	11	CHVRL	UPLANDER	Vehicle
V6179	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6180	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6181	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6182	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6183	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6184	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6185	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6186	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6187	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6188	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6189	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6190	POL020401-D	2008	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6336	POL020401-D	2009	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6337	POL020401-D	2009	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6338	POL020401-D	2009	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6339	POL020401-D	2009	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6340	POL020401-D	2009	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6341	POL020401-D	2009	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6342	POL020401-D	2009	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6343	POL020401-D	2009	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V6344	POL020401-D	2009	In Service	11	FORDX	EXPLORER 4X2	Vehicle
V9494	POL020401-D	2007	In Service	11	CHVRL	HHR	Vehicle
V6322	POL020401-D	2009	In Service	12	TOYOT	PRIUS HYBRID	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V6323	POL020401-D	2009	In Service	12	TOYOT	PRIUS HYBRID	Vehicle
V6324	POL020401-D	2009	In Service	12	TOYOT	PRIUS HYBRID	Vehicle
V6325	POL020401-D	2009	In Service	12	TOYOT	PRIUS HYBRID	Vehicle
V6326	POL020401-D	2009	In Service	12	TOYOT	PRIUS HYBRID	Vehicle
V6365	POL020401-D	2009	In Service	14	DODGE	CARAVAN	Vehicle
V6480	POL020401-D	2010	In Service	14	FORDX	CROWN_VIC	Vehicle
V6500	POL020401-D	2011	In Service	14	FORDX	CROWN VIC	Vehicle
V6567	POL020401-D	2011	In Service	14	FORDX	CROWN VIC	Vehicle
V6568	POL020401-D	2011	In Service	14	FORDX	CROWN VIC	Vehicle
V6569	POL020401-D	2011	In Service	14	FORDX	CROWN VIC	Vehicle
V6570	POL020401-D	2011	In Service	14	FORDX	CROWN VIC	Vehicle
V6582	POL020401-D	2011	In Service	14	CHVRL	TAHOE	Vehicle
V6604	POL020401-D	2012	In Service	14	CHVRL	CAPRICE	Vehicle
V6623	POL020401-D	2012	In Service	14	CHVRL	CAPRICE	Vehicle
V6758	POL020401-D	2013	In Service	14	CHVRL	CAPRICE	Vehicle
V6759	POL020401-D	2013	In Service	14	CHVRL	CAPRICE	Vehicle
V6761	POL020401-D	2013	In Service	14	CHVRL	CAPRICE	Vehicle
V6762	POL020401-D	2013	In Service	14	CHVRL	CAPRICE	Vehicle
V6763	POL020401-D	2013	In Service	14	CHVRL	CAPRICE	Vehicle
V6764	POL020401-D	2013	In Service	14	CHVRL	CAPRICE	Vehicle
V6765	POL020401-D	2013	In Service	14	CHVRL	CAPRICE	Vehicle
V6766	POL020401-D	2013	In Service	14	CHVRL	CAPRICE	Vehicle
V9502	POL020401-D	2008	In Service	14	FORDX	CROWN VICTORIA	Vehicle
V9503	POL020401-D	2008	In Service	14	FORDX	CROWN VICTORIA	Vehicle
V9591	POL020401-D	2009	In Service	14	FORDX	CROWN VICTORIA	Vehicle
V9592	POL020401-D	2009	In Service	14	FORDX	CROWN VICTORIA	Vehicle
V9593	POL020401-D	2009	In Service	14	FORDX	CROWN VICTORIA	Vehicle
V5467	POL020401-D	2005	In Service	16	CHVRL	TAHOE 4DR 4X2	Vehicle
V6191	POL020401-D	2008	In Service	16	CHVRL	SUBURBAN 1500 4X2	Vehicle
V6439	POL020401-D	2009	In Service	16	CHVRL	TAHOE 4DR 4X2	Vehicle
V6699	POL020401-D	2013	In Service	16	CHVRL	SUBURBAN	Vehicle
V5966	POL020401-D	2007	In Service	17	CHVRL	UPLANDER	Vehicle
V5766	POL020401-D	2006	In Service	18	FORDX	E350 CUTAWAY	Vehicle
V5767	POL020401-D	2006	In Service	18	FORDX	E350 CUTAWAY	Vehicle
V6700	POL020401-D	2013	In Service	18	FORDX	E250	Vehicle
V4582	POL020401-D	1999	In Service	19	FORDX	E350	Vehicle
V4757	POL020401-D	2001	In Service	19	INT	1652 4X2	Vehicle
V4800	POL020401-D	2001	In Service	19	GMCXX	WORKHORSE	Vehicle
V4801	POL020401-D	2001	In Service	19	GMCXX	WORKHORSE	Vehicle
V4881	POL020401-D	2001	In Service	19	GRMAL	MT55	Vehicle
V5580	POL020401-D	2005	In Service	19	ICX	SKYWATCH	Equipment
V5768	POL020401-D	2006	In Service	19	FORDX	E250	Vehicle
V5769	POL020401-D	2006	In Service	19	FORDX	E250	Vehicle
V6585	POL020401-D	2008	In Service	19	FRGHT	M2106V	Vehicle
V6587	POL020401-D	2011	In Service	19	CRIMI	500F1	Equipment
V6593	POL020401-D	2012	In Service	19	FORDX	E250	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V9256	POL020401-D	2003	In Service	19	FORDX	CROWN VICTORIA	Vehicle
V6345	POL020401-D	2009	In Service	20	FORDX	RANGER EC 4X2	Vehicle
V6346	POL020401-D	2009	In Service	20	FORDX	RANGER EC 4X2	Vehicle
V5461	POL020401-D	2005	In Service	21	FORDX	F150 EC 4X2	Vehicle
V6348	POL020401-D	2009	In Service	21	FORDX	F150 EC 4X2	Vehicle
V6519	POL020401-D	2010	In Service	21	FORDX	F150	Vehicle
V6716	POL020401-D	2013	In Service	21	FORDX	F150 EC 4x2	Vehicle
V6717	POL020401-D	2013	In Service	21	FORDX	F150 EC 4x2	Vehicle
V6718	POL020401-D	2013	In Service	21	FORDX	F150 EC 4x2	Vehicle
V5464	POL020401-D	2005	In Service	22	FORDX	F250 EC 4X4	Vehicle
V5465	POL020401-D	2005	In Service	22	FORDX	F250 EC 4X4	Vehicle
V5466	POL020401-D	2005	In Service	22	FORDX	F250 EC 4X4	Vehicle
V5519	POL020401-D	2005	In Service	22	FORDX	F250 EC 4X4	Vehicle
V5520	POL020401-D	2005	In Service	22	FORDX	F250 EC 4X4	Vehicle
V5521	POL020401-D	2005	In Service	22	FORDX	F250 EC 4X4	Vehicle
V5724	POL020401-D	2006	In Service	22	FORDX	F250 CC 4X4	Vehicle
V5725	POL020401-D	2006	In Service	22	FORDX	F250 CC 4X4	Vehicle
V6055	POL020401-D	2008	In Service	22	FORDX	F250 CC 4X4	Vehicle
V6736	POL020401-D	2013	In Service	27	FORDX	E250	Vehicle
V5649	POL020401-D	2005	In Service	28	FORDX	E350 CUTAWAY	Vehicle
V5651	POL020401-D	2006	In Service	36	FORDX	F250 EC 4X4	Vehicle
V5654	POL020401-D	2006	In Service	36	FORDX	F250 EC 4X4	Vehicle
V6349	POL020401-D	2009	In Service	36	FORDX	F150 EC 4X4	Vehicle
V5712	POL020401-D	2007	In Service	37	FORDX	F450 CC 4X2 DRW	Vehicle
V5641	POL020401-D	2005	In Service	80	SUNST	612E	Equipment
V6241	POL020401-D	2009	In Service	84	SUNDN	SUNLITE	Equipment
V6242	POL020401-D	2009	In Service	84	SUNDN	SUNLITE	Equipment
V5834	POL020401-D	2006	In Service	89	HORTN	H816TA	Equipment
V5835	POL020401-D	2006	In Service	89	HORTN	H816TA	Equipment
V5836	POL020401-D	2006	In Service	89	HORTN	H816TA	Equipment
V5837	POL020401-D	2006	In Service	89	HORTN	H816TA	Equipment
V5860	POL020401-D	2006	In Service	89	HORTN	H820TA	Equipment
V5866	POL020401-D	2007	In Service	89	LARKX	ENCLOSED	Equipment
V5867	POL020401-D	2007	In Service	89	LARKX	6 X 12TA	Equipment
V6157	POL020401-D	2007	In Service	89	PACEX	SL820TA2	Equipment
V6288	POL020401-D	2008	In Service	89	BETBUILT	BH1822FB-E	Equipment
V6289	POL020401-D	2008	In Service	89	BETBUILT	BH1822FB-E	Equipment
V6290	POL020401-D	2009	In Service	89	LARKX	VT8.5X32TA	Equipment
V9261	POL020401-D	2003	In Service	02A	FORDX	CROWN VICTORIA	Vehicle
V4713	POL020401-D	2000	In Service	03A	DODGE	B3500	Vehicle
V4838	POL020401-D	2001	In Service	03A	CHVRL	G2500 EXPRESS	Vehicle
V5114	POL020401-D	2003	In Service	03A	DODGE	CARAVAN	Vehicle
V5165	POL020401-D	2003	In Service	03A	BUICK	CENTURY	Vehicle
V5279	POL020401-D	2004	In Service	03A	BUICK	CENTURY	Vehicle
V5286	POL020401-D	2004	In Service	03A	BUICK	CENTURY	Vehicle
V5287	POL020401-D	2004	In Service	03A	BUICK	CENTURY	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5294	POL020401-D	2004	In Service	03A	CHVRL	VENTURE	Vehicle
V5296	POL020401-D	2004	In Service	03A	JEEPX	GRAND CHEROKEE 4X4	Vehicle
V5298	POL020401-D	2004	In Service	03A	JEEPX	GRAND CHEROKEE 4X4	Vehicle
V5299	POL020401-D	2004	In Service	03A	FORDX	FREESTAR	Vehicle
V5300	POL020401-D	2004	In Service	03A	FORDX	FREESTAR	Vehicle
V5316	POL020401-D	2004	In Service	03A	CHVRL	MONTE CARLO	Vehicle
V5317	POL020401-D	2004	In Service	03A	CHVRL	MONTE CARLO	Vehicle
V9369	POL020401-D	2004	In Service	03A	FORDX	CROWN VICTORIA	Vehicle
V5137	POL020401-D	2003	In Service	16A	CHVRL	SUBURBAN 2500 4X4	Vehicle
V5324	POL020401-D	2004	In Service	16A	CHVRL	SUBURBAN 2500 4X4	Vehicle
V5325	POL020401-D	2004	In Service	16A	CHVRL	SUBURBAN 2500 4X4	Vehicle
V5326	POL020401-D	2004	In Service	16A	CHVRL	SUBURBAN 2500 4X4	Vehicle
V5134	POL020401-D	2003	In Service	17A	CHVRL	ASTRO	Vehicle
V5371	POL020401-D	2004	In Service	17A	CHVRL	ASTRO	Vehicle
V5372	POL020401-D	2004	In Service	17A	CHVRL	ASTRO	Vehicle
V5301	POL020401-D	2004	In Service	18A	FORDX	E350 CUTAWAY	Vehicle
V5302	POL020401-D	2004	In Service	18A	FORDX	E350 CUTAWAY	Vehicle
V5303	POL020401-D	2004	In Service	18A	FORDX	E350 CUTAWAY	Vehicle
V5304	POL020401-D	2004	In Service	18A	FORDX	E350 CUTAWAY	Vehicle
V5305	POL020401-D	2004	In Service	18A	FORDX	E350 CUTAWAY	Vehicle
V5320	POL020401-D	2004	In Service	22A	FORDX	F250 EC 4X4	Vehicle
V5321	POL020401-D	2004	In Service	22A	FORDX	F250 EC 4X4	Vehicle
V5322	POL020401-D	2004	In Service	22A	FORDX	F250 EC 4X4	Vehicle
V5770	POL020401-D	2006	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V5063	POL020401-D	2002	In Service	23A	FORDX	F350 CC 4X2 DRW	Vehicle
V5145	POL020401-D	2003	In Service	23A	FORDX	F350 CC 4X2 DRW	Vehicle
V5163	POL020401-D	2003	In Service	28A	FORDX	E350	Vehicle
V5038	TAM020101-D	2002	In Service	22AX	DODGE	2500 EC 4X2	Vehicle
V5629	TAM020107-D	2006	In Service	10X	FORDX	ESCAPE 4X2	Vehicle
V5630	TAM020107-D	2006	In Service	10X	FORDX	ESCAPE 4X2	Vehicle
V5631	TAM020107-D	2006	In Service	10X	FORDX	ESCAPE 4X2	Vehicle
V5912	TAM020107-D	2008	In Service	10X	FORDX	ESCAPE 4X2	Vehicle
V5913	TAM020107-D	2008	In Service	10X	FORDX	ESCAPE 4X2	Vehicle
V5914	TAM020107-D	2008	In Service	10X	FORDX	ESCAPE 4X2	Vehicle
V5915	TAM020107-D	2008	In Service	10X	FORDX	ESCAPE 4X2	Vehicle
V6334	TAM020107-D	2009	In Service	10X	FORDX	ESCAPE 4X2	Vehicle
V6335	TAM020107-D	2009	In Service	10X	FORDX	ESCAPE 4X2	Vehicle
V6710	TAM020107-D	2013	In Service	10X	SMART	PASSION	Vehicle
V6711	TAM020107-D	2013	In Service	10X	SMART	PASSION	Vehicle
V6712	TAM020107-D	2013	In Service	10X	SMART	PASSION	Vehicle
V6713	TAM020107-D	2013	In Service	10X	SMART	PASSION	Vehicle
V6714	TAM020107-D	2013	In Service	10X	SMART	PASSION	Vehicle
V5094	TAM020201-D	2003	In Service	00X	FORDX	ESCAPE 4X2	Vehicle
V5346	TAM020201-D	2004	In Service	22AX	FORDX	F250 RC 4X2	Vehicle
V6378	TAM020201-D	2009	In Service	27X	CHRYS	SPRINTER 2500	Vehicle
V6195	TAM020201-D	2008	In Service	28X	FRGHT	SPRINTER 2500	Vehicle

Asset	Location Department	Year	Status	Vehicle Class	Manufacturer	Model	Type
V5686	TAM020202-D	2006	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V5687	TAM020301-D	2006	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V6375	TAM020301-D	2009	In Service	23X	FORDX	F350 CC 4X2 DRW	Vehicle
V5328	TAM020301-D	2005	In Service	27X	CHVRL	ASTRO	Vehicle
V5160	TAM020301-D	2002	In Service	80X	HOMMD	ROAD RUN	Equipment
V6131	TAM020302-D	2008	In Service	27X	FORDX	E250	Vehicle
V6231	TAM020303-D	2008	In Service	27X	FORDX	E250	Vehicle
V6061	TAM020401-D	2007	In Service	09X	EZGOX	MPT 1000E	Equipment
V5345	TAM020401-D	2004	In Service	20AX	FORDX	RANGER EC 4X2	Vehicle
V6130	TAM020401-D	2008	In Service	22X	FORDX	F250 RC 4X2	Vehicle
V6119	TAM020401-D	2007	In Service	42AX	MADVA	CN100-B	Equipment
V6395	TAM020401-D	2009	In Service	59X	JLGIN	2646ES	Equipment
V5404	TAM020401-D	2004	In Service	69X	AMRLN	LIN 7760	Equipment
V6272	TAM020401-D	2001	In Service	89X	HOMMD	6X10	Equipment
V5344	TAM070101-D	2004	In Service	20AX	FORDX	RANGER RC 4X2	Vehicle
V6426	TAM070101-D	2010	In Service	31X	TOYOT	SIENNA	Vehicle
V5656	TAM070101-D	2006	In Service	36X	FORDX	F250 CC 4X4	Vehicle
V5657	TAM070101-D	2006	In Service	36X	FORDX	F250 CC 4X4	Vehicle
V6105	TAM070101-D	2007	In Service	54X	JHNDR	5325	Equipment
V6048	TAM070101-D	2007	In Service	63AX	TOROX	WORKMAN 3100	Equipment
V5583	TAM070101-D	2005	In Service	64AX	TOROX	6500D	Equipment
V6152	TAM070101-D	2007	In Service	66X	JHNDR	1200A	Equipment
V5991	TAM070101-D	2006	In Service	69X	TOROX	686	Equipment
V5719	TAM070101-D	2007	In Service	79X	OSHKS	S-1500	Vehicle
V6041	TAM070201-D	2008	In Service	36X	FORDX	F250 EC 4X4	Vehicle
V4318	TAM070201-D	1998	In Service	49X	SWPST	CH	Equipment
V4097	TAM070201-D	1998	In Service	54AX	NWHOL	7740	Equipment
V6222	TAM070201-D	2008	In Service	54X	JHNDR	6430	Equipment
V5570	TAM070201-D	2005	In Service	59X	BHOG	3210R2	Equipment
V6243	TAM070201-D	2008	In Service	59X	JLGIN	T350	Equipment
V6517	TAM070201-D	2011	In Service	61X	TOROX	30360	Equipment
V6144	TAM070201-D	2008	In Service	63X	TOROX	3100	Equipment
V5535	TAM070201-D	2005	In Service	69X	KWSKI	MULE	Equipment
V6063	TAM070201-D	2007	In Service	69X	JHNDR	110	Equipment
V6520	TAM070201-D	2010	In Service	69X	BHOG	3715	Equipment
V5634	TAM080101-D	2006	In Service	00	CHVRL	COBALT	Vehicle
V5390	TAM080101-D	2004	In Service	09	ERIDE	EXV2	Equipment
V5403	TAM080101-D	2004	In Service	69	AMRLN	LIN 7760	Equipment

Attachment B

City of Fort Lauderdale

Vehicle & Equipment Preventive Maintenance Schedule

The Preventive Maintenance Program Schedules are typically as follows (Although there are some units on unique special schedules different than below):

Vehicle type	Schedule
Compact Sedan (Class 00)	Every 180 Days
Police Marked Patrol Units (Class 02)	Every 120 Days
Police Marked K9 Units (Class 14)	Every 90 Days
Fire/Rescue Department Ambulances	Every 90 Days
Fire/Rescue Department Pumpers/Aerial Ladders	Every 120 Days
Light and Heavy Duty Trucks	Every 180 Days
Trash Trucks and Front-End Loaders	Every 90 Days
Sweepers	Every 60 Days
All Other Vehicles and Equipment	Every 90 Days

NOTES:

1. **Users may request more frequent PM's if the maintenance and repair and/or manufacturer's recommendations for a specific piece of equipment warrants a change in frequencies.**
2. **The Provider will submit their recommended PM Inspection Check-Off Lists for various City vehicles and equipment for review and approval by Fleet Services staff and/or their designees as part of the agreement resulting from this RFP process.**

Attachment C

City of Fort Lauderdale Fuel Station Information:

Central: 220 SW 14th Ave. Fort Lauderdale, FL 33312

4 – Underground tanks (UST) = 20,000 gallons each: 3 – unleaded, 1 – Diesel

38th St.: 949 NW 38th St. Fort Lauderdale, FL 33309

4 – Underground tanks (UST) = 20,000 gallons each: 3 – unleaded, 1 – Diesel

Lohmeyer: 1401 SE 21st St. Fort Lauderdale, FL 33316

1 – Underground tank (UST) = 10,000 gallons – Diesel Only

Fire Station 53: 2200 Executive Airport Way Fort Lauderdale, FL 33309

1 – Underground tank (UST) = 3,600 gallons – Diesel Only

Fire Station 54: 3200 NE 32nd St. Fort Lauderdale, FL 33308

1 – Underground tank (UST) = 1,000 gallons – Diesel Only

Attachment D

Standard Operating Procedure

ESMS SOP 06

City of Fort Lauderdale Fleet Facility

Purpose:

To identify best practice procedures for decommissioned vehicle and equipment storage to reduce the risk of environmental contaminants and fluid spills as well as the responsible environmental management of all waste products that come from a vehicle. These hazardous materials can include oil, gas, diesel, anti-freeze, mercury, lead, battery acid, tires, air conditioning Freon, brake fluid and washer fluid

Responsibility:

a. The Senior Automotive & Equipment Engineer shall ensure that each employee, contractor and subcontractors responsible for the storage of decommissioned vehicles are properly trained.
b. Adherence to these written procedures will be the responsibility of all City employees, contractors and subcontractors responsible for the storage of decommissioned vehicles

Totaled vehicles:

Procedure:

- Only authorized vehicles shall be stored within the vehicle storage lot.
- Lot shall remain closed and locked.
- All fluids shall be drained from any totaled decommissioned vehicle or equipment before they are stored at lot.
- Decals shall be removed from vehicle.
- Emergency equipment shall be removed from vehicle.
- Fuel canceivers shall be removed from vehicle.
- Batteries shall be removed from vehicle and recycled.
- Antifreeze shall be removed from vehicle and disposed of properly.
- Fuel shall be removed from vehicle and disposed of properly.
- Oil shall be removed from vehicle and recycled.

- Freon shall be removed from vehicle and recycled.
- Tires shall be removed from vehicle and recycled.
- Brake fluid shall be removed from vehicle and recycled.
- Washer fluid shall be removed from vehicle and disposed of properly.
- Vehicle and equipment scheduled for auction shall be sold within ninety days of decommission.

Surplus vehicles:

Procedure:

- Only authorized vehicles shall be stored within the vehicle storage lot.
- Lot shall remain closed and locked.
- All vehicles shall be checked for leaks and repairs shall be made before they are stored at lot.
- Decals shall be removed from vehicle.
- Emergency equipment shall be removed from vehicle.
- Fuel canceivers shall be removed from vehicle.
- Vehicle and equipment scheduled for auction shall be sold within ninety days of decommission.

NOTES:

- A stocked and labeled spill kit shall be stored at the main entrance of the decommissioned vehicle storage lot.
- A properly labeled and certified fire extinguisher shall be readily available for use to be stored at the main entrance of the decommissioned vehicle storage lot.

Attachment E

City of Fort Lauderdale

Targeted Operating Budget Services

Detailed Price Proposal

	Year one	Year two	Year three
1. Wages & Salaries			
• Management /Admin. Personnel	_____	_____	_____
• Mechanics	_____	_____	_____
• Parts Personnel	_____	_____	_____
• Other Personnel	_____	_____	_____
• **Wages & Salaries-Subtotal**	_____	_____	_____
2. Fringe Benefits	_____	_____	_____
3. Parts & Supplies			
• Parts & Accountable Supplies-	_____	_____	_____
• Indirect Shop Supplies	_____	_____	_____
• **Parts & Supplies - Subtotal**	_____	_____	_____
4. Sub provider Services	_____	_____	_____
5. Overhead	_____	_____	_____
6. Corporate Admin. & Mgmt. Fees	_____	_____	_____
Total Cost	_____	_____	_____

Total Cost for Years 1, 2 & 3 _____

NOTES:

- Define each cost element on a separate page.
- Explain changes from year-to-year.
- Provide a description of your benefits program, including contents, eligibility, and co-pay shares.

City of Fort Lauderdale

Separate Pricing Option A (Trolley Maintenance)

Detailed Price Proposal

	Year one	Year two	Year three
1. Wages & Salaries			
• Management /Admin. Personnel	_____	_____	_____
• Mechanics	_____	_____	_____
• Parts Personnel	_____	_____	_____
• Other Personnel	_____	_____	_____
• **Wages & Salaries-Subtotal**	_____	_____	_____
2. Fringe Benefits	_____	_____	_____
3. Parts & Supplies			
• Parts & Accountable Supplies-	_____	_____	_____
• Indirect Shop Supplies	_____	_____	_____
• **Parts & Supplies - Subtotal**	_____	_____	_____
4. Sub provider Services	_____	_____	_____
5. Overhead	_____	_____	_____
6. Corporate Admin. & Mgmt. Fees	_____	_____	_____
Total Cost	_____	_____	_____

Total Cost for Years 1, 2 & 3 _____

NOTES:

- Define each cost element on a separate page.
- Explain changes from year-to-year.

City of Fort Lauderdale

Separate Pricing Option B (Central Warehouse Services)

Detailed Price Proposal

	Year one	Year two	Year three
1. Wages & Salaries			
• Management /Admin. Personnel	_____	_____	_____
• Parts Personnel	_____	_____	_____
• Other Personnel	_____	_____	_____
• **Wages & Salaries-Subtotal**	_____	_____	_____
2. Fringe Benefits	_____	_____	_____
3. Overhead	_____	_____	_____
Total Cost	_____	_____	_____

Total Cost for Years 1, 2 & 3 _____

NOTES:

Prices shall NOT be marked up.

City of Fort Lauderdale

Separate Pricing Option C (Central Warehouse Services)

Detailed Price Proposal

	Year one	Year two	Year three
7. Parts markup			
• Percentage % mark-up	_____	_____	_____

NOTES:

Parts percentage % mark-up shall include all labor cost, administrative cost, overhead, profits, management cost associated with Central warehouse services. No other fee will be accepted.

Attachment F

City of Fort Lauderdale

Non-Targeted Operating Budget Services

Detailed Hourly Rate Proposal

Position Description	Rate per Hour	
	Reg. Business Hours	Overtime Hours
1.	$	$
2.	$	$
3.	$	$
4.	$	$
5.	$	$
6.	$	$
7.	$	$
8.	$	$
9.	$	$
10.	$	$

Parts Costs:

Indicate the cost you will charge the City for parts as a percentage of the jobber price schedule. The cost percentage you specify will set the maximum rate you will be allowed to apply to the jobber cost for non-targeted operating budget parts costs throughout the term of this agreement.

_____ Percent (of actual cost with no markup)

ATTACHMENT "G"

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: Proposals must be submitted by hard copy only. It will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Services Division, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed 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. 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.

Please Note: All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by:_____
(signature) (date)

Name (printed)_____Title:_____

Company: (Legal Registration)_____

CONTRACTOR, IF FOREIGN CORPORATION, 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/).

Address:_____

City_____State:_____Zip_____

Telephone No._____FAX No. _____Email: _____

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

Payment Terms (section 1.04): _____ Total Bid Discount (section 1.05): _____

Does your firm qualify for MBE or WBE status (section 1.09): MBE _____ WBE _____

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

Addendum No. Date Issued

P-CARDS: Will your firm accept the City's Credit Card (VISA / MasterCard) as payment for goods/services?

VISA YES_____ NO_____ MasterCard YES_____ NO_____

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. PLEASE STATE ANY VARIANCES OR EXCEPTIONS BELOW. If this section does not apply to your bid, simply mark N/A in the section below.
Variances:
_____

revised 06/11/14

FORT LAUDERDALE SUN TROLLEY
INSPECTION FORM UPDATED Feb-14

FORT LAUDERDALE SUN TROLLEY

PRE/POST INSPECTION CHECKLIST

UNIT#_____
Last 5 digits of VIN _____ Odometer _____
Work Order No. _____ Date _____

	INTERIOR INSPECTION				EXTERIOR INSPECTION	
1	All Seats and Seat Belts			20	Exterior Body And Components	
2	Doors/ Hinges/Latches/locks			21	Tires / Wheels – Lug Nuts, Tire Pressure	
3	Flooring/Headliner/Side Panels			22	Access Doors/Emergency Doors	
4	Mirrors			23	Fuel Cap And Port	
5	Interior Lights			24	Engine Oil /Trans. Fluid Check	
6	Exterior Lights • Directional • Step/door • Emergency flashers • Clearance • Head lights • Panel lights • Tail lights • Back up lights • Brake lights			25	Power Steering Fluid Level	
				26	Battery	
				27	Radiator Fluid Level	
				28	Belts/Hoses/Wiring	
				29	Underhood/Exhaust System	
				30	Brakes/Brake Fluid/Brake Pedal	
				31	Parking Brake/Emergency Brake	
				32	Acceleration/Steering/Tracking	
				33	Suspension - Shocks/Springs	
				34	Water/Fluid Leaks	
7	Warning System/Horn/radio			35	Lift/Ramp	
8	Starter System/Automatic Choke/Backup Alarm			36	Wheelchair Lift/Ramp – Cycled Y/N - Smooth Operation?	
9	Windshield Wiper/ Washers/ Windshield			37	Interlock System Lift Fluid Levels	
10	Windows/Emergency Windows			38	4 Tie Downs Per Position	
11	AC/Heater/defroster – front /rear			39	4 Min. Safety Loop Strap Per Vehicle	
12	GAUGES: Fuel/Oil/Volt/Temp			40	Other	
13	Roof Hatch			41	Fire Extinguisher/First Aid Kit/Safety Triangles	
14	Fare Box			42	Bloodborne Kits /Seat Belt Cutter	
15	Clean?			43	License Plate/Operators Manual	
16	Required Stickers/posters displayed			44	Registration/Insurance	

ADDITIONAL COMMENTS:

Inspector: _____

Remarks	SYMBOLS	
	OK	OK
	X	REPAIRS REQUIRED
	R	REPAIRED
	O	NOT APPLICABLE

FORT LAUDERDALE SUN TROLLEY
INSPECTION FORM UPDATED Feb-14

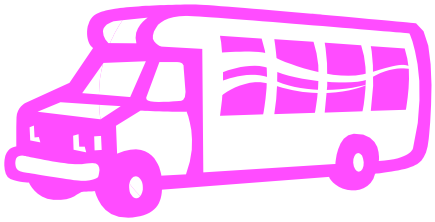
Repair Action: _____

_____

_____

_____

Body Damage (Circle Damage Area(s)



Supervisor's Signature _____ Date _____

Program Manager's Signature _____ Date _____

FORT LAUDERDALE SUN TROLLEY
INSPECTION FORM UPDATED Feb-14

POST-TRIP REPORT

Driver: _____ Date: _____

Last 5 digits of VIN _____ Time/End of Trip: _____

Check all Items and Indicate by checking box:

- ☐ Parking (hand) brake
- ☐ Steering mechanism
- ☐ Lighting devices and reflectors
- ☐ Windshield wipers
- ☐ Emergency equipment
- ☐ Service brakes including trailer brake connections
- ☐ Horn
- ☐ Tires
- ☐ coupling devices
- ☐ Wheels and rims
- ☐ Rear vision mirrors

Identify or list any defect or deficiency discovered or reported that would affect the safety of operation of the vehicle or result in its mechanical breakdown (indicate if none discovered or reported as well). _____

_____

_____

_____

(Use the back side if more room is needed)

_____
Driver's Signature

Describe correction action taken: _____

_____

_____

(Corrective action. (1) Every transit agency shall certify on the original driver vehicle inspection report which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again)

Print Name of Authorized Individual: _____

Signature: _____ Date: _____

(2) Every transit agency shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for three months from the date the written report was prepared.

Effective October 1, 2014

FLEET MAINTENANCE PLAN

CITY OF FORT LAUDERDALE SUN TROLLEY

FLEET MAINTENANCE PLAN

INTRODUCTION

Sun Trolley, in its continuous development and concern for the safety of its staff and community members has developed this maintenance plan. This is a living document that will be updated on an “as needed” basis and reviewed annually for compliance to new rules, regulations, and laws.

This plan is designed to keep all vehicles, shop equipment, public areas, and tools, in safe, reliable, and operational condition. It requires management, drivers, and related staff to be well trained and accountable for specific roles. Preventive maintenance is our goal and will come about as a result of working together as a team.

Specific roles

MANAGEMENT

Management will make sure that all staff is properly trained and certified as deemed appropriate in preventive maintenance. The Program Manager must know all parts of the preventive maintenance program, supervise its implementation and evaluate its effectiveness.

DRIVERS

The drivers must be certified according to State laws. Drivers will take the PASS class within 6 months of hire. Driver must know the proper starting, shifting, and braking procedures to extend the life of the equipment and must be vigilant in reporting his/her observations. Drivers will serve as vehicle fuelers and must make sure that all fluid levels are checked each time that the vehicle is fueled. No vehicle should be sent into service low on oil, antifreeze, automatic transmission, or power steering fluid. Unsealed batteries and windshield washer fluid must also be checked and filled. Drivers must also be trained to spot cracked or broken belts, loose or broken brackets, or other worn parts. They should be alert for unusual noises, bad tires, noisy or poor brakes, and clutch adjustments.

Only qualified drivers should maneuver vehicles, especially within maintenance facility and garage. Backing should be prohibited unless absolutely necessary. When backing is necessary, it should be only done with a guide.

All drivers should be completely familiarized with the vehicles including engine compartment, driver controls, and passenger safety devices. Drivers should be trained to recognize unusual noises and describe basic mechanical problems to the supervisor and/or mechanic.

FLEET MAINTENANCE GOALS AND OBJECTIVES

Sun Trolley, seeks to obtain an overall goal of keeping the vehicles well maintained and servicing the community. Our objectives include:

- Maintaining flexibility for changes in route(s), schedule(s), environment, new technology, and other impacts;
- Maintaining chassis, body, and component manufacturers' recommended maintenance practices;
- Systematic inspections, services, and repairs;
- Defect reporting;
- Maintaining the proper level of fiscal control; and,
- The proper management of parts, equipment, facilities, fleet, and personnel.
- If inventory is maintained conduct a 6 month inventory check.

Maintenance should cover all vehicles and equipment operated by **Sun Trolley**. Manuals should be maintained for each type of vehicle and equipment being used by **Sun Trolley**.

PREVENTIVE MAINTENANCE INSPECTIONS & SERVICES

INTRODUCTION

Vehicle and component (e.g., handicapped access equipment) manufacturers manuals that recommend maintenance practices as well as specific guidance and instructions for troubleshooting, removal, overhaul, repair, and replacement of components. These manuals are an important part of the vehicle maintenance plan as they define specific maintenance intervals and provide critical information when the maintenance work is actually to be performed.

Preventive maintenance (PM) inspections and services should follow the recommended intervals (within 500 miles or 7 days) by the manufacturer, supplier, or builder. If preventive maintenance services are not being done according to the guidelines of the manufacturer, supplier or builder, the agency may jeopardize any claim to a warranty.

Services eligible for warranty payment must be made by the appropriate personnel and filed with the manufacturer. Documentation of such services should remain in the vehicle file and a copy should be forwarded to the NDDOT Transit office with the next quarterly report.

DOCUMENTATION

Preventive maintenance (PM) inspections and services should be performed, and documented according to a schedule. All documentation should be kept through the life of the vehicle plus 3 years. Whenever a mechanic or tow truck is dispatched to a vehicle in service, documentation should be submitted to the office and placed in the vehicle file.

PM INSPECTIONS

Preventive maintenance (PM) inspections are scheduled to provide an opportunity to detect and repair damage or wear conditions before major repairs are necessary.

Each inspection will:

- Specify each item to be checked;
- Record repairs and the routine application of fluids;
- Indicate inspection interval (i.e., daily or weekly); and
- Contain a pass/fail standard for each item.

Portions of check lists and procedures may come from the manufacturer, the vendor, or **Sun Trolley**. Refer to Appendix B for an example of a daily PM Inspection Checklist.

IDENTIFIED DEFECTS

Identified defects should be reported to the project manager. Defects must be reviewed and repair considered. Categories of repair include:

- SAFETY DEFECT

  The vehicle cannot be released until the repairs are completed, except in case of an emergency. Safety cannot be compromised.

- MECHANICAL DEFECT

  A defect that will worsen and increase cost. The vehicle cannot be released until the repairs are completed, except in case of an emergency.

- ELECTIVE MECHANICAL DEFECT

  A defect that does not compromise safety, will not cause further damage if operated but needs to be corrected prior to the next PM cycle. Repair should be scheduled. Due to transportation costs and disruption to operations, this decision should not be made lightly.

- ELECTIVE OR COSMETIC DEFECT

  The defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. This vehicle should be scheduled for an off-peak time in the future, as determined by management, or at the next scheduled PM service.

If the fleet experiences recurring defects, the Program Director should check vehicle maintenance files, check manufacturers' recall notices, service bulletins, and campaigns.

PM SERVICES

The manufacturer's recommended service schedule should be adhered to, within +- 500 miles or 7 days. Many transit agencies will group PM services into different levels, the most commonly used are A, B, C, and D. Level A comprises the most basic and frequent level of PM services while level D consists of more complicated services performed less frequently.

Level A – Conducted at 3,000 miles interval. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at 12,000 mile intervals. Includes all items in level A. Check coolant, specific gravity, and pH.

Level C – Conducted at 24,000 mile intervals. All items in levels A and B, plus change fuel filter, replace air filter, and inspection of braking system.

Level D – Conducted at 48,000 mile intervals. All items in levels A, B, and C, plus inspection and repack of wheel bearings.

A recommended PM maintenance schedule based on cumulative mileage would follow a chart as such:

Preventive Maintenance Level – Schedule by Mileage

PM Level	Cum. Mileage	PM Description
A	3,000	
A	6,000	
A	9,000	
B	12,000	A + B
A	15,000	
A	18,000	
A	21,000	
C	24,000	A + B + C
A	27,000	
A	30,000	
A	33,000	
B	36,000	A + B
A	39,000	
A	42,000	
A	45,000	
D	48,000	A + B + C + D

Repeat the schedule.

PM MANAGEMENT BY EXCEPTION

There are many good reasons to vary a scheduled PM service. It will not necessarily hurt the vehicle to have the PM service performed off schedule and still allow **Sun Trolley** to manage its PM program to achieve its overall goal.

Management by exception allows flexibility in the PM program by authorizing the mechanic to make decisions on deleting or adjusting certain items listed on the PM schedule.

For example, if vehicle A comes in for level D service and according to the vehicle's records, the front wheel bearings were inspected and repacked at the time of the last front brake job (only 1300 miles ago), s/he could then delete the requirement to repeat this service.

PRE-TRIP INSPECTIONS

An important aspect of preventive maintenance is the establishment of strong communication between drivers and management. An easy way to ensure and document this communication link is through the use of the driver's daily vehicle inspection checklist.

Each vehicle should have blank copies of the checklist on-board for the drivers to conduct the inspection. The driver should identify any defects and report them to the program manager before driving the vehicle. If a problem arises during the shift, the driver should add comments to the checklist. All checklists are to be maintained in the vehicle's permanent file.

NOTE: When malfunctions and/or defects are detected which threaten safe operating performance, the vehicle will not be used to transport persons until defects are corrected.

The pre- and post-trip inspection forms shall be legibly completed and signed by the vehicle driver. Pre-trip inspections should include as a minimum:

- Cleanliness – Properly maintained and free of loose articles.
- Lights and reflectors – High/low beams, tail lights, turn signals,
- 4-way hazard flashers, marker lights, license plate light and reflectors should be cleaned as needed
- Brakes – Both foot and emergency brakes should be capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1-2 inch free-play on a single down stroke. No noises, vibration or steering changes should result from applying the brakes while moving.
- Horn – Gives an adequate and reliable warning signal.
- Windshield, washer, wipers and defroster – Surfaces must be clean and unobstructed, inside and outside. Washer reservoirs are to be filled as needed.

- Mirrors – All rear vision mirrors must be clean, properly adjusted and unobstructed. Outside mirrors must be mounted on both sides.
- Tires – Must be of adequate load capacity when vehicle is fully loaded. Tires shall be inflated to recommended pressures and compatible with each set (i.e., all radials or all bias ply; no mixed sets.) Tire wear surfaces and sidewalls shall be inspected daily for debris, damage, and wear. Tires shall be replaced prior to revealing the "wear bars" between the treads at the contact surface.
- Speedometer – Shall be operational and accurately record speed.
- *Seat Belts – If the vehicle has seat belts, they must be in good operating condition and used by all passengers and drivers. Wheelchair passenger restraints and securement systems shall be fully operational.*
- Doors – Capable of being opened, shut, and locked as required.
- Fluids – All fluid levels must be checked each time the vehicle is fueled and maintained at the manufacturers recommended operating levels. This includes engine coolant, oil, brake fluid, power steering fluid, transmission fluid and washer solvent.
- Wheelchair lifts – Check operating and structural condition by operating through two (2) complete cycles..
- Emergency Equipment – Should be present and operational: ***Must meet each agency's policies***
    - Flares
    - First Aid Kits
    - Blood Borne Pathogens Clean-Up Kit
    - Reflective Vest for Driver
    - Fire Extinguishers
    - Flashlight W/Batteries
    - Reflective Triangle
    - Clean-Up Kit for Cleaning & Sanitizing the Vehicle

Example of an Inspection Form is in Appendix E.

POST-TRIP REPORTS

Post-trip report is required. ***Must be modified to each agency's policies***

(a) Report required. Drivers should prepare a report in writing at the completion of each day's work on each vehicle operated and the report shall cover at least the following parts and accessories:

- Service brakes including trailer brake connections
- Parking (hand) brake

- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Emergency equipment
- Wheelchair lifts

(b) Report content. The report shall identify the vehicle and list any defect or deficiency discovered by or reported to the driver which would affect the safety of operation of the vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report shall so indicate. In all instances, the driver shall sign the report. Driver needs to sign the driver vehicle inspection report. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.

(c) Corrective action. Prior to requiring or permitting a driver to operate a vehicle, every transit agency shall repair any defect or deficiency listed on the driver vehicle inspection report which would be likely to affect the safety of operation of the vehicle.

(1) Every transit agency or its agent shall certify on the original driver vehicle inspection report which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.

(2) Every transit agency shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for the life of the vehicle plus 3 years.

Post-Trip Report sample is provided in Appendix B.

ADA ACCESSIBILITY EQUIPMENT

INTRODUCTION

The American Disability Act (ADA), Title 49, CFR, Section 37.161, Subpart G requires that transportation services maintain the ADA features of their facilities and vehicles in operative condition. These ADA features, include, but are not limited to:

- Lifts and other means of access to vehicles;
- Securement devices;

- Signage or systems to aid communications with persons who have impaired vision or hearing.

Accessibility features must be repaired promptly if they are damaged or out-of-order. When an accessibility feature is out-of-order, **Sun Trolley** shall take reasonable steps to accommodate persons with disabilities who would otherwise use the feature.

ADA, Title 49, CFR, Section 37, 163 requires the establishment of regular and frequent maintenance checks of the lifts. The vehicle drivers must report, by the most immediate means available, any failure of a lift. If there is no available spare vehicle to take the place of a vehicle with an inoperable lift. **Sun Trolley** will contact a repair facility within **five days** from the date of discovery and schedule repairs as soon as possible..

ADA, Title 49, CFR, Section 37, 173 requires **all personnel to be trained to proficiency in the use of ADA equipment**, as appropriate to their duties.

PREVENTIVE MAINTENANCE PLAN

A preventive maintenance plan for ADA accessibility features should be in place; including a system of maintenance checks based on **manufacturers recommended guidelines within 50 cycles or yearly, whichever comes first**. The ADA elements have been incorporated in the transportation program's regular maintenance plan.

(For example, NL-2 series lifts should be serviced at 750 cycles, 1500 cycles, 4500 cycles, and consecutive 750 cycles after 4500 cycles. All intervals should be within 50 cycles of the stated cycle interval)

MANAGEMENT OF FLEET

PHYSICAL INVENTORY

Sun Trolley will conduct a physical inventory of capital items of value >$1000 and of all vehicles and reconcile the results with its equipment records annually.

VEHICLE HISTORY FILE

Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrications, and repairs performed. A minimum of the following information will be maintained in the records:

- Identification of the vehicle
  - Year
  - Manufacturer
  - Make
  - Model
  - License number
  - Registration of ownership
- Date
- Mileage
- Description of each inspection, maintenance, repair, lubrication performed

- The name & address of any business performing an inspection, maintenance, lubrication, or repair

FLEET LIFE PLAN

A fleet plan is an internal, working document that is updated annually. It covers a period of five (5) years. The fleet plan addresses replacement and expansion without regard to funding availability. The fleet plan is based on service needs and economic replacement life. It is used to project new equipment deliveries and disposal, and helps to plan grant activities. It will serve to assist the Program Director to consider vehicle rehabilitation or replacement in lieu of extensive repair and constant unscheduled maintenance.

OTHER POLICIES

- NO SMOKING - smoking is prohibited in all facilities. Signs will be posted accordingly.
- EMERGENCY NUMBERS - emergency phone numbers must be posted.
- JUMP START PROCEDURES - employees should be properly instructed on jump starting procedures, including cable connection and disconnection.
- VEHICLE MOVEMENT - when vehicles are being moved for any reason, including fueling, speed restrictions should be followed. Personnel should ask for assistance when backing a vehicle, wear seat belts, and drive with the service door closed. If anyone is on-board, they should be properly seated and not standing in the step well area. Personnel will not jump into or out of a vehicle.
- TITLE VI SIGNS – Title VI statements must be displayed in all buildings and vehicles.

MANAGEMENT OF PERSONNEL

PERSONNEL SAFETY

The health and well-being of every employee is of vital importance. The active participation of each employee is mandatory in establishing a safe work environment. **Sun Trolley** will keep employees aware of required safety and health procedures and employees will be expected to comply with all prescribed guidelines and procedures.

PERSONNEL PROTECTIVE EQUIPMENT

Employees are required to wear all protective equipment at the proper times and in the proper environments. Failure to wear the required protective equipment should be cause for disciplinary action.

LIFTING TECHNIQUE

Use proper lifting techniques at all times when lifting objects. Bend the knees to utilize leg power and get into a proper position before lifting. Ask for assistance from fellow

workers for heavy loads. Avoid twisting and awkward or jerky movements during a lift or while carrying an object.

Appendix A:

INFORMATION For Onsite Mechanic/Tow

INFORMATION SHEET

1) Today's Date _____ 2) Last 5 digits of VIN _____

3) Time Called : _____ 4) Driver _____

5) Route _____

6) Location of Vehicle: Be specific – street address, cross street, highway marker

_____

_____

_____

7) Reported Trouble: Ask specific questions and be as precise as possible.

_____

_____

_____

10) Replacement vehicle _____ 11) Call received by: _____

SUPERVISOR'S REPORT

1) Time arrived at Bus: _____ 2) In-Service Repair Bus Exchange Towed

(Circle one)

3) Time Repair/Exchange Completed _____

4) Nature of Trouble _____

_____

5) Remarks _____

Operator's Signature _____

Program Manager's Signature _____

APPENDIX B: DAILY INSPECTION CHECKLIST

Last 5 digits of VIN _____ Odometer _____
Work Order No. _____ Date _____

INTERIOR INSPECTION					EXTERIOR INSPECTION	
1	All Seats and Seat Belts			20	Exterior Body And Components	
2	Doors/ Hinges/Latches/locks			21	Tires / Wheels – Lug Nuts, Tire Pressure	
3	Flooring/Headliner/Side Panels			22	Access Doors/Emergency Doors	
4	Mirrors			23	Fuel Cap And Port	
5	Interior Lights			24	Engine Oil /Trans. Fluid Check	
6	Exterior Lights • Directional • Step/door • Emergency flashers • Clearance • Head lights • Panel lights • Tail lights • Back up lights • Brake lights			25	Power Steering Fluid Level	
				26	Battery	
				27	Radiator Fluid Level	
				28	Belts/Hoses/Wiring	
				29	Underhood/Exhaust System	
				30	Brakes/Brake Fluid/Brake Pedal	
				31	Parking Brake/Emergency Brake	
				32	Acceleration/Steering/Tracking	
				33	Suspension - Shocks/Springs	
				34	Water/Fluid Leaks	
7	Warning System/Horn/radio			35	Lift/Ramp	
8	Starter System/Automatic Choke/Backup Alarm			36	Wheelchair Lift/Ramp – Cycled Y/N - Smooth Operation?	
9	Windshield Wiper/ Washers/ Windshield			37	Interlock System Lift Fluid Levels	
10	Windows/Emergency Windows			38	4 Tie Downs Per Position	
11	AC/Heater/defroster – front /rear			39	4 Min. Safety Loop Strap Per Vehicle	
12	GAUGES: Fuel/Oil/Volt/Temp			40	Other	
13	Roof Hatch			41	Fire Extinguisher/First Aid Kit/Safety Triangles	
14	Fare Box			42	Bloodborne Kits /Seat Belt Cutter	
15	Clean?			43	License Plate/Operators Manual	
16	Required Stickers/posters displayed			44	Registration/Insurance	

ADDITIONAL COMMENTS:

Inspector: _____

Remarks	SYMBOLS	
	/	OK
	X	REPAIRS REQUIRED
	R	REPAIRED
	O	NOT APPLICABLE

APPENDIX C: REPORTING DEFECTS

SUN TROLLEY PROGRAM
DEFECT REPORT

Last 5 digits of VIN_____ Date _____

Driver _____ ***Please circle all that apply.***

Doors	W/C Lift	A/C or Heat	Exterior Lighting
Stick	No Power	Defroster	Headlights
Too fast	Deploy	No Heat	Tail Lights
Too Slow	Platform	No A/C	Turn Signals
Won't Close	Restraint	A/C Light	Flashers
Won't Open	Stow	Blowers	Clearance

Electrical	Suspension	Brakes	Body Damage
Dome Lights	Air Leak	Pull L/R	Bumpers
Gauges	Leans	Lock Up	Front End
Telltale Lamps	Won't Raise	Soft	Rear End
Horn	Kneeler	Noisy	Left Side
Chime	Noisy	Parking Brake	Right Side

Windows	Mirrors	Steering	Radio
Broken	Broken	Hard	Dead
Etched	Too Loose	Shimmies	Static
Won't Open	Too Tight	Excessive Play	Volume
Won't Close	Won't Adjust	Pulls Left	Won't Transmit
Need Cleaning	Spot Mirror	Pulls Right	Won't Receive

Engine		Transmission	Tires
Stop Light	Low Power	Transmission Light	Flat
Check Light	Won't Start	Won't Shift	Damaged
Overheats	Oil Leak	No Forward	Low Air
Smokes	Fuel Leak	No Reverse	Low Tread
Vibrates	Water Leak	Slips	Uneven Wear
Stalls	Noisy	Leaks	Loose Lugs

Other Items			
Wipers	Accelerator	Sensitive Edge	Emergency Exits
Interior Dirty	Exterior Dirty	Graffiti	Interlock
Seats	Other (specify)		

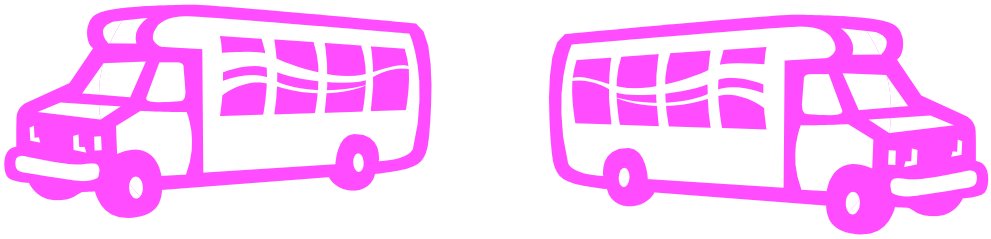
Repair Action: _____

_____

_____

_____

Body Damage (Circle Damage Area(s)



Supervisor's Signature _____ Date _____

Program Manager's Signature _____ Date _____

APPENDIX D: PM SERVICE SCHEDULE

Preventive Maintenance Level – Schedule by Mileage

Last 5 digits of VIN _____ Date _____

PM Level	Cum. Mileage	PM Description	Date of Service	Comments--Note if Added Comments on Back
A	3,000			
A	6,000			
A	9,000			
B	12,000	A + B		
A	15,000			
A	18,000			
A	21,000			
C	24,000	A + B + C		
A	27,000			
A	30,000			
A	33,000			
B	36,000	A + B		
A	39,000			
A	42,000			
A	45,000			
D	48,000	A + B + C + D		

Repeat the schedule.

Level A – Conducted at 3,000 miles interval. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at 12,000 mile intervals. Includes all items in level A, plus transmission fluid and filter change. Check coolant, specific gravity, and pH.

Level C – Conducted at 24,000 mile intervals. All items in levels A and B, plus change fuel filter, perform complete engine tune-up, replace air filter, drain and refill differential lubricant and inspection of braking system.

Level D – Conducted at 48,000 mile intervals. All items in levels A, B, and C, plus inspection and repack of wheel bearings.

APPENDIX E: POST-TRIP REPORT

Driver: _____ Date: _____

Last 5 digits of VIN _____ Time/End of Trip: _____

Check all Items and Indicate by checking box:

- ☐ Parking (hand) brake
- ☐ Steering mechanism
- ☐ Lighting devices and reflectors
- ☐ Windshield wipers
- ☐ Emergency equipment
- ☐ Service brakes including trailer brake connections
- ☐ Horn
- ☐ Tires
- ☐ Coupling devices
- ☐ Wheels and rims
- ☐ Rear vision mirrors

Identify or list any defect or deficiency discovered or reported that would affect the safety of operation of the vehicle or result in its mechanical breakdown (indicate if none discovered or reported as well). _____

_____

_____

_____

(Use the back side if more room is needed)

_____
Driver's Signature

Describe correction action taken: _____

_____

_____

Print Name of Authorized Individual: _____

Signature: _____ Date: _____

Attachment J

PERFORMANCE STANDARD RANGES, INCENTIVES & PENALTY CHART

PERFORMANCE MEASURES CRITERIA FOR BONUS	ACCEPTABLE RANGE	DAILY PENALTY	DAILY INCENTIVE	MONTHLY PENALTY	MONTHLY INCENTIVE
I Daily Fleet Availability					
EMS	95% - 97%	$35	$15		
FIRE	95% - 97%	$35	$15		
POLICE	95% - 97%	$35	$15		
PUBLIC WORKS	93% - 96%	$25	$10		
TAM	93% - 96%	$25	$10		
TRANSIT BUSES	95% - 97%	$35	$15		
ITS	93% - 95%	$35	$15		
PKR	93% - 95%	$25	$10		
DSD	93% - 95%	$25	$10		
MOTOR POOL & FLEET SHARING VEHICLES	93% - 95%	$25	$10		
II Turnaround Time - % of Repairs Completed within 24 Hours					
EMS	84% - 86%			$100	$25
FIRE	84% - 86%			$100	$25
POLICE	84% - 86%			$100	$25
TRANSIT	79% - 81%			$100	$25
ONE TON OR SMALLER	79% - 81%			$100	$25
LARGER THAN ONE TON	74% - 76%			$100	$25
ALL OTHERS	74% - 76%			$100	$25
Turnaround Time - % of Repairs Completed within 48 Hours					
III EMS	94% - 96%			$300	$100
POLICE	94% - 96%			$300	$100
FIRE	94% - 96%			$300	$100
TRANSIT	94% - 96%			$150	$75
ONE TON OR SMALLER	89% - 91%			$100	$35
LARGER THAN ONE TON	89% - 91%			$100	$35
ALL OTHERS	89% - 91%			$100	$35
IV Preventative Maintenance					
% of PM inspections completed on time	94% - 96%			$500	$200
V Repair Quality (Reworks)					
% of Repair Work Orders requiring Rework	0% - 2%			$200	$0
VI Parts fill rates	80%			see section 8.2	$0
		$240	$100	$2,750	$855

IF PERFORMANCE STANDARD IS WITHIN THE DESIGN RANGE, NO INCENTIVE OR PENALTY AMOUNT IS CALCULATED

IF PERFORMANCE STANDARD IS EXCEEDED OR NOT MET, THE INITATIVE OR PENALTY AMOUNT IS CALCULATED

These performance incentives/penalty monetary calculations are the daily and monthly limits; These Penalties and Incentives will be in affect the entire period of this Agreement.

ATTACHMENT K

City of Fort Lauderdale

Proposal Questionnaire

1. Prior Experience:

Number of years' experience the Provider has had in providing similar services:

_____ Years

2. List below those persons who will have a management or senior artistic position working with the City, if you are awarded the contract. List name, title or position, and project duties. A resume or summary of experience and qualifications must accompany your proposal.

_____

_____

_____

_____

3. List all clients for whom you have provided similar services in the last three (3) years. Provide agency name, address, telephone number, contact person, yearly budget target, number of vehicles, and date service was provided. If services provided differs from the one presented in your proposal, please delineate such differences. *DO NOT LIST CITY OF FORT LAUDERDALE.*

_____

_____

_____

_____

_____

_____

4. List any Broward County agencies with which the Provider has had contracts or agreements during the past three (3) Years.

_____

_____

_____

_____

5. Lawsuits (ANY) pending or completed involving the Corporation, partnership or individuals with more than ten (10%) percent interest.

A. List all pending lawsuits which are concerned directly with the staff or part of your organization proposed for the contract:

_____

_____

_____

B. List all judgements from lawsuits in the last five (5) years which are concerned directly with the staff or part of your organization proposed for the contract.

_____

_____

_____

6. Attach a Balance Sheet and Statement of Profit and Loss of the proposing firm from the preceding calendar year, certified by either an appropriate Corporate Officer, or an Independent Certified Public Accountant. If proposing firm is a privately held corporation

providing such records, for City review, at a time and place convenient to the City, will satisfy this requirement.

CITY OF FORT LAUDERDALE | ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEM (ESMS)

Verification	Originator	Revised	Approved	Issued
Initials	CMB			
Date	5/27/14			

Title: Contractor Management Environment Manual

ESMS Contractor Management Environment Manual

ED-4.4.6-4 (F) Contractor Management Environment Manual

Person responsible:	**Public Works Director;** **Parks & Recreation Director;** **Information Technologies Services Director; or** **Fire Chief.**
Area of application:	Fleet Facility
Document location:	Z:\ESMS-FTA-TRANS
Original issue date:	5/27/14

Revisions

Rev. No.	Date	Description
001		
002		

Requirements

1.0 Introduction

2.0 General Environmental Management Procedures

3.0 Waste Disposal

4.0 Equipment Decommissioning

5.0 Water Discharges

6.0 Material Storage/Spills

7.0 Storm Water Management

8.0 PCBs

9.0 Asbestos

10.0 Lead

11.0 CFCs

12.0 Contractor Environmental Activity Review

APP City of Fort Lauderdale Environmental Policy

1.0 Introduction

1.1 The following information is supplied to contractors and suppliers who perform work on site for City of Fort Lauderdale. The information presented in these guidelines has been developed in response to the Environmental Sustainable Management System (ESMS). The intent of this information is to make contractors and suppliers aware of the ESMS and to ensure conformance to applicable ESMS procedures and work instructions.

1.2 An important part of the ESMS relates to the control of contractors, subcontractors and persons working for or on behalf of the City of Fort Lauderdale who are required to comply with relevant environmental policies and procedures. The nature of these activities is such that their personnel have significant potential to affect environmental performance and regulatory compliance within the City of Fort Lauderdale. Contractor personnel and our personnel therefore must work together to achieve the goals of the environmental policy, objectives and targets and the protection of the environment. Contractors must be aware of the importance of compliance with relevant environmental legislation and regulations, and of the consequences of non-compliance.

1.3 The City of Fort Lauderdale operates an ESMS that meets the requirements of the ISO 14001 standard. Conformance with the environmental policy and all requirements noted in this document is expected of all contractors, subcontractors, suppliers and their employees while working on site. Failure to follow these requirements can be grounds for termination of the on-site contract work.

1.4 For further information, please contact the City of Fort Lauderdale, Public Works Department (954) 828-5240.

2.0 General Environmental Management Procedures

2.1 Contractors will not transport hazardous chemicals on site without having prior knowledge of the associated Material Safety Data Sheets (MSDS). These materials include but are not limited to sealers, adhesives, paints, coatings, fuels, oils, acids and caustics. All sizes of containers require review and approval before their use on site.

2.2 Contractors will provide adequate control of fugitive dust emissions during all operations and activities.

2.3 Contractors will not discharge anything to drains and or sewers without the prior approval of the City of Fort Lauderdale Waste Water Treatment Plant (WWTP) Regional Waste Water Facility Manager or designee.

2.4 Contractors will provide adequate spill/release prevention for all bulk materials.

2.5 Contractors will immediately notify the City of Fort Lauderdale - Supervisor of any reportable spills, releases or other environmental incidents. Contractors will follow up by submitting a completed Tracking of Spills and Releases form.

2.6 Contractors will properly label, store and dispose of all waste materials.

2.7 Contractors will be sensitive to the effects of noise, odor, light and traffic movement to the local community.

2.8 All contractors shall practice good housekeeping. Removal of trash, etc. generated by the contractor's activities or the activities of its employees is the contractor's responsibility.

2.9 Contractors are responsible for keeping the site clean and orderly.

2.10 Contractors will not engage in any excavation activities on site without the prior approval of the City of Fort Lauderdale - Supervisor.

3.0 Waste Disposal

3.1 All waste disposal (i.e. construction debris, scrap metal, non-hazardous waste, municipal solid waste, etc.) will be the responsibility of the contractor, the originator of the waste, unless otherwise pre-approved.

3.2 The City of Fort Lauderdale - Supervisor must be informed of all generated hazardous waste streams before a waste is generated and collected on site.

3.3 The City of Fort Lauderdale - Supervisor must be informed of the location of all generated hazardous waste storage areas, maximum quantities and the container type.

3.4 Containers must be labeled with their contents and the responsible contractor's name and contact information. NO UNLABELED CONTAINERS ARE PERMITTED ON SITE.

3.5 Shipping information and paperwork (MSDS, Waste Profiles, Bills of Lading and inventory) must be provided upon request.

3.6 Contractors will be contractually responsible for all regulated wastes.

4.0 Equipment Decommissioning

4.1 All equipment will be thoroughly inspected by the contractor for fluids and other hazardous materials prior to removal.

4.2 All fluids and other hazardous materials in the equipment will be removed prior to decommissioning and disposal of any waste generated will be handled in accordance with the above instructions in 3.0.

5.0 Water Discharges

5.1 Discharge of materials to ANY sewer system, other than sanitary sewage, is prohibited without the prior consent of the City of Fort Lauderdale - Waste Water Treatment Plant (WWTP) Regional Waste Water Facility Manager or designee.

5.2 Discharges of ANY material to outside drains other than storm water are prohibited under the established guidelines of the CLEAN WATER ACT.

5.3 In the event that the City of Fort Lauderdale - Waste Water Treatment Plant (WWTP) Regional Waste Water Facility Manager or designee approves discharges to sewers, the wastewater treatment plant must still be notified prior to discharges of any significant volume or any discharges

that could affect the operations of the wastewater treatment plant.

6.0 Material Storage / Spills

6.1 There will be no outside storage of any materials without the consent of the City of Fort Lauderdale - Supervisor.

6.2 Approved outside storage areas for chemical materials must be equipped with ***non-earthen*** secondary containment equal to 150% of the capacity of the largest container by the contractor.

6.3 The contractor will ensure that all material containers owned or managed by the contractor will be properly labeled in accordance with the OSHA HAZARD COMMUNICATION STANDARD (i.e., contents, primary hazard).

6.4 The contractor will have available the material safety data sheets (MSDS) for all chemical products in use at all times that their employees are working on site. MSDS's will be made available to personnel, medical personnel, environmental personnel or their representatives upon request.

6.5 The contractor will ensure that chemical containers are closed except when in use.

6.6 Contractors will maintain spill kits to contain and clean up small spills generated by their employees or from their materials. Spill kits will be kept on site and will be easily accessible during an emergency.

6.7 THE CONTRACTOR WILL IMMEDIATELY REPORT ALL SPILLS OR RELEASES OF MATERIALS OTHER THAN INCIDENTAL SPILLS to the City of Fort Lauderdale, Public Works Department Customer Service (954) 828-8000. Contractors will follow up by submitting a completed Tracking of Spills and Releases form.

7.0 Storm Water Management

7.1 No process materials or any other sources of water pollutant shall be co-mingled with storm water.

7.2 Solids must be prevented from entering sewer drains. Roadways and outside areas must be kept clean.

7.3 It is the contractor's responsibility to install storm water control measures such as silt fences, straw bales, etc. to control the solids entering storm drains from erosion or other processes if necessary.

7.4 All dirt piles must be covered to prevent solids from entering storm drains unless otherwise directed.

7.5 Vehicle maintenance shall not be performed near storm drains unless provisions have been made to contain any spills of vehicle fluids, including oil, gasoline and antifreeze.

7.6 In the event that a storm water management plan is required (i.e. greater than 1 acre of land is disturbed), the plan will be submitted to the City of Fort Lauderdale - Supervisor for approval.

8.0 PCBs

8.1 If a material is suspected to have Polychlorinated biphenyls (PCB) contamination, the City of Fort Lauderdale - Supervisor is to be notified.

8.2 All PCB removals shall be coordinated by the City of Fort Lauderdale - Supervisor.

8.3 Any lighting ballast that does not state that it is a non-PCB containing ballast must be disposed of as PCB containing.

9.0 Asbestos

9.1 Contractors will contact the City of Fort Lauderdale - Supervisor prior to any construction or

demolition work that could disturb existing structures or equipment.

9.2 All asbestos removal and disposal activities will be conducted in accordance with procedures approved by the City of Fort Lauderdale - Supervisor.

10.0 Lead

10.1 Contractors are responsible for testing for the presence of lead-based paints when grinding or welding on building or building structural steel. Testing will be done by an approved lab as directed by the City of Fort Lauderdale - Supervisor.

10.2 All lead removal and disposal activities will be conducted in accordance with procedures approved by the City of Fort Lauderdale - Supervisor.

11.0 CFCs

11.1 Contractors will provide copies of employee training certificates to the City of Fort Lauderdale - Supervisor upon request.

11.2 Intentional venting of CFCs to the atmosphere is prohibited.

12.0 Contractor / Supplier Environmental Review

12.1 Upon request, contractors are to submit the following form which contains written information outlining their activities and procedures for minimizing and managing the actual or potential environmental impacts of their operations. This must include an assessment of the potential risks to the environment, contractors, employees and other personnel associated with on-site activities and proposed measures for minimizing these risks.

CITY OF FORT LAUDERDALE | ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEM (ESMS)

This form must be completed, signed and returned before the contracted work commences.

The following information is to be filled out by the Contractor/Supplier (Please Print)

Contact Person: _____ Date: _____

Company Name: _____

Activities or Work Description:

City of Fort Lauderdale site: _____

Briefly describe the activities or work to be undertaken by your company at the (City of Fort Lauderdale) site.

_____

_____

_____

Air Emissions:

Will the activities or work you perform produce or cause the release of any air emissions? YES or NO

If YES, list the air emissions and the method for preventing impact to the environment.

_____

_____

_____

Water Discharges:

Will the activities or work you perform produce or cause the release of any wastewater? YES or NO

If YES, how will the wastewater be handled?

_____

_____

_____

Materials:

What materials (chemicals, oils, etc.) and/or equipment will you be handling or bringing on site to perform the contracted work?

_____

_____

Training:

Your employees should be trained on the proper handling of materials and equipment, and the proper response to incidents involving these materials. Describe the training that your employees receive.

_____

_____

Waste Generation:

Will the activities or work you perform result in the generation of any wastes? YES or NO

If YES, list the amounts and the types of wastes expected and the proposed disposal method.

_____

_____

Are any waste generated to be recycled? YES or NO

If YES, list the recyclables, where and how they will be recycled.

_____

_____

Energy:

Will the activities or work consume energy? YES or NO
(Electricity, compressed air, natural gas, steam, etc.)

If YES, explain what type of energy will be consumed, and how you will minimize consumption.

_____

_____

Other:

Are there any other ways in which your activities will affect or protect the environment? YES or NO

If YES, please describe below.

_____

_____

Information:

Company Name: _____

Contact: First Name: _____ Last Name: _____Title:_____

Address: _____ City: _____ State: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact: _____ Sec. Phone: _____

Environmental Agreement

My company and subcontractors that I may bring to the site will abide by all environmental regulations and policies whenever on the property. My company will train all personnel contracting on the property. Sign-in sheets will be maintained as evidence that environmental training has been conducted and will be made available upon request. The City of Fort Lauderdale - Supervisor will communicate applicable changes of the Environmental Sustainable Management System to my company. Retraining of affected individuals will be conducted, as appropriate.

For questions or additional information contact the (City of Fort Lauderdale, Public Works Department (954)828-5240.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Supervisor Review and Approval

A review of the above-submitted document has been found to be:

☐ COMPLETE – approved, no further action is needed.

☐ INCOMPLETE – a response must be received by: _____

Supervisor Signature: _____ Date: _____

CITY OF FORT LAUDERDALE | ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEM (ESMS)

Verification	Originator	Revised	Approved	Issued
Initials	CMB			
Date	5/27/14			

Title: Environmental Management System Contractor Management Environmental Checklist

ESMS Contractor Management Environmental Checklist

ED-4.4.6-3 (F) Contractor Management Environmental Checklist

The following information is required by the Supervisor prior to contracted activity or service.

Will the contracted activity or service include any of the following?

Combustion Sources such as:	Circle Yes or No to all questions	
Air Heating and Supply	Yes	No
Mobile Transportation, such as forklift or carts	Yes	No
Construction Activities	Yes	No
Excavation or Grading	Yes	No
Drilling or Blasting	Yes	No
Rock Crushing	Yes	No
Demolition	Yes	No
Welding or Soldering	Yes	No
Painting	Yes	No
Asphalt Paving	Yes	No
Use or Storage of Chemicals, Fluids or Fuels	Yes	No
Transfer of Bulk Materials	Yes	No
Disposal of Chemical Wastes	Yes	No
Disposal of General Wastes	Yes	No

If yes, please describe waste streams:

Building Maintenance Activities:	Circle Yes or No to all questions	
Architectural Paint Removal	Yes	No
Architectural Painting	Yes	No
Hydroblasting	Yes	No
Sandblasting	Yes	No
Surface Preparation / Treatments, such as floors and roof repair	Yes	No
Demolition	Yes	No
Purging or repair of distribution lines such as those for fuel, oil, or solvents	Yes	No
Use of chemicals, solvents, caustics, acids, oils, etc.	Yes	No
Use of herbicides, pesticides, or insecticides	Yes	No

Business or Work Related Activities:	Circle Yes or No to all questions	
Use or receipt of chemical materials (other than janitorial or cleaning materials.)	Yes	No
Generation and disposal of chemical wastes	Yes	No

Generation of sealers, adhesives, coatings, or paints	Yes	No
Welding, soldering, brazing or similar activities	Yes	No
Use of caustics or acids	Yes	No
Use of combustion gases	Yes	No

Business or Work Related Activities:

Circle Yes or No to all questions

Please list fuels used:

Laboratory installation	Yes	No
Medical Waste	Yes	No
Discharge to storm drains	Yes	No

To be completed by the City of Fort Lauderdale - Supervisor prior to the contracted work or service.

A review of the above activities determined:

☐ This ***Checklist*** form (ED-4.4.6-3 (F) is approved, no further action is needed.

☐ The ***Activity Manual*** form (ED-4.4.6-4 (F) must be completed by the contractor/supplier.

Supervisor Signature: _____

Date: _____

Refer to **EP-4.4.6-2 *Contractor Management Procedure*** for information regarding the use, routing and approval of this form.

ATTACHMENT "N"

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.

ATTACHMENT "O"

CITY OF FORT LAUDERDALE
GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

1.01 **BIDDER ADDRESS**: The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.

1.02 **DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.

1.03 **PACKING SLIPS:** It will be the responsibility **of** the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.

1.04 **PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.

1.05 **TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.

1.06 **BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB.

1.07 **VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.

1.08 **NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.

1.09 **MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than $1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.
WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.
HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.
NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.
ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION
It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

1.11 SCRUTINIZED COMPANIES
This Section applies to any contract for goods or services of $1 million or more:
The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2011), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2011), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2011), as may be amended or revised.

1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS
The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

2.01 BIDDING DEFINITIONS The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
BID – a price and terms quote received in response to an ITB.
PROPOSAL – a proposal received in response to an RFP.
BIDDER – Person or firm submitting a Bid.
PROPOSER – Person or firm submitting a Proposal.
RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

2.02 SPECIAL CONDITIONS: Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

3.01 SUBMISSION AND RECEIPT OF BIDS: To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

3.02 MODEL NUMBER CORRECTIONS: If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of

an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.

3.03 **PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.

3.04 **TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption **number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.**

3.05 **WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

3.06 **APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.

3.07 **MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.

3.08 **MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.

3.09 **SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.

3.10 **LIFE CYCLE COSTING**: If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.

3.11 **BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.

3.12 **USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest**.**

3.13 **QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform**.**

3.14 **BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashiers check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions**.**

3.15 **PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade

Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

3.16 **PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.

3.17 **RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

3.18 **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

3.19 **BID PROTEST PROCEDURE: ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES DIVISION (DIRECTOR), BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm**

THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http://www.fortlauderdale.gov/purchasing/protestordinance.pdf

PART IV BONDS AND INSURANCE

4.01 **PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

4.02 **INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractors insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

5.01 **COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.

- All other remedies in law or equity.

5.02 ACCEPTANCE, CONDITION, AND PACKAGING: The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.

5.03 SAFETY STANDARDS: All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Safety Data Sheet (SDS).

5.04 ASBESTOS STATEMENT: All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.

5.05 OTHER GOVERNMENTAL ENTITIES: If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.

5.06 VERBAL INSTRUCTIONS PROCEDURE: No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.

5.07 INDEPENDENT CONTRACTOR: The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.

5.08 INDEMNITY/HOLD HARMLESS AGREEMENT: The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.

5.09 TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.

5.10 TERMINATION FOR CONVENIENCE: The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS: The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

5.12 RECORDS/AUDIT: The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.

5.13 PERMITS, TAXES, LICENSES: The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.

5.14 LAWS/ORDINANCES: The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.

5.15 NON-DISCRIMINATION: There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.

5.16 UNUSUAL CIRCUMSTANCES: If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request

adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.

2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.

3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

5.17 **ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.

5.18 **PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

5.19 **ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.

5.20 **LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

5.21 **LOCATION OF UNDERGROUND FACILITIES:** If the Contractor, for the purpose of responding to this solicitation, requests the location of underground facilities through the Sunshine State One-Call of Florida, Inc. notification system or through any person or entity providing a facility locating service, and underground facilities are marked with paint, stakes or other markings within the City pursuant to such a request, then the Contractor, shall be deemed non-responsive to this solicitation in accordance with Section 2-184(5) of the City of Fort Lauderdale Code of Ordinances.

5.22 **PUBLIC AGENCY CONTRACTS FOR SERVICES: if applicable, for each public agency contract for services, Contractor is required to comply with F.S. 119.0701, which includes the following:**

a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
(b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
(d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

FLEET FACILITIES FENCELINE

CITY OF FORT LAUDERDALE
ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEM (EMS)

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

TOOL/EQUIPMENT	BRAND	MOD#	AQU. DATE	COST	VENDOR	REMARKS	COM	LOCATION	LEGEND
Toro-hub puller	Shop-made		1/1/08	None		Top dresser hub removal tool	TR		SHOP=Shop floor
6 Ft. lift sling	Certex	CEEZ-93X6	1/10/08	$34.70	Certex-Ft. Lauderdale	OSHA sheet required	TR		TR=Tool room
Chipping Hammer	Atlas	Mod-L	1/23/08	Unknown	Tri-Gas	All-steel handle	SHOP		PR=Parts room
Mig Welder - #1	Miller 250	250	Prior	Unknown		Steel set-up	SHOP		TEX=Tire service tech
Mig gun	Tweco		Prior	Unknown		Steel set-up	SHOP		NIS=Not in service
Mig Welder - #2	Miller 251	251	Prior	Unknown		Aluminum set-up	SHOP		
Spool Gun	Spoolmatic 30A		Prior	Unknown		Aluminum set-up	SHOP		
Arc Welder	Lincoln	Ideralarc 250	Prior	Unknown		Stick A/C-D/C	SHOP		
Victor Torch	Victor	Cutting torch	2/20/08	$110.00	Tri-Gas	FVS-022008 - Bought used	SHOP		
Jig Saw - Electric	Skill	4290	2/21/08	$36.99	Mc Donald		TR		
Yoke Puller-H/D	Tiger Tool	10801/10803	3/14/08	$400.00	Tiger Tool		TR		
Bendix RDU (ABS)	Bendix	801869 - 3 piece	3/18/08	$180.66	Power Brake		TR		
Toque Wrench	Proto - 1/2" drive	J6121F	Prior	Unknown		175 ft lb - with case	TR		
Reciprocating Saw-Electric	Makita		Prior	Unknown			TR		
TPMS-Tire press. mon.			2/1/08	$475.00		Sensor tool w/computer link module	TR		
Track Tensioner	John Deere	TY6217	5/1/08	Unknown	John Deere	Attaches to lube gun	TR		
Blind Bearing Puller	Crozier	Set # 86	Prior	est 1,200		16 piece puller set - Navy issue	TR		
Hi-press. Lube Gun	Legacy	6Y641	5/20/08	$165.00	Grainger	Gun has pressure boost feature	SHOP		
A/C Service Machine	Robinair	34788	7/3/08	$3,588.00	Meyers Supply	FVS-070308-1	TR		
A/C Service Machine	Robinair	34788	7/3/08	$3,588.00	Meyers Supply	FVS-070308-2	TR		
3 Jaw Puller	OTC	OT-1037	9/15/08	$134.58	Florida Bearing	FVS-091508	TR		
Aerial Safety Harness	Altec	900060387	11/7/08	$197.90	Altec	Size large	TR		
Aerial Safety Harness	Altec	900060389	11/25/08	$197.90	Altec	Size extra-large	TR		
Aerial Lanyard	Altec	900060388	11/7/08	$66.74	Altec	2 Harness lanyards	TR		
Impact Gun-1/2"	Ingersol-Rand	IR244A	12/10/08	CFL		FVS-121008 - Tire service - Tex	TEX		
Waste oil pump	Warren-Rupp	Sandpiper-S1F	12/16/08	CFL	MSC Supply	Pump for small shop waste oil tank	SHOP		
Oil collection cans		10 gallon	12/16/08	CFL		3 wheel dolly 10 gal. cans-sm. shop	SHOP		

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Batt. Test. w/amp clamp	Associated	BEST 6042	2/4/09	CFL	The Tool Warehouse	FVS-020409-1 Small shop - $1,024	SHOP		
Batt. Test. w/amp clamp	Associated	BEST 6042	2/4/09	CFL	The Tool Warehouse	FVS-020409-2 H/D shop - $1,024	SHOP		
Battery charger	Associated	MODEL 6006	2/5/09	CFL	The Tool Warehouse	FVS-020509-1 - $399.95	SHOP		
Battery charger	Associated	MODEL 6006	2/5/09	CFL	The Tool Warehouse	FVS-020509-2 - $399.95	SHOP		
Ladder	Louisville	FM1404HD	3/17/09	$171.25	Grainger	FVS-031709-1 4 Step	SHOP		
Ladder	Louisville	FM1404HD	3/17/09	$171.25	Grainger	FVS-031709-2 4 Step	SHOP		
Wheel nut socket	Oshkosh	Striker 15000	5/19/09	$511.00	Oshkosh Truck	FVS-052209-1	TR		
Seal driver	Oshkosh	Striker 15000	5/19/09	$243.00	Oshkosh Truck	FVS-052209-2	TR		
Grease gun-Hi-press.	Legacy	6Y641	4/15/09	$161.10	Grainger	FVS-041509	TR		
Pitot Gauge	Akron	FK352	8/1/09	$112.00	Ten-Eight	Dial gauge only	TR		
Drill-motor - 1/2"	Skill		7/23/09	$62.00	Mc Donald	FVS-081009	TR		
Pressure Washer	DeWalt	DW3800PW	7/18/09	$999.00	Home Depot	CFL - John Rencher	TR		
2 1/2"-6P Wheel sock.	Euclid	E1920	8/20/09	$30.50	Power Brake	FVS-082009	TR		
Motor oil disp. gun	Alemite	3685F	8/26/09	$392.05	Hydraulic Supply	FVS-082609 - H/D shop barrel	SHOP		
Spanner-1/4" Pin	Martin Tool	MT-0472A	9/18/09	$42.51	Florida Bearing	FVS-091809	TR		
Battery Booster	Clore Automotive	JNC660	9/21/09	$181.99	Napa	FVS-092109-W/UP (In Write up)	WU		
Oxy. Hose Crimper	Westec	312-CK-26	9/24/09	$82.86	Tri-Gas	FVS-092409	TR		
Hole Saw - 1"	Morse	Bimetal 1"	10/13/09	$10.49	Mc Donald	FVS-101309	TR		
Floor Dry Dispenser	Gator Int.	PG-VT-MS	5/22/09	$770.00	Gator International	Oil dry dispensers-2 units	SHOP		
Pressure Gauge 0-200	Wiki	201L-204G	10/28/09	$50.00	Lauderdale Speedo.	FVS-102809 - For ISO testing	TR		
Vacuum Gauge	Akron	FK-702	11/9/09	$112.00	Municipal Equipment	FVS-110909 - For ISO testing	TR		
Pitot Gauge	Akron	FK-352	11/10/09	$112.00	Municipal Equipment	FVS-111009 - For ISO testing	TR		
Battery Hydrometer	NAPA	700-1785	11/23/09	$14.62	M&H Automotive	FVS-112309	TR		
Socket-Hex/Budd	OTC	1949A - 1-1/2"	11/30/09	$30.37	L&L Distributors	FVS-113009- fire serv.-1&1/2"-3/4dr Imp.	TR		
Torque Wrench	CDI	WSC-250CA	12/1/09	None	Pierce - Vehicle set	FVS-120109-1 - 40 to 250 lb. range	TR		
Torque Multiplier	Williams	TM-750LW	12/1/09	None	Pierce - Vehicle set	FVS-120109-2 - 4 to 1 ratio - 1,000 lbs.	TR		
Extension Bar-15"	Williams	H-115	12/1/09	None	Pierce - Vehicle set	FVS-120109-3 - 3/4 drive	TR		
Socket-1-1/8"	Williams	H-1236	12/1/09	None	Pierce - Vehicle set	FVS-120109-4 - 3/4 drive	TR		

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Socket-1-5/16"	Wright	W6142	12/1/09	None	Pierce - Vehicle set	FVS-120109-5 - 3/4 drive	TR		
Refractometer	Viper	5026/5056	12/16/09	$85.19	M&H Automotive	FVS-121609 - Tri-scale refractometer	TR		
Wheel nut socket	Euclid	E1909	12/18/09	$31.89	Power Brake	FVS-121809	TR		
Vise - Bench - 5"	Wilton		1/1/10		Grainger	FVS-010110 - Bay 4	SHOP		
Wheel nut sock.- Budd	NAPA	1-1/2"x13/16"	1/5/10	$31.49	M&H Automotive	FVS-010510 - Parts room	PR		
Wheel nut sock.- Budd	NAPA	1-1/2"x13/16"	1/5/10	$31.49	M&H Automotive	FVS-010510 - Tool room	TR		
Oil drum dollies - 2	Grainger	3WO39	1/7/10	$151.70	Grainger	Unmarked - 2 dollies (75.85 ea)	SHOP		
Oil hand pumps - 2	Imperial	IMP-72520	1/7/10	$59.28	Imperial	Unmarked - 2 pumps	SHOP		
Oil can - 1qt - 4	Imperial	IMP-72613	1/7/10	$49.80	Imperial	Unmarked - 4 cans	SHOP		
Oil container - 2-1/2 gal	Imperial	IMP-70334-7	1/7/10	$59.60	Imperial	Unmarked - 2 containers - plastic	SHOP		
Oil drum dollies - 2	Grainger	3WO39	1/15/10	$151.70	Grainger	Unmarked - 2 dollies (75.85 ea)	SHOP		
V-MUX Diagnostic Kit	Weldon	0328-GG3-005	1/19/10	$625.00	Spartan	CFL-011910 - Diagnostic kit	TR		
Seal driver	CR	CR451	1/19/10	$53.23	Spartan	CFL-012010	TR		
Socket Flex-joint 3/4dr.	Martin Tool	H-140	1/21/10	$83.00	Florida Bearing	FVS-012110	TR		
Wheel nut socket	Euclid-2-1/2"-6pt	EUCE-1921	2/2/10	$30.19	Power Brake	FVS-020210	TR		
Socket-12pt-3/4dr-1&9/16"	Martin Tool	H1250	2/12/10		Florida Bearing	FVS-021210-1	TR		
Socket-12pt-3/4dr-1&1/2"	Martin Tool	H1248	2/12/10		Florida Bearing	FVS-021210-2	TR		
Socket-12pt-3/4dr-1&5/16"	Martin Tool	H1242	2/12/10		Florida Bearing	FVS-021210-3	TR		
Vacuum Gauge	Akron	FK-702	2/25/10	$112.00	Municipal Equipment	FVS-022510	TR		
Torque Wrench	CDI	WSC-250CA	3/14/10	None	Pierce - Vehicle set	FVS-031410-1 - 40 to 250 lb. range	NIS	GM office	
Torque Multiplier	Williams	TM-750LW	3/14/10	None	Pierce - Vehicle set	FVS-031410-2 - 4 to 1 ratio - 1,000 lbs.	NIS	GM office	
Extension Bar-15"	Williams	H-115	3/14/10	None	Pierce - Vehicle set	FVS-031410-3 - 3/4 drive	NIS	GM office	
Socket-1-1/8"	Williams	H-1236	3/14/10	None	Pierce - Vehicle set	FVS-031410-4 - 3/4 drive	NIS	GM office	
Socket-1-5/16"	Wright	W6142	3/14/10	None	Pierce - Vehicle set	FVS-031410-5 - 3/4 drive	NIS	GM office	
Torque Wrench	CDI	WSC-250CA	3/15/10	None	Pierce - Vehicle set	FVS-031510-1 - 40 to 250 lb. range	NIS	GM office	
Torque Multiplier	Williams	TM-750LW	3/15/10	None	Pierce - Vehicle set	FVS-031510-2 - 4 to 1 ratio - 1,000 lbs.	NIS	GM office	
Extension Bar-15"	Williams	H-115	3/15/10	None	Pierce - Vehicle set	FVS-031510-3 - 3/4 drive	NIS	GM office	
Socket-1-1/8"	Williams	H-1236	3/15/10	None	Pierce - Vehicle set	FVS-031510-4 - 3/4 drive	NIS	GM office	

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Socket-1-5/16"	Wright	W6142	3/15/10	None	Pierce - Vehicle set	FVS-031510-5 - 3/4 drive	NIS	GM office	
Torque Wrench	Precision Inst.	C3FR250F	3/16/10	$239.80	Meyers Supply	FVS-031610-1	TR		
Torque Wrench	Precision Inst.	C3FR250F	3/16/10	$239.80	Meyers Supply	FVS-031610-2	TR		
Torque Stick-3/4dr.-475#	Meyers	02622	3/16/10	$99.00	Meyers Supply	FVS-031610-3	TR		
Extension Bar-3/4x13"	Sunnex	4313	3/16/10	$67.98	Meyers Supply	FVS-031610-4	TR		
Extension Bar-3/4x13"	Sunnex	4313	3/16/10	$67.98	Meyers Supply	FVS-031610-5	TR		
Torque sticks-10 piece set	Meyers	02760	3/16/10		Meyers Supply	FVS-031610-6	SHOP		
Torque sticks-10 piece set	Meyers	02760	3/16/10		Meyers Supply	FVS-031610-7	SHOP		
Socket set-11pc-Impact	Grey Pneumatic	8032	3/17/10	$242.75	Meyers Supply	FVS-031710-1 3/4 to 1&1/2" set	TR		
Socket set-11pc-Impact	Grey Pneumatic	8032	3/17/10	$242.75	Meyers Supply	FVS-031710-2 3/4 to 1&1/2" set	NIS	GM office	
Clamp - Welding	Bessey	2400-512	1/2/06	Unknown	Unknown	FVS-010206	TR		
Clamp - Welding	Bessey	2400-512	1/2/06	Unknown	Unknown	FVS-010206	TR		
Torque Wrench	Proto - 1/2" drive	SIZE 4	1/1/95	Unknown	Unknown	FVS-010195	TR		
Torque Wrench	Norbar 200/750#	5R (07202)	3/22/10	$506.00	Myers Supply	FVS-032210-1 Ser#2009-103491	TR		
Torque Wrench	Norbar 200/750#	5R (07202)	3/22/10	$506.00	Myers Supply	FVS-032210-2 Ser#2009-103491	NIS	GM office	
Torque Stick - 350#	Meyers	02630	3/22/10	$99.00	Myers Supply	FVS-032210-3	TR		
Torque Stick - 350#	Meyers	02630	3/22/10	$99.00	Myers Supply	FVS-032210-4S	NIS	GM office	
Scanner - Genisys	OTC	NAPA 006109	3/29/10	$2,499.00	M&H Automotive	FVS-032910 With Software	PR		
Scanner - Genisys - Acc.	OTC	NAPA 7003119	4/5/10	$139.81	M&H Automotive	FVS-032910 Manual & 2 DVD's	PR		
Sling - 3"x8ft	Certex	CEE 2-93	4/9/10	$38.74	Certex-Ft. Lauderdale	FVS-040910	TR		
Vacuum Gauge	Akron	FK-702	5/21/10	$119.44	Municipal Equipment	FVS-052110	TR		
Socket - 12pt 2&15/16	Martin Tool	MT-X1294	6/1/10	$212.51	Florida Bearing	FVS-060110	TR		
Allen Key - 17mm	Martin Tool	ET17MM	6/2/10	$9.90	Florida Bearing	FVS-060210	TR		
Torque Charts - Wheels	Meyers	02990	6/17/10	$24.95	Myers Supply	None	SHOP		
Dipstick - Tansmission	Mopar	9336A-SPX	6/21/10	$56.00	Massey-Yardley	FVS-062110 - Auxilliary tool	PR		
Wheel Nut Socket	Euclid-3&1/4 8pt	E-1909	6/29/10	$31.89	Power Brake	FVS-062910	TR		
Torch - Micro Master	Master	GT70	7/6/10	$48.75	Ward Marine	FVS-070610-1	TR		
Solder Gun - Micro Master	Master	BT30	7/6/10	$26.50	Ward Marine	FVS-070610-2	TR		

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Ladder - 8ft. Fiberglass	Werner	T7400	7/7/10	$336.75	Grainger	FVS-070710	SHOP		
Torch - Victor Oxy/Acet	Victor	315FC	7/8/10	$150.00	Tri-Gas	FVS-070810-1	SHOP		
Torch - Vic. Cutting Head	Victor	CA2460	7/8/10	$135.00	Tri-Gas	FVS-070810-2	SHOP		
Torch - Vic. Welding Noz.	Victor	3W	7/8/10	$46.80	Tri-Gas	FVS-070810-3	SHOP		
Torque Stick - Quantity 2	Meyers	01606-SS	7/15/10		Myers Supply	None	SHOP		
Torque Stick - Quantity 2	Meyers	02603-XX	7/15/10		Myers Supply	None	SHOP		
Torque Stick - Quantity 2	Meyers	02637-LL	7/15/10		Myers Supply	None	SHOP		
Torque Stick - Quantity 2	Meyers	02652-BB	7/15/10		Myers Supply	None	SHOP		
Sling - 1"x4ft	Certex	CEE-1-91	9/9/10	$8.64	Certex-Ft. Lauderdale	FVS-090910-1	TR		
Sling - 3"x8ft	Certex	CEE-2-93	9/9/10	$38.74	Certex-Ft. Lauderdale	FVS-090910-2	TR		
Saw - Circular - 7&1/4"	Makita	5007N	9/15/10	$119.00	Grainger	FVS-091510 Ser#0198166Y	TR		
Leak Tamer Smoke Mach.	OTC	BK823-1801	9/16/10	w/Genisys	Champion Engineering	FVS-091610 - Plus listed accessories	TR		
Regulator - Nitrogen	Victor	EDGE-CGA580	9/22/10	$215.00	Tri-Gas	FVS-092210 - For smoke machine	TR		
Allen Socket - 14mm	Gearwrench	14mm-80662	10/28/10	$15.99	Mc Donald	FVS-102810-1	TR		
Allen Socket - 14mm	Gearwrench	14mm-80662	10/28/10	$15.99	Mc Donald	FVS-102810-2	TR		
Axle Bearing Puller - 3pc.	OEM	27129	11/2/10	$55.00	Auto Zone	FVS-110410	TR		
Slide Hammer	OEM	27191	11/2/10	$119.99	Auto Zone	FVS-110310	TR		
Socket-Impact-41mm-1"dr.	Meyers	07493-1"drive	11/29/10	$49.38	Myers Supply	FVS-112910 - Tire sevice - Tex	TEX		
Transmission jack	Torin	TR4055	12/6/10	$339.99	Auto Zone	FVS-121510 - Hi-lift trans jack	TR		
Fuel tank adapter	Sunnex	SUN7704	12/6/10	$179.99	Auto Zone	FVS-121510 - Tank adapt - trans jack	TR		
UV Light	Optimax	Optimax 3000	1/14/11	$142.27	M&H Automotive	FVS-011411 - Rechargeable lamp	PR		
Suction gun	Sunnex	SUN57408	2/15/11	$11.99	Auto Zone	FVS-021511	TR		
Grease pump-Hi pressure	Alemite	339413	2/23/11	$951.50	Hydraulic Supply	FVS-022311 - H/D shop	SHOP		
Brake bleeder	MityVac	MIT6830	5/6/11	$149.99	M&H Automotive	FVS-050611	TR		
Nut Insert Kit (Nut-Sert)	NAPA	BK770-2875	6/2/11	$84.99	M&H Automotive	FVS-060211	TR		
Reciprocating Saw - Air	Ingersol-Rand	IR429	6/3/11	$104.99	Auto Zone	FVS-060311	TR		
Vise - Clamp-on	Wilton	CBV100-4"	6/15/11	$140.62	Grainger	FVS-061511-1	TR		
Vise - Clamp-on	Wilton	CBV100-4"	6/15/11	$140.62	Grainger	FVS-061511-2	TR		

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Vise - Clamp-on	Wilton	CBV33150-3"	6/15/11	$33.81	Grainger	FVS-061511-3	TR		
Vise - Clamp-on	Wilton	CBV33150-3"	6/15/11	$33.81	Grainger	FVS-061511-4	TR		
Vise - Clamp-on	MSC	TBV/C50-2"	6/15/11	$15.38	MSC Supply	FVS-061511-5	TR		
Vise - Clamp-on	MSC	TBV/C50-2"	6/15/11	$15.38	MSC Supply	FVS-061511-6	TR		
Vise - Clamp-on	MSC	TBV/C50-2"	6/15/11	$15.38	MSC Supply	FVS-061511-7	TR		
Ladder - 8ft. Fiberglass	Werner	4XP50	7/22/11	$275.93	Grainger	FVS-072211	SHOP		Replaces broken unit -
Spark Plug Tool - Ford	Lisle	LIS65600	8/16/11	$74.90	Tool Warehouse	FVS-082311	TR		
Fluid Evacuator - Manual	MityVac	MV7201	11/1/11	$106.84	Matco Tools	FVS-110111	TR		
Battery Booster	Carquest	EQP3000A	12/16/11	$101.64	Carquest	FVS-121611-1	WU		
Battery Booster	Carquest	EQP3000A	12/16/11	$101.64	Carquest	FVS-121611-2	WU		
Sling - 3"x8ft	Certex	CEE-2-93	12/23/11	$38.74	Certex-Ft. Lauderdale	FVS-121911	TR		
Battery charger	Shumacher	SE4020	12/29/11	$119.99	Auto Zone	FVS-010312-1	SHOP		
Battery charger	Shumacher	SE4020	12/29/11	$119.99	Auto Zone	FVS-010312-2	SHOP		
Terminal Crimper	ETS	ETS	12/29/11	$96.26	Elec. Term. Service	FVS-010512-1 GM Term. Crimper	PR		
GM Terminal Kit	ETS	ETS	12/29/11	$85.10	Elec. Term. Service	FVS-010512-2	PR		
Grease Gun-Hand-Air Op.	Zee Line	914 Zeematic	2/9/12	$55.65	L & L	FVS-020912 Lube Truck	LT		
Allen Hex Impact Sockets	Sunex	Sunex 4506	4/27/12	$85.00	All Amarican Tool	FVS-042712 Kit 3/4 to 1&1/4 Sockets	TR		
Pitot Appliance Kit	Akron	AFTK-25-NST	5/15/12	CFL	Akron	CFL-O51512-1 - Kit with case-Fire Serv.	TR		Full# AFTK-25NST-16-LG-A
Pitot Nozzle - Kit part	Akron	1&1/2" Nozzle	5/15/12	CFL	Akron	CFL-051512-2	TR		
Pitot Nozzle - Kit part	Akron	1&3/4" Nozzle	5/15/12	CFL	Akron	CFL-051512-3	TR		
Pitot Nozzle - Kit part	Akron	2" Nozzle	5/15/12	CFL	Akron	CFL-051512-4	TR		
Hyd. Press. Gauge-5000psi	Dynamic Fluid	UKN	6/1/12	$22.00	Industrial Hose & Hyd.	FVS-060112	TRHC		
Wheel Weight Tool	UWT	UWT50565	7/10/12	$70.95	Myers Supply	FVS-062112	SHOP		
Impact Gun - 3/4"	Chicago Pneum.	CP772H	7/2/12	$319.95	Landmesser Tools	FVS-070212 Tex - Tire Truck	TEX		
Safety Harness	Protecta	2199802	7/5/12	$81.02	Ritz Safety	FVS-070512 Harness & Lanyard	TR		Non-aerial use
Amp Clamp	AEC	AEC132-0137	7/10/12	$180.12	American Battery	FVS-071012 - Test mach. Replacement	SHOP		Ser#1100918
Impact Gun - 3/4"	Ingersol-Rand	IR261 (5IA58)	7/27/12	$509.15	Grainger	CFL-072712	PR		
Extract Tool - Elec. Term.	Amps	AMP-305183	7/30/12	$36.13	Ward Marine	FVS-073012 - Extracter for Amps term,	PR		

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Arbor-Hole saw - 7/16"	Milwaukee	MI-49-56-7240	7/25/12	$21.44	All Amarican Tool	Unmarked	TR		
Hole Saw - 4"	Milwaukee	MI-49-56-0213	7/25/12	$22.77	All Amarican Tool	Unmarked	TR		
Blower Fan - 115v	Air King	1XGG2	7/24/12	$65.17	Grainger	FVS-072412	TEX		
Grease Gun - Mini	Aquatech	GP100256	8/7/12	$20.00	Pats Pump	FVS-080712	PR		
Vacuum Gauge	Akron	FK-702	9/12/12	$119.44	Municipal Equipment	FVS-091212-1	FIRE		
Vacuum Gauge	Akron	FK-702	9/12/12	$119.44	Municipal Equipment	FVS-091212-2	FIRE		
Ford Crank Seal Puller	OTC	303-761-Ford	9/14/12	$189.39	Maroone Ford	FVS-091412-1	TR		
Ford Crank Seal Installer	OTC	303-762-Ford	9/14/12	$288.11	Maroone Ford	FVS-091412-2	TR		
Pressure Gauge 0-200	Akron	FK-704	9/24/12	$119.44	Municipal Equipment	FVS-092412-1	FIRE		
Pressure Gauge 0-200	Akron	FK-704	9/24/12	$119.44	Municipal Equipment	FVS-092412-2	FIRE		
Nut Insert Kit (Nut-Sert)	Imperial	6886	11/29/12		Imperial	FVS-112912	TR		
Kawasaki Clutch Tool	KHP	57001-1711	1/5/13	$83.71	Riva Motor Sports	FVS-010513 Push-pull tool	TR		
Scanner - JLG	JLG	JLG1600244	1/25/13	$248.00	H&E Equipment	CFL-012513 S/N 012013	PR		
Tap - 16mm	Fastenall	0326847	2/8/13	$24.29	Fastenall	Unmarked	TR		
Seal Installer-Crankshaft	OTC	303-770/2	2/11/13	$373.70	Delray Motors	CFL-021112	TR		
Belt Tension Gauge	Optibelt	Optitrik 3	2/12/13	$40.00	Asphalt Zipper	FVS-021213	TR		
Hyd. Test Hose assembly	Ind. Hose	N/A	4/5/13	$79.41	Industrial Hose & Hyd.	Unmarked	TRHC		
Hyd. Press. Gauge-100psi	Dynamic Fluid	PC11000E	4/5/13	$22.00	Industrial Hose & Hyd.	FVS-040513-1	TRHC		
Hyd. Press. Gauge-300psi	Dynamic Fluid	PC10800E	4/5/13	$22.00	Industrial Hose & Hyd.	FVS-040513-2	TRHC		
Hyd. Press. Gauge-2000psi	Dynamic Fluid	PC10400E	4/5/13	$22.00	Industrial Hose & Hyd.	FVS-040513-3	TRHC		
Tire Press. Mon. Sys.	Ateq	VT55	4/24/13	$1,099.00	Myer Supply	CFL-042313 Light automotive app.	PR		
Tire Press. Mon. Sys.	Bendix	Smartire	4/25/13		Ten-Eight	CFL-042513 Fire trucks	TRFR		
Amp Clamp	Associated	6043 AC/DC	8/30/13	$171.95	Myer Supply	No ident.-Replaces damaged unit	SHOP		
Flow Test Set - Pitot	Akron	AFTK-25-NST	11/12/13		Akron	FVS-111213 - Pitot flow test kit - Fire	TR		Full# AFTK-25NST-16-LG-A
Needle Scaler	Universal Tool	UT8635	11/14/13	$188.68	American Tool	FVS-111413	TR		
Ladder - 8ft. Fiberglass	Werner	4XP50	11/19/13	$354.41	Grainger	FVS-112713 - Replaces FVS-072211	SHOP		
Allen Hex Impact Sockets	Sunex	Sunex 4506	11/25/13	$98.19	American Tool	FVS-112513	TR		
A/C Service Gauges	FJC	FJC 6761	12/4/13	$89.99	Cold Air Distributors	FVS-120413 - For Hybrid Vehicles	PR		

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Jack - 3 ton	Hein-Werner	HW93652	9/10/08	City		Ser#AG24668 - FVS-091008 - Bay1			
Jack - 3 ton	Hein-Werner	HW93652	10/3/08	City		Ser#AG24671- FVS-091108 - Bay2			
Jack - 3 ton	Hein-Werner	HW93652	10/3/08	City		Ser#AG24669 - FVS-100308 - T-Bay			
Jack - 3 ton	Hein-Werner	HW93652	10/3/08	City		Ser#AG24672 - FVS-100308 - Bay3			
Jack - 3 ton	Hein-Werner	HW93652	10/3/08	City		Ser#AG24670 - FVS-100308 - Bay4			
Jack - 4 ton	Hein-Werner	HW93667	10/3/08	City		FVS-100308-01 Air-hyd. 4 wheel roller			
Jack - 4 ton	Hein-Werner	HW93667	10/3/08	City		FVS-100308-02 Air-hyd. 4 wheel roller			
Jack - 25 ton	OTC	5012A	10/3/08	City		FVS-100308 Air-hyd. 2 wheel bottle			
Jack - 25 ton	OTC	5012A	10/3/08	City		New - Not in service (stock room)			
Jacks - 10 ton (4)	OTC	1591A-Air Bottle		City		Fire Service - Rolling air bottle hi-lift - 4 Jacks			
Jackstand-5 ton	Duralast	80-505 (U-pin)	4/3/09	$15.00	Auto Zone	FVS-040309-1 - 13" low-height			
Jackstand-5 ton	Duralast	80-505 (U-pin)	4/3/09	$15.00	Auto Zone	FVS-040309-2 - 13" low-height			
Transmission jack	Torin	TR4055	12/6/10	$339.99	Auto Zone	FVS-121510 - Hi-lift trans jack	TR		
Fuel tank adapter	Sunnex	SUN7704	12/6/10	$179.99	Auto Zone	FVS-121510 - Tank adapt - trans jack	TR		
Jackstand-6 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-1			
Jackstand-6 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-2			
Jackstand-12 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-3			
Jackstand-12 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-4			
Jackstand-12 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-5			
Jackstand-12 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-6			
Jackstand-12 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-7			
Jackstand-12 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-8			
Jackstand-12 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-9			
Jackstand-5 ton	Unknown	Unknown	8/10/11	n/a	From FDOT	FVS-081011-10			
Jack - 3 ton	Hein-Werner	HW93652W	11/10/11	City	Grainger	CFL-111011-1 SER#AG37894	BAY4		
Jack - 3 ton	Hein-Werner	HW93652W	11/10/11	City	Grainger	CFL-111011-2 SER#AG37893	BAY1		
Jack - 3 ton	Hein-Werner	HW93652W	11/10/11	City	Grainger	CFL-111011-3 SER#AG37802	BAY3		
Jack - 3 ton	Hein-Werner	HW93652W	11/10/11	City	Grainger	CFL-111011-4 SER#AG37801	BAY2		

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Jack - 25 ton - 2Wh.	Hein-Werner	HW93735	11/29/11	City		CFL-112911-1	SER#50-082346	H/D		
Jack - 25 ton - 2Wh.	Hein-Werner	HW93735	11/29/11	City		CFL-112911-2	SER#50-082285	H/D		
Jack - 10 ton - 4Wh.	Hein-Werner	HW93662	1/20/12	City		CFL-012012-1	SER#MH121-1H-091	H/D		
Jack - 10 ton - 4Wh.	Hein-Werner	HW93662	1/20/12	City		CFL-012012-2	SER#MH121-1H-095	H/D		
Jack - 3 ton	Pittsburgh	68052	2/8/12	$199.99	Harbor Freight	FVS-022012	Aluminum rolling jack	TEX		
Jack - 10 ton	OTC	1591A-Air Bottle	6/1/12	City		CFL-060112-1	SER#0323A000110 - FVS5	FIRE		
Jack - 10 ton	OTC	1591A-Air Bottle	6/1/12	City		CFL-060112-2	SER#0323A000110 - FVS6	FIRE		
Jack - 10 ton	OTC	1591A-Air Bottle	6/1/12	City		CFL-060112-3	SER#0323A000110 - FVS7	FIRE		
Jack - 10 ton	OTC	1591A-Air Bottle	6/1/12	City		CFL-060112-4	SER#0323A000110 - FVS8	FIRE		
Jackstand-6 ton	Omega	32065	11/15/12	n/a	From FDOT	FVS-111512-1		H/D		
Jackstand-6 ton	Omega	32065	11/15/12	n/a	From FDOT	FVS-111512-2		H/D		
Jackstand-6 ton	Omega	32065	11/15/12	n/a	From FDOT	FVS-111512-3		H/D		
Jackstand-6 ton	Omega	32065	11/15/12	n/a	From FDOT	FVS-111512-4		H/D		
Jackstand-6 ton	Omega	32065	11/15/12	n/a	From FDOT	FVS-111512-5		H/D		
Jackstand-6 ton	Omega	32065	11/15/12	n/a	From FDOT	FVS-111512-6		H/D		
Socket-13/16"-3/4dr	SK Wayne	47138	PRIOR	PRIOR	PRIOR	FVS-010409		**TR**		
Socket-2-1/4"-3/4dr	Proto	5572	PRIOR	PRIOR	PRIOR	FVS-010109		TR		
Socket-2-3/4"-1"dr	Martin Tool	X1288	PRIOR	PRIOR	PRIOR	FVS-010209		TR		
Socket-3-1/2"-1"dr	Proto	10056	PRIOR	PRIOR	PRIOR	FVS-010309		TR		
Socket-Hex/Budd	OTC	1949A - 1-1/2"	11/30/09	$30.37	L&L Distributors	FVS-113009- fire serv.-1&1/2"-3/4dr Imp.		TR		
Socket-1-1/8"	Williams	H-1236	12/1/09	None	Pierce - Vehicle set	FVS-120109-4 - 3/4 drive		TR		
Socket-1-5/16"	Wright	W6142	12/1/09	None	Pierce - Vehicle set	FVS-120109-5 - 3/4 drive		TR		
Socket-1-1/8"	Williams	H-1236	3/14/10	None	Pierce - Vehicle set	FVS-031410-4 - 3/4 drive		NIS		
Socket-1-5/16"	Wright	W6142	3/14/10	None	Pierce - Vehicle set	FVS-031410-5 - 3/4 drive		NIS		
Socket Flex-joint 3/4dr.	Martin Tool	H-140	1/21/10	$83.00	Florida Bearing	FVS-012110		TR		
Socket-12pt-3/4dr-1&9/16"	Martin Tool	H1250	2/12/10		Florida Bearing	FVS-021210-1		TR		
Socket-12pt-3/4dr-1&1/2"	Martin Tool	H1248	2/12/10		Florida Bearing	FVS-021210-2		TR		
Socket-12pt-3/4dr-1&5/16"	Martin Tool	H1242	2/12/10		Florida Bearing	FVS-021210-3		TR		

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Socket set-11pc-Impact	Grey Pneumatic	8032	3/17/10	$242.75	Meyers Supply	FVS-031710-1 3/4 to 1&1/2" set	TR		
Socket set-11pc-Impact	Grey Pneumatic	8032	3/17/10	$242.75	Meyers Supply	FVS-031710-2 3/4 to 1&1/2" set	NIS	GM Office	
Wheel nut socket - Axle	Oshkosh	Striker 15000	5/19/09	$511.00	Oshkosh Truck	FVS-052209-1	TR		
Wheel nut socket	NAPA - Budd	1-1/2"x13/16"	1/5/10	$31.49	M&H Automotive	FVS-010510 - Parts room	PR		
Wheel nut socket	NAPA - Budd	1-1/2"x13/16"	1/5/10	$31.49	M&H Automotive	FVS-010510 - Tool room	TR		
Wheel nut socket	OTC-2-9/16"	OTC-1904	PRIOR	PRIOR	PRIOR	FVS-010107	TR		
Wheel nut socket - Axle	Euclid-3-1/4"	E-1908	PRIOR	PRIOR	PRIOR	FVS-010407	TR		
Wheel nut socket - Axle	Euclid	E-1909	12/18/09	$31.89	Power Brake	FVS-121809	TR		
Wheel nut socket - Axle	Euclid-3-7/8"	E-1912	PRIOR	PRIOR	PRIOR	FVS-010807	TR		
Wheel nut socket - Axle	Euclid-3-7/8"	E-1912	PRIOR	PRIOR	PRIOR	FVS-010907 DUPE	TR		
Wheel nut socket - Axle	Euclid-4-3/8"	E-1917	PRIOR	PRIOR	PRIOR	FVS-020107	TR		
Wheel nut socket - Axle	Euclid-2-1/2"-6pt	E-1921	2/2/10	$30.19	Power Brake	FVS-010207	TR		
Wheel nut socket - Axle	Euclid-2-3/4"	E-1923	PRIOR	PRIOR	PRIOR	FVS-010307	TR		
Wheel nut socket - Axle	Euclid-3-3/4"-8pt	E-1925	PRIOR	PRIOR	PRIOR	FVS-010707	TR		
Wheel nut socket - Axle	Euclid-3-3/4"-6pt	E-1926	PRIOR	PRIOR	PRIOR	FVS-010607	TR		
Wheel nut socket - Axle	Euclid-3-13/16"	E-1927	PRIOR	PRIOR	PRIOR	FVS-010507	TR		
Socket - 12pt 2&15/16	Martin Tool	MT-X1294	6/1/10	$212.51	Florida Bearing	FVS-060110	TR		
Wheel nut socket - Axle	Euclid-3&1/4 8pt	E-1909	6/29/10	$31.89	Power Brake	FVS-062910	TR		
Allen Socket - 14mm	Gearwrench	14mm-80662	10/28/10	$15.99	Mc Donald	FVS-102810-1	TR		
Allen Socket - 14mm	Gearwrench	14mm-80662	10/28/10	$15.99	Mc Donald	FVS-102810-2	TR		
Socket-Impact-41mm-1"dr.	Meyers	07493-1"drive	11/29/10	$49.38	Meyers Supply	FVS-112910 - Tire sevice - Tex	TEX		
Wheel nut socket-13/16sq	CP	S813SQ	11/2/11		Meyers Supply	FVS-110211 Budd sq. impact	TEX		
Socket - 1&5/16 Imp. Dp.	CP	CP1516	11/3/11		Meyers Supply	FVS-110311	TR		
Socket adapter 3/4" to 1"	None	3/4" to 1"	11/4/11		Meyers Supply	FVS-110411	TR		
Socket adapter 3/4" Strait	None	Straight shaft	11/5/11		Meyers Supply	FVS-110511 Str. Shaft for torque wr.	TR		
Allen Hex Impact Sockets	Sunex	Sunex 4506	4/27/12	$85.00	All Amarican Tool	FVS-042712 Kit 3/4 to 1&1/4 Sockets	TR		
Socket-12pt 2-3/16 3/4Dr	Martin Tool	H1270	7/25/12	$65.00	All Amarican Tool	FVS-072512	TR		
Socket-12pt 1-13/16 3/4Dr	Powerbuilt	647481	2/7/13	$24.22	Carquest	FVS-020713	TR		

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Socket-12pt 2-1/8 3/4Dr			3/27/13	$18.53	Grainger	FVS-032713	TR		
Wheel nut socket - Axle	Sunex - 2-7/8"	SX10206	4/11/13	$39.19	All Amarican Tool	FVS-041113 8 Prong w/center sleeve	TR		
CODE	**DESCRIPTION**								
TR	TOOL ROOM								
TRFR	TOOL ROOM FIRE ROLLAWAY CABINET (COMPUTER CABINET)								
TRHC	TOOL ROOM HYRAULIC ROLLAWAY TOOL BOX								
PTS	PARTS ROOM								
WU	WRITE UP ROOM								
SHOP	ON SHOP FLOOR								
TEX	TIRE SERVICE TECH TOOLS								
NIS	NOT IN SERVICE (NOT CURRENTLY IN USE)								
GMO	GM OFFICE								
H/D	HEAVY EQUIPMEN SHOP								
LT	LUBE TRUCK								
TRFR	TOOL ROOM - FIRE ROLLAWAY								
TRHC	TOOL ROOM - HYDRAULIC CABINET								

TOOLS/EQUIPMENT INVENTORY

EQUIPMENT MASTER LIST

Not all tools are on the master list. Tools purchased prior to 2008 may not be listed.

All tools purchased since January 2008 are on the master list and sub-lists.

There are two sub-lists in addition to the master list:

1) Jacks and jackstands

2) Sockets - Includes all types of sockets including pressed wheel bearing sockets

Lists are updated approximately quarterly and may not include most recent acquisitions.

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ADDENDUM NO. 1

RFP 555-11442
Fleet Maintenance & Management Services and Central Warehouse

ISSUED November 13, 2014

This addendum is being issued to make the following changes:

1. Section 1, Item 4.24 Fleet Management and Information System has been replaced and shall now read:

Section 1
4.24 *Fleet Management and Information System (FMIS)*

The Provider will own, install, implement and maintain all hardware and software necessary for an electronic record keeping and reporting system for all services being contracted. The Provider shall be responsible for all support, maintenance, and with the approval of the City, the upgrade of that system. The information system shall provide records of all repairs and servicing activities performed for each vehicle or piece of equipment. The current City E.J. Ward fuel management system www.ejward.com maintains fuel usage and vehicle mileage transaction data. At no expense to the City, the Provider will incorporate this data, either by a manual or automatic link, into the Provider's Fleet Management Information System (FMIS) to facilitate fuel management tasks and vehicle Preventative Maintenance (PM) scheduling.

The Provider's Fleet Management Information System (FMIS) must be a multi-user system capable of integrating all information pertaining to inventory, description, maintenance, repair, employee performance, vehicle downtime, asset management, etc. The Provider must allow the City on-line access (multiple users) to the FMIS and the data contained therein.

The system will provide record keeping and reporting capabilities as well as have the ability to run adhoc queries and reports on the FMIS. The system will be designed to allow queries and reports to be obtained using Crystal Reports, or a similar industry standard reporting software package. The Provider's FMIS must be current and Open Database Connectivity (ODBC) compatible. Proposals should describe the ongoing FMIS support that will occur throughout the contract.

The Provider will provide initial and update FMIS System training to all City employees who require access to the system. The Provider will maintain and

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update this FMIS connection for the City as required for the duration of the agreement resulting from this bid process.

The proposed system must provide monthly activity and ad hoc reports to the City's specifications in the format necessary to properly oversee the management of the City's fleet, including Microsoft Excel.

City personnel must have secure, browser-based access to the data from the City network in order for City personnel to assemble reports. If not available, then a certain number of access agents must be loaded onto City-designated computers and secure access granted to the Provider application. The City will provide the necessary specifications for these reports during the system implementation. Data fields required, but not limited to; vehicle number, class, department, year, make, model, description, charge-back rates, in service and scheduled retirement dates, current mileage, time in service, life to date maintenance cost, and average maintenance cost per month, driver assignment, etc.

The Provider must provide one of its employees with the knowledge of a System Administrator of the proposed system. This person should be on-site to resolve any and all computer related database issues, perform necessary database and system backups, troubleshoot issues and errors as they arise and update employee computer access as necessary. He/she will also be available to respond to questions from City personnel regarding data organization, contents, and manipulation and produce special fleet reports when required. This individual will also be responsible for performing daily backup routines of the system database and program updates as well as storing the system backup media offsite in a timely manner.

Prior to its use, the Provider must supply training on its system's various modules and specifics. The City reserves the right to request additional training, at no cost to the City, until it feels that its employees are trained to a sufficient proficiency required to perform their necessary job functions.

The Provider will be responsible for accurate daily entry of all work order information, (e.g., parts, labor, repair type, outside vendor repair costs, vehicle mileage, etc.) into the FMIS. All data in the Provider's FMIS system will be backed up daily to a location designated by the City. The Provider will provide the City with the current data schema for this data and data conversion will be required.

The Provider will provide an email system that will serve the needs of all its employees designated to have email. No provisions will be made for any Provider employee to have a City email address.

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The Provider will provide and stock the necessary computer supplies required to perform all functions noted.

The Provider's application must include an inventory control module for managing the parts inventory. The system must be capable of accommodating parts bar code recognition for inventory and parts issuing processes. There will also be report-writing capabilities recording parts usage. The Provider's FMIS computers and server should be on their own LAN segregated from the City's network and connected to the city's network via a network gateway to allow City personnel to access the database for ad-hoc report viewing and writing purposes. Safeguards acceptable to the City must be implemented by the Provider to ensure that sufficient and up to date virus protection software is installed and maintained on all of the Provider's computers so that the City is confident that there are neither viruses nor security issues or vulnerabilities caused by this connection. The Provider's database server can be housed at the City's Fleet Services offices, however it's the Provider's responsibility to provide the appropriate fire, cooling, electrical and security protection necessary. The City prefers that the Provider's servers be housed off-site using more of a "Cloud Computing" model allowing its users to access the Provider's servers from a web browser. The Provider will be responsible for granting the City's computer users access and maintaining their access to its computer software systems and modules throughout the term of the contract. Proposals to the City should include a complete description of the Provider's FMIS, including sample reports, hardware requirements, staffing plan to input and maintain FMIS data, corporate FMIS support programs and personnel, training and orientation programs, and system configuration. Security within the FMIS and physical and logical network access between the Provider and the City must be clearly defined, reviewed and approved by the City. All costs for network or custom link connections will be the Providers responsibility. The City may, at its discretion, request a real-time demonstration of the Provider's proposed FMIS, as part of the oral presentations or visits to the Provider's other existing fleet management sites prior to contract award.
NOTE: During the term of this contract the City may at its discretion and expense choose to purchase a Fleet Management System.

2. Section 1, Item 10.e: Record Keeping and Reporting, FMIS Requirements, has been replaced and shall now read:

Section 1
10. *Record Keeping and Reporting*

e. FMIS Requirements. The Provider will utilize its 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.

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All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
Procurement Services Division

Company Name: _____
(please print)

Bidder's Signature: _____

Date: _____

NORMAL REPLACEMENT CYCLE

Class	Class / Description	Lifecycle (Years)
00	00/0A Compact Sedans	10
01	01/0B Police Confiscated Units	2
02	02/0C Marked Police Patrol Cars	7
03	03/0D Unmarked Detective Sedans	7
04	04/0E Station Wagons	7
05	05/0F Large Sport Utility Vehicles	7
06	06/0G Park Ranger Sedans	6
07	07/0H ATV Vehicles	2
08	08/0I Police Patrol Supervisors	7
09	09 ATV/Electric Utility Vehicles	Varies
10	10/1A 4 Wheel Parking Enforcement	7
11	11/1B Police PSA Vehicles	7
12	12/1C Hybrid 4 Door Sedan	7
13	13/1D Police Motor Units	5
14	14/1E Police K-9 / Radar Vehicles	6
15	15/1F Police Special Patrol - H.O.A.	7
16	16/1G Police Suburban/Tahoe 4X4	7
17	17/1H Police Accident Investigation Vans	7
18	18/1IPolice Forensic Vans	7
19	19 Police Misc. Vehicles	Varies
20	20/2A Trucks, 1/4 Ton	8
21	21/2B Trucks, 1/2 Ton	8
22	22/2C Trucks, 3/4 Ton	8
23	23/2D Trucks, 1 Ton	8
24	24/2E Trucks, 2 Ton	7
25	25/2F Trucks, 2 Ton Dump	7
26	26/2G Trucks, 3 Ton and Over	7
27	27/2H Vans, 1/2 to 3/4 Ton	8
28	28/2I Vans, 1 Ton and Over, Step, PSV	8
29	29 Trucks & Special Misc. Equipment	Varies
30	30/3A Manual Side Load Refuse Trucks	5
31	31/3B Mini Vans, 4x2 Utility Vehicles	8
32	Rear Loader refuse truck	6
33	33/3D Hydraulic Boom Trucks	8
34	34/3E Rolloff Trucks	7
35	35/3F Misc. 4x4 Utility Vehicles	8
36	36/3G 4x4 Pickup Trucks	8
37	37/3H HD/SD Trucks, 14,000-15,000 GVWR	7
38	38/3I Vacuum Sewer Cleaner Trucks	6
39	39 Miscellaneous Vehicles	Varies

40	40/4A Tandem Truck Tractors	8
41	41/4B Street Sweepers	6
42	42/4C Mobile Vacuum Trash Collectors	3
43	43/4D Road Rollers, 3-5 Ton	6
44	44/4E Trailer Mounted Pressure Washers	6
45	45/4F Road Graders	8
46	46/4G Front End Loaders, 1.5 cu. yd.	8
47	47/4H Front End Loaders, 2-3 cu. yd.	8
48	48/4I Trailer Mounted Air Compressors	8
49	49 Miscellaneous Equipment	Varies
51	51/5B Trucks with Aerial Lifts, 42' Hybrid	6
52	52/5C Trucks with Aerial Lifts	6
54	54/5E Tractors, Industrial 8 8 8	8
56	56/5G Tractor-Backhoe-Loader	8
58	58/5I Skid Steer Loaders	8
59	59 Misc. Construction Equipment	Varies
60	60/6A 60" Mowers	5
61	61/6B 72" Mowers	5
62	62/6C 6' Rotary Cutter	5
63	63/6D Small Utility Vehicles	5
64	64/6E Reelmaster Mowers	5
65	65/6F Hydraulic Mowers, 72"	5
66	66/6G Ball Field and Bunker Rakes	5
67	67/6H Brush Chippers	5
68	68/6I Surf Rakes	4
69	69 Misc. Turf Equipment Varies Varies Varies	Varies
70	70/7A Fire Trucks, Pumper	11
71	71/7B Fire Trucks, Aerial Ladder	14
72	72/7C Ambulances (New)	6
73	73/7D Ambulances (Reserve)	5
74	74/7E Reserve Pumpers	10
75	75/7F Reserve Aerial Ladders	10
76	76/7G Fire Command Vehicles (SUV)	6
77	77/7H Fire Command Vehicles (Sedans)	6
78	78/7I Fire Pumpers, Front Line	11
79	79 Misc. Fire Apparatus	Varies
80	80/8A Trailers, Light Duty	10
82	82/8C Trailers, Tilt Top	10
83	83/8D Trailers, Tandem 12-Ton Tilt Deck	10
84	84/8E Horse Trailer	5
87	87/8H Trailers 9-Ton Capacity	10
88	88/8I Trailers, Skid Steer Loader	10
89	89 Misc. Trailers and Vessels	Varies

VEHICLE DIELECTRIC, STRUCTURAL and X-RAY SAFETY INSPECTIONS

Vehicle	Type of unit
	CRANES - MANLIFTS
5087	Man Lift - JLG Model# 2646-E2
5245	Man Lift
5414	Grove Crane RT - Model# RT530E
5494	Service Body w/ Crane - Venturo Model# ET18KX
5530	Service Body w/ Crane - Venturo Model# ET18KX
5532	Service Body w/ Crane - Venturo Model# ET18KX
5558	Service Body w/ Crane - Venturo Model# CE1500FB
5580	Skywatch
5581	Dump w/ Claw Crane - Petersen Model# TL3
5582	Dump w/ Claw Crane - Petersen Model# TL3
5726	Center Mount Crane - National Model# 300C
5727	Center Mount Crane - National Model# 300C
5780	Dump w/ Claw Crane - Petersen Model# TL3
5783	Service Body w/ Crane - Venturo Model# ET18KX
5997	Service Body w/ Crane - Auto Crane Model# ETII
6000	Service Body w/ Crane - Auto Crane Model# ETII
6072	Man Lift - JLG Model# 2030ES
6118	Covered Service Body w/ Crane - Venturo Model# CT203FB
6192	Service Body w/ Crane - Auto Crane Model# 4004EH
6224	Covered Service Body w/ Crane - Auto Crane Model# ETII
6238	Service Body w/ Crane - Auto Crane Model# 6006EH
6243	Towable Boom Lift - JLG Model# T350
6247	Center Mount Crane - Altec Model# D2050ATB
6248	Center Mount Crane - Auto Crane Model# 14005H
6249	Center Mount Crane - Auto Crane Model# 14005H
6275	Center Mount Crane - National Model# 300C
6279	Service Body w/ Crane - Stellar Model# 4420
6395	Man Lift - JLG Model# 2646ES
6399	Service Body w/ Crane - Auto Crane Model# 14005H
6444	Service Body w/ Crane - IMT Model# 6006I
6445	Dump w/ Claw Crane - Petersen Model# TL3
6446	Center Mount Crane - National Model# 300C
6447	Center Mount Crane - National Model# 300C
41145	Spanco Overhead Hoist Big Shop - Spanco Model# 5A1515B

BUCKET TRUCKS

5080	Bucket Truck - Altec Model# L42A
5419	Bucket Truck - Altec Model# AM900
5420	Bucket Truck - Altec Model# AM900
6196	Bucket Truck - Altec Model# AT30G
6237	Bucket Truck - Altec Model# LRV52
6529	Bucket Truck - Altec Model# L42A
6530	Bucket Truck - Altec Model# L42A

Aerial Equipment - Fire

V6416	TOWER 2 2009 PRCE VELOCITY	
V5400	V5400 2005 PRCE QUANTUM LADDER 105	
V6418	LADDER 35 2009 PRCE VELOCITY	
V6417	LADDER 13 2009 PRCE VELOCITY	

GROUNG LADDERS - Fire

Ground Ladders By Foot	1,850 FT.	Groung Ladder Testing

Auto Repair Shops Best Management Practices

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that conduct auto repair and maintenance activities.

Potential Pollutant Sources
The following activities are potential sources of pollutants:

1. Automobile servicing
2. Parts cleaning
3. Materials and waste handling
4. Materials storage
5. Cleaning floors

Pollutants may include:
1. Fueling
2. Heavy metals (copper, lead, nickel, and zinc)
3. Hydrocarbons (oil and grease, PAHs)
4. Toxic chemicals (solvents, chlorinated compounds, glycols)
5. Acids and alkalis

Pollution Prevention Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.
The following pollution prevention principles apply to most facilities:

a. Use alternative, safer, non-toxic, and/or recycled products;
b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, and streets;
c. Reduce the use of water and/or use dry methods;
d. Minimize use of solvents – use water-based solvents for cleaning, if possible;
e. Recycle and reuse waste products and waste flows; and
f. Provide on-going employee training.

Best Management Practices and Procedures
GENERAL
If water is being used for cleaning shop floors and adjacent outdoor areas, contain the wash water and dispose of in the sanitary sewer (with permission of sewer provider) or for offsite disposal, do not dispose of in the storm drain, gutter, or street.

Maintain facility grounds and move or cover activities and materials to prevent contact with storm water.

Use a vehicle maintenance area designed to prevent storm water pollution – minimize contact of storm water with outside operations through berming and appropriate drainage routing.

Inspect and clean leaks and drips routinely. Leaks are not cleaned up until the absorbent is picked up and disposed of properly.
Manage materials and waste to reduce adverse impacts on stormwater quality.

Label drains within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an oil/water separator, directly to the sewer, or to a storm drain.

Inspect and clean if necessary, storm drain inlets and catch basins within the facility boundary before October 1 each year.

Sweep parking lots and areas around your facility instead of washing them down with water.

Send dirty rags to an industrial laundry.

AUTOMOBILE SERVICING
Only conduct maintenance or repair work in designated areas with spill containment.

Construct a berm or intercept trench at doorways to prevent the run-on of uncontaminated storm water from adjacent areas as well as stormwater runoff.

Avoid working over asphalt and dirt floors – surfaces that absorb vehicle fluids.

Perform all vehicle fluid removal or changing inside or under cover, if possible, to prevent the run-on of storm water and the runoff of spills.

Keep a drip pan under the vehicle while unclipping hoses, unscrewing filters, or removing other parts. Use a drip pan under any vehicle that might leak.

Use a tarp, ground cloth, or drip pans beneath the vehicle or equipment to capture all spills and drips if temporary work is being conducted outside. Collected drips and spills must be disposed, reused, or recycled properly.

Keep equipment clean – do not allow excessive build-up of oil and grease.

Monitor parked vehicles for leaks. Pans should be placed under any leaks to collect the fluids for proper disposal or recycling. Drain oil and other fluids first if the vehicle or equipment is to be stored outdoors. Do not allow leaking vehicles on-site.

Avoid soldering over drip tanks. Sweep up drippings and recycle or dispose of as hazardous waste.

Sweep or use a vacuum to clean up dust and debris from scraping or bead blasting radiators.

PARTS CLEANING
Clean vehicle parts without using liquid cleaners wherever possible to reduce waste.

Steam cleaning and pressure washing may be used instead of solvent parts cleaning. The wastewater generated from steam cleaning must be discharged to an on-site oil/water separator that is connected to a sanitary sewer or blind sump. Never discharge wastewater from steam cleaning, or engine/parts cleaning to a street, gutter, or storm drain.
Non-caustic detergents should be used instead of caustic cleaning agents, detergent-based or water-based cleaning systems in place of organic solvent degreasers, and non-chlorinated solvent in place of chlorinated organic solvents for parts cleaning.

Designate specific areas or service bays for engine, parts, or radiator cleaning. Do not wash or rinse parts outdoors. Keep water from flowing to storm drains, gutters, and streets.

Use self-contained sinks and tanks when working with solvents. Keep sinks and tanks covered when not in use.

Rinse and drain parts over the solvent sink or tank. Use drip boards or pans to catch excess solutions and divert them back to a sink or tank.

Inspect degreasing solvent sinks regularly for leaks and make necessary repairs immediately.

Allow parts to dry over the hot tank. If rinsing is required, rinse over the tank as well.

Collect and reuse parts cleaning solvents and water used in flushing and testing radiators. When reuse is no longer possible, these solutions may be hazardous wastes, and must be disposed properly.

Rinse water may only be discharged to the sanitary sewer with adequate treatment and approval (with permission of sewer provider).

MATERIALS AND WASTE HANDLING

Label all hazardous wastes according to hazardous waste regulations.

Keep lids on waste barrels and containers and store them indoors or under cover to reduce exposure to rain and prevent spills from reaching the sanitary sewer or storm drain, gutter, and street.

Do not pour liquid waste to floor drains, sinks, outdoor storm drain inlets, or other storm drains or sewer connections.

Do not leave drip pans or other open containers lying around.

Recycle oil.

Store cracked batteries in a non-leaking secondary container and dispose of properly at recycling or household hazardous waste facilities.

Store waste containers of antifreeze and oil within secondary containment. Antifreeze and waste oil should be stored separately and recycled, or disposed of as hazardous waste.

Ask your supplier for information on less toxic chemical cleaners and other products.

Label and track the recycling of waste material (e.g. used oil, spent solvents, batteries).

MATERIALS STORAGE

Double-contain all bulk fluids to prevent accidental discharges.

Store new batteries securely to avoid breakage and acid spills. Store used batteries indoors and in plastic trays to contain potential leaks.

CLEANING FLOORS
Collect all metal filings, dust, and paint chips from grinding, shaving, and sanding, and dispose of waste properly. Collect all dust from brake pads separately and dispose of the waste properly. Never sweep these wastes outside.

Use dry cleaning methods (i.e. sweeping, vacuuming) to prevent the discharge of pollutants into the storm drain conveyance system.

If cleaning agents are used, select biodegradable products.

If water is used, block off storm drain or contain runoff and collect wash water to pump to the sanitary sewer, if allowed. If wash water contains soaps or other cleaning agents and can not be pumped to the sanitary sewer, it may need to be disposed of as hazardous waste.

Consider using an oleophilic mop (picks up oil and not water) to reduce the volume of waste liquids you collect and reduce your cost for disposal.

SPILL CONTROL

Develop and maintain a spill response plan.

Place an adequate stockpile of spill cleanup materials where it will be readily accessible.

Spot clean leaks and drips routinely.

Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.

Remove the absorbent materials promptly and dispose of properly.

Minimize the distance between waste collection points and storage areas.

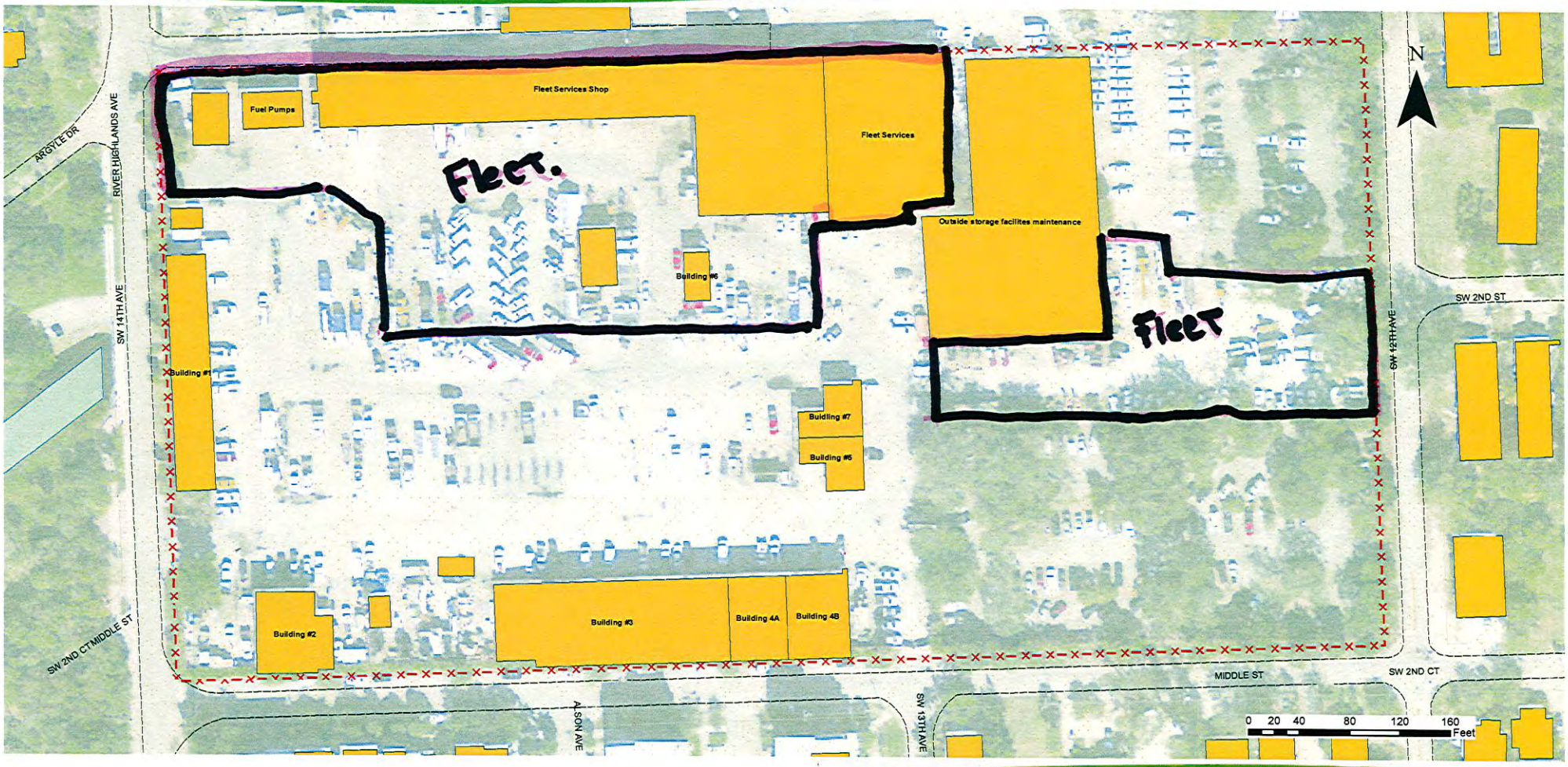
Contain and cover all solid and liquid wastes – especially during transfer.

Keep the spill from entering the street, gutter, or storm drain.

Do not use bleach or disinfectants if there is a possibility that rinse water could flow to a street, gutter, or storm drain.

Employee Training
1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.
3. Train employees on the facility's spill control plan and proper spill containment and cleanup procedures.
4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training

FLEET FACILITIES FENCELINE



CITY OF FORT LAUDERDALE
ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEM (ESMS)

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. 2

RFP 555-11442
Fleet Maintenance & Management Services and Central Warehouse

ISSUED November 24, 2014

This addendum is being issued to make the following changes:

1. **The opening date has changed. The new opening date is now Wednesday, December 10, 2014.**

2. **The following documents have been included for review.**
   - Replacement Cycle (Attachment P)
   - Safety Inspections (Attachment Q)
   - Auto Repair Shops Best Management Practices (Attachment R)
   - Revised Map for Fleet Facilities Fence Line (Attachment S)

All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
Procurement Services Division

Company Name: _____
(please print)

Bidder's Signature: _____

Date: _____

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ADDENDUM NO. 3

RFP 555-11442
Fleet Maintenance & Management Services and Central Warehouse

ISSUED December 8, 2014

This addendum is being issued to make the following changes:

1. **The opening date has changed. The new opening date is now Wednesday, December 17, 2014.**

2. **Section 4.17 Waste Management: Item 4.17.h is added and shall now read:** The City reserves the rights to assume responsibilities for all scrap metals generated as a result of targeted and non-targeted activities at any time during the term of the agreement.

3. **The following documents have been included for review.**
   - Trolley List (Attachment T)

All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
Procurement Services Division

Company Name: _____
(please print)

Bidder's Signature: _____

Date: _____

TROLLEY LIST

Asset	Description	Location Department	Mileage	Fuel Type
V1062	1062 2010 ELDRD AEROTECH 240 FORD E450	SUNTROLLEY-D	64070	D
V1250	1250 2013 ELDRD AEROTECH CHVRL 4500	SUNTROLLEY-D	50427	D
V1616	1616 2014 GLAVAL APOLLO-FRECS MBC	SUNTROLLEY-D	19330	D
V1615	1615 2014 GLAVAL APOLLO-FRECS MBC	SUNTROLLEY-D	21157	D
V0603	603 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	90114	D
V0607	607 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	89054	D
V0602	602 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	173333	D
V0601	601 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	22761	D
V5800	606 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	73807	D
V5801	604 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	1496	D
V5802	605 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	26312	D
V0608	608 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	74240	D
V0609	609 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	114556	D
V0612	612 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	79794	D
V0611	611 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	109379	D
V0613	613 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	115340	D
V0614	614 2006 FRECS SVI FREIGHTLINER XB-27	SUNTROLLEY-D	5373	D

Question and Answers for Bid #555-11442 - Fleet Maintenance & Management Services and Central Warehouse

Overall Bid Questions

Question 1

1. What is your current parts inventory for heavy duty?
2. What was labor spent in 2013 budget heavy duty?
3. What was parts spent 2013 budget heavy duty?
4. What was parts spent 2013 budget on light and medium duty?
5. What was labor spent 2013 budget on light and medium duty repairs?
6. Is body shop a part of this bid, I see something about paint & body.
7. Are tires purchased under state bid and are they part of your parts inventory, if so what is the budget for tires in 2013
8. Do you perform any factory warranty on site?
9. Was there a penalty or surplus bonus given in the 2013 budget? **(Submitted: Nov 6, 2014 10:29:00 AM EST)**

Answer

- Please confirm if you wish information for fiscal year 2013 or can we provide fiscal year 2014? **(Answered: Nov 7, 2014 8:47:43 AM EST)**

- Questions 1-5. The current service provider does not separate parts inventory between heavy, medium and light duty.
6. Yes, see section 4.11 Accident and vandalism repairs
7. Yes, tires are purchased under state contract. Yes, they make part of the parts inventory. Tire expenditure in FY13 was $421,965.90.
8. Yes
9. The current service provider received a Bonus of $132,628.57 in FY13. **(Answered: Nov 25, 2014 8:46:45 AM EST)**

Question 2

Please give me fiscal year 2013 for my questions.Thank You **(Submitted: Nov 10, 2014 3:24:08 PM EST)**

Answer

- FY 2013 are provided in Question 1 above. **(Answered: Nov 25, 2014 8:46:45 AM EST)**

Question 3

1.Section 1.4: City states tools and equipment will be leased from the City. What is the annual lease rate? Are there any budgeted asset purchases for FY15/16? If so, what will be the annual lease rate? **(Submitted: Nov 12, 2014 9:31:48 AM EST)**

Answer

- Tools and equipment will be leased from the City for one dollar per year for the duration of the agreement **(Answered: Nov 25, 2014 8:46:46 AM EST)**

Question 4

2.Section 3.2: Will Internet access be provided to supplier at City cost?
3.Section 3.4: Is there equipment owned by current provider which the City plans to purchase at contract end? If so, what will be the annual lease rate?

4.Section 4.1(b): What software system will the City be providing for the supplier to use, and does it have capability to e-mail users directly based on PM intervals?
5.Section 4.1(c): Can the City provide copies of modified (from manufacturer) PM sheets for Fire Rescue units, Street sweeper units, and Sewer cleaning trucks, which can be performed in the time frames provided as requirements?
6.Section 4.1(e): Can the City provide a list of all equipment which has not received its Annual/highest level PM within past 10 months as of 11/10/2104?
7.Section 4.1 (g) Fire Apparatus Emergency Road Service Truck programs: Is this program currently in place? If so, how many PM'S were performed in the field for past 12 months?
8.Section 4.1 (i): What is the current suppliers EVT staffing, and what is their recommended staffing per their contract?
9.Section 4.1: Will the City allow a grace period for a newly selected provider to meet EVT certification requirements?
10.Section 4.4(b): Can the City provide its current Normal Replacement Cycle for each category and class of equipment? Additionally, please provide the past 12 month reports from current supplier for Deferred Repairs performed by current supplier.
11.Section 4.9 Confiscated Vehicle Assessments:
How many confiscated vehicles are brought into service annually?
12.Section 4.14: Is the Fleet Sharing Program currently in place? If so, what amount of staffing and weekly hours is current supplier providing to support it?
13.Section 4.18 "the provider is required to monitor the monitoring wells and ---log those inspections".
Comment: Monitor wells are typically installed around an excavation where an underground storage tank was removed because of a significant fuel loss. The monitor wells are used in measuring residual contaminant levels and serve as a conduit to evacuate contaminated ground water and product.
Question: Please clarify what actions the Provider is responsible to maintain the monitor wells.

13. Page 24 (j) Fuel Delivery Trucks:
a. Does both trucks have the capability to deliver both gasoline and diesel on the individual trucks?
b. Are these trucks parts of the vehicle inventory at Attachment A to the RFP?
14.Section 4.2(h): Are computer chip/programmable keys and fobs including as a target cost to the supplier? If so, what was past 12 month target or non-target expense for current supplier? Are confiscated vehicles included as target cost?
15.Section 4.20 (L): Please provide the past two year annual cost for replacement of such items.
16.Section 5.2: Can you provide a list of all chemicals being used by current supplier?
17.Page 28 List of Chemicals, Fluids, and Products Inventory
a. Please clarify if proposer must list specific product names, i.e. Wagner DOT 3 brake fluid
b. Please clarify the requirement to submit the names of sub providers with bid proposal, before the contract is awarded.
c. Please provide a list of City approved sub providers.
18.Section 7.3: Will units not made available to supplier by users be excluded from the monthly calculation?
19.Page 45 Section 13.2 Non Target Budget Services
Please clarify what constitutes Non Target service, i.e. repair of overages/ over mileage vehicles.
20.Section 4. Separate pricing option (Trolley Maintenance): Could you provide the past 2 years of maintenance expense by unit? Can you please identify those units listed in attachment "A" which are designated for the Trolley Program? Please provide the current Performance as compared to the requested Performance Standards for these units.
21.Separate pricing options (Central Warehouse Service): Please provide the current staffing level and pay rates for this operation. **(Submitted: Nov 12, 2014 9:34:13 AM EST)**

Answer

- 2. No, the Provider is responsible for internet connection and related cost.
3. No
4. Not applicable, see Addendum 1
5. currently using each manufacturers PM sheets
6.

7. Not currently being done
8. The current contract requires ten (10) EVT technicians, the current level is twelve (12).
9. As long as each technician possesses a CDL license and each EVT certification is covered by the provider, the City will grant a six month grace period.
10. Replacement Cycle has been included for your review.There is no deferred maintenance.
11. The City takes on average of one (1) confiscated vehicle per year.
12. The fleet sharing program is NOT currently in place.
13. The Provider does not need to maintain the monitoring wells, the provider must monitor them.
13a. Yes
13b. Yes
14. The cost of computer chip/programmable keys and fobs are borne by the City. Yes, confiscated vehicles included as target cost, after initial assessmetn.
15. Not available, these repair types are not currently coded.
16. Standard list of chemicals used at a maintenance facility.
17a. No
17b. sub provider list can be submitted after contract is awarded.
17c. List is not currently maintained
18.Yes
19. Non target service is identified in Section 4
20. No, The current provider began repairing trolley buses in June, 2014.
No, equipment designated for the trolley program is not listed in Attachment A.
The current trolley service is not tied to the current contract or performance standards.
21. No data available, this service is not provided by the current service provider. **(Answered: Nov 25, 2014 9:21:39 AM EST)**

- 6. Sixteen vehicles, list is not currently available. **(Answered: Nov 25, 2014 2:19:46 PM EST)**

Question 5

1.Is fire rescue part of heavy line parts and labor. If not what was parts used in 2013 budget.What was labor used in 2013 budget. 2What.was the trolley repairs labor and parts costs for 2013,was it part of med line or heavy line budget . 3. Do you have an asset list of all equipment owned by the city ,lifts ,tire machine,ect. to let us know what to expect to purchase. **(Submitted: Nov 12, 2014 1:36:44 PM EST)**

Answer

- 1. Fire apparatus parts in FY13 was $524,156. Fire apparatus labor hours in FY13 was 9,537.
2. No available data for trolley repairs, labor and parts for 2013.
3. List of City owned equipment is described in Exhibit B. **(Answered: Nov 25, 2014 2:29:19 PM EST)**

Question 6

Section 4.3 If the frame or part on a vehicle is structurally damaged beyond repair due to rust or corrosion will the City pay for the repair as Non-Targeted work?
Section 4.4 Are the repairs of vehicles and equipment for deferred maintenance and repairs to extend the vehicle life Target or Non-Targeted work?
Section 4.5 The current City tow contract only pertains to towing vehicles within the City limits. Cost for towing vehicles outside the City limits is extra. The City has many vehicles that drive out of the City limits daily. Will the tows for vehicles outside the City limit be Target or Non-Targeted Work?
Section 4.14 How many and what type of vehicles will be in the pool and fleet sharing program? How often will the provider be required to transport motor pool vehicles weekly? What type of reservation system does the City have?
Section 4.16 Hurricanes generate a lot of debris that emergency responders must drive over. Will tires and other repair parts due to the declared emergency be Non-Targeted work if it is a direct result of the storm?
Section 4.20.j Will the City provide the fire extinguishers and all the first aid product? **(Submitted: Nov 12, 2014 1:49:07 PM EST)**

Answer

- 4.3 Yes
4.4 No
4.5 Target
4.14 This program is currently in development, data is not available.
4.16 No
4.20.j. The City will provide the initial extinguisher for affected vehicle types, and replace any missing or damaged extinguisher, the provider will inspect and replace expired extinguishers with new or certified. First aid kits will be provided by the City. **(Answered: Nov 25, 2014 9:21:39 AM EST)**

Question 7

Section 4.20.l It is impossible to predict the number of seats, dashboards and door panels that may need to be replaced annually. It is common in South Florida because of the sun to get a crack in the dashboard. For budgeting purposes can the City provide a list of units that currently need a new seat, dashboard or door panel? For budgeting purposes can the City provide the number of seats, dashboards and door panels that will be replaced annually?
Who will make the decision to replace a seat, dashboard or door panel the operator? How will the decision be made?
Section 7.1 Vehicle Turnaround Time. Question: On page 32 of 66 the RFP states that "No more than 5% of all vehicles will be out-of-service for maintenance or repair for more than 48 hours per trip to the garage with the following exceptions". Do these exceptions such as accidents, etc., also apply to the 24 hour turnaround time calculation?
Question: When new vehicles are delivered there could be as many as 30 that arrive at one time. Fire and EMS units often take weeks and sometime months to get fully operational. Will the new car prep be exempt from the performance standards?
Question: Will warranty work and recalls be exempt from the performance standards?
Question: Is Non-Targeted work including directed work exempt from the performance standards? **(Submitted: Nov 12, 2014 1:50:56 PM EST)**

Answer

- Section 4.20: The City cannot provide a list of units that currently need a new seat, dashboard or door panel.
All seats, dashboards and door panels are currently non-target. Unable to provide how many could be target costs in new contract.
Fleet Services will make the decision to replace, based on need.

Section 7.1: Accident repairs are exempt to the Vehicle Turnaround Time Standard. Vehicle performance standards begin after each particular vehicle is placed in service.
Warranty work and recalls will not be exempt from the performance standards.
Yes, non-targeted work including directed work is exempt from the performance standards. **(Answered: Nov 25, 2014 9:21:39 AM EST)**

Question 8

Section 7.2 Isn't the 24 hour turnaround time for fire and EMS (range 84%-86%) the same thing as the daily fleet availability (95%-97%)? Both calculations seem to use the same 24 hour clock? Can the City please explain the difference? Please note that EMS has 20 units so 3 vehicles down over 24 hours would be within the 24 hour turnaround calculation (range 84%-86%) but 3 units down would not be within the range of the daily fleet availability(95%-97%)?
Attachment F Question: Please explain the meaning of the sentence, "what the cost you will charge the City for parts as a percentage of the jobbers price schedule" if the parts need to be passed through without a markup? Wouldn't the percentage be 100% of what the part cost the contractor?
Section 2. Submission of Proposals (p.49) & (p.50) Question: All proposals must be separately bound and submitted in a sealed package. No 3-ring binders, metal, etc. should be a part of your proposal package. To meet this requirement, are we to place an unbound proposal copy (1 original & 3 copies) into separate envelopes, each

bound with a rubber band? Please explain how the packages should be bound? **(Submitted: Nov 12, 2014 1:52:00 PM EST)**

Answer

- Section 7.2: The City will provide the initial extinguisher for affected vehicle types, and replace any missing or damaged extinguisher, the provider will inspect and replace expired extinguishers with new or certified. First aid kits will be provided by the City.
Attachment F: Yes
Section 2: 3 ring binders are not preferred but you will not be disqualified if used. **(Answered: Nov 25, 2014 9:54:00 AM EST)**

Question 9

Warehouse and Environmental Questions:
1. Chemical List. Can the City provide a list of supplies required to be stored in the Central Warehouse location? Please specify the following: (a) material description, (b) maximum quantity expected to be stored on site, and (c) projected container type (e.g. 5-gallon bucket, 20 lb. bag, 1 liter can, etc.).
Can the City provide the daily volume of supplies and number of transactions that will occur on a daily basis?
Can the City provide the total annual dollar spend that the contractor should expect to issue?
2. ESMS Program. Can the City provide additional information regarding the City's ESMS program? For example, please provide a copy of ESMS procedures and key documents, such as Goals & Objectives, Legal & Other Requirements, Emergency Response Plan, SOP's, training plan, etc. that the Provider will be responsible to adhere to. When do you expect to obtain ISO 14001:2004 certification? **(Submitted: Nov 12, 2014 1:52:29 PM EST)**

Answer

- 1. This is a new proposed service, data is not available.
2. ESMS documents ca be found at http://www.fortlauderdale.gov/esms/ **(Answered: Nov 25, 2014 9:54:00 AM EST)**

Question 10

3. Best Management Practices (BMPs). Can the City elaborate on the term "Automotive Repair Shop Best Management Practices" (reference: items 5.1, page 27 as well as item g. on page 14)? Do you have a document that would specify exact requirements? For example, do all shop floors need to be cleaned daily? and if so, should they be hand swept/moped or cleaned using a floor scrubber? Will the City cover any required capital improvement costs due to BMP requirements (e.g. secondary containment structures, surface coating on floors, etc.).
4. Energy Management. Can the City provide additional information regarding the City's Energy Conservation Plan/policy (reference: 3.2, page 14)? Has the City conducted a baseline energy audit at the fleet facility? What is the City's "electricity consumption reduction initiative" (reference: item l. on page 28)? If there are any improvements due to energy conservations measures, will the City cover the required capital costs (e.g. sensors, monitoring devices, energy efficient equipment/lights, etc.). **(Submitted: Nov 12, 2014 1:52:58 PM EST)**

Answer

- 3. See attached Automotive Repair Shot Best Management Practices, the City will cover Capital Improvement costs due to BMP requirements (e.g. secondary containment structures, surface coating on floors)

4.Sustainability Action Plan
Energy Goal 1 Reduce electricity usage by 20% below 2010 levels by 2020.

No city has not conducted a baseline energy audit, not site specific yet.

Sustainable Action Plan: Energy Goal 1 Reduce electricity usage by 20% below 2010 levels by 2020.

Capital improvements will be generated and paid by the City. **(Answered: Nov 25, 2014 9:54:00 AM EST)**

Question 11

1.2. Overview of Fort Lauderdale Fleet, pg 10
1) Please provide Vehicle Inventory in excel format to include the following.
 Department Identification by name corresponding with the Department number on Attachment "A"
 Vehicle Description
 Current Mileage
• If vehicle has exceeded the "City Approved Life Cycle"
3.2 Garage Utilities, pg 14
2) Please provide the estimated expense for the local service and equipment charges.
3.3. Garage and Equipment Maintenance and Repairs, pg 14
3) Is the provider required to provide any additional vehicles in support of this contract?
4. Targeted Services, pg 15
4) During the phase in, are the costs to bring the fleet up to standard non-target costs?
4.1. Preventative Maintenance, pg 16
5) Is the Fire Apparatus Emergency Road Service Truck the same vehicle as the Field Service Truck mentioned in 4.1.F?
4.2. Vehicle Dielectric, Structural, and X-ray Safety Inspections, pg 17
6) Please identify units requiring the required inspections.
4.3. Repairs, pg 17
7) Are these the Provider's liability limits?
4.4 Deferred Maintenance and Extending Vehicle Lives, pg 18
8) Vehicles that have had repairs due to deferred maintenance or user abuse will be billed as a Non-Target Repair?
(Submitted: Nov 12, 2014 3:38:35 PM EST)

Answer

- 1.2 Document provided as Attachment A
3.2 $0.00
3.3. No
4. No
4.1 No
4.2. Inspection list is provided for your review.
4.3
4.4 No **(Answered: Nov 25, 2014 11:21:55 AM EST)**

- 4.3 No **(Answered: Nov 25, 2014 2:19:46 PM EST)**

Question 12

4.4 b. Deferred Maintenance and Extending Vehicle Lives, pg 18
9) Define the "normal replacement cycle."
10) Please provide the City's approved Life Cycle for each class of equipment. Vehicles that have major component overhauls or replacements repairs be billed as a Non-Target Repair?
4.7 Warranty and Recall Work, pg 18
11) Please provide the City's deductible for warranty work by vehicle class.
4.14. Motor Pool (Loaners) and Fleet Sharing Vehicles, pg 21
12) How many sites are there and where are they located?
4.17. Waste Management, pg 22
13) Is this regarding waste streams generated by the contractor or general waste management disposal?
f. The Provider will be responsible for interior and exterior housekeeping and supplies, which includes janitorial services.
14) Please provide requirements for exterior housekeeping.
g. The Provider shall maintain the shops, offices and parking lot free of debris, dirt, litter, oil, grease, consistent with Best Management Practices for shop maintenance.

15) Please provide what area of the parking lot the provider is responsible for.
4.18 . Fuel Station Management, pg 23
16) On call to do what?
4.19 . Additional (Targeted) Operating Budget Services, pg 25
17) Does the City provide the fire extinguishers and first aid kits?
4.20 . Additional (Targeted) Operating Budget Services, pg 25

18) Please provide an estimated amount of new fire extinguishers to be provided by the provider. **(Submitted: Nov 12, 2014 3:38:51 PM EST)**

Answer

- 9. Replacement cycle list has been provided for your review.
10. Life Cycle list has been provided for your review.
11. The City's warranty deductible id directly tied to warranty conditions for each manufacturer.
12. This program is currently in development, data is not available.
13. Waste streams generated by the Contractor
13f. Yes
14. See attached Automotive Repair Shop Best Management Practices
15. See attached revised map
16. Respond to and coordinate repairs for fuel station outages.
17. The City will provide the initial extinguisher for affected vehicle types, and replace any missing or damaged extinguisher, the provider will inspect and replace expired extinguishers with new or certified. First aid kits will be provided by the City.
18. Data not available **(Answered: Nov 25, 2014 11:21:55 AM EST)**

Question 13

6.6 Bulk Issue Service, pg 31
19) Will the provider bill the bulk issued parts to a department as a method of recording what has been issued?
7. Performance Standards, pg 31
20a.) There is an assumption that all vehicles included in this contract meet the requirement of good fleet management practices. There are an extensive number of units that are currently on the back lot awaiting repair. If a new provider is awarded the contract will repairs required on these units or any other units to bring them back up to standards be allowed to be billed as a Non-Target repair?
20b.) Will there be a grace period on these units as it relates to the performance standards?
11.3. Local Labor, pg 42
21) In an effort to maintain with no disruption of service please provide a list of employees with current ASE certifications, EVT certifications and all other training important to meeting the City's requirements.
13.8 Invoicing, pg 47
22) Is the provider to provide a detail actual cost statement as back up for the monthly invoice? **(Submitted: Nov 12, 2014 3:39:03 PM EST)**

Answer

- 19. Yes
20a. No
20b. No
21. 95 ASE Certifications & 41 EVT Certifications
22. Yes **(Answered: Nov 25, 2014 11:36:58 AM EST)**

Question 14

1. Reference: Scope of Services 3.1, Garage and Equipment
What vehicles are provided by the City for contractor use?
2. Reference: Scope of Services 3.1, Garage and Equipment
Please confirm that all office furniture and equipment, parts shelving, and other fixtures are provided by the City.

3. Reference: Scope of Services 3.1, Garage and Equipment
Is there any shop equipment, office equipment, vehicles, or other property that is currently being provided by the current contractor?
4. Reference: Scope of Services 3.1, Garage and Equipment
What is the capacity of the largest vehicle lift?
5. Reference: Scope of Services 3.1, Garage and Equipment and Exhibit B
Who provides the tanks/containers for bulk chemicals and for used oil and other chemicals?
6. Reference: Scope of Services 3.2, Garage Utilities
Is the telephone charges billed by the City to the contractor? If so, please provide the cost history for these charges for the last three years.
7. Reference: Scope of Services 4.1.i, EVTs
Does the requirement to have 10 full time EVT's exist in the current contract and, if so, is the current contractor meeting this requirement?
8. Reference: Scope of Services 4.2, Vehicle Dielectric, Structural, and X-ray Safety Inspections
Since the vehicle list (attachment A) is not detailed to determine this, please provide what vehicles require dielectric, structural, and/or X-ray inspections? Which inspections are currently being performed in-house and which ones are being performed by a third party?
9. Reference: Scope of Services 4.4, Deferred Maintenance and Extended Vehicle Lives
Is major component repair and replacement as described in paragraphs "a" and "b" of this section considered target services?
10. Reference: Scope of Services 4.14, Motor Pool (Loaners) and Fleet Sharing Vehicles
How many vehicles are in the Motor Pool and how many transaction are there per day? **(Submitted: Nov 12, 2014 4:11:45 PM EST)**

Answer

- 1. 2000 Yale Forklift, 2003 F250 Service Body W/Tommy Lift Gate, 2003 F150 Pickup Truck, 2003 F150 Pickup Truck, 2005 Chevy Astro Van, 2005 F150 Pickup Truck, 2009 F250 Special Lube Truck, 2009 F250 Service Body, 2009 F250 Special Lube Service Truck
2. Yes
3. Computers, copiers, general office equipment, general hand tools and diagnostic equipment.
4. 36,000 lbs.
5. The city
6. Section 3.2 states that the provider pays for local service and long distance calls.
7. Yes
8. All are being performed by a third party
9.Yes
10. This program is currently in development, data is not available. **(Answered: Nov 25, 2014 1:50:25 PM EST)**

Question 15

11. Reference: Scope of Services 4.18, Fuel Station Management, para. e
This paragraph states that the contractor "will conduct a visual inspection on all fuel site location according to City procedures." How often is this visual inspection required?
12. Reference: Scope of Services 4.18, Fuel Station Management, para. j
How often is the contract required to provide fuel delivery services? How many man hours does this represent?
13. Reference: Scope of Services 4.20, Additional (targeted) Operating Budget Services, para. k
Specifically, what vehicles are included in the oil sampling program?
14. Reference: Scope of Services 4.24, Fleet Management and Information System (FMIS)
What FMIS system is the City using?
15. Reference: Scope of Services 4.23, Hours of Service
Do City fleet services customers bring vehicles to the shop during all operating hours? What is the breakdown of work orders opened between day shift and night shift?
16. Reference: Scope of Services 10, Record Keeping and Reporting
Does the City's FMIS support all the required reports? If not, which reports need to be compiled manually?
17. Reference: Scope of Services 11, Provider Personnel

While we understand the staffing level proposed is up to each individual contractor, please provide the current staffing level as a benchmark.
18. Reference: Section 5, Central Warehouse Services
Please provide a comprehensive list of all of the "parts, supplies, chemicals, pesticides, and fertilizers" to be stocked by the contractor. Also please provide a 12-month usage history.
19. Reference: Section 5, Central Warehouse Services
Does the City's FMIS support the issuing and accounting of supplies in the Central Warehouse?
20. Reference: Section 5, Central Warehouse Services
Please confirm it is the intent of the City for both options that the contractor will purchase and maintain the inventory and will not invoice the City until issued to an authorized City employee. **(Submitted: Nov 12, 2014 4:12:19 PM EST)**

Answer

- 11. Daily
12. As often as required, Hours vary.
13. All targeted vehicles
14. Not applicable, see Addendum 1
15. Yes
16. Not applicable, see Addendum 1
17. Forty Six (46)
18. This is a new proposed service, data is not available
19. Not applicable, see Addendum 1
20. Yes **(Answered: Nov 25, 2014 1:50:25 PM EST)**

Question 16

21. Reference: Attachment A, Fleet Inventory
Please provide a more detailed list of the fleet inventory to include a vehicle description, mileage, fuel type, department assigned, and a key to the vehicle class. Can this listing be provided in an electronic format such as in MS Excel?
22. Reference: Scope of Services 13.9, Payment Procedures
What payments are made by credit card?
23. Reference: Scope of Services 13.8, Invoicing
What level of detail is required to back up the Target Operating Services invoice?
24. Reference: Scope of Services 10.g, Billing Information
Does the City's FMIS support this chargeback billing information or does the contractor need to provide their own system for this? **(Submitted: Nov 12, 2014 4:12:28 PM EST)**

Answer

- 21. Document provided as an attachment.
22. All targeted and non-targeted services.
23. Provider is required to make available any level of detail required by the City.
24. Not applicable, see Addendum 1 **(Answered: Nov 25, 2014 1:50:25 PM EST)**

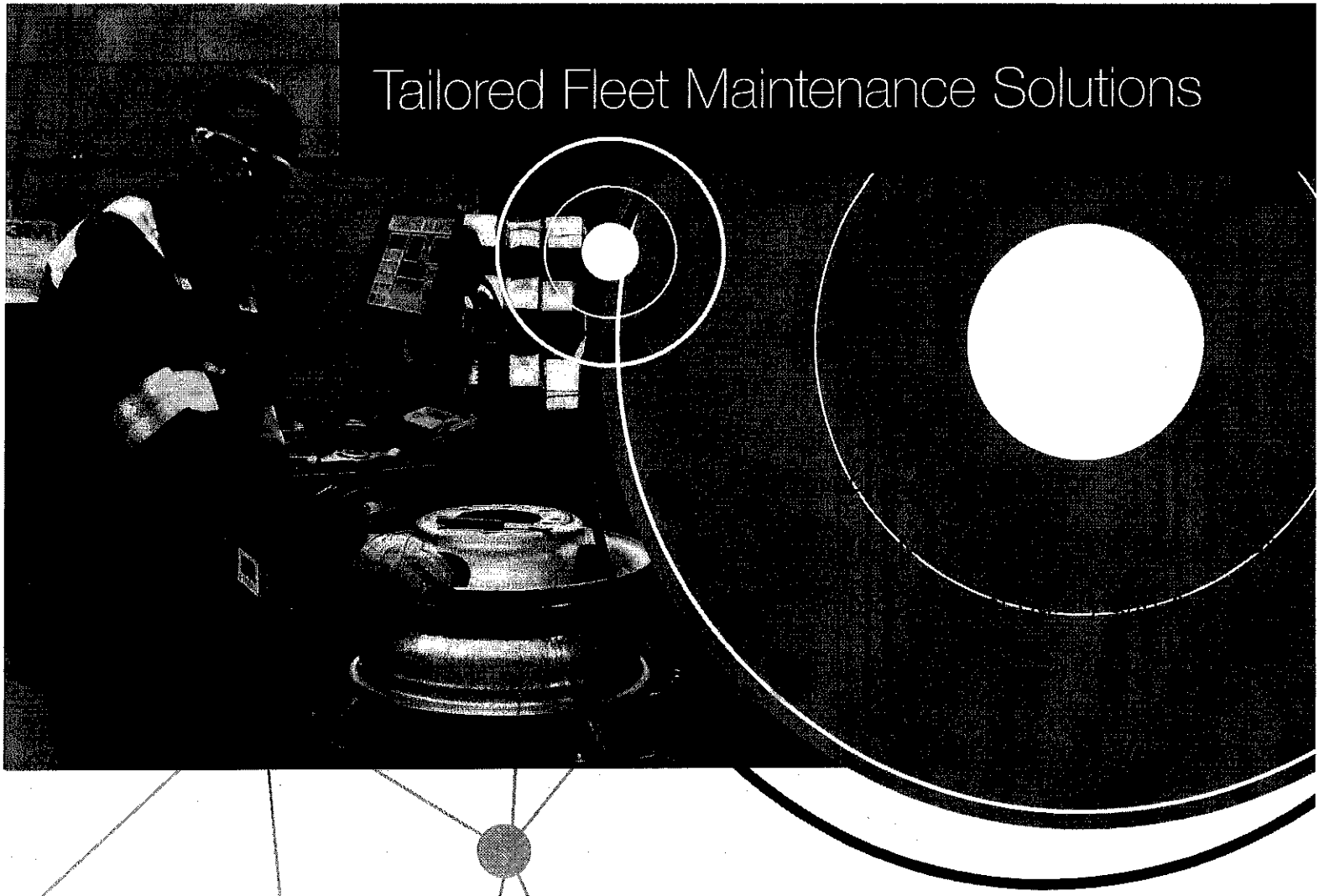
EXHIBIT B

City of Fort Lauderdale, Florida

EXECUTIVE SUMMARY

Fleet Vehicle Services

Tailored Fleet Maintenance Solutions



Introduction

We are pleased to submit our Fleet Management and Maintenance Services and Central Warehouse proposal to the City of Fort Lauderdale.

Since 1981, we have held a successful partnership with the City of Fort Lauderdale, delivering a comprehensive fleet management and maintenance program for the City's diverse fleet types. Through this partnership, we have produced for Fort Lauderdale significant cost savings and increased vehicle availability and safety, while providing a one-stop maintenance solution and extending the City's vehicle service life.

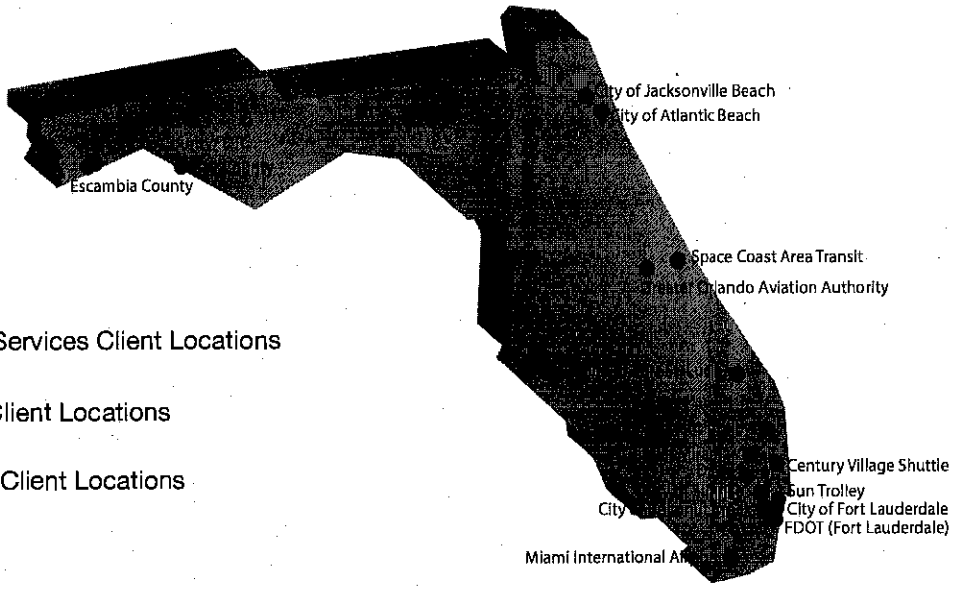
With the long and proud tradition of providing fleet management services, we can stand behind our promise of world-class service, performance, and professional support that is second to none in our industry.

Florida Client Presence

FirstGroup America has 19 Florida client locations staffed with approximately 1,162 employees that manage and maintain over 10,000 vehicles and equipment under contract. This robust footprint in region gives us the flexibility to draw upon additional resources in times of need or emergencies.

OUR EXTENSIVE FOOTPRINT IN BROWARD COUNTY

FirstGroup America has seven client locations in Broward County, which include the following government/association clients: City of Fort Lauderdale (partnership since 1981), FDOT (Fort Lauderdale), Town of Davie, City of Sunrise, City of Coconut Creek, City of Miramar, and the Downtown Fort Lauderdale Transportation Management Association (Sun Trolley transit services operated by our First Transit division). We also have a region office location in Pompano Beach (FL). This robust footprint in Broward County and other parts of Florida gives us the flexibility to draw upon additional resources in a time of need or an emergency.



First Vehicle Services Client Locations

First Transit Client Locations

First Student Client Locations

Available Support

We have 19 Florida client locations available to offer support.

Executive Summary

Exceeding the City's Expectations

As the City of Fort Lauderdale's preferred fleet maintenance contractor since 1981, our commitment to vehicle safety and reliability through cost-efficient fleet repairs and world-class customer service is unparalleled in the industry. As we prepare to continue this public-private partnership through this solicitation process, we would like to highlight our exceptional service performance throughout the current contract term, as follows:

- We have achieved cost savings for the City of Fort Lauderdale every year since the inception of our partnership through efficient management of our tailored preventive maintenance program, ASE/EVT certified technicians, our industry leading safety program, and our corporate purchasing programs along with State bid contracts—all resulting in cost reductions for the City of Fort Lauderdale.
- We have helped reduce contract costs by monitoring and adjusting maintenance intervals through the implementation of new vehicle technology and operating environment improvements. This also helped reduce use of taxpayer funds and any negative impact on the environment from waste disposals.
- We support the City of Fort Lauderdale during hurricanes preparation and recovery. During the preparation stage, we perform services that include servicing and checking fluids on essential City equipment that will be required during and after storms, such as generator sets and clean-up equipment. We also increase our inventory levels of tires and hydraulic hoses necessary to support all City emergency equipment. We also have seven locations that are less than a two-hour drive to provide emergency support, as well as over 100 additional client locations that could be mobilized in less than 24 hours.
- We have not increased the Target Cost in the past year, at the request of the City of Fort Lauderdale. We understand that a partnership requires sacrifices during these economic times. We want to be the City's fleet maintenance provider for more years to come.
- We have successfully generated cost savings for Fort Lauderdale by employing highly trained technicians to perform major in-house repairs.
- Our technicians consistently receive "Excellent" ratings on Customer Critique Questionnaires.

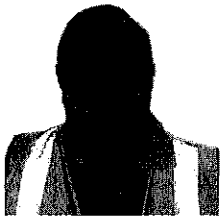
- We responded to the current economic situation by implementing tighter cost controls for the City's fleet maintenance operation—yielding cost savings to the City. Such cost controls include performing more extensive repairs in-house as opposed to outsourcing such work.
- We have well-trained, on-site Ambulance Emergency Vehicle Technicians (EVT) whose responsibility is more than routine vehicle maintenance. Our EVT staff are trained to repair every working piece of the City's EMS ambulances and related fire apparatus. We also have trained EVT Law Enforcement technicians who ensure high quality law enforcement equipment installations and repairs.
- We maintain a staffing level of EVT technicians required by the City to expedite the repair and availability of EMS ambulances and Fire and Police Department equipment.
- First Vehicle Services and City of Fort Lauderdale Fleet Services has received several awards for achieving one of the "Top 100 Fleets" in North America.
- Below is a list of a few items that we do "Above and Beyond" normal contract work as value-added services for the City of Fort Lauderdale:
  - We perform up to 90% of non-contract work in house as opposed to utilizing outside vendors. This controls repair costs and reduces vehicle downtime.
  - We provided 5,692 non-target labor hours at no cost to the City by performing non-target repairs during targeted work hours. At the current City non-target rate of $59.32, this represents a cost savings to the City of $337,649.
  - We supply all parts needed to perform contract or non-contract work—thus reducing costs to the City.
  - We acquire three vendor estimates for all accidents to ensure the City's funds are spent as effectively as possible.
  - A new phone system was installed for our technicians to reduce technician response time.
  - We assisted the City in adding three new Fire maintenance bays, specifically for servicing the Fire units.
  - We performed in-house fuel pump repairs and service.

Exceeding the City's Expectations (Continued)

- We perform all new unit commissioning work for the City, including the installation of decals and lights. We also perform all unit decommissioning work including removing decals from all units, washing and cleaning vehicles, and preparing units for auction.
- We have a facility-wide recycling program that has been in place since 2003. This will work in synergy with the Environmental Sustainability Management System currently being introduced by the City of Fort Lauderdale in an effort to achieve ISO 14001 certification.
- As part of the recycling program, we have been reusing parts from totaled units as needed to repair accident vehicles—producing a total non-targeted savings to the City of $147,907.
- We provide blacktop sealing and line paint striping for the accident and small equipment parking lot areas.
- The five fuel stations have not been inoperable for more than three hours with our 24/7 on-call Fuel Clerk, who performs minor repairs without the need for an outside repair vendor.
- We have assisted the City in preparing for the ESMS program by installing spill kits and signs, as well as reorganizing the large shop and parts room to have all fluids on a secondary containment. Our entire staff has also received ESMS training from the City.
- We have eliminated the use of aerosol brake cleaner and WD40 products by implementing a bulk distribution system.
- To achieve a faster turnaround response for our EMS and Fire Department, we now make our own A/C hoses. We have purchased two new generators at a total cost of $17,000 to ensure a turnaround time of less than nine hours if one of the generators should fail.
- We investigated the rear springs that were failing on the Rosenbauer units and discovered that we could install a different style spring to resolve the situation. We are now installing these upgraded springs on all the nine Rosenbauer units at a cost of $3,500 per unit, with the costs being split between First Vehicle Services and the City.
- We help the City with shipping and receiving of all deliveries.
- We have installed a new tire container for tire repairs and storage.

World-Class Project Management

William Rischow • General Manager

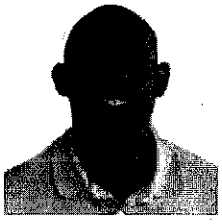


Willie will continue to serve as the on-site General Manager for the City's fleet management operation. Willie is an accomplished manager with over 30 years experience in fleet maintenance and repairs, including diverse government fleets. He has been in a management role for Fort Lauderdale's fleet maintenance operation for nearly 19 years.

He has vast expertise in developing policies and operating procedures that contribute to reduced operating expenses, improved services for the City, increased vehicle availability, enhanced client and user satisfaction, and the delivery of world-class customer service.

Willie holds a Level 1 Supervisor (Management) EVT Certification and a Lean Six Sigma Green Belt Certification.

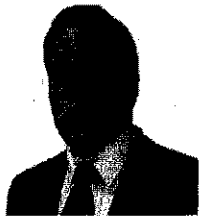
Phillip Reese • Operations Manager



Phillip will continue to serve as the on-site Operations Manager of the City's fleet maintenance services. With his extensive operations management experience, Phillip has been uniquely effective in this role and has a vital part in meeting or exceeding the City's expectations, which includes maintaining maximum vehicle availability while overseeing fleet services to reduce vehicle maintenance and repair costs.

Phillip has been in the vehicle management and maintenance industry for over 30 years. Phillip will continue to encourage a positive attitude and teamwork with all employees to deliver a high-level operations performance in the new contract.

Customer Support Management



Robert Staff • Region Vice President

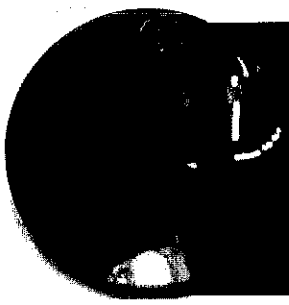
Bob is responsible for overseeing the overall Contract performance including Key Performance Indicators (KPI's) and cost savings initiatives, and reports directly to the City and FirstGroup America's corporate management. Moreover, he monitors the performance of the vehicle maintenance operation to ensure contract requirements are met and exceeded. He is responsible for developing and implementing tailored solutions to streamline and improve the fleet service delivery processes to better serve the City's needs.

Bob has more than 20 years of fleet management and maintenance experience.

Dale Domish • Senior Vice President

Dale is responsible for 100% customer satisfaction with the services delivered for the City. Dale is focused on service delivery excellence through continuous process improvements and quality excellence through compliance with ISO/Lean Six Sigma standards and our trademarked First Quality Management program. He also ensures safety excellence through the OSHA VPP and our safety program. Moreover, he ensures employee excellence through technician training and testing for ASE and EVT certification advancement.

Dale is an accomplished fleet management professional with over 30 years of industry experience. He is also a resident of the City of Fort Lauderdale and has a local office in Pompano Beach (FL).



Our seasoned corporate management support provides industry expertise and guidance to our project team.

Leadership

Fleet Maintenance Solutions

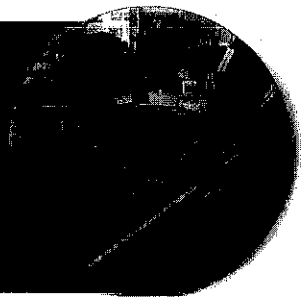
Maintaining over 38,000 vehicles and pieces of equipment daily, we have a comprehensive understanding of diverse government fleet operations. We will develop and implement a tailored fleet maintenance program to meet the City's unique fleet user requirements and operating conditions.

Our comprehensive preventive maintenance program is designed to:

- Increase fleet availability for effective delivery of public services
- Deliver fleet safety and reliability
- Reduce vehicle repair costs
- Extend lifecycle of the vehicle and equipment fleet
- Improve public image
- Increase vehicle user satisfaction
- Reduce capital expenditures on fleet assets
- Maintain vehicle readiness for fleet users
- Ensure PM program compliance with vehicle users
- Reduce vehicle downtime with proper types and quantities of parts on hand at the most economical level

Quality

Vehicle maintenance and repair is our specialty, with approximately 38,000 units under our care.



Diverse Fleet Maintenance Experience

LIGHT, MEDIUM AND HEAVY DUTY • OVER 10,300 UNITS

Vans, SUVs, pick ups, dump trucks, tractor trucks, etc.

OFF ROAD EQUIPMENT • OVER 15,500 UNITS

Lawn mowers, trimmers, generators, etc.

AUTOMOBILES • OVER 1,450 UNITS

Compact, intermediate, and full-size sedans

SCHOOL BUSES • OVER 52,000 UNITS (FGA & FVS)

Front and rear engine school buses

TRANSIT BUSES • OVER 11,000 UNITS (FGA & FVS)

Fixed route and paratransit buses

LAW ENFORCEMENT • OVER 6,800 UNITS

Patrol and take-home law enforcement units

FIRE APPARATUS & EMERGENCY RESCUE • OVER 800 UNITS

Pumpers, aerial-equipped units, medical response units & tankers

CONSTRUCTION • OVER 1,050 UNITS

Backhoe, pavers, excavator, bulldozer, grader, earth mover, etc.

LANDFILL AND SANITATION • OVER 400 UNITS

Side & front loaders, rear loaders, compactors, roll-offs, etc.

AERIAL TRUCK EQUIPMENT • OVER 330 UNITS

Bucket trucks, digger trucks, lift trucks, line trucks, pole trucks

FORKLIFTS, GOLF CARTS, & TRAILERS • OVER 2,750 UNITS

Flat bed and dump box-type, trailers for animal and boat transport

Law Enforcement Fleet Experience

OVER 6,800 LAW ENFORCEMENT UNITS MAINTAINED DAILY

Our experience maintaining large law enforcement fleets is unmatched in the industry. Examples of large law-enforcement fleets that we maintain include the District of Columbia Metropolitan Police Department with 1,700 vehicles and the City of Fort Lauderdale (FL) with 625 units.

Fire Apparatus & Rescue Fleet Experience

OVER 800 FIRE FIGHTING AND RESCUE/ EMS UNITS MAINTAINED DAILY

We maintain emergency response units at 90 percent of our client locations across the United States. Examples include fire apparatus and pumpers, crash trucks, brush trucks, ambulances, and command support SUVs.

CNG Vehicle Maintenance Experience

OVER 2,100 ALTERNATIVE FUEL POWERED VEHICLES MAINTAINED DAILY

Our experience with alternative fuel powered fleets include but not limited to compressed natural gas (CNG), liquefied natural gas (LNG), propane, battery electric, E-85, hybrid-diesel/ electric, clean diesel, and hydrogen powered vehicles.

Fleet Management Information System

Our proprietary fleet management information system, **First Source MIS**, provides the City with customized reporting and data gathering on Preventive Maintenance (PM) and repair activities. Key system MIS features are as follows:

AUTOMATED PM TASK SCHEDULING	Schedules PM automatically based on processes defined for vehicle classes or individual units.
COMMERCIAL SERVICES	Issues work orders to outside vendor utilized, and updates FMIS as required with warranty, invoicing, and pricing information.
WARRANTY & RECALL MANAGEMENT	Manages warranties, recall campaigns, and related data.
ASSET PERFORMANCE REPORTING	Generates real-time, on-screen reports in several industry-standard categories.
INVOICING	Consolidates vehicle maintenance and repair expenses into a single invoice report provided monthly to the City.

Process Excellence Programs

Safety Program

We have a zero-tolerance approach to accidents, and conduct training and inspections to maintain employee safety awareness on a daily basis. We are working to have all of our service centers Voluntary Protection Program (VPP) certified by OSHA, with some locations currently holding VPP Star status—which recognizes the highest safety performance.

First Quality Management™ Program

We utilize standardized quality control processes to deliver service that is consistent and efficient. At First Vehicle Services, quality service means being dependable, efficient, and effective, while delivering what we promise on time and on budget.

ISO 9001 Certification

Our quality fleet management and maintenance process has been ISO 9001 certified by the International Organization of Standardization (ISO), making us the first U.S. fleet maintenance company with this qualification. As an ISO-certified firm, we employ the world's most rigorous processes for quality control management.

Lean Six Sigma

We provide a high-performance employee culture based on the successful principles of Lean Six Sigma (LSS). We offer LSS training to all of its employees in an effort to improve customer service and increase the efficiencies of our operations. Today, we have over 260 employees with LSS certification.

Efficiency

Our ISO 9001 certified and trademarked Quality Control Program drives service and cost efficiencies.

Training and Certification Excellence

We value our employees and are committed to service excellence. Every employee is provided a minimum of 40 hours of training per year to advance skill levels and industry certifications, which includes Cengage Learning/ Delmar virtual training (via website).

EVT Certification

We employ more than 70 Emergency Vehicle Technicians (EVTs) at our national client locations with over 120 certifications combined in fire apparatus maintenance, law enforcement vehicle installation, and ambulance repair. We require and sponsor our EVTs to attend training sessions held by the Emergency Vehicle Certification Commission.

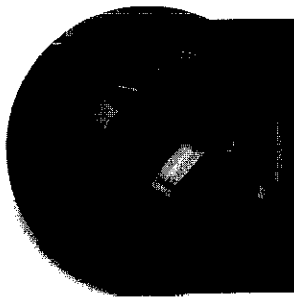
ASE Certification

Today, we employ trained technicians with more than 3,700 Automotive Service Excellence (ASE) certifications, and are prepared to provide ASE-certified technicians as a guarantee of the quality of the services we provide.

ASE Blue Seal Recognition

We are the public fleet management Contractor with the greatest number of ASE Blue Seal recognized service centers. The ASE Blue Seal program recognizes repair shops that have at least 75% of technicians ASE certified.

We will maintain ASE Blue Seal status that First Vehicle Services achieved for the City's fleet maintenance facility.



Guaranteeing repair quality and fleet reliability for the City through our on-site, trained technicians with 128 ASE/ EVT certifications combined.

Trained Technicians

FirstGroup America Experience

FirstGroup America, the parent company to First Vehicle Services, is the leading North American provider of transportation services, employing more than 86,500 people, and operating and maintaining more than 103,000 vehicles and equipment daily. FirstGroup America has approximately 1,000 client locations in all 50 States, Puerto Rico, and 9 Canadian provinces.

FirstGroup America has revenues of $4.789 billion (Financial Year 2013). The expansive size of our company ensures that our fleet management operation at the City of Fort Lauderdale is based on our financial strength, stability, and experience.

First Student

52,000 school buses | Operates in 550 locations | 58,000 employees

First Transit

Operates and manages 11,200 buses | Operates in 242 locations | 16,000 employees

First Vehicle Services

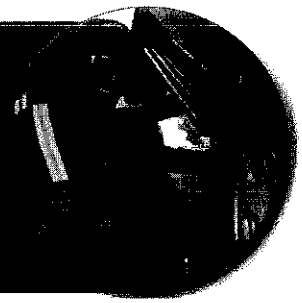
Maintains approximately 38,000 vehicles | Operates in 100 facilities | 880 employees

Greyhound

3,800 destinations | 17.6m passengers per year | 7,500 employees

Industry Leader

First Vehicle Services is the leading provider of public-sector fleet maintenance in North America.



ATTACHMENT "G"

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: Proposals must be submitted by hard copy only. It will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Services Division, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed 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. 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.

Please Note: All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: _____ (signature) December 12, 2014 (date)

Name (printed) Bradley A. Thomas Title: President

Company: (Legal Registration) First Vehicle Services, Inc.

CONTRACTOR, IF FOREIGN CORPORATION, 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/).

Address: 600 Vine Street, Suite 1400

City Cincinnati State: Ohio Zip 45202

Telephone No. 513.241.2200 FAX No. 513.684.8852 Email: Brad.Thomas@firstgroup.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): N/A

Payment Terms (section 1.04): N/A Total Bid Discount (section 1.05): N/A

Does your firm qualify for MBE or WBE status (section 1.09): MBE No WBE No

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

Addendum No.	Date Issued
See subsequent page.	

P-CARDS: Will your firm accept the City's Credit Card (VISA / MasterCard) as payment for goods/services?

VISA YES X NO____ MasterCard YES X NO____

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. PLEASE STATE ANY VARIANCES OR EXCEPTIONS BELOW. If this section does not apply to your bid, simply mark N/A in the section below.

Variances:
No Variances/exceptions taken.

revised 06/11/14

ADDENDA ACKNOWLEDGEMENT

First Vehicle Services hereby acknowledges the receipt of the following addenda issued by the City of Fort Lauderdale:

- Addendum No. 1 (Dated November 13, 2014)
- Addendum No. 2 (Dated November 24, 2014)
- Addendum No. 3 (Dated December 8, 2014)

December 12, 2014

Ms. AnnDebra Diaz
Procurement Specialist II
City of Fort Lauderdale
Finance Department - Procurement Services Office
100 North Andrews Avenue
Room 619
Fort Lauderdale, Florida 33301

RE: Proposal for Fleet Maintenance and Management Services and Central Warehouse, Solicitation No. 555-11442

Dear Ms. Diaz:

First and foremost, thank you for allowing First Vehicle Services to participate in the Fleet Maintenance and Management Services and Central Warehouse (Solicitation No. 555-11442). We are pleased to be involved in this opportunity and we look forward to discussing our submittal with the Evaluation Team.

Experience

Founded in 1981 and part of the FirstGroup, plc family (our UK-based parent company), **First Vehicle Services** is the largest provider of fleet maintenance services to the public sector in North America—with over 100 client locations and managing more than 38,000 vehicles and pieces of equipment daily.

Operating as a division of FirstGroup America—the North American operation of FirstGroup, First Vehicle Services offers economies of scale, industry experience, qualifications, tenure, and best fleet practices that are unparalleled in the public sector vehicle maintenance industry. With our tenured experience, we are uniquely positioned to provide exceptional service, cost savings, and the most responsible proposal.

Our sister companies in FirstGroup America include **First Student** (52,000 school buses in North America), **First Transit** (242 contracts and over 11,200 transit vehicles in the

United States), **Greyhound** (17.6 million passengers annually), **UK Bus** (1/5 of all local bus service in the UK), and **UK Rail** (the UK's largest rail operator).

Existing Public-Private Partnership

Since 1981, we have been in partnership with the City of Fort Lauderdale, managing and maintaining the City's diverse vehicle and equipment fleet on a daily basis and consistently meeting and exceeding the performance obligations of this public-private partnership.

Since partnership inception, we have reduced the overall fleet maintenance cost, while improving fleet safety and availability for the City's vehicle and equipment users.

In the new Contract, we will continue to meet and exceed the City's expectations through world-class customer service that is second to none.

Industry Tenure

We would also like to highlight that 24 of our customers have been with us for over 15 years **including the City of Fort Lauderdale for the last 33 years.**

Our tenure with our client base including the City of Fort Lauderdale is the ultimate measure of our dedication, experience, and ability to deliver exceptional service at the best value.

Florida Client Presence

In the State of Florida, FirstGroup America has 19 client locations staffed with approximately 1,162 employees providing management, operations, and maintenance that contribute a payroll of $28.6 million to Florida in 2013.

Our Extensive Footprint in Broward County

FirstGroup America has seven client locations in Broward County, which include the following government/association clients: City of Fort Lauderdale (partnership since 1981), Florida Department of Transportation (Fort Lauderdale), Town of Davie, City of Sunrise, City of Coconut Creek, City of Miramar, and the Downtown Fort Lauderdale Transportation Management Association (Sun Trolley transit services operated by our First Transit division). We also have a region office location in Pompano Beach (FL). This robust footprint in Broward County and other parts of Florida gives us the flexibility to draw upon additional resources in a time of need or an emergency.

Process Excellence

We execute quality, training, and safety processes at our client service centers on a daily basis. The following processes are essential to our ability to provide the best value to our clients by delivering exceptional service and cost savings through the following:

- Tailored Preventive Maintenance Approach based on Best Fleet Practices
- Our Trademarked First Quality Management Program
- ISO 9001 Certification in Fleet Maintenance
- Lean Six Sigma Certification Practices
  - *Our facility operation at the City of Fort Lauderdale is Lean Six Sigma Yellow Belt Certified.*
- ASE and EVT Technician Training and Certification Program
  - *First Vehicle Services is pleased to have trained technicians with **90 ASE and 38 EVT certifications** for Fort Lauderdale's fleet maintenance operation.*
- ASE Blue Seal Facility Recognition Program
  - *First Vehicle Services will maintain ASE Blue Seal status that First Vehicle Services achieved for Fort Lauderdale's fleet maintenance operation.*
- OSHA's Voluntary Protection Program (VPP) Program

Corporate Environmental Responsibility

First Vehicle Services is committed to doing its share as a responsible corporation to protect environment resources. As part of this initiative, we printed this proposal on Staples 100% recycled paper (Item No. 620014).

The Corporate Responsibility Index has been used by businesses in the community for over a decade to help companies accurately measure and manage all aspects of their

social and environmental performance; shape how they integrate and improve corporate responsibility throughout their business operations; and benchmark themselves against competitors.

ISO 14001 Certification

Environmental protection is a central part of our Corporate Responsibility. **First Vehicle Services has actively participated with the City over the past several months to help the City achieve ISO 14001 certification.** First Vehicle Services has spent many hours training our employees and providing documentation to the City.

We remain confident that our fleet services solutions offer the best management approach for City's vehicle maintenance operation. The innovative fleet services programs presented in our proposal will continue to provide the City of Fort Lauderdale with tangible results—improving fleet safety/availability and user satisfaction, while reducing vehicle maintenance expenses.

We look forward to your review of this proposal and the opportunity to continue a public-private partnership with you in the provision of these important fleet management and maintenance services. Should you have any questions, please feel free to contact me at (513) 419-8604 or brad.thomas@firstgroup.com

Sincerely,

Bradley A. Thomas, President

First Vehicle Services, Inc.

Contents

Financial Statements 4

Company Overview 8

Our Values 9

Trusted Partnership 13

Garage and Equipment 19

Garage Utilities 19

Garage and Equipment Maintenance and Repairs 19

Garage Facility Equipment Changes 20

- *Security* 20

Targeted Maintenance Services to be Performed 22

- *Preventive Maintenance* 22
- *Repairs* 30
- *Deferred Maintenance and Extending Vehicle Lives* 31
- *Road Calls and Towing* 31
- *Quick Fix* 31
- *Warranty and Recall Work* 32
- *Road Testing* 32
- *Assessment of Confiscated Vehicles* 32
- *New Vehicle Preparation and Vehicle Disposal* 32
- *Accident and Vandalism Repairs* 34
- *Welding and Fabrication* 34
- *Investigations and Audits* 34

Motor Pool (Loaners) and Fleet Sharing Vehicles ____ 34
User Abuse Repairs ____ 35
Emergency Service ____ 35
Waste Management ____ 35
Fuel Station Management ____ 41
Car Wash Station Management ____ 43
Additional (Targeted) Operating Budget Services ____ 43
Additional (Non-Targeted) Operating Budget Services ____ 44
Outside Repairs ____ 46
Hours of Services ____ 47
Fleet Management Information System ____ 47
Environmental Aspects ____ 51
ISO 14001 ____ 52
Parts ____ 54
Warranty ____ 56
Bulk Issue Service ____ 57
Performance Standards and Liquidated Damages ____ 57
Performance Incentive ____ 57
Quality Assurance Program ____ 58
Environmental Awareness Posters ____ 75
Record Keeping and Reporting ____ 76
Provider Personnel ____ 78
Reports ____ 78
Total Agreement Cost ____ 79

Continuity of Service 82

On-site Staffing Plan 90

Job Descriptions 91

Organization Chart 100

Staffing Philosophy 101

On-site Management Team 102

William Rischow, General Manager 102

Philip Reese, Operations Manager 103

Customer Support Management Team 104

Dale Domish, Senior Vice President 104

Robert Staff, Region Vice President 105

Bruce Roy, Director of Finance 105

Susan Trimble-Schubert, Director of Human Resources 106

Eugene Fritz, Director of Safety & Environmental Services 106

Raymond Roland, Director of Maintenance 107

Brian Freeman, Region Maintenance Mgr. & Quality Mgr. 107

ASE Certification 109

Master ASE Certification Training and Career Plan 110

EVT Training and Certification 111

Alternative Fuel Vehicle Maintenance Training 112

Virtual Training for Technicians 113

Assessment 113

Training 113

Certification 113

Manager Tools – Virtual Training System 114

Other Maintenance Trainings 114

OEM/Auto Aftermarket Vendor Training 114

Management/Supervisory Training 115

Fleet Management Information System Training 115

Continuing Education Program 115

ASE Bonus Program 115

ASE Blue Seal Recognition Program 116

First to Zero 118

"Best in Category" for Safety Excellence Award 119

Three Pillars of Injury Prevention 119

Active Caring 119

Performance Management 120

Continuous Improvement 120

Safety Orientation and Training Programs 120

Injury Prevention Training 120

Personal Protection Equipment (PPE) 122

Voluntary Protection Program (VPP) 122

Blood Borne Pathogen Training and Certification 123

Hazard Communications Regulations 124

Safety and Environmental Communications 124

Safety Recognition – 2009 National Safety Council Award 124

National Client Presence 127

Florida Client Presence 129

Our Footprint in Broward County 129

Diverse Fleet Maintenance Experience 131

Law Enforcement Fleet Maintenance Experience 132

Fleet Maintenance for Inaugural Motorcade 133

Emergency Response Vehicle Maintenance Experience 134

Emergency Vehicle Technician Training 135

Sanitation and Landfill Equipment Maintenance Experience 136

Construction Equipment Maintenance Experience 136

Alternative Fuel Vehicle Maintenance Experience 136

Emergency Support Services Experience 138

Our Support during Weather-related Emergencies 138

Our Support during National Civil Emergencies 140

Emergency Preparedness Training 140

Identifying Diverse Businesses 143

Including Diverse Businesses 144

Current Contracts with Diverse Business Enterprises 145

Attachments

ATTACHMENT 1

- Bid Bond and Letter of Surety

ATTACHMENT 2

- Insurance Certificates

ATTACHMENT 3

- Required RFP Forms
  - *Proposal Signature Page (RFP Attachment G) – Provided at the front of this proposal*
  - *Proposal Questionnaire (RFP Attachment K)*
  - *Non-Collusion Statement (RFP Attachment N)*

ATTACHMENT 4

- Project Management Resumes

ATTACHMENT 5

- Location Technician ASE/EVT Certifications List

ATTACHMENT 6

- Client References List

ATTACHMENT 7

- Preventive Maintenance Inspections Forms

ATTACHMENT 8

- Customer Comment Card

ATTACHMENT 9

- Sample First Source FMIS Reports

ATTACHMENT 10

- Proposed Vendors/Subcontractor List

ATTACHMENT 11

- Proposed Chemicals and Fluids List

ATTACHMENT 12

- Sample SOC1 (SSAE 16) Annual Audit Report

ATTACHMENT 13

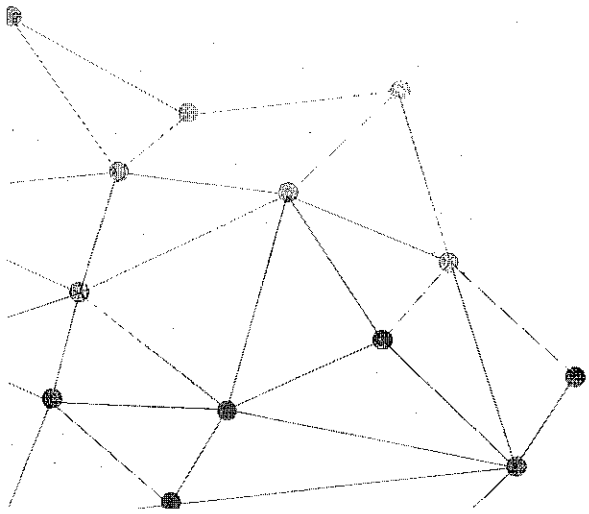
- Letters of Appreciation/Commendation – City of Fort Lauderdale

ATTACHMENT 14

- Signed Addenda
  - Addendum No. 1 (Dated November 13, 2014)
  - Addendum No. 2 (Dated November 24, 2014)
  - Addendum No. 3 (Dated December 8, 2014)

Under Separate Cover

Company Financial Statements for the past three (3) years.



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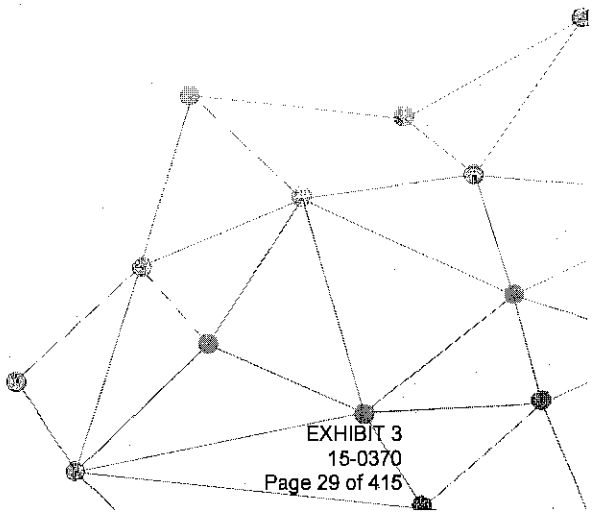
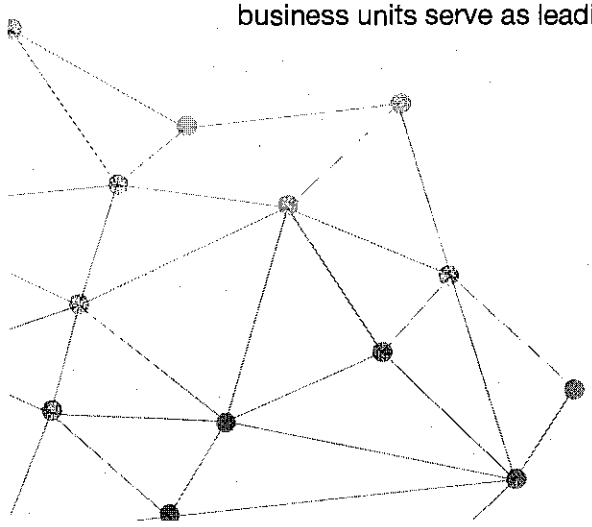


This Section of the Proposal will present an overview of the Proposer's organization and will include the firm name, address, phone and fax numbers, firm history, appropriate City, State, and Federal registration numbers, name, title, address, and phone number of the firm's representative for the Proposal, and annual reports and financial statements for past three (3) years. The financial reports can be appended to the Proposal. Please identify all persons or firms who will have a three percent (3%) or larger interest in any agreement with respect to the firm having a three percent (3%) or larger interest, all persons or firms owning three percent (3%) or more of the equity of such firm.

Overview of First Vehicle Services

Founded in 1981, First Vehicle Services is the largest provider of public-sector fleet management and maintenance services in the United States and Puerto Rico today. First Vehicle Services exclusively develops and tailors operating systems, programs, and procedures that are responsive to the unique fleet needs of governments. Today, First Vehicle Services operates at 100 locations across the United States and Puerto Rico, maintaining over 38,000 vehicles and pieces of equipment including law enforcement vehicles, fire apparatus, rescue/emergency response vehicles, sedans, SUVs, heavy/ medium/ light duty trucks, construction equipment, buses, and aerial lift trucks for example.

In September 1999, First Vehicle Services became part of FirstGroup plc, the largest provider of public transportation services in the United Kingdom with **$10.6 billion in annual revenue and over 117,000 employees worldwide, including over 86,500 people in North America**. Based in the United States, First Vehicle Services, along with its sister companies First Student (leading provider of pupil transportation services), First Transit (leading provider of public transportation services), and Greyhound (provider of intercity bus services), are all subsidiaries of FirstGroup America which is owned by the parent company—FirstGroup, plc. All three FirstGroup America business units serve as leading service providers in their core business markets.



Contact Information

Name of Organization	**First Vehicle Services, Inc.** 600 Vine Street, Suite 1400 Cincinnati, OH 45202 Phone: 513.241.2200 Fax: 513.684.8852
Type of Business	Corporation
Parent Company	FirstGroup America, Inc.
Company Representatives	**Dale Domish** Senior Vice President First Vehicle Services, Inc. 1000 West McNab Road, Suite 103 Pompano Beach, FL 33069 Phone: 954.946.5775 Fax: 954.946.0024 Dale.Domish@firstgroup.com **Robert Staff** Region Vice President First Vehicle Services, Inc. 1000 West McNab Road, Suite 103 Pompano Beach, FL 33069 Phone: 561.246.9025 Fax: 954.946.0024 Robert.Staff@firstgroup.com
Federal Tax ID Number	20-0441528
State of Incorporation	Delaware

Corporate and Region Staff	President:	Bradley A. Thomas
	Senior Vice President:	Dale Domish
	Region Vice President:	Robert Staff
	Maintenance Operations:	Raymond Roland

Financial Stability

First Vehicle Services benefits financially from being part of a large international transportation company – FirstGroup plc. FirstGroup plc. operates five divisions that have similar core skills and expertise, diversified by geography, customer base and mix of contract-backed and passenger revenue. This diverse business model further increases the stability of our corporation, ensuring that you will have a financially stable fleet maintenance provider throughout this contract term and beyond.

FirstGroup plc is the leading transport operator in the UK and North America, with revenues of more than $10.6 billion per annum, approximately 120,000 employees, over 100,000 vehicles and pieces of equipment under contract.

Our objective is to continue the long-term value for the City through the delivery of world-class fleet management services.

First Vehicle Services' parent company, FirstGroup America, the North American division of FirstGroup plc., has revenues of $4.789 billion (Financial Year 2013). The expansive size of our company ensures that our fleet services operation will be based on financial strength and stability, which smaller Fleet Management Contractors cannot provide.

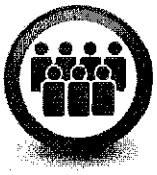
First Vehicle Services' key characteristics for financial stability are as follows:

- A market leader in outsourced public-sector fleet management and maintenance services in North America

- Proven track record in successful fleet management service—**over 30 years in the industry which includes our current partnership with the City of Fort Lauderdale since 1981**
- 100 client service centers across North America and Puerto Rico
- Expertise enable us to leverage existing relationships for new business wins

The scale of our activities means that our core skills are employing and training professional, dedicated employees. We are committed to our customers and their safety; procuring, deploying, and maintaining a wide variety of vehicle and equipment fleets. Our financial strength and stability enables us to stand behind our proposal and keep our commitments to you, our client.

We share best practices across our businesses to continually improve our service delivery to our clients and adjust our processes for maximum customer and vehicle user satisfaction.

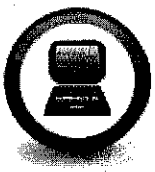


First Vehicle Services maintains a strong financial position that creates value to the City.

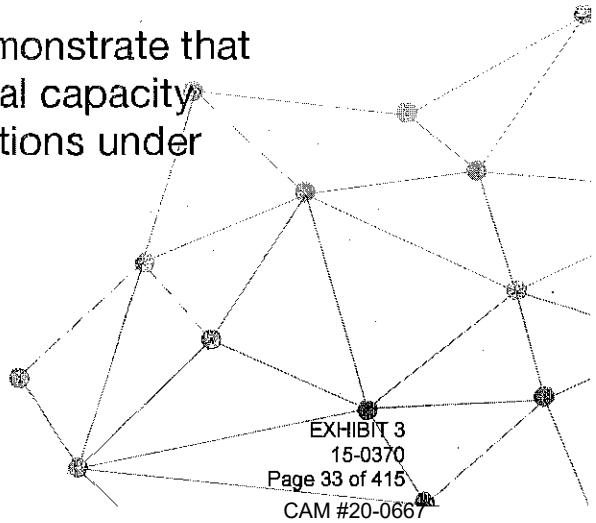
We reinvest in our people, our operations, and the community we serve.

Financial Statements

Provided under separate cover are the audited financial statements for First Vehicle Services' parent company, FirstGroup America, for the past three (3) years. There is no stand-alone audited financial statement for First Vehicle Services as it is a wholly owned subsidiary of FirstGroup and included as part of the FirstGroup America annual audit.



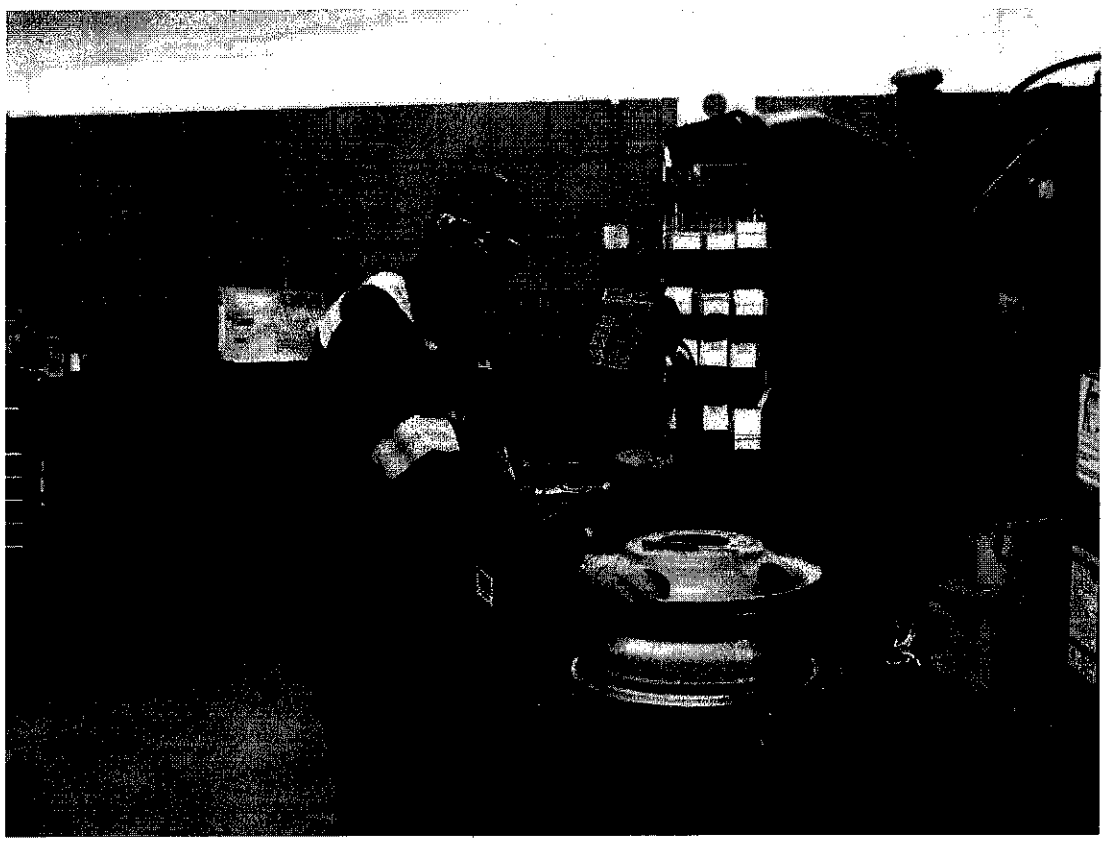
These financial statements demonstrate that we possess substantial financial capacity and stability to fulfill our obligations under the terms of this RFP.



Further financial information is available on the web site: www.firstgroupamerica.com.

Company Ownership

First Vehicle Services or any person within First Vehicle Services does not have three percent (3%) or larger interest in any Agreement or equity of such firm.



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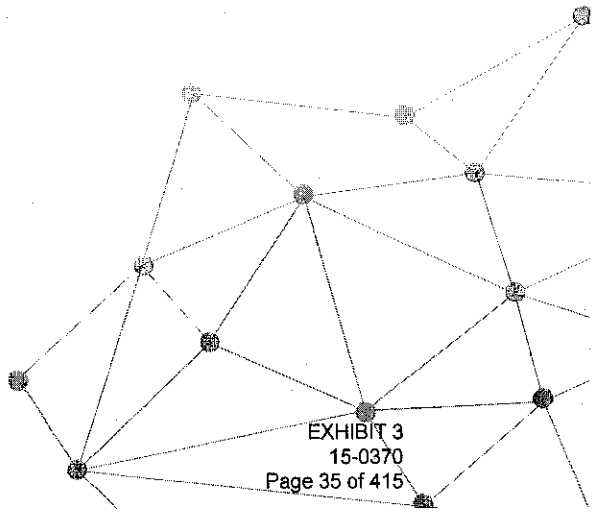


This section of the Proposal is proposed will consist of a statement of the Provider's understanding of the objectives of the procurement and how these objectives will best be accomplished. It also presents the Provider's approach to providing the services specified in this RFP. This section describes the services to be provided, which will include the services, how the services will be provided, and the management systems the Provider will use to support provision of services and accomplishment of performance objectives and standards. Thus, this section will include a description of things, such as the processes to be used to promote compliance with the RFP program, to schedule services to minimize disruption to the conduct of city business, to establish priorities among competing demands, to monitor the quality of services provided, to track the work that is accomplished, and to otherwise accomplish the City's objectives. The City is particularly concerned about and interested in the Provider's approach to expediting repairs and maximizing the availability of equipment during major storms, hurricanes, tornadoes, etc. The Provider must also state in this section its plan for emergency work requirements during possible work stoppages or strikes so that agreement specifications and objectives can be met and level of service maintained. The Provider's approach to the reduction of environmental impact associated with fleet maintenance operations.

Introduction, Summary of Intent, & Contractor Responsibilities

We understand that the City of Fort Lauderdale is seeking a qualified Fleet Maintenance Contractor to provide preventive maintenance and repair and other allied services necessary to maintain the City's vehicles and equipment, and provide optimal readiness of the City's diverse fleet. In addition, we understand that the City seeks to centralize the purchasing efforts within the Public Yard as part of the Central Warehouse Services. The Central Warehouse Services Program will be established for the purpose of stocking and issuing parts, supplies, chemicals, pesticides, and fertilizers used by the City of Fort Lauderdale Departments residing within the Fleet fence-line.

As the incumbent fleet services provider, we will continue to furnish all necessary supervision, labor, parts, and outside repair work required to maintain the City's fleet in a state-of-repair and service consistent with industry best fleet practices and as more specifically defined in the City's RFP. Furthermore, we will work with the City to establish a Central Warehouse Services Program that conforms to proper storage regulatory guidelines and the City's Environmental Sustainability Management System

(ESMS) requirements. This program will help provide faster acquisition and delivery of items which are required by the City Departments to complete their mission.

Moreover, First Vehicle Services will meet or exceed all requirements specified in the RFP, including the Scope of Services (RFP Section 1).

First Vehicle Services and City of Fort Lauderdale Fleet Services have received several awards for being one of the **"Top 100 Fleets in North America".**

Company Overview

Since 1981, First Vehicle Services has been providing efficient and cost-effective fleet management and maintenance services at our client locations which include governments, petrochemical companies, transportation firms, and private organizations throughout the United States and Puerto Rico.

Today, First Vehicle Services is the largest North American provider of fleet management services to governments **including our existing partnership with the City of Fort Lauderdale.**

Our fleet management solutions are custom-tailored to meet our clients' fleet specifications and operator requirements. From police, fire apparatus, and rescue units to sanitation and construction equipment, trailers, alternative fuel vehicles and utility trucks, we work with our clients to design a customized maintenance solution that significantly reduces costs, while increasing fleet availability and safety of our clients' fleet.

With a long and proud tradition in fleet management and maintenance, First Vehicle Services stands behind our promise of superior level of service, performance, and support that is second to none in the industry.

Our Values

People are our most valuable asset, and First Vehicles Services will be there to deliver the value and care that customers expect and deserve. We, as the leading provider of public-sector fleet maintenance services, work passionately and in partnership with our clients, and in the communities we serve. Safety is our way of life, not a trend. "If you cannot do it safely – don't do it!" is the heart of our philosophy.

First Vehicle Services is responsible on all levels—holding ourselves accountable with high standards and sharing a single focus: provide high-quality and reliable fleet maintenance services that are second to none in the industry, while delivering world-class customer service on a day-to-day basis.

Optimistic, responsive, and confident, First Vehicle Services is uniquely positioned to provide customized, innovative fleet management solutions to customers—whenever, wherever, and however they need them. Dedicated to the services they provide, the employees of First Vehicle Services will be here for you—today, tomorrow, and every day.

Our Values

Committed to our customers - we keep our customers at the heart of everything we do.

Dedicated to safety - always front of mind, safety is our way of life.

Supportive of each other - we trust each other to deliver and work to help one another succeed.

Accountable for performance - every decision matters, we do the right thing to achieve our goals.

Setting the highest standards - we want to be the best, continually seeking a better way to do things.

Committed to Our Customers

Our Customers are at the Heart of Everything We Do.

Our customer service, our integrity is defined by our commitment to deliver our promises. Delivering on promises to our customers is one of our core values and one that differentiates us in the industry.

We achieve this goal by promptly following up on any customer feedback. Suggestions as well as complaints are very useful in regarding our quality of service. All comments are recorded to promptly and accurately.

Dedicated to Safety

Always Front of Mind, Safety is Our Way of Life.

"If you cannot do it safely – don't do it!" is a statement that is ubiquitous in our facilities, our written documents and are the heart of our philosophy. Our safety program has brought in top-level safety awards including the National Safety Council's "Green Cross for Safety."

Supportive of Each Other

Trust Each Other to Deliver and Work to Help One Another Succeed.

Our greatest strength is our people. At 150,000 employees worldwide, FirstGroup has a network unlike any other transit company. We encourage open channels of communication, empower employees to make decisions, and nurture growth among peers.

Accountable for Performance

Every Decision Matters, We Do the Right Thing to Achieve Goals.

Working in coordination with you, our First Vehicle Services team, both local and corporate, has a clear understanding of our management direction and our clients' fleet maintenance requirements. We are a **Professional and Trustworthy company** through:

- Functional organizational relationships, established lines of authority, and employee responsibilities
- Clear, detailed, and specific start-up/ transition/ implementation schedules
- Frequent and open communications

- Feedback from regional oversight and monitoring of key performance indicators

Setting the Highest Standards

Strive to be the Best; Continually Seek a Better Way to do Things.

Our state-related Fleet Quality Management (FQM) Program goes beyond the basics of reporting data to provide a detailed analysis of current operational trends to promote service effectiveness, cost savings, and continuous improvement. Our program not only sets the standards for service operations, but also ensures service performance through a trained workforce who will do the work right the first time.

Trusted Partnership

More than a vendor, we will become the City's fleet maintenance and business partner—a privilege and responsibility we take very seriously.

Operating 100 client service centers daily, we are responsible for the management and maintenance of over 38,000 vehicles and pieces of equipment.

Following a careful review of the City's RFP and performing a site visit, we took the opportunity to understand the City's fleet maintenance operation, operator requirements, and goals in order to develop a comprehensive fleet management program.

Our customized and proven fleet maintenance solutions for governments are specifically designed to increase vehicle lifecycles and improve fleet availability, safety, and reliability.

Understanding of the City's Objectives

As the City's existing fleet maintenance services partner, we will continue to deliver a tailored fleet maintenance program that meets and exceeds the requirements specified in the RFP. Specifically, our specialized program for the City and application of best fleet practices will:

- Reduce overall fleet maintenance cost
- Improve vehicle and equipment availability
- Increase overall fleet operating efficiencies including a reduction in capital expenditures for fleet assets
- Improve services offered to the City's departments using fleet vehicles by professionalizing the total fleet function

- Work the City to establish a Central Warehouse Program to improve procurement, stocking, and delivery of supplies and chemicals required by the City Departments

Innovative Service Solutions

In continuing our partnership with the City of Fort Lauderdale, the City can expect the delivery of exceptional service each and every day. This partnership is built on a foundation of trust, respect and mutual benefit, and involves an active and collaborative exchange of ideas and suggestions—resulting in a solid, long-term relationship with the City of Fort Lauderdale (since 1981) and enhanced interactions with the vehicle and equipment users.

This relationship coupled with our industry knowledge allows us to stay in touch with the City's changing fleet and supply needs and requirements, and to address issues and concerns of the City. As we do for all of our clients, we continuously tailor and modify our program to reflect the ever-evolving requirements of the City and its fleet users.

Some of the key innovative service solutions that we provide to address the unique RFP objectives of the City include the following:

Reduce Overall Fleet Maintenance Cost

Comprehensive PM Services and Quality Control Focus

A thorough PM service will be performed utilizing a PM inspection checklist based on best fleet practices. This quality PM process will identify existing and/or developing maintenance issues in the shop as opposed to experience a costly maintenance breakdown occurring on the roadways—**ultimately reducing your total maintenance expense.**

Corporate Purchasing Agreements for Quality Parts Supply

Last year, FirstGroup America purchased $250M in parts and we can leverage our national fleet discount programs consisting of over 100 vendors which **will produce the highest quality parts at the lowest possible price.**

Reduce Overall Fleet Maintenance Cost

OEM Warranty Administration

Aggressive certification of repairs covered by equipment manufacturer or supplier warranties.

Improve Vehicle and Equipment Availability

Tailored Preventive Maintenance Program

A customized PM program will be implemented to meet and exceed your fleet maintenance requirements and operator demands, while complying with OEM specifications—**ultimately increasing your fleet availability and safety.**

World-Class Maintenance Team

Logical and experience based proposed staffing level of ASE/ EVT certified technicians to perform maintenance for a safe and reliable fleet.

Process Excellence Programs

Strict adherence to the ASE and EVT technician certification and training process in conjunction with our First Quality Management™ program, ISO 9001 certification and Lean Six Sigma Programs will deliver a safe and reliable fleet maintenance operation.

Automated PM Scheduling Process

Maintain vehicle operator compliance with a tailored PM scheduling process via our proprietary fleet management information system (First Source MIS) will increase the City's fleet reliability and availability.

Increase Overall Fleet Operating Efficiencies

Comprehensive Fleet Management Programs

Our fleet management programs — utilized in our response to address all of your requirements and will increase your fleet availability and overall efficiencies allowing you to reduce your total vehicle count and decrease your fleet capital expenditures and monthly operating costs.

Improve Services Delivered to the City's Departments

Dedicated On-site Management Team

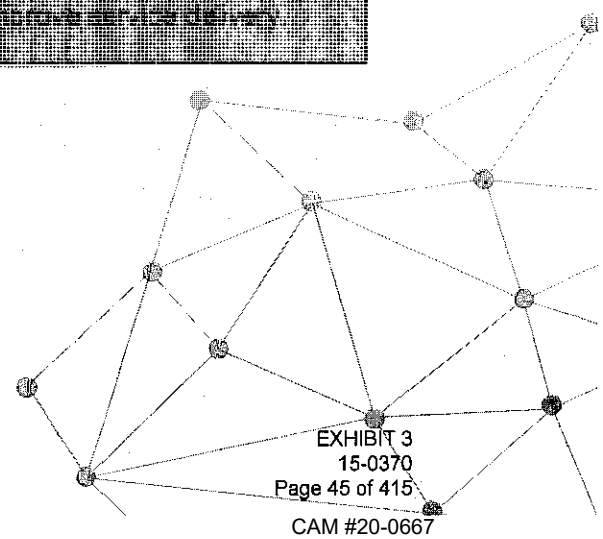
Our location management will be available at all times to maintain the optimal readiness of the City's fleet for its operations. Our on-site Service Manager, Mr. William Bachow, will continue to serve as the single point-of-contact person for all fleet-related issues and will work with you every step of way for full client satisfaction with our service delivery.

Technician Training and Certification Program

Strict adherence to the ASE and EVT technician certification and training process will provide a high level of service delivery to each the City department.

Trademarked First Quality Management Program

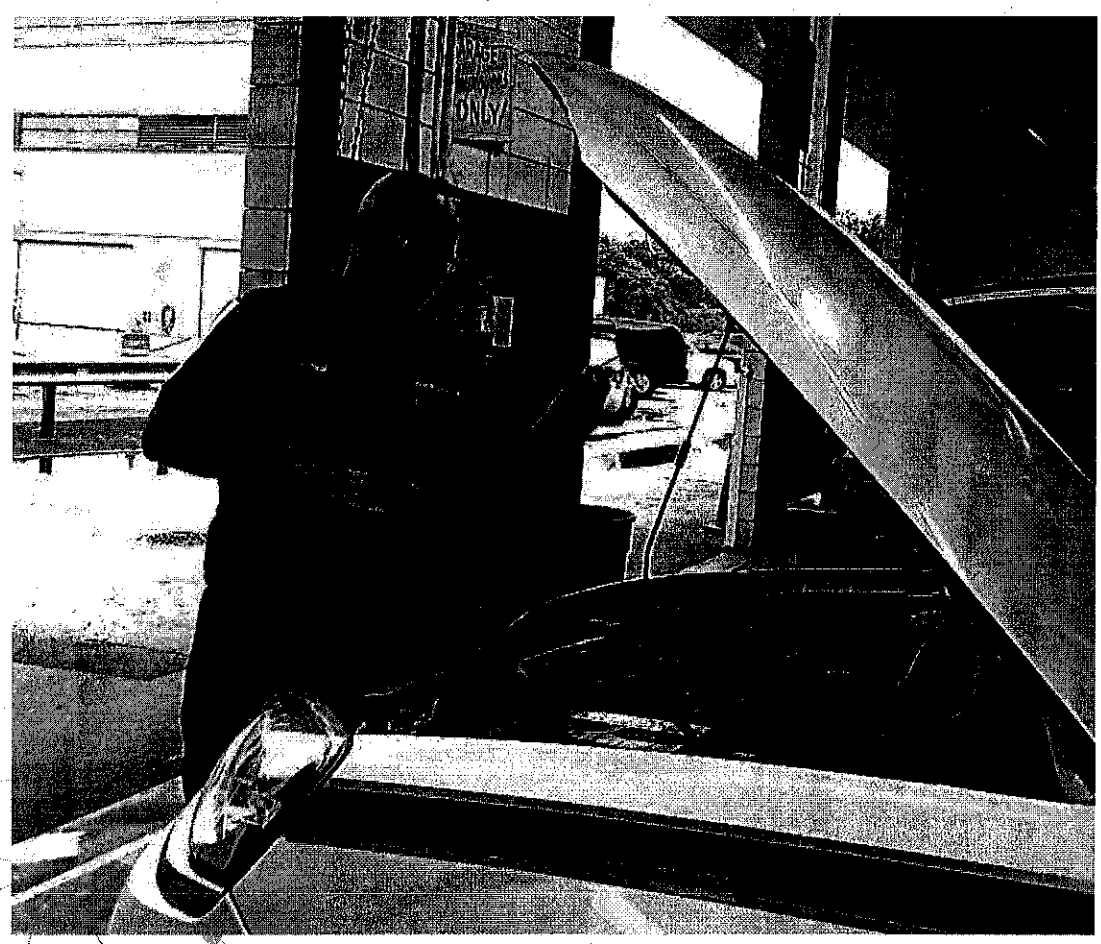
Our First Quality Management™ program which includes ISO 9001 certification in fleet maintenance and Lean Six Sigma program will improve service delivery.



Improve Procurement, Stocking, and Delivery of Supplies & Chemicals Required by the City Departments

Central Warehouse Services Program

We will work with the City to establish a Central Warehouse Services Program in an effort to centralize purchasing efforts within the Drive Public Yard and provide faster acquisition and delivery of supplies and chemicals that are required by the City Departments to conduct their mission. This program will also help to reduce the cost of processing multiple orders and payments for each affected department.



Terms of Agreement

We understand that the term of the agreement resulting from this RFP process will be for a period of three (3) years from the award date specified in the Agreement. We also understand that the City may extend the term of the agreement resulting from this RFP process for two (2) two-year periods. The total duration of the Agreement resulting from this RFP process, including the exercise of any options under this provision will not exceed seven (7) years.

Comprehensive Fleet Management Program

By submitting our proposal, we are prepared to continue providing full turnkey fleet management and maintenance services necessary to properly maintain the City's fleet. These services include, but not limited to, the following:

Fleet Maintenance Services	Fleet Management Services
Preventive Maintenance	Management Control
Repair Work	Workflow Control
Quick Fixes	Safety Management
Vehicle Preparation and Disposal	Inventory Management
Road Calls and Towing Services	Quality Assurance Control
Outside Repairs	Fiscal Control
Warranty Administration	Administrative Control
Directed Work	Vendor Administration
Emergency Services	Invoicing
Welding and Fabrication	MIS Records and Reports
Mobile Repair Services	First Source MIS System and Administration
Tire Service	Fuel and Car Wash Site Management
Accident Repairs	
Motor Pool Fleet Management	

Garage and Equipment

First Vehicle Services will continue to utilize the City-owned Central Maintenance Garage located at 220 SW 14th Avenue, Fort Lauderdale, Florida 33312 to perform all required fleet maintenance and repair services.

The City will grant First Vehicle Services a nonexclusive license to use the Garage Facility to perform the fleet services specified in the agreement resulting from this RFP process. The City, furthermore, will grant First Vehicle Services a nonexclusive license to use all maintenance and repair equipment, tools, service vehicles, furniture, and other assets identified in RFP Exhibit "B" that are located within the Garage Facility and are currently used by First Vehicle Services.

We will not use the Garage Facility or equipment or other City-furnished property for work on vehicles or equipment not owned or leased by the City unless otherwise authorized by the City. The Garage Facility, equipment or any other City property will not be used in any manner for any personal advantage, business gain, or other personal endeavors by First Vehicle Services or our employees other than in the performance of the work described in the agreement resulting from this RFP process unless otherwise authorized by the City.

Garage Utilities

The City will be responsible for supplying water and electricity to the Garage Facility. We will use the City's phone system, as well as pay for local service and equipment charges and long distance calls. In using the Garage Facility, we will continue to adhere to an energy conservation plan that is consistent with City policy.

Garage and Equipment Maintenance and Repairs

The City will be responsible for preventive maintenance and repair of these Garage Facility structures and all elements contained therein that are leased to First Vehicle Services and that are the property of the City unless such repair is due to the negligence of First Vehicle Services. We will be responsible for informing the City immediately upon determining that any element of the Garage Facility or their contents is in need of repair.

The City will be responsible for preventive maintenance and normal maintenance and repair of all City-owned assets leased to First Vehicle Services with the exception of

service vehicles. We will be responsible for informing the City immediately upon determining that any element of the Garage Facility or its contents is in need of repair.

Service vehicles are considered part of the City fleet and all preventive maintenance and repair of these vehicles will be the responsibility of First Vehicle Services.

Garage Facility features, utility systems, equipment, furnishings, and other assets damaged by First Vehicle Services or by a third party vendor under the agreement resulting from this RFP process, will be restored to their pre-damaged condition by the City at First Vehicle Services' expense and at no additional cost to the City.

We will ensure that vehicle maintenance performance standards will be met, regardless of Garage Facility and shop Equipment maintenance and repair needs. We may utilize third party vendors as necessary in response to an unforeseen circumstance such as a rapid increase in service demand beyond our staffing capacity. Our goal is to provide maximum vehicle safety, availability, and reliability of the City's vehicle and equipment fleet, while adhering the performance standards of this RFP.

We will be responsible for interior and exterior housekeeping and supplies, which includes janitorial services. We will maintain the shops, offices and parking lot free of debris, dirt, litter, oil, grease, consistent with Best Management Practices for shop maintenance.

Garage Facility Equipment Changes

We understand that the City, from time to time, may add Equipment, tools or furniture to the Garage Facility. These items will become the responsibility of First Vehicle Services as they are put into service.

Security

We will be responsible for security of all properties and assets designated for its use or management.

We are uniquely aware of the real-world security issues involving the fleet maintenance of law enforcement vehicles. We maintain law enforcement fleets at the majority of our Contract locations with a combined total of over 6,800 marked and unmarked units, hot-seat pursuit vehicles, and specialty law enforcement units such as SWAT and bomb response. **This includes one of the largest law enforcement agencies in the United States—the DC Metropolitan Police Department.**

Proudly maintaining **over 6,800 law enforcement vehicles** at our client locations across the United States.

We restrict access to the maintenance shop while repairing the units. We will use 'out-of-service' light bar covers while transporting or test-driving marked vehicles.

We ask that officers be responsible for removing weapons from their vehicles. If at any time we find drugs, weapons, paraphernalia or other evidence in a vehicle, we will stop work on that vehicle, clock off the work order, and lock the vehicle where it sits. We will then notify the vehicle user and the City's Contracting Officer.

During new employee orientation, the employee will be trained on the importance of maintaining strict security of the City's vehicles and equipment, particularly undercover law enforcement vehicles in order to protect the identity of these vehicles. This orientation will include:

- Need to refrain from idle conversation about unmarked, undercover vehicles
- Proper procedures for weapons, paraphernalia, drugs, and evidence discovered in vehicles and equipment
- The handling of special equipment installed on marked or unmarked units

Our on-site General Manager will be charged with monitoring the behavior of our employees for adherence to these restrictions. Our employees will be informed that violation of the integrity of the security of these vehicles will be a disciplinable offense, up to and possibly including termination.

These procedures are in addition to pre-employment background checks that are conducted on all potential employees. The background investigation includes:

- Drug Screening
- Criminal Search
- Employment Verification
- Motor Vehicle Report
- Education Verification

We also provide ongoing drug and alcohol testing on a random individual basis, post-accident and full facility. Motor vehicle reports for our personnel who are required to operate the City's vehicles and equipment as part of the maintenance program are checked annually.

Targeted Maintenance Services to be Performed

We will continue to perform the following services and such other allied services as may be required to assure the continuity of effective and economical operation and management of the City's fleet. We will continue to furnish all necessary policies and procedures, supervision, labor, tools, parts, materials, supplies, and third party vendor services required to maintain the fleet in a state of repair and service consistent with Best Fleet Practices, and in accordance with the Performance Standards specified in the Agreement resulting from this RFP process.

We did not increase the Target Cost for the past year, at the request of the City. We understand that a partnership requires sacrifices during current economic times.

Preventive Maintenance

OVERVIEW

A cornerstone of our fleet maintenance program is the use of a rigorous Preventive Maintenance (PM) schedule. The most basic and important service in any quality fleet maintenance program is the PM inspection. The optimum PM program minimizes unscheduled repair maintenance, capital costs, vehicle downtime and operator inconvenience, while helping to maintain the safe and reliable operation of the vehicles and equipment.

Driving cost savings to your bottom line and improving vehicle safety and availability are the primary goals of our customized PM program for the City of Fort Lauderdale.

We will continue to provide a customized PM program for the City's vehicles and equipment requirements that is based on experience and constant monitoring and adjusting of the PM program for maximum effect. We are uniquely positioned to provide this crucial support due to our experience with diverse vehicle fleets and performing

similar work for other government fleets, as well as our relationships with Original Equipment Manufacturers (OEMs) and aftermarket suppliers.

KEY PM PROGRAM BENEFITS

The key benefits of our customized PM program for the City are significant and include:

- **Comprehensive PM Inspections –** Performed in concert with Best Fleet Practices
  - Reduces overall vehicle maintenance and repair costs
  - Improves fleet safety and availability while reducing incidents of equipment breakdowns
  - Reduces the need for spare, reserve, or backup equipment
  - Allows for proactive identification of vehicle repairs covered by manufacturer or supplier warranties
- **Detailed PM Scheduling and Notification Process –** Generates a PM schedule via the fleet management information system
  - Maintains a high rate of vehicle user compliance with PM schedules
  - Maintains compliance with all Federal and State mandated safety and emission requirements
- **Proprietary Fleet Management Information System (First Source MIS) –** Tracks maintenance and repair activities performed
  - Provides a repository of accurate vehicle maintenance history data
  - Supports better management decisions in regard to fleet size, types of vehicles purchased in the future, vehicle replacement cycles, and other important fleet management considerations
  - Improves quality of data maintained and availability of information
- **Parts Supply and Management –** Provides adequate levels of OEM or equivalent parts
  - Reduces vehicle downtime with proper types and on-hand quantities of parts
  - Maintains parts inventory at the most economical level

PREVENTIVE MAINTENANCE INSPECTIONS

We will follow the PM program described in RFP Exhibit "C" and as shown in the table below. We perform PM inspections in accordance with OEM recommended service intervals and the City's requirements. We will road test all vehicles following inspections/repairs and prior to returning vehicles to service.

PM Inspections Schedule	
Vehicle type	Schedule
Compact Sedan (Class 00)	Every 180 Days
Police Marked Patrol Units (Class 02)	Every 120 Days
Police Marked K9 Units (Class 14)	Every 90 Days
Fire/Rescue Department Ambulances	Every 90 Days
Fire/Rescue Department Pumpers/Aerial Ladders	Every 120 Days
Light and Heavy Duty Trucks	Every 180 Days
Trash Trucks and Front-End Loaders	Every 90 Days
Sweepers	Every 60 Days
All Other Vehicles and Equipment	Every 90 Days

Each time a vehicle is brought in for repair, we will check tire pressures and condition, check and replenish all fluids according to OEM recommendations and perform a visual safety inspection to ensure serviceability until the next PM service. Vehicles with safety deficiencies will be taken out of service until repairs are complete.

Sample PM Inspection sheets are provided in the **Attachments** section.

Oil and Lubricant Sampling Analysis Program

We will continue to utilize an Oil and Lubricant Sampling Analysis program as a diagnostic aid in determining repairs, service levels, and intervals, and in adjusting vehicle replacement schedules. Included as part of our PM program, this fluid analysis is highly effective in safeguarding against vehicle breakdowns and mechanical damage by providing vital information concerning the presence different metal levels and other harmful contaminants.

As part of our comprehensive PM process, we will continue to utilize an **oil and lubricant sampling analysis program** to proactively identify any developing issues prior to a component failure.

The benefits of this program are as follows:

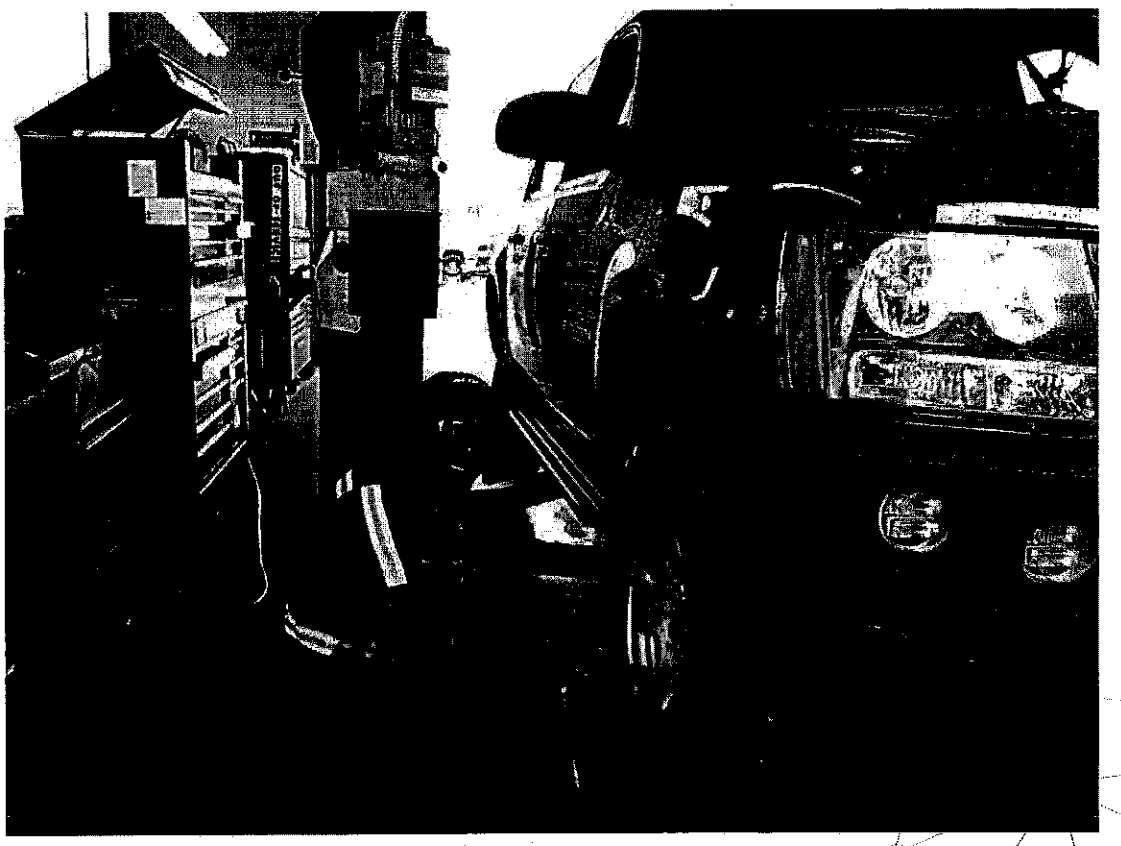
- Allows hidden or emerging problems to be identified before they lead to a vehicle breakdown and expensive repairs
- Permits oil change intervals to be safely extended, thereby favorably impacting your budget
- Allows us to potentially extend PM intervals; therefore, reducing the amount of oil and filters for disposal
- Reduces expensive road breakdowns
- Extends the useful life of equipment while increasing residual vehicle and equipment value
- Provides the quickest and most cost effective way of reducing the City's environment footprint

The oil and lubricant sampling analysis is included in the Targeted Budget and includes, but not be limited to, the following:

- All diesel and gasoline main and auxiliary engines
- Automatic and manual transmissions, transaxles and similar machinery, and tools used in all classes of vehicles
- Hydraulic systems for all vehicle-mounted hydraulics, exclusive of hydraulic brake systems
- Any vehicle designated by the City that may or may not fall within the range or categories of vehicles designated stated above

PREVENTIVE MAINTENANCE SCHEDULING

We will schedule PM service for each vehicle listed in RFP Attachment "A" and notify the user a minimum of two (2) weeks in advance of the scheduled time via e-mail notification to the user departments. We will schedule vehicles for PM and other scheduled maintenance service to minimize interference with normal City work schedules. PM service on selected vehicles will be provided in the field based on departmental needs and direction from the City's Fleet Services.



We will perform timely PM service on all fleet vehicles, and will schedule, notify users, and perform this service accordingly. Every effort will be made to complete first echelon service on light duty vehicles less than 10,000 pounds gross vehicle weight (especially Police marked take-home vehicles and detective cars) within one-half hour and on heavy duty vehicles within two (2) hours of scheduled service times to accommodate users. In all cases, we will complete scheduled PM service on delivered vehicles no longer than within eight working hours of delivery, with the exception of Fire Department pumpers and aerial ladders (14 hours), sewer cleaning trucks (12 hours), and large street sweepers (12 hours).

Vehicle users are responsible for delivering their vehicles for service according to a schedule mutually agreed upon by the user and First Vehicle Services, and for picking up these vehicles once the PM service is completed. A vehicle user may reschedule a service to a mutually agreed upon date and time, to ensure that the vehicle PM service will be completed within the allotted time. We will also notify the City's Fleet Services , monthly in writing, the vehicle numbers (by department) of those units that failed to show up for their scheduled PM appointment.

Missed PM Appointments

If a user fails to deliver their vehicle on schedule, we will reschedule the vehicle for service. If the vehicle is not delivered for the rescheduled service, we will again notify the City's Fleet Services and the City will notify the senior management of that department of this failure to once again deliver the vehicle as scheduled. This procedure will continue until the vehicle is delivered for the PM service.

Training for PM Program Compliance

Because complying with the PM schedule is a "two-way street," requiring strict adherence to the schedule by the maintenance Contractor and timely delivery of vehicles by the user, it is critical to have the maintenance Contractor educate the vehicle users on the PM program and the benefits of adhering to the PM schedule.

We understand that the vehicle user's immediate priority is to complete their assigned duties, especially in an emergency situation, such as a water main break, storm response, or other urgent need, which may require a rescheduling of PM service.

However, we also understand that adhering to the PM schedule is a priority for the vehicle users. The first step toward establishing this as a priority is to work in

partnership with the City to have an effective education program for the City's vehicle and equipment users.

The basis for the education and training program will be to instruct the user groups and City's leaders on the principal benefits of our PM program and how the system operates. These principal benefits include:

- Increased operator productivity through improvements in vehicle and equipment availability
- Improved safety of vehicles and equipment
- Reduced vehicle and equipment maintenance costs
- Extended vehicle and equipment life
- Increased vehicle and equipment resale value
- Reduced maintenance costs
- Enhanced City image

FIELD SERVICE AND MOBILE REPAIR PROGRAM

A Field Service Truck Program will be generally used to respond to either routine maintenance services for use on fire vehicles, heavy machinery and tools that, due to size, makeup or similar physical characteristics cannot effectively or efficiently be transported to the City's Garage Facility as determined by the City and First Vehicle Services.

Advantages of the Field Service and Mobile Repair program are as follows:

- Eliminate capital expenditures to build and outfit shop facilities
- Reduce payroll expense associated with operators driving vehicles to shop facilities
- Reduce fuel expense for transferring vehicles to maintenance facilities
- Help reduce expensive third party repairs in remote/rural locations
- Increase vehicle availability by performing the work on-site when the vehicles are idle

The field service and mobile repair program will minimize downtime of the City's vehicles and equipment with a qualified technician, while providing responsive and reliable repair services.

The Field Service Truck Program will be used to perform a number of services, including jump starts, tire repairs, battery replacements, hose replacements, and other minor repairs that may be performed on location where heavy shop equipment is not required.

The flexibility of the mobile repair service program improves vehicle availability with responsive in-field mobile maintenance for emergency repairs.

FIRE APPARATUS INSPECTIONS

Fire apparatus will receive full and adequate PMs, safety checks and scheduled and emergency repairs, at the City's Garage Facility. Emergency and other designated repairs will be done in the field at the equipment's respective storage locations, if feasible when requested by Fire Department, by means of a Fire Apparatus Emergency Road Service Truck program initiated by First Vehicle Services. We will provide a 24-hour on-call certified Emergency Vehicle Technician (EVT) for all apparatus repairs.

VEHICLE DIELECTRIC, STRUCTURAL, & X-RAY SAFETY INSPECTIONS

We will be responsible for doing all work associated with obtaining annual required aerial device, fire apparatus and equipment, cranes, etc. certifications such as pump inspections and certifications, aerial stress tests, intensified fluoroscopic x-rays, magnafluxing, dye penetrant, ground ladder tests, etc. In addition, we will be responsible for semi-annual inspections and follow-up maintenance of Fire Department on-board generators. Fire apparatus personnel lift devices will be inspected in accordance with the latest National Fire Prevention Association (NFPA) guidelines and any other applicable industry standards and practices.

Each time a Fire Department pumper, aerial ladder, or aerial tower truck pump has major engine, transfer case and/or pump repairs/overhauls, these vehicles will be retested and certified in accordance with the latest NFPA and International Organization for Standardization (ISO) standards.

All Commercial Vehicles in the City's fleet will receive an annual inspection in accordance with Florida Commercial Motor Vehicle Safety Standards.

Repairs

Repairs estimated to cost in excess of $750.00 for light-duty vehicles under 10,000 lbs. Gross Vehicle Weight (GVW), $1,500.00 for heavy-duty vehicles, $1,750.00 for off-road equipment, or for any vehicle or piece of equipment when the repair cost is greater than the fair market value of the unit, will be analyzed by First Vehicle Services to determine the cost-effectiveness of the repairs. We will obtain approval from the City's Fleet Services prior to performing repairs. In such cases, if we believe that vehicle replacement appears to be more cost-effective than repair, such recommendation will be presented in writing to the City's Fleet Services.

We have successfully generated cost savings for the City by employing highly trained technicians to perform major in-house repairs.

REPAIR PRIORITY SYSTEM

We will continue to perform all preventive maintenance, repair, and other maintenance services based on a priority system authorized by the City. We propose to utilize the priority schedule listed below to ensure maximum fleet availability at all times. Scheduled maintenance services will be performed on a first-in/ first-out basis within this priority schedule, unless specifically re-prioritized by the City's Fleet Services. We are prepared to customize this process to meet the unique fleet and vehicle operator needs of the City.

We will perform all preventive maintenance, repairs, and other maintenance services according to a priority system authorized by the City in RFP Section 4. Work will begin upon receipt of the vehicle (but no later than the next work shift) and completed within that work shift whenever possible. Contract work will have first priority.

We understand that repair priories may change on daily basis and we will be flexible in meeting a new repair priority.

Deferred Maintenance and Extending Vehicle Lives

We will provide the City's Fleet Services a monthly report at the end of each month, listing major components that are overhauled or replaced with City authorization. This report will only apply to components, when demonstrated by First Vehicle Services, where required overhaul or replacement is the result of deferred maintenance or user abuse. Major components include complete brake systems, engines, transmissions, differentials, final drives, transfer cases, hydraulic systems, and frames.

Likewise, major component overhauls or replacements that are needed to maintain a vehicle in service after the vehicle has exceeded its normal replacement cycle and that are authorized by the City will also be documented, summarized, and reported in writing monthly to the City's Fleet Services.

Road Calls and Towing

We will provide road service and towing service 24-hours a day, seven days a week. We will have vendors on call for this purpose.

We will have vendors on call to expeditiously handle vehicle breakdowns—ensuring minimal downtime of the City's fleet.

Response time for road calls and towing service (from time of call to arrival on scene) during business hours and within the City's limits will be thirty (30) minutes or less. During non-business hours, response times will not exceed sixty (60) minutes.

We will utilize the City's service vehicles to make road calls.

Quick Fix

We will provide a "Quick Fix" service for non-scheduled repairs that can be completed in less than one hour when the vehicle operator delivers the vehicle to the Garage Facility for service and chooses to wait for the service. Examples of Quick Fix services are replacing wiper blades, fuses, and light bulbs; topping off fluids; and adding air to

tires. This service will be continuously available during normal hours of garage operation.

Warranty and Recall Work

We will administer all warranties and recalls, both for vehicles and parts, associated with management of the City's fleet. We will attempt to obtain authorization from various vehicle manufacturers to perform in-house warranty work on City vehicles. Such work will be reimbursed directly to First Vehicle Services by the manufacturer and the City will be held harmless from payment for such work.

Road Testing

We will road test all vehicles that have had safety-related repairs or adjustments (e.g., brakes, steering, etc.). These vehicles will pass a road test to be performed by our ASE Certified Technician, and be deemed safe to operate by First Vehicle Services prior to being returned to service.

Assessment of Confiscated Vehicles

We, upon request, 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 (Class 01) will be considered Non-Targeted Work. Once in the fleet (Class 01), all future work will be considered Targeted Budget Work.

In addition, if requested, we will assist the City in preparing confiscated vehicles not selected for use by the City for disposal.

New Vehicle Preparation and Vehicle Disposal

NEW VEHICLE PREPARATION PROGRAM

We will prepare newly acquired vehicles for service. Preparation will generally include:

- Installation of City supplied license plates
- Vehicle inspections
- Vehicle cleaning
- Installation of fire extinguishers, on-board fuel data collection devices (Canceivers), and first aid kits

- Installation of decals, vehicle numbers, and department names
- Installation of accessory equipment and other special equipment

We will coordinate radio installation with City's Information Technology Services Department's (ITS) radio shop and computer and/or camera installations and GPS/AVL equipment with the City's ITS and/or their provider. We will also replace decals and/or graphics as required in small equipment.

We also will inspect and ensure proper operation of all new vehicles as well as out-sourced after-market work. This will include checking and correcting all fluid levels and a road test. We will document any incomplete installations or work and repairs as necessary.

We will input all required vehicle description data into our Fleet Management Information System, First Source MIS.

VEHICLE DISPOSAL PROGRAM

We will support the City in its administration of the vehicle disposal program. This support includes making reasonable facilities, equipment and personnel available to the City to assure a successful auction, attendance at all on-site sale events, handling of all associated paper work, and preparing vehicles for sale.

Vehicle preparation for sale will include:

- Removing tags, decals and special equipment
- Interior and exterior cleaning of vehicles (unless this work is included by the City in its contract with the auction company)
- Performing minor repairs
- Administering associated paper work

Removal of certain equipment such as City radios, computer equipment, etc. will be handled by the appropriate in-house City departments.

After being taken out of service, we will be responsible for arranging the parking of these vehicles on City property in a manner that is acceptable to both the City and in accordance with the City vehicle storage policy as well as the auctioneer.

Accident and Vandalism Repairs

We will be responsible for processing accident repairs, working in conjunction with the City's Risk Management Claims Adjuster, including obtaining written repair estimates, transportation of vehicles to/from the repair site (if required), repair quality and timeliness, and administration, including the payment of invoices (charged as non-contract on our monthly invoice and not part of our Targeted Budget), and coordination with Risk Management for collection property damage claims. All written repair estimates will be filed in the vehicle file with the hard copy of the repair order.

A total of three (3) written competitive estimates will be obtained for accident repairs.

Welding and Fabrication

We will provide welding and fabrication work. Examples of this work are: weld and repair tailgate hinges; fabricate and install hinge pins for dump truck bodies; repair buckets on loading equipment; repair and modification of Fire apparatus including, but not limited to, knobs, rods, tubes, brackets, vehicle door hinges, housings, sleeves, and bushings.

Investigations and Audits

We will support the City with technical investigations, failure analyses, and audits related to the Fleet. Such investigations may involve accidents, fires, audits or other issues of technical nature.

Motor Pool (Loaners) and Fleet Sharing Vehicles

As part of the Target Service, we will handle all aspects of managing the motor pool and fleet sharing vehicles including managing the City's reservation system and issuing clean vehicles to City staff in accordance with City procedures. As required, our staff will transport motor pool vehicles as well as fleet sharing vehicles between the City's Fleet Garage Facility and their respective location within the City, as well as maintain records and provide reports as directed by the City's Fleet Services.

Additionally, we will assist the City with evaluation and implementation of alternate Fleet sharing transportation solutions and methods (I.e. Zip Car System, Government partnerships, etc.).

User Abuse Repairs

We will notify the City whenever a vehicle shows suspected blatant abuse by the user. The repair will not commence until the City's User Department provides either an account number or Risk Management claim number to cover the entire cost of necessary repairs. In such cases, we will proceed to repair the vehicle on a Non-Target basis, and will provide the City with documentation of the suspected abuse.

Emergency Service

We will comply with City employee reporting and call-out procedures associated with providing stand-by fleet maintenance and repair support during emergencies declared by the City. We will provide requested staffing support in conformance to the requirements in the City's Continuity of Operations Plan (COOP), which is implemented during City declared emergencies. The City will notify First Vehicle Services when an emergency situation exists and the nature and anticipated duration of the response needed from First Vehicle Services. We will be on-site and providing service with a full complement of personnel within one hour of notification that emergency services are required.

The cost of labor (overtime) during emergency service will be considered separate from the annual maintenance and service budget, but the parts replaced will be included in the Budgeted Costs. However, part failure attributable to operator abuse or neglect as well as parts and tires damaged by debris will be considered a Non-Targeted Operating Budget maintenance and service cost.

Waste Management

We will be responsible for disposal of all wastes (e.g., used oils, oil filters, parts washing fluid, coolants, tires, etc.) and hazardous substances generated during the course of the Agreement resulting from this RFP process. Disposal of all waste materials will be done in accordance with City, County, State and Federal laws and regulations at our expense. We will be responsible for training our employees in working with and handling hazardous materials. We will obtain all necessary permits for storage, handling and disposing of waste materials and provide copies of same.

We will maintain records on site, including Safety Data Sheets (SDS) and contingency plans for handling a spill or other mishap, on all hazardous chemicals and other hazardous wastes, which will contain the materials' origin, use, transportation, and ultimate distribution and disposal.

ENVIRONMENTAL CONTROL

We believe that effective waste and environmental management is an important component of operations management. As your fleet management partner, we consider ourselves as part of your community and we feel that we have a corporate social responsibility to protect your community. That is why we are fully committed to meeting, and often exceeding, all federal, state, and local requirements in North American environmental regulations and procedures.

We believe that serving as a good steward of the environment and the community is the basis for business success.

Strata Environmental

We work with **Strata Environmental**, an industry leader in environmental compliance assistance, to provide guidance to our facilities regarding air emissions, water quality, wastewater, stormwater, environmental management, hazardous and toxic materials, and contaminated lands. Strata has proprietary software – **Environmental Information Organization System (EiOS)** – to help us track, organize, and report pertinent environmental information. Strata staff includes certified ISO 9000 and 14001 lead auditors.

Compliance Management Expertise

We rely on Strata Environmental to identify regulatory compliance issues throughout the implementation stages of projects and contracts. Their expertise assists with inspections, enforcement actions, and other issues that may require regulatory responses. Strata also helps us conduct regulatory and compliance training for First Vehicle Services' staff.

Litigation Support

In situations when we need support during litigation, Strata Environmental's professional scientists and engineers provide expert opinions and testimony in support of First Vehicle Services' legal counsel.

Environmental Information Organization System (EiOS)

It is our policy to maintain full compliance with all federal, state, and local environmental regulations and reporting requirements. Accurate recordkeeping is critical to documenting our compliance. EiOS provides a single repository for the majority of environmental compliance documents required to be maintained on-site. EiOS systems have been customized to meet our needs, and staff has full online access to compliance documentation and training modules.

Some of the information available through EiOS includes:

- Material inventory, including chemicals stored at the location
- Material safety data sheets obtained by Strata Environmental
- Emergency contact information
- Spill prevention, control, and countermeasure plans
- Environmental and safety training modules
- Permit information
- Stormwater pollution prevention plans
- Waste storage information
- Information on spills and releases that have occurred at the location
- Records of past inspections and audits
- Facility maps and photographs

Safety Data Sheets

Safety Data Sheets (SDS) document the properties of a particular substance. They provide workers and emergency personnel with procedures for handling or working with substances in a safe manner, and include information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill handling procedures.

The EiOS website has SDS for products in containers exceeding 50 gallons. For products stored in containers that are less than 50 gallons, the SDS remain at the facility in a conspicuous place. FirstGroup America has a contract with the 3E Company to supply SDS on demand to all First Vehicle Services' facilities, which can include the product name and manufacturer, manufacturer phone number, product number, and the UPC code. 3E faxes a copy of the product's SDS to the facility. An SDS request form is used when requesting multiple documents. All facilities are required to have a posted sign that lists the 3E Company name and phone number for SDS requests.

WASTE MINIMIZATION AND MANAGEMENT

Strata Environmental maintains data on the current rate of waste generation for each of our locations. They actively work with us to find ways of minimizing the volume of hazardous waste we generate. In fact, Strata has been effective in eliminating nearly 95 percent of the hazardous waste generated at our facilities by introducing new parts washer technologies for our vehicle maintenance shops. The new technology filters oil that is entrained in our petroleum-based solvent, virtually eliminating the liquid waste stream from our parts washers. In addition, Strata has helped us develop procedures to eliminate the use of all chlorinated solvents in our shops, minimizing the exposure of our employees to these chemicals and eliminating the potential for cross contamination of other non-hazardous waste streams.

CLEAN WATER ACT COMPLIANCE

Strata Environmental also evaluates each First Vehicle Services shop for compliance with the federal Clean Water Act. They evaluate our operations for two areas of compliance: spill and release response and reporting and stormwater permitting.

During evaluation of each facility, Strata determines if a Spill Prevention, Control and Countermeasures (SPCC) Plan is in place, meeting the requirements in 40 CFR 112. If an SPCC plan is required, Strata prepares that plan and integrates it into regular training and use. An electronic copy of the plan is available to First Vehicle Services' management at all times via the EiOS system.

Similarly, Strata is responsible for determining our compliance with federal or state stormwater permits under 40 CFR 122 for those shops that conduct vehicle maintenance and/or fueling in a manner that has the potential to impact stormwater on our properties. Again, if no plan is in place, Strata prepares a Storm Water Pollution Prevention Plan (SWP3), or equivalent stormwater management plan, and provides it to the site for training and use. An electronic copy of the SPW3 is also available to First Vehicle Services' management at all times through the EiOS System.

SPILL AND RELEASE RESPONSE AND REPORTING

We have several Standard Operating Procedures (SOPs) for maintaining environmental compliance at our vehicle maintenance shops, including an SOP regarding spill and release response and reporting. In the event of a release or spill of petroleum or a hazardous substance, this SOP defines the roles and responsibilities of our staff, and the notification procedures and response actions to be completed by our location

personnel. The location personnel are provided with a toll free number to report all spills with in North America. The calls are routed through ERTS (Emergency Response and Training Solutions) who then dispatch a pre-qualified emergency response contractor to the scene to mitigate the spill. All details of the incident are reported to appropriate managers via real time email notifications which include updates on the progress being made to mitigate the spill.

CHEMICAL INVENTORY MANAGEMENT AND REPORTING

We maintain a detailed database of the chemical inventory at each of our operating locations. This data is gathered by Strata Environmental and is updated annually as part of the Emergency Response Community Right-to-Know Act (EPCRA; also known as SARA Reporting) compliance and reporting process. Wherever required, Strata prepares and files appropriate SARA Reports for the required chemicals at each First Vehicles Services' client service center.

With the help of Strata, we have developed a standard list of approved chemicals that can be safely used in our maintenance shops. Each of the approved chemicals has been evaluated by our staff and designated as approved in the EiOS database. EiOS also includes a SDS for each company-approved chemical as a backup for OSHA SDS compliance.

COMPLIANCE AUDITING

Periodically, we will have a client or employee request an audit of our chemical inventory. Strata performs all compliance audits in the areas of waste management, Clean Water Act compliance, chemical inventory management, and on occasion, safety.

ENVIRONMENTAL DUE DILIGENCE

With the opening of every new maintenance shop, Strata performs Phase I environmental site assessments in support of our due diligence efforts. To the extent possible, each Phase I environmental site assessment is in conformance with the scope and limitations of ASTM Standard of Practice E1527-00 and includes a written report of findings.

SITE CLOSEOUT SURVEYS

Strata Environmental routinely performs a closeout survey for each maintenance location that is closed by First Vehicle Services. The survey includes a completed

checklist, including action items that must be completed prior to vacating a site. This provides the client, landlord, and the company with an official list of documented issues to be completed to allow the location to be closed in an environmentally safe manner.

The environmental safety program complies with applicable OSHA regulations and federal, state, and local safety and environmental laws, regulations, rules, codes, and orders.

We will maintain the City Garage facility in a clean and orderly condition at all times during the contract. Facility maintenance will be performed at levels sufficient to provide the proper delivery of fleet maintenance services and care for the City Garage facility.

ENVIRONMENTAL TRAINING

We have teamed with Strata Environmental to develop specific training programs that condition our employees to handle everyday issues related to environmental compliance and safety.

Currently, training programs have been developed to cover the following areas of focus:

- General Environmental Awareness
- Hazard Communication
- Lockout/Tagout Procedures
- Spill Response
- Stormwater Training
- Fuel Tank Management

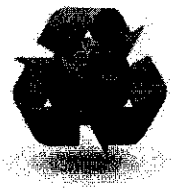
Training sessions are facilitated by Strata personnel and are available via webinar. General topics include:

- **Hazard Communication** – This training module familiarizes participants with the OSHA-compliant Hazard Communication Program, health hazards and labeling requirements, material safety data sheets, and workplace hazards.
- **Lockout/Tagout Procedures** – Participants learn the basics of why and when Lockout/Tagout is necessary, the minimum requirements for lockout/tagout, and the importance of why a blockout of energy isolating services is necessary.
- **Spill Response** – Participants become familiar with FirstGroup America's spill and release response standard operating procedure, learn what actions to take

in response to spills or releases, and become familiar with waste management requirements for used absorbents and other spill response waste streams

- **Stormwater Training** – This program teaches about stormwater, its importance, and how stormwater and people can positively and negatively impact each other. The program also provides a detailed overview of our stormwater pollution prevention plan, what can be done to prevent or minimize contamination to stormwater, and how to conduct stormwater monitoring and sampling.
- **Fuel Tank Management** – Participants are trained to ensure each facility operates their fuel tank system in a manner that is compliant with local, state, provincial, and federal requirements. This training helps prevent fuel releases that could endanger human health and/or the environment.

ENVIRONMENTAL RESPONSIBILITY



First Vehicle Services' core business strategy is provide quality and cost-effective fleet maintenance services to all of our customers. We understand the potential impact we have on our climate and communities and are committed to reducing adverse effects through long-term environmental responsibility.

We are committed to:

- **Minimizing pollution** and reducing the overall impact of our operations on the environment
- **Responding to environmental issues** through a clearly defined internal management structure
- **Complying with, and where possible, exceeding applicable legal and other requirements** relating to our company and the environment
- **Monitoring our environmental performance** and setting objectives and targets for improvement
- **Providing training and awareness** programs for our employees

Fuel Station Management

We will be responsible for coordinating repairs 24/7 for all of the fuel management systems listed in this RFP to ensure an uninterrupted flow of fuel transaction data to the fuel management system as a Targeted Budget item. We will be responsible for

notifying the City's Fleet Services of the estimated technician response time within two (2) hours of problem reported.

The five City fuel stations have not been down for more than three hours with our Fuel Clerk who is on call 24/7. Our Fuel Clerk performs minor repairs without the need to use an outside vendor.

We will be responsible for maintaining the integrity of the automated system of data collection and communication process whereby vehicle users are provided calibrated Canceiver and/or fuel keys by the City's Fleet Services staff to obtain fuel in conjunction with their City issued personal identification cards. In addition, we will be responsible for data collection and record keeping and for collecting, analyzing, and reporting fuel and related information as required by the City and according to EPA and State regulations.

The City will be responsible for administering agreements for maintenance and repair of pumps, dispensers, hoses, nozzles, air compressors, fire suppression equipment, line leak detectors, automatic leak detection units, filters, associated conduit and wiring, phone lines, modems for data communication, and other items and for fuel site cleaning and re-supply. We will be directly responsible for monitoring and requesting fuel terminal maintenance and repair for the automated fueling system 24/7 as a Targeted Budget item. The costs of all associated pump, automated fuel system, fuel station repairs, etc. are the responsibility of the City.

We will be present at the 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. We will also dispense fuel additives, stabilizers, etc. (purchased by the City) into the fuel tanks as directed by the City.

We will conduct a visual inspection on all fuel site locations according to City procedures. The frequency of inspection by location will be determined by the fuel storage capacity. Locations with a capacity of over 30,000 gallons will be inspected during the course of each fuel delivery. Those locations with a capacity of 10,000 gallons or less will be inspected twice a month. We will keep a log of the results of each inspection and the log will be made available on site.

We will also be responsible for monitoring the level of water in all tanks on a daily basis at all three (3) main fuel sites. In addition, we will monitor fuel inventory levels at all locations on a daily basis in order to detect possible leaks and to reorder fuel at pre-specified minimum stocking levels. We will perform inventory reconciliation in accordance with Environmental EPA and State regulations. In addition, we will monitor the monitoring wells and the automated tank gauging system located at some sites on a daily basis and log those inspections.

We will be on-call 24 hours a day, seven days a week to and respond to fuel system problems that may occur and will respond within thirty (30) minutes after notification from the City. This will be done as a Targeted Budget Service.

Any problems noted during an on-site inspection or through off-site monitoring will be corrected immediately per EPA and State regulations. We will notify the City immediately upon discovery of an actual or suspected fuel leak or spill.

We will provide a minimum of three (3) personnel who are licensed to drive the City's fuel delivery trucks as well as be trained in their fuel delivery operation.

The cost of any City-procured fuel used by First Vehicle Services during the conduct of work for the City will be credited to the City on our monthly invoice.

The City will be responsible for purchasing all fuel after being notified by First Vehicle Services that a fuel delivery is required.

Car Wash Station Management

We 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. All costs for car wash maintenance and re-supply will be borne by the City. 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.

Additional (Targeted) Operating Budget Services

We will perform maintenance on varying types (makes and models) of confiscated automobiles (Confiscated City Vehicles are grouped as Class 01) as required by the City Fleet Services and the Police Department, as well as other related services on these vehicles such as those described in RFP Section 4, Item 4.9. In addition, we will

dispose of all vehicles and vehicle parts that are not handled through the auction process.

We will perform make-ready work on all seasonal equipment such as ball field rakes according to a schedule worked out with equipment users. Ball field equipment work for the stadiums will be performed late in the calendar year or early January to ensure availability during the months of February and March.

We will perform make-ready work on all emergency response equipment used in hurricane emergency relief operations at the beginning of the hurricane season in June of each year. At the end of hurricane season in December of each year, the same level of inspections and preventive maintenance at the beginning of hurricane season will be performed.

We will assist the City in operator training, as may be requested by user departments, for all new and existing vehicles and equipment if such training is authorized by the City Fleet Services. In addition, we will participate in test programs sponsored by equipment or parts manufacturers that are approved by Fleet Services. We will also participate in alternative fuel vehicle and fuel consumption and emissions product testing as instructed by the City.

We will continue to provide an oil sampling and analysis program approved by the City Fleet Services to utilize as a diagnostic aid in determining repairs, service levels and intervals and in adjusting vehicle replacement schedules. This oil sampling and analysis program can be found earlier in our proposal.

We will repair worn or ripped seats, cracked dashboards, and worn door panels due to wear.

Additional (Non-Targeted) Operating Budget Services

We may be directed by the City to perform additional tasks under the Agreement resulting from this RFP process. If additional tasks are required, a written task order will be provided to First Vehicle Services detailing the tasks to be performed. We will submit a proposal to perform specified tasks on a fixed price basis, which will be itemized by direct labor, parts, third party vendor services, and materials.

We provided 5,692 Non-Target labor hours at no cost to the City by performing Non-Target repairs during Targeted work hours. At the current City Non-Target rate of $59.32, **this represents a cost savings to the City of $337,649.**

Non-Targeted Operating Budget repairs will be subject to a Flat-Rate Labor Guide that is mutually acceptable to both the City and First Vehicle Services, adjusted for variables such as after-market installed equipment, special built equipment, modifications to equipment, and rusted fasteners or fittings.

Exceeding Expectations

Our trained technician staff successfully removed a loader motor for rebuild in less than eight hours.

We will secure locksmith services, including key duplication service and opening locked vehicles including programmable keys and key fobs. We will also inspect and provide fire extinguishers, new or recertified, and refill first aid kits on all City vehicles that are Commercial Vehicles arriving for service except for those arriving for Quick Fix repairs.

Outside Repairs

We will be responsible for arranging and managing the conduct of outside repairs that cannot be performed economically in-house; and will be responsible for continued review of the need for specific outside repairs as opposed to performing in house repairs. These outside repairs may include major bodywork and painting, glass replacement, transmission repair, radiator work, alignments, and such other work that can be utilized at minimum cost to the City.

We perform up to 90% of non-contract work in house as opposed to utilizing outside vendors. **This controls repair costs and reduces vehicle downtime.**

We will constantly monitor the performance of our repair vendors to maintain a quality level that is consistent with industry best fleet practices. We will evaluate vendor performance based on quality, reliability, delivery, customer service, and cost and provide appropriate feedback to the vendor. Should deficiencies arise in these areas, we will meet with the vendor to assist them in rectifying their deficiencies in a timely fashion so we can continue to purchase their services. We will discontinue the use of vendors who fail to meet our fleet quality standards. All outside repair work will be performed to enhance the overall fleet performance in concert with industry best fleet practices. Whenever possible, repairs will be performed in-house to better control quality and cost, maximize turnaround time, and minimize repeat repairs. We will periodically meet with the City to review and revise outside repair services so that the outside repair versus in-house repair remains justifiable.

We will be responsible for the transporting of City vehicles to and from outside repair shops, and dealerships unless other arrangements are approved by the City and/or the respective using department.

We will be responsible for all vendor paperwork, invoicing, quality control, vehicle movement, vehicle security, etc. Vendor invoices will be accepted solely by First Vehicle Services.

Please refer to the **Attachments** section of this proposal for a list of third party vendors we propose to utilize to support the services we deliver to the City.

Hours of Services

The City's Garage Facility will be open Monday through Friday from 7:00 AM to midnight and on Saturdays from 8:00 AM to 4:30 PM. The Saturday workday will be a standard shift (not overtime), for some portion of the mechanic workforce (including the certified EVTs that work on Fire Department vehicles) that will have a standard work-week of Tuesday through Saturday.

We have the City's Facility open every City workday and, at our discretion, may also remain open on City designated scheduled holidays as long as those days are not considered overtime and/or premium pay workdays. If we decide to stay open on a City holiday, delivery of vehicles scheduled for PM or other City services will not be expected.

We will also have at least one (1) technician on-call at all times to support all City vehicle users, and have a technician at the site of every two-alarm or larger fire for the duration of the fire. On-call service will also be provided for all vehicles during emergencies, special events, and other occasions.

Fleet Management Information System

First Source FMIS

We will continue to provide and utilize our proprietary fleet management information system (FMIS), First Source MIS, to provide customized reporting and data gathering on maintenance, repair, vehicle downtime, employee performance, inventory management, etc. Fuel usage and vehicle mileage transaction data provided through the City's E.J. Ward fuel management system will be incorporated into our First Source MIS database.

First Source MIS will capture critical data on the City's fleet and provide fleet analysis with customized reporting. We will provide the City secure, read-only access (browser-based) to our FMIS. First Source MIS will meet the City's FMIS requirements specified in the City's RFP. Please refer to our proposed staffing plan found in Section 5 – Organization and Staffing of this proposal for the quantity on-site staff assigned to maintaining and supporting the FMIS function.

Key System Features	
Asset Management	Identifies, tracks, locates, and analyzes physical assets
Data Collection	Tracks the movement of parts for asset and maintenance management Includes equipment audit capability Includes the ability to receive imported data from ASCII delimited file sources in addition to other industry standard formats
Materials Management	Streamlines part and material management by constantly monitoring inventory Allocates materials to work orders providing accurate costs and workload to each asset Identifies items that need to be requisitioned based on existing stock levels
Purchasing Management	Computes the cost of services using either fixed prices or time and materials Controls purchase order and invoice matching processes for stocked materials, direct materials, hired labor, and services Monitors the progress of quotations for materials and services
Report Manager	Many standard fleet maintenance reports with customized report capabilities designed to manage and reduce fleet maintenance costs
Work Management	Controls work order processes for routine maintenance, response maintenance and preventive maintenance Stores material and task lists in a library for easy reference and retrieval Determines cause and effect relationships to help reduce costs
Workflow	Streamlined quotations, requisitions, purchasing, and work request/work order processes

First Source MIS can provide a complete analysis of a wide range of fleet information—improving and accelerating critical management decisions about the City's fleet. The areas that can be analyzed and managed are:

- **Automated Task Scheduling for Preventive Maintenance.** Schedules PM automatically based on processes defined for vehicle classes or individual units. An associated report can document equipment due for PM and sort it by department or location. This level of scheduling precision can help reduce vehicle downtime by ensuring regular PM's, while allowing for escalation of critical repairs.
- **Commercial Services.** Issues work orders to each outside vendor utilized, and update the database as required with information about warranties, invoicing, and agreed-to pricing.
- **Fuel Management.** Integrates with leading fuel management systems.
- **Warranty and Recall Management.** Allows First Vehicle Services to easily manage warranties, recall campaigns and related data. As an example, we can query the database by VIN for units affected by specific recalls and issue appropriate work orders.
- **Parts Inventory Control Module.** Includes comprehensive parts inventory data management that supports costing, purchasing, inventory tracking, and transfer of location-level data. System can accommodate parts bar code recognition for inventory and parts issuing processes.
- **Asset Performance Reporting.** Generates real-time, on-screen reports in several industry standard categories. The application can also generate reports on such categories as costs per vehicle, location, and equipment type.

Sample FMIS reports are provided in the **Attachments** section.

HARDWARE REQUIREMENTS

Typical hardware requirements we provide to support our FMIS needs at the contract location include, but are not limited to the following:

FMIS Hardware
Cable / DSL Modem
Cable / DSL Router Hub
Network Cabinet
Cabling Drops (inside building from hub to PC)
Patch Cabling (from PC / printer to router hub)

Laptop PC
Microsoft Office Professional software
Docking Station
Docking Station Monitor Stand
Monitor
Keyboard and Mouse
External Power Adapter
Computer Security Lock
Desktop PC
Microsoft Office Professional software (included with Desktop)
Monitor
Workstation Kiosk
Printer
Printer Cable - USB / Parallel
Barcode Scanner - Handheld, USB Hardwired

ONGOING FMIS SUPPORT

At our Fort Lauderdale contract location, we have an on-site MIS Administrator who is responsible for supporting the FMIS needs including system control, troubleshooting issues, database management such as system backups, and fleet reporting. This person is also available to respond to questions from City personnel regarding data organization, contents and manipulations, as well as provide special fleet reports when requested.

In addition, we have off-site, trained IT management professionals who are intimately familiar with our clients' fleet management needs and work collaboratively with our MIS System Administrator on an ongoing basis to identify and propose recommendations for process flow and cost efficiencies improvements. They understand that proper and accurate tracking of all maintenance activity and reporting is crucial to ensure your vehicles and equipment are performing properly and safely. They are experts in the design of customized IT solutions that meet and exceed your fleet management program requirements—from parts procurement and reordering for sufficient inventory

supply to PM schedule notifications for the timely performance of maintenance services.

FMIS TRAINING

Our MIS support and regional staff will be responsible and available for providing the essential FMIS project management training and support throughout the Contract duration. Our technicians and management will be trained and certified on the use of First Source MIS. We will provide ongoing FMIS support, training and system configuration, as needed. We plan to draw on the IT expertise of our local and regional FirstGroup America resources to assist in providing essential IT support.

Environmental Aspects

HOUSE CLEANING

Maintaining a clean work area is vital to the safety of personnel, the well-being of our environment, as well as the general appearance of the City's Garage Facility. We will continue to maintain the shop, offices, and an organized Fleet parking lot, free of all debris, dirt, clutter, grease, spills, and follow Automotive Repair Shop Best Management Practices.

Shop Cleanliness Practices

Both productivity and work quality improve in a clean environment where everything is properly placed and stored. This helps our staff know the correct location of tools and supplies necessary to perform repairs.

However, productivity is only one benefit of a clean shop—another is safety. A clean work environment promotes safety. It is far less likely that technicians will be injured slipping on oil or tripping on debris that should have been picked or cleaned up.

We require every employee to follow facility housekeeping practices to maintain a safe and productive work environment. Each day, we ensure a clean work environment for the City's Garage Facility. The general housekeeping practices that our employees follow include:

- Walks, aisles, and exits must be kept clean and clear of debris at all times. If it is necessary to obstruct a passageway, barricades will be erected.
- Access to fire equipment and electrical panels must be kept clear.

- Dropped items must be picked up immediately.
- Tools, pieces of equipment, scrap, and refuse will be removed from the floors immediately after completion of work.
- Keep tools in chests, drawers, cabinets, or on convenient racks when not in use.
- Stored material should be piled securely and equally so the piles are not top heavy. Material should not project into aisles.
- Employees must clean up all spillage immediately to prevent fires, falls, and slips.
- Industrial towels/rags, and oil absorbent compound should be used to soak up and wipe oil, grease, or other slippery spillage from the floor.
- Dirty towels/rags must be deposited in appropriate containers provided.
- Scrap boxes will be provided for broken glass, metal, scrap, etc.
- Employees are required to report all necessary bulb replacements in facility immediately.
- Each employee is responsible for the neatness and orderliness of the immediate work area.

ISO 14001

OVERVIEW

ISO 14001 is an international standard that sets out the criteria or parameters for an environmental management system. It drives the development framework that an organization can follow to set up an effective Environmental and Sustainable Management System (ESMS). The ESMS is designed to provide an orderly and consistent approach to environmental concerns through the allocation of resources, assignment of responsibility, and ongoing evaluation of practices, procedures and processes.

ISO 14001 BENEFITS

Utilizing ISO 14001 can provide assurance to an organization as well as the public that environmental impact is being measured and improved. The key benefits of ISO 14001 can include:

- Reduced cost of waste management
- Savings in consumption of energy and materials
- Lowered operation costs

- Improved image to the public
- Reduced environmental footprint
- Improved environmental compliance performance

As the incumbent fleet services provider, we are prepared to continue our focus on the City's ESMS requirements in reducing the environmental impact from our operations, maintaining awareness of the requirements and importance of the City's ESMS, and providing trained and competent personnel to perform the jobs assigned. Our Fort Lauderdale location employees are trained in the area of environmental compliance relating to the City's ESMS, and training will continue into the next contract as we seek to obtain ISO 9001 certification for the City's fleet services operation.

ISO 14001 CERTIFICATION INITIATIVE

In recognition of the City Fort Lauderdale's ISO 14001 compliance initiative, **First Vehicle Services proposes to obtain ISO 9001 certification within 12 months of the contract start date for the City's fleet maintenance operation. This is to complement the City's ISO 14001 compliance process.**

ISO 14001 CERTIFICATION ACHIEVEMENT

As a progressive, leading transportation and fleet management company in North America, **FirstGroup America has achieved ISO 14001 certification for two of its locations to date—The City of Phoenix** (Fixed Route Transit Services contract) **and Valley Metro Regional Public Transportation Authority** (Fixed Route Transit Services contract in Phoenix, AZ) .

City of Phoenix

VALLEY METRO

CHEMICAL AND SUPPLIES LIST

We have provided in the **Attachments** section of this proposal a list of all chemicals, fluids, and products proposed to be stored and/or used in connection with any Agreement arising from this RFP.

Parts

PARTS SUPPLY

During the contract term, we will be responsible for the procurement and management of all parts, inventories, and supplies required to maintain and repair the City's vehicle and equipment fleet.

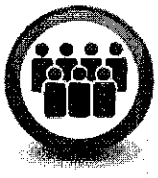
Our goal is to control costs while providing an inventory of high quality parts for our technicians to use as necessary to maintain the City's fleet.

Parts installed on the City's vehicles and equipment will be identified by part number and cost on the repair order for the appropriate assignment.

Use OEM Quality Parts or Equivalent purchased at Competitive Prices. Just as we strive to cultivate partnerships with our customers, we do the same with our vendors. Parts furnished to the City will meet or exceed the quality of the parts furnished originally for the City's vehicles and equipment (OEM).

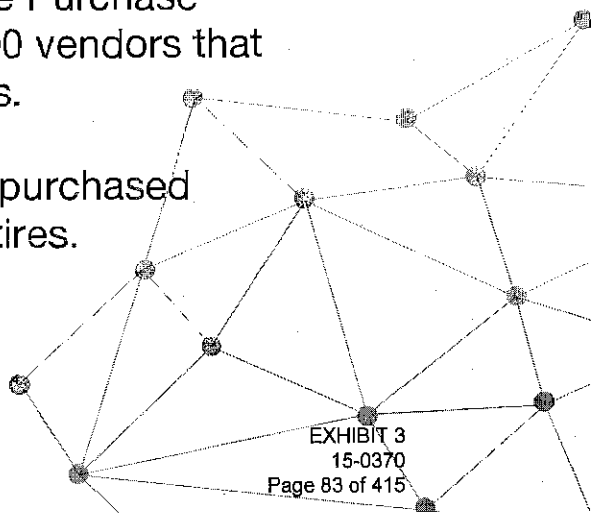
Corporate Purchasing Agreements

The vendor relationships we have in place through Corporate Purchasing Agreements (CPAs) ensures that we get quality parts, best service, and competitive pricing. Our CPAs with major parts suppliers include Ford, Chrysler, General Motors, Cummins, Detroit Diesel, Freightliner, International/Navistar, Bridgestone, Firestone, Goodyear, Michelin, Bandag, AutoZone, Fleet Pride, NAPA, Barnes, Imperial Supplies, and others that provide significant pricing advantages.



We have established Corporate Purchase Agreements with more than 100 vendors that represent 120,000 unique parts.

Last year, FirstGroup America purchased over $250 million in parts and tires.



Most of the National CPA vendors we use provide parts and services through their network of local dealers. Additionally, we also understand that, as your service partner, we will have a commitment to support the businesses in your community. We will utilize other local vendors, whenever it is advantageous and meets your needs, to provide parts and services.

Proactively manage Stocking Levels. We will use both regular physical inventories and our fleet management information system, First Source MIS, to manage the parts inventory. We will establish a preferred vendor, a backup vendor, alternate part numbers, reorder points, and restocking levels for every part in the MIS system. Minimum order points are based on your usage and the time it takes to receive an order. When the part reaches a defined level, a purchase order will be generated, reviewed, and adjusted as necessary.

Scheduled Inventories. We perform a physical inventory semi-annually at each of our locations. In addition to our regular cycle counts, outside auditing firms randomly certify the physical counts.

Data-driven Decisions. Our corporate maintenance team performs monthly inventory audits to monitor CPA usage, stocking levels, parts usage, out-of-stock items, and unused inventory. We use this process to improve buying and stocking procedures for our individual locations.

Organized Parts Rooms. We help keep costs low by maintaining a properly stocked and organized parts area. This helps ensure proper placement and grouping of parts. We are also responsible for the security of the parts room.

Parts Warranty Administration. We will administer warranties for parts identified to be either defective, inferior, or non-fit items following repair of a City vehicle or piece of equipment. We will perform necessary work to replace a defective part and such work will be reimbursed directly to First Vehicle Services by the OEM supplier.

INVENTORY

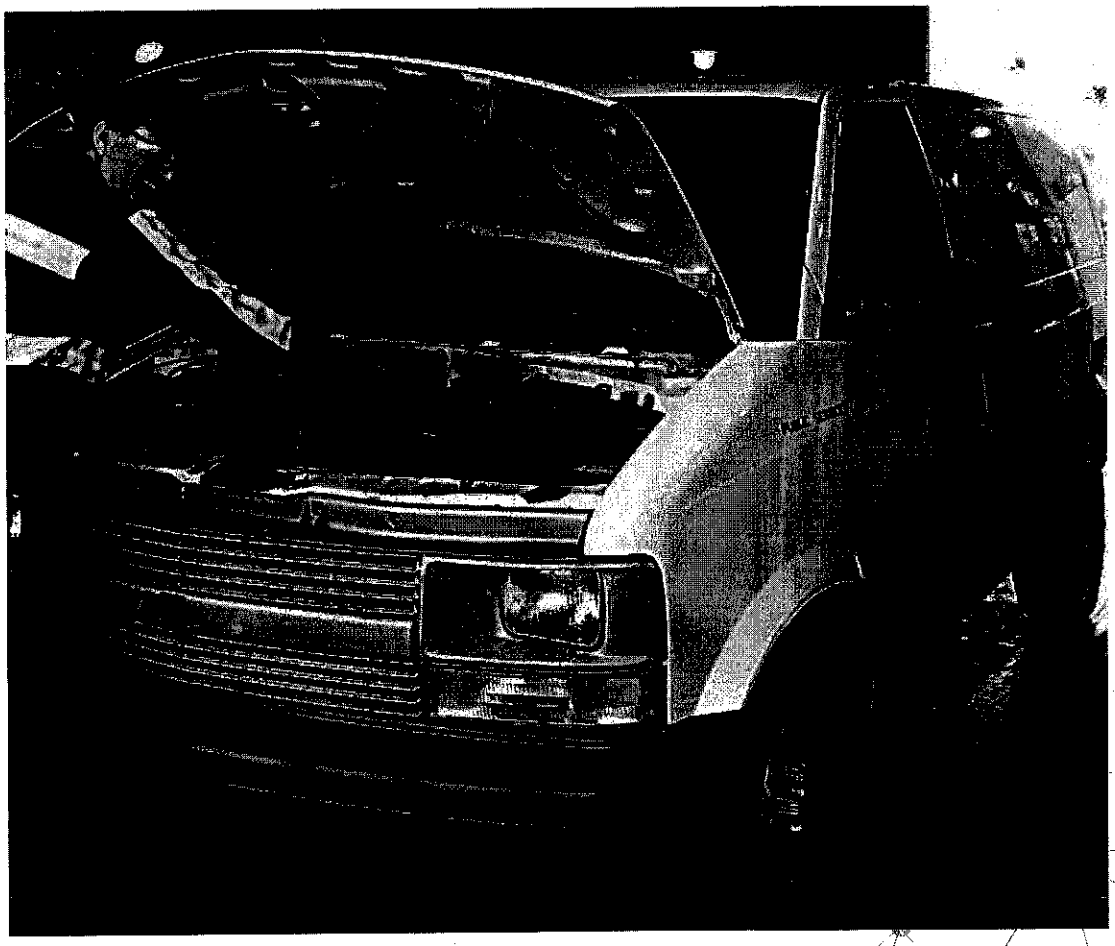
As the incumbent fleet maintenance Contractor, we are currently responsible for maintaining an adequate parts inventory to maintain and repair the City's vehicle and equipment fleet. We will use our fleet management information system, First Source MIS, to monitor the parts inventory and track parts usage on the City's fleet. We will use our First Source MIS to generate a complete inventory by part number and part cost, and a usage rate history for each part normally stocked.

Warranty

We will administer a warranty program, both for vehicles and parts, associated with management and repair of the City's fleet. Such work will be reimbursed directly to First Vehicle Services by the equipment manufacturer.

Parts will be warranted by First Vehicle Services for a minimum of thirty (30) days, or the length of time of any warranty given by the manufacturer or rebuilder/remanufacturer, whichever is greater, after acceptance. Parts will be free from defects in material or workmanship and will conform to the RFP specifications.

The Annual Services Schedule will be used to note any required warranty service and check that our technicians perform the service. Warranty requirements will be entered into our proprietary fleet management information system, First Source MIS. This



system will automatically notify our on-site General Manager or Operations Manager as to the expiration date of each warranty.

Manufacturer recalls or modifications to equipment will be used for updating and scheduling. First Source MIS will be used to monitor the vehicle during its warranty period and ensure that the vehicle performs at maximum efficiency and meets all manufacturers' safety requirements, as well as preventing subsequent costly "out-of-warranty" repairs.

Bulk Issue Service

If and when the City Fleet Services requests that minor parts and/or fluids be provided to certain users in bulk for the operators to top off fluids and replace broken parts (e.g., wiper blades) to avoid the need to go to the City's Garage Facility for service, we will furnish such materials at cost.

Performance Standards and Liquidated Damages

We have reviewed the performance standards and liquidated damages as outlined in the RFP Attachment "J" ("Performance Standards, Ranges, Incentives, and Penalty Chart"). Using data from our First Source MIS, we will measure each performance standard at the end of each month. If we perform above the acceptable standard, then you have received superior service. If we fail to meet the acceptable performance standard, then you will have cause to impose corrective measures and penalties stated in the RFP.

We understand and agree with the spirit of the performance standards as described in the RFP but we need further clarification on a few of the standards and how they need to be measured so we can comply. Using data from our First Source MIS, we will measure each performance standard per an agreed-upon method daily and monthly and report on our results.

Performance Incentive

COST SAVINGS INCENTIVE

First Vehicle Services and the City will share any contract savings below the Targeted Budget on a 50/50 cost basis. Also, First Vehicle Service and the City will share costs

on a 50/50 basis above the Targeted Budget costs, up to 110%. Any Targeted Budget costs in excess of the 110% will be borne solely by First Vehicle Services.

Quality Assurance Program

We will continue to utilize a Quality Control program for the repair, management, and maintenance of the City's vehicles and equipment listed in this RFP.

We are the industry leader. Why? It is because of our ongoing focus on quality service delivery. At First Vehicle Services, quality service means being dependable, efficient, and effective, while delivering what we promise on time and on budget. It also means doing whatever it takes to meet the requirements of the City.

An integral part of our operations at every level, we guarantee the quality of our work to ensure that the City and its customers receive world-class customer service each and every day. We understand that fleet efficiency is paramount to the delivery of the City's public services. We will enforce all elements of our Quality Control program.

FIRST QUALITY MANAGEMENT™ PROGRAM INITIATIVES

We will utilize our First Quality Management™ (FQM) program in the maintenance and repair of the City's vehicles and equipment. No other fleet maintenance provider offers this systematic managerial approach to ensuring the highest, most consistent quality of maintenance services. The major elements of FQM are:

- **Customer Relationship** – We focus on the unique needs of our customers and foster a positive partnership relationship.
- **Customer Communication** – We maintain a customer satisfaction measurement and management system to continuously obtain feedback from direct users of our service, as well as our contractual customers. Similarly, our management personnel provide their customer with frequent and timely indications on corrective action being taken for any negative feedback.
- **Personnel Development** – We encourage training for all operating and management personnel to improve their effectiveness, productivity and capabilities, and to prepare them for greater levels of responsibility and reward.
- **Recognition** – We encourage and provide opportunity for operating personnel to earn and receive industry recognition for their accomplishments of ASE, ANSI, and EVT certifications for example.

- **Vendor Partnership** – We foster a positive partnership with vendors and, through corporate alliances with key vendors, provide added customer value and/or services.
- **Safety** – We maintain an ongoing safety improvement program.
- **Environmental** – We focus on clean, safe and environmental-friendly facility in order to increase employee productivity, pride and morale, as well as being good citizens.
- **Continuous Improvement** – We focus on continuous improvement, taking advantage of benchmarking and best practices of other service centers across the country, and the full range of available corporate resources.
- **Quality Assurance** – We maintain a strict quality assurance process in order to reduce or eliminate repeat work, and to improve overall fleet availability, reliability and cost effectiveness.
- **Predictable Fleet Operations** – We provide quality and predictability to the customers' fleet maintenance operation through consistent application of the company's proven fleet management and maintenance policies, practices, and methodologies
- **Experienced Lead Personnel/Management Team** – We select only experienced, highly trained maintenance personnel/managers to lead our local operations. We provide them with ongoing management training to ensure that their knowledge of business processes, tools, and maintenance remains leading-edge.
- **Local/Regional/National Operations Support** – Supporting our experienced local management team are the managerial resources of the largest, most experienced public fleet maintenance provider in North America. Regional management ensures ongoing customer satisfaction and meets regularly with customers to better understand their needs. Senior corporate management supports regional management with company-wide expertise and initiatives, such as our FQM program, to continually improve our operational processes, and thus deliver better customer service.
- **Specialized/Technical Support** – Our company size and national reach enable us to provide a range of advanced technical services to our service centers, including safety training/ audits/ performance programs, environmental services program, industry best fleet practices, and vehicle, equipment specification assistance. These services ensure that our customers are receiving services based on the best available processes and technical knowledge.

We focus on providing strong channels of communication with you to ensure a public-private relationship that goes beyond merely providing a service. We are committed to our client partnerships—delivering on our quality service promise every step of the way.

ISO 9001 CERTIFICATION IN FLEET MANAGEMENT

ISO 9001
FM 84929

We are proud to be the first North American company to receive ISO 9001 certification in fleet management and maintenance.

ISO 9001 certification, administered by BSI Management Systems, is globally recognized as the pinnacle of process excellence. As an ISO-certified firm, we have proven to the Independent Standardization Organization that we employ the world's most rigorous processes for quality management systems.

ISO certification is one of the most significant ways we can demonstrate to you that we understand the critical nature of your fleet and operation. The extensive certification process involves a thorough review of all aspects of our systems, processes, and procedures. Most importantly, our ISO certification means that the City will realize the efficiency and cost benefits of our programs and processes.

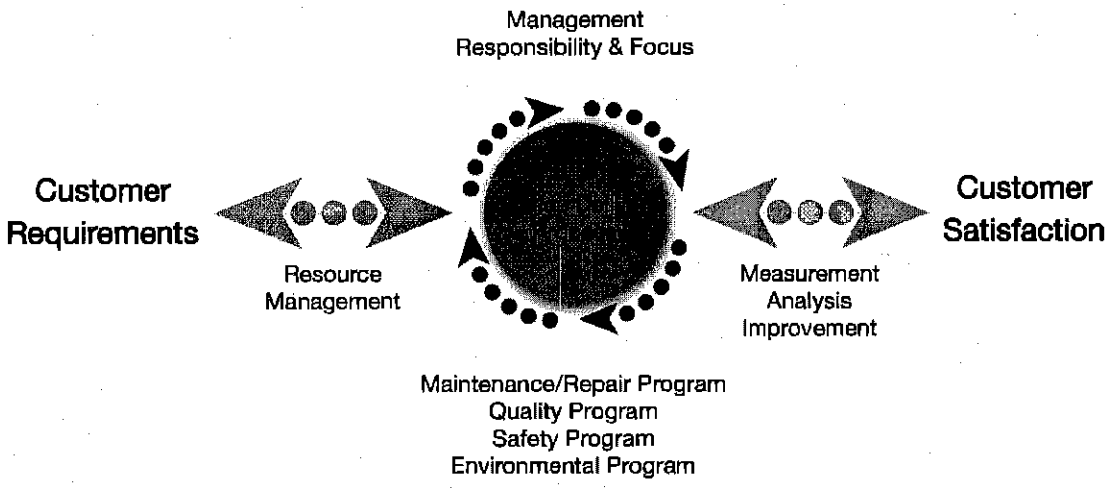
This certification includes the administrative and managerial functions of fleet maintenance, including but is not limited to:

- Vehicle/ Equipment maintenance
- Installation
- Modification
- Specification recommendation
- Disposal preparation
- Customer support

PROCESS APPROACH TO ISO 9001

The primary focus of ISO 9001 certification revolves around the daily delivery of world-class customer service. This is achieved through a detailed process that analyzes all areas of service to identify potential or existing problems that may affect the service that the City receives. Ultimately, solutions are developed to address these problem

areas to ensure complete satisfaction of the City at every level. The diagram below illustrates this process.



ISO 9001 CERTIFICATION BENEFITS

Our ISO 9001 certification means we have a team of professionals committed to providing the level of quality and service that you should expect from a qualified Fleet Maintenance Contractor. Each and every day, our management and staff embrace the FQM process principles to deliver world-class customer service—and nothing less. As a result, our ISO 9001 certified quality approach provides the following key customer benefits:

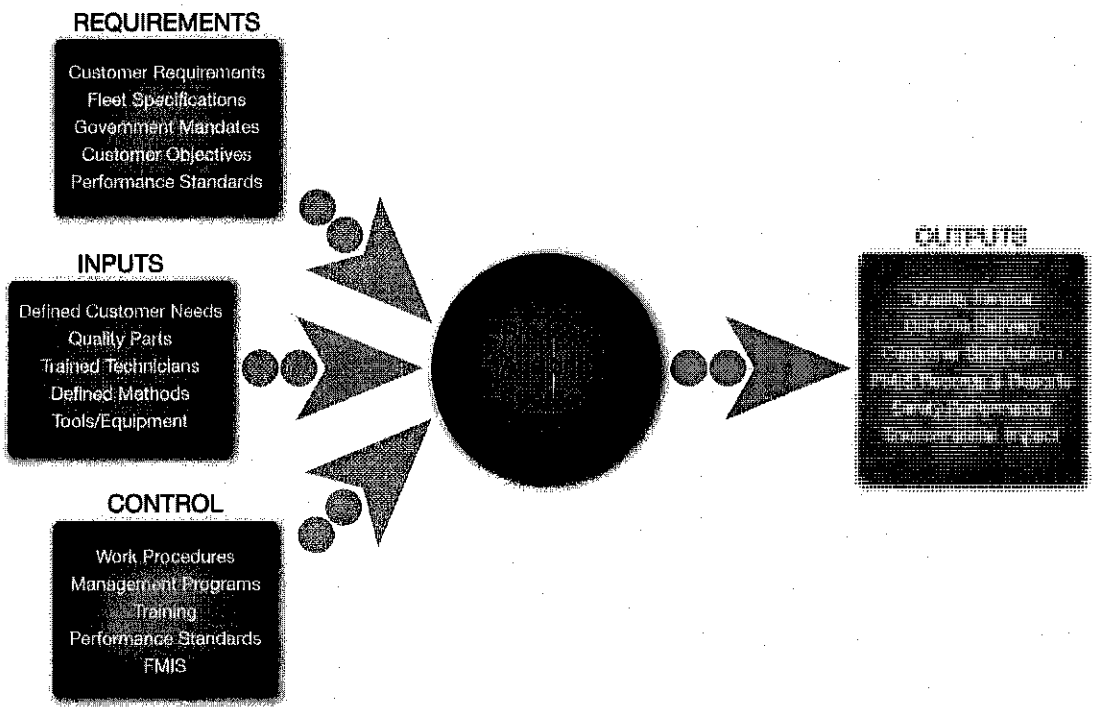
- **Maximum vehicle uptime** through effective asset management
- **Improved quality of repair work and reduced rework** as a result of highly trained and empowered employees
- **Reduced cost** to operate your fleet with efficient use of resources
- **Increased fleet efficiency**
- **Reduced parts and supply costs** from buying discounts and increased brand selection from national vendor relationships
- **Courteous service and positive attitude interaction**
- **Highly repeatable and measurable maintenance services** that deliver consistent quality results
- **Open communication path** (to the City) on maintenance status and (from the City) on feedback and satisfaction levels

Our FQM program is based on the stringent quality principles of ISO 9001 certification. The operational processes and procedures of our FQM program are designed to allow us to analyze your unique service requirements and consistently meet your demands in our daily service delivery. Our FQM program reflects the foundational quality management principles listed below on which our ISO9001 system standards are based:

- Customer Focus
- Leadership
- Involvement of People
- Process Approach
- System Approach to Management
- Continual Improvement
- Factual Approach to Decision-making
- Mutually Beneficial Supplier Relationships

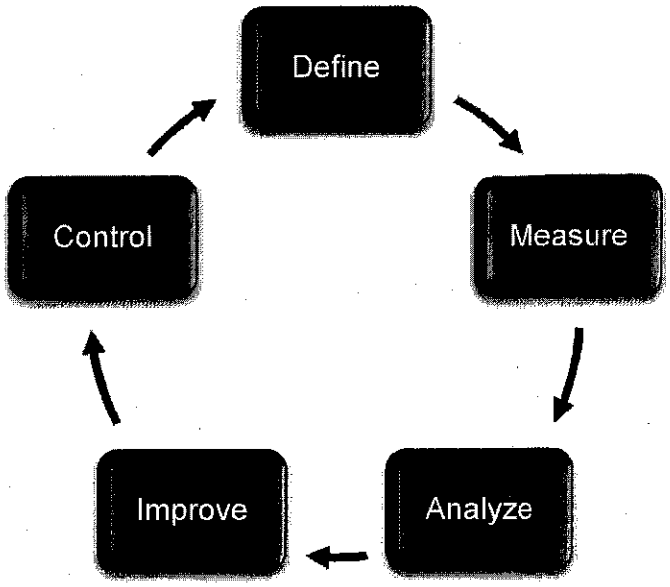
ISO PROCESS AUDITING STRATEGY

We are able to analyze the quality of services we deliver to our customers through an intricate ISO auditing process. This process provides specific quantifiable measurements and, at any given time, and alerts us to certain process deficiencies. We understand the value of providing superior quality service and take immediate corrective action in the event of a deficiency in any of our processes. The illustration below outlines our process auditing approach for our client locations:



LEAN SIX SIGMA PROGRAM

We employ Lean Six Sigma (LSS) concepts and principles as part of the ISO process. The ISO process—first introduced in the United States by the Motorola Company and made famous through Jack Welch's implementation at General Electric—targets organizational efficiency and effectiveness. At the same time, LSS program focuses on quality service delivery by uncovering key problem areas through the DMAIC (Define, Measure, Analyze, Improve, and Control) model, an advanced statistical analysis of operations.



As part of the LSS Program, there are several levels of training and certification that our employees can achieve:

- **Yellow Belt Training** – Provides our employees with introductory training in the fundamentals of LSS and process management. This training gives our employees a strong understanding of process improvement management, enabling each individual to provide meaningful assistance in achieving our overall objectives.
- **Green Belt Training** – Provides our employees with enhanced problem-solving skills with an emphasis on the DMAIC (Define, Measure, Analyze, Improve, and Control) model. Training covers facilitation techniques, project management, quality management tools, quality control tools, problem solving, and exploratory data analysis.
- **Black Belt Training** – Is the highest level of LSS training that teaches our aspiring Black Belts to lead projects, train team members in LSS methods, and mentor Green Belts to raise their level of expertise. Black Belt candidates are taught to integrate a variety of Six Sigma tools into an overall process improvement strategy and are coached on managing change, overcoming resistance, presentation skills, and project management.

Currently, we have more than 260 employees with LSS certifications in the following areas:

Certification Type	Employees with LSS Certification
Lean Six Sigma Yellow Belt	244
Lean Six Sigma Green Belt	14
Lean Six Sigma Master Green Belt	3

We are pleased to have our City of Fort Lauderdale facility location certified as Lean Six Sigma Yellow Belt Service Center.

This prestigious honor means our clients receive the world-class customer service through ongoing process improvements and increased operational efficiencies.

WORKSITE ETHIC

One of the hallmarks of our service delivery is empowering every employee with responsibility for the quality of his/her efforts. Our Quality Control effort is used to evaluate the quality of our service at two levels: Technicians and General Manager or Operations Manager.

Our Quality Control effort addresses the evaluation of work performed, materials used, procedures, systems applications, tools and equipment, records and documentation, personnel skills, and personnel training, supervision, and management.

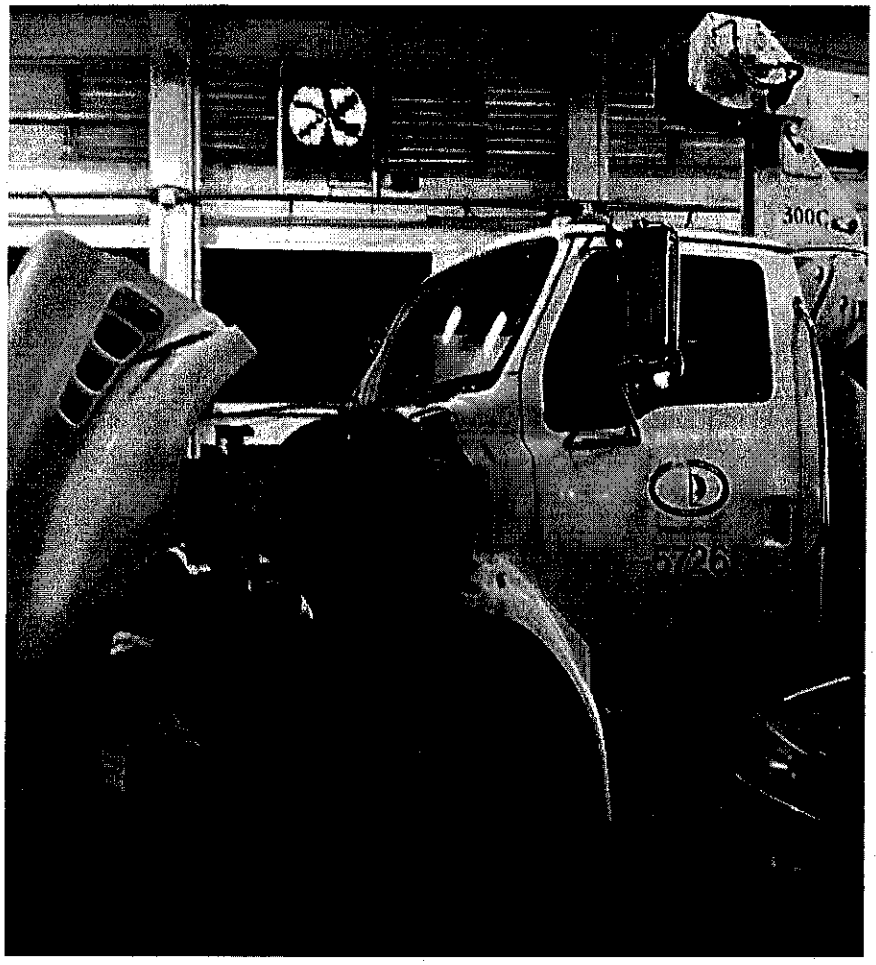
Our Quality Control effort is an active, ongoing system with built-in feedback mechanisms, independent checks, and corporate involvement. This effort will focus on the quality of services within specific time frames and the overall efficiency of our service delivery. We utilize the following quality control methods:

First-Level Inspection (Technicians): The approach we take to ensure that quality services are provided is predicated on our practice of considering the technician to be the first level at which the quality of the service/work performed is determined. All employees, therefore, are expected to inspect their own work continuously for completeness and acceptability based upon established standards, First Vehicle Services' procedures, and by direction and work inspection from the General Manager or Operations Manager. Technicians are required to report any deviations and/or problems on any work to the General Manager.

Technicians participate in our First Quality Management Program. This program reinforces the role each individual employee plays in the delivery of high-quality services to a customer. Key aspects of the program were discussed earlier in this proposal.

Second-Level Inspection (General Manager/Operations Manager/Supervisor): The General Manager/Operations Manager/Supervisor is responsible for the quality of all work and services performed in the area of vehicle maintenance. The General Manager/Operations Manager/Supervisor approves/disapproves all tasks performed and calls for rework if the original efforts are deemed unsatisfactory.

To carry out this aspect of the Quality Control effort, the General Manager/Operations Manager/Supervisor is responsible for personally inspecting a sample of these repairs of "critical" defects. Thus, the General Manager/Operations Manager/Supervisor is responsible for inspection of all work for which judgment and experience indicate that a defect will be likely to result in hazardous or unsafe conditions, or will be likely to prevent performance of the function of a major item.



For non-critical defect areas, the General Manager/Operations Manager/Supervisor is responsible for inspecting selected work to confirm the quality of service being delivered. This check is in addition to the road test of vehicles following each service.

The General Manager/Operations Manager/Supervisor is responsible for scheduling and remedying all defects discovered, and for retraining, motivating, and disciplining workers. The General Manager/Operations Manager/Supervisor is also responsible for revising work procedures, materials, and systems to reduce recurrence of defective service. An emphasis of our First Quality Management Program is the training of employees in doing "right things right" the first time. Feedback on actual employee performance ensures the mastery of this concept by our employees. Prevention and inspection are keys to a continuous improvement in the quality of our service delivery.

KEY PERFORMANCE INDICATORS

First Vehicle Service is a performance driven organization that prioritizes **Efficiency, Cost Savings,** and **Continuous Improvement** at all levels of the organization. First Vehicle Services implements business metrics known as Key Performance Indicators (KPIs) to measure actual performance against a respective KPI standard. Each KPI standard is then tracked and monitored daily, as well as reported weekly/monthly to the City. The KPI categories typically include the following:

Fleet Availability

Reasonable turnaround time on repairs is a monitored at all levels of our on-site technical staff. Our concept is to use a team approach at the City to achieve maximum production. At the first-line supervisory level, the Supervisor monitors the performance of the technicians. This individual provides guidance and assistance when needed to ensure the work is performed in reasonable timeframes. The on-site General Manager or Operations Manager in conjunction with the Supervisor monitor work-in-progress every day on all shifts to ensure that repair times are not excessive.

If the Supervisor observes a technician having difficulty in diagnosing repairs, assistance will be provided to ensure timely completion. The General Manager or Operations Manager also reviews each work order as it is completed for accurate repair times, making adjustments if needed before the work order is closed.

Finally, fleet availability is monitored through the use of KPIs. The Supervisor will interact with the General Manager or Operations Manager to directly monitor the number of the vehicles out of service for the City. The General Manager or Operations Manager will continually adjust priorities of the workforce to ensure daily fleet availability standards are met within this Contract.

We generate reports using our fleet management information system, First Source MIS, to monitor the City's fleet availability.

Preventive Maintenance and Repair Performance

Please refer to our comprehensive Preventive Maintenance program found earlier in this proposal for an in-depth description of our multiple steps we use to ensure operator compliance with our PM program.

The on-site General Manager or Operations Manager will be responsible for conducting random quality control inspections and generating fleet reports using First Source MIS

to monitor PM compliance. We will monitor maintenance and repair performance through the application of KPIs. The Supervisor will interact with General Manager or Operations Manager to directly monitor the amount of time the City vehicles are out of service. We will continually adjust work priorities to ensure KPIs are met and exceeded. We will generate reports using First Source MIS to monitor vehicle turnaround times.

Parts Availability

Maintaining an adequate supply of quality parts to effectively meet the demands of the City's vehicle maintenance operation is an important part of our overall service delivery to meet and exceed the KPIs. We understand that the City requires maximum uptime and safety of the vehicle and equipment fleet and through our best parts management practices, we are prepared to deliver responsive parts management and supply services for high client satisfaction and contract compliance.

We will achieve an 80% parts fill rate or better. Fill rates will be calculated each month and reported along with monthly expense report. A remediation plan will be provided each month First Vehicle Services falls below the minimum parts fill requirement.

To ensure we are meeting and exceeding the KPIs, we will utilize a parts reordering plan tailored to the timing and delivery of maintenance services performed by the on-site technicians. The on-site General Manager or Operations Manager will utilize First Source MIS to monitor parts stock levels for adequate inventory supply.

Parts procurement is triggered via First Source MIS when the total of the inventory stock falls below the reorder point. The reorder point is the central control parameter in reorder point planning. The General Manager or Operations Manager will monitor this system and MIS-produced reports, and will place an order for parts requiring inventory restocking. We always maintain a safety inventory stock to meet parts demands between reordering and restocking points.

Vehicle Safety and Reliability

Vehicle safety and reliability of the City's fleet is a first priority of our service delivery. We will road test all the City's vehicles after each service or safety-related repairs. Vehicles that receive PM inspections have specific safety checks included in our PM process. The Supervisor will spot check vehicles to ensure quality and safety of repairs. To prevent recurrence, any discrepancies found will result in retraining and/or progressive discipline for those responsible for the repair deficiencies.

One of the greatest cost-savings factors in any fleet is the ability to maximize vehicle availability, thus increasing the potential productivity of the City's vehicle users. This factor, coupled with the critical demands on public safety equipment, requires high reliability of the City's vehicle and equipment fleet. The on-site General Manager or Operations Manager is responsible for measuring reliability primarily by the number of breakdowns of vehicles in the City's fleet. Vehicle failure is then analyzed to determine the last repair sequence and current vehicle PM frequency. Through this process, we may recommend adjusting the PM frequency or reviewing the work processes involved.

We are committed to quality at all levels of service to the City. However, a formal inspection program is a critical part of ensuring high quality workmanship at the City's maintenance facility. The on-site General Manager or Operations Manager is responsible for scheduling and completing inspections on samples of completed and in-progress service work, using First Source MIS to generate a variety of specific reports designed to monitor the KPIs.

A key component of our First Quality Management™ program is the proactive use of progress reports on a weekly basis to provide an "early alert" to specific areas of our performance failing to meet a performance standard. The early alert allows us to institute remedies before problem areas become unmanageable.

OTHER QUALITY CONTROL EFFORTS

Customer Service/User Feedback

User feedback is the most important indicator of the quality of our services and it enables us to better understand our customer's needs. As such, we will actively solicit feedback from the City and its Department personnel in four (4) primary ways listed below:

Customer Feedback Process	
Regular Meetings with the Client's Representative(s)	Our local management reports regularly to the client's relevant personal. These meetings include a review and discussion of the fleet status, reports we submitted to identify issues of interest to the client, areas where we can be more responsive to

	the client's needs, and any other topics deemed relevant to the client's interest.
Semi-Annual Meetings with the Client's Representative(s)	Our Region Vice President schedules a semi-annual meeting with the client's representative(s) to review the expectations and adjust procedures as necessary to ensure complete customer satisfaction.
Critique Cards	We furnish a Critique Card to each vehicle user upon completion of a vehicle maintenance activity. The Critique Card affords each vehicle user the opportunity to provide feedback to us on the quality of our service delivery. We respond to each unsatisfactory critique card.
Bi-Annual On-line Customer Survey	We conduct a semi-annual on-line survey with each of our clients, which allows an opportunity for positive/negative feedback and/or suggestions about our service performance. Questions are both qualified and open-ended to ensure you have maximum flexibility in providing your feedback. Our Region Vice President examines each response closely and takes appropriate corrective action to resolve any open customer issues.

Our technicians consistently receive **"Excellent" ratings** on Customer Critique Questionnaires.

An example of our Customer Critique Card is provided in the **Attachments** section of this proposal.

Achieving Customer Excellence – 2014 ACE Award

First Vehicle Services is a proud recipient of the **2014 Confirmit ACE (Achievement in Customer Excellence) Award.** First Vehicle Services achieved this distinct honor by demonstrating both the rigorous application of Voice of the Customer (customer feedback) processes and an outstanding performance as measured by those processes. The Confirmit ACE Award recognizes First Vehicle Services' commitment to listening to the Voice of the Customer, delivering outstanding customer experiences from customer feedback, and driving change across the business.

The ACE Awards program was established in 2005 to recognize outstanding achievement in customer satisfaction.

COST REDUCTION INITIATIVES

We are committed to identifying ways to effectively and efficiently control the costs of our clients' fleet operations. **With over 30 years as the leading fleet maintenance provider for governments including the City of Fort Lauderdale (since 1981),** we are an expert in the development and implementation of proven fleet management solutions that yield the greatest efficiency at the least possible cost to our customers. Specifically, cost containment efforts include, but are not limited to the following:

- Rigorous, tailored PM program that minimizes vehicle repair costs while improving fleet safety and reliability
- Process control initiatives of Lean Six Sigma conducted on an ongoing basis to reduce operation costs and improve service performance
- Monitoring of third-party vendor services to determine economic practicality versus performing such services in house
- Analysis of employee productivity levels including overtime to improve operating efficiencies

Utilization of First Quality Management (FQM) Program

We will continue to use our trademarked First Quality Management™ (FQM) program at the City fleet operation to improve all aspects of maintenance management, environmental control, and safety and training, as well as reduce overall operating and service costs. Our FQM program includes:

- **Safety** to ensure no injuries or lost productivity. We will analyze accident/injury incidents and take actions necessary to reduce lost-time injuries and workers' compensation costs.
- **Environmental Control** to ensure no costly damage to natural resources and reduce our environmental footprint. We will provide the services of our partner, Strata Environmental Services—a full service environmental consulting firm, to assist us in proper and disposal of waste and trash disposal or recycling waste.
- **Training** to ensure latest approaches to problem-solving, thus reducing repair costs as our highly skilled fleet maintenance and management staff become more efficient. Fewer costly breakdowns and longer vehicle life will positively affect the City's overall fleet ownership costs.
- **Quality** to ensure the highest standards of maintenance excellence, communication, and value. This includes, but is not limited to, ASE/EVT certified technicians, ASE Blue Seal recognition facilities, application of Lean Six Sigma principles, and our current ISO 9001 Certification in fleet maintenance.
- **Communication** to ensure that all stakeholders are working together to achieve the same goals. For example, we will continue customer feedback via our critique card system and continue our regular client meetings. In addition, we send out online client surveys to solicit feedback on our services.

Industry Certifications and Training

We will maintain ASE Blue Seal Recognition for the City's Fleet Garage Facility—an industry standard of excellence recognizing a vendor whose repair shop has at least 75% of technicians ASE certified. Also, each area of service offered in the facility is also covered by at least one ASE certified technician. ASE Blue Seal Recognition means that the City receives quality work from highly skilled technicians and a reduction in the amount of rework.

We also encourage our technicians to receive ASE and EVT training to advance their skill level, industry knowledge, and certifications. This training effort translates into fewer vehicle repairs for our clients and more efficient service delivery.

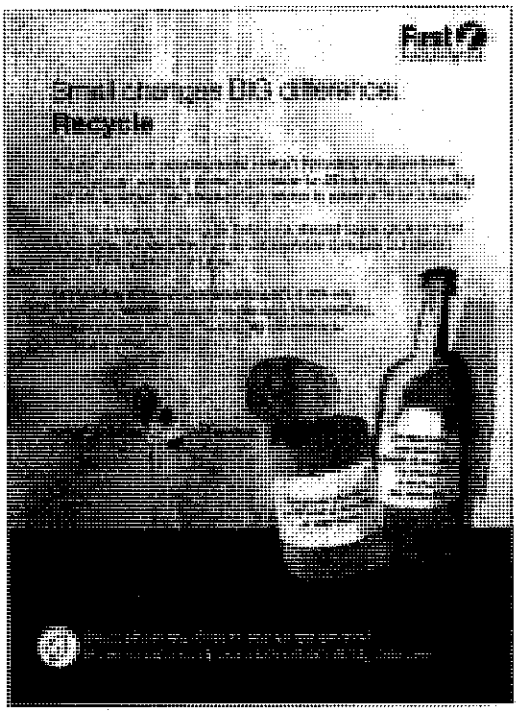
Moreover, we will utilize an education program for drivers and equipment operators to assist with the proper care and operation of diverse fleet vehicles including the development of an operator's handbook and the implementation of vehicle inspections.

Corporate Purchasing Agreements

We will continue to utilize our Corporate Purchasing Agreements (CPAs) with over 100 vendors representing 120,000 unique parts including tires, batteries, filters, lubricants, etc. The CPAs allow us to purchase parts at discounted prices far below those available to most of our clients. These savings are reflected in our parts pricing to the clients we serve daily.

ENVIRONMENTAL IMPACT REDUCTION

FirstGroup America's headquarters participates in a **Small Changes Big Difference Campaign** to help reduce the environmental impact of our business and generate cost savings. Some of the notable outcomes included:



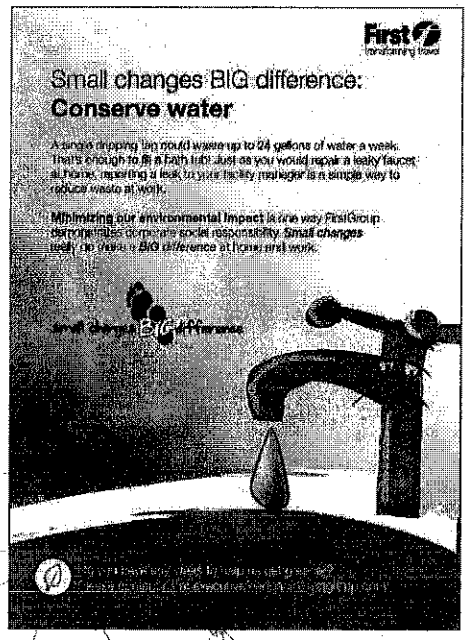
- **No Styrofoam cups** – Employees in Cincinnati and Dallas joined our Burlington and Arlington offices by eliminating disposable Styrofoam cups, which were reordered frequently and are known to be harmful to the environment. They were replaced with reusable mugs that are more economical and reduce harmful waste. Contests were held to encourage the donation of extra mugs from home.
- **Double-sided printing** – Where applicable, our headquarters in Cincinnati, Dallas, Burlington, and Arlington are now utilizing double-sided printing. All printers are now set to print on both sides by default, saving up to half on paper usage.
- **Good habits** – "It Takes Two Weeks to Form a Habit" was the name of an internal awareness campaign at each of our headquarter locations. Employees received daily emails with tips on how to make a difference by changing small habits (both at home and our contract locations). Suggestions included:
    - Replacing plastic grocery bags with reusable bags
    - Properly inflating tires to reduce fuel usage

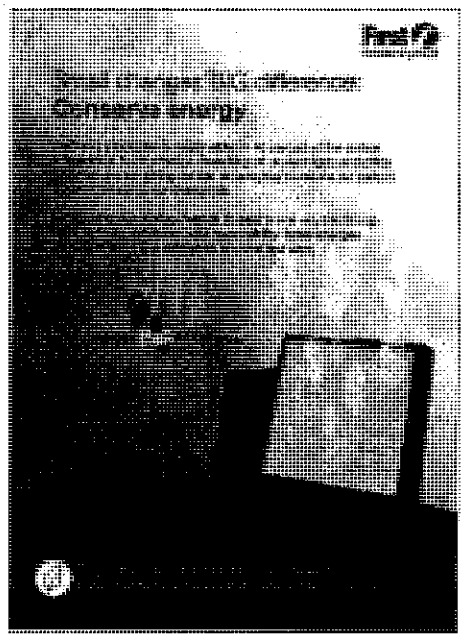
- Replacing bottled water with filtered water in a reusable container
- Turning off computers when leaving work for the day
- Walking, carpooling, or riding a bus to work
- Recycling bottles, cans, and paper
- Using biodegradable chemicals or solvents
- Recycling automotive fluids including motor oil, brake fluid, power steering fluid, etc.

We have a facility-wide recycling program that has been in place since 2003. This will work in synergy with the Environmental Sustainability Management System currently being introduced by Fort Lauderdale in an effort to achieve ISO 14001 certification.

Environmental Awareness Posters

Our Environmental Team has provided awareness posters for all of our locations, and has urged each facility to post them in prominent areas to encourage responsible behaviors.





As part of the recycling program, we have been reusing parts from totaled units as needed to repair accident vehicles—producing a total non-targeted savings to the City of $147,907.

Record Keeping and Reporting

We will provide the following record keeping and reporting during the contract term.

Provider Records. Upon prior notice by the City, we will provide authorized City representative's access at all reasonable times to all non-proprietary electronic and hard data, books, records, correspondence, instructions, plans, drawings, receipts, vouchers, and memoranda, and will provide to the City cost verification for work.

Annual Audit. We will furnish a SOC1 (SSAE 16) report to the City at the end of each fiscal year. Pursuant to the RFP requirement, we included in the **Attachments** section of this proposal an example of a SOC1 (SSAE 16) report that we can provide. We can customize this report to meet actual reporting needs of the City.

Reference Files and Procedures. We will maintain on site a complete file of service manuals, parts manuals, service bulleting, 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.

We will provide initial and update FMIS training to City employees requiring access. We will also maintain and update this FMIS connection for the City as required for the duration of the Agreement resulting from this RFP process. All records will become the property of the City at contract termination or conclusion.

Vehicle and Repair Order History. A hard copy vehicle history folder will be maintained on site by First Vehicle Services for all maintenance and repair work that is performed, including all contracted/commercial work. This folder will contain, by repair order number, all repair orders generated for the fleet. In addition, a folder will be kept for each vehicle and piece of equipment in the fleet which will contain hard copy documentation of the vehicle's make, model, year and serial number, warranty information, and invoice information. These records will be maintained on-site for a period of one year following disposal of a vehicle.

FMIS Requirements. We will continue to utilize our FMIS, First Source MIS, to maintain an electronic record keeping and reporting system for all services being provided. This will continue to include records of all maintenance, repair, and servicing activity performed on each City vehicle and piece of equipment.

Ownership of Records. All reference vehicle and equipment files and procedures and all fleet related electronic data are the property of the City.

Billing Information. We will generate automated information to support charge-backs to the City fleet users for maintenance and repair services, fuel usage, and motor pool usage.

Daily Report. We will furnish a daily report showing vehicle number and status of all vehicles that have been in process of repair and/or maintenance for five days or more.

Weekly Report. We will generate a report summarizing the previous week's activities for delivery to the City before noon each Friday. The exact content and format of the report will be determined by the City, but will include the current week's scheduled activities such as those listed for the Weekly Report in RFP "Section 10. Record Keeping and Reporting."

Monthly Report. We will submit a monthly report to the City on or before the 10th calendar day of the month following the reporting period. The report will summarize the month's work within the parameters defined by the daily report. In addition, the monthly report will include performance according to Performance Standards defined in RFP Section 6. A monthly safety report will also be submitted.

Transition Report. We will submit a written report at the conclusion of the four (4) month transition period that reviews the degree to which the transition plan was completed on time and the results obtained.

Annual Report. On the first anniversary of the effective date of the Agreement and every other anniversary date thereafter, we will submit to the City a written Annual Report that summarizes the year's activity in the format agreed upon by the City and First Vehicle Services. We will provide a statement indicating the solvency of First Vehicle Services as part of the Annual Report. We will also include in the Annual Report the results of the annual customer satisfaction survey, required in the Quality Assurance Program previously discussed in this proposal, in a format acceptable to the City.

Complaints. We will perform a service of high quality and keep the number of legitimate complaints to a minimum. We will maintain a record of all complaints for

inspection by the City, and will furnish a monthly report listing the name and department of the person complaining, the time and date the complaint was received, the nature of the complaint, and the disposition of each complaint. We will respond to complaints from the City within 24 hours after a complaint is received. We will include the resolution of such complaints in the monthly report.

Ad Hoc Reports. We will assist the City as requested in the generation of any ad hoc reports as the City or any of its user departments that request it. In addition, we will provide, upon request, copies of repair orders when vehicles are picked up to document costs incurred that are eligible for Federal reimbursement. All such request will go through the City Fleet Services.

Additional Reports. We will add routine reports and/or increase the frequency of routine reports when requested by the City.

Provider Personnel

We have provided our detailed staffing plan and employee training program in Section 5 – Organization and Staffing section of this proposal.

Reports

ANNUAL REPORT

We will provide an annual status report one (1) month before the end of each fiscal year. A remediation plan will be included for any area that does meet the minimum contract requirements. The annual report will include the items listed in RFP "Section 12. Reports" of the RFP.

MONTHLY REPORT

We will provide a monthly status report within one (1) week after month end. A remediation plan will be included for any area that does meet the minimum contract requirements. The monthly report will include the items listed in RFP "Section 12. Reports" of the RFP.

WEEKLY REPORT

We will provide weekly to the City a past due PM report. A remediation review for any underperformance item will be included.

DAILY REPORT

We will provide to the City a daily report to include, but not limited to:

- Vehicles currently in the shop with estimated completion dates
- Daily shop challenge, concern, opportunity for improvement

STAFFING REPORTS

We will provide to the City a staffing level report each month. A remediation plan will be included whenever the minimum staffing level is not achieved.

CUSTOM REPORTS

We will furnish any additional custom report at the request of the City.

PARTS FILL RATE

We will provide to the City a monthly parts fill rate report. A remediation plan will be included whenever the 80% parts fill rate is not achieved.

Total Agreement Cost

Please refer to the Price Proposal section of this proposal for pricing information.

INVOICING

Frequency: We will provide to the City one invoice per month in payment for Targeted Operating Budget Services. In addition, we will furnish one invoice per month for costs incurred for Non-Targeted Operating Budget services provided during the month or not previously invoiced. Each invoice, whether for Targeted or Non-Targeted Services, will be adjusted as appropriate for performance rewards/liquidated damages, for any rework services including warranty reimbursements, fuel used by our assigned vehicles, long distance phone bills, costs incurred directly by the City for Targeted Operating Budget Services, etc.

Format: We will submit invoices in electronic format to the City Fleet Services for review, approval, and payment. Invoices for Non-Targeted Operating Budget services will include line item documentation of costs incurred (e.g., wages, parts, third party vendor repair services, etc.) as well as documentation of the City's authorization to incur Non-Targeted Operating Budget Costs. Within each Non-Targeted Operating

Budget category, individual repair order numbers with associated labor charges, parts costs, and third party vendor repair services will be delineated.

Invoicing for Targeted Operating Budget Services: All costs invoiced for Targeted Operating Budget Services, except for fee, will be actual net costs as paid by First Vehicle Services. The first month's invoice for Targeted Operating Budget Services plus fee will not exceed 1/12 of the Targeted Operating Budget Cost. Our costs which exceed 1/12 of the Targeted Operating Budget Cost in any one month may be invoiced to the City in a subsequent month within the current contract year to the extent that cumulative invoices for the current contract year-to-date do not exceed the portion of the contract year completed.

Invoicing for Non-Targeted Operating Budget Services: Non-Targeted Operating Budget labor charges made by First Vehicle Services will only reflect labor costs incurred by First Vehicle Services as a result of performing Non-Targeted Operating Budget work and will be billed at the rates specified on RFP Attachment "F" Form (Non-Targeted Operating Budget Services, Detailed Hourly Rate Proposal), which is provided in our Price Proposal. If we perform Non-Targeted Operating Budget work without incurring any additional labor cost, no charge to the City for labor will be made.

Certification: The monthly invoice for all costs that we provide to the City will include a statement certifying that the charges billed to the City are true and accurate and were incurred in the performance of the terms of the Agreement resulting from this RFP process. Such statement will be signed by an authorized representative of First Vehicle Services.

PAYMENT TERMS/PROCEDURES

Payment Terms: The City will be responsible for paying First Vehicle Services within forty five (45) days of the City's receipt of an acceptable invoice. The City will pay First Vehicle Services for all items invoiced over which there is no dispute so that payment for undisputed items is prompt. Payment for disputed items will be made when disputes are resolved.

The City will not be responsible for paying any late charges or penalties that pertain to undisputed invoice payment that are within the forty five (45) day period. In addition, the City will not be responsible for paying any late charges or penalties of any type in regard to disputed invoices.

Payment Procedures: We understand that the City has implemented a Purchasing Card (P-Card) Program utilizing both VISA and MASTERCARD networks. Purchases from this contract will be made utilizing the City's Purchasing Card. We will receive payment from the purchasing card in the same manner as other credit card purchases.

First Vehicle Services is working with the City's SunTrust Bank Representative to accept your P-Card payment system.

AUDIT RIGHTS AND RETENTION OF RECORDS

The City will have the right to audit the books, records, and accounts of First Vehicle Services and our third party repair vendors that are related to this agreement. We will keep, and we will cause our third party repair vendors to keep such books, records, and accounts as may be necessary in order to complete correct entries related to this Agreement. All books, records, and accounts of First Vehicle Services and our third party vendors will be kept in written form, or in a capable of conversion into written form with a reasonable time, and upon request to do so, First Vehicle Services or our third party repair vendors, as applicable will make same available at no cost to the City in written form.

First Vehicle Services or our third party repair vendors will preserve and make available, at reasonable times for examination and audit by the City of Fort Lauderdale, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida public records law, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this agreement. If any audits has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts will be retained until resolution of the audit findings. If the Florida public records law is determined by City to be applicable to First Vehicle Services or our third party repair vendor's records, First Vehicle Services or our third party repair vendors will comply with all requirements thereof, however, First Vehicle Services or our third party repair vendors will violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts will be the basis for City's disallowance and recovery of any payment upon such entry.

Continuity of Service

NOTICE OF INTENT NOT TO RENEW

If we choose not to renew the Agreement upon Agreement expiration, we will provide the City a written notice of such intent at least one hundred fifty (150) days before the expiration of the Agreement. Should we fail to provide timely notice, the City reserves the right to require continued performance of the Agreement by First Vehicle Services under the terms of the Agreement for a period of up to four (4) months from receipt of written notice of intent or from the date of expiration of the Agreement, whichever is earlier.

PHASE IN/PHASE OUT

If upon expiration or termination of the Agreement, we are not chosen to continue in its role, we will, upon written notification from the City, provide phase-in, phase-out services for up to ninety (90) days after the Agreement expires or is terminated. After notification, we will cooperate in good faith with a successor in determining the nature and extent of the services, including the development of a mutually acceptable transition plan, subject to approval by the City. We will provide sufficient, experienced personnel during the transition period to ensure that all services called for by the Agreement are maintained at the specified level of Agreement performance. We will be reimbursed for all reasonable transition costs pre-authorized by the City, which are incurred within the agreed period after Agreement expiration or termination.

Contractor Contingency Work Plan

In the event of a possible work slowdown, employee shortage due to illness, military deployment, etc. or other special circumstance (e.g., major storms, hurricanes, tornadoes, etc.) requiring mobilization of resources, we can draw upon staff located at **FirstGroup America's 19 client locations across the State of Florida to maintain sufficient staffing levels at our Fort Lauderdale contract operation.**

Specifically, FirstGroup America has seven client locations in Broward County, which include the following government/association clients: City of Fort Lauderdale (partnership since 1981), Florida Department of Transportation (Fort Lauderdale), Town of Davie, City of Sunrise, City of Coconut Creek, City of Miramar, and the Downtown Fort Lauderdale Transportation Management Association (Sun Trolley transit services).

This robust footprint in Broward County (as well as other parts of Florida) gives us the flexibility to draw upon additional resources in a time of need or an emergency.

Central Warehouse Services Program

First Vehicle Services understands that the City wishes to centralize purchasing efforts within the Public Works Yard. We will work with the City to establish a Central Warehouse Services Program for purposes of stocking and issuing parts, supplies, chemicals, pesticides, and fertilizers used by City of Fort Lauderdale Departments residing within the Fleet fence-line.

We will help the City to establish a Central Warehouse Services Program that supports the City's shipping and receiving logistics of deliveries.

This program will conform to proper storage regulatory guidelines, as well as City of Fort Lauderdale's Environmental Sustainability Management System (ESMS) requirements. The goal of this program is to provide faster acquisition and delivery of items which are required by City Departments to complete their mission. We will also help the City to establish a procurement plan for items to be stocked, in volume or on contract at an overall savings for the City. This effort will reduce the cost of processing multiple orders and payments for each affected department.

We have assisted the City in preparing for the ESMS program by installing spill kits and signs, as well as reorganizing the large shop and parts room to have all fluids on a secondary containment. Our entire staff has also received ESMS training from the City.

Because of our lack of information necessary to develop a staffing plan required to properly staff the warehouse, we are unable to provide pricing for this separate option (RFP Attachment E - Options B and C). We will work with the City to establish a Central Warehouse Services Program.

Should we be awarded the contract, the Central Warehouse Services Program that we would help establish would provide the following:

- Stock, dispense, and invoice supplies and chemicals for approved City departments within the City's Public Works Yard
- Utilize a City approved authorization system to dispense Central Warehouse parts and supplies to City employees
- Have responsibility for training each employee associated with Central Warehouse Services function in FDS and any appropriate regulatory storage guidelines.

At the end of contract period, the City will purchase all remaining Central Warehouse inventory at initial purchase cost.

This Section will describe the actions that will be taken to accomplish a successful transition to a new contract services and the resources the Provider will employ in addition to resources needed to provide Target Services Operating Budget to accomplish a successful transition. The Provider will describe how continuity of service will be maintained during the transition period. In addition to specific actions to be taken, specific personnel to be used and their time commitments, and other resources to be used, the Provider will provide a timeline of events and milestones for the transition period. The Provider shall agree to completely absorb any costs associated with the transition period of a new Agreement resulting from the RFP process. The City will not be billed for any transition costs.

As the incumbent Contractor, the transition to the new contract will be seamless—with no disruption to the services being provided to the City or its vehicle operators. Also, as the existing fleet maintenance Contractor, we can guarantee no transition costs—either directly related to start-up or the administration of this Contract.

We have been proudly serving the City of Fort Lauderdale since 1981 as its preferred provider of professional fleet management and maintenance services.

As the current fleet services provider to Fort Lauderdale, we have on-site management and staff in place to carry us into the new contract. In addition, our existing parts inventory is sufficient and specifically addresses the issues related to the maintenance and repair of the City's vehicle and equipment fleet. Furthermore, we have established relationships with national/ regional/ local vendors with distribution centers in the area, allowing us to procure parts/ supplies and sublet services today so that we can help minimize the downtime of the City's vehicles and equipment.

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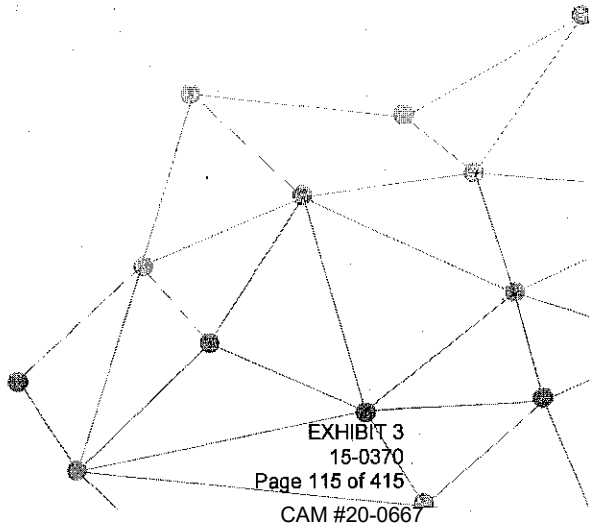

This Section provides the Provider the opportunity to suggest alternatives to the scope of services and conditions set forth in this RFP, which in the Provider's opinion will further advance economic goals of the City's Fleet Services objectives. Better services, reduced cost, etc. The Provider must state in this Section whether it takes any exception to any provision set forth in this RFP, including the Sample Agreement provisions in Section IV. The Provider must state the cost differential that the Provider would charge without the exception, or whether or not the Provider will consider participating without the exception.

The City's preference is to receive Technical and Cost Proposals that are inclusive of all provisions set forth in this RFP without exception and to have Providers submit alternatives in terms of charges in the Technical and Cost Proposals that will enable the City to evaluate these alternatives relative to the scope of services and conditions set forth in this RFP. To this end, the Provider is hereby informed that failure to propose the entire list of services or general terms and conditions exactly as specified herein may be grounds for disqualifying its Proposal as unresponsive.

This Section, with respect to exceptions, is mandatory. Failure of a Proposer to include this separate Section in its Proposal will be taken to mean that the Proposer takes no exceptions to the terms and conditions specified in this RFP, and offers no alternative terms and conditions.

First Vehicle Services is taking no exceptions to the City's RFP.

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This Section will present the Proposer's proposed organization structure and staffing chart showing specific job classifications, number of employees and full-time equivalent employees by position and reporting relationships. A position description with eligibility requirements will be provided for each position. Resumes for all key management personnel will be provided in sufficient detail to be able to determine the nature and depth of each individual's relevant experience and their relationship to the Proposer. The amount of time each key individual will devote to the work will be specified.

As part of the decision-making process, the City will pay particular attention to the impact of any cost agreement on current employees. Proposers will include in their proposals how such employees will be treated. For example, will the Proposer provide employment for all impacted employees for a set period of time? Proposers must address in their proposals specifically how they plan to deal with these issues.

Proposed Staffing Approach

Serving the fleet maintenance needs of the City of Fort Lauderdale since 1981, no other Contractor has a clearer understanding of the unique vehicle requirements, vehicle operator demands of Fort Lauderdale than First Vehicle Services.

We are the leading Contractor of fleet management services for governments, with more than 30 years industry experience which **our partnership with the City of Fort Lauderdale since 1981.**

We will use a staffing approach that is arranged functionally to provide the most efficient control of all services under the direct daily oversight of our dedicated service team. Our organization is designed with the appropriate division of responsibility, supervision, staffing, and skill sets for cost-effective management by cross-trained personnel. Our on-site personnel can draw upon our surrounding client locations to supplement the workforce at City-provided fleet garage facility with qualified staff, as needed.

On-site Staffing Plan

We will provide the City with the following on-site, dedicated team of seasoned management and staff who will be responsible for the delivery of contract services.

Position	Employee Name	FTE Employees
General Manager	[illegible]	1
Operations Manager	Philip Reese	1
Supervisor	[illegible]	1
Supervisor	Domenic Bruzzi	1
Supervisor	[illegible]	1
Inventory Manager	Rice Orlando	1
Office Manager	[illegible]	1
Office/MIS Clerks		2
Parts Clerks		3
Lead Technicians (1st Shift)		2
Lead Technician (2nd Shift)		1
Technicians (1st Shift)		6
Technicians (2nd Shift)		11
Emergency Vehicle Technicians		10
Body & Paint Technician		1
Tire Repairer		1
Utility Workers		2
TOTAL STAFFING		45

All personnel of our location project team will be 100% devoted to the City's fleet maintenance operation.

Maintaining maximum vehicle safety and availability for the City is a top concern of the on-site technicians. The technicians will be properly trained to perform maintenance

and repair on the diverse vehicle and equipment types in the City's fleet. The service work of the technicians will consistently conform to the highest standards of quality and efficiency, as well as industry best fleet practices.

All employees who will operate the City's vehicles or equipment requiring a commercial driver's license or other specialized licenses will have all appropriate licenses including CDL's. In addition, employees will possess the appropriate industry and state required certifications (Automotive Service Excellence or ASE, Emergency Vehicle Technician or EVT, State of Florida, etc.) for maintaining and repairing the City's vehicles and equipment. We are committed to our employees and encourage ASE and EVT certification advancement with financial incentives provided through our employee training and certification program.

We will also perform pre-employment alcohol/drug tests for all employees to be hired, criminal background checks, and driver's license/CDL checks for all proposed employees, and will administer random alcohol/drug tests during the contract term. We will dismiss any employee involved in misconduct, drugs, or alcohol on the City's premises, or whose performance or actions are obviously detrimental to the program.

TREATMENT OF CURRENT EMPLOYEES

As the incumbent fleet services provider, we will ensure a seamless transition of contract services in the next contract with our location management and staff that are in place and excited to continue serving the City.

RESUMES

Resumes of our key project management team who will provide project oversight and support including monitoring contract performance are included in the **Attachments** section of this proposal.

Job Descriptions

Position	Responsibilities
General Manager	• Complete oversight of fleet operations, maintenance, safety and administrative duties • Serve as primary liaison with customer • Provide leadership and support for all project personnel

	• Maintain strong safety culture and encourage continuous improvement • Implement and monitor cost savings programs, safety initiatives, waste and environmental management procedures, quality control measures, and other fleet management standard operating procedures • Monitor and measure Key Performance Indicators against actual performance <u>Minimum Qualifications</u> • College degree preferred (equivalent experience accepted) • Minimum 10 years proven technical and managerial experience in light and heavy fleet repairs, quality control, preventive maintenance program management/scheduling, storage and handling of repair parts and materials, procurement of services and repair parts, and assigning and monitoring workload and personnel • Planning and budgeting experience • Fleet management information systems knowledge • Strong leadership and management skills • Strong interpersonal and communications skills • Computer skills required • Valid state driver's license
Operations Manager	• Develop and maintain shop management procedures that are in compliance with regulatory and contractual requirements • Oversee all shop operations to include motor pool management • Responsible for work performance in the shop including planning, staffing, training, monitoring, and analyzing maintenance requirements and schedules • Monitor preventive maintenance and repair program for compliance with Key Performance Indicators • Responsible for meeting and exceeding training and certification goals and contract requirements • Monitor service delivery for compliance with all OSHA, environmental, and DOT mandates • Maintain our First Quality Management™ Program for quality, cost-effective, and efficient maintenance services • Responsible for employee observance of work rules and safety practices • Responsible for accuracy and completeness of all documentation and FMIS entries relating to vehicle/

	equipment maintenance and repairs performed within the facility • Prepare and submit operations reports and schedules to management and the City Minimum Qualifications • 7 years fleet or retail maintenance experience • 4 years supervisory experience • High school graduate or G.E.D. • Knowledge of automated fleet management information systems • Strong leadership and management skills • Strong interpersonal and communications skills
Shop Supervisor	• Provide technical supervision of fleet maintenance and support activities • Prepare and assign resources to work plans • May coordinate parts, shop tools, and maintenance requirements with management and staff • Responsible for work performance in the shop including planning, staffing, training, monitoring and analyzing maintenance requirements and schedules • May inspect completed work by technicians • Responsible for monitoring maintenance service quality, as well as compliance of PM inspections with Key Performance Indicators • Train, assign, and direct the work of technicians to maintain work productivity, safety, and quality • Perform periodic security and safety inspections of the facility, equipment, and parts room • Responsible for accuracy and completeness of all documentation and FMIS entries related to maintenance and repair activities within the facility • Prepare and submit operations reports and schedules to management and the client
Office Manager	• Responsible for managing project office administration to meet all contractual and legal mandates related to hiring, drug testing, maintaining personnel files, etc. • Relieve General Manager of clerical work and administrative details • Maintain contract files and records and prepare contract correspondence, management reports, and schedules • Answer phone and direct calls within the facility office

	• Schedule appointments and meetings for management staff, and prepare agendas • Prepare and send faxes, e-mail, and mail, as required • Administer daily office activities including managing accounting data, payroll, and personnel records • Coordinate employee benefits for the location • Input and extract data from the FMIS to provide data to company management and the client Minimum Qualifications • High School graduate - Some college preferred - Equivalent work experience accepted. • 2 years direct experience in an office environment in an administrative management, Accounting or secretarial position • Possess experience in facilitating daily operation, payroll, accounts payable, creation and distribution of reports, invoicing, and maintaining employee records and vehicle maintenance files • Excellent computer skills in word processing required • Analytical background desired – Must be able to write reports • Strong interpersonal and communications skills • Valid State driver's license
Office/MIS Clerk	• Provide office clerical and administrative support to management staff • Maintain files and records, and prepare management reports and correspondence as directed • Prepare and maintain schedules and performance reports • Maintain FMIS data including checking input and output documentation for accuracy and completeness • Input and extract data from FMIS to provide data to management and the client • Answer phone at the facility and direct calls and schedule appointments and meetings for management staff • Prepare agendas • Prepare and send fax documents, e-mail, and mail as required Minimum Qualifications • High School graduate - some College preferred - Equivalent work experience accepted.

	• 2 years direct experience working in an office environment and in administrative, accounting or secretarial position • Must possess experience in facilitating daily operation, payroll, accounts payable, FMIS systems including data entry, creation and distribution of reports, invoicing, maintaining employee records and parts inventory files • Excellent computer skills in word processing required • Analytical background desired and must be able to write reports • Strong interpersonal and communications skills • Valid State driver's license
Inventory Manager	• Stock inventory at profitable levels, while maintaining appropriate services to shop operations • Design, implement, and monitor ongoing cost quality purchasing program • Manage warranty claims on parts • Prepare and conduct physical inventories regularly • Provide timely and accurate support services to operational staff • Provide reports and FMIS-generated reports as necessary • Meet all contractual requirements in the area of parts inventory management and supply services • Initiate all necessary operating procedures applicable to parts management and supply activities • Provide training, technical support, and assistance to staff • Responsible for security of parts facility and inventory <u>Minimum Qualifications</u> • High School diploma or equivalent • Ability to read, comprehend and follow technical manuals (in English) • Ability to effectively communicate verbally and in writing (in English) at a technical and professional level • Must have excellent telephone communication skills • Valid driver's license • Must have four (2) years of experience
Parts Clerk	• Responsible for the receipt, verification, labeling, storage, documentation, and security of all parts and supplies in the parts room • Issue parts to technicians with approved documentation • Responsible for proper documentation of parts and charging parts to work orders

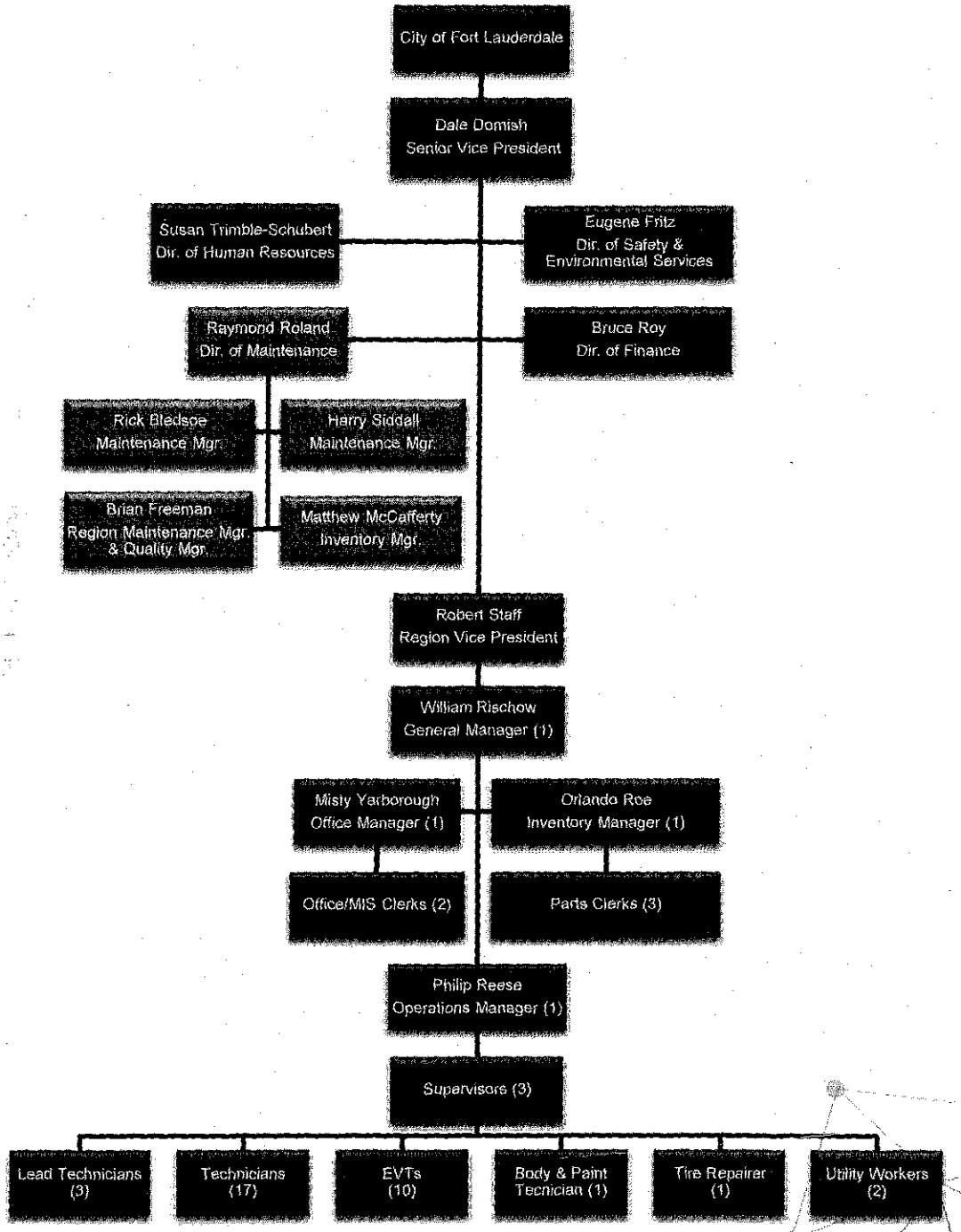
	• Assist technicians in researching part numbers, cross-referencing interchangeability, and supplying parts to meet scheduled repairs and maintenance • Coordinate with technicians on parts status, specifications, warranties, and delivery schedules • Maintain accurate and complete FMIS inventory records as parts are received and issued to technicians • May assist in periodic physical counts and verifications Minimum Qualifications • 1 to 3 years of parts room and inventory management experience • Experience in automotive / truck parts • Knowledgeable in computerized inventory management • Strong computer skills and attention to detail • Strong interpersonal and communications skills • High School graduate • Valid state driver's license
Lead Technician	• Assign, monitor, and approve all work performed by technicians • Diagnose and perform all phases of vehicle maintenance and repair • Remove, clean, repair, reinstall, and adjust vehicle components • Monitor work orders for complete documentation of maintenance and repairs by technicians • Select appropriate course of action for repairs Minimum Qualifications • Experience in monitoring and meeting PM schedules • Valid state driver's license • 3 years direct mechanical repair experience • Able to properly operate automotive repair shop equipment • Able to maintain acceptable rework level for team production • Able to read and follow repair manuals • Able to write and follow repair orders (in English) • ASE Master Technician Certified (Preferred)
Technician	• Diagnose and perform all phases of vehicle maintenance and repair • Remove, clean, repair, reinstall, and adjust vehicle components

	• Complete work orders properly • Evaluate completed work prior to release • Perform road calls and emergency services as necessary Minimum Qualifications • Experience in monitoring and meeting PM schedules • Valid state driver's license • 3 years direct mechanical repair experience (Preferred) • Able to properly operate automotive repair shop equipment • Able to maintain acceptable rework level for team production • Able to read and follow repair manuals • Able to write and follow repair orders (in English)
Emergency Vehicle Technician	• Responsible for performance of general maintenance and repairs of diesel and gas powered emergency management vehicles and equipment including, but not limited to, welding, hydraulics, pumps, ladders, and engine overhaul on fire apparatus/emergency response vehicles • Inspect and test vehicle operation to identify needed repairs or analyze malfunctions • Record all repair and maintenance activities on work orders including parts and materials used, labor time expended, and pertinent comments • Complete other documentation as needed including test measurements/readings, operational analysis, service/ inspection checklists, and other logbooks, forms, and reports Minimum Qualifications • High School Graduate • Possess a minimum of a CDL license as well as 3 EVT certifications • Strong diagnostic and communications skills • Possess a valid State CDL license
Body & Paint Technician	• Inspects body damage to determine feasibility and best method of repairs. May use special metal forming and cutting tools to perform repairs • May fill damaged panels with body plastics and grind, file or sand repaired surfaces. May straighten deformed metal using hydraulic jacks and pulling devices

	• Removes, installs, adjusts and aligns body components. May repair locks, latches and other accessory body parts. May perform glass and upholstery repairs • Documents all repair and maintenance actions on Work Orders including parts and materials used, time expended and pertinent comments. Ensures the accuracy and completeness of all documentation and FMIS entries prior to release of the vehicle • Completes other documentation as needed including service/ inspection checklists and other logbooks, forms and reports Minimum Qualifications • Minimum 2 years direct experience in body work • Valid State driver's license • Possess ASE certification
Tire Repairer	• May perform tire inspections • May maintain records of tire inventory, recaps, scraps and other logs as needed to ensure a ready supply of tires • Strictly observes shop safety practices relating to tire installation, use of personal safety devices and wheel dollies, chemicals and tire filters. Follows environmental practices regarding proper handling and disposal of all waste streams. Minimum Qualifications • High school graduate • Vocational training in automotive repair • Equivalent experience accepted
Utility Worker	• Wipe exterior and glass of washed vehicles to remove any residual dirt, grease, or film • May vacuum and clean vehicle interior and upholstery • May perform some shop janitorial duties • Strictly observe shop safety and environmental practices relating to the proper handling and disposal of all waste streams Minimum Qualifications • Candidates must have a high school diploma, or equivalent, with previous experience at a service station strongly preferred

	• Must have a valid driver's license • Must have excellent communication skills

Organization Chart



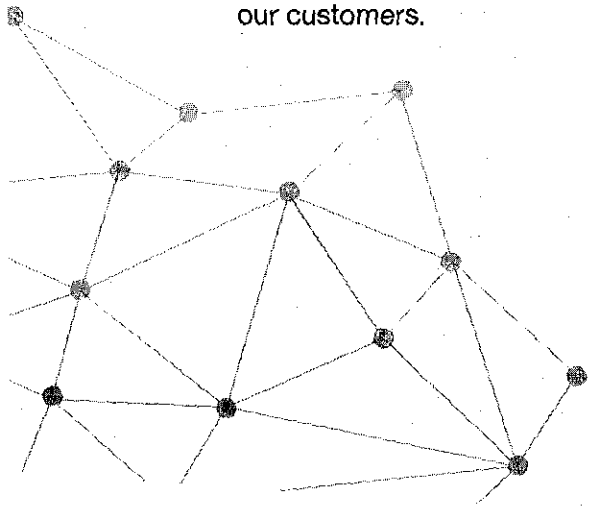
Staffing Philosophy

We have followed a tried-and-true path for becoming, and remaining, an industry leader. First, we have defined our core values—safety, quality, and customer service. Second, we hire enthusiastic and experienced professionals who identify with our core values. Third, we train these individuals to integrate our values into their day-to-day responsibilities. Finally, we encourage them to combine their individual promise with the strength of our team to accomplish outstanding results.

By recruiting, hiring, training, and managing the finest professionals available, we can deliver the best service in the industry. We have established a solid set of employment principles that drive our human resources initiatives. We will:

- Empower our employees as professionals by providing a **climate of trust, respect, integrity, and honesty**
- Demonstrate an **unwavering commitment to safety** through corporate investment
- Consistently train employees at all levels through policies and procedures that drive a **Safety-First culture**
- **Encourage an open-door management philosophy** to drive communication between staff and management
- Recognize the need for employees to **maintain a comfortable balance between work, family, and community**
- Provide employees with the **essential training and feedback** to perform each job to First Vehicle Services and the City's standards
- Provide all employees with a **fair and competitive compensation and benefits** plan
- Provide employees with **career growth opportunities**

With the support and encouragement we offer our employees, we strive to build long-lasting enthusiasm and commitment throughout our company. We have created a work place that is challenging, one that demands and rewards exceptional professionalism and service, and one that builds trusting relationships between management, staff, and our customers.



On-site Management Team

William Rischow, General Manager

We are pleased to have Mr. William Rischow continue serving as the on-site General Manager for the City's fleet maintenance operation. In this role, his efforts ensures success in leading our on-site world-class maintenance team. He is 100% dedicated to this service, fulfilling contract duties associated with the contract operations. **Mr. Rischow has diverse skills in developing policies and procedures that contribute to reduced operating expenses, improved services for the City, increased vehicle availability, and world-class customer service.**

Mr. Rischow is an accomplished manager with over 30 years of experience in fleet management and repairs—19 of which have been with the City of Fort Lauderdale fleet maintenance operation.

Mr. Rischow has overall responsibility for the provision of vehicle management services to the City through direct involvement of all daily operational functions and currently serves as our primary point-of-contact for the City. He ensures the successful and safe functioning of all phases of the City's vehicle management operation. Specifically, he oversees the supervision of the daily activities of the location staff, vendors, and other personnel necessary to support the delivery of essential contract services.

Mr. Rischow will continue to ensure all expectations and requirements are met and exceeded while complying with corporate policies and procedures. He will continue to be responsible for the entire management and operation role locally, including safety, employees, and customer service satisfaction.

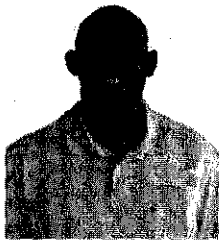
With the support of Robert Staff, our Region Vice President, Mr. Rischow works with the City to ensure preventive maintenance program compliance, identify cost-saving measures, provide essential fleet reporting, and ensure world-class service is maintained. William Rischow and Robert Staff both stand ready to respond to any of

the City's issues with our service delivery, with the added guidance of Dale Domish, our Senior Vice President.

Supported by our corporate and regional staff and resources, Mr. Rischow ensures our local functional relationships, lines of authority, and employee responsibilities are clear and consistent. He makes sure all employees on the project have the tools to stay up-to-date in their job duties. He also sees that every employee is qualified and trained for his/her specific role within this project. Our location management staff is on-site during all normal hours of service and on-call technician are available 24/7 to respond to after-hours emergencies such as vehicle breakdowns.

Conducting frequent meetings with all employees, Mr. Rischow maintains open lines of communication and expects the same from all employees. This includes interactions and coordination with the City and vendors used to support the Contract.

Philip Reese, Operations Manager



We are pleased to present Mr. Philip Reese as the Operations Manager for the City's fleet management operation. With over 30 years operations management experience, Mr. Reese is ideal for this role, as he helps lead our location staff and ensures a high level of vehicle availability and cost-effective maintenance services.

Mr. Reese will direct all phases of the day-to-day operation of the fleet management services for the City. He will be responsible for contract compliance in accordance with standards set by the City and First Vehicle Services by monitoring daily service tasks, facilitating customer service issues, and coordinating all maintenance and repair activities.

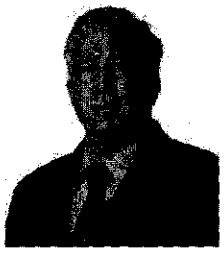
Mr. Reese has been in the vehicle maintenance industry for over 30 years. He will encourage a positive attitude and teamwork with all employees to deliver a high-level operations performance throughout the new Contract.

Resumes of our location management team, as well as supervisory team, can be found in the **Attachments** section of this proposal.

Customer Support Management Team

We support each of our operations with both regional and corporate oversight to ensure that our project management receives expert operational support and audit of activities by off-site staff. This assistance is provided to our clients throughout the Contract term. Our customer support management is comprised of experts who are trained in every aspect of fleet management. Resumes of our entire customer support management listed below can be found in the **Attachments** section of this proposal.

Dale Domish, Senior Vice President



Our Senior Vice President, Dale Domish, works closely with our Region Vice President to ensure 100 percent customer satisfaction with the Contract services we deliver daily. He ensures that our operations are focused on service delivery excellence through continuous process improvements, quality excellence through compliance with ISO/ Lean Six Sigma standards and our trademarked First Quality Management program, safety excellence through the OSHA VPP and our safety program, and employee excellence through comprehensive training and testing for ASE and EVT certifications.

Dale is an accomplished fleet management professional with over 30 years of industry experience. Dale received a Master of Business Administration Degree in Business Management from the Michigan State University, as well as a Bachelor of Business Administration Degree at the Detroit College of Business in Michigan.

He is also a resident of the City of Fort Lauderdale and has a local office in Pompano Beach (FL).

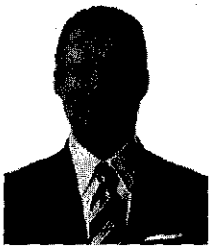
Robert Staff, Region Vice President

Our Region Vice President Robert Staff is responsible for overseeing the overall Contract performance including Key Performance Indicators and cost savings initiatives, and will report directly to the City's Contracting Officer and FirstGroup America's corporate management. Moreover, he is responsible for monitoring the performance of the vehicle maintenance operation to ensure contract requirements are met and exceeded. He is responsible for developing and implementing tailored solutions to streamline and improve the fleet service delivery processes to better serve the City's needs.

He receives weekly and monthly statements from the location project management team for review, and advises and directs the on-site General Manager in any corrective actions necessary to ensure the delivery of world-class customer service to the City. He will meet regularly with the City's Contracting Officer to discuss contract matters and areas where we can be more responsive to the City's needs.

Robert has more than 20 years of fleet management and maintenance experience. He has received a Bachelor of Science in Business Administration for Ramapo College in New Jersey.

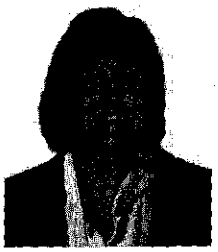
Bruce Roy, Director of Finance



Our Director of Finance, Bruce Roy, is responsible for the overall management of the financial operations of this contract and is mainly involved in planning, organizing, and controlling of financial resources. He analyzes financial results and directly communicates with our Senior Vice President, Region Vice President, and location General Manager on financial reporting and interpretation of financial reports. He monitors the preparation of the financial budget and submits the report to other senior management for the purpose of review and strategic planning.

Bruce is a graduate of Xavier University with an MBA in Finance and holds a Bachelor of Science Degree in Economics from Hamilton College. **Bruce has over 15 years of financial management experience to bring to this project.**

Susan Trimble-Schubert, Director of Human Resources



Our Director of Human Resources, Susan Trimble-Schubert, is responsible for functions related to employment, including the administration of our employee benefits program and staff training programs. She manages the recruiting and hiring of personnel, as well as performs duties relating to employment provisions mandated by law. In addition, she ensures we are in compliance with government and company hiring practices and all employees have required certifications and licenses to perform work. She is responsible for documenting and maintaining technician certifications and licenses on file.

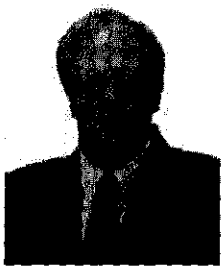
Susan received a Master of Public Policy and Management (MPPM) and a Bachelor of Arts in Spanish Language and Culture from the University of Pittsburgh. She also achieved a Bachelor of Science in Business Administration from the Christopher Newport College in Virginia. **Susan is certified as a Human Resource Generalist by the Society for Human Resource Management (SHRM).**

Eugene Fritz, Director of Safety & Environmental Services

Our Director of Safety and Environmental Services, Eugene Fritz, develops and implements safety policies and procedures in compliance with local, State, and Federal Occupational Safety and Health Administration (OSHA) rules and regulations. He upholds our **First to Zero safety goal** to ensure an accident-free work place for all employees. Furthermore, he is responsible for service center compliance with all local, State, and Federal environmental regulations through company environmental programs and policies.

Eugene received a Master of Education Degree from the Florida Atlantic University and is a graduate of CUNY Baruch College with a Bachelor of Business Administration Degree in Finance. **Eugene is a certified Safety Manager by the National Association of Safety Professionals.**

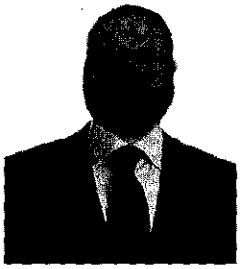
Raymond Roland, Director of Maintenance



Our Director of Maintenance, Ray Roland, assists our Senior Vice President in providing oversight and direction to all our client locations to ensure company resources are managed and coordinated in an efficient and professional manner to meet and exceed company and client's objectives. He coordinates and directs our operations and quality programs to ensure process standardization and service quality consistent with company and industry best fleet practices.

Ray is a fleet management professional with over 25 years of industry experience. While serving as General Manager of our Allegheny County (PA) client location, he received recognition as one of the Top 20 Fleets in America by *Fleet and Equipment* magazine for four consecutive years, including three top five awards.

Brian Freeman, Region Maintenance Mgr. & Quality Mgr.



Our Region Maintenance Manager and Quality Manager, Brian Freeman, works closely with our Director of Maintenance to maintain ISO 9001 standardization and monitor operational performance across all client locations, while ensuring our locations are providing quality services on an ongoing basis. He also monitors the location's Key Performance Indicators (KPI) objectives that cover preventive maintenance and repair turnaround rates, fleet availability, quality of work, and parts availability. He assists with the training of our personnel and implements cost savings programs and customer satisfaction initiatives. Additionally, Brian assists in the planning, organizing, and staffing of new contract start-ups

Brian is a fleet maintenance professional with over 23 years of industry experience. He is certified as a Diesel Technician by the Nashville Diesel College and possesses many ASE certifications including preventive maintenance, air conditioning repairs, and medium/heavy duty vehicle brake repairs.

Employee Benefits Program

We will be responsible for providing an employee benefits program for health and other related benefits. At the time of benefit eligibility and open enrollment, we provide

eligible employees with a copy of our Benefits-At-A-Glance. This document provides an overview of the ancillary benefits offered to our employees and their eligible family members.

Our employees may select from two Medical Account Plans (MAP), each with set deductibles and annual out-of-pocket maximums. Employees have the option of choosing coverage for themselves, for the employee and a spouse, or for the employee's family. We also offer domestic partner benefit options for all employees.

New employees are eligible for their benefits the first of the month, following thirty (30) days of employment. Our health plans typically include coverage of the following:

- Physician Office Visits
- Major Medical Coverage
- Wellness Benefits (certain cancer screening, annual physicals, well baby care)
- Voluntary disease management programs (e.g., asthma, diabetes, congestive heart failure)
- Vision Discount Plan
- Prescription Drug Benefit Plan
- Employee Assistance Program
- Vision Care Program
- Dental Coverage

Additionally, our benefit program for full-time staff offers:

- Short-term Disability
- Long-term Disability
- Accidental Death and Dismemberment Insurance

Other benefits include:

- Health Savings Account
- Dependent Care Flex Spending Account
- 401(k) Retirement Plan
- Vacation
- Sick and Personal Time Off
- Life Insurance
- Short-term and Long-term Disability

Employee Training and Certification Program

Training and development of all maintenance personnel is important to the performance of quality repair services for our clients. **First Vehicle Services requires each technician to participate in at least 40 hours of training each year to increase skills and knowledge of industry technology advancements.** We understand the importance of retaining certified technicians and encourage our employees to become Master ASE technicians through the ASE training and certification program tied to financial incentives.

The training program is customized to the individual, based upon their current skill set, as well as the City's fleet specifications and contractual obligations. Enhancing the abilities of technicians is the foundation on which our approach to maintenance is built; and reflects the dedication to improved fleet safety and reliability.

A highly trained technician performs higher quality repairs in a more efficient manner—resulting in a better maintained fleet with less downtime for the City of Fort Lauderdale.

Our systematic approach to technical training and development is critical to superior maintenance performance. In addition to ASE training, our technicians also receive classroom instruction and on-the-job training provided by our suppliers such as AC/Delco, Ford Motor Company, Fluid Power Hydraulics, Force America, and International.

We maintain a comprehensive library of in-house and web-based technical training materials consisting of videos, printed study guides, and libraries of technical literature for reference by our technicians. Our technicians will have all the necessary training, support, and oversight for proper and effective maintenance of the City's vehicles and equipment.

ASE Certification

We value our employees and are committed to service excellence. This is why we require our technicians to become Automotive Service Excellence (ASE) certified.

We have technicians with over 3,500 ASE certifications at our contract locations across the United States. **This includes 90 ASE certifications at our Fort Lauderdale fleet maintenance operation.**

Our technicians attend training and certification testing provided by the National Institute for Automotive Service Excellence. The ASE training program has a series of more than 18 tests that measures skill level in vehicle maintenance and repair. These tests are grouped by specialty including front-end alignment, brakes, air conditioning, electrical, engine repair, etc. for automotive, heavy equipment, school buses, and alternate fuel vehicles, for example.

ASE Certified Technicians—Bringing Reliability to Your Fleet

ASE certification means that our clients always receive the best service quality each time a vehicle is maintained by First Vehicle Services—reducing unnecessary repairs to the fleet and vehicle downtime.

Master ASE Certification Training and Career Plan

We understand the value of employing highly skilled technicians to maintain a safe and fully available fleet for the City. We are committed to the training of our technicians in the latest technology by providing financial incentives for achieving Master ASE certifications. Periodic review of technician ASE certifications is provided by our on-site General Manager, with support from our Region Vice President.

EVT Training and Certification

We recognize that emergency vehicle response is the basis for the success or failure of all other emergency functions. These mission critical vehicles carry all of the emergency equipment in addition to all of the responding personnel. Only when these vehicles are operating safely and available to respond can governments effectively achieve its mission of saving lives and protecting property. Utilizing EVTs who are trained to work on emergency vehicles will give assurance of high vehicle safety, availability, and reliability.

We have over 70 EVTs on staff with a total of over 120 EVT certifications in the repair of fire apparatus, ambulances, and other emergency response vehicles. **This includes 38 EVT certifications at our Fort Lauderdale fleet maintenance operation.**

ON-STAFF TRAINERS

We are pleased to have on-staff Emergency Vehicle Technician (EVT) trainers who are highly experienced in the maintenance of Fire Apparatus/ EMS/ Ambulance units and provide training sessions throughout the year. This allows EVT candidates the opportunity to achieve four certifications annually upon successful completion of the training sessions. To meet our customers' requirements, we have had six classes this year.

We maintain a staffing level of EVT technicians required by the City to expedite the repair and availability of EMS ambulances, fire, and Fort Lauderdale Police Department equipment.

First Vehicle Services at Fort Lauderdale has two Senior EVT Certified Technicians on staff, both of whom are members of the EVT Certification Validation

Committee. Their responsibility is to ensure that all EVT tests are at current standards and technical specifications and the testing questions are accurate.

> The servicing of fire apparatus and ambulances by certified EVTs will provide more reliable equipment, thus enhancing the safety of the public and emergency personnel.

We also encourage our EVTs to attend training sessions provided by the Emergency Vehicle Certification Commission to increase the level of EVT certifications earned. The training program consists of four certification modules—fire apparatus, law enforcement, ambulance, and Airport Rescue and Fire Fighting (ARFF). A technician can receive EVT certification in a specific test area(s) by successfully completing the required exams. EVT and ASE exams can be combined for those seeking to achieve the highest EVT certification—Level I, II, or Master EVT certification.

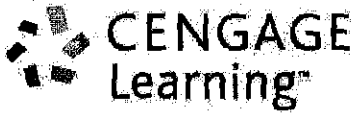
Alternative Fuel Vehicle Maintenance Training

We are committed to alternative fuel use and routinely send our maintenance personnel to original equipment manufacturers (OEM) factory training schools such as Detroit Diesel, Cummins Engine Corporation, Ford Motor, and the Natural Gas Vehicle Institute in Las Vegas for certification in the area of Compresses Natural Gas (CNG).

Specific training and testing that a technician can receive to qualify for ASE Type F1 (CNG – Light Vehicles) and H1 (CNG – Engines) certification includes:

- Vehicle Inspection for Condition, Suitability, and Compliance
- Equipment Installation and Inspection
- Leak Testing and Repairs
- Emissions, Performance Verification, and Adjustments
- System Diagnosis Maintenance and Repair
- General Cylinder Safety and Maintenance

Virtual Training for Technicians



We have partnered with **Cengage Learning/Delmar** – a leading provider of innovative teaching and learning solutions worldwide – to create an interactive learning experience for our technicians. This program offers completely customized training for all technicians through a three-step process: **Assessment**, **Training**, and **Certification**.

Assessment

Training begins with a comprehensive online skills assessment that allows technicians and the General Manager to objectively baseline knowledge in specific areas. Each assessment measures an individual's competency to a detailed level of theory, application, and diagnostic ability in a number of technical areas. We have found this to be an integral step towards improving a technician's specific skill set and achieving personal training goals.

We provide training through the FirstGroup America Cengage Learning/ Delmar Partnership program, which allows a technician to receive interactive, customized training.

Training

After the initial assessment, technicians are assigned to training modules based on their identified needs. Each self-paced module contains critical content that is reinforced through interactive graphics and animations. The training is available at any time, so technicians can work through the materials at their convenience.

Each course contains an average of 8.5 hours of training materials and can be completed in either English or Spanish.

Certification

Each section within the module is completed with final review questions; and each module is concluded with an end of course review and exam. Each exam is designed to

confirm comprehension of the required materials. These tests are in a very easy-to-use format that combines helpful remediation while addressing the unique needs of the technician by clearly demonstrating text-based theory for enhanced learning and retention. Also available are a variety of study options that include practice questions, sample ASE-style tests, and a timed test duplicating the actual ASE Exam.

Manager Tools – Virtual Training System

The General Manager may log into the system at any time to access numerous reports that identify technician activity within the training program. The General Manager can produce a Course Usage Report to track of hours dedicated to the training curriculum. The General Manager utilizes this information to encourage technicians to continue progressing through their customized training program. The General Manager can also run a Class Detail Report, which shows the number of times each technician has taken a practice test, his/her score, and the overall score of the training class.

Other Maintenance Trainings

OEM/Auto Aftermarket Vendor Training

We assist our clients in gaining full benefit from our relationships with Original Equipment Manufacturers (OEM) and national parts suppliers including auto aftermarket vendors. Trainers including AC/Delco, Cengage Learning/Delmar, Noregon Diagnostics, General Motors, Ford, Case, Force America, Intercon, Leach, Heil, and Elgin visit our maintenance sites to instruct technicians in a variety of areas including, but not limited to, electrical, hydraulic, and manufacturer specific training. **The purpose of vendor training is to improve the skill set of technicians for improved service delivery to our clients.**

Our employees at the Fort Lauderdale contract operation receive training in the following classes:

- AC Delco Training
- Advanstar ASE Braking - Brunswick Air Brake Training
- Fuel Truck Training
- Hydraulic Genset Training
- New Caprice Training
- Light Vehicle Compressed Natural Gas Training
- LP Gas Mower Training

- Surf Rack Training
- V-Mux Multi-Plex Training
- Fuel Smart Training
- Weiderman Super 500 Training
- Madvac Training
- Zipper Training

Management/Supervisory Training

Corporate management/supervisory training programs are offered to develop and improve managerial skills. It is essential for each supervisor to understand how to effectively motivate and direct technicians, as well as make sound business decisions. These supervisory programs train on key functions of leadership including the dynamics of work, group operations, motivational theory, achievement models on leadership, managerial style, accounting, and budgeting, etc. We support a practice of promoting from within the company. Given the many government diverse fleets and operations we oversee, we offer frequent and substantial opportunities for employee advancement.

Fleet Management Information System Training

Our fleet management information system (FMIS) training focuses on instructing our management and technical personnel in the use of our proprietary FMIS, First Source MIS. We employ our "train the trainer" concept to instruct local personnel on the functions, capabilities and features of First Source MIS.

Continuing Education Program

ASE Bonus Program

At First Vehicle Services, we encourage all of our employees to advance their skill sets so that they can more effectively meet the challenges of their job duties and deliver quality services that are congruent with latest industry advancements. To accomplish this, we provide an employee incentive program that promotes the development of our employees by rewarding those who achieve training milestones while keeping their certifications current.

We believe that technicians completing training are more effective, efficient, and productive.

Technicians are entitled to a pay increase for each ASE certification that is earned above those required for their skill level. Technicians have an opportunity to earn significant pay increases over their normal rate and are not restricted in the number of badges that can be earned at any given time.

ASE Bonus Program Benefits		
Improves Employee Productivity and Morale	Attracts Talented Vehicle Maintenance Technicians	Reduces Employee Turnover

ASE Blue Seal Recognition Program

First Vehicle Services places a major emphasis on quality fleet maintenance services by obtaining ASE Blue Seal Recognition for our clients' vehicle maintenance facility.

We are pleased to have achieved ASE Blue Seal status for the City of Fort Lauderdale's fleet maintenance facility.
We will maintain ASE Blue Seal recognition in the next contract.

This program recognizes that the technicians working in the ASE Blue Seal garage are properly trained and tested in their field. To attain ASE Blue Seal recognition, the repair shop must have at least 75% of technicians ASE certified. Also, each area of service offered in the facility must be covered by at least one ASE certified technician.

KEY BENEFITS OF ASE BLUE SEAL FACILITIES

- **Safety and Quality –** ASE Blue Seal Shops are equipped with the knowledge and training required to diagnose problems precisely and accurately so that vehicles and equipment are maintained and repaired to the highest safety standards. Our clients can be assured that their fleet will experience fewer breakdowns and higher vehicle safety/availability—yielding increased customer satisfaction.
- **Efficiency –** ASE Blue Seal Shops fix it right the first time, making sure preventative maintenance and repairs are performed quickly and vehicles and equipment are delivered on-time for service.

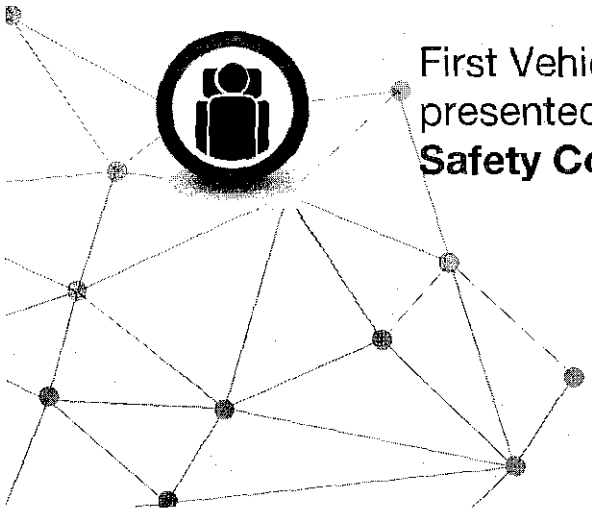
Delivering Quality and Efficient Maintenance Services

First Vehicle Services is the public fleet management Contractor with the greatest number of ASE Blue Seal recognized service centers.

ASE Blue Seal of Excellence RECOGNIZED BUSINESS

World-Class Safety Program

Safety is not simply found in a set of policies and procedures. Safety comes from conditioning proper thought processes and behaviors, preparing for situations, and knowing how to respond in ways that protect the well-being of our employees, those with whom we work, and those we serve.



First Vehicle Services at Fort Lauderdale was presented with the **"Outstanding Individual Safety Contribution" Award** in April 2013.

Our **World-Class Safety program** encourages all First Vehicle Services employees to replace risky behaviors and thought processes that jeopardize safety in the workplace. Through the program, we are striving to build a cultural identity that is focused on:

- Rewarding improvements in both individual and team performance
- Encouraging group safety awareness activities
- Recognizing and rewarding personal safety longevity

From management to operations, safety is the number one goal of every First Vehicle Services employee. The primary objective of our safety program is to minimize risky behavior for the greater good of each person and our entire team. Our World-Class Safety program underscores that no action should be pursued without following safety standards.

We emphasize this safety culture in our employee recruiting, selection, orientation, training, education, and management support. Safety is continually stressed and reinforced throughout our day-to-day operations, in our employee reviews, and at every management and employee meeting.

First to Zero

When safe behavior becomes instinctive, quality of life improves, working conditions are more favorable, and injuries are reduced. As part of our extreme focus on safety in the workplace, we have initiated a **First to Zero goal**, which means we will strive to **achieve zero lost-time injuries**.

Though zero injuries may seem like a challenging milestone, many of our locations are well on their way to making this goal a reality. Consider the following safety achievements:

- **100 percent of First Vehicle Services' locations had zero lost-time injuries in 2013**
- **97 percent of First Vehicle Services' locations had zero staff injuries in 2013**

As we strive to reach First to Zero, we will build on the accomplishments we have already achieved. We will continue our focus on safety for the current year to include, but not limited to:

- Implementing campaigns designed to prevent worker injuries related to slips, trips, and falls
- Implementing programs designed to prevent injury while performing job duties

- Provide training on the proper use Personal Protection Equipment (PPE) such as bump hats and safety glasses

"Best in Category" for Safety Excellence Award

In 2014, the Houston Business Roundtable awarded First Vehicle Services a **"Best in Category" Safety Excellence Award for Outstanding Safety Performance** at our ExxonMobil client location in Baytown, Texas. This award recognizes Greater Houston Area industrial contractors for their outstanding safety performance.

The process through which contractors are selected for the Houston Business Roundtable Safety Excellence Award takes six months to complete. The process begins with a request for nominations. This award is unique in that contractors must be nominated by their clients, the users of their services. No self-nominations are permitted. First Vehicle Services was nominated by ExxonMobil.

Once nominated, the contractor must then submit all safety documentation and data to be evaluated for number of fatalities; total recordable injuries and illnesses; lost workday cases; safety policies and procedures; year-to-year improvement in statistics; and, documented best practices. Each nominee must also undergo a rigorous audit process. The audit consists of a review of site safety programs, with specific emphasis on employee interviews. More than 100 specific safety items are evaluated and rated for each nominee.

Once audits are completed, select contractors are then identified as recipients of bronze, silver or gold level of recognition, but only one "Best in Category" is awarded. First Vehicle Services received a "Best in Category" for a medium-sized specialty contractor in hard crafts.

Three Pillars of Injury Prevention

To help emphasize the importance of safety, we have created our Three Pillars of Injury Prevention.

Injury Prevention
If you cannot do it safely, don't do it

Active Caring

Active Caring makes sure that injury prevention drives our day-to-day management activities. It is based on remembering at all times that **"If you cannot do it safely, don't do it."** Active Caring is gaining the courage to have safety conversations, performing

safety tours, risk assessing for your sake and others, and taking a "brother's keeper" approach to safety by encouraging others to adhere to safety principles at work, just as they do at home.

Performance Management

Performance Management requires our General Manager to take an active role in helping achieve our goal of zero lost-time injuries. Safety must drive the decision-making and guidance provided by the General Manager. The General Manager is the force that puts our safety policies, procedures, laws and regulations into practice, and they are responsible for measuring the performance of our staff against our goals.

When performance goals are not met, management must make modifications through constant communication, ongoing training, counseling, and incentives to encourage a stronger focus on safety performance.

Continuous Improvement

Continuous Improvement is critical for reaching our zero goal. Safety is not a one-time occurrence. It is part of our culture and everything we do today, tomorrow, and every day we come to work. Our safety standards and best practices are continually updated with input from industry safety experts, fellow industry leaders, and our front line employees. We analyze safety trends to identify corrective patterns, and then incorporate changes to improve our overall performance.

Safety Orientation and Training Programs

Injury Prevention Training

Injury Prevention training is part of our employee orientation instruction. It is intended to reduce injuries by raising the awareness of safety throughout the employee and employees to report near misses management population. Our safety culture encourages, security hazards, or any unsafe working condition in an effort to minimize injuries and illnesses. By keeping safety as a top-of-mind topic among employees, we are able to identify opportunities for improvement and better protect our staff.

Our Injury Prevention handbook is carried by employees at all times while on duty. The Injury Prevention handbook includes a safety contact pad, which is used for documenting and reporting safety, route, and security concerns. For example, if an

employee is involved in a near miss, we ask for their help in reporting the event so we all may learn lessons and prevent the occurrence of future injuries.

Any documented issues are reviewed between the employee and the General Manager. After discussing the concern with the employee, the General Manager evaluates the report and decides what actions should be necessary. If follow-up actions are necessary, the General Manager informs the employee what actions are being taken and reports the results of follow-up actions to the employee when completed. The safety contact pad is used by the General Manager to record safe or unsafe practices, and to summarize the result of the safety conversation.

Every employee's Injury Prevention handbook includes an identification badge on the back cover. This ID badge includes the employee's photograph and other identifying information and is carried while the employee is on official company business or on duty.

The Injury Prevention handbook also provides a quick reference for the employee on:

- Injury prevention principles
- Collision response
- Security response

These procedures provide abbreviated emergency guidelines for employees to use in the field.

FIRST INJURY PREVENTION PRINCIPLES

We have a series of fundamental safety rules that we call the **First Injury Prevention Principles**. These principles help drive safety in the workplace and are designed to work with our Injury Prevention Program. The full list of Injury Prevention Principles is included in our Injury Prevention Handbook.

All First Vehicle Services employees are expected to adopt these principles and put them into practice at all times, creating a safe environment for our employees. Our First Injury Prevention Principles are as follows:

- Perform all safety checks and risk assessments before you undertake any work. Speak to the location management before you start work if you are unsure.
- Do not endanger yourself or others. Report any hazardous condition or practice that may cause injury to people, property, or the environment.

- Obey all rules, signs and instructions. If you do not understand, speak to the location management before you start work.
- Keep your work area clean and tidy. Disorder causes injuries and wastes time, energy, and materials.
- Wear protective clothing and equipment as required. Keep it in good condition, wear it correctly and ask for a replacement if it becomes damaged or unfit for use.
- Use only the correct tools and equipment for the job. Check that they are in good condition before use and use them safely.
- Do not adjust, modify or repair any piece of work equipment unless you are competent and authorized to do so.
- Before lifting, assess the load and your ability to move it without injury. Make sure you get help with any heavy or awkward items, and follow approved techniques.
- All injuries, incidents, and near misses are to be reported to the location management. Seek immediate help and first aid (if necessary)
- If you have any suggestions to improve safety in your workplace, tell the location management.

Personal Protection Equipment (PPE)

We understand that a strong line of defense against safety risks in the workplace involves the use of personal protective equipment (PPE). Job-related PPE includes safety shoes, bump hats, gloves as well as prescription and safety glasses for technicians.

We equip all personnel with the full complement of PPE required for safety on every job and will enforce the same practice at our maintenance operations. Furthermore, our Health and Safety Program specifies first-aid supplies, along with an active first-aid program and calls for the installation of the most effective types of fire extinguishers for fires in specific environments.

Voluntary Protection Program (VPP)

We are currently working to have all our service centers Voluntary Protection Program (VPP) certified by OSHA. Established in 1982, the VPP promotes a cooperative effort between management, employees and OSHA to ensure a safe and healthy work environment. Of the 6

million manufacturing facilities regulated by OSHA in the United States, only approximately 1,200 facilities have achieved VPP Star status.

Currently, our City of Fort Wayne (IN), City of Jacksonville Beach (FL), and Town of Mount Pleasant (SC) hold the prestigious VPP Star status, which recognizes the achievement of the highest safety performance.

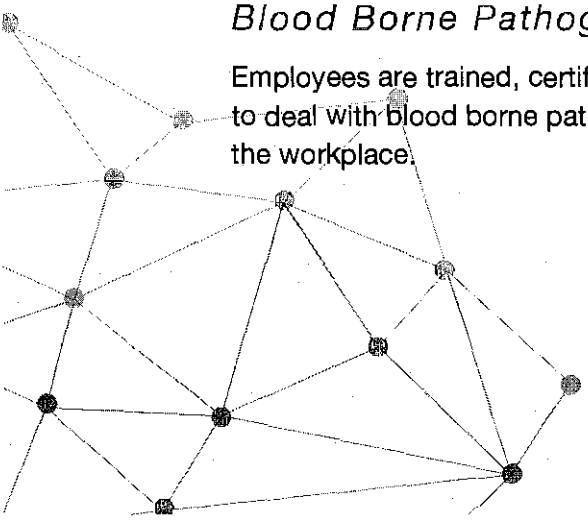
VPP is designed to recognize and promote effective safety and health management. Together, our management and labor and OSHA have a cooperative relationship. Our management agrees to operate an effective program that meets an established set of criteria. All employees agree to participate in the program and work with management to ensure a safe and healthy workplace. OSHA initially verifies that the our program meets VPP criteria, then publicly recognizes our exemplary program for our sites and removes the site from routine scheduled inspection lists.

Our clients' fleet maintenance operation receive the following benefits from our participation in the Voluntary Protection Program:

- Improved employee motivation to work safely, leading to better service quality and productivity
- Reduced workers' compensation costs
- Recognition in the community
- Improvement of programs that are already good, through the internal and external review that is part of the VPP application process
- Fewer lost workday injuries (VPP participant sites generally experience from 60% to 80% fewer lost workday injuries than will be expected of an "average" site of the same size in their industries)

Blood Borne Pathogen Training and Certification

Employees are trained, certified, and tested on the processes and procedures required to deal with blood borne pathogens and other biohazards that may be encountered in the workplace.



Hazard Communications Regulations

Right-to-Know issues are taught so that all employees understand their individual rights with regard to being near hazardous materials within the local operations facility. All required documents, policies, and procedures are posted throughout our facilities to raise awareness of hazards in the workplace.

Safety and Environmental Communications

We take great measures to ensure the safety of all employees and to reinforce a focus on safety while performing job duties. The Safety and Environment Alert Board is prominently displayed in each of our locations to communicate important safety information and any potential environmental hazards to our employees.

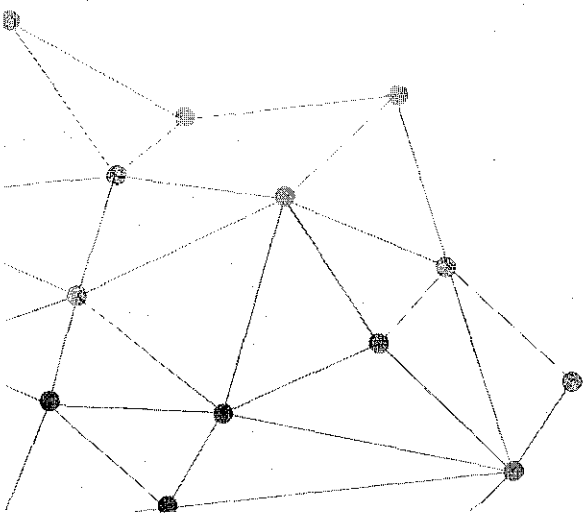
Communications include:

- Daily safety message
- Daily safety and environmental inspections for our work areas (Days without incidents)
- Safety statistics for the location

Safety Recognition – 2009 National Safety Council Award

The National Safety Council (NSC) selected FirstGroup as the recipient of the 2009 Green Cross for Safety Medal. This is the NSC's annual recognition of an organization that demonstrates a steadfast commitment to improving safety and health in the workplace, its community, and through safety leadership demonstrated by its CEO.

To be considered for the Green Cross for Safety Medal, the leader and the organization should have a superior record in advancing safety and health practices within their organization and industry, consistent with the stated purposes, objectives, and mission of the National Safety Council.



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In this section, the Proposer will describe its track record in performing services comparable to those specified in this RFP and other information relevant to making a determination as to the ability of the Proposer to perform these services. The Proposer will describe its experience with the full range of vehicles and equipment in the City fleet, especially with the anti-EMS apparatus and police vehicles, and with alternative fuel vehicles.

This section will include a list of all work of this nature the Proposer has performed within the past five (5) years. This list will include the name of each client, a client contact and telephone number, the size and composition of the client's fleet, the scope of services provided, and the effective dates of the Agreement for all of these clients.

Company Qualifications and Experience

National Client Presence

Founded in 1981, First Vehicle Services is uniquely positioned as the leader in public-sector fleet maintenance in North America. From sedans, SUVs, vans, and fire apparatus to light, medium and heavy duty units, marked and unmarked law enforcement units, sanitation trucks, alternative fuel vehicles, construction equipment, and specialized and miscellaneous equipment, we provide expert maintenance services to keep your entire fleet up and running. We specialize in dedicated fleet maintenance and repair services.

In 1999, First Vehicle Services joined the FirstGroup plc. family and is now centralized as a division of the North American-based company called FirstGroup America (see complete family of North American businesses listed below). We are proud to be a part of FirstGroup plc, a **$10.6 billion global transportation company** with a mission to transform travel through the provision of safe, reliable, and high quality services. From high-speed passenger trains and public transit to fleet maintenance and mobile technology, FirstGroup employs over 117,000 people worldwide, including over 86,500 employees across our North America operations. As the Nation's largest transportation services provider, we can access additional locations across the United States and provide equipment and available personnel for immediate support, whenever necessary.

First Student

52,000 school buses

Operates in 550 locations

58,000 employees

First Transit

Operates and manages 11,200 buses

Operates in 242 locations

16,000 employees

First Vehicle Services

Maintains approximately 38,000 vehicles

Operates in 100 facilities

880 employees

Greyhound

3,800 destinations

17.6m passengers per year

7,500 employees

Today, First Vehicle Services is the largest provider of fleet management and repair services for the public-sector, maintaining approximately 38,000 vehicles and equipment at 100 client locations across the United States and Puerto Rico. With more than 30 years industry experience, we have achieved a firm understanding of diverse fleet requirements of governments. And, no other Contractor is better prepared than First Vehicle Services to provide world-class customer service with a comprehensive maintenance program customized to the City's unique fleet specifications.

Our experience base and target markets span from public sector markets including municipalities, state governments, law enforcement agencies, and transit authorities to private sector markets of utility, transportation, and petrochemical.

We have a passion for delivering world-class customer service and exceeding customer expectations.

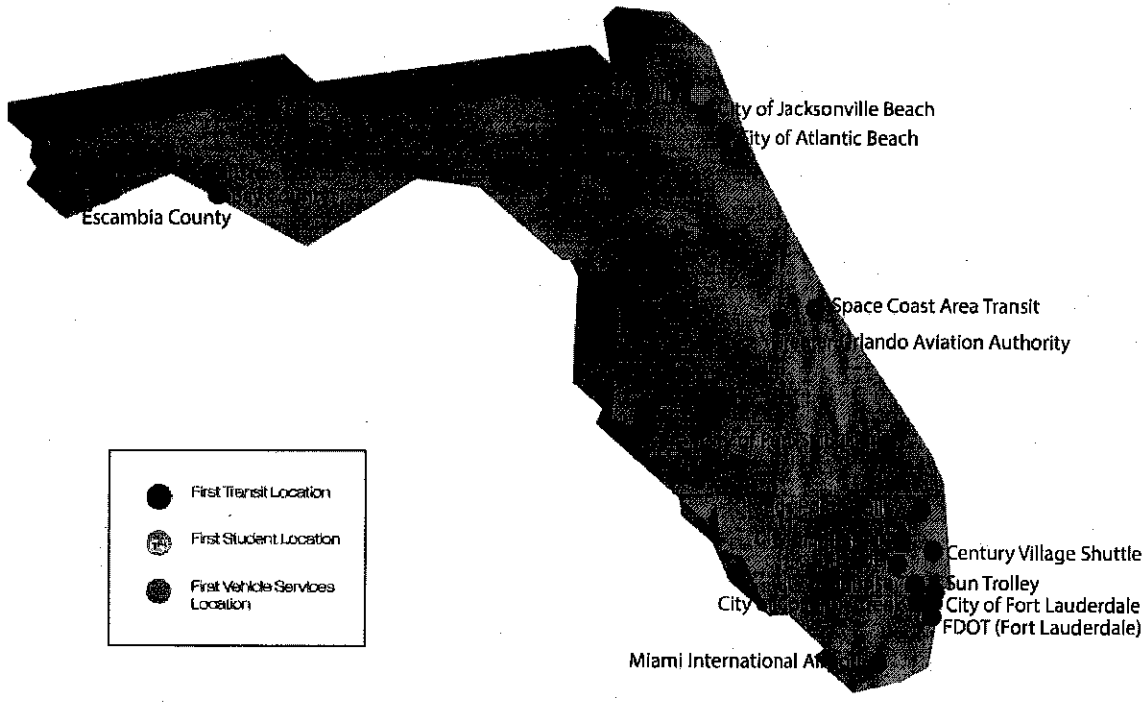
Florida Client Presence

FirstGroup America currently operates 19 client locations in the State of Florida (see map below), maintaining over 10,000 vehicles and employing approximately 1,162 employees. In addition, we have remitted total payroll taxes of $28.6 million to the State of Florida in 2013.

At any given time, we can mobilize technicians and the skill set of fleet professionals from any of our Florida client locations to support the fleet management program for the City in the event of an emergency or time of need.

Our Footprint in Broward County

FirstGroup America has seven client locations in Broward County, which include the following government/association clients: City of Fort Lauderdale (partnership since 1981), Florida Department of Transportation (Fort Lauderdale), Town of Davie, City of Sunrise, City of Coconut Creek, City of Miramar, and the Downtown Fort Lauderdale Transportation Management Association (Sun Trolley transit services). We also have a region office location in Pompano Beach (FL). This robust footprint in Broward County and other parts of Florida gives us the flexibility to draw upon additional resources in a time of need or an emergency.


ty of Jacksonville Beach
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Space Coast Area Transit
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First Transit Location
First Student Location
First Vehicle Services Location
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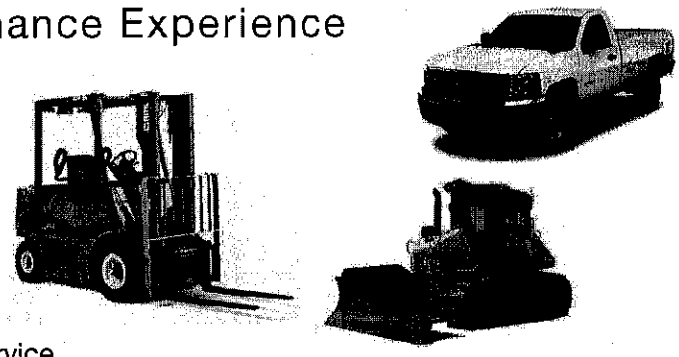
Diverse Fleet Maintenance Experience



Maintaining approximately 38,000 vehicles and pieces of equipment daily, we utilize industry best practices in conjunction with our in-depth understanding of vehicle fleets to ensure our customers and their vehicle operators receive reliable and dependable service. Ultimately, our customers benefit from better asset utilization and reduced operating costs. Keeping our customers' entire fleet up and running is our primary focus—each and every day.

Providing public fleet maintenance for over 30 years, we are the industry leader with proven programs that yield results to your bottom line. We understand that every unit in the fleet has a unique and important need for delivering customer services and only when all of the vehicles and equipment are operational, is the fleet operating at peak performance.

We are proud to manage a variety of vehicle types across the United States, including:

- **Light, Medium and Heavy Duty:** including vans, SUVs, pickups, dump trucks, tractor trucks, off-road equipment, etc.
- **Automobiles:** including compact, intermediate and full-size sedans, etc.

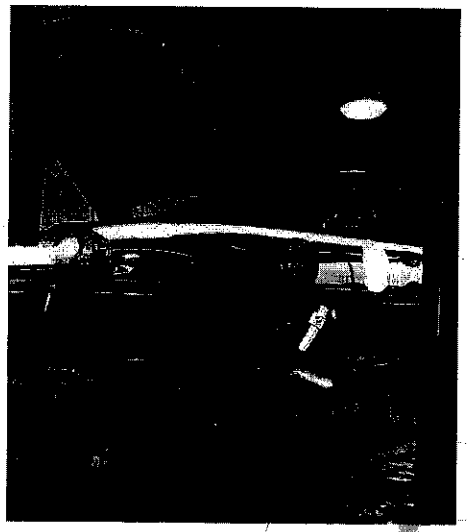
Vehicle/Equipment Types	Units
Law Enforcement	6,848
Fire Fighting/ Rescue	814
Fire Truck	78
Aerial	73
Pumper	262
Tanker	58
Rescue	55
Ambulance	288
Automobile	1,467
Bus	954
Truck (Light)	9,544
Truck (Medium/ Heavy)	764
Van	2,926
Construction Equipment	1,073
Aerial Lift Trucks	335
Forklifts	395
Landfill and Sanitation	402
Trailer	2,368
Lawn Care & Landscaping	753
Off Road	14,301

- **Law Enforcement:** including patrol and take home law-enforcement units, etc.
- **Fire and Rescue:** including pumpers, aerial-equipped units, medical response units and tankers, etc.
- **Construction:** including backhoe, asphalt pavers, excavator, bulldozer, motor graders, highway striper, earth mover, roller, etc.
- **Sanitation and Landfill:** including side loaders, front loaders, rear loaders, compactors, roll-offs, recycling trucks, etc.
- **Transit and School Buses:** including paratransit, fixed route, front and rear engine school buses, etc.
- **Forklifts, Golf Carts and Trailers:** including flat bed and dump box-type trailers, and trailers for animal and boat transport, etc.
- **Specialized and Miscellaneous:** including vac trucks, boats, alternative fuel vehicles, generators (stationary and portable), mowers, chain saws, etc.

Law Enforcement Fleet Maintenance Experience

Our experience maintaining large police fleets is unmatched in the industry, which currently amounts to more than 6,800 law enforcement units across the country.

We deliver fleet maintenance services for large law-enforcement fleets across North America, **including the District of Columbia Metropolitan Police Department with 1,700 vehicles**



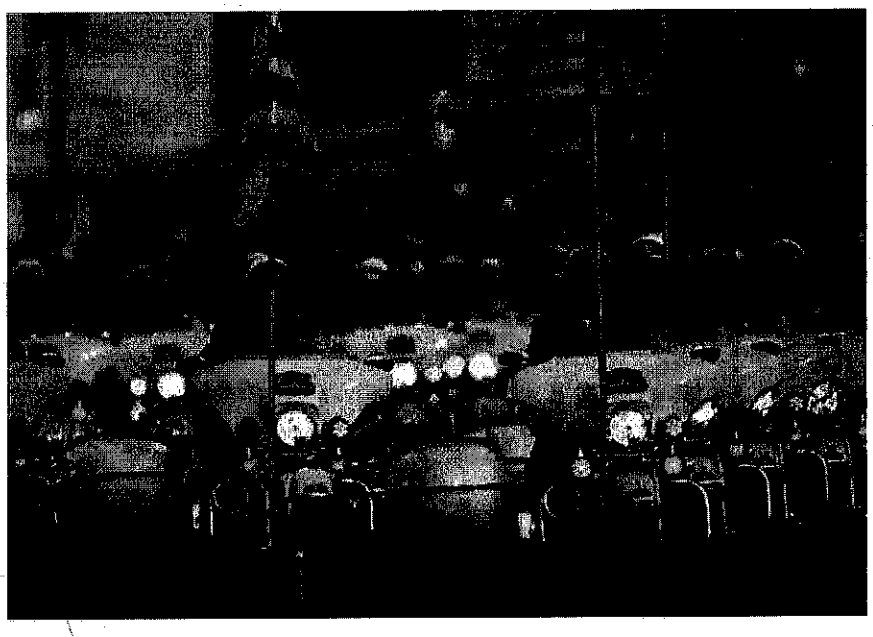
Our experience has enabled us to build maintenance expertise across a comprehensive range of law enforcement and first-responder vehicles and equipment including, but not limited to, marked and unmarked patrol cars, motorcycles, command buses, armored personnel carriers, transport vans, and more. We understand the critical importance of ensuring first-responder vehicle readiness for the City.

Fleet Maintenance for Inaugural Motorcade

We were responsible for maintaining hundreds of vehicles to support District of Columbia Metropolitan Police (DCMPD) efforts for the First and Second Inauguration of President Barack Obama. The Inaugural fleet included fully dressed Harley Davidson motorcycles that served as the official escort for the nation's 44th President along the Inaugural Parade route. With this well-maintained fleet, DCMPD officials were able to focus their energy on law enforcement and security, rather than worrying about whether they would have enough vehicles available to do their jobs.

We maintain nearly 400 motorcycles across our locations—200 of which are Harley-Davidson motorcycles.

In partnership since 2002, we maintain the DCMPD fleet of 1,700 vehicles on a daily basis. In addition to the escort motorcycles for official motorcades in Washington, we keep the availability rate of police cars, K-9 units, the SWAT division, and anti-terrorism vehicles high above the industry average.



Emergency Response Vehicle Maintenance Experience

Having a fully functional and reliable fleet of emergency response equipment is of critical importance to organizations during a time of a crisis. Examples include fire apparatus and pumpers, crash trucks, brush trucks, ambulances, and command support SUVs. No other Contractor is as uniquely qualified as us to maintain the City's emergency response vehicles.

We maintain emergency response units at 90 percent of our client locations across the United States, which includes over 800 fire and rescue units.

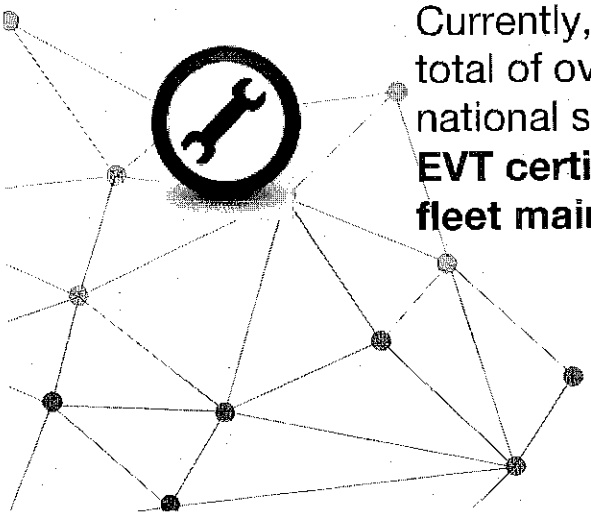
The diversity of fire apparatus and emergency response vehicles that we maintain includes, but not limited to the following manufacturers:

Emergency Response Vehicle Manufacturers Examples			
Type-Medic	KME	Crime	Freightliner
Spartan	Quality	Toyne	Salisbury
Grumman	Sanderson	Hahn	Ford
Brockman	Hendrickson	Smeal	Chevrolet
E-One	Scania	Seagrave	Dodge
Oshkosh	KME	Hale	American France
Westmark	Ferrer	Crimson	Pierce

We understand the critical nature of maintaining emergency response units to ensure it is fully serviceable during a time of crisis. We are committed to having EVT certified technicians on staff to perform proper maintenance on these unit types for maximum vehicle safety, reliability, and availability. We give you the confidence you need with a team of fleet professionals you can count on.

Emergency Vehicle Technician Training

We encourage, sponsor, and require our Emergency Vehicle Technicians (EVT) to attend EVT training sessions to advance their level of certifications. EVT training is provided by the Emergency Vehicle Certification Commission, Inc., which offers three certification programs—fire apparatus maintenance, law enforcement vehicle installation, and ambulance maintenance.



Currently, we employ over 70 EVTs with a total of over 120 EVT certifications at our national service centers. **This includes 38 EVT certifications at our Fort Lauderdale fleet maintenance operation.**

Each technician has an opportunity to become EVT certified in a specific test area(s) upon successful completion of certain EVT exam(s). Moreover, technicians can attain the highest EVT Certification by combining EVT and ASE exams to reach Level I, II or Master EVT Certification.

Sanitation and Landfill Equipment Maintenance Experience

As part of our diverse fleet maintenance experience, we are experts in the maintenance and repair of all types of sanitation and landfill equipment. Presently, we maintain over **400 pieces of landfill and sanitation equipment** at our national client locations, which include front loaders, rear loaders, side loaders (manual and automatic), transfer trailers, dozers, compactors, scrapers, and loaders.

With over three decades of fleet maintenance experience, we understand the service demands placed on government Sanitation and Landfill Departments. We are well-qualified in maintaining the optimum operating condition of refuse equipment.

Construction Equipment Maintenance Experience

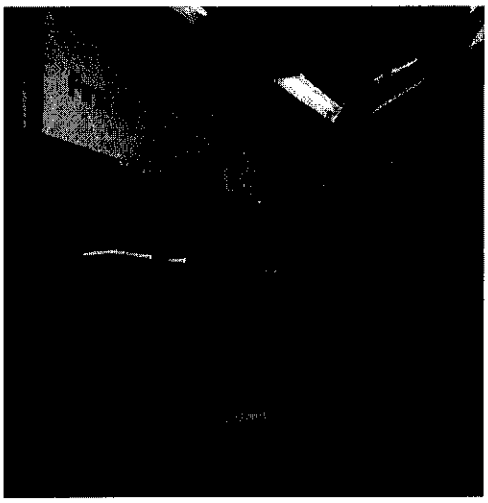
As part of our diverse fleet maintenance experience, we are experts in the maintenance and repair of forklifts and various types of construction equipment such as motor graders, backhoes, trenchers, and excavators. **We maintain over 1,000 pieces of construction equipment at our national client locations.** Due to the unique equipment specifications, we ensure that repairs are performed by technicians who are ASE certified in heavy equipment repair. We understand your need for safe and reliable equipment. *We make sure the job is done right, the first time.*

Alternative Fuel Vehicle Maintenance Experience

We provide an alternative fuel vehicle maintenance options for our customers that include but not limited to compressed natural gas (CNG), propane, battery electric, hybrid-diesel/ electric, E-85, clean diesel and hydrogen powered vehicles. We

recognize every fleet has unique requirements and as such, there are numerous alternative fuel options which may be instituted. We work with a wide variety of OEMs and aftermarket suppliers for the latest information and technical resources to support our customer's maintenance needs.

We maintain over 2,100 alternative fuel powered vehicles that include but not limited to compressed natural gas (CNG), liquefied natural gas (LNG), propane, battery electric, E-85, hybrid-diesel/ electric, clean diesel, and hydrogen powered vehicles.



We specialize in customized fleet maintenance solutions for our customers' unique fleet needs. With over 30 years of industry experience in vehicle emissions control and fleet management, we are able to provide transportation professionals their best and most cost-effective alternative fuel maintenance strategies. Our team of maintenance professionals acts as your partner and will work with you to determine the best ways to reduce overall fleet operational cost while being able to meet regulatory requirements.

As the largest public-sector vehicle maintenance provider in the nation, we are also well aware of the unique challenges which alternative-fueled vehicles present for all maintenance staffs. Alternative fuels combust faster causing necessary timing adjustments. Alternative-fueled vehicles running temperatures are extremely high, and the absence of lubrication in the fuel causes a higher rate of wear on cylinders, pistons and cylinder heads. We follow tank manufacturer recommendations for tank inspections of these types of vehicles.

Due to the higher engine operating temperatures experienced with alternative-fueled vehicles, we use special motor oil, XT3, which is designed for higher operating temperatures. Extended life antifreeze is also utilized and is DCA tested. Spark plugs

are changed every 12 to 18 months or 12,000 to 18,000 miles, again due to the higher operating temperatures.

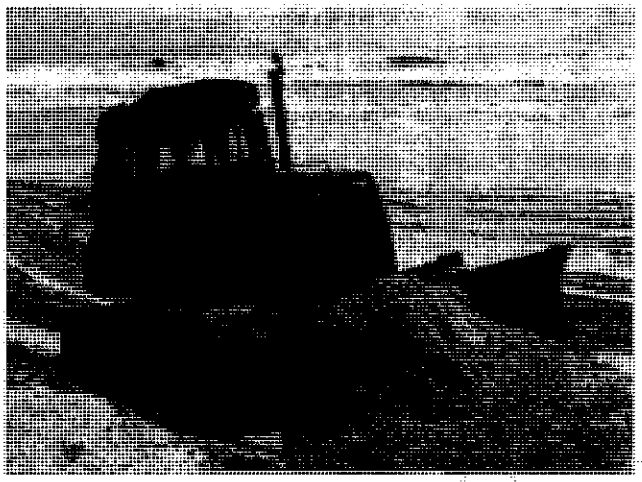
Our commitment to continuing education in the alternative-fueled vehicle maintenance field is well established. For example, we routinely send maintenance personnel to OEM Factory Schools such as Detroit Diesel, Cummins Engine Corporation, Ford Motor, General Motors, and the Natural Gas Vehicle Institute in Las Vegas in order to be certified in the area of CNG.

The ability to maintain the vehicles to the standards set by the manufacturer is within maintenance procedures practiced nationwide in all of our operations. However, it is important to recognize our commitment to exceeding such standards, regardless of the operating environment. We will maintain this same commitment to the City of Fort Lauderdale.

When it comes to alternative fuel vehicle and equipment maintenance, we are the only Contractor with solutions, options, resources, and industry expertise to deliver quality maintenance and world-class customer service.

Emergency Support Services Experience

Our Support during Weather-related Emergencies



Unexpected emergencies can present a major challenge to both public and private entities. We understand the importance of proper planning and, as such, we utilize a proactive approach when maintaining emergency support vehicles and equipment. We are dedicated to ensuring your emergency support vehicles and equipment remain a top service priority for optimal performance during a major hurricane, tornado or any other emergency crisis. Our commitment to provide the highest degree of customer service will ensure that your fleet is fully prepared to respond to any type of unforeseen emergency situation.

We keep our commitment by working 24-hours-a-day, 7 days-a-week to maintain our clients' equipment during an emergency event.

For example, the United States experienced the powerful force of nature as it was pummeled by major hurricanes in last several years—Charley, Frances, Ivan, Jeanne—over an 8-week period, Hurricanes Wilma and Katrina, and Hurricane Sandy that devastated portions of the Mid-Atlantic and Northeastern United States during late October 2012.

In Florida, this extreme weather resulted in extensive human injury and property damage across the state, including centralized areas in Orlando, Port St. Lucie, and Broward County. With our client locations in these areas, we immediately mobilized and deployed the necessary personnel and resources to support our customers in providing emergency relief services to its citizens.

During the emergency preparation stage, we perform services including servicing and checking fluids on essential the City equipment required during and after the storm, such as generator sets and clean-up equipment.

At our Orlando contract location, the arrival of hurricane Charley brought the staff in at 12:30 a.m. only to find the shop had been destroyed by the winds. The bay doors had collapsed, and the roof and back wall were found approximately one half-mile down the road. With the phones out of service and the roads blocked, the team worked thirty-six hours straight until the rest of the employees could arrive safely at the shop.

To ensure around-the-clock availability, our employees stayed at an adjacent location or nearby hotels. Despite the destruction to their shop, our personnel persevered and took the necessary action to ensure the fire, police, and maintenance crews were always fully supported.

During the hurricane season, we increase our inventory levels of tires, hydraulic hoses and fittings, and storm-related relief supplies necessary to support all the City emergency equipment.

At the same time, our assigned emergency response team had their fully outfitted mobile service unit on the road the day after Charley and Jeanne stormed into Florida. Our dedicated service technicians worked to complete repairs and maintain vehicles for several affected fleets that were in need.

In all, we were fully committed to providing the essential resources to our affected client locations for their emergency relief efforts, despite the conditions and destruction. We are here to work for you, regardless of the type of emergency circumstance.

Our Support during National Civil Emergencies

We provided dedicated support for our clients during major civil emergency situations, with some past examples as follows:

- Aftermath of 9/11 (New York City Parks and Recreation client location)
- International Monetary Fund (IMF) demonstration (District of Columbia Metro Police Department client location)
- Free Trade Americas Association assembly (Miami, Florida)

Emergency Preparedness Training

We also actively participate in emergency planning sessions held in the communities we serve in order to learn the latest support strategies for weather-related emergencies or potential terrorist attacks. For example, our General Manager and Operations Manager at the City of Fort Lauderdale (FL) client location annually attend an Emergency Resource Planning meeting to discuss and share effective techniques used during emergency situations, such as the recent major Florida and Northeast hurricanes where we provide emergency assistance to our customers.

In addition, the City of Pittsburgh recently participated in a large-scale disaster drill with the assistance of our personnel at the local client location. Prior to this event, Pittsburgh's Division Chief worked with our General Manager and his staff to identify all

the repairs that would need to be made on the City's emergency response units. Once identified, they worked diligently to make the repairs in time for the large-scale event.

Client References

As the leading provider of high-quality fleet maintenance services for governments including the City of Fort Lauderdale, we have achieved a firm understanding of public-sector fleets and user requirements. No other Contractor is better prepared than First Vehicle Services to provide the most responsive service that is fully customized to the unique fleet specifications of the City of Fort Lauderdale.

Pursuant to the RFP requirement, we have provided in the **Attachments** section of this proposal a list of all clients for whom we maintain vehicle equipment similar to the City's fleet for the past five (5) years or longer.

We have over 30 years of experience in the management of fleets comparable in size and scope to those owned and operated by the City. We believe you will continue to find us to be the most qualified and experienced fleet maintenance partner.

We look forward to continuing a long-term, successful public-private partnership for all of the City's vehicle maintenance and repair needs.

Client Letters of Appreciation/Commendation

We have provided in the **Attachments** section of this proposal **Letters of Appreciation/Commendation from the City of Fort Lauderdale** that demonstrate the commitment and dedication of our location staff to delivery world-class customer service on a daily basis to both the City's and its vehicles user departments.

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It is the desire of the City of Fort Lauderdale to increase the participation of minority-owned and women-owned (MBE/WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are required to include in their proposals a narrative describing their past, recent, ongoing and planned actions in this area. If proposers are considering minority or women owned business enterprise participation in their proposal, these firms and their specific duties have to be identified in the proposal.

MBE/WBE Business Inclusion Plan

Addressing complex problems in a global market of more than seven billion people requires the engagement of diverse business leaders. We are committed to providing diverse companies with opportunities to grow and develop. We implement a total program that prohibits discrimination on the basis of race, color, national origin, religion, sex or sexual orientation in the provision of goods and services, including the organizations with whom we contract.

We address the unique challenges diverse businesses experience in participating in the mainstream of the nation's economy. We actively seek to bring these vendors into our network of suppliers, supporting the inclusion of Disadvantaged, Minority, Small, Veteran and Woman-owned Business Enterprises.

Our plan is to not only provide participation for our diverse business partners, but to facilitate resources, training, and other support services. This ensures that all of our diverse businesses will meet the service provision requirements outlined in the RFP, and helps setup their companies for continuous growth within our Business Inclusion Plan.

FirstGroup America spent $47.5M with diverse business vendors last year.

Identifying Diverse Businesses

Expanding our supplier base is beneficial for vendors, local economies, our clients, customers, and the community as a whole. Products and services from a diverse supplier base stimulate innovation and provide us with the finest resources for our operations, making our commitment to our clients stronger and our fleet maintenance

solutions more cost-effective. In turn, our vendors benefit from wider industry exposure and our best practices—a win-win situation for both companies.

Our program includes training for employees of our diverse business partners, shared technology resources and a quarterly quality and customer service audit. This ensures that the diverse business subcontractors we use are in compliance with the operational and performance requirements of the City's RFP.

First Vehicle Services' Business Inclusion Plan includes, but is not limited to, the following:

- Identify services and products for minority vendor participation
- Identify appropriate concerns and interest groups (outreach programs)
- Conduct informational seminars on procurement and contracting procedures
- Provide technical assistance
- Develop realistic goals and timetables
- Provide opportunities for public input through advisory committee participation
- Monitor and conduct an on-going evaluation of the program

Including Diverse Businesses

First Vehicle Services' inclusion of diverse business partners in our operation requires an ongoing commitment to explore new and expand opportunities. We have never looked on diverse business inclusion as a process to be relegated to just the contract initiation or renewal process. **Including diverse business partners has always been – and will always be – part of First Vehicle Services' authenticity as a forward-thinking company working in partnership to provide quality fleet maintenance solutions for our clients' diverse vehicle and equipment fleets.**

We consistently exceed the requirement to make a good faith effort to utilize diverse businesses and strive to provide the greatest possible opportunity to participate in the performance of our contracts. We consider business interests and their involvement at all levels, and prioritize the development of long-term partnerships with each business. This provides greater efficiency for the City and First Vehicle Services, while increasing stability and growth for our diverse business partners.

We have included in the **Attachments** section of our proposal a list of vendors along with their specific duties we propose to use in the new contract, which includes diverse businesses (MBE and WBE firms).

The City will find that First Vehicle Services has worked closely with diverse businesses to provide enhanced participation and services.

Our focus is to create value for the City operation and the community.

We will continue our active involvement with diverse business partners and others in the community as we serve the City.

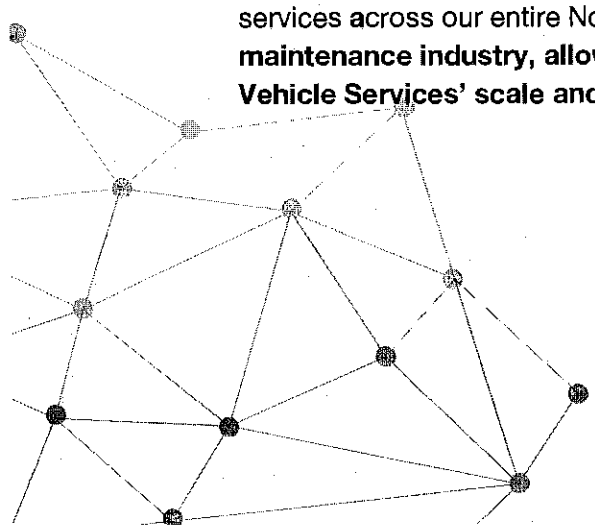
During the contract term, First Vehicle Services at the City of Fort Lauderdale spent over $756,215 with local MBE and WBE partners to support our fleet management and maintenance operation.

Locally, our General Manager reviews our diverse business involvement monthly for new opportunities. In addition, the General Manager works closely with our Operations Manager to review opportunities for diverse business involvement whenever a service or commodity is required to be sourced.

Our General Manager is responsible for working closely with diverse business vendors for inclusion in this contact. Our General Manager also works closely with our vendors to resolve any billing or service issues to maintain positive relationships.

Current Contracts with Diverse Business Enterprises

FirstGroup America, including the company divisions of First Vehicle Services and First Student, has over 60,000 approved suppliers. Many of these suppliers have established Corporate Purchasing Agreements (CPAs), which enables them to provide goods or services across our entire North American business. **CPAs expand access to the fleet maintenance industry, allowing diverse businesses to also take advantage of First Vehicle Services' scale and experience.**



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SECTION 8

REQUIRED FORMS AND BONDS

Pursuant to the RFP requirement. First Vehicle Services has read, completed, signed (where indicated), and returned the following RFP documents in the **Attachments** section of this proposal. In addition, First Vehicle Services has provided any other required RFP document for this RFP as listed below.

- Bid Bond in the amount of $50,000 *(Refer to the **Attachments** section of this proposal)*
- Required RFP Forms *(Refer to the **Attachments** section of this proposal)*
  - *Proposal Signature Page (RFP Attachment G) – Provided at the front of this proposal*
  - *Proposal Questionnaire (RFP Attachment K)*
  - *Non-Collusion Statement (RFP Attachment N)*
- Receipt of Addenda *(Refer to the **Attachments** section of this proposal)*
  - *Addendum No. 1 (Dated November 13, 2014)*
  - *Addendum No. 2 (Dated November 24, 2014)*
  - *Addendum No. 3 (Dated December 8, 2014)*

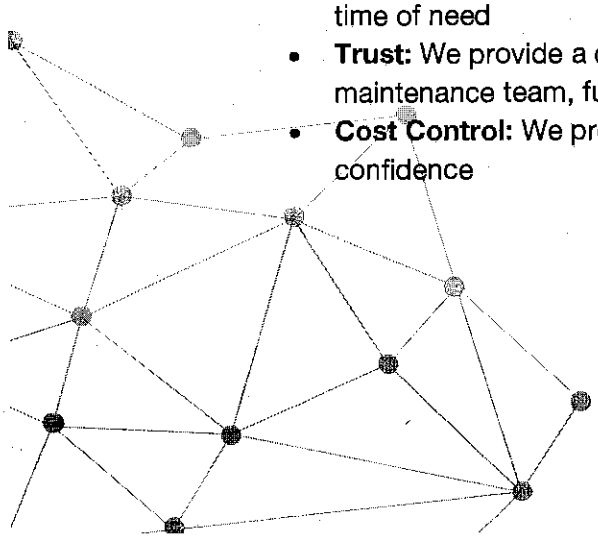
Overview

Selecting a Fleet Maintenance contractor whose qualifications meet the unique requirements of diverse municipal fleets and operator demands is crucial to the delivery of quality vehicle maintenance and repairs.

With over 30 years of fleet maintenance experience, we utilize trained maintenance professionals and best fleet practices to accomplish the fleet objectives of municipalities, which include improving fleet safety and availability, reducing maintenance costs, and improving customer satisfaction.

The key partnership benefits that you will receive through a continued public-private partnership include:

- **Capability:** We have the resources and experience to perform quality work
- **Reliability:** We have the expertise to consistently perform to the highest standards and do it right the first time
- **Consistency:** We have the integrity to follow-through with ideas and promises, including working with you on cost savings initiatives
- **Flexibility:** We have the ability to respond quickly and effectively in every situation
- **Security:** We are one of the largest fleet maintenance companies that can provide backup support from any of FirstGroup America's client locations across the United States, in the event of an emergency, employee absences, or time of need
- **Trust:** We provide a dedicated on-site, professional management and maintenance team, fully supported by our region and corporate management
- **Cost Control:** We provide a firm, fixed price which allows you to budget with confidence



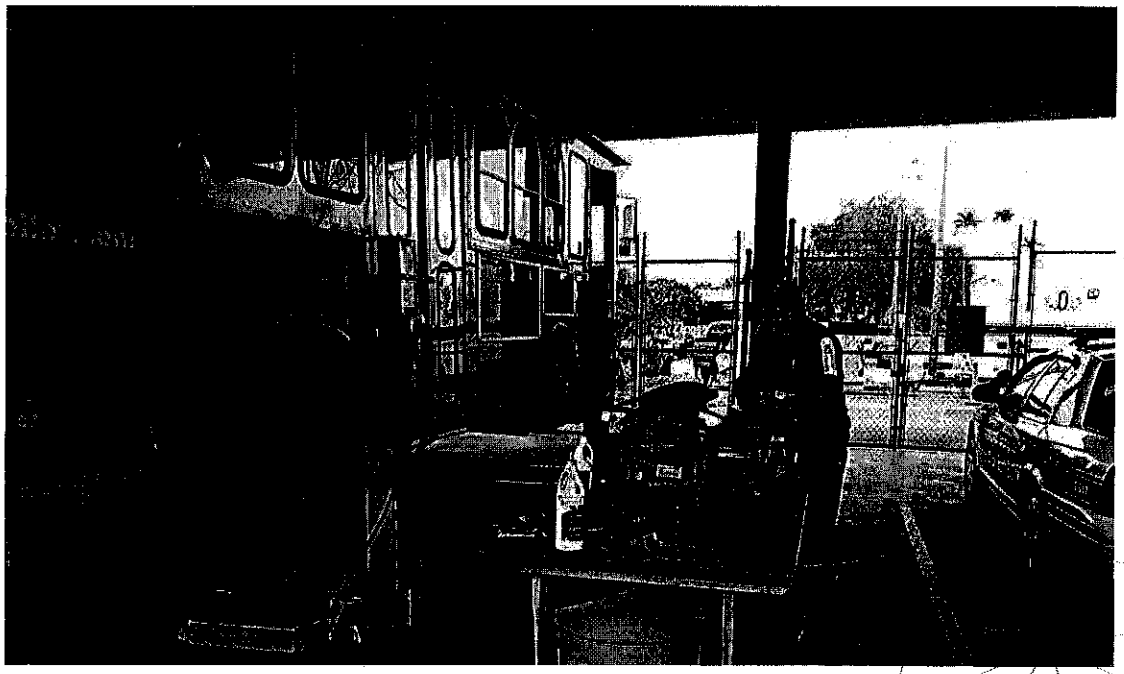
Our proposal offers a practical plan for the delivery of high-quality fleet services, which reflects a realistic expectation of all probable costs to provide these services. Our pricing approach is based on the information provided in the solicitation, along with our understanding of your unique fleet requirements. We are confident that you will find our proposal to provide the best value for you.

Contract Term

The term of the contract will be for a period of three (3) years and may be extended by mutual agreement for two (2) 2-year increments for a total duration of no more than seven (7) years.

It is understood that both the City of Fort Lauderdale and First Vehicle Services will have the option to terminate this contract by providing written notice to the other party one hundred fifty (150) prior to the anniversary date of the contract.

Our pricing will be held firm for ninety (90) days from the proposal submittal date to allow adequate time for your evaluation, clarification, and negotiations.



Location

All work will be performed at your maintenance facility located at 220 SW 14th Avenue, Fort Lauderdale (FL). We will not use the Garage Facility or equipment or other City-furnished property for work on vehicles or equipment not owned or leased by the City unless otherwise authorized by the City.

Transition/Delivery of Services

Since 1981, we have been successfully managing your fleet maintenance operation—ensuring the safety, reliability, and availability of the City's fleet to provide emergency response and routine public services. We have all of the resources in place to meet and exceed your fleet management and maintenance requirements.

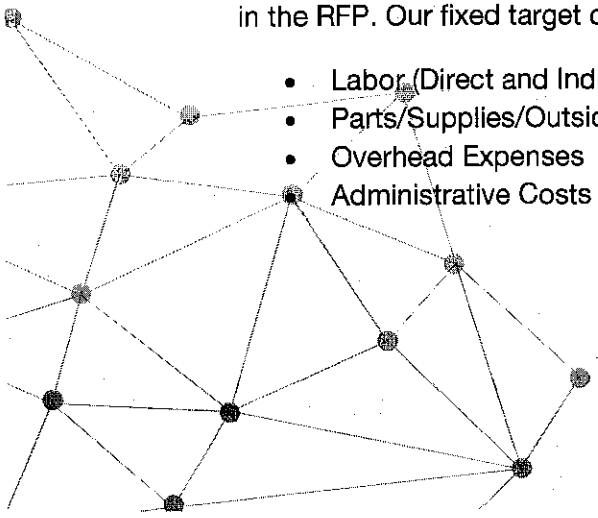
As the incumbent fleet maintenance contractor since 1981, only we can guarantee no interruption of ongoing services. We will continue our services without a phase-in period and no transition cost.

We will also continue to maintain the Automotive Excellence (ASE) Blue Seal status achieved for the City of Fort Lauderdale.

Firm, Fixed Price Structure

Our proposed pricing, as provided on RFP Attachment E (found at the end of this Price Proposal), is for the three contract years and includes the vehicles and equipment listed in the RFP. Our fixed target cost is comprised of the following categories of expense:

- Labor (Direct and Indirect Personnel)
- Parts/Supplies/Outside Services
- Overhead Expenses
- Administrative Costs and Management Fees



Labor

Included here are:

- **Payroll:** Wages, salaries and incentives (ASE/EVT certifications) for all technicians, administrative, and supervisory personnel directly assigned to this project, including overtime
- **Payroll Taxes:** FICA, State, and Federal unemployment taxes
- **Benefits:** Employee medical, dental, life and workers' compensation insurance, and other normal employee benefits such as vacation, paid holidays, sick leave, employee incentives, and 401k plan

Parts, Supplies, and Sublet Services

Included here are our projected costs for all target repair parts and materials, bulk fluids (excluding fuel), lubricants, batteries, freight charges on parts, deposits, core credits, warranty credits, as well as the expected costs of outside services used to maintain the fleet. Sublet service cost is the cost of both parts and labor performed by vendors for such repairs as engine/transmission rebuilding, hydraulic cylinders, etc.

In an effort to bring maximum cost savings to this project, we will utilize both local vendors and our Corporate Purchasing Agreements (CPA's) for many of the parts we supply, such as tires, batteries, filters, lubricants, etc. In most cases, we are able to purchase parts at discounts far below that available to most individual fleet owners and we pass those savings through to our customer.

Due to the volume of parts we purchase on a nationwide level, we have negotiated CPA's with major suppliers including Ford, Chrysler, General Motors, Cummins, Detroit Diesel, Freightliner, International/Navistar, Bridgestone, Firestone, Goodyear, Michelin, Bandag, AutoZone, Fleet Pride, NAPA, Barnes, Imperial Supplies and others that provide significant pricing advantages.

We also understand that, as your service partner, we will have a commitment to support the local business community. Therefore, most of our corporate national purchasing agreements go through the local dealer network such as Car Quest, NAPA, AutoZone, etc. We will also utilize other local area vendors for parts and services, whenever it is advantageous and meets your needs.

Overhead Costs

These costs include miscellaneous direct expenses that are incurred in the normal day-to-day operation of the maintenance shop and in the administration of the contract. Examples of these costs include, but are not limited to insurance, bonding, postage, office supplies, safety/environmental supplies, training, certifications, drug testing, background checks, recruitment, capital expenditures, and travel cost relating to the performance of the contract.

Administrative Costs and Management Fees

This cost reflects our corporate overhead expenses (our cost of doing business) for general services such as accounts payable and receivable, human resources, employee benefits administration, and other corporate services that serve to support this project and our on-site staff. The management fee is our charge for managing this project.

Adjustments to the Annual Budget

We agree with Cost Adjustment for Agreement Renewal language as listed in Section 13.6 of the RFP.

Cost Adjustment for Changes in Fleet Size

Cost adjustments may be made semi-annually if the fleet counts increase or decrease by more than ten percent (10%) on a vehicle-equivalent basis as specified by the City.

Repair Limits

We will perform Target Services both on a vendor and in-house basis, as requested. We will seek signed authorization from the appointed representative for all Target Work exceeding $750.00 for light-duty vehicles under 10,000 lbs. Gross Vehicle Weight (GVW), $1,500.00 for heavy-duty vehicles, $1,750.00 for off-road equipment, or for any vehicle or piece of equipment when the repair cost is greater than the fair market value of the unit.

Inventory

As your current provider, we already own the existing inventory of active parts and supplies. We will continue to actively maintain this inventory and keep in stock what we need to support the maintenance process.

Proposed Performance Standards

We understand and agree with the spirit of the performance standards as described in the RFP, but we need further clarification on a few of the standards and how they need to be measured so we can comply. Using data from our First Source MIS, we will measure each performance standard per an agreed-upon method daily and monthly and report on our results.

Non-Target Work

Certain work requirements will arise during the contract that is dependent on the actions or decisions of individuals other than First Vehicle Services. This work is of such an unpredictable nature that it cannot reasonably be estimated in advance and therefore, cannot be included in a fixed price contract. These services are termed Non-Target Work.

We will perform Non-Target Services both on a vendor and in-house basis, as requested. We will seek signed authorization from the appointed representative for all Non-Target Work exceeding an amount established by the City prior to execution of the repair. We will invoice these costs monthly as they are incurred.

Examples of Non-Target Work include:

- **Accident, Theft, Vandalism, Misuse, Other than Fair Wear and Tear, and Acts of Nature:** Repair work costs incurred for unit repairs and towing necessitated repairing damage caused by unpredictable outside forces.
- **Directed Work:** Work requested that is considered beyond the base contract requirements, such as vehicle modifications, conversions, or alterations.
- **Emergency Work:** Services provided outside of normal shop hours, generally in support of a declared emergency such as inclement weather or natural disasters.

- **Glass Replacement:** This will be a Non-Target Expense, as this work is typically a result of accidents, vandalism, or abuse.
- **Rust/Corrosion:** Costs incurred by First Vehicle Services to repair, replace, or refurbish components due to rust and corrosion of any unit.
- **Used Vehicle Additions:** Costs incurred for all initial applicable inspections and/or any repairs required to bring in any used vehicles added during the course of the contract, up to current Department of Transportation (DOT), or state and local standards, whichever is higher.

Non-Target Labor Charge

For work performed by our core in-house employees, we have proposed hourly labor rates for Non-Target Work on RFP Attachment F (found at the end of this Price Proposal).

Parts and vendor work will be passed through to you at actual cost without mark-up.

As your service partner, if our core staff performs emergency services during normal working hours, no additional labor charge will be included unless such work extends beyond our normal shop hours. Labor associated with emergency support services after normal business hours will be invoiced at our quoted hourly labor rate provided on RFP Attachment F (found at the end of this Price Proposal).

Shared Savings Incentive

We agree with the cost savings incentive language as listed in RFP Section 8.1. Savings below the Targeted budget and our actual costs will be shared with you on a 50/50 split with fifty percent (50%) of the annual aggregate savings being returned to you and fifty percent (50%) retained by First Vehicle Services. Targeted cost in excess of 110% will be borne by First Vehicle Services.

Pricing Assumptions

Our pricing is based upon our understanding of the fleet maintenance requirements including our assumptions, as stated below. Because these assumptions may give rise to issues of interpretation, they are also points for negotiation. Therefore, our proposal is based on the understanding of the following:

- Final terms and conditions of the resulting contract will be negotiated to the mutual acceptance of both parties. Any changes in the agreement will be confirmed by written contract amendment.
- Utilities such electricity, sewer, and water will be provided at no cost.
- First Vehicle Services may use the City's phone system but will pay for local service, equipment charges and long distance calls.
- It is our understanding that the operation is exempt from state and local sales taxes. Any taxes associated with this contract will be passed through, as incurred. Should there be changes in state, local or federal laws, regulations, or other circumstances beyond our ability to anticipate or control, that increase our costs in fulfilling the terms of the contract, and you will allow an equitable price adjustment to the contract that will be mutually agreed upon by both parties.
- The pricing for the extension years of the contract will be mutually agreed upon prior to the start of each contract or option period.
- First Vehicle Services recognizes the right to require First Vehicle Services to maintain a stock of required inventory to maintain essential vehicles. In turn, The City of Fort Lauderdale agrees to coordinate with First Vehicle Services on all impending vehicle retirements so that arrangements may be made in sufficient time to dispose of any parts in inventory that are unique to such vehicles and will become obsolete/unusable with the removal of the vehicle from the active fleet.

Separate Pricing Options

Central Warehouse Services

Because of our lack of information necessary to develop a staffing plan required to properly staff the Central Warehouse operation, First Vehicle Services is unable to provide a Price Proposal for this separate option (RFP Attachment E, Options B and C). Should we be awarded the contract, First Vehicle Services will work with the City to establish a Central Warehouse Services Program.

Trolley Maintenance

First Transit, our sister division and the leading North American provider of transit contracting and management services, has been proudly maintaining the Sun Trolley fleet at the City's Garage Facility since August of 2014. With First Transit as the fleet maintenance provider for the Sun Trolley fleet, First Vehicle Services has respectfully not submitted a Price Proposal for this separate option (RFP Attachment E, Pricing Option A).

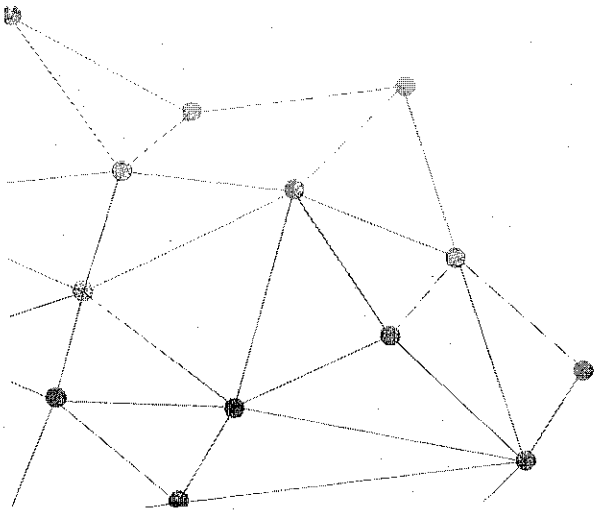
Beyond Your Requirements

Through a continued partnership with First Vehicle Services, the City of Fort Lauderdale will receive the following value-added benefits that you have come to expect from First Vehicle Services:

- We have proven management expertise and fleet knowledge gained through **over 30 years of providing professionally managed fleet services including our partnership with the City of Fort Lauderdale since 1981**. We pioneered outsourced fleet management for government-owned fleets.
- We have **more experience with the types of vehicles and equipment in your fleet** because we are maintaining some of these vehicle types now, as well as many identical pieces at other contract locations across the country. Over the years, we have maintained virtually every type of vehicle and equipment from every manufacturer. More importantly, we recognize the uniqueness of your fleet and incorporate this understanding into our maintenance approach for the best results. We understand your utilization of this equipment, your availability requirements and working conditions that impact your specific fleet maintenance needs.
- We offer **national account pricing and volume purchasing discount programs on parts.** In most cases, we are able to purchase parts at discounts far below those available to most municipal fleet owners and these savings are reflected in our parts pricing.
- A defining hallmark of our service is an **extensive preventive maintenance program designed to provide maximum fleet availability.** Our tailored program ensures fewer costly breakdowns and extends vehicle lifecycles, while reducing overall fleet ownership costs.

- We deliver **high quality services through our trademarked First Quality Management program.** This comprehensive quality assurance process is a proactive approach to guaranteeing high quality service delivery to our clients.
- We utilize our **safety and environmental programs to comply with all government mandates,** and reduce and eliminate lost productive time due to accidents.

Price Proposal Attachment: Price Sheets



Attachment E

City of Fort Lauderdale

Targeted Operating Budget Services

Detailed Price Proposal

	Year one	Year two	Year three
1. Wages & Salaries			
· Management/Admin. Personnel	$ 403,958.00	$ 412,054.00	$ 420,286.00
· Mechanics	$ 1,415,086.56	$ 1,442,792.56	$ 1,471,051.56
· Parts Personnel	$ 94,158.00	$ 96,033.00	$ 97,968.00
· Other Personnel	$ 57,730.00	$ 58,864.00	$ 60,028.00
· **Wages & Salaries - Subtotal**	**$ 1,970,932.56**	**$ 2,009,743.56**	**$ 2,049,333.56**
2. Fringe Benefits	**$ 644,845.25**	**$ 668,572.55**	**$ 695,783.79**
3. Parts & Supplies			
· Parts & Accountable Supplies	$ 1,673,372.11	$ 1,703,492.81	$ 1,734,155.68
· Indirect Shop Supplies	$ 11,801.00	$ 12,013.00	$ 12,230.00
· **Parts & Supplies - Subtotal**	**$ 1,685,173.11**	**$ 1,715,505.81**	**$ 1,746,385.68**
4. Sub Provider Services	$ 418,343.03	$ 425,873.20	$ 433,538.92
5. Overhead	$ 210,749.75	$ 206,093.70	$ 210,114.75
6. Corporate Admin. & Mgmt. Fees	$ 517,518.00	$ 527,569.00	$ 539,049.00
TOTAL COST	**$ 5,447,561.71**	**$ 5,553,357.83**	**$ 5,674,205.71**

Total Cost for Years 1, 2 & 3 $ 16,675,125

NOTES

· Define each cost element on a separate page.
A detailed discussion of each cost element is provided in our origninal Cost Proposal.

· Explain changes from year-to-year.
We have projected increases in our costs for parts and certain administrative expenses in years 2 and 3 of the contract based upon a nominal 1.8% inflation factor.
We have projected increases in our costs for wages expenses in years 2 and 3 of the contract based upon a nominal 2% inflation factor.

· Provide a description of your benefits program, including contents, eligibility, and co-pay shares. (Please subsequent pages of this proposal).

LABOR COST & BENEFIT EXPENSES	Year One	Year Two	Year Three
Management/Administrative Personnel	403,958	412,054	420,286
Parts Personnel	94,158	96,033	97,968
Other Personnel	57,730	58,864	60,028
Technicians	1,384,495	1,412,201	1,440,460
Wages & Salaries Sub-total	1,940,341	1,979,152	2,018,742
Fringe Benefits Sub-total	644,845	668,573	695,784
Subtotal of Wages & Benefits	2,585,186	2,647,725	2,714,526
Pager Pay	30,592	30,592	30,592
PERSONNEL EXPENSES	2,615,778	2,678,316	2,745,117

PARTS EXPENSES	Year One	Year Two	Year Three
Parts & Supplies	1,685,173	1,715,506	1,746,386
Subcontractor Services	418,343	425,873	433,539
Parts Sub-total	2,103,516	2,141,379	2,179,925

OVERHEAD EXPENSES	Year One	Year Two	Year Three
Fuel Expense	10,854	11,049	11,248
Uniform	18,756	19,094	19,438
Solid Waste Disposal	834	849	864
Tools & Equipment	6,491	6,608	6,727
Travel Expense	640	665	680
Safety Expense	2,639	2,687	2,735
Recruit Expense	332	500	509
Hire-Phys/Drug Test	328	214	218
Hire-Background Check	1,034	165	168
Recruit/Hire Expense	1,694	879	895
Employee Welfare	1,852	1,885	1,919
Strata	7,606	2,138	2,176
Freight Expense	257	262	267
Maint - Bldg/Grounds	1,602	1,631	1,660
Janitorial	171	174	177
License Amort Exp	447	455	463
HP-OP Lease (Lap & Desktops)	3,750	3,818	3,887
Tele Exp-Local Billing	12,050	12,267	12,488
Copier Expense	3,479	3,542	3,606
Sales Tax Indirect Costs	2,645	2,693	2,741
MIS Svc/Supplies	4,132	4,206	4,282
Adm Exp Misc Equip <1500	1,039	1,058	1,077
Stationary&Supply	5,445	5,543	5,643
Postage	404	411	418
Postage Express	1,619	1,648	1,678
Adm Training/Seminars	521	530	540
Printing Costs	940	957	974
Operating Expenses-Other	91,561	85,928	87,478
BIPD Ins-Premium	89,970	90,378	92,200
Perf Bond Amort Exp	29,219	29,788	30,437
	119,189	120,166	122,637
Overhead Expense Total	210,750	206,094	210,115

TOTAL EXPENSES	Year One	Year Two	Year Three
Total Wages	2,615,778	2,678,316	2,745,117
Total Parts	2,103,516	2,141,379	2,179,925
Total Directs	210,750	206,094	210,115
Corp G&A	272,378	277,668	283,710
Management Fee	245,140	249,901	255,339
TOTAL	5,447,562	5,553,358	5,674,206

BENEFIT SCHEDULE

Available for Non-Occupational Injury or Illness

First America

My Route to Better Health

Medical Benefit	MAP 1	MAP 2
Plan Year	Oct 1 - Sept 30	Oct 1 - Sept 30
Annual Deductible		
Individual / Family	$2,500 / $5,000	$1,500 / $3,000
Member / Company Coinsurance %	25% / 75% after deductible	20% / 80% after deductible
Annual Out-of-Pocket Maximum		
Individual / Family	$5,500 / $11,000	$4,000 / $8,000
Annual / Lifetime Maximum	$2,050,000/ Unlimited	$2,050,000/ Unlimited
Preventive Care		
Routine Physical Exams	100% covered	100% covered
Well-Baby Care	100% covered	100% covered
Routine Gynecological Care Exams	100% covered	100% covered
Routine Mammograms	100% covered	100% covered
Colorectal Cancer Screening	100% covered	100% covered
Physician Services		
Routine Office Visit	25% after deductible	20% after deductible
Specialist Office Visit	25% after deductible	20% after deductible
Diagnostic Procedures		
Diagnostic Laboratory	25% after deductible	20% after deductible
Diagnostic X-Ray	25% after deductible	20% after deductible
Emergency Medical Care		
Urgent / Non-Urgent Care	25% after deductible	20% after deductible
Emergency Room / Non-Emergency Room Care	25% / 50% after deductible in or out-of-network	25% / 50% after deductible in or out-of-network
Ambulence	25% after deductible	20% after deductible
Hospital Care		
Inpatient Coverage	25% after deductible	20% after deductible
Outpatient Surgery	25% after deductible	20% after deductible
Pre-Existing Condition Limitation	None	None
Out-of-Network Benefits	50% Minimum	
Prescription Drug Benefits - Pharmacy	Employee pays 100% until deductible is met, preventive is 100% covered	
Generic	25% up to $10 min $25 max co-pay after deductible / mandatory generic unless physician instructs DAW	
Formulary	25% up to $20 min $50 max co-pay after deductible	
Non-Formulary	25% up to $30 min $70 max co-pay after deductible	
Prescription Drug Benefits - Mail Order		
Generic	25% up to $25 min $62.50 max co-pay after deductible / mandatory generic unless physician instructs DAW	
Formulary	25% up to $50 min $125 max co-pay after deductible	
Non-Formulary	25% up to $75 min $175 max co-pay after deductible	

Attachment F

City of Fort Lauderdale

Non-Targeted Operating Budget Services

Detailed Hourly Rate Proposal

Position Description	Rate per Hour	
	Reg. Business Hours	Overtime Hours
1. Technician I	$ 30.97	$ 46.45
2. Technician II	$ 26.35	$ 39.52
3. Technician III	$ 23.85	$ 35.77
4. EVT Technician Lead	$ 39.04	$ 58.56
5. EVT Technician I	$ 30.60	$ 45.90
6. EVT Technician II	$ 28.47	$ 42.70
7. EVT Technician III	$ 24.63	$ 36.94
8. Body & Paint Tech	$ 27.58	$ 41.37
9. Tire Repairer	$ 28.30	$ 42.46
10.	$ -	$ -

Parts Costs:

Indicate the cost you will charge the City for parts as a percentage of the jobber price schedule. The cost percentage you specify will set the maximum rate you will be allowed to apply to the jobber cost for non-targeted operating budget parts costs throughout the term of this agreement.

100% Percent (of actual cost with no markup)

City of Fort Lauderdale

Separate Pricing Option A (Trolley Maintenance)

Detailed Price Proposal

	Year one	Year two	Year three
1. Wages & Salaries	**First Vehicle Services is not submitting a bid for this Pricing Option**		
· Management/Admin. Personnel	$ -	$ -	$ -
· Mechanics	$ -	$ -	$ -
· Parts Personnel	$ -	$ -	$ -
· Other Personnel	$ -	$ -	$ -
· **Wages & Salaries - Subtotal**	$ -	$ -	$ -
2. Fringe Benefits	$ -	$ -	$ -
3. Parts & Supplies			
· Parts & Accountable Supplies	$ -	$ -	$ -
· Indirect Shop Supplies	$ -	$ -	$ -
· **Parts & Supplies - Subtotal**	$ -	$ -	$ -
4. Sub Provider Services	$ -	$ -	$ -
5. Overhead	$ -	$ -	$ -
6. Corporate Admin. & Mgmt. Fees	$ -	$ -	$ -
TOTAL COST	$ -	$ -	$ -

Total Cost for Years 1, 2 & 3 $ -

NOTES

· Define each cost element on a separate page.

· Explain changes from year-to-year.

City of Fort Lauderdale

Separate Pricing Option B (Central Warehouse Services)

Detailed Price Proposal

	Year one	Year two	Year three
1. Wages & Salaries	**First Vehicle Services is not submitting a bid for this Pricing Option**		
· Management/Admin. Personnel	$ -	$ -	$ -
· Parts Personnel	$ -	$ -	$ -
· Other Personnel	$ -	$ -	$ -
· **Wages & Salaries - Subtotal**	**$ -**	**$ -**	**$ -**
2. Fringe Benefits	**$ -**	**$ -**	**$ -**
3. Overhead	**$ -**	**$ -**	**$ -**
TOTAL COST	**$ -**	**$ -**	**$ -**

Total Cost for Years 1, 2 & 3 **$ -**

NOTES

Prices shall NOT be marked up.

City of Fort Lauderdale

Separate Pricing Option C (Central Warehouse Services)

Detailed Price Proposal

	Year one	Year two	Year three
7. Parts Markup	**First Vehicle Services is not submitting a bid for this Pricing Option**		
Percentage % mark-up	_____	_____	_____

NOTES

Parts percentage % mark-up shall include all labor cost, administrative cost, overhead, profits, management cost associated with Central warehouse services. No other fee will be accepted.

ATTACHMENTS

ATTACHMENT 1

- Bid Bond and Letter of Surety

ATTACHMENT 2

- Insurance Certificates

ATTACHMENT 3

- Required RFP Forms
  - *Proposal Signature Page (RFP Attachment G) – Provided at the front of this proposal*
  - *Proposal Questionnaire (RFP Attachment K)*
  - *Non-Collusion Statement (RFP Attachment N)*

ATTACHMENT 4

- Project Management Resumes

ATTACHMENT 5

- Location Technician ASE/EVT Certifications List

ATTACHMENT 6

- Client References List

ATTACHMENT 7

- Preventive Maintenance Inspections Forms

ATTACHMENT 8

- Customer Comment Card

ATTACHMENT 9

- Sample First Source FMIS Reports

ATTACHMENT 10

- Proposed Vendors/Subcontractors List

ATTACHMENT 11

- Proposed Chemicals and Fluids List

ATTACHMENT 12

- Sample SOC1 (SSAE 16) Annual Audit Report

ATTACHMENT 13

- Letters of Appreciation/Commendation – City of Fort Lauderdale

ATTACHMENT 14

- Signed Addenda
  - Addendum No. 1 (Dated November 13, 2014)
  - Addendum No. 2 (Dated November 24, 2014)
  - Addendum No. 3 (Dated December 8, 2014)

Under Separate Cover

Company Financial Statements for the past three (3) years.

ATTACHMENT 1

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we First Vehicle Services, Inc.
600 Vine Street Suite 1400 Cincinnati, OH 45202
as Principal, hereinafter called the Principal, and Federal Insurance Company
15 Mountain View Road Warren, NJ 07059
a corporation duly organized under the laws of the State of IN as Surety, hereinafter called the Surety, are held and firmly bound unto City of Fort Lauderdale

as Obligee, hereinafter called the Obligee, in the sum of Fifty Thousand Dollars and 00/100 Dollars
($50,000), 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 be these presents.

WHEREAS, the Principal has submitted a bid for Fleet Maintenance & Management Services and Central Warehouse, RFP #555-11442.

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal, the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid. In the event of the failure of the Principal to enter such Contract, the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee 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 10th day of December, 2014.

Christina Laurendi

First Vehicle Services, Inc.

BY: Sharon Foulk Attorney-In-Fact

Kathleen Weaver

Federal Insurance Company

Harold G. Miller Jr. Attorney-in-Fact

State of Illinois }
SS:
County of DuPage }

SURETY ACKNOWLEDGEMENT (ATTORNEY-IN-FACT)

On this 10th day of December in the year 2014 before me, Jessica L. Ancona, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared Harold G. Miller Jr. known to me to be the duly authorized Attorney-in-Fact of the Federal Insurance Company and the same person whose name is subscribed to the within instrument as the Attorney-in-Fact, of said Company and the said Harold G. Miller Jr. duly acknowledged to me that he subscribed the of the Federal Insurance Company thereto as Surety and his own name as Attorney-in-Fact.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Jessica L. Ancona
Notary Public in and for Jessica L. Ancona
DuPage County

JESSICA L. ANCONA
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
April 16, 2016

State of Illinois

My Commission expires: April 16, 2016

Exhibit A

Special Power of Attorney

KNOW ALL MEN BY THESE PRESENTS that FIRSTGROUP AMERICA, INC., FIRST TRANSIT, INC., FIRST STUDENT, INC., FIRST SERVICES, INC., FIRST VEHICLE SERVICES, INC., LAIDLAW TRANSIT, INC., LAIDLAW TRANSIT SERVICES, INC., LAIDLAW TRANSIT, LTD, AUTOBUS TRANSCO (1988), INC., ALLIED BUS SALES, INC., SAFERIDE SERVICES, INC. AND SUTRANS, INC. has make, continued and appointed and by these presents does make, constitute and appoint Bill Krumm, Jon Schroeder, Sharon Foulk and Karen Socha as its true and lawful attorneys in fact with full power to execute, seal and deliver on its behalf surety bonds and other documents of similar character issued in the course of its business and to bind the Company thereby as if such writings had been duly executed and acknowledged by its officers.

IN WITNESS WHEREOF, FirstGroup America, Inc., First Transit, Inc., First Student, Inc., First Services, Inc., First Vehicle Services, Inc., Laidlaw Transit, Inc., Laidlaw Transit Services, Inc., Laidlaw Transit, Ltd., Autobus Transco (1988), Inc., Allied Bus Sales, Inc., SafeRide Services, Inc., and SuTrans, Inc. has caused its name to be subscribed by Christian Gartner, Senior Vice President Finance, and its corporate seal to be affixed and attested by its Assistant Secretary on this 28th day of September, 2012.

Attest: FirstGroup America, Inc.

By: Michael Petrucci
Assistant Secretary

By: Christian Gartner
Senior Vice President, Finance

STATE OF OHIO
COUNTY OF HAMILTON

On this 28th day of September, 2012, personally appeared before me, a Notary Public for the State of Ohio, Christian Gartner, Senior Vice President, Finance of FirstGroup America, Inc., First Transit, Inc., First Student, Inc., First Vehicle Services, Inc., First Services, Inc., Laidlaw Transit, Inc., Laidlaw Transit Services, Inc., Laidlaw Transit, Ltd., Autobus Transco (1988), Inc., Allied Bus Sales, Inc., SafeRide Services, Inc. and SuTrans, Inc., who acknowledged that the foregoing is his free and voluntary act and deed on behalf of said corporation.

NOTARIAL SEAL STATE OF OHIO

Christine Ficker
Notary Public, State of Ohio
My Commission Expires 07-16-2017

Christine Ficker
Notary Public, State of Ohio
My Commission Expires: 7/16/2017

Chubb Surety

POWER OF ATTORNEY

Federal Insurance Company
Vigilant Insurance Company
Pacific Indemnity Company

Attn: Surety Department
15 Mountain View Road
Warren, NJ 07059

Know All by These Presents, That **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, and **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, do each hereby constitute and appoint

Harold G. Miller Jr.

as their true and lawful Attorney- in- Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, the following Surety Bond:

Surety Bond Number : Bid Bond

Obligee : City of Fort Lauderdale

And the execution of such bond or obligation by such Attorney- in- Fact in the Company's name and on its behalf as surety thereon or otherwise, under its corporate seal, in pursuance of the authority hereby conferred shall, upon delivery thereof, be valid and binding upon the Company.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY,** and **PACIFIC INDEMNITY COMPANY** have each executed and attested these presents and affixed their corporate seals on this **1st** day of **March 2013**.

Dawn M. Chloros, Assistant Secretary

Richard A. Ciullo, Vice President

STATE OF NEW JERSEY
County of Somerset ss.

On this **1st** day of **March 2013** before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of the By- Laws of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Richard A. Ciullo, and knows him to be Vice President of said Companies; and that the signature of Richard A. Ciullo, subscribed to said Power of Attorney is in the genuine handwriting of Richard A. Ciullo, and was thereto subscribed by authority of said By- Laws and in deponent's presence.

Notarial Seal

WENDIE WALSH NOTARY PUBLIC NEW JERSEY

WENDIE WALSH
Notary Public, State of New Jersey
No. 0054504
Expires April 18, 2018

Notary Public

CERTIFICATION

Extract from the By- Laws of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY:

"All powers of attorney for and on behalf of the Company may and shall be executed in the name and on behalf of the Company, either by the Chairman or the President or a Vice President or an Assistant Vice President, jointly with the Secretary or an Assistant Secretary, under their respective designations. The signature of such officers may be engraved, printed or lithographed. The signature of each of the following officers: Chairman, President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary and the seal of the Company may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing Assistant Secretaries or Attorneys- in- Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such power of attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

(I) the foregoing extract of the By- Laws of the Companies is true and correct,
(II) the Companies are duly licensed and authorized to transact surety business in all 50 of the United States of America and the District of Columbia and are authorized by the U.S. Treasury Department; further, Federal and Vigilant are licensed in Puerto Rico and the U.S. Virgin Islands, and Federal is licensed in American Samoa, Guam, and each of the Provinces of Canada except Prince Edward Island; and
(III) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Warren, NJ this 10th day of December, 2014.

FEDERAL INSURANCE COMPANY INDIANA · PACIFIC INDEMNITY COMPANY INCORPORATED JAN 16 1925 WISCONSIN · VIGILANT INSURANCE COMPANY NEW YORK

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO NOTIFY US OF A CLAIM, VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT ADDRESS LISTED ABOVE, OR BY Telephone (908) 903- 3493 Fax (908) 903- 3656 e-mail: surety@chubb.com

Form 15-10- 0154B- SurePath (Rev. 03-13) CORP CONSENT

Arthur J. Gallagher & Co.

December 10, 2014

City of Fort Lauderdale
100 N. Andrews Ave., Room 619
Fort Lauderdale, FL 33301

RE: First Vehicle Services, Inc.
Project: Fleet Maintenance & Management Services and Central Warehouse
RFP #555-11442

To Whom It May Concern:

We understand that preliminary discussions are taking place regarding the captioned project. Federal Insurance Company is pleased to share our experience with First Vehicle Services, Inc.

Federal Insurance Company has been engaged in the surety program of First Vehicle Services, Inc. for the past 10 years. During that time we have underwritten bonds for single projects up to $10,000,000 with an overall program of $500,000,000.

Should the captioned project be awarded to and accepted by First Vehicle Services, Inc., we are prepared to consider providing the required bonds on their behalf. Our support is conditioned upon completion of the underwriting process, including satisfactory review of contract documents, confirmation of financing and our ongoing review of the operational and financial capacity of First Vehicle Services, Inc.

We are pleased to share with you our favorable experience and high regard to First Vehicle Services, Inc. This letter is not an assumption of liability and is issued only as a prequalification reference request from our client. It should be understood that any arrangement for bonds is strictly a matter between First Vehicle Services, Inc. and Federal Insurance Company. Federal Insurance Company is rated A++ XV and is licensed to do business in the State of Florida.

Sincerely,

FEDERAL INSURANCE COMPANY

Harold G. Miller Jr.
Attorney-in-Fact

Arthur J. Gallagher Risk Management Services, Inc.
The Gallagher Centre | Two Pierce Place
Itasca, IL 60143-3141

m 630.773.3800
f 630.285.4000
ajg.com

Chubb Surety	POWER OF ATTORNEY	Federal Insurance Company Vigilant Insurance Company Pacific Indemnity Company	Attn: Surety Department 15 Mountain View Road Warren, NJ 07059

Know All by These Presents, That FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, and PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, do each hereby constitute and appoint **Arlene M. Filipski, Sharon A. Foulk, William T. Krumm, Harold G. Miller, Jr., Michael R. Pesch, Jon A. Schroeder, Jodie Sellers and Karen E. Socha of Itasca, Illinois**----------

each as their true and lawful Attorney- in- Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY,** and **PACIFIC INDEMNITY COMPANY** have each executed and attested these presents and affixed their corporate seals on this **28th** day of **August, 2012.**

Kenneth C. Wendel, Assistant Secretary

David B. Norris, Jr., Vice President

STATE OF NEW JERSEY
ss.
County of Somerset

On this **28th** day of **August, 2012** before me, a Notary Public of New Jersey, personally came Kenneth C. Wendel, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Kenneth C. Wendel, being by me duly sworn, did depose and say that he is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of the By- Laws of said Companies; and that he signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that he is acquainted with David B. Norris, Jr., and knows him to be Vice President of said Companies; and that the signature of David B. Norris, Jr., subscribed to said Power of Attorney is in the genuine handwriting of David B. Norris, Jr., and was thereto subscribed by authority of said By-Laws and in deponent's presence.

Notarial Seal

KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2316685
Commission Expires July 14, 2014

Notary Public

CERTIFICATION

Extract from the By- Laws of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY:

> "All powers of attorney for and on behalf of the Company may and shall be executed in the name and on behalf of the Company, either by the Chairman or the President or a Vice President or an Assistant Vice President, jointly with the Secretary or an Assistant Secretary, under their respective designations. The signature of such officers may be engraved, printed or lithographed. The signature of each of the following officers: Chairman, President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary and the seal of the Company may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing Assistant Secretaries or Attorneys- in- Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such power of attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached."

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(i) the foregoing extract of the By- Laws of the Companies is true and correct,
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(iii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Warren, NJ this 10th day of December 2014

Kenneth C. Wendel, Assistant Secretary

IN THE EVENT YOU WISH TO NOTIFY US OF A CLAIM, VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT ADDRESS LISTED ABOVE, OR BY Telephone (908) 903- 3493 Fax (908) 903- 3656
e-mail: surety@chubb.com

Form 15-10- 0225B- U (Ed. 5- 03) CONSENT

ATTACHMENT 2

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/18/2013

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 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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1-212-994-7100
Arthur J. Gallagher Risk Management Services, Inc.

250 Park Avenue
3rd Floor
New York, NY 10177

CONTACT NAME: Tanya D. Stephenson
PHONE (A/C, No, Ext): 212-994-7085 FAX (A/C, No): 212-994-7047
E-MAIL ADDRESS: Tanya_Stephenson@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: INSURANCE CO OF THE STATE OF PA	19429
INSURER B: NATIONAL UNION FIRE INS CO OF PITTS	19445
INSURER C: COMMERCE & INDUSTRY INS CO	19410
INSURER D: NEW HAMPSHIRE INS CO	23841
INSURER E:	
INSURER F:	

INSURED
First Vehicle Services, Inc.

600 Vine Street, Suite 1400

Cincinnati, OH 45202

COVERAGES **CERTIFICATE NUMBER:** 37412113 **REVISION NUMBER:**

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	GENERAL LIABILITY			GL1737923 (10MM AGG)	12/31/13	12/31/14	EACH OCCURRENCE	$ 5,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 5,000,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$ 50,000
							PERSONAL & ADV INJURY	$ 5,000,000
							GENERAL AGGREGATE	$ 10,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 5,000,000
	POLICY X PRO-JECT X LOC							$
B	AUTOMOBILE LIABILITY			CA5273859 (AOS)	12/31/13	12/31/14	COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
B	X ANY AUTO			CA5273859 (TX)	12/31/13	12/31/14	BODILY INJURY (Per person)	$
B	ALL OWNED AUTOS / SCHEDULED AUTOS			CA5273862 (MA)	12/31/13	12/31/14	BODILY INJURY (Per accident)	$
A	X HIRED AUTOS / X NON-OWNED AUTOS			CA4882241 (VA)	12/31/13	12/31/14	PROPERTY DAMAGE (Per accident)	$
								$
C	X UMBRELLA LIAB X OCCUR			20562327	12/31/13	12/31/14	EACH OCCURRENCE	$ 20,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 20,000,000
	DED RETENTION $							$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			1178583(AOS),44216118(MN)	12/31/13	12/31/14	X WC STATU-TORY LIMITS / OTH-ER	
D	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N	N/A		1178530(MA), 1178529(CA)	12/31/13	12/31/14	E.L. EACH ACCIDENT	$ 5,000,000
D	(Mandatory in NH)			1178531(IL,NC,NH,UT,VT)	12/31/13	12/31/14	E.L. DISEASE - EA EMPLOYEE	$ 5,000,000
D	If yes, describe under DESCRIPTION OF OPERATIONS below			1178527(FL) , 1232492(TX)	12/31/13	12/31/14	E.L. DISEASE - POLICY LIMIT	$ 5,000,000

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

City of Fort Lauderdale, Purchasing Division is shown as an additional insured solely with respect to general and auto liability coverages as evidenced herein as required by written contract with respect to work performed by the named insured. The named insured is self insured for auto physical damage exposures in regards to the above.

CERTIFICATE HOLDER

City of Fort Lauderdale

100 North Andrews Avenue

Fort Lauderdale, FL 33301 USA

CANCELLATION

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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The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: _____

LOC #: _____

ACORD®

ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Arthur J. Gallagher Risk Management Services, Inc.	NAMED INSURED First Vehicle Services, Inc. 600 Vine Street, Suite 1400 Cincinnati, OH 45202
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

Workers Compensation:

Policy #: 1232493 (WI), 62790764 (AK, AZ, GA) & 62790766 (NJ, PA)

Policy Term: 12/31/13 to 12/31/14

Carrier Name: NEW HAMPSHIRE INS CO (NAIC #:23841)

Limits: E.L. Each Accident / E.L. Disease-Ea Employee / E.L. Disease-Policy Limit - $5,000,000

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CURRENT INSURANCE CERTIFICATE FOR THE FORT LAUDERDALE FLEET MAINTENANCE OPERATION

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/18/2013

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 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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1-212-994-7100
Arthur J. Gallagher Risk Management Services, Inc.

250 Park Avenue
3rd Floor
New York, NY 10177

CONTACT NAME: Tanya D. Stephenson
PHONE (A/C, No, Ext): 212-994-7085 FAX (A/C, No): 212-994-7047
E-MAIL ADDRESS: Tanya_Stephenson@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: INSURANCE CO OF THE STATE OF PA	19429
INSURER B: NATIONAL UNION FIRE INS CO OF PITTS	19445
INSURER C: NEW HAMPSHIRE INS CO	23841
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
First Vehicle Services, Inc.

600 Vine Street, Suite 1400

Cincinnati, OH 45202

COVERAGES **CERTIFICATE NUMBER:** 37421560 **REVISION NUMBER:**

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	GENERAL LIABILITY			GL1737923 (10MM AGG)	12/31/13	12/31/14	EACH OCCURRENCE	$ 5,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 5,000,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$ 50,000
							PERSONAL & ADV INJURY	$ 5,000,000
							GENERAL AGGREGATE	$ 10,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 5,000,000
	POLICY X PRO-JECT X LOC							$
B	AUTOMOBILE LIABILITY			CA5273862 (MA)	12/31/13	12/31/14	COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
B	X ANY AUTO			CA5273859 (TX)	12/31/13	12/31/14	BODILY INJURY (Per person)	$
B	ALL OWNED AUTOS / SCHEDULED AUTOS			CA5273859 (AOS)	12/31/13	12/31/14	BODILY INJURY (Per accident)	$
A	X HIRED AUTOS / X NON-OWNED AUTOS			CA4882241 (VA)	12/31/13	12/31/14	PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			1178531(IL,NC,NH,UT,VT)	12/31/13	12/31/14	X WC STATU-TORY LIMITS / OTH-ER	
C	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N	N/A		1178530(MA), 1178529(CA)	12/31/13	12/31/14	E.L. EACH ACCIDENT	$ 5,000,000
C	(Mandatory in NH)			1178583(AOS),44216118(MN)	12/31/13	12/31/14	E.L. DISEASE - EA EMPLOYEE	$ 5,000,000
C	If yes, describe under DESCRIPTION OF OPERATIONS below			1178527(FL) , 1232492(TX)	12/31/13	12/31/14	E.L. DISEASE - POLICY LIMIT	$ 5,000,000

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

Re: 1302 SW 2nd Court, Ft. Lauderdale, FL 33312. As respects liability policies shown above, certificate holder is added as additional insured, but not for claims arising from allegations of its negligence, as respects all operations performed on the behalf of the named insured, in accordance with the terms of a transportation contract between the parties. The named insured is self insured for auto physical damage exposures in regards to the above.

CERTIFICATE HOLDER

City of Fort Lauderdale

100 North Andrews Avenue

Fort Lauderdale, FL 33301 USA

CANCELLATION

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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The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: _____

LOC #: _____

ACORD®

ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Arthur J. Gallagher Risk Management Services, Inc.	NAMED INSURED First Vehicle Services, Inc. 600 Vine Street, Suite 1400 Cincinnati, OH 45202
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

Workers Compensation:

Policy #: 1232493 (WI), 62790764 (AK, AZ, GA) & 62790766 (NJ, PA)

Policy Term: 12/31/13 to 12/31/14

Carrier Name: NEW HAMPSHIRE INS CO (NAIC #:23841)

Limits: E.L. Each Accident / E.L. Disease-Ea Employee / E.L. Disease-Policy Limit - $5,000,000

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The ACORD name and logo are registered marks of ACORD

INSURANCE CERTIFICATE IN ACCORDANCE WITH RFP REQUIREMENTS

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/26/2014

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.

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PRODUCER

Arthur J. Gallagher Risk Management Services, Inc.
250 Park Avenue
3rd Floor
New York NY 10177

CONTACT NAME: Tanya D. Stephenson
PHONE (A/C, No, Ext): 212-994-7085 FAX (A/C, No): 212-994-7047
E-MAIL ADDRESS: Tanya_Stephenson@ajg.com

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INSURER B : NATIONAL UNION FIRE INS CO OF PITTS	19445
INSURER C : NEW HAMPSHIRE INS CO	23841
INSURER D : ILLINOIS UNION INS CO	27960
INSURER E :	
INSURER F :	

INSURED

First Vehicle Services, Inc.
600 Vine Street, Suite 1400
Cincinnati, OH 45202

COVERAGES **CERTIFICATE NUMBER:** 1507987711 **REVISION NUMBER:**

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	**GENERAL LIABILITY**	Y		GL1737923 (10MM AGG)	12/31/2013	12/31/2014	EACH OCCURRENCE	$5,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$5,000,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$5,000,000
							GENERAL AGGREGATE	$10,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$5,000,000
	POLICY X PRO-JECT X LOC							$
B	**AUTOMOBILE LIABILITY**			CA5273859 (TX)	12/31/2013	12/31/2014	COMBINED SINGLE LIMIT (Ea accident)	$5,000,000
B	X ANY AUTO			CA5273862 (MA)	12/31/2013	12/31/2014	BODILY INJURY (Per person)	$
A	ALL OWNED AUTOS / SCHEDULED AUTOS			CA4882241 (VA)	12/31/2013	12/31/2014	BODILY INJURY (Per accident)	$
B	X HIRED AUTOS / X NON-OWNED AUTOS			CA5273859 (AOS)	12/31/2013	12/31/2014	PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N			1178527(FL), 1232492(TX)	12/31/2013	12/31/2014	X WC STATU-TORY LIMITS / OTH-ER	
C	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N / A		1178583(AOS),44216118(MN)	12/31/2013	12/31/2014	E.L. EACH ACCIDENT	$5,000,000
C	(Mandatory in NH)			1178530(MA), 1178529(CA)	12/31/2013	12/31/2014	E.L. DISEASE - EA EMPLOYEE	$5,000,000
C	If yes, describe under DESCRIPTION OF OPERATIONS below			1178531(IL,NC,NH,UT,VT)	12/31/2013	12/31/2014	E.L. DISEASE - POLICY LIMIT	$5,000,000
D	Pollution Liability			PPI G27169533 001	11/15/2012	4/26/2016	Per Occ. / Per Agg.	1,000,000 / 2,000,000

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

Workers Compensation:
Policy #: 1232493 (WI), 62790764 (AK, AZ, GA) & 62790766 (NJ, PA)
Policy Term: 12/31/13 to 12/31/14
Carrier Name: NEW HAMPSHIRE INS CO (NAIC #:23841)
Limits: E.L. Each Accident / E.L. Disease-Ea Employee / E.L. Disease-Policy Limit - $5,000,000

See Attached...

CERTIFICATE HOLDER

City of Fort Lauderdale
Attn: Finance Department
100 North Andrews Avenue, Rm#619
Fort Lauderdale FL 33301

CANCELLATION

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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INSURANCE CERTIFICATE IN ACCORDANCE WITH RFP REQUIREMENTS

AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY Arthur J. Gallagher Risk Management Services, Inc.	NAMED INSURED First Vehicle Services, Inc. 600 Vine Street, Suite 1400 Cincinnati, OH 45202
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Re: RFP No. 555-11442, Fleet Maintenance & Management Services & Central Warehouse
The City of Fort Lauderdale is included as additional insured (GL-End't#61712) as respects General Liability Policy as evidenced herein as required by written contract with respect to work performed by the named insured. Coverage for Sudden and Accidental Pollution included under the Automobile Liability Policy-(End't#CA9948).

Notice of Cancellation: 10 days written notice for non-pay

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ATTACHMENT 3

ATTACHMENT K

City of Fort Lauderdale

Proposal Questionnaire

1. **Prior Experience:**

Number of years' experience the Provider has had in providing similar services:

Over 33 **Years**

2. **List below those persons who will have a management or senior artistic position working with the City, if you are awarded the contract. List name, title or position, and project duties. A resume or summary of experience and qualifications must accompany your proposal.**

Bradley A. Thomas, President, Executive Management/Corporate Management Support Duties

Dale Domish, Senior Vice President, Executive Management/Corporate Management Support Duties

William Rischow, General Manager, Project Management Duties

Phillip Reese, Operations Manager, Project Management Duties

Please refer to the Attachments section of this proposal for the resume of each of these individuals.

3. **List all clients for whom you have provided similar services in the last three (3) years. Provide agency name, address, telephone number, contact person, yearly budget target, number of vehicles, and date service was provided. If services provided differs from the one presented in your proposal, please delineate such differences.** ***DO NOT LIST CITY OF FORT LAUDERDALE.***

Please refer to the Attachments section of this proposal for our Client Reference List.

4. List any Broward County agencies with which the Provider has had contracts or agreements during the past three (3) Years.

In addition to our current partnership with the City of Fort Lauderdale (since 1981), First Vehicle Services has/has had contracts with the following Broward County agencies during the past three (3) years: Town of Davie, City of Sunrise, City of Coconut Creek, City of Miramar, Florida Department of Transportation (Fort Lauderdale), and the Broward Sheriff's Office.

5. Lawsuits (ANY) pending or completed involving the Corporation, partnership or individuals with more than ten (10%) percent interest.

A. List all pending lawsuits which are concerned directly with the staff or part of your organization proposed for the contract:

In the past five years, we have participated in litigation at a rate consistent with similarly situated companies. It is routine to engage in legal matters that have no bearing on our ability to fulfill new or existing contracts. Compiling detailed data on recent litigation would provide little or no useful insight to the City of Fort Lauderdale. In fact, the majority of our litigation is minor in nature and is handled almost exclusively by our insurance carrier. Examples of such litigation include insignificant personal injury claims and routine Worker's Compensation claims.

B. List all judgements from lawsuits in the last five (5) years which are concerned directly with the staff or part of your organization proposed for the contract.

In the past five years, we have participated in litigation at a rate consistent with similarly situated companies. It is routine to engage in legal matters that have no bearing on our ability to fulfill new or existing contracts. Compiling detailed data on recent litigation would provide little or no useful insight to the City of Fort Lauderdale. In fact, the majority of our litigation is minor in nature and is handled almost exclusively by our insurance carrier. Examples of such litigation include insignificant personal injury claims and routine Worker's Compensation claims.

6. Attach a Balance Sheet and Statement of Profit and Loss of the proposing firm from the preceding calendar year, certified by either an appropriate Corporate Officer, or an Independent Certified Public Accountant. If proposing firm is a privately held corporation

providing such records, for City review, at a time and place convenient to the City, will satisfy this requirement.

Per RFP requirement, our company financial statements for the past three (3) years can be found under separate cover.

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ATTACHMENT "N"

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
None.	

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.

Bradely A. Thomas, President
First Vehicle Services, Inc.

December 12, 2014
Date

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ATTACHMENT 4

William Rischow
General Manager

First Vehicle Services

EXPERIENCE

First Vehicle Services

2003–Present **General Manager** Ft. Lauderdale, FL

- Responsible for overseeing one fleet maintenance facility consisting of 1,475vehicles and 46 employees with an annual budget of over $5 million and an inventory value in excess of $300,000
- Oversees maintenance of 17 Sun Trolley buses and two maintenance technicians responsible for the trolley repairs
- Serve as company liaison to the City's Fleet Services division, along with the Police and Fire Departments, Parks and Recreation, and Public Services
- Responsible for safety training, hazardous material training, infection control training, workplace harassment training and overall operational procedures
- Involved in start-ups of new sites, assisting them in hiring of employees and setting up their computer system as well as purchasing all necessary shop equipment, parts inventory, and office supplies
- Helps maintain City's EJ Ward Fuel System
- Achieved a budget savings of $500,000 for the City of Fort Lauderdale from 2010 to 2014

2001–2003 **Operations Manager** Ft. Lauderdale, FL

- Managed the sanitation fleet which consists of 16 refuge trucks and 5 technicians
- Communicated with the sanitation liaison and fleet manager to list and resolve issues
- Managed daily operation of the facility; scheduling technicians, inventory control, office management, service writer
- Negotiated with vendors to obtain the best prices
- Responsible for enhancing the quality of service for the facility

1995–2001 **Supervisor** Ft. Lauderdale, FL

- Supervised component with 1100 units and 17 technicians
- Delegated work to technicians in a timely and efficient manner
- Managed and processed all accidents, warranties and recalls
- Communicated and coordinated with clients and vendors to ensure units were repaired and delivered promptly
- Oversaw one-minute safety meetings and checked shop weekly for safety hazards

- Wrote up daily reports for the City's Fleet Manager

1993–1994 **Supervisor** Sunrise, FL

- Supervised component with 500 units and nine technicians
- Assigned work to technicians in a timely and efficient manner keeping downtime to a minimum
- Scheduled PMs and sent out late notices to the City's liaison
- Involved in the hiring process of technicians
- Participated in the Maintenance Manager in Training program

1992–1993 **Technician** Davie, FL

- Diagnosed and evaluated the equipment for repairs and made necessary repairs in a timely and efficient manner

Lighthouse Point Texaco

1986–1992 **Technician** Davie, FL

- Maintained a fleet of 40 Budget Rental trucks
- Greeted customers, wrote estimates, and provided customer billing

EDUCATION

William T. McFatter Vocation Technical Center

- Bendix Air Brakes
- Pump and Apparatus-Annual ISO testing

Sheridan Vocation Technical Center

- Ford EEC Systems Controls
- GM Computer Command Control Certificate
- Emission Controls Certification

Dometic

- Absorption Refrigeration, Electrical Generation, and Air Conditioning

MACS

- Mobile Air Conditioning Society
- Refrigerant Recycling

William Rischow
General Manager

CERTIFICATIONS AND TRAINING

EVT Certification

- Management, Level 1 Supervisor

Other Training & Certifications

- Lean Six Sigma Green Belt Certification
- Storm Water Training (Strata Environmental Services)
- Lockout / Tagout Training (Strata Environmental Services)
- General Environmental Training (Strata Environmental Services)
- FMAL Training (First Vehicle Services)

AWARDS AND RECOGNITIONS

First Vehicle Services' Awards

- Achieved Manager of the Year Division II
- Achieved Manager of the Year Overall

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Phillip Reese
Operations Manager

First Vehicle Services

EXPERIENCE

First Vehicle Services

2014–Present **Operations Manager** Ft. Lauderdale, FL

- Responsible for overseeing all company operations consisting of 1,475 vehicles and pieces of equipment, and 46 employees
- Serve as company liaison to the City's Fire, Police, Public Services, and Parks and Recreation Departments
- Responsible for overseeing overall operational, training, and safety procedures
- Responsible for screening and hiring of all new perspective employees
- Provide superior customer service to the City and its vehicle operators
- Respond to complaints or concerns the City may have within a timely manner
- Develop and maintain PM schedule dates for the vehicles and pieces of equipment within the City's fleet
- Attend daily, weekly, and monthly fleet meetings scheduled by the City of Fort Lauderdale
- Schedule and create the weekend duty, Fire call-out, and Public Works after-hours call-out schedule
- Responsible to review and sign off on all City Fire Department vehicle maintenance paperwork
- Supervise and monitor employee attendance records
- Prepare, inspect, and photograph all City auction vehicles to be sold
- Maintain and inspect the cleanliness of the large and small City's shop
- Coordinate annual crane and boom inspections, as well as ISO testing for the City's Fire Department
- Responsible for quality control of work produced

Chiquita Fresh North America

2009–2014 **Maintenance Supervisor** Port Everglades, FL

- Supervised the day-to-day maintenance and repair of the Chiquita container/chassis/gen-set related equipment, which consist of 550 chassis trailer, 440 power generator units, and over 500 containers
- Supervised maintenance performed by five technicians per Company's Standard Operating Procedures, while adhering to the Department of Transportation requirements

- Coordinated shop work and determined priorities for technicians, keeping the preventative maintenance program as the main goal
- Assisted the Fort Lauderdale team in keeping records, using the JD Edwards accounting and recordkeeping system, surveys of damaged equipment, etc.
- Oversaw yard and ship operations during vessel port call
- Monitored and ensured monthly maintenance of shop and safety equipment
- Consulted and advised carriers on over-the-road repairs and participate in weekly 24/7 on call rotation with other technicians
- Oversaw the spare parts inventory and coordinate materials requests and dispatched with the local spare Parts Supervisor
- Provided support to the Port Operations Manager to achieve location objectives and goals
- Assisted the North America Maintenance Manager

U.S. Army

2007–2008 **Mechanical Maintenance Supervisor** Kuwait

- Exercised full supervisory responsibility over work operations
- Maintained 95% equipment readiness rating, above the Army's 90% standard
- Researched, developed, designed, and implemented a Driver's Training program
- Served as the Hazardous Material Inspector, providing guidance on OSHA regulations which related to all subordinate units working within OSHA compliance
- Served as Unit Movement Officer responsible for moving personnel and equipment with 100% success
- Supervised over 15 employees
- Served as liaison between military and foreign contractors for spill response and cleanup operations

2004–2007 **Motor Sergeant (Engineer Company)** Ft. Lauderdale, FL

- Supervised and managed the maintenance functions and all activities for an engineering company consisting of 110 soldiers and 79 pieces of engineer equipment
- Maintained and accounted for equipment and tools valued at over $4.5 million dollars without any loss
- Supervised, trained, motivated, and enforced maintenance standards and procedures for all assigned personnel
- Overhauled organizational reporting systems resulting in more timely and accurate reports

- Minimized defects in the supply process by cross-training of employees on all equipment
- Maintained service quality and minimized vehicle downtime
- Saved the Army thousands of dollars by completing extensive in-depth troubleshooting techniques prior to the purchase of parts
- Supervised 25 employees

2001–2004 **Motor Sergeant (Military Police Company)** Ft. Lauderdale, FL & Iraq

- Supervised, managed, planned, and conducted maintenance operations during wartime
- Developed and implemented a successful maintenance operation on the battlefield of Iraq
- Significantly improved staff morale and teamwork, resulting in increased productivity and overall production

1991–2001 **Senior Mechanic** U.S. & Abroad

- Revised Standard Operating Procedures for maintenance operations, which resulted in increased productivity and reduced costly supply purchases
- Communicated instructions from supervisor, demonstrated proper work methods, and assigned the immediate task to be performed by individuals
- Diagnosed faults and performed minor/major repairs of fuel, electrical, suspension, hydraulic, steering systems, and power trains on both engineering equipment, and light and heavy type vehicles
- Performed 10/20/30 level maintenance on M2 Bradley Fighting Vehicles
- Rebuilt engines and power transmissions for wheel and track vehicles
- Supervised 15 personnel

1986–1991 **Heavy Wheel Mechanic** U.S. & Abroad

- Performed repairs on a variety of track, heavy mobile trucks, cranes, tractors, trailers, forklifts, and generators
- Used diagnostic testing equipment to ensure proper functioning before returning equipment to the customer
- Performed preventive maintenance checks, cleaned, and repaired track equipment periodically
- Maintained a log on each piece of equipment indicating the date, condition, and service scheduled

- Repaired and replaced defective components on Cummings, Caterpillar, Detroit Diesel and Yanmar engines.(i.e. injector pumps, injectors, head gaskets, turbo, electronic sensors)
- Removed engines and transmissions in M88/VTR recovery vehicles, M1A1 Abrams Battle Tanks, and M109 Howitzers
- Completed preventive maintenance records

EDUCATION

University of Phoenix Ft. Lauderdale, FL

Bachelor of Science Degree in Technology Information System Security

TRAINING AND CERTIFICATIONS

- U.S. Army Recruiting Course
- U.S. Army Drill Sergeant Academy
- Primary, Basic and Advanced Leadership Courses
- Unit Environmental Compliance Officer Course
- Hazardous Material Handling Course
- Unit Movement Officer Course
- Property Accountability Course
- Class A Drivers License (CDL)
- Microsoft Office
- JDE Systems
- IICL Chassis Inspector Certification
- Bandage Tire Analysis Training
- Certified Carrier A/C Training
- CPR / AED Training Certification

Misty Yarborough
Office Manager

First Vehicle Services

EXPERIENCE

First Vehicle Services

2010–Present **Office Manager** Ft. Lauderdale, FL

- Responsible of supervising 2 Administrative Personnel
- Maintain and archive fleet files and records
- Prepare and organize Month end reports for the City
- Prepare and organize financial reports for management
- Reconcile and balance financial reports for corporate office
- Create and provide customized reports requested by the City daily
- Provide excellent customer service while answering phones or interacting with customers
- Log all accident and non-contract correspondence sent by our client
- Responsible to schedule appointments and meetings for management staff
- Set up and maintain personnel files
- Process payroll for hourly employees
- Purchase office equipment and supplies
- Responsible for the security and control of petty cash and checks
- Responsible for monthly safety training education for administrative employees
- Provide and ensure office staff is in compliance of all policies and procedures set forth by the company

2006–2010 **Office Clerk** Ft. Lauderdale, FL

- Answered phones and provided excellent customer service to all our clients
- Inputed data entry and maintained current status on work orders and paperwork provided from Write Up Service Desk and the Parts Department
- Reconciled vendor account statements and handle any complaints or issues presented by our clients in a timely manner
- Updated and maintained the fleet PM schedule for the City and its staff
- Inputed and processed Accounts Payable invoices to be sent to Corporate weekly
- Filed and archived all paperwork that is passed through the administrative office

Misty Yarborough
Office Manager

2001–2005 **Office Manager** Pompano Beach, FL

- Answered phones and handled vendor complaint issues
- Set up and maintained personnel files
- Set up and investigated credit accounts for clients
- Deposited and applied vendor payments to corresponding invoices daily
- Filed and archived all paperwork
- Dispatched service calls to account managers
- Entered daily invoices into computer system

EDUCATION

Atlantic Vocational Technical Institute

Entry Level Degree in Accounting

Kaplan University

Associates Degree in Criminal Justice

CERTIFICATIONS AND TRAINING

Computer Training

- Microsoft Word
- Microsoft Power Point 2003 Level 1
- Microsoft Excel Level 2
- Microsoft Access Level 3
- QuickBooks
- Peachtree
- Mas90
- Mas200
- Customer First MIS
- First Source / DataStream
- DocuSphere
- JD Enterprise One
- Web Clock / Time Force Time keeping

First Vehicle Services' Training

- Forklift Safety and Operation License

Certificates of Completion

- Worker's Compensation & Auto Liability Reporting Training
- Basic Collections and Revenue
- Accounts Payable and Accounts Receivable

Misty Yarborough
Office Manager

- Family Medical Leave Act Training Session
- Commonly Used Employment Forms
- Team Problem Solving
- Leadership Basics

Lean Six Sigma

- Yellow Belt Certification

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Roe Orlando
Inventory Manager

First Vehicle Services

EXPERIENCE

First Vehicle Services

2013–Present **Inventory Manager** Ft. Lauderdale, FL

- Responsible for overseeing three employees
- Responsible for distributing and balancing inventory with a value in excess of $300,000
- Assist with parts counter by distributing parts to employee and documenting those parts on work orders
- Perform month end reports and paperwork
- Handle shipping and receiving of parts inventory
- Perform inventory control every three months to ensure accurate inventory counts and value

First Vehicle Services

2006–2013 **Operations Manager** Ft. Lauderdale, FL

- Provided technical management of fleet maintenance operation
- Supported planning, staffing, and scheduling
- Monitored and analyzed maintenance requirements and contract requirements
- Directed and supervised shop floor and overall work performance
- Ensured employees observe work rules and safety procedures
- Ensured that employees remain current certification with their certifications
- Worked directly with BSO and BFR Fleet management to respond to maintenance requirements
- Provided daily updates for BSO/BFR departments
- Performed off-site repairs, follow ups, and emergency road calls for dispatch
- Invoiced all work orders and sublet invoices from vendors
- Provided sound decisions in the absence of the Fleet Manager
- Maintained contract files and records, tags/registration, and permits
- Prepared expense reports for month end closing

AutoNation

1992-2006 **Service Manager** Ft. Lauderdale

- Managed a department of 42 employees
- Tracked employee productivity
- Tracked Service Advisors ELR and HPR
- Prepared financial budget spreadsheets
- Maintained CSI at or above manufacturer average
- Hired, trained, motivated, and counseled employees

Roe Orlando
Inventory Manager

- Lead the sales team to exceed quota and business growth forecast
- Ensured that customer concerns were resolved fairly and expeditiously
- Provided world-class customer service

EDUCATION

Farmingdale Community College New York

Bookkeeping and Accounting

Walt Whitman High School New York

High School Diploma

AWARDS AND RECOGNITIONS

General Motors Certifications

CDL License and Endorsements

EXPERIENCE

First Vehicle Services

2014–Present **Fleet Services Supervisor** Ft. Lauderdale, FL

- Plan, direct, and coordinate the work of fleet facility and shop technicians
- Evaluate staffing of fleet servicing facilities by job classifications and shifts to meet demand for fleet services
- Assist in the development of safety programs, disseminate safety information to supervisors and employees, and enforce safety practices and procedures.

Tire Plus Total Car Care, Inc.

2010–2014 **Services Manager** Weston, FL

- Implemented an effective sales plan
- Trained, developed and motivated staff; forecasted store sales; and maintained budgetary controls, loss prevention, inventory control, and merchandising standards
- Utilized all assets and resources available, maximizing employee productivity and performance to achieve corporate goals and objectives
- Provided superior customer service and work quality, while demonstrating attention to detail, flexibility, and innovation in resolving problems

FarPoint Automotive Sales Inc.

2005–2009 **Owner Operator** Davie, FL

- Established close client relationships, evaluated regional trends and product strategies, promoted new products, maintained client service and satisfaction, and monitored sales performance
- Extensive expertise in warranty administration policies and procedures, technical knowledge, budgets, expense control, wholesale and retail car sales
- Utilized all assets and resources available, maximizing employee productivity and performance to achieve company goals and objectives

EDUCATION

Florida Atlantic University Davie, FL

Bachelors of Science in Management

Broward College Davie, FL

Associate of Arts in Finance

AWARDS AND RECOGNITIONS

Emergency Vehicle Technician

- Management Level 1 Supervisor

Edgar S.
Supervisor

First Vehicle Services

EXPERIENCE

First Vehicle Services

2007–Current **Supervisor** Ft. Lauderdale, FL

- Supervise fleet maintenance and repair of 1,475 City units and 17 of 46 technicians
- Extensive knowledge of, and experience related to, the repair of automotive engines and vehicles
- Communicate and coordinate with clients, vendors to ensure units were repaired and delivered promptly
- Check with supplier services for approximate completion date on units.
- Conduct employees annual evaluation
- Delegate work to technicians in a timely and efficient manner
- Manage and process all accidents, warranties and recalls
- Oversee one-minute safety meetings
- Perform weekly shop safety inspection with technicians
- Resolve customers concerns
- Oversee and update daily log
- Contact customers when units are completed
- Perform quality check on City units once work is completed
- Write up daily reports for the city's fleet manager
- Close facility at night and make sure shop is secure

2004–2007 **Lead Automobile Technician (FDOT)** Ft. Lauderdale, FL

- Delegated duties to technicians who worked to satisfied maintenance and repairs.
- Performed vehicles repairs including, but not limited to, air conditioning, engine repairs, brakes, steering and suspension electrical, and manual and automatic transmission

Goodyear Gemini

2003–2004 **Automobile Repair Technician** Ft. Lauderdale, FL

- Performed foreign and domestic repairs to include, but not limited to, engine repair, brakes, steering/suspension, manual and automatic transmission, and air conditioning

Martino Goodyear Gemini

1998–2003 **Automobile Repair Technician** Pembroke Pines, FL

- Performed foreign and domestic repairs to include, but not limited to, engine repair, brakes, steering/suspension, manual and automatic transmission, and air conditioning

Edgar S.
Supervisor

Kirks' Goodyear Gemini

1990–1998 **Automobile Repair Technician** Hackensack, NJ

- Performed foreign and domestic repairs to include, but not limited to, engine repair, brakes, steering/suspension, manual and automatic transmission, and air conditioning

Wilcox Auto Service Center

1983–1990 **Automobile Repair Technician** Queens, NY

- Performed foreign and domestic repairs to include, but not limited to, engine repair, brakes, steering/suspension, manual and automatic transmission, and air conditioning

EDUCATION

ASE Certifications

- Air Conditioning
- Brakes
- Engine Performance
- Electrical Repair
- Steering and Suspension
- Allen Test Products Training in Emission Testing on IM 240
- New York State Motor Vehicle Inspector for Emission Testing
- Guyana Technical Institute Automotive Degree

SKILLS

Computer Software

- Microsoft Office
- Word
- Excel
- PowerPoint
- Dell on line Automotive Repair Training
- Management On-line Trainings

First Vehicle Services

John F.
Supervisor / Lead Technician

EXPERIENCE

Over 30 Years Industry Experience

17 Years of Experience with First Vehicle Services

EXPERIENCE

First Vehicle Services

2007–Present **Supervisor / Lead Technician** Ft. Lauderdale, FL

- Responsible for repair and maintenance of the City's Fire Department vehicles
- Serves as 24-hour call-out technician for the City's Fire Department service
- Trains new employees
- Oversees repairs on heavy equipment
- Serves on specifications committee for design of new unit purchase

Tyler Fire Equipment Elmira, NY

2006–2007 **Technician**

- Apparatus Sales
- DOT certified driver

First Vehicle Services Ft. Lauderdale, FL

1997–2006 **Supervisor / Led Technician**

- Responsible for repair and maintenance of the City's Fire Department vehicles
- Served as 24-hour call-out technician for the City's Fire Department service
- Trained new employees
- Oversaw repairs on heavy equipment
- Served on specifications committee for design of new unit purchase

D's Foreign Auto Parts Davie, FL

1994–1996 **Manager**

- Responsible for shipping and receiving operation
- Payroll and office bookwork for a crew of (5) five
- Traveled to vendor sites for purchase of new equipment

G&D Truck Parts Davie, FL

1986–1994 **Shop Foreman**

- Rebuilt heavy truck components

John F.
Supervisor / Lead Technician

- Equipment operator of cranes, loaders and forklifts
- Recovery driver for B.S.O. special service

Lift Systems Miami, FL
1985–1986 **Field Service Technician**

- Repaired electronically controlled forklifts
- Provided new machine setup for automated warehousing
- Provided road service from Fort Pierce to the Florida Keys

Lou Bachrodt Chevrolet Pompano Beach, FL
1983–1985 **Heavy Line Technician**

Asplundh Tree Expert Company Pompano Beach, FL
1981–1983 **New Unit Welder Fabricator**

INDUSTRY CERTIFICATIONS AND LICENSES

- ASE Master Automobile Certified Engine Repair
- ASE Master Automobile Certified Automatic Transmission / Trans Axles
- ASE Master Automobile Certified Manual Drive Tran and Axles
- ASE Master Automobile Certified Suspension & Steering
- ASE Master Automobile Certified Brakes
- ASE Master Automobile Certified Electrical / Electronic Systems
- ASE Master Automobile Certified Heating & Air Conditioning
- ASE Master Automobile Certified Engine Performance
- ASE Master Medium / Heavy Technician Gasoline Engines
- ASE Master Medium / Heavy Technician Diesel Engines
- ASE Master Medium / Heavy Technician Drive Tran
- ASE Master Medium / Heavy Technician Brakes
- ASE Master Medium / Heavy Technician Suspension & Steering
- ASE Master Medium / Heavy Technician Electrical / Electronic Systems
- ASE Master Medium / Heavy Technician Heating Ventilation & A/C
- ASE Master Medium / Heavy Technician Preventive Maintenance Inspection
- EVT Certified Technician Fire Apparatus Design & Performance
- EVT Certified Technician Fire Pumps & Accessories
- EVT Certified Technician Fire Apparatus Electrical Systems
- EVT Certified Technician Aerial Fire Apparatus
- EVT Certified Technician Allision Automotive Transmissions
- EVT Certified Technician Ambulance Design & Performance
- EVT Certified Technician Ambulance Electrical Systems
- EVT Certified Technician Ambulance Heating, A/C, and Ventilation
- EVT Certified Technician Ambulance Cab Body & Chassis
- EVT Certified Technician ARFF Vehicle Design & Performance
- EVT Certified Technician ARFF Chassis & Performance

John F.
Supervisor / Lead Technician

- EVT Certified Technician ARFF Extinguishment Systems
- ARFF Master Level 3 Electronic Diesel Engine Diagnosis Specialist
- EVT Certified Law Enforcement Vehicle Installation Technician
- EVT Certified Management Level 1 Supervisor
- Master Truck Equipment Certified Technician Installation & Repair
- Master Truck Equipment Certified Technician Electrical / Electronic Systems
- Master Truck Equipment Certified Technician Auxiliary Power Systems
- Master Engine Machinist Certified Cylinder Head Specialist (M1)
- Master Engine Machinist Certified Cylinder Block Specialist (M2)
- Master Engine Machinist Certified Assembly Specialist (M3)
- Master Engine Machinist Certified Cylinder Head (M1G)
- Master Engine Machinist Certified Cylinder Block Specialist (M2G)
- Master Engine Machinist Certified Assembly Specialist (M3G)
- Master School Bus Certified Technician Body Systems & Spec Equipment
- Master School Bus Certified Technician Diesel Engines
- Master School Bus Certified Technician Drive Train
- Master School Bus Certified Technician Brakes
- Master School Bus Certified Technician Suspension & Steering
- Master School Bus Certified Technician Electrical / Electronic Systems
- Master School Bus Certified Technician Air Conditioning Systems
- CDL License class B

EDUCATION AND TRAINING

Fox Valley Technical College

- Adult Training in Methodology

Federal Certifications for National Response Framework

- IS-00100
- IS-00200
- IS-00700
- IS-00800.B

State of New York Certifications

- Fire Fighter
- Driver Engineer
- Captain MTO

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First Vehicle Services

John D.
Supervisor / Lead Technician

EXPERIENCE

Over 52 Years Industry Experience

19 Years of Experience with First Vehicle Services

EXPERIENCE

First Vehicle Services

1995–Present **Supervisor / Lead Technician** Ft. Lauderdale, FL

- Responsible for repair and maintenance of the City's Fire Department vehicles
- Serves as 24-hour call-out technician for the City's Fire Department service
- Trains new employees
- Oversees repairs on heavy equipment
- Serves on specifications committee for design of new unit purchase

Florida Power & Light Pompano Beach, FL

1994–1995 **Technician**

- Responsible for service and maintenance of power go fleet vehicles
- Performed Preventative Maintenance service for fleet vehicles

INDUSTRY CERTIFICATIONS AND LICENSES

- ASE Master Medium / Heavy Technician Gasoline Engines
- ASE Master Medium / Heavy Technician Diesel Engines
- ASE Master Medium / Heavy Technician Drive Train
- ASE Master Medium / Heavy Technician Brakes
- ASE Master Medium / Heavy Technician Suspension and Steering
- ASE Master Medium / Heavy Technician Electrical / Electronic Systems
- ASE Master Medium / Heavy Technician Heating, Ventilation and A/C
- ASE Master Medium / Heavy Technician Preventive Maintenance Inspection
- EVT. Certified Technician Design & Performance Standards and Preventive Maintenance of Fire Apparatus
- EVT. Certified Technician Fire Pumps and Accessories
- EVT. Certified Technician Fire Apparatus Electrical Systems
- EVT. Certified Technician Aerial Fire Apparatus
- EVT. Certified Technician Hydraulic Systems
- Lean Six Sigma Yellow Belt Certified
- Hazmat / Tanker HM-126F Certified

John D.
Supervisor / Lead Technician

- CDL License Class A
- First Vehicle Services' Trainer

EDUCATION AND TRAINING

- London Institute
  - 4 years Automotive Training
- Pierce Manufacturing Inc.
  - Aerial Maintenance Training
- Penn Tank Lines, Inc.
  - Security Awareness Training and Testing
- Brockwell Hydraulics Seminar, Inc.
  - Basic Hydraulics and System Troubleshooting Seminars
- Power Brake & Suspension Training Program
  - Air Brake Fundamentals
- First Vehicle Services' Training Program
  - Intersections & Crossings
- Penn Tank Lines
  - Fuel Handling & Delivery
- First Vehicle Services' Training Program
  - Pierce Fire Platform & Ladder Orientation
- First Vehicle Services' Training Program
  - Emission Fundamentals
- First Vehicle Services' Training Program
  - Bucket Trucks Operations & Maintenance
- First Vehicle Services' Training Program
  - Air Brake Seminar
- First Vehicle Services' Training Program
  - Wedge Brakes
- First Vehicle Services' Training Program
  - TPMS – Tire Position Monitoring System

John D.
Supervisor / Lead Technician

- U.S. Peace Core
  - Teacher Training

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Domenic A. Bruzzi
Service Writer

First Vehicle Services

EXPERIENCE

First Vehicle Services

2009–Present **Service Writer** Ft. Lauderdale, FL

- Write up service vehicles to receive maintenance and repairs
- Advise City vehicle and equipment users on services to be performed
- Assign work orders to technicians
- Responsible for maintaining work order records

Tiresoles of Broward

2007–2009 **Service Manager** Deerfield Beach, FL

- Service Manager and Roadside Dispatcher for commercial tire center

Martino Tire Company

2005–2007 **Store Manager** Sunrise, FL

- Oversaw daily operations of a tire and automotive center

Wagner Tire Company

1989–2004 **Assistant Store Manager** Ft. Lauderdale, FL

- Managed privately owned tire company providing automotive maintenance and repairs
- Responsible for invoicing and employee payroll

EDUCATION

Rhode Island Jr. College Lincoln, RI

Associates Degree in Business Administration

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EXPERIENCE

First Vehicle Services, Inc.

2006–Present **Senior Vice President** Pompano Beach, FL

- Responsible for the overall administration of company fleet maintenance and management contracts
- Ensure customers are satisfied with company local management and staff performance
- Ensure all contract requirements are met and exceeded
- Provide management direction and support to Region Vice Presidents
- Prepare and review operations plans and reports, and operating budgets—ensuring services are provided within budget
- Serve on management team that reviews all new business opportunities

2001–2006 **Division Vice President** Pompano Beach, FL

- Responsible for overall administration of fleet management and maintenance contracts in the Southeast United States and Puerto Rico
- Responsible for customer satisfaction with company local management and staff performance
- Ensured all contract requirements are met and exceeded
- Responsible for implementation of quality control and safety programs
- Provided guidance with work plan scheduling
- Assessed resource needs, problems, and trends
- Prepared and reviewed operations plans and reports and operating budgets—ensuring services are provided within budget

Domish Enterprises

1999–2001 **Tax Director**

- Managed and directed corporate meetings and events for several Fortune 500 companies

Melody Farms, LLC

1998–1999 **Vice President of Operations**

- Managed all distribution functions including four warehouses and nine distribution centers for manufacturer, distributor, and wholesaler of dairy products with revenues of $140 million annually
- Responsible for the budgeting and performance of all supply chain assets and employees

- Successfully managed two acquisitions including the consolidation of warehouses, equipment, and staff
- Developed and implemented a results based employee training program in the areas of hand held computers, productivity, and safety
- Reduced transportation equipment costs by 8% through the reallocation of transportation equipment between distribution centers, improved maintenance procedures, and vendor negotiations
- Managed the consolidation of call centers, reducing costs while improving service efficiencies and customer service

EDUCATION

Michigan State University East Lansing, MI

Master of Business Administration, Business Management

Detroit College of Business Detroit, MI

Bachelor of Business Administration, Management & Marketing

EXPERIENCE

First Vehicle Services, Inc.

2014–Present **Region Vice President** Pompano Beach, FL

- Responsible for all operational, customer service, and safety activities for over 50 company contract locations including more than 13,000 vehicles and pieces of equipment
- Direct all region contract General Managers to ensure the attainment of all goals and objectives
- Analyze all activities, costs, operations, and forecast data to determine the company region's progress toward stated goals and objectives
- Ensure that customer service excellence is provided within budget and action plans are developed and implemented to improve operational efficiencies
- Participate in the development and implementation of a regional sales strategy for company product offerings including pricing and customer service policies
- Direct and coordinate compliance with all corporate safety directives
- Participate in the development of annual region budgets, and long range goals and objectives
- Confer with Senior Vice President and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and condition
- Responsible for compliance of all company policies and procedures
- Assist other Region Vice Presidents with existing contracts and new business start-ups, as required

MV Transportation, Inc.

2011–2014 **Director of Maintenance** Hyattsville, MD

- Directed and supervised all fleet maintenance paratransit operations for the Washington Metropolitan Area Transit Authority in Maryland, Washington (DC), and Virginia

First Transit, Inc.

2010–2011 **Management Consultant** Cincinnati, OH

- Performed in a consulting capacity at the request of the Senior Vice President of Maintenance to assess and improve operational efficiencies at three company maintenance facilities

First Student, Inc.

2008–2010 **Senior Director of Fleet Maintenance** Providence, RI

- Directed and supervised 121 maintenance operations in the Northeast Region, supporting a fleet of 13,667 diesel-powered school buses
- Administered a fleet maintenance budget exceeding $56 million annually
- Led a team of 7 regional maintenance managers, supporting 121 service managers and 496 technicians
- Conducted multi-faceted operational assessments and developed comprehensive action plans, resulting in the effective turn-around of 28 under-performing maintenance operations
- Supervised and supported 26 locations in the Great Lakes region, consistently achieving a 1st place ranking overall in fleet maintenance (#1 of 8 regions)

RCS Automotive, Inc.

2006–2008 **President** Pompano Beach, FL

- Established and operated an automotive used car dealership, with annual sales exceeding $800,000
- Responsible for all operational facets, including vehicle procurement, finance, sales and marketing
- Extensive knowledge of live vehicle auctions, as well as on-line auction environments

Vanguard Car Rental USA, Inc.

2002–2006 **Vice President of Fleet Maintenance** Fort Lauderdale, FL

- Supervised all fleet maintenance operations in the Unites States for Alamo and National Car Rental
- Set policies and procedures in all areas of maintenance to support a fleet of over 250,000 vehicles and 500 buses
- Responsible for a departmental budget exceeding $160 million
- Reduced fleet maintenance expenses by $26 million in 2003 and $19 million in 2004 by implementing standardized, cost-effective policies and procedures
- Developed and initiated a Maintenance Quality Assurance Scorecard to fairly and accurately evaluate each facility on all aspects of fleet maintenance
- Established Cost-effective Damage Estimating Guidelines, resulting in annual savings of $3 million

- Negotiated repurchase buyback vehicles with General Motors and Chrysler Corporation, resulting in a 70% acceptance rate and savings of $2.5 million in 2003 through 2005
- Developed design specifications and oversaw production of 69 Gillig rental buses

Cendant Corporation

2001–2002 **Southeast Area Maintenance Mgr., Avid Car Rental** Miami, FL

- Managed 11 fleet maintenance operations for Avis Car Rental, supporting a fleet of over 38,000 vehicles
- Devised and established cost-savings programs that reduced fleet maintenance expenses by $3 million in 2002
- Led the Southeast Area from a last place ranking of sixth place to a first place ranking in overall in fleet maintenance

Autonation

1999–2000 **VP of Fleet Maintenance, North American Rental Group** Minneapolis, MN

- Directed all fleet maintenance operations in the U.S. for Alamo and National Car Rental
- Developed standardized policies and procedures to maintain a combined fleet of 300,000+ vehicles and 700 buses
- Administered a fleet maintenance budget exceeding $200 million
- Executed the successful nationwide merger of the National and Alamo maintenance facilities by maximizing synergies, which increased operational efficiency and resulted in a reduction in fleet maintenance expenses of $21 million in 1999
- Designed and implemented an $8 million automated repair order and warranty claim system, resulting in a continual savings of $2.8 million annually
- Created new national account programs and re-negotiated existing maintenance purchasing programs with annual cost savings of $1.8 million
- Developed design specifications and oversaw production of 133 Eldorado National rental buses

National Car Rental Systems, Inc.

1997–1999 **Vice President of Fleet Maintenance** Minneapolis, MN

- Supervised eighty fleet maintenance operations in the U.S., overseeing a fleet of over 150,000 vehicles and 219 buses

- Analyzed and re-engineered departmental policies and procedures, emphasizing standardization, cost controls and operational efficiency
- Responsible for a fleet maintenance budget exceeding $100 million
- Reduced vehicle repurchase program expenses by $10.4 million for 1998 Acted as technical advisor in a collaborative effort with General Motors to revise guidelines to GM's Fleet Vehicle Repurchase Program
- Increased technician training and productivity, resulting in a $2.9 million increase in warranty collections and a 40% improvement in 1998
- Negotiated and implemented a bus maintenance program with Penske and Ryder Transportation Services, with a cost savings of $885,000

1995–1997 **Fleet Damage Manager** Minneapolis, MN

- Evaluated the existing damage process for all National Car Rental locations and set forth new standards and practices to enhance the program
- Established body shop requirements and quality standards
- Negotiated labor rates and parts discounts and conducted training seminars on damage estimating to control collision costs

1992–1995 **Maintenance Manager** Minneapolis, MN

- Maintained a fleet of 6,500 rental vehicles and 11 buses
- Responsible for preventive maintenance, shop productivity, inventory control, warranty claims, repurchase vehicle preparation and maintenance expenses

EDUCATION

Ramapo College New Jersey

Bachelor of Science in Business Administration

EXPERIENCE

First Vehicle Services, Inc.

2009–Present **Director of Human Resources** Cincinnati, OH

- Plan, develop, organize, implement, direct, and evaluate organization's human resources function and performance
- Participate in the development of company's plans and programs
- Establish credibility throughout the organization with management and the employees in order to be an effective source for listening and problem solving
- Develop appropriate policies and programs for effective management of the people resources of the company including, but not limited to, programs for employee relations, affirmative action, sexual harassment, employee complaints, external education, and career development
- Develop, implement, improve, and enforce company human resources policies and procedures
- Perform budget planning, manage expenditures, and report on budget variances
- Maintain current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws in regard to human resources
- Create vision for training programs to help continually improve productivity across company departments and consulting groups
- Developed and managed company's diversity and affirmative action programs
- Manage defense of company in all government related inquiries and legal proceedings

CB Richard Ellis

2008–2009 **Senior Administrative Assistant** Schaumberg, IL

- Business partner with Vice President of Industrial Services, the Americas
- Responsible for data analysis and creating reports
- Planned and executed large-scale conferences for Industrial Services group while maintaining responsibility for client fundraisers as well as developing and maintaining event budget
- Directly involved in the management and updating of several group websites
- Created conference presentation materials

ADP

2007–2008 **Human Resources Business Partner** Elk Grove Village, IL

- Consulted to and managed service delivery of 44 ASO model clients
- Conducted initial needs assessments and developed customized service plans to meet HR needs of client in areas of recruitment/ selection, training/ development, payroll and tax administration, employee benefits programs, risk management/ safety, regulatory compliance, employee development, compensation audits, and employee relations
- Provided guidance to supervisors and managers handling employee relations matters to ensure fairness and legal compliance
- Counseled with employees, supervisors, and managers on performance management and provided guidance in regard to correct documentation for progressive disciplinary actions including terminations
- Collaborated with clients and company resources to resolve service delivery issues

EDUCATION

University of Pittsburgh Pittsburgh, PA

Master of Public Policy & Management (MPPM)

Bachelor of Arts, Spanish Language & Culture (Magna Cum Laude)

Christopher Newport College Newport News, VA

Bachelor of Science, Business Administration (Summa Cum Laude)

CERTIFICATIONS

Society for Human Resource Management (SHRM)

Human Resource Generalist Certification

Human Resource Certification Institute

Professional Human Resources (PHR) Certification

EXPERIENCE

First Vehicle Services, Inc.

2004–Present **Director of Safety & Environmental Services** Cincinnati, OH

- Plan and implement safety policies and procedures in compliance with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations
- Plan and coordinate programs to train managers and employees in work site safety practices
- Review accident causes and hazards to health and initiate corrective action as necessary
- Coordinate the inspection of locations to detect existing or potential accidents and health hazards, determine corrective or preventative measures where indicated, and follow-up to ensure measures have been implemented
- Provide resources to alert of potential and actual safety hazards and to prevent access to hazardous conditions
- Prepare and arrange safety messages and material for display to locations
- Monitor the investigation of accidents and injuries and participates in the process as needed, compile and submit accident reports required by regulatory agencies, review accident causes and hazards to health, and initiate corrective action as necessary
- Compile and submit accident reports required by regulatory agencies
- Administer the workers' compensation program and drug/alcohol program for the company
- Serve as project leader for various safety initiatives throughout the company, including OSHA's VPP program, various reward and recognition programs, etc.
- Participate on Corporate Safety Review committee
- Verify that all company service centers are in compliance with environmental standards and regulations
- Work closely with third party environmental administrator

1996–2004 **MIS Systems Administrator/ Office Manager** Fort Lauderdale, FL

- Responsible for regional support and training for the City of Fort Lauderdale (FL) contract location
- Assisted in the preparation of annual financial budget
- Performed month-end close-out and prepared reports for corporate office

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- Prepared weekly and monthly reports for location General Manager, and regional and corporate offices
- Provided support to client end-users, and wrote queries and reports
- Set-up and secured local area networks
- Facilitated computer training workshops
- Supervised two employees and provided backup in their absence
- Trained office personnel as needed
- Interacted with customers, vendors, and internal departments including the corporate office
- Responsible for maintaining and operating an efficient administrative office

1994–1996 **Office Manager** Lauderdale Lakes, FL

- Maintained and operated an efficient administrative office for the Lauderdale Lakes (FL) client location
- Provided all necessary reports to meet company and client requirements
- Assisted in the preparation of annual financial budget
- Responsible for generating the end-of-month reporting requirements
- Trained and assisted company employees in writing and creating queries and ACE reports
- Facilitated computer training workshops

EDUCATION

Florida Atlantic University Boca Raton, FL

Master of Education

CUNY Baruch College New York, NY

Bachelor of Business Administration, Finance

Nassau Community College Garden City, NY

Associate, Liberal Arts

Broward Community College Fort Lauderdale, FL

Completed computer coursework

CERTIFICATIONS

National Association of Safety Professionals

Safety Manager Certification

EXPERIENCE

First Vehicle Services, Inc.

2008–Present **Director of Finance** Cincinnati, OH

- Analyze results and directly communicate with Senior Vice President, Region Vice Presidents, and location General Managers on financial reporting and interpreting of financial reports
- Assist in training and selecting location staff who participate in financial information gathering, processing, and dissemination
- Review company region profit and loss statements and develop synopses for Region Vice Presidents and senior management
- Implement profitability strategies for the assigned locations failing to meet company set standards
- Participate in the development of competitive bids
- Provide guidance to company location General Managers in the development of annual budgets and the review of monthly financial statements
- Manage the monthly close process
- Review weekly accounts receivable to ensure accounts are maintained in current status
- Responsible for financial forecasting within company regions

Cincinnati Bell, Inc.

2006–2008 **Director of Finance, Core Local Services & Consumer Long Distance** Cincinnati, OH

- Compiled and consolidated revenue budgets by market/region for Core Local (landline) services (over $500M in revenue)
- Prepared and updated monthly financial/metrics reports
- Produced and distributed Key Performance Indicator (KPI) metrics
- Provided financial inputs and analysis for various business cases
- Prepared and contributed in the delivery of monthly operations review presentations to senior management
- Served as a financial contact and contributor to Lean Six Sigma initiatives

2001–2005 **Director of Finance & Systems, Network & Operations** Cincinnati, OH

- Coordinated and consolidated Expense ($180M annual) and Capital ($143M annual) budgets for total Network and Operations (N&O) organization
- Established disciplined capital approval process for entire

company
- Updated key monthly financial/ metrics reports
- Published monthly metrics reports
- Provided financial inputs and analysis for various business cases
- Prepared and contributed in the delivery of monthly operations review presentations to senior management
- Served as financial contact and contributor to N&O-related Lean Six Sigma initiatives

1999–2001 **Director of Management Report & Analysis** Cincinnati, OH

- Responsible for overall management of total telephone company budgets
- Provided total financial support for all resource units, including budgeting, financial analysis, and management/financial reporting
- Managed all corporate payroll operations
- Contributed financial support for various business cases

EDUCATION

Xavier University Cincinnati, OH

Master of Business Administration, Finance

Hamilton College Clinton, NY

Bachelor of Science, Economics

CERTIFICATIONS

Lean Six Sigma

Green Belt Certification

EXPERIENCE

First Vehicle Services, Inc.

2008–Present **Director of Maintenance** Cincinnati, OH

- Responsible for monitoring Key Performance Indicators to ensure world-class customer service
- Develop standardized processes for preventative maintenance, safety, ISO9001:2000, quality, and inventory control.
- Monitor all company service centers for proper ASE and EVT certifications
- Responsible for monitoring field audits and ensuring compliance with all procedures
- Provide resources to field for technical issues related to fleet maintenance, safety, operations, and training
- Develop and monitor training programs and support for fleet management information system
- Work with company Purchasing department to ensure competitive parts procurement for all locations

2002–2008 **General Manager** Pittsburgh, PA

- Responsible for the Allegheny County (PA) fleet maintenance operation with 670 vehicle fleet and a company on-site staff of 19 employees
- Maintained budget and inventory controls
- Developed outside work plan to assist Allegheny County in reducing costs
- Established a preventative maintenance program tailored to the County fleet
- Assisted Allegheny County with APWA certification process
- Improved employee performance by implementing best fleet practices
- Successfully implemented ASE Blue Seal recognition
- Achieved status of a Lean Six Sigma certified vehicle maintenance shop

Rosedale Technical Institute

2001–2002 **Instructor** Pittsburgh, PA

- Instructed post graduate ASE accredited program in Diesel technology
- Assisted development of ASE certification in engine overhaul procedures

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General Motors Corporation

1989–2001 **Test Fleet Manager** Monroeville, PA

- Served as Alternative Refrigerants Project Manager for St. Louis and City of Pittsburgh
- Served as ABS brake project manager
- Served as technical report expert
- Managed multiple fleets

Equipment Support Services (Formerly Johnson Control, Inc.)

1985–1989 **Service Manager** Pittsburgh, PA

- Started fleet in-house service center
- Implemented computer based fleet maintenance program
- Implemented aggressive preventative maintenance program
- Managed maintenance budget for a fleet of more than 200 vehicles
- Hired and trained technicians in safe and efficient fleet repairs

CERTIFICATIONS

Lean Six Sigma

Green Belt Certification

AWARDS AND RECOGNITIONS

Company Awards

- Manager of the Year Award for Two Consecutive Years
- Service Center of the Year Award (Allegheny County, PA)

EXPERIENCE

First Vehicle Services, Inc.

2006–Present **Region Maintenance Manager & Quality Manager** Cincinnati, OH

- Assist in developing, implementing, and monitoring business models, operational policies and procedures, performance standards, and company standardization initiatives related to vehicle maintenance and quality performance
- Monitor operational performance of company service centers to ensure vehicle maintenance and quality control contract objectives are met
- Develop and implement new quality and customer satisfaction initiatives to improve the overall effectiveness of the organization
- Develop and initiate standards and procedures for preventive maintenance inspections and quality assurance evaluation
- Plan and oversee the analysis, inspection, and/or integration of quality of services delivered to the client
- Apply statistical process control methods in analyzing data to evaluate the current company process changes
- Develop new approaches to solve problems identified during process evaluation of client location
- Track performance of preventive maintenance and repair turnaround rates, fleet availability, achievement of quality and cost savings goals, and parts availability
- Investigate and adjust customer complaints in regard to preventive maintenance program and quality control issues
- Assist in the training of employees on the fleet management information system
- Assist in the development of operational training programs for the improvement of all field personnel
- Assist in the planning, organizing, and staffing of new contract start-ups
- Assist in the implementation of safety initiatives that improve adherence to company safety policies and OSHA VPP compliance

2001–2006 **Branch Operations Manager**

- Administered fleet maintenance and management services contract for a global logistics company
- Directly responsible for $3.7 million in revenue in addition to more than 1,700 vehicles
- Trained and supervised up to 45 employees

- Reduced operating cost while improving fleet availability rate
- Developed and implemented action plans as needed to ensure branch is consistently under budget, typically ahead of business plan, and customer relations remain at the highest level of satisfaction

First Transit, Inc.

1991–2001 **Maintenance Manager** Marietta, GA

- Supervised logistical support of more than 75 buses for Cobb Community Transit
- Responsible for profit and loss of $1.5 million in revenue
- Provided briefings and material to customer and company management, which facilitated decision-making
- Tracked parts through supply channels using automated systems
- Maintained parts inventory to company standard of 6% variance
- Reduced downtime through improved training and streamlined operations
- Coordinated with and acted as liaison between manufacturer and item owner
- Utilized electronic data tracking programs to ensure all available assets were on hand and in use
- Analyzed budgets to ensure compliance
- Maintained inventory through automated accountability of supplies and equipment

EDUCATION

Nashville Diesel College Nashville, TN

Diesel Repair Certification

CERTIFICATIONS

Automotive Service Excellence (ASE)

Preventive Maintenance

Air Conditioning Repair

Brake Repair for Heavy Duty Vehicles

Lean Six Sigma

Yellow Belt Certification

EXPERIENCE

First Vehicle Services, Inc.

2010–Present **Maintenance Manager** Cincinnati, OH

- Assist Director of Maintenance in supporting Region Vice Presidents and company service centers throughout the United States and Puerto Rico to provide efficient management of company resources
- Develop and monitor operational policies, procedures, and performance standards
- Ensure standardization is maintained in company Quality Control practices including ISO9001 certification, Lean Six Sigma, and OSHA Voluntary Protection Program
- Assist with the development and implementation of new quality initiatives to improve the overall organizational effectiveness
- Monitor company standards to ensure quality objectives are met
- Assist with the implementation and management of the fleet management information system
- Develop operational training programs to improve field skills
- Assist in new business startups to improve integration and efficiency
- Perform staffing/ pricing analysis for new and existing business

2008–2009 **Director of Pricing** Cincinnati, OH

- Performed pricing analysis for new and existing business
- Performed fleet type breakouts to determine proper contract staffing
- Attended site visits in response to Request For Proposals
- Prepared pricing analysis and price documentation for bids

2005–2008 **Director of National Operations** Cincinnati, OH

- Provided oversight, management, and direction to Region Managers and service centers throughout the United States and Puerto Rico to ensure efficient management of company resources
- Developed, implemented, and monitored operational policies, procedures, and performance standards to ensure that company objectives are met
- Introduced standardization in company Quality Management Practices, including ISO 9001:2000 certification, Lean Six Sigma, and the OSHA Voluntary Protection Program
- Developed and instituted new quality initiatives to improve operations

- Managed the effectiveness, utilization, and implementation of the fleet management information system
- Implemented safety initiatives to improve compliance with company safety policies and government mandates
- Assisted in the planning, organizing, and staffing of key company field positions to accommodate specific company objectives
- Responsible for developing and overseeing employee training programs for Automotive Service Excellence (ASE) technician certification, ASE Blue Seal program, and Emergency Vehicle Technician (EVT) certification to increase skills/certification levels
- Prepared recommendations for capital investments to maintain or improve the quality of company operations
- Responsible for overseeing company field financial forecasting process
- Monitored new business startups and implemented improvement changes for overall integration/efficiency of company service functions

2004–2005 **Director of Maintenance** Cincinnati, OH

- Provided oversight of maintenance processes to company region and service center locations
- Monitored maintenance performance at company region and service center levels to ensure plan objectives are met
- Managed implementation, utilization, and effectiveness of maintenance processes and fleet management information system
- Assisted in the planning, organizing, and staffing of key field positions to accommodate specific company objectives
- Provided direction to startup and location managers in the implementation and monitoring of maintenance processes
- Developed maintenance training programs to improve field personnel
- Prepared recommendations for capital investments to maintain/improve quality
- Assisted new business start-ups and implement changes to improve overall integration and efficiency of company maintenance program

2002–2004 **Division General Manager** Pompano Beach, FL

SKE Support Services

2001–2002 **Project Manager** Augusta, GA

City of Augusta/ Richmond County

1998–2001 **Fleet Manager** Augusta, GA

Ryder/ MLS Augusta, GA
1997–1998 **Fleet Manager**

EDUCATION

Vincennes University Vincennes, IN

Associate, Applied Science in Business

United States Army

Completed courses in Automotive/ Diesel Maintenance and Repair

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EXPERIENCE

First Vehicle Services, Inc.

2008–Present **Maintenance Manager** Cincinnati, OH

- Analyze Key Performance Indicators (KPI's) for all company service centers
- Determine root cause for KPI's below acceptable levels
- Implement process changes to improve and correct substandard performance areas
- Analyze company service center compliance with contract and implement corrective measures
- Ensure company service centers adhere to company processes, procedures, and policies
- Establish and expand client relationships through process and performance improvements
- Manage data in all company and client licensed fleet management information systems

2006–2008 **General Manager** Baytown ,TX & Motiva, LA

- Responsible for overall performance and operation of ExxonMobil client locations in Baytown (TX) and Motiva (LA)
- Managed 24 employees at two petrochemical locations in two states
- Managed the maintenance and repair of 1150 (Baytown) and 250 (Motiva) fleet units through comprehensive PM processes and full service repair of highly specialized industrial equipment
- Managed company fleet management information system—from equipment setup and preventive maintenance setup and scheduling to parts procurement, inventory control, and maintenance history
- Prepared MS Access queries and Excel reports for clients and company
- Maintained high fleet availability levels and quick repair response for mission critical equipment
- Served in capacity as Region Operations Manager for new business startups

2003–2006 **General Manager** Arlington, TX

- Responsible for the overall performance and operation of two client maintenance facilities for the repair of the City of Arlington (TX) vehicle and equipment fleet
- Managed vehicle service and upfitting operation with five

management employees and 15 technicians

- Maintained and managed more than 930 vehicles and equipment units, including vehicle preparation, preventive maintenance and repair, and vehicle decommissioning for auction
- Managed Fleet Focus management information system including a master equipment setup, parts and purchasing modules, maintenance and work order records and scheduling
- Prepared Crystal and Access queries and Excel reports for the City
- Maintained fleet availability average of 97%
- Helped to obtain ASE Blue Seal certification for City's vehicle maintenance shop within 11 months of contract start-up
- Assisted the company in the transition of new contract start-ups at other service centers

Equipment Support Services (Formerly Johnson Controls, Inc.)

1995–2003 **Project Manager** Houston, TX

- Responsible for the overall operation of three Houston Airport System maintenance client locations
- Managed automated fleet management system and fuel management system
- Prepared maintenance schedules based on mileage and time entries
- Managed a $200,000 inventory of parts with reorder requirements produced by automated system
- Prepared 37 different monthly reports and generated ad hoc reports for the client
- Responsible for 6 management/support employees and 16 technicians at four client locations

EDUCATION

University of Maryland College Park, MD

Pursuing Bachelor of Science Degree, Business Administration

CERTIFICATIONS

Automotive Service Excellence (ASE)

Preventive Maintenance

Air Conditioning Repair

Brake Repair for Medium/ Heavy Duty Vehicles

Lean Six Sigma

Yellow Belt Certification

AFFILIATIONS

National Association of Fleet Administrators

Professional Membership

National Fire Protection Association

Professional Membership

AWARDS AND RECOGNITIONS

ExxonMobil

- Safety Excellence Award

Houston Business Round Table

- Bronze Award

Company Award

- Service Center of the Year Award (2007)

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ATTACHMENT 5

Total ASE	90
Total EVT	38

ATTACHMENT 6

Allegheny County, Pennsylvania

Services Provided

Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; heavy specialized and construction equipment; law enforcement vehicles; fire and rescue vehicles; buses; and miscellaneous equipment of all sizes. Provide support during situations requiring snow-fighting service.

Annual Contract Value

$2.1 Million (Estimated)

Client Address	Client Reference	Service Delivery
Allegheny County 552 Fourth Avenue 501 County Office Building Pittsburgh, PA 15219	Mr. Gene Pieszak Fleet Manager (412) 350-7121 (Phone) (412) 350-5386 (Fax) gene.pieszak@alleghenycounty.us	May 1998 to Present **Fleet Size** Approx. 765 Units

Allegheny County Housing Authority, Pennsylvania

Services Provided

Fleet management and maintenance of administrative sedans and light duty trucks.

Annual Contract Value

$68,000 (Estimated)

Client Address	Client Reference	Service Delivery
Allegheny County Housing Authority 625 Stanwix Street, 12th Floor Pittsburgh, PA 15222	Mr. Robert Gabbianelli Fleet Manager (412) 292-4615 rgabbianelli@achsng.com	March 2005 to Present **Fleet Size** 42 Units

Archbold Medical Center, Georgia

Services Provided

Fleet management and maintenance of sedans, delivery vans, patient transport vans, light and medium duty trucks, ambulances, and a motor home. Perform onsite maintenance on vehicles domiciled at Blakely, Bainbridge, Camilla, Cairo, Donalsonville, Pelham, Quitman, and Thomasville (GA) locations. Provide on-call after-hours service for all departments.

Annual Contract Value

$465,000 (Estimated)

Client Address	Client Reference	Service Delivery
Archbold Medical Center Gordon Avenue and Mimosa Drive P.O. Box 1018 Thomasville, GA 31799-1018	Mr. Mark Faircloth Vehicle Fleet Coordinator (229) 228-2899	Nov. 2004 to Present **Fleet Size** Approx. 165 Units

City of Atlantic Beach, Florida

Services Provided

Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; heavy specialized and construction equipment; law enforcement vehicles; fire apparatus and rescue units; and miscellaneous equipment.

Annual Contract Value

$250,000 (Estimated)

Client Address	Client Reference	Service Delivery
City of Atlantic Beach 1200 Sandpiper Lane Atlantic Beach, FL 32233-4381	Mr. Rick Carper Public Works Director (904) 247-5834	Nov. 1997 to Present **Fleet Size** Approx. 225 Units

City of Atlantic City, New Jersey		
Services Provided Fleet management and maintenance of law enforcement and emergency rescue vehicles, automobiles, light and heavy duty trucks, sanitation vehicles, and specialty equipment of all sizes. Operate City's fuel station and full body repair shop.		**Annual Contract Value** $2.1 Million (Estimated)
Client Address City of Atlantic City 1301 Bacharach Boulevard Atlantic City, NJ 08401	**Client Reference** Mr. Ray Simpson, Sr. Contract Manager (609) 347-5554	**Service Delivery** July 2003 to Present **Fleet Size** Approx. 635 Units

City of Augusta/ Richmond County, Georgia		
Services Provided Fleet management and maintenance of law enforcement and emergency rescue vehicles, automobiles, light and heavy duty trucks, sanitation vehicles, and specialty equipment of all sizes. Two ASE Blue Seal recognized facilities.		**Annual Contract Value** $3.5 Million (Estimated)
Client Address City of Augusta/ Richmond County 1568 Broad Street Augusta, GA 30906	**Client Reference** Mr. Ronald Crowden Fleet Manager (706) 821-2892 rcrowden@augustaga.gov	**Service Delivery** Jan. 2003 to Present **Fleet Size** Approx. 2,580 Units

Beaufort County, South Carolina		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; law enforcement vehicles and ambulances; specialized and construction equipment; landfill equipment; and boats.		**Annual Contract Value** $1.3 Million (Estimated)
Client Address Beaufort County 120 Shanklin Road Beaufort, SC 29902	**Client Reference** Mr. Eddie Bellamy Public Works Director (843) 255-2733	**Service Delivery** Sept. 1995 to Present **Fleet Size** Approx. 905 Units

City of Bedford, Texas		
Services Provided Fleet management and maintenance of fire apparatus, ambulances, and light duty trucks.		**Annual Contract Value** $100,000 (Estimated)
Client Address City of Bedford Fire Department 1816 Bedford Road Bedford, TX 76021	**Client Reference** Mr. James Richardson Deputy Chief/ Operations (817) 952-2500 jrichardson@ci.bedford.tx.us	**Service Delivery** August 2010 to Present **Fleet Size** 21 Units

City of Bellflower, California		
Services Provided Fleet management and maintenance of administrative sedans, vans, light, medium, and heavy trucks and equipment, heavy specialized equipment, trailers, and small and miscellaneous equipment.		**Annual Contract Value** $220,000 (Estimated)
Client Address City of Bellflower 16600 Civic Center Drive Bellflower, CA 90706	**Client Reference** Mr. Paul Zwiep Maintenance Superintendent (562) 804-1425, Ext. 2250 pzwiep@bellflower.org	**Service Delivery** Sept. 2011 to Present **Fleet Size** Approx. 205 Units

City of Brownsville, Texas		
Services Provided Fleet management and maintenance of light duty vehicles and fixed route and paratransit buses for the Brownsville Urban System (BUS).		**Annual Contract Value** $1.5 Million (Estimated)
Client Address City of Brownsville Urban System 1001 East Elizabeth Street First Floor, Suite 101 Brownsville, TX 78520	**Client Reference** Mr. Roberto C. Luna, Jr. Director of Purchasing & Contract Services (956) 548-6087	**Service Delivery** June 2010 to Present **Fleet Size** Approx. 45 Units

Municipality of Caguas, Puerto Rico		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; heavy specialized and construction equipment; marked and unmarked law enforcement vehicles; and fire apparatus and rescue units.		**Annual Contract Value** $1.2 Million (Estimated)
Client Address Municipality of Caguas P.O. Box 907 Caguas, PR 00726-0907	**Client Reference** Mr. Luis Santiago Fleet Manager (787) 258-0620	**Service Delivery** August 2002 to Present **Fleet Size** Approx. 340 Units

Municipality of Carolina, Puerto Rico		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; heavy specialized and construction equipment; marked and unmarked law enforcement vehicles; and fire apparatus and rescue units.		**Annual Contract Value** $2.3 Million (Estimated)
Client Address Estado Libre Asociado de Puerto Rico Gobierno Municipal de Carolina Apartado 8 Carolina, PR 00986-0008	**Client Reference** Mr. Andres Velez Director of Transportation (787) 949-6098	**Service Delivery** August 1995 to Present **Fleet Size** Approx. 480 Units

Cecil County, Maryland

Services Provided

Fleet management and maintenance of administrative sedans, law enforcement and emergency rescue vehicles, light and heavy duty trucks, sanitation vehicles and landfill equipment, and specialty equipment of all sizes. Provide support during situations requiring snow-fighting service.

Annual Contract Value

$850,000 (Estimated)

Client Address	Client Reference	Service Delivery
Cecil County Government 200 Chesapeake Boulevard Elkton, MD 21921	Mr. Craig Whiteford Budget Manager (410) 996-8302 cwhiteford@ccgov.org	August 2002 to Present
		Fleet Size Approx. 375 Units

City of Chelsea, Massachusetts

Services Provided

Fleet management and maintenance of administrative sedans, law enforcement vehicles, light and heavy duty trucks, and heavy specialized equipment. Provide support during situations requiring snow-fighting service.

Annual Contract Value

$260,000 (Estimated)

Client Address	Client Reference	Service Delivery
City of Chelsea 500 Broadway, Room 310 Chelsea, MA 02150	Mr. Andrew DeSantis Assistant Director of Public Works (617) 466-4206 adesantis@chelseama.gov	August 2010 to Present
		Fleet Size Approx. 170 Units

City of Coconut Creek, Florida		
Services Provided Fleet management and maintenance of administrative sedans; light, medium, heavy and heavy duty trucks; marked and unmarked law enforcement vehicles; and specialized and miscellaneous equipment of all sizes.		**Annual Contract Value** $785,000 (Estimated)
Client Address City of Coconut Creek 4800 West Copans Road Coconut Creek, FL 33063	**Client Reference** Mr. James Berkman Public Services Director (954) 448-9070	**Service Delivery** March 2002 to Present **Fleet Size** Approx. 520 Units

Colonial Williamsburg Foundation, Virginia		
Services Provided Fleet management and maintenance of light and medium duty vehicles, and fixed route, paratransit buses and trolleys.		**Annual Contract Value** $690,000 (Estimated)
Client Address The Colonial Williamsburg Foundation 7239 Pocahontas Trail Williamsburg, VA 23185	**Client Reference** Ms. Sharon Hamilton Supervisor, Transportation Services (757) 565-8358 shamilton@cwf.org	**Service Delivery** April 2011 to Present **Fleet Size** Approx. 180 Units

Darlington County, South Carolina

Services Provided

Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; heavy specialized and construction equipment; law enforcement vehicles; ambulances; and sanitation trucks.

Annual Contract Value

$800,000 (Estimated)

Client Address	Client Reference	Service Delivery
County of Darlington 1 Public Square, Room 210 Darlington, SC 29532	Mr. Dale K. Surrett County Administrator (843) 398-4100 dsurrett@darcosc.com	July 1993 to Present

Fleet Size

Approx. 225 Units

Town of Davie, Florida

Services Provided

Fleet management and maintenance of administrative sedans; light duty, medium and heavy duty trucks; marked and unmarked law enforcement vehicles; heavy specialized and construction equipment; and fire apparatus and rescue vehicles.

Annual Contract Value

$1,500,000 (Estimated)

Client Address	Client Reference	Service Delivery
Town of Davie 6591 S.W. 45th Street Davie, FL 33314	Mr. Herb Hyman Procurement Manager (954) 797-1016 Herb_Hyman@davie-fl.gov	Nov. 1992 to Present

Fleet Size

Approx. 825 Units

District of Columbia Metropolitan Police Department		
Services Provided Fleet management and maintenance of law enforcement vehicles.		**Annual Contract Value** $5.7 Million (Estimated)
Client Address DC Metropolitan Police Department 2175 West Virginia Avenue, NE Washington, DC 20002	**Client Reference** Mr. Greg Hester Fleet Director (202) 576-5388	**Service Delivery** Oct. 2002 to Present **Fleet Size** Approx. 1,680 Units

Eastman Chemical Company, Texas		
Services Provided Fleet management and maintenance of various types of material handling equipment, mobile cranes, facility and crew support vehicles, and facility emergency response units.		**Annual Contract Value** $1.3 Million (Estimated)
Client Address Eastman Chemical Company P.O. Box 7444 Longview, TX 75607-7444	**Client Reference** Mr. Dale McGaughey Contractors Services Manager (903) 237-5404 admc@eastman.com	**Service Delivery** March 2006 to Present **Fleet Size** Approx. 550 Units

Enterprise Rent-A-Car Company, California

Services Provided

Fleet management and maintenance of heavy transit and express transit buses operated by Enterprise Rent-A-Car Company to serve the Los Angeles (LAX) and San Diego (SAN) International Airport.

Annual Contract Value

$1.2 Million (Estimated)

Client Address	Client Reference	Service Delivery
Enterprise Holdings	Mr. Ken Crossman	Feb. 2011 to Present
Southern California Vehicle Repair	Maintenance Manager	**Fleet Size**
9020 Aviation Boulevard	Vehicle Repair Department	Approx. 65 Units
Inglewood, CA 90301	(310) 645-6774, Ext. 2225	

ExxonMobil (Baytown, Texas)

Services Provided

Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; heavy specialized and equipment; and miscellaneous equipment of all sizes. Provide 24-hour support for all essential equipment.

Annual Contract Value

$3 Million (Estimated)

Client Address	Client Reference	Service Delivery
ExxonMobil	Mr. David Wells	Oct. 2003 to Present
5000 Bayway Drive	Supervisor	**Fleet Size**
Corp-CAB-PACA 14	(281) 834-4809	Approx. 1,140 Units
Baytown, TX 77521		

ExxonMobil (Torrance, California)		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; heavy specialized and equipment; and miscellaneous equipment of all sizes. Provide 24-hour support for all essential equipment.		**Annual Contract Value** $1,000,000 (Estimated)
Client Address ExxonMobil 3700 West 190th Street Torrance, CA 90504	**Client Reference** Mr. Gary Hodges Maintenance Manager (310) 212-4432	**Service Delivery** August 2005 to Present **Fleet Size** Approx. 335 Units

Florence County, South Carolina		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; law enforcement vehicles; specialized and construction equipment; fire apparatus and ambulance units; and landfill equipment.		**Annual Contract Value** $900,000 (Estimated)
Client Address Florence County 180 North Irby Street MSC-R Florence, SC 29501	**Client Reference** Ms. Suzanne King Administrative Services Director (843) 665-3035 sking@florenceco.org	**Service Delivery** Sept. 1988 to Present **Fleet Size** Approx. 345 Units

Florida Department of Transportation (Fort Lauderdale)		
Services Provided Fleet management and maintenance of administrative sedans; light, medium, heavy and specialty trucks; and miscellaneous equipment of all sizes for FDOT – Fort Lauderdale (District 8).		**Annual Contract Value** $600,000 (Estimated)
Client Address FDOT (Fort Lauderdale) 5548 NW 9th Avenue Fort Lauderdale, FL 33309	**Client Reference** Mr. Adrian K. Crouch Maintenance Program Manager (954) 958-7643 Adrian.Crouch@dot.state.fl.us	**Service Delivery** Oct. 2014 to Present **Fleet Size** Approx. 345 Units

City of Fort Wayne, Indiana		
Services Provided Fleet management and maintenance of administrative sedans, light and heavy duty trucks, marked and unmarked law enforcement vehicles, specialized and construction equipment, and fire apparatus and rescue vehicles. Provide support during situations requiring snow-fighting service.		**Annual Contract Value** $3 Million (Estimated)
Client Address City of Fort Wayne One Main Street Fort Wayne, IN 46802	**Client Reference** Mr. Larry Campbell Superintendent of Fleet (260) 427-5291 (Phone) (260) 427-1045 (Fax) larry.campbell@cityoffortwayne.org	**Service Delivery** Dec. 2000 to Present **Fleet Size** Approx. 1,950 Units

Georgetown County, South Carolina		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; law enforcement vehicles and ambulances; specialized and construction equipment; landfill equipment; and boats.		**Annual Contract Value** $750,000 (Estimated)
Client Address Georgetown County 2236 Browns Ferry Road Georgetown, SC 29440	**Client Reference** Mr. Ray Funnye Public Works Director (843) 458-5144	**Service Delivery** Sept. 1997 to Present **Fleet Size** Approx. 400 Units

Greater Orlando Aviation Authority, Florida		
Services Provided Fleet management and maintenance of administrative sedans and light trucks, marked police vehicles, fire and rescue vehicles, heavy trucks, buses, specialized equipment, trailers, and generators for the Orlando International Airport (OIA) and Orlando Executive Airport (OEA).		**Annual Contract Value** $2 Million (Estimated)
Client Address Greater Orlando Aviation Authority One Airport Boulevard Orlando, FL 32827	**Client Reference** Mr. Robert Lindsay Contract Compliance Coordinator (407) 825-3628 (Phone) rlindsay@goaa.org	**Service Delivery** June 2013 to Present **Fleet Size** Approx. 505 Units

Harford County, Maryland

Services Provided

Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; marked and unmarked law enforcement vehicles; buses; trailers; and specialized and construction equipment. Provide fuel dispensing, monitoring, and ordering. Maintain motor pool operations. Provide support during situations requiring snow-fighting service.

Annual Contract Value

$2 Million (Estimated)

Client Address	Client Reference	Service Delivery
Harford County Government	Mr. Warren Patrick	April 1990 to Present
1807 North Fountain Green Road	Fleet Manager	**Fleet Size**
Bel Air, MD 21050	(443) 243-8000	Approx. 1,100 Units

Hazlet Township, New Jersey

Services Provided

Fleet management and maintenance of administrative sedans, light and heavy duty trucks, law enforcement vehicles, specialty trucks, and heavy duty equipment. Provide support during situations requiring snow-fighting service.

Annual Contract Value

$450,000 (Estimated)

Client Address	Client Reference	Service Delivery
Hazlet Township	Mr. Dave Rooke	Sept. 2002 to Present
39 Leocadia Court	Director of Public Works	**Fleet Size**
Hazlet, NJ 07730	(732) 787-3636, Extension 22	Approx. 150 Units

City of Jacksonville Beach, Florida		
Services Provided Fleet management and maintenance of administrative sedans, light duty trucks, heavy duty and specialized vehicles, and fire apparatus units.		**Annual Contract Value** $450,000 (Estimated)
Client Address City of Jacksonville Beach 1460 A Shetter Avenue Jacksonville Beach, FL 32250	**Client Reference** Ms. Dianna Pratt Gen. Supervisor of Property Mgmt. (904) 247-6228	**Service Delivery** April 1987 to Present **Fleet Size** Approx. 240 Units

Liberty County, Georgia		
Services Provided Fleet management and maintenance of administrative sedans, light and heavy duty trucks, marked and unmarked law enforcement vehicles, fire apparatus and rescue vehicles, sanitation trucks, and specialized equipment.		**Annual Contract Value** $525,000 (Estimated)
Client Address Liberty County 112 North Main Street Hinesville, GA 31310	**Client Reference** Mr. Bob Sprinkel Assistant County Administrator (912) 876-2164	**Service Delivery** July 1991 to Present **Fleet Size** Approx. 260 Units

Loudoun County Fire Department, Virginia		
Services Provided Fleet management and maintenance of the County's fire and rescue apparatus.		**Annual Contract Value** $440,000 (Estimated)
Client Address Loudoun County Dept. of Fire, Rescue & Emergency Mgmt. 14 Cardinal Park Drive Suite 103 Leesburg, VA 20175	**Client Reference** Mr. Joshua Cooper Captain (571) 258-3350	**Service Delivery** Sept. 2010 to Present **Fleet Size** Approx. 35 Units

Maine Department of Transportation (Scarborough)		
Services Provided Fleet management and maintenance of light, medium, and heavy duty vehicles, trailers, and small equipment.		**Annual Contract Value** $375,000 (Estimated)
Client Address Maine DOT Region 1 (Scarborough) P.O. Box 358 Scarborough, ME 04070	**Client Reference** Mr. John Small Transportation Operations Manager Fleet Services Division (207) 592-0328 john.small@maine.gov	**Service Delivery** May 2014 to Present **Fleet Size** Approx. 121 Units

Metropolitan Bus Authority of Puerto Rico		
Services Provided Manage on-site parts inventories with a total value of $3.5 Million (estimated) and provide parts information management services to support fleet maintenance and repairs efforts for the Authority's diverse fleet of vehicles and equipment including high floor and low floor transit, paratransit buses, and support vehicles.		**Annual Dollar Through Put** $2.5 Million (Estimated)
Client Address Metropolitan Bus Authority of Puerto Rico De Diego Avenue Urb. San Francisco San Juan, PR 00919	**Client Reference** Mr. Michael Oneil Rosa President (787) 294-0500	**Service Delivery** May 2012 to Present **Fleet Size** Approx. 320 Units

City of Miramar, Florida		
Services Provided Fleet management and maintenance of administrative sedans; light duty trucks, marked and unmarked law enforcement vehicles, fire apparatus, and rescue vehicles, and miscellaneous equipment of all sizes.		**Annual Contract Value** $410,000 (Estimated)
Client Address City of Miramar 2300 Civic Center Place Miramar, FL 33025	**Client Reference** Mr. Scott Rector Fire Fleet Liaison (954) 347-3313	**Service Delivery** April 2010 to Present **Fleet Size** Approx. 405 Units

City of Mission, Texas		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; marked and unmarked law enforcement vehicles; fire apparatus and rescue vehicles; heavy specialized and construction equipment; and miscellaneous equipment of all sizes.		**Annual Contract Value** $730,000 (Estimated)
Client Address City of Mission 2801 North Holland Mission, TX 78572	**Client Reference** Mr. Robert Salinas Public Works Director (956) 580-8780 rsalinas @mission.lib.tx.us	**Service Delivery** Nov. 1994 to Present **Fleet Size** Approx. 445 Units

City of Missouri City Fire Department, Texas		
Services Provided Fleet management and maintenance of the City's fire apparatus equipment.		**Annual Contract Value** $9,000 (Estimated)
Client Address City of Missouri City 1522 Texas Parkway Missouri City, TX 77489	**Client Reference** Mr. Charlie Oberrender Contract Purchasing Manager (281) 610-8914	**Service Delivery** May 2013 to Present **Fleet Size** 6 Units

Monroe Public Schools, Michigan		
Services Provided Fleet management and maintenance of student transportation buses and auxiliary vehicles.		**Annual Contract Value** $455,000 (Estimated)
Client Address Monroe Public Schools 4920 West Albain Road Monroe, MI 48161	**Client Reference** Mr. Jerry Oley Operations Director (734) 265-3300 oley@monroe.k12.mi.us	**Service Delivery** August 1996 to Present **Fleet Size** Approx. 95 Units

Montgomery Township, New Jersey		
Services Provided Fleet management and maintenance of administrative sedans, light and heavy duty trucks, law enforcement vehicles, specialty trucks, and heavy duty equipment. Provide support during situations requiring snow-fighting service.		**Annual Contract Value** $498,000 (Estimated)
Client Address Montgomery Township 2261 Route 206 Belle Meade, NJ 08502	**Client Reference** Mr. Art Villano Public Works Superintendent (908) 874-3144	**Service Delivery** March 2004 to Present **Fleet Size** Approx. 135 Units

City of Moultrie, Georgia

Services Provided

Fleet management and maintenance of law enforcement vehicles, fire apparatus units, public works and recreation vehicles, sanitation trucks, and water and sewer department vehicles.

Annual Contract Value

$900,000 (Estimated)

Client Address	Client Reference	Service Delivery
City of Moultrie P.O. Box 3368 Moultrie, GA 31766	Ms. Gwen Smith Director of Purchasing (229) 890-5426	Oct. 2004 to Present
		Fleet Size Approx. 355 Units

Town of Mount Pleasant, South Carolina

Services Provided

Fleet management and maintenance of administrative sedans, light and heavy duty trucks, marked and unmarked law enforcement vehicles and ambulances, specialized equipment, landfill equipment, and sanitation trucks.

Annual Contract Value

$1 Million (Estimated)

Client Address	Client Reference	Service Delivery
Town of Mount Pleasant P.O. Box 745 Mount Pleasant, SC 29465	Mr. Parker Leonard Fleet Manager (843) 884-8517 pleonard@tompsc.com	July 1995 to Present
		Fleet Size Approx. 670 Units

Borough of Munhall, Pennsylvania		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; law enforcement vehicles; fire apparatus and rescue vehicles; and sanitation trucks. Provide support during situations requiring snow-fighting service.		**Annual Contract Value** $168,000 (Estimated)
Client Address Borough of Munhall 1900 West Street Munhall, PA 15120	**Client Reference** Mr. Matthew Galla Borough Manager (412) 464-7310	**Service Delivery** Dec. 2004 to Present **Fleet Size** Approx. 40 Units

City of Newport, Rhode Island		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; public works vehicles; marked and unmarked law enforcement vehicles; fire apparatus units; and specialized and miscellaneous equipments of all sizes. Provide support during situations requiring snow-fighting service.		**Annual Contract Value** $690,000 (Estimated)
Client Address City of Newport 43 Broadway Newport, RI 02840	**Client Reference** Mr. William Riccio Director of Public Works (401) 845-5841	**Service Delivery** Jan. 2007 to Present **Fleet Size** Approx. 180 Units

City of New York Department of Parks and Recreation		
Services Provided Fleet management and maintenance of administrative sedans, light and heavy duty trucks, sanitation trucks, and specialized equipment. Provide support during situations requiring snow-fighting service.		**Annual Contract Value** $1.7 Million (Estimated)
Client Address City of New York Dept. of Parks and Recreation 5 Boro Complex Randall's Island New York, NY 10035	**Client Reference** Mr. Paris Apollon Deputy Chief of Citywide Operations (212) 410-8933 (Phone) (212) 410-8319 (Fax) Paris.Xirogiannis-Apollon@parks.nyc.gov	**Service Delivery** March 2000 to Present **Fleet Size** Approx. 640 Units

Ocean Township Board of Education, New Jersey		
Services Provided Fleet management and maintenance of student transportation buses and auxiliary vehicles.		**Annual Contract Value** $410,000 (Estimated)
Client Address Ocean Township 163 Monmouth Road Oakhurst, NJ 07755	**Client Reference** Mr. Kenneth Jannarone School Business Administrator (732) 531-5600 kjannarone@ocean.k12.nj.us	**Service Delivery** July 2006 to Present **Fleet Size** Approx. 65 Units

Oklahoma City Environmental Assistance Trust		
Services Provided Fleet management and maintenance of sedans and light, medium and heavy duty trucks including sanitation trucks.		**Annual Contract Value** $1.6 Million (Estimated)
Client Address City of Oklahoma City Utilities Department 11501 North Portland Oklahoma City, OK 73120	**Client Reference** Mr. James P. Linn, II Solid Waste Manager Utilities Department (405) 749-3092 james.linn@okc.gov	**Service Delivery** Feb. 2006 to Present **Fleet Size** Approx. 115 Units

City of Paramount, California		
Services Provided Fleet management and maintenance of administrative sedans, light, medium and heavy duty trucks, and mowing equipment.		**Annual Contract Value** $300,000 (Estimated)
Client Address City of Paramount 16400 Colorado Avenue Paramount, CA 90723	**Client Reference** Mr. Richard Sommers Public Works Superintendent (562) 220-2113 (Phone) (562) 220-2144 (Fax) rsommers@paramountcity.com	**Service Delivery** August 2004 to Present **Fleet Size** Approx. 265 Units

City of Pittsburgh, Pennsylvania

Services Provided

Fleet management and maintenance of administrative sedans, light and heavy duty trucks, sanitation trucks, law enforcement vehicles, fire apparatus and ambulance units, motorcycles, boats, and trailers.

Annual Contract Value

$5.2 Million (Estimated)

Client Address	Client Reference	Service Delivery
City of Pittsburgh Department of Finance 414 Grant Street Pittsburgh, PA 15219	Mr. Erm Buccina Contract Administrator (412) 255-2769 erm.buccina@pittsburghpa.gov	Feb. 2005 to Present
		Fleet Size Approx. 990 Units

City of Port St. Lucie, Florida

Services Provided

Fleet management and maintenance of administrative sedans, light and heavy duty trucks, marked and unmarked law enforcement vehicles, and specialized and construction equipment. Fuel monitoring and ordering performed.

Annual Contract Value

$1.8 Million (Estimated)

Client Address	Client Reference	Service Delivery
City of Port St. Lucie 121 S.W. Port St. Lucie Boulevard Port St. Lucie, FL 34984	Mr. David Pollard Finance Director (772) 871-5191 dpollard@cityofpsl.com	Oct. 1988 to Present
		Fleet Size Approx. 935 Units

Richland County, South Carolina		
Services Provided Fleet management and maintenance of administrative sedans; light trucks, medium and heavy trucks; law enforcement vehicles and ambulances; landfill equipment; boats; and specialized and construction equipment.		**Annual Contract Value** $1.6 Million (Estimated)
Client Address Richland County 400 Powell Road Columbia, SC 29203	**Client Reference** Mr. Bill Peters Fleet Manager (803) 576-2457 petersb@rcgov.us	**Service Delivery** July 1992 to Present **Fleet Size** Approx. 1,850 Units

Richmond Public Schools, Virginia		
Services Provided Fleet management and maintenance of student transportation buses and ancillary vehicles.		**Annual Contract Value** $1.7 Million (Estimated)
Client Address Richmond Public Schools 3501 East Belt Boulevard Richmond, VA 23234	**Client Reference** Mr. Todd Phillips Director of Transportation (804) 674-4444 tphillip@richmond.k12.va.us	**Service Delivery** July 2000 to Present **Fleet Size** Approx. 420 Units

Saint Clair County, Michigan		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; law enforcement vehicles; heavy specialized and off-road construction equipment; and miscellaneous equipment.		**Annual Contract Value** $1.1 Million (Estimated)
Client Address Saint Clair County 21 Airport Drive Saint Clair, MI 48079	**Client Reference** Mr. Kirk Weston Managing Director (810) 388-4024	**Service Delivery** April 2010 to Present **Fleet Size** Approx. 695 Units

City of San Clemente, California		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; and heavy specialized and construction equipment. Also maintain fleet owned and operated by the Orange County Fire Authority.		**Annual Contract Value** $600,000 (Estimated)
Client Address City of San Clemente 390 Avenida Pico San Clemente, CA 92672	**Client Reference** Mr. Erik Sund Assistant City Manager (949) 361-8341 sunde@san-clemente.org	**Service Delivery** May 1994 to Present **Fleet Size** Approx. 155 Units

City of San Mateo, California		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; marked and unmarked law enforcement vehicles; fire apparatus and rescue units; and heavy specialized and construction equipment.		**Annual Contract Value** $900,000 (Estimated)
Client Address City of San Mateo 1961 Pacific Boulevard San Mateo, CA 94430	**Client Reference** Mr. Patrick Rosenphal Acting Facilities and Fleet Manager (650) 522-7386 prosenphal@cityofsanmateo.org	**Service Delivery** March 1993 to Present **Fleet Size** Approx. 280 units

Seaboard Farms, Kansas		
Services Provided Fleet management and maintenance services of light duty vehicles, tractors, and trailers.		**Annual Contract Value** $2 Million (Estimated)
Client Address Seaboard Farms, Inc. 301 8th Street Rolla, KS 67954	**Client Reference** Mr. Wade Wisdom (602) 593-1528	**Service Delivery** Jan. 2005 to Present **Fleet Size** Approx. 405 Units

South Jersey Industries, New Jersey		
Services Provided Fleet management and maintenance of sedans, vans, light and medium duty trucks and equipment, trailers, and small equipment.		**Annual Contract Value** $1 Million (Estimated)
Client Address South Jersey Industries, Inc. 1 South Jersey Plaza Folsom, NJ 08037	**Client Reference** Ms. Kimberly Conover Supervisor, Purchasing and Fleet (609) 561-9000, Extension 4329 kconover@sjiindustries.com	**Service Delivery** March 2012 to Present **Fleet Size** Approx. 485 Units

City of Southlake, Texas		
Services Provided Fleet management and maintenance of light duty trucks, fire apparatus and rescue vehicles, and miscellaneous equipment on these vehicles.		**Annual Contract Value** $195,000 (Estimated)
Client Address City of Southlake 1400 Main Street Suite 440 Southlake, TX 76092	**Client Reference** Mr. Timothy Slifka Purchasing Manager, CPPB (817) 748-8312 tslifka@ci.southlake.tx.us	**Service Delivery** Oct. 2011 to Present **Fleet Size** 13 Units

Space Coast Area Transit, Florida		
Services Provided Fleet management and maintenance of administrative sedans and medium duty transit buses. Provide fuel services.		**Annual Contract Value** $2.4 Million (Estimated)
Client Address Space Coast Area Transit 401 South Varr Avenue Cocoa, FL 32922	**Client Reference** Mr. Jim Liesenfelt Transit Director (321) 635-7815 jim@ridescat.com	**Service Delivery** Feb. 2010 to Present **Fleet Size** Approx. 85 Units

Summit County, Colorado		
Services Provided Fleet management and maintenance of administrative sedans, light, medium and heavy duty trucks, marked and unmarked law enforcement vehicles, ambulances, fixed route transit buses, heavy specialized equipment, and miscellaneous equipment.		**Annual Contract Value** $2 Million (Estimated)
Client Address Summit County Government 208 East Lincoln Avenue Breckenridge, CO 80424	**Client Reference** Mr. Thaddeus J. Noll Assistant County Manager (970) 453-3438 thadn@co.summit.co.us	**Service Delivery** Feb. 2011 to Present **Fleet Size** Approx. 270 Units

City of Sumter, South Carolina		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; marked and unmarked law enforcement vehicles; fire apparatus units; sanitation trucks; and specialized equipment.		**Annual Contract Value** $900,000 (Estimated)
Client Address City of Sumter P.O. Box 1449 Sumter, SC 29151	**Client Reference** Mr. Kent Mims Contract Administrator (803) 968-1633 kmims@sumter-sc.com	**Service Delivery** May 1999 to Present **Fleet Size** Approx. 875 Units

City of Sunrise, Florida		
Services Provided Fleet management and maintenance of administrative sedans, light and heavy duty trucks, unmarked law enforcement vehicles, fire apparatus and emergency response units, and specialized vehicles and equipment.		**Annual Contract Value** $1.3 Million (Estimated)
Client Address City of Sunrise 10770 West Oakland Park Boulevard Sunrise, FL 33351-6899	**Client Reference** Mr. Hameed Khan Fleet Manager (954) 746-3214 Hkhan@sunrisefl.gov	**Service Delivery** Oct. 1989 to Present **Fleet Size** Approx. 670 Units

City of Thornton, Colorado		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; law enforcement vehicles and fire apparatus units; sanitation trucks; and heavy specialized and construction equipment. Provide support during situations requiring snow-fighting service. Provide emergency/ non-emergency vehicle upfitting.		**Annual Contract Value** $2 Million (Estimated)
Client Address City of Thornton 12450 North Washington Street #200 Thornton, CO 80241	**Client Reference** Mr. Mike Skipper Fleet Administrator (720) 977-6336	**Service Delivery** Feb. 1993 to Present **Fleet Size** Approx. 600 Units

University of Southern California		
Services Provided Fleet management and maintenance of administrative sedans; light, medium and heavy duty trucks; and heavy duty transit and paratransit buses.		**Annual Contract Value** $700,000 (Estimated)
Client Address University of Southern California USC Transportation 620 W. 35th Street Los Angeles, CA 90089	**Client Reference** Ms. Michelle Garcia Associate Director of Transit (213) 740-1924 mgarcia@auxiliaries.usc.edu	**Service Delivery** March 2012 to Present **Fleet Size** Approx. 125 Units

City of Victoria, Texas		
Services Provided Fleet management and maintenance of administrative sedans, light, medium and heavy duty trucks, marked and unmarked law enforcement vehicles, fire apparatus and rescue units, specialized and construction equipment, sanitation vehicles, and small and miscellaneous equipment.		**Annual Contract Value** $1 Million (Estimated)
Client Address City of Victoria 1201 E. Pine Street Victoria, TX 77901	**Client Reference** Mr. Darryl Lesak Director of Environmental Services (361) 485-3220 (Phone) (361) 485-3225 (Fax) dlesak@victoriatx.org	**Service Delivery** April 2013 to Present **Fleet Size** Approx. 260 Units

Williamsburg Area Transit Authority, Virginia		
Services Provided Fleet management and maintenance and interior cleaning of light and medium duty vehicles, and fixed route, paratransit buses and trolleys.		**Annual Contract Value** $950,000 (Estimated)
Client Address Williamsburg Area Transit Authority 7239 Pocahontas Trail Williamsburg, VA 23185	**Client Reference** Mr. Kevan Danker Executive Director (757) 220-8290 Kevan@gowata.org	**Service Delivery** April 2011 to Present **Fleet Size** 36 Units

City of Wilmington, Delaware		
Services Provided Fleet management and maintenance of administrative sedans, light and heavy duty trucks, marked and unmarked law enforcement vehicles, fire apparatus units, sanitation trucks, and specialized equipment. Provide support during situations requiring snow-fighting service.		**Annual Contract Value** $1.7 Million (Estimated)
Client Address City of Wilmington City/ County Building 800 French Street Wilmington, DE 19801-3537	**Client Reference** Mr. Ed Stone Administrative Engineer (302) 576-3077	**Service Delivery** Oct. 1994 to Present **Fleet Size** Approx. 690 Units

ATTACHMENT 7

First Vehicle Services

Injury Prevention
If you cannot do it safely, don't do it

PMI AND SERVICING WORKSHEET - Light Duty (19,500 and below)	TYPE OF PM PERFORMED			
	A	B	C	

Date:	Unit No:	Asset No.	Current Odometer:	Hour Meter:	Location Code:	W.O. #:

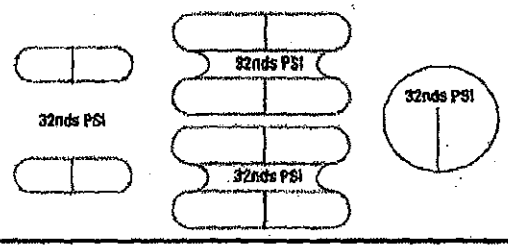
All items must be checked and marked ✓= Serviceable, X = Defective and N/A = Not Applicable. The technician releasing the equipment must print and sign their name and the Supervisor must sign the inspection sheet. Please complete in BLUE / BLACK ink and in capitals.

SECTION A – Preparation and Drive On (In Lot) Inspection		✓ Box
A.1	Check Condition of Operator's Area	
A.2	Check Automatic Transmission Neutral Start Operation	
A.3	Start and Listen for Any Unusual Noises	
A.4	Check Back Up Alarm (if equipped)	
A.5	Check Parking Brake Operation	
A.6	Check Service Brake Operation	
A.7	Check Clutch Operation (if equipped)	
A.8	Check Wiper and Washer Operation	
A.9	Check Instruments and Horns	
A.10	Check/Record Oil Pressure / @1500 rpm _____	
A.11	Check/Record Coolant Temperature / _____ °	
A.12	Check/Record A/C Output Temperature / _____ °	
A.13	Check/Record Heater Output Temperature / _____ °	

SECTION B – Interior Circle Inspection		
B.1	Check Operation of All Accessories	
B.2	Check for Physical Damage and Water Leaks	
B.3	Check HVAC System	
B.4	Check All Safety Equipment	
B.5	Check Interior Lights	
B.6	Check Door and Window Operation – All Doors	
B.7	Check Glass Condition	
B.8	Check Prisoner Partition (Police Only)	
B.9	Check Siren Operation (Police Only)	
B.10	Check Cabin Air Filter	

SECTION C – Exterior Circle Inspection		
C.1	Check Wiper Blade and Arm Condition	
C.2	Inspect Mirror and Mountings	
C.3	Check Lights and Reflectors	
C.4	Check Operation of Door Locks and Latches – All Doors	
C.5	Check Operation of Trunk/Tailgate Hinges, Locks and Latches	
C.6	Check Fuel Tank Cap	
C.7	Check for Physical Damage	
C.8	Check License Plate, Permits and State Inspection Decals	
C.9	Check Accessories for Mounting and Operation	
C.10	Check Emergency Overhead Lights (Police Only)	
C.11	Check Spot Light Operation (Police Only)	

SECTION D – Tires and Wheel Inspection		
D.1	Check Tires for Irregular or Alignment Wear	
D.2	Check Air Pressure and Condition of Spare Tire	
D.3	Check and Record Tread Depth (use form below)	
D.4	Check and Record Air Pressure (use form below)	
D.5	Check Sidewall Wear	
D.6	Inspect for Cuts and Tears	
D.7	Check Valve Stems and Caps	
D.8	Check Spare Tire Tread Depth and Air Pressure	
D.9	Check Dual Mating With Square	
D.10	Check Wheels for Cracks and Loose Lugs	
D.11	Check Outer Hubs for Leaks	
D.12	Check for Loose or Noisy Wheel Bearings	
Note 2/32 except 5/32 for Police Duty Cycle or as required by contract if different		



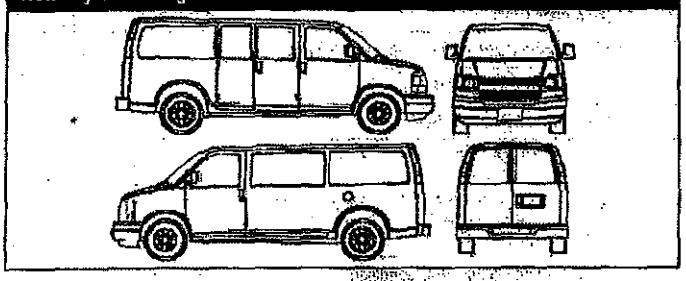
SECTION E – Engine Compartment Inspection		✓ Box
E.1	Check Engine Hood	
E.2	Check Engine Compartment Lights and Gauges	
E.3	Check Fan, Shroud and Radiator	
E.4	Check Coolant Recovery System	
E.5	Record Antifreeze Protection Level Using Refractometer Refractometer Reading _____ ° F / C	
E.6	Pressure Test Cooling System and Check for Leaks	
E.7	Check Coolant Hose Condition	
E.8	Check Alternator Mount and Condition	
E.9	Check Fuel Control and Transmission Connections	
E.10	Check Master Cylinder Fluid Level	
E.11	Check Transmission Fluid	
E.12	Check All Belts for Condition, Alignment and Tension	
E.13	Check Exhaust System	
E.14	Check Intake System	
E.15	Check Power Steering and Hydraulic Fluid	
E.16	Check All Engine or Belt Driven Components	
E.17	Check for Oil Leaks	
E.18	Check A/C System	
E.19	Check Windshield Washer Fluid Level	
E.20	Check Engine Air Filter	

SECTION F – Battery Inspection		
F.1	Check Condition of Battery and Hold Downs	
F.2	Check Battery and Cable Connections	
F.3	Check Electrolyte Level (Non-Sealed Type Battery Only)	

SECTION G – Under Vehicle Inspection		
G.1	Check Vibration Damper	
G.2	Check Engine and Transmission Mounts	
G.3	Check Starter	
G.4	Check Engine for Oil Leaks	
G.5	Check Transmission for Leaks	
G.6	Check Differential Breather and Fluid	
G.7	Check Exhaust System	
G.8	Check Driveline, U-joint and Slip Yokes	
G.9	Check Fuel Tank, Supports and Straps	
G.10	Check Suspension Components	
G.11	Check Brake Lining and Pad Thickness – Record Measurements - LF ____/____ RF ____/____ - LT ____/____ RT ____/____ - LR ____/____ RR ____/____	
G.12	Check Brake Rotors and Drums – Record Measurements - LF _____ RF _____ - LT _____ RT _____ - LR _____ RR _____	
G.13	Check Brake Hoses	
G.14	Check Entire Steering System	
G.15	Check Frame and Cross-members for Damage or Failure	
G.16	Check King Pins or Ball Joints (as appropriate)	

Note Brake Minimum 2/32 except Police 4/32. Police Van with Drum Brakes in Rear 2/32 or as required by contract if different

Note Physical Damage Here



"A" PMI SERVICING ITEMS SECTION K – PM Servicing		Tech's Initials	✓ Box
K.1	Lubricate Chassis		
K.2	Clean and Protect Battery Cables		
K.3	Load Test Batteries – Record Results Minimum Volts: _____ @ _____ Amps		
K.4	Check Alternator Output – Record Results Output: _____ Amps		
K.5	Check Starter Draw – Record Results Draw: _____ Amps		
K.6	Lube Hood and Other Pivoting Mechanisms		
K.7	Rotate Tires – Record Wheel Torque _____ ft. lbs.		
Note ATF and Filter manufacturer interval			

"B" PMI SERVICING ITEMS SECTION L PM Servicing		Tech's Initial	✓ Box
L.1	Change Engine Oil and Filter		

"C" PMI SERVICING ITEMS SECTION M – PM Servicing		Tech's Initial	✓ Box
M.1	Change Automatic Transmission Fluid and Filter		
M.2	Change Differential Fluid		
M.3	Change Fuel Filter(s)		
M.4	Replace Air Filter and Crankcase Breather Filter		
M.5	Inspect and Clean PVC Valve and Test System		
M.6	Test Air Injection System and Filters (if equipped)		
M.7	Inspect, Clean and re-Pack Wheel Bearings		
M.8	Perform: Tune Up Per Engine Mfg's Specifications		

SECTION N – Road Test		Tech's Initial	✓ Box
N.1	Road Test Vehicle for Proper Operation		
N.2	Re-Check Fluid Levels		
N.3	Install PM Sticker		

SECTION H – PMI Report Completion		
H.1	Completion of PMI Report	

SECTION J – Completion of PMI		
J.1	Vehicle Returned to Predetermined Location	

NOTES:

_____

_____

_____

_____

Preventive Maintenance Inspection (Sections A - J only):
I confirm that I have inspected this vehicle to the items listed on this form and against the criteria as detailed in First Vehicle Services PMI documentation. The items in the above inspection have been found satisfactory other than for the items marked with an "X". This signature certifies that the inspection documented on this form "Meets or Exceeds" First Vehicle Services requirements of "US FMCSR Part 396.17-25". Defects found have been recorded for repair in the Defect Worksheet.

I further confirm that all servicing items were completed in accordance with First Vehicle Services policies.

_____
PRINT VEHICLE INSPECTOR /TECHNICIAN'S NAME HERE

_____
SIGNATURE OF VEHICLE INSPECTOR/TECHNICIAN

_____
SIGNATURE OF SUPERVISOR

PMI AND SERVICING WORKSHEET - Medium Duty (19,501 to 26,000)	TYPE OF PM PERFORMED			
	A	B	C	

First Vehicle Services

Injury Prevention

If you can't do it safely, don't do it

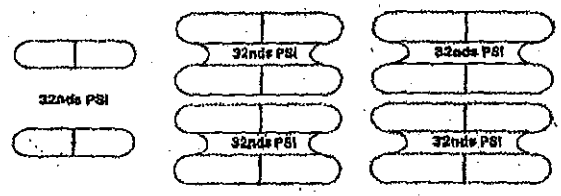
Date:	Unit No.	MVI Date	Current Odometer:	Hour Meter:	Location Code:	W.O.#

All items must be checked and marked ✓= Serviceable, X = Defective and N/A = Not Applicable. The technician releasing the equipment must print and sign their name and the Supervisor must sign the inspection sheet. Please complete in BLUE / BLACK ink and in capitals.

SECTION A – Preparation and Drive Off (In Lot) Inspection	✓
A.1 Check Driver's DVCR	
A.2 Check Starter Operation	
A.3 Check All Warning Lights and Alarms	
A.4 Check Lighting of All Instruments and Gauges	
A.5 Check Operation of Gauges	
A.5a Check/Record Oil Pressure / @1500 rpm _____ Check/Record Water Temperature / _____ ° Check/Record Voltmeter Reading _____	
A.6 Check Wiper and Washer Operation	
A.7 Check Air and/or Electric Horn Operation	
A.8 Check Hand Throttle (PTO) Operation	
A.9 Check A/C, Heater and Defroster Controls	
A.10 Check Operation of All Switches and Accessories	
A.11 Check Clutch Operation (if equipped)	
A.12 Check Parking Brake Operation	
A.13 Check Operation of Gear Shift	
A.14 Test Service Brakes	
A.15 Check Operation of the Engine and Governed RPM	
A.16 Check Steering Wheel Play or Bind	
A.17 Check Interior and Bunk Lights	
A.18 Inspect Windshield(s) and Sun Visors	
A.19 Check Seat Belts and Sleeper Restraints (if equipped)	
A.20 Inspect Floor Mats and/or Coverings	
A.21 Check Safety Equipment	
A.22 Test One Way Check Valves	
A.23 Check Low Air Warning Device/Double Check Valve (Primary Side)	
A.24 Check Spring Brake Inversion System (if equipped)	
A.25 Check Tractor Protection Control Valve	
A.26 Test Air Pressure Build-up Time	
A.27 Record Air Governor Settings (_____ psi)	
A.28 Check Low Air Warning Device/Double Check Valve (Secondary Side)	
A.29 Clean the Engine (as needed)	
A.30 Clean Battery Box(es) and Batteries (as needed)	
A.31 Road Test: Check for Proper Operation (By Exception Only)	

SECTION B – Exterior Circle Inspection	✓
B.1 Check for Physical Damage and Decals	
B.2 Check Door Glass, Windshield and Mirror Condition	
B.3 Inspect Wiper Blade and Arm Condition	
B.4 Inspect Steps and Grab Handles	
B.5 Inspect Mirror Mountings, Brackets and Glass	
B.6 Inspect Door Latches, Hinges, Seals, Steps, Grab Handles	
B.7 Check All Lights and Reflectors	
B.8 Check Back Up Alarm Mounting	
B.9 Check Fuel Tank, Mounting, Lines and Cap	
B.10 Check Air Lines, Holders, and Glad-Hands	
B.11 Check Trailer Light Cord and Holder (if equipped)	
B.12 Check License Plate and Bracket	
B.13 Check Permits and State Inspection Sticker	
B.14 Check Pintle Hook (if equipped)	
B.15 Check Mud Flaps and Brackets	
B.16 Inspect Exhaust Stack and Mounting	

SECTION C – Tires and Wheel Inspection	✓
C.1 Check Tires for Irregular or Alignment Wear	
C.2 Check for Mismatched Tread or Casing Design	
C.3 Check Valve Stems and Caps	
C.4 Check the Air Pressure Decal (if applicable)	
C.5 Check and Record Air Pressure (use form below)	
C.6 Check and Record Tread Depth (use form below)	
C.7 Check Dual Mating With Square	
C.8 Check Wheels for Cracks, Loose Lugs, Hub Leaks	



SECTION D – Battery Inspection and Service	✓
D.1 Inspect Battery Box(es), Cover(s) and Mountings	
D.2 Inspect Battery Hold Downs and Cables	
D.3 Check Electrolyte Levels	
D.4 Load Test Batteries Volts:(1) _____ @ _____ amps Volts:(2) _____ @ _____ amps Volts:(3) _____ @ _____ amps Volts:(4) _____ @ _____ amps	
D.5 Check and Record Alternator Output _____ amps	

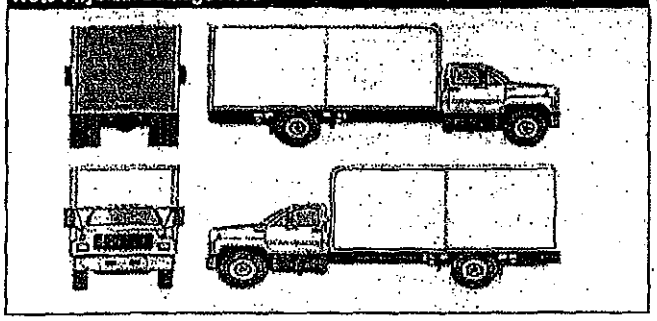
SECTION E – Engine Compartment Inspection	✓
E.1 Inspect Radiator Mountings and core	
E.2 Inspect A/C Condenser Mounting and Core	
E.3 Inspect Fan Assembly and Shroud	
E.4 Check for Fluid Leaks	
E.5 Inspect Coolant Hoses and Clamps	
E.6 Check Coolant Recovery System and Protection Level Refractometer Reading _____ °F / C	
E.7 Check Coolant Recovery System	
E.7 Check Intake System and Vacuator Valve	
E.8 Inspect A/C Compressor, Mounting and Lines	
E.9 Check All Belt Driven Components	
E.10 Check All Belts for Tension and Condition	
E.11 Check Power Steering Fluid Level and Hoses	
E.12 Check Hydraulic Clutch Master Cylinder	
E.13 Inspect Fuel Pump and Fuel Line Mountings	
E.14 Check Governor Operation and Security	
E.15 Check Engine Compartment Wiring Harness	
E.16 Check and Record Air Filter Restriction	
E.17 Inspect Turbocharger and Mounting Condition	
E.18 Fill Windshield Washer Reservoir	
E.19 Check Engine for Fault Codes (Codes found are marked as follow-up items)	
E.20 Check Automatic Transmission Fluid Level	
E.21 Drain Fuel/water Separator	

EXHIBIT 3
15-0370
Page 311 of 415

SECTION F – Hydraulic System Inspection	✓
F.1 Check Hydraulic Tank	
F.2 Check Hydraulic Hoses	
F.3 Check Hydraulic Cylinders	
F.4 Check All Hydraulic Control Handles, Linkages	
F.5 Check PTO Shaft	
F.6 Inspect Hydraulic Pump	
F.7 Check Operation of Over Speed Control	
F.8 Lubricate All Pivoting Mechanisms	
F.9 Check and Record System Pressure	

SECTION G – Under Vehicle Inspection	✓
G.1 Check Entire Steering System	
G.2 Check King Pins (Raise Front End)	
G.3 Check Steering Shaft U-Joints and Splines	
G.4 Check Suspension Components	
G.5 Check Vibration Damper	
G.6 Check Engine and Transmission Mounts	
G.7 Check Starter Mounting, Connections	
G.8 Check Bottom of Engine for Oil Leaks	
G.9 Check Transmission for Leaks	
G.10 Check All body Mounts and Chassis Frame	
G.11 Check Driveline, U-Joint and Slip Yokes	
G.12 Check Fuel Tank, Supports and Straps	
G.13 Check Exhaust System	
G.14 Inspect Brake Assemblies	
G.14a Inspect Brake Lining and Record Thickness - LF _____ RF _____ - LR _____ RR _____	
G.15 Inspect Brake Drum and Rotor Condition	
G.16 Adjust Brakes	
G.17 Check Brake Hoses	
G.18 Check Differential Breather and Fluid	
G.19 Check Spring Brake Inversion Valve	
G.20 Check All Dryer Drain Valve Protection	
G.21 Check Air Reservoir Discharge	
G.22 Check Inner Wheel Seals for Leaks	
G.23 Determine If Auto Slack Adjuster Are Working and Record - LF _____ RF _____ - LR _____ RR _____	
G.24 Check Brake Chamber Plugs and Air Valves	
G.25 Check Air Compressor	
G.26 Check for Loose or Noisy Wheel Bearings	

Note Physical Damage Here



"A" LUBRICATION SECTION H – PM Servicing	Tech's Initials	✓ Box
H.1 Lubricate All Grease Fittings		
H.2 Lubricate Door and Hood Hinges, Latches and Cables		
H.3 Lubricate All Linkages and Cables		

"B" PMI SERVICING ITEMS SECTION J PM Servicing	Tech's Initial	✓ Box
J.1 Conduct Engine Oil Sample (if applicable)		
J.2 Change Engine Oil and Filters		
J.3 Run the Engine and Check for Leaks		
J.4 Check Oil Level		

"C" PMI SERVICING ITEMS SECTION K – PM Servicing	Tech's Initial	✓ Box
K.1 Conduct Transmission Oil Sample (if applicable)		
K.2 Change Automatic Transmission Fluid		
K.3 Change Differential Fluid		
K.4 Change Fuel Filters		
K.5 Replace Air Filters		
K.6 Perform Tune-up		
K.7 Change Power Steering Fluid and Filter		
K.8 Test Coolant System		
K.9 Service Coolant Filter		

SECTION L – Final Road Test	✓
L.1 Road Test, Check for Proper Operation	
L.2 Check and Refill Components with Appropriate Types and Amounts of Fluids	
L.3 Install Preventive Maintenance Sticker	

SECTION M – PMI Report Completion	✓
M.1 Completion of PMI Report	

SECTION N – Completion of PMI	✓
N.1 Vehicle Returned to Predetermined Location	

Notes:

Preventive Maintenance Inspection (Sections A - J only):
I confirm that I have inspected this vehicle to the items listed on this form and against the criteria as detailed in First Vehicle Services PM documentation. The items in the above inspection have been found satisfactory other than for the items marked with an "X". This signature certifies that the inspection documented on this form "Meets or Exceeds" First Vehicle Services requirements of "US FMCSR Part 396.17-25". Defects found have been recorded for repair in the Defect Worksheet.

I further confirm that all servicing items were completed in accordance with First Vehicle Services policies.

PRINT VEHICLE INSPECTOR /TECHNICIAN'S NAME HERE

SIGNATURE OF VEHICLE INSPECTOR/TECHNICIAN

SIGNATURE OF SUPERVISOR

EXHIBIT 3
15-0370
Page 312 of 415

First Vehicle Services

Heavy Duty Vehicle
Preventive Maintenance Inspection

Unit: _____ ID#: _____ Date: _____ Workorder: _____
Mileage: _____ Hours: _____ PM Type: A or C

(✓) = OK (O) = REPAIR NEEDED (X) = REPAIR OR ADJUSTMENT MADE

PM Inspection

Drive on Inspection

Code A	Code C	Init.	
			Check Starter operation
			Check all warning lights and alarms
			Check lighting of all instruments and gauges
			Check operation of gauges
			Check wiper and washer operation
			Check air and/or electric horn operation
			Check hand throttle (PTO) operation
			Check A/C, heater, and defroster controls
			Check operation of switches and accessories
			Check clutch (if equipped)
			Check parking brake operation
			Check operation of gear shift
			Check engine operation and verify governed RPM
			Check steering wheel play
			Check all interior lights
			Check all seat belts and restraints
			Check safety equipment
			Inspect windshield(s) and sun visors
			Inspect floor mats and/or floor coverings
			Test service brakes
			Check air system for leaks
			Test one-way check valves
			Check low air warning device / double check valve (primary)
			Check spring brake inversion valve
			Check tractor protection valve
			Test air pressure build-up time
			Check air drier drain valve operation
			Test double check valve and low air warning (secondary)
			Clean battery box(es) and batteries (as needed)

Exterior Circle Inspection

			Check for damage
			Check door glass, windshield, and mirror condition
			Check wiper blades and arms
			Inspect door latches, hinges, seals, steps, and grab handles
			Check all lights
			Check back-up alarm
			Check fuel tanks, mountings, lines, and caps
			Inspect air lines, holders, and glad-hands
			Inspect trailer light cord and holder
			Check license plates and brackets
			Check permits and state inspection stickers
			Inspect fifth wheel mountings and locks

A-PM Inspection Continued

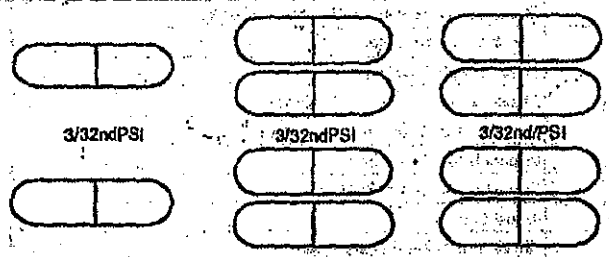
Exterior Circle Inspection Cont.

Code A	Code C	Init.	
			Check mud flaps and brackets
			Inspect exhaust stack and mounting
			Check Mirrors

Tire and Wheel Inspection

			Check air pressure decal
			Check and adjust air pressure
			Check valve stems and caps
			Inspect and record tread depth 3/32
			Check for mismatched tread and casing design
			Inspect tire condition
			Check dual mating with square
			Check wheels for cracks and loose lugs and outer hub leaks

Record Tire Information Below



Engine Compartment Inspection

			Inspect radiator mountings and core
			Inspect A/C condenser core and mounting
			Inspect fan assembly and shroud
			Check for fluid leaks
			Inspect coolant hoses and clamps
			Inspect coolant and recovery system
			Check intake system and vacuator valve
			Inspect A/C compressor, mounting, and lines
			Check all belt driven components
			Check all belts for condition, alignment and tension
			Check power steering fluid level and hoses
			Check hydraulic clutch master cylinder
			Inspect fuel pump and line mountings
			Check the engine exhaust system
			Inspect engine compartment wiring harness
			Check and record air filter restriction
			Check turbo and mounting condition
			Fill windshield washer reservoir
			Check automatic transmission fluid level
			Drain fuel/water separator

EXHIBIT 3
15-0370
Page 313 of 415

		Check pintle hook (if equipped)
		Check Decals and Lettering

Battery Inspection & Service

		Inspect battery box(es), cover(s), and mountings
		Inspect battery hold downs and cables
		Check electrolyte level (non-sealed type battery)

Hydraulic System Inspection

		Check hydraulic tank
		Inspect hydraulic hoses
		Check hydraulic cylinders
		Check all hydraulic control handles and linkages
		Check PTO shaft
		Inspect hydraulic pump
		Lubricate all pivoting mechanisms

Under Vehicle Inspection

		Check steering system
		Check king pins
		Check steering shaft u-joints and splines
		Check suspension components
		Check vibration damper
		Check engine and transmission mounts
		Check starter
		Check engine and transmission for oil leaks
		Check air compressor
		Check exhaust system
		Check driveline, U-joints, & slip yokes
		Check fuel tank, supports, and straps
		Inspect brake assemblies
		Inspect brake lining thickness
		Adjust brakes
		Check inner wheel seals for leaks
		Check differential breather and fluid level

Lubrication

		Lubricate chassis
		Lubricate door and hood hinges, latches, and cables
		Lubricate all linkages and cables

5-PM Inspection

		Conduct engine oil sample (if applicable)
		Change engine oil and filters
		Run the engine and check for leaks
		Recheck oil level

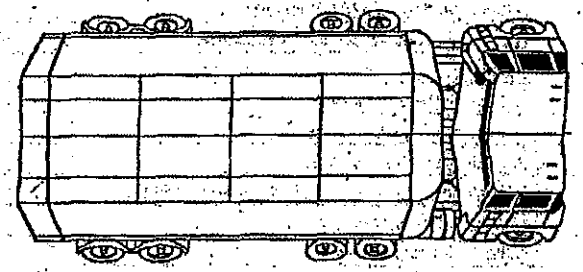
C-PM Inspection

		Conduct transmission oil sample (if applicable)
		Change automatic transmission fluid and filter
		Change differential fluid
		Change fuel filters
		Replace air filter
		Perform Tune up at manufacturers interval
		Change power steering fluid/filter
		Test coolant for contamination and supplemental additives (SCA)
		Service the coolant filter
		Inspect Hydraulic Filter

Road Test

		Road test vehicle for proper operation
		Re-check fluid levels
		Install PM decal

Note Physical Damage



Follow Up Needed

Check Boom Crane

Item

	GREASE THOROUGHLY
	CRANKCASE _____ QUARTS
	TRANSMISSION _____ QUARTS
	DIFFERENTIAL _____ PINTS
	BRAKE MASTER CYLINDE ___ Oz.
	STEERING RESERVOIR _____ OZ.
	RADIATOR _____ GALS.

Technician Name: _____ **Signature:** _____

EXHIBIT 3
15-0370
Page 314 of 15

Preventative Maintenance Inspections for Police

First Vehicle Services

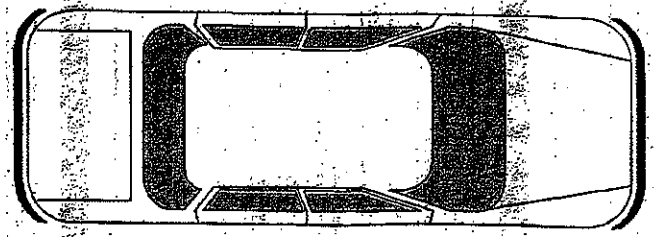
Unit No. _____ *Verified Mileage* _____ *Date* _____

PMI due A	B	C	Init.		PMI due A	B	C	Init.	
				Drive On & Interior Inspection					
				Start engine listen for unusual noises					Check door operation
				Check neutral start safety switch					Check window operation
				Check wiper and washer operation					Check play in steering wheel
				Check horn operation					Check gear selector operation
				Check all gauges, warning lights & alarms					Check reverse warning alarm if equipped
				Check instrument panel & all interior lighting					Check service brake operation
				Check operation of all accessories					Check parking brake operation
				Check operation of all switches & controls					Pre-inspection road test
				Check heater system - record output _____F					Check physical condition of all interior components
				Check A/C system - record output _____F					Check safety equipment(Fire Extinguisher, etc)
				Check condition of glass & mirrors					Check Prisoner or K-9 containment module
				Check Spotlight					
				Exterior Circle Inspection					
				Check all emergency lighting					Check fuel tank cap
				Check lights & reflectors					Check license plate
				Check wiper blade and arm condition					Check physical condition of all exterior components
				Check & lubricate door locks, linkages & latches					Check spare tire
				Check unit numbers & markings					
				Check trunk or tailgate as equipped					
				Under Hood Inspection					
				Check hood					Check transmission fluid level
				Check and lubricate hood hinges, latches & cables					Change transmission fluid (W / flushing machine)
				Check engine compartment lights					Check battery hold-down and tray
				Check fan, shroud, & radiator					Perform battery load test
				Check all other cooling system components					Check alternator output _____volts _____amps
				Check A/C components					Check starter draw _____amps @ ____volts
				Check P/S components					Check air filter, replace as needed
				Check all belt driven components					Check cabin air filter, replace as needed
				Check belt condition, alignment & tension					Service fuel injection system
				Check brake master cylinder					Check intake system
				Check power steering fluid					
				Check windshield washer tank & fluid level					
				Check coolant level & test for leaks					
				Change coolant					
				Record antifreeze protection level: _____F					
				Under Vehicle Inspection					
				Check tires for irregular or alignment wear					Change oil and filter
				Check for cuts					Oil analysis if required
				Check for mismatched tread and casings					Lubricate chassis
				Check & record tread depth and air pressure					Check for engine and transmission oil leaks
Specification _____/32 _____PSI									Check engine & transmission mounts
(RF:_____/32 @_____psi) (RR:_____/32 @_____psi)									Check exhaust system
(LF:_____/32 @_____psi) (LR:_____/32 @_____psi)									Check driveline, U-joints, & slip yokes
				Check e-brake shoes					Check fuel tank & fuel system components
				Check brake hoses and lines					Check differential breather and fluid
				Check brake pad and rotor thickness - record					Change fuel filter
Specification: Pad = Frotor = Rrotor =									
(RF:P=_____,R=_____) (RR:P=_____,R=_____)									
(LF:P=_____,R=_____) (LR:P=_____,R=_____)									
Measurements: P = Pad R = Rotor									**Final Inspection**
				Check wheels for cracks, bends or loose lugs					Road Test
				Check for loose or noisy wheel bearings					Install lube sticker
				Check entire steering system					All follow up repairs are complete
				Check suspension components					All Pm paper work completed
				Check inner wheel seals for leaks					
				Repack wheel bearings (as required)					

1st Inspector's signature: _____ 2nd Inspector's signature: _____

First Vehicle Services

Init:_____ Date:_____ Mileage:_____



(Place X where damage is located and describe below)

New Damage: YES NO

Exterior	☐ Alley light (L)	☐ Spotlight (L)	☐ Headlight Wigwag	☐ Push Bumpers	☐ Striping/Decals	☐ Emergency Lights	☐ # Strobes Front
☐ Spotlight (R)	☐ Alley Light (R)	☐ Light Bar /Overheads	☐ Emer. Directional	☐ Antenna(s)	☐ # Strobes Rear	☐ Rear Deck Emer. Lgts.	
Interior	☐ Seats front	☐ Horn	☐ Trunk Release	☐ Gun Rack Lock/Button	☐ Cage Door Release	☐ Insurance	☐ Registration
☐ Map Light 13" 20"	☐ Siren , Lights & Controller	☐ Siren	☐ Public Address	☐ Keyboard	☐ Computer / Mount	☐ Mounted Dome Light	☐ Fuel Key/Card
☐ Overdrive Light	☐ Cup holder	☐ Power plug (extra)	☐ Flashlight Charger	☐ Cage & Mounts	☐ Seats rear (Mounting and Restraints)	☐ Video Camera & Mount	☐ Radar
Trunk	☐ Trunk flashers	☐ Trunk Light	☐ First Aid Kit	☐ Stop Sticks	☐ Fire Extinguisher	☐ Jack & Handle	☐ Emer Trunk Release
☐ Side Storage (L)	☐ Side Storage (R)	☐ Bike Retainer	☐ Trunk Fan	☐ Reflective Triangle / Flares	☐ Window Scraper	☐ VCR	
Under hood	☐ Siren Speaker 1	☐ Breakers and Relays 2	☐ Voltage Armor 3	☐			

Items needing repairs or replacement:_____

Time: Start End: Total = _____

EXHIBIT 3
15-0370
Page 316 of 415

FRM-PM-106A

Rev 2

First Vehicle Services **FORT LAUDERDALE**

MOBILE FIRE APPARATUS B PM

APPARATUS NUMBER: _____ FD ASSIGNMENT: _____ DATE STARTED: _____

MANUFACTURER: _____ MODEL: _____ ODOMETER: _____ HOURS: _____

RECORD THE FLUIDS ON PARTS SHEET FOR BILLING, INCLUDING QUANITY AND TYPE REGULAR OR SYNTHENIC

First box is for technician's initials	Second box is for inspection code from legend below		
√ = Acceptable Visually Checked	R = Requires Repair Or Replacement	U = Unsafe Out of Service Condition	NA = Not On This Truck

ENGINE AND COOLING SYSTEMS

		CHANGE MOTOR OIL			BATTERY CABLES AND CLAMPS			AIR INTAKE TUBES & HOSES
		CHANGE OIL FILTERS			BATTERY HOLD DOWN			AIR FILTER CONDITION
		CHECK FOR LEAKS			BATTERY FLUID LEVEL			
		CHANGE FUEL FILTERS			BATTERY VOLTAGE			
		CHECK FOR LEAKS			ALTERNATOR OUTPUT			FAN SHROUD & MOUNTING
		POWER STEERING FLUID			STARTER MOTOR OPERATION			FAN CLUTCH OPERATION
		COOLANT LEVEL						DRIVE BELTS CONDITION
		COOLANT HOSE CONDITION						

CHASSIS AND COMPONENTS

____ LUBRICATE CHASSIS

		TIRES TREAD DEPTH / WEAR			STEERING LINKAGE			PARKING BRAKE OPERATION
		TIRES AIR PRESSURE			FRONT LEAF SPRINGS			BRAKE ADJUSTMENT
								BRAKE LINING THICKNESS
		AIR COMPRESSOR OPERATION			AIR LOSS TIMED __PSI IN 5 MIN			AIR BUILDUP TIME __0 TO 60
		REAR LEAF SPRINGS			DIFFERENTAL OIL LEVEL			AXLE FLANGE LEAKS
		DRIVE LINE U JOINTS			DRIVELINE CARRIER BEARINGS			EXHAUST SYSTEM
		AUTO TRANS MOUNTING			AUTO TRANS COOLER LEAKS			AUTO TRANS FLUID LEVEL

CAB AND BODY

		SCAN SYSTEM FOR CODES			LUBE DOOR MOUNTING AND LATCHES			WINDSHIELD WASHERS / WIPERS
		CHECK DRIVERS AMR REPORTS			LUBE COMPARTMENT DOORS			MIRROR MOUNTING / OPERATION
					LUBE SLIDE OUT TRAYS			CAB GLASS CONDITION

CAB AND BODY ELECTRICAL

		HEADLIGHTS AND HIGH BEAMS			CLEARANCE LIGHTS			TAIL AND STOP LIGHTS
		BACKUP LIGHTS AND ALARM			TURN SIGNALS			NFPA WARNING LIGHTS

GENERATOR AND LINE VOLTAGE

		CHANGE GENERATOR OIL			CHANGE FUEL FILTERS			CHECK COOLANT LEVEL

ROAD AND OPERATIONAL TEST

		ENGINE OIL PRESSURE			ENGINE COOLANT TEMPERATURE			SPEEDO / TACH OPERATION
		TRANSMISSION OPERATION			ENGINE OPERATION			UNUSUAL NOISES
		BRAKE OPERATION PULLING			STERRING PULLING / SHIMMY			DRIVE LINE VIBRATION

Technician:_____ **Date:**_____

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Preventive Maintenance Inspection for Dump Truck

First Vehicle Services

■ = Inspected "OK", no repair needed
X = Repair Completed - Initial only if adjustment completed
O = Repair or Adjustment Needed

Unit No. _____ *Mileage* _____ *Date* _____

PMI due A	PMI due C		
			Drive on Inspection
			Condition of operator's area (seat, floor, etc.)
			Check auto. transmission neutral start operation
			Start engine listen for unusual noises
			Check fast idle
			Check reverse warning system
			Check air compressor governor setting
			Check air drier drain valve
			Check door operation
			Check air pressure leakage
			Check windshield & mirror condition
			Check wiper and washer operation
			Check instruments and horns
			Check oil pressure and water temperature
			Check operation of all accessories
			Check outer hubs for leaks
			Check for loose or noisy wheel bearings
			Interior Circle Inspection
			Check HVAC system
			Check seats and floor covering
			Check safety equipment
			Check interior lights
			Check glass condition
			Exterior Circle Inspection
			Check wiper blade and arm condition
			Check for physical damage
			Check mirrors & mounting
			Check lights & reflectors
			Check passenger doors
			Check & lubricate door linkages
			Check fuel tank cap
			Check exterior compartment doors
			Check license plate
			Check for physical damage , water leaks , graffiti

PMI due A	PMI due C		
			Tire and Wheel Inspection
			Check tires for irregular or alignment wear
			Check tread depth Front (4/32)
			Check tread depth Rear (2/32)
			Check wheels for cracks and loose lugs
			Check sidewall wear
			Check for cuts & tears
			Check for mismatched tread and casings
			Check valve stems and caps
			Check dual mating with square
			Under Vehicle Inspection
			Check vibration damper
			Check engine and transmission mounts
			Check starter
			Check bottom of engine for oil leaks
			Check transmission for leaks
			Check suspension components
			Check entire steering system
			Check exhaust system
			Check king pins
			Check driveline, U-joints, & slip yokes
			Check driveline angle
			Check fuel tank
			Drain water (if any) from fuel tank
			Check inner wheel seals for leaks
			Check differential breather and fluid
			Check air compressor
			Low air warning/double check valves
			Check & rebuild air drier as needed
			Road Test

PMI due A	PMI due C		
			Engine Compartment Inspection
			Check engine compartment door
			Check engine compartment lights & gages
			Check fan, shroud, & radiator
			Change water filter
			Check coolant recovery system
			Check Coolant level:
			Pressure test cooling system, check for leaks
			Check coolant hose condition
			Check alternator mount and connections
			Check fuel control & transmission connections
			Check transmission breather & fluid level
			Service crankcase breather
			Check all belts for condition, alignment, & tension
			Check exhaust system
			Check filter minder & record reading:
			Check intake system
			Check power steering and hyd. fluid
			Check all engine or belt driven components
			Inspect turbocharger and blower
			Drain water from fuel water separator (if applicable)
			Check for oil leaks
			Change primary fuel filters
			Change secondary fuel filters
			Lube all pivoting mechanisms
			Check A/C Operation
			Check A/C compressor
			Check A/C hose condition
			Hydraulic System Inspection
			Check hydraulic tank
			Check all hydraulic hoses
			Check all hydraulic cylinders
			Check all hydraulic control handles and linkages
			Check PTO shaft
			Check pump for proper mounting
			Check pump for leaks
			Check operation of over speed condition
			Lube all pivoting mechanisms

PMI due A	PMI due C		
			Dump Body Inspection
			Tailgate
			Check all pins
			Check turnbuckles
			Check body mount bolts
			Lube all pivoting mechanisms per manufacture specs.
			Check back up alarm
			Check micro switch linkage (speed up)
			Check for Rust Damage
			Check Mud Flaps
			Check All Welding for visual cracks
			Brakes
			Check brake movements
			Adjust brakes
			Check brake hoses
			Check one way check valves
			Check spring brake inversion valve
			Low air warning
			Check air pressure build up time
			Inspect auto slacks / adjust manual slacks
			Check brake chambers / plugs & air valves
			Test parking brake
			Lubrication
			Change engine oil and filter
			Lubricate chassis
			Check Front Hubs
			Change automatic transmission fluid
			Change power steering fluid and filter at mfg. interval
			Change differential fluid at mfg. interval
			PMI Follow-up Needed

These and all other items identified as in need of attention are to be noted on this form, an attached ledger sheet or directly onto repair workorders.

Print Inspector's Name: _____ Inspector's signature: _____

Preventive Maintenance Inspection for DumpTruck

First Vehicle Services

☑ = Inspected "OK", no repair needed
X = Repair Completed - Initial only if adjustment completed
O = Repair or Adjustment Needed

Unit No. _____ ***Mileage*** _____ ***Date*** _____

A	B	C	Tailgate
			Check all pins
			Check tailgate latches for adjustment and operation
			Check turnbuckles
			Check for air leaks on tailgate control
			Underbody

A	C		Bed Body
			Check bed cylinder for leaks
			Check all bed hydraulic components
			Check cab protector
			Check bed side boards
			Check condition of bed box
			Inspect access ladder
			Inspect Tarp & Bars & Operation

	Item
☐	GREASE THOROUGHLY
☐	CRANKCASE _____ QUARTS
☐	TRANSMISSION _____ QUARTS
☐	DIFFERENTIAL _____ PINTS
☐	BRAKE MASTER CYLINDER ___ Oz
☐	STEERING RESERVOIR _____ OZ
☐	RADIATOR _____ GALS.

Addendum to Truck PM sheets

List follow up repair needs below

Print (ISA) FRM-PM-111A Dump Truck Inspection part 2 Inspector's signature: _____ Rev.1

Preventive Maintenance Inspection for Aerial Bucket Trucks

First Vehicle Services

☑ = Inspected "OK", no repair needed
X = Repair Completed - Initial only if adjustment completed
O = Repair or Adjustment Needed

Unit No. _____ ***Mileage*** _____ ***Date*** _____

PMI due A	PMI due C		Drive on inspection	PMI due A	PMI due C		Engine Compartment Inspection
			Condition of operator's area (seat, floor, etc.)				Check engine compartment door
			Check auto. transmission neutral start operation				Check engine compartment lights & gages
			Start engine listen for unusual noises				Check fan, shroud, & radiator
			Check fast idle				Check Coolant Filter
			Check starter protection circuit				Test Nalcool charge and adjust
			Check reverse warning system				Check coolant recovery system
			Check air compressor governor setting				Pressure test cooling system, check for leaks
			Check air drier drain valve				Check coolant hose condition
			Check door operation				Check Alternator mount and connections
			Check air pressure leakage				Check fuel control & transmission connections
			Check windshield & mirror condition				Check transmission breather & fluid level
			Check wiper and washer operation				Service crankcase breather
			Check instruments and horns				Check all belts for condition, alignment, & tension
			Check oil pressure and water temperature				Check exhaust system
			Check operation of all accessories				Check intake system
			Check outer hubs for leaks				Battery inspection & service
			Check for loose or noisy wheel bearings				Check power steering and hyd. fluid
			Check Air presure build up time				Check all engine or belt driven components
							Inspect turbocharger and blower
							Drain water from fuel water separator (if applicable)
			Interior Circle Inspection				Check for oil leaks
			Check HVAC system				Change primary fuel filters
			Check seats and floor covering				Change secondary fuel filters
			Check safety equipment				Lube all pivoting mechanisms
			Check interior lights				Check refrigerant level, evidence of leaks
			Check glass condition				Check A/C compressor
			Check physical damage, water leaks, & graffiti				Check A/C hose condition
			Replace or clean A/C filters				

			Exterior Circle Inspection				Hydraulic System Inspection
			Check wiper blade and arm condition				Check hydraulic tank
			Check for physical damage				Check all hydraulic hoses
			Check mirrors & mounting				Check all hydraulic cylinders
			Check lights & reflectors				Check all hydraulic control handles and linkages
			Check passenger doors				Check PTO shaft
			Check & lubricate door linkages				Check pump for proper mounting
			Check fuel tank cap				Check pump for leaks
			Check exterior compartment doors				Check operation of over speed condition
			Check license plate, permits & state inspection				Lube all pivoting mechanisms
							Check and record main system pressure

PMI due A		C	Tire and Wheel Inspection
			Check tires for irregular or alignment wear
			Check wheels for cracks and loose lugs
			Check tread depth Front (4/32)
			Check tread depth Rear (2/32)
			Check sidewall wear
			Check for cuts & tears
			Check for mismatched tread and casings
			Check valve stems and caps
			Check dual mating with square

PMI due A		C	Aerial Bucket Inspection
			Turntable lower control operation & guards
			Boom lower: leveling cables
			Boom lower: lower boom rest
			Boom lower: lower boom insulator
			Boom upper/extension: upper boom insulator
			Boom upper/extension: Jib condition / winch
			Platform: (bucket) exterior condition
			Platform: (bucket) control operations and guards
			Boom winch gear box
			Boom winch load line condition: hook/sheaves/guides
			Upper & lower load rating chart
			Lube bucket control linkage - under protective cover
			lube with white spray lube
			Visual overall boom and bucket assembly

			Under Vehicle Inspection
			Check vibration damper
			Check engine and transmission mounts
			Check starter
			Check bottom of engine for oil leaks
			Check transmission for leaks
			Check differential breather and fluid
			Check exhaust system
			Check suspension components
			Check driveline, U-joints, & slip yokes
			Check driveline angle
			Check fuel tank
			Drain water (if any) from fuel tank
			Check inner wheel seals for leaks
			Check king pins
			Check & rebuild air drier as needed
			Check entire steering system

Item
GREASE THOROUGHLY
CRANKCASE _____ QUARTS
TRANSMISSION _____ QUARTS
DIFFERENTIAL _____ PINTS
BRAKE MASTER CYLINDE ___ Oz
STEERING RESERVOIR _____ OZ.
RADIATOR _____ GALS.

			Brakes
			Check brake movements
			Adjust brakes
			Check brake hoses
			Check one way check valves
			Check spring brake inversion valve
			Low air warning
			Inspect / adjust slack adjusters
			Check brake chambers / plugs & air valves
			Test parking brake
			Check brake lining and drums

			Road Test

			PMI Follow-up Needed

			Lubrication
			Change engine oil and filter
			Lubricate chassis
			Pack wheel bearings
			Change automatic transmission fluid
			Change power steering fluid and filter,at mfg. interval
			Change differential fluid,at mfg. interval

These and all other items identified as in need of attention are to be noted on this form, an attached ledger sheet or directly onto repair workorders.

Print Inspector's Name: _____

Inspector's signature: _____

Preventive Maintenance Inspection for Light DutyBuses

☑ = Inspected "OK", no repair needed

First Vehicle Services

X = Repair Completed - Initial only if adjustment completed

O = Repair or Adjustment Needed

Unit No. _____ *Mileage* _____ *Date* _____

PMI due A		C	
			Drive on Inspection
			Condition of operator's area (seat, floor, etc.)
			Check auto. transmission neutral start operation
			Start engine listen for unusual noises
			Check fast idle
			Check starter protection circuit
			Check reverse warning system
			Check air compressor governor setting
			Check air drier drain valve
			Check air pressure leakage
			Check windshield & mirror condition
			Check wiper and washer operation
			Check instruments and horns
			Check oil pressure and water temperature
			Check operation of all accessories
			Check door buzzer
			Interior & Exterior Inspection
			Check HVAC system
			Check seats and floor covering
			Check safety equipment
			Check stop armor
			Check interior lights
			Check glass condition
			Check emergency hatches
			Check physical damage, water leaks, & graffiti
			Check wiper blade and arm condition
			Check mirrors & mounting
			Check lights & reflectors
			Check passenger doors
			Check & lubricate door linkages
			Check door speed
			Check fuel tank cap
			Check exterior compartment doors
			Check for physical damage
			Check license plate
			Check hold downs, tray, corrosion, cables, etc.
			Check wheels for cracks and loose lugs
			Check outer hubs for leaks
			Check front hub oil level
			Check for loose or noisy wheel bearings

PMI due A		C	
			Engine Compartment Inspection
			Check engine compartment door
			Check engine compartment lights & gages
			Check fan, shroud, & radiator.
			Check coolant recovery system & Level
			Pressure test cooling system, check for leaks
			Check coolant hose condition
			Check alternator mount and connections
			Check fuel control & transmission connections
			Check transmission breather & fluid level
			Service crankcase breather
			Check all belts for condition, alignment, & tension
			Check exhaust system
			Check filter minder
			Check intake system
			Check power steering and hyd. fluid
			Check all engine or belt driven components
			Inspect turbocharger and blower
			Drain water from fuel water separator (if applicable)
			Check for oil leaks
			Change primary fuel filters
			Change secondary fuel filters
			Lube all pivoting mechanisms
			Check refrigerant level, evidence of leaks
			Check A/C compressor
			Check A/C hose condition
			Lubrication
			Change engine oil and filter
			Lubricate chassis
			Inspect wheel bearings
			Change automatic transmission fluid
			Change power steering fluid and filter,at mfg. interval
			Change differential fluid,at mfg. interval
			Tire and Wheel Inspection
			Check wheels for cracks and loose lugs
			Check outer hubs for leaks
			Check front hub oil level
			Check for loose or noisy wheel bearings

PMI due A		C	Tire and Wheel Inspection
			Check tires for irregular or alignment wear
			Check & record tread depth and air pressure
			(RCO:___/32@___psi) (RRO:___/32@___psi)
			(RF:___/32@___psi) (RCI:___/32@___psi) (RRI:___/32@___psi)
			(LF:___/32@___psi) (LCI:___/32@___psi) (LRI:___/32@___psi)
			(LCO:___/32@___psi) (LRO:___/32@___psi)
			Check sidewall wear
			Check for cuts & tears
			Check for mismatched tread and casings
			Check valve stems and caps
			Check dual mating with square
			Check wheels for cracks and loose lugs
			Check outer hubs for leaks
			Check front hub oil level
			Check for loose or noisy wheel bearings

PMI due A		C	Brakes
			Check brake movements
			Adjust brakes
			Check brake hoses
			Check one way check valves
			Check spring brake inversion valve
			Low air warning & double check valves
			Check air pressure build up time
			Inspect / adjust slack adjusters
			Check brake chambers / plugs & air valves
			Test parking brake
			Check brake lining and drum thickness
			Check Hydraulic Brakes

			Under Vehicle Inspection
			Check vibration damper
			Check engine and transmission mounts
			Check starter
			Check bottom of engine for oil leaks
			Check transmission for leaks
			Check differential breather and fluid
			Check exhaust system
			Check driveline, U-joints, & slip yokes
			Check fuel tank
			Drain water (if any) from fuel tank
			Check suspension components
			Check brake lining and drum thickness
			Check inner wheel seals for leaks
			Check air compressor
			Check entire steering system
			Check king pins
			GREASE THOROUGHLY
			CRANKCASE _____ QUARTS
			TRANSMISSION _____ QUARTS
			DIFFERENTIAL _____ PINTS
			BRAKE MASTER CYLINDER ___ Oz
			STEERING RESERVOIR _____ OZ.
			RADIATOR _____ GALS.

			Road Test PMI Follow-up Needed

Preventive Maintenance Inspection for Sanitation Trucks

First Vehicle Services

☑ = Inspected "OK", no repair needed
X = Repair Completed - Initial only if adjustment completed
O = Repair or Adjustment Needed

Unit No. _____ *Mileage* _____ *Date* _____

PMI due A		C	
			Drive on Inspection
			Condition of operator's area (seat, floor, etc.)
			Check outer hubs for leaks
			Start engine listen for unusual noises
			Check for loose or noisy wheel bearings
			Check neutral safety switch
			Check reverse warning system
			Check air compressor governor setting
			Check air drier drain valve
			Check door operation
			Check air pressure leakage
			Check windshield & mirror condition
			Check wiper and washer operation
			Check instruments and horns
			Check oil pressure and water temperature
			Check operation of all accessories
			Check for write-ups and campaigns
			Check back up alarm
			Interior Circle Inspection
			Check HVAC system
			Check seats and floor covering
			Check safety equipment
			Check interior lights
			Check glass condition
			Check physical damage, water leaks, & graffiti
			Exterior Circle Inspection
			Check wiper blade and arm condition
			Check for physical damage
			Check mirrors & mounting
			Check warning lights & reflectors
			Check passenger doors
			Check & lubricate door linkages
			Check fuel tank cap
			Check exterior compartment doors
			Check license plate, permits & state inspection
			Inspect all emergency lights and work lights
			Check all camera functions
			Check pressure washer function

PMI due A		C	
			Tire and Wheel Inspection

PMI due A		C	
			Engine Compartment Inspection
			Check engine compartment door
			Check and clean radiator/oil cooler / a.c.-condenser
			Check fan, shroud, & radiator
			Change water filter
			Check coolant recovery system
			Check Antifreeze level
			Pressure test cooling system, check for leaks
			Check coolant hose condition
			Check alternator mount and connections
			Check fuel control & transmission connections
			Check transmission breather & fluid level
			Service crankcase breather
			Check all belts for condition, alignment, & tension
			Check exhaust system
			Check air filter minder
			Check intake system
			Check power steering fluid
			Check all engine or belt driven components
			Inspect turbocharger and blower
			Drain water from fuel water separator (if applicable)
			Check for oil leaks
			Change primary fuel filters
			Change secondary fuel filters
			Lube all pivoting mechanisms
			Check refrigerant level, evidence of leaks
			Check A/C compressor
			Check A/C hose condition
			Check air compressor
			Check Batteries
			Check starter operation
			Hydraulic System Inspection
			Check hydraulic tank
			Check all hydraulic hoses
			Check all hydraulic cylinders
			Check all hydraulic control handles and linkages
			Check PTO shaft
			Check pump for proper mounting
			Check pump for leaks
			Check operation of over speed condition
			Lube all pivoting mechanisms
			Check and record cycle time
			Check Emergency stop button

			Check tires for irregular or alignment wear
			Check tread depth Front (4/32)
			Check tread depth Rear (2/32)
			Check wheels for cracks and loose lugs
			Check sidewall wear
			Check for cuts & tears
			Check for mismatched tread and casings
			Check valve stems and caps
			Check dual mating with square
			Under Vehicle Inspection
			Check vibration damper
			Check engine and transmission mounts
			Check starter
			Check bottom of engine for oil leaks
			Check transmission for leaks
			Check differential breather and fluid
			Check exhaust system
			Check suspension components
			Check driveline, U-joints, & slip yokes
			Check driveline angle
			Check fuel tank
			Drain water (if any) from fuel tank
			Check inner wheel seals for leaks
			Check king pins
			Check entire steering system
			Check & rebuild air drier as needed (annually)

☐ GREASE THOROUGHLY

☐ CRANKCASE _____ QUARTS

☐ TRANSMISSION _____ QUARTS

☐ DIFFERENTIAL _____ PINTS

☐ BRAKE MASTER CYLINDER ___ Oz

☐ STEERING RESERVOIR ____ OZ.

☐ RADIATOR _____ GALS.

PMI due A	C		
			Packer Body Inspection
			Check hopper seal (should be water tight)
			Check all pins
			Check body mount bolts
			Check ejection blade shoes
			Lube all pivoting mechanisms per manufacture specs
			Inspect packer rollers
			Check compaction blade slides
			Check wear plates
			Check body side rust
			Packer Cylinder Inspection
			Packer (compaction)
			Tailgate
			Inside hopper (carrier / link)
			Outside hopper (lift / container)
			Lube all pivoting mechanisms
			Check all cylinder mounting pins
			Brakes
			Check brake movements
			Adjust brakes
			Check brake hoses
			Check one way check valves
			Check spring brake inversion valve
			Low air warning
			Check air pressure build up time
			Inspect / adjust slack adjusters
			Check brake chambers / plugs & air valves
			Test parking brake
			Check brake lining and drum thickness
			Lubrication
			Change engine oil and filter
			Lubricate chassis
			Check Hub lube level
			Change automatic transmission fluid
			Change power steering fluid and filter at mfg. interval
			Change differential fluid at mfg. interval
			Lubricate all linkages
			Lubricate compaction blade slides
			PMI Follow-up Needed

These and all other items identified as in need of attention are to be noted on this form, an attached ledger sheet or directly onto repair workorders.

Print Inspector's Name: _____

Inspector's signature: _____

icx tactical platforms

Preventive Maintenance

skywatch

Customer Name: _____ Date: ___/___/___

Contact Name: _____

Phone Number: _____

Document Revision Jb - January 3, 2008

Serial Numbers

Tower				
Camera 1				
Camera 2				
Camera 3				
Camera 4				
Camera 5				
Generator			Hours:	

Code Definitions

CTRL+G		OK
CTRL+B		Additional Work Required (Item Explanation in Additional Work Needed Section)
CTRL+N	N/A	Not Applicable
CTRL+T		Problem Fixed by Service Tech

I. Hydraulic System	
Weep Lines	**CODE**
1. Make sure they are strapped to Cylinders with wire ties.	
2. Make sure they are not cracked or damaged.	
3. Make sure they are connected to Fittings at Cylinder and Pump.	
High Pressure Lines	**CODE**
4. Check Fittings at Cylinders and Pump for leaks.	
5. Inspect Hose condition and check for leaks.	
Pump And Motor	**CODE**
6. Check Hydraulic Fluid.	
7. Check Pump for leaks and loose connections.	
8. Check wiring on Motor and verify proper operation.	
9. Inspect Fill Cap condition.	
10. E-Down Function Test.	
11.Pump Eliminator Switch	
Cylinders	**CODE**
12. Clean Piston Shaft (in up position)	
13. Check external seals for leaks (by raising and lowering tower twice).	
14. Check for internal leaks (by removing weep lines at pump and raise, then lower tower).	

II. Generator	
Engine	**CODE**
15. Check Coolant (fill if needed).	
16. Check Coolant Anti-Freeze Protection Every 500hrs.	
17. Flush Coolant/Replace Pressure Cap Every 1000hrs.	
18. Replace Spark Plug (Gasoline Models Only) Every 1000hrs.	
19. Run test 15 minutes (check oil before starting generator).	
20. Change engine oil every 150hrs, replace oil filter.	
21. Check Air Filter (Change if needed).	
22. Replace Fuel Filter every 500hrs or as needed.	
23. Test Breaker on Generator.	
24. Check Exhaust. Is Tail Pipe secure?	
25. Clean Spark Arrestor Every 150hrs.	
26. Inspect Engine V-Belt. (Must be replaced a qualified mechanic authorized by Onan every 1000 hrs.).	
27.Inspect Crankcase Breather. (Must be replaced a qualified mechanic authorized by Onan every 1000 hrs.).	
28. Inspect Coolant Hoses and Thermostat. (Must be replaced a qualified mechanic authorized by Onan every 1000 hrs.).	
Other Components	**CODE**
29. Test Remote Start from Officer's Compartment.	
30. Check Generator wiring harness for damage.	
31. Check for Fuel Tank leaks.	
32. Verify that Fuel Sending Unit wires are secured.	
33. Verify that Fuel Lines aresecured.	
34. Check condition of Fuel Cap.	

III. Electrical System			
Solar Charging System	Pre GenSet Start	Post GenSet Start	**CODE**
35. Generator Start Battery (check voltage).			
36. Clean Solar Panel and check for damage.			
37. Test Solar Panel Charger.			
38. Are wires running to Panel and Start Battery secure?			
12 Volts System from Batteries			
Officer's Compartment			**CODE**
39. Check Interior Light.			
40. Check Battery Gauge.			
41. Check Fuel Gauge.			
42. Check Door Relay Switch/ Safety Switch.			
43. Check Up/Down Switch.			
44. Check 12 Volt Outlet.			
45. Check Flasher Relay.			
46. Check Descent Alarm.			
47. Test Strobe Light.			
48. Verify Wind Speed Meter is working properly.			

Electrical Compartment	At Ground Level	Fully Raised	CODE
49. Check Voltage on Battery #1.			
50. Check voltage on Battery #2.			
51. Check Up/Down Switch.			
52. Check Interior Light.			
53. Check Battery Gauge.			
54. Are Battery Cables secure and routed properly? Check for damage.			
55. Test 12V DC Circuit Breakers.			
110V AC System *from* Shore Power *or* Generator Power			
Officer's Compartment			**CODE**
56. Test GFI Outlet.			
57. Air Conditioner Function Test.			
58. Toe Heater Function Test.			
59. Test Camera.			
60. Test DVR.			
61. Test Monitor.			
62. Test Pan/Tilt for Camera.			
63. Converter System test (12 Volt output).			
64. Test Public Address System.			
65. Test Spotlights.			
66. Test Floodlights.			
67. Test Fuel Gauge Light.			
Electrical Compartment			**CODE**
68. Battery Charger Test.			
69. Test GFI Outlet.			
70. Test Onan Switch.			
71. Check Wiring for damage.			
IV. Pins,Pivots,Outriggers			
Grease Fittings			
Left Side			**CODE**
72. Two Points on Officer's Compartment at Arm Connection.			
73. One Point at Front of Cylinder.			
74. Two Points at Base of Cylinder.			
75. One Point at Upper Arm Pivot.			
76. One Point at Lower Arm Pivot.			
77. One Point at Left side front Outrigger.			
78. One Point at Left side rear Outrigger.			
Right Side			**CODE**
79. Two Points on Officer's Compartment at Arm Connection.			
80. One Point at Front of Cylinder.			
81. Two Points at Base of Cylinder.			
82. One Point at Upper Arm Pivot.			
83. One Point at Lower Arm Pivot.			
84. One Point at Right side front Outrigger.			
85. One Point at Right side rear Outrigger.			

Pins	CODE
86. Inspect top Cylinder Pins.	
87. Inspect bottom Cylinder Pins.	
88. Inspect Upper Arm Pins.	
89. Inspect Lower Arm Pins.	
90. Inspect Officer's Compartment Pins.	
Outriggers	**CODE**
91. Check Outrigger Pins and make sure they are secure and in good working order.	
92. Inspect Outrigger Plate bolts.	
93. Inspect Outrigger Jacks and bolts connecting them to the outrigger.	
94. Check Outrigger reflective tape.	
Tongue	**CODE**
95. Inspect Split-ball Coupler.	
96. Inspect Safety Chains.	
97. Inspect Tongue Jack.	
98. Are Breakaway Brake Switch, Cable and 'S' hook intact?	
V. Hardware	**CODE**
99. Are Exterior Door Handles on Officer's Compartment operational?	
100. Are Interior Door Handles on Officer's Compartment operational?	
101. Are Latches in Officer's Compartment working smoothly?	
102. Are Paddle or Twist Handle Door Latches in good order?	
103. Is Generator Compartment door handle working correctly?	
VI. Paint	**CODE**
104. Check for any defects in paint or primer.	
105. Are there any visible signs of rust?	
106. Check Gator Guard on Fuel Cell and Floor of Trailer.	
107. Is Anti-Skid tape still in good shape?	
108.Check Under Coating on Officer's Compartment.	
VII. Miscellaneous Inspections	**CODE**
109. Are Bumpers on bottom of Officer's Compartment in good working order?	
110. Check Air pressure in Tires (see stickers inside Tech Comp for Inflation info.	
111. Inspect condition of Spare Tire.	
112. Inspect Wheel Hubs.	
113. Is UHMW on outrigger plates damaged?	
114. Check Bubble Levels.	
115. Are Warning Labels still visible?	
116. Check Weather Stripping on Electrical Compartment.	
117. Check Door Safety Cable.	
118. Examine Windows (cracks, tint, locks).	
119. Check Fire Extinguisher.	
120. Is Officer's Compartment Level?	
121. Is Operation Manual up to date?	

Inspection Performed By

Date

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Preventive Maintenance Inspection Sweepers **First Vehicle Services**

Unit No. _____ *Mileage* _____ *Date* _____

A		C	Unit.	
				Drive on inspection
				Check neutral start operation
				Start engine listen for unusual noises
				Check fast idle
				Check reverse warning system
				Check windshield & mirror condition
				Check wiper and washer operation
				Check instruments, gauges and horns
				Check operation of all accessories
				Check door operation
				Check seat belt operation
				Check brake pedal
				Check steering wheel
				Interior Circle Inspection
				Check safety equipment(Fire Extinguisher, etc)
				Check for accident kit
				Check heater
				Check A/C
				Check seats and floor covering
				Check interior lights
				Check glass condition
				Check physical damage, water leaks
				Exterior Circle Inspection
				Check wiper blade and arm condition
				Check mirrors & mounting
				Check lights & reflectors
				Check passenger and compartment doors
				Check & lubricate door linkages
				Check fuel tank cap
				Check unit numbers and markings
				Check for physical damage
				Tire and Wheel Inspection
				Check tires for irregular or alignment wear
				Check for cuts & tears
				Check wheels for cracks and loose lugs
				Check for loose or noisy wheel bearings
				Check & record tread depth and air pressure

(Frt center:___/32) foam filled or twin____/32&_____/32
(LF:___/32@___psi) (LR:___/32@___psi)

A		C	Unit.	
				Under Vehicle Inspection
				Check engine and transmission mounts
				Check starter
				Check bottom of engine for oil leaks
				Check transmission for leaks
				Check fuel tank
				Check suspension components
				Check entire steering system
				Check inner wheel seals for leaks
				Check rear hub oil
				Change rear hub oil
				Inspect front wheel bearings

A		C	Unit.	
				Engine Compartment Inspection
				Check fan, shroud, & radiator
				Pressure test cooling system, check for leaks
				Check coolant recovery system
				Check water pump and hoses for leaks
				Check alternator mount and connections
				Check transmission breather & fluid level
				Check all belts for condition, alignment, & tension
				Check exhaust system
				Check and change air filters as needed
				Check intake system
				Check power steering and hyd. fluid
				Check all engine or belt driven components
				Inspect turbocharger and blower
				Check for oil leaks
				Lube all pivoting mechanisms
				Check master cylinder & brake fluid
				Check A/C compressor and components
				Motor Vac Engine Service
				Hydraulic System
				Inspect hydraulic tank for leaks & proper level
				Check hydraulic components for leaks or damage
				Inspect all hydraulic cylinder mounting pins
				Change hydraulic filters
				Change hydraulic fluid
				Sweeping System
				Inspect main broom for wear & Operation
				Inspect side brooms Condition & Operation
				Inspect dirt shoe runners
				Inspect water spray nozzles / clean as needed
				Inspect water pump and tank
				clean water filter
				Inspect hopper assembly for rust / wear / leaks
				Check all Air componets for Operation
				Lubrication
				Grease sweeper componants per attached diagram
				Lubricate chassis
				Lubricate all linkages
				Check all fluid levels
				Change oil and oil filter(s)
				Change fuel filters
				Brakes
				Check brake movements
				Adjust brakes & slack adjuster
				Check brake hoses, lines and componants
				Test parking brake

	GREASE THOROUGHLY
	CRANKCASE _____ QUARTS
	TRANSMISSION _____ QUARTS
	DIFFERENTIAL _____ PINTS
	BRAKE MASTER CYLINDE ___ Oz
	STEERING RESERVOIR ____ OZ.
	RADIATOR _____ GALS.

				Road test
				Road test
A		C		Unit.
				Auxiliary Motor
				Check fan, shroud, & radiator
				Pressure test cooling system, check for leaks
				Check coolant recovery system
				Check water pump and hoses for leaks
				Check alternator mount and connections
				Check transmission breather & fluid level
				Check all belts for condition, alignment, & tension
				Check exhaust system
				Check and change air filters as needed
				Check intake system
				Check power steering and hyd. fluid
				Check all engine or belt driven components
				Inspect turbocharger and blower
				Check for oil leaks
				Lube all pivoting mechanisms
				Check master cylinder & brake fluid
				Check A/C compressor and components
				Motor Vac Engine Service

1st Inspector's signature: _____ 2st Inspector's signature: _____

First Vehicle Services

Preventive Maintenance Inspection for Towed Behind Vehicles

Unit No. _____ *Mileage* _____ *Date* _____

PMI due A		C	Init.	
				Chassis Inspection
				Inspect for physical damage
				Inspect hitch and/or coupling device
				Inspect safety chains
				Inspect breakaway cable and brake control
				Inspect trailer frame for fatigue and wear
				Inspect axle and suspension
				Inspect wheel for cracks and straightness
				Inspect tires
				Inspect tire for cuts, uneven wear and/or damage
				Inspect for loose wheel bearings
				Repack wheel bearings
				Inspect brakes
				Check and lube doors, latches, hinges etc.
				Check operation of all lights and reflectors
				Check unit numbers and markings
				Engine Inspection
				Change oil and filter
				Change fuel filter
				Inspect and service air filter
				Change coolant filter
				Check Coolant Level
as needed				change coolant
				Check fan, shroud, & radiator
				Check coolant recovery system
				Pressure test cooling system, check for leaks
				Check coolant hose condition
				Check Alternator mount and connections
				Check all belts for condition, alignment, & tension
				Check fuel control
				Record Hours on Engine
				Check Battery System
				Check Starter

PMI due A		C	Init.	
				Equipment Inspection
				Check hydraulic tanks
				Check hydraulic hoses and fittings
				Check control valve and switches
				change hydraulic oil and filters
				Inspect speciality fluids (compressor oil, transfer oil, etc)
				Check vacuum operation
				Check vacuum hoses
		✓		Check operation of all controls and switches
				Misc. items. Inspected
				Check Ramp Operation
				Check Jack Operation

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Preventive Maintenance Inspection for Turf Equipment

First Vehicle Services

☑ = Inspected "OK", no repair needed
X = Repair Completed - Initial only if adjustment completed
O = Repair or Adjustment Needed

Unit No. _____ *Mileage* _____ *Date* _____

PMI due A	B	C	
			Chassis Inspection
			Inspect for physical damage
			Inspect frame for fatigue and wear
			Check paint / decals / graphics
			Inspect axle and suspension
			Inspect wheel for cracks and straightness
			Inspect tires
			Tread depth and pressure
			Inspect brake operation
			Mower
			Check blades, sharpen or replace
			Check belts, pulleys, guides & tensioners
			Check all safety attachments and switches
			Lubricate all shafts, joints etc.
			Chain Saw
			Lubricate bar sprocket, roller tip
			Adjust chain
			Check chain drive
			Pump
			Check pump output, suction and pressure
			Check fittings and hoses
			Check couplers
			Controls
			Check operation of all controls and switches
			Check hydraulic tanks
			Check hydraulic hoses and fittings
			Check control valve and switches
			Change hydraulic oil and filters
			Check clutch
			Check hydrostat
			Follow up needs

Inspector's Name: _____

PMI due A	B	C	
			Engine Inspection
			Change fuel filter
			Inspect and service air filter
			Record antifreeze protection level: _____
			Change coolant
			Check fan, shroud, & radiator
			Check coolant recovery system
			Pressure test cooling system, check for leaks
			Check coolant hose condition
			Check all belts for condition, alignment, & tension
			Check throttle controls
			Replace spark plug
			Check Propane System
			Electrical system
			Check lights, if equiped
			Check battery cable connections
			Check condition of battery and hold downs
			Load test battery--replace if needed
			Check charging
			Lubrication
			Lubricate chassis
			Change oil and filter
			Lubricate lift assembly
			Lubricate all attachments
			Pack wheel bearings
			Misc.

☐ GREASE THOROUGHLY

☐ CRANKCASE _____ QUARTS

☐ TRANSMISSION _____ QUARTS

☐ DIFFERENTIAL _____ PINTS

☐ BRAKE MASTER CYLINDE ___ Oz

☐ STEERING RESERVOIR OZ.

☐ RADIATOR _____ GALS.

EXHIBIT 3
15-0370
Page 337 of 415

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Preventive Maintenance Air Conditioning System

☑ = Inspected "OK", no repair needed

X = Repair Completed - Initial only if adjustment completed

O = Repair or Adjustment Needed

	Visual inspection
	Check Physical damage, missing parts
	Check refrigerant hoses for chafing
	Check condenser for obstructions
	Check operation of fast idle.

	Diagnose the system condition
	Attach gauges, run system 10 min.
	Check for even air distribution
	Check drivers A/C system
	Record readings (see "before" section)
	Check high and low pressure cutout switches for leaks

	Compressor operational inspection
	Check for unusual noises
	Check air gap in clutch
	Check compressor mounting & alignment
	Inspect compressor belt(s) or drive system
	Check for cracks, wear
	Check for proper width and length
	Check for proper alignment
	Replace belts if required
	Adjust belt tension if needed
	Perform a low side pumpdown

	Leak test system
	Check A/C lines with an electronic detector
	Check: hoses, fittings, valves & compressor shaft seal
	Check heater hoses for coolant leaks

	Operate system
	Check for proper out put temperature
	Check temperature controls
	Check defrost mode
	Check protection devices

Record performance test readings	Before	After
Ambient temp.	_____	_____
Discharge press.	_____	_____
Suction press.	_____	_____
Outlet temp.	_____	_____

	Restore system
	Disconnect gages
	Close all panels, doors, etc.

	Charge system
	If charging is required, charge by weight
	Check for leaks

	Clean components
	Clean coils, drain pan, change filters

	Fan Motors
	Check sealed motors for operation
	Inspect blower wheels

PMI Follow-up Needed

These and all other items identified as in need of attention are to be noted on this form, an attached ledger sheet or directly onto repair workorders.

Print Inspector's Name: _____

Inspector's signature: _____

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PMI AND SERVICING WORKSHEET - Wheeled Construction Equipment	TYPE OF PM PERFORMED			
		B	C	

First Vehicle Services

Injury Prevention

If you can't do it safely, don't do it

Date:	Unit No.	Asset No.	Current Odometer:	Hour Meter:	Location Code:	W.O.#

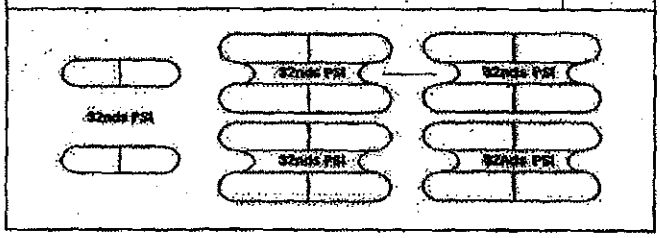
All items must be checked and marked ✓= Serviceable, X = Defective and N/A = Not Applicable. The technician releasing the equipment must print and sign their name and the Supervisor must sign the Inspection sheet. Please complete in BLUE / BLACK ink and in capitals.

SECTION A – Preparation and Drive On (In Lot) Inspection	✓
A.1 Check Safety Equipment (Fire Extinguisher, Etc)	
A.2 Check Parking Brake Operation	
A.3 Check Horn Operation	
A.4 Check Seat Belts and Mounting	
A.5 Check Starter Operation	
A.6 Check All Warning Lights and Alarms.	
A.7 Check Emergency Shutdown Operation (if applicable)	
A.8 Check Operation of Gauges	
A.9 Check Operation of All Switches and Accessories	
A.10 Check Lighting of All Instruments and Gauges	
A.11 Check Operation of the Engine and Governed RPM	
A.12 Check/Record Oil Pressure / @1500 rpm _____ Check/Record Water Temperature / _____ ° Check/Record Voltmeter Reading _____	
A.13 Inspect Windshield(s) and Sun Visors	
A.14 Check Wiper and Washer Operation	
A.15 Check A/C, Heater and Defroster Controls	
A.16 Inspect Floor Mats and/or Coverings	
A.17 Check Throttle Operation	
A.18 Check Clutch Operation (if applicable)	
A.19 Check Inching Pedal Operation (if applicable)	
A.20 Check Operation of Gear Shift	
A.21 Test Service Brakes	
A.22 Check Steering Wheel Play or Bind	
A.23 Road Test: Check for Proper Operation (By Exception Only)	

SECTION B – Exterior Circle Inspection	✓
B.1 Check for Physical Damage	
B.2 Check All Lights and Reflectors	
B.3 Check Back Up Alarm Mounting	
B.4 Inspect Steps, Grab Handles and Guards	
B.5 Inspect Door Latches, Hinges and Seals	
B.6 Inspect Mirror Mountings, Brackets and Glass	
B.7 Check Door Glass and Windshield Condition	
B.8 Inspect Wiper Blade and Arm Condition	
B.9 Inspect Fuel Tank, Mounting, Lines and Cap	
B.10 Inspect Body, Box Condition and Operation	
B.11 Inspect Exhaust Stack and Mounting (if applicable)	
B.12 Inspect Pins and Bushings for Wear	
B.13 Inspect Cylinders, Hoses for Leaks	
B.14 Inspect Hook-Tow System (if applicable)	
B.15 Inspect Bucket, Cutting Edges and Teeth	

SECTION C – Battery Inspection and Service	✓
C.1 Inspect Battery Box(s), Cover(s) and Mountings	
C.2 Inspect Battery Hold Downs and Cables	
C.3 Check Electrolyte Levels	
C.4 Load Test Batteries Volts:(1) _____ @ _____ amps Volts:(2) _____ @ _____ amps Volts:(3) _____ @ _____ amps Volts:(4) _____ @ _____ amps	

SECTION D – Tires and Wheel Inspection	✓
D.1 Check Tires for Irregular or Alignment Wear	
D.2 Check for Mismatched Tread or Casing Design	
D.3 Check Valve Stems and Caps	
D.4 Check the Air Pressure Decal (if applicable)	
D.5 Check and Record Air Pressure (record below)	
D.6 Check and Record Tread Depth (record below)	
D.7 Check Dual Mating With Square (if applicable)	
D.8 Check Wheels for Cracks, Loose Lugs, Hub Leaks	



SECTION E – Engine Compartment Inspection	✓
E.1 Inspect Radiator Mountings and Core	
E.2 Inspect Fan Assembly and Shroud	
E.3 Inspect Coolant Hoses and Clamps	
E.4 Check Coolant Recovery System and Protection Level Refractometer Reading _____ ° F / C	
E.5 Check All Belts for Alignment, Tension and Condition	
E.6 Check All Belt Driven Components	
E.7 Inspect A/C Compressor, Condenser and Lines	
E.8 Check Power Steering Fluid Level and Hoses	
E.9 Check Hydraulic Clutch Master Cylinder	
E.10 Check Engine Oil Level	
E.11 Inspect Fuel Pump and Fuel Line Mountings	
E.12 Check Governor Operation and Security	
E.13 Check Intake System	
E.14 Inspect Turbocharger and Mounting Condition	
E.15 Check and Record Air Filter Restriction	
E.16 Inspection Engine Exhaust System	
E.17 Check Engine Compartment Wiring Harness	
E.18 Check Engine for Fault Codes (Codes found are marked as follow-up items)	

SECTION F – Hydraulic System Inspection	✓
F.1 Check Hydraulic Tank	
F.2 Check Hydraulic Hoses and Lines	
F.3 Check Hydraulic Motor and Pumps	
F.4 Check Hydraulic Cylinders	
F.5 Check Control Handles and Linkages	
F.6 Check PTO Shaft (if applicable)	
F.7 Check Operation of Over Speed Control (if applicable)	
F.8 Check and Record System Pressure (if applicable)	
F.9 Change Hydraulic Fluid (per Mfg Specs)	

SECTION G – Under Chassis Inspection	✓
G.1 Check Entire Steering System	
G.2 Check Steering Shaft U-Joints and Splines	
G.3 Check Suspension Components	
G.4 Check Vibration Damper	
G.5 Check Engine and Transmission Mounts	
G.6 Check Starter Mounting and Connections	
G.7 Check Bottom of Engine for Oil Leaks	
G.8 Check Transmission for Leaks	
G.9 Check All body Mounts and Chassis Frame	
G.10 Check Driveline, U-joint and Slip Yokes	
G.11 Check Fuel Tank, Supports and Straps	
G.12 Check Exhaust System	
G.13 Inspect Brake Assemblies	
G.15 Inspect Brake Lining and Record Thickness - LF _____ RF _____ - LR1 _____ RR1 _____ - LR2 _____ RR2 _____	
G.16 Inspect Brake Drum and Rotor Condition	
G.17 Adjust Brakes (if applicable)	
G.18 Check Brake Hoses (if applicable)	
G.19 Check Differential Breather and Fluid	
G.20 Check Inner Wheel Seals for Leaks	
G.21 Check Brake Chamber Plugs and Air Valves	
G.22 Check Air Compressor	
G.23 Check Air Dryer Drain Valve Protection	
G.24 Check Air Reservoir Discharge	
G.25 Check for Loose or Noisy Wheel Bearings	

"B" PMI SERVICING ITEMS SECTION H PM Servicing	Tech's Initial	✓ Box
H.1 Lubricate All Grease Fittings		
H.2 Lubricate All Pivoting Mechanisms		
H.3 Lubricate All Linkages and Cables		
H.4 Lubricate Door/Hood Hinges and Latches		
H.5 Lubricate Articulation Bearings (if applicable)		
H.6 Lubricate Drawbar Draft Ball (if applicable)		
H.7 Lubricate Center Shift Cylinder (if applicable)		
H.8 Lubricate Blade Lift Cylinder (if applicable)		
H.9 Check Level of Circle Drive Gear Box (if applicable)		
H.10 Lubricate Pump Driveshaft (if applicable)		
H.11 Conduct Engine Oil Sample (if applicable)		
H.12 Change Engine Oil and Filters (per Mfg Specs)		
H.13 Run the Engine and Check for Leaks		
H.14 Check Oil Level		
H.13 Drain Fuel/Water Separator		
H.14 Fill Windshield Washer Reservoir		

"C" PMI SERVICING ITEMS SECTION I – PM Servicing	Tech's Initial	✓ Box
I.1 Replace Air Filters (per Mfg Specs)		
I.2 Replace Fuel Filters (per Mfg Specs)		
I.3 Change Power Steering Fluid and Filter		
I.4 Test Coolant System		
I.5 Service Coolant Filter (per Mfg Specs)		
I.6 Conduct Transmission Oil Sample (if applicable)		
I.7 Change Transmission Fluid (per Mfg Specs)		
I.8 Conduct Hydraulic Fluid Sample (if applicable)		
I.9 Change Hydraulic Filter(s) (per Mfg Specs)		
I.10 Change Differential Fluid (per Mfg Specs)		
I.11 Perform Tune-up (if applicable)		

SECTION J – Final Road Test	✓
J.1 Road Test, Check for Proper Operation	
J.2 Check and Refill Components with Appropriate Types and Amounts of Fluids	
J.3 Install Preventive Maintenance Sticker	

SECTION K – PMI Report Completion	✓
K.1 Completion of PMI Report	

SECTION L – Completion of PMI	✓
L.1 Vehicle Returned to Predetermined Location	

Note Physical Damage Here

Notes:

Preventive Maintenance Inspection (Sections A - J only):
I confirm that I have inspected this vehicle to the items listed on this form and against the criteria as detailed in First Vehicle Services PMI documentation. The items in the above inspection have been found satisfactory other than for the items marked with an "X". This signature certifies that the inspection documented on this form "Meets or Exceeds" First Vehicle Services requirements of "US FMCSR Part 396.17-25". Defects found have been recorded for repair in the Defect Worksheet.

I further confirm that all servicing items were completed in accordance with First Vehicle Services policies.

PRINT VEHICLE INSPECTOR /TECHNICIAN'S NAME HERE
SIGNATURE OF VEHICLE INSPECTOR/TECHNICIAN
SIGNATURE OF SUPERVISOR

First Vehicle Services

Repair Order Number [ ]

In Partnership with the City of Fort Lauderdale

VEHICLE REPAIR REQUEST

Vehicle # _____ Department _____ Date _____

Name/Operator _____ Contact Phone # _____ Time _____

Mileage _____ Signature _____

Scheduled PM ☐ FVS Signature _____

Non-Scheduled Repair ☐

Road Call ☐ Time of Road Call _____
Road Call ONLY

Description of Requested Repair

1) _____

2) _____

3) _____

(Use reverse side if necessary)

Repairs Made By Techs

Perform Walk around inspection ☐

1) _____

2) _____

3) _____

Completion Date _____ Tech Signature _____

Quality Control

Do you feel this repair was a rework of a previous repair? Yes ☐ No ☐

Were all the requested repairs or services performed? Yes ☐ No ☐

Exceptions: _____

Was the vehicle returned in the same state of cleanliness as when it entered the shop? Yes ☐ No ☐

Was the work completed in a timely manner? Yes ☐ No ☐

Were you handled courteously by shop personnel? Yes ☐ No ☐

Please rate our quality of service you received: Poor ☐ Average ☐ Good ☐ Excellent ☐

Comments: _____

Return to
FVS General Manager, William Rischow

(Police Return to Fleet Coordinator)

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ATTACHMENT 8

First Vehicle Services

Repair Order Number [ ]

In Partnership with the City of Fort Lauderdale

VEHICLE REPAIR REQUEST

Vehicle # _____ Department _____ Date _____

Name/Operator _____ Contact Phone # _____ Time _____

Mileage _____ Signature _____

Scheduled PM [ ] FVS Signature _____

Non-Scheduled Repair [ ]

Road Call [ ] Time of Road Call _____

Road Call ONLY

Description of Requested Repair

1) _____

2) _____

3) _____

(Use reverse side if necessary)

Repairs Made By Techs

Perform Walk around inspection [ ]

1) _____

2) _____

3) _____

Completion Date _____ Tech Signature _____

Quality Control

Do you feel this repair was a rework of a previous repair? Yes [ ] No [ ]

Were all the requested repairs or services performed? Yes [ ] No [ ]

Exceptions: _____

Was the vehicle returned in the same state of cleanliness as when it entered the shop? Yes [ ] No [ ]

Was the work completed in a timely manner? Yes [ ] No [ ]

Were you handled courteously by shop personnel? Yes [ ] No [ ]

Please rate our quality of service you received: Poor [ ] Average [ ] Good [ ] Excellent [ ]

Comments: _____

Return to

FVS General Manager, William Rischow

(Police Return to Fleet Coordinator)

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ATTACHMENT 9

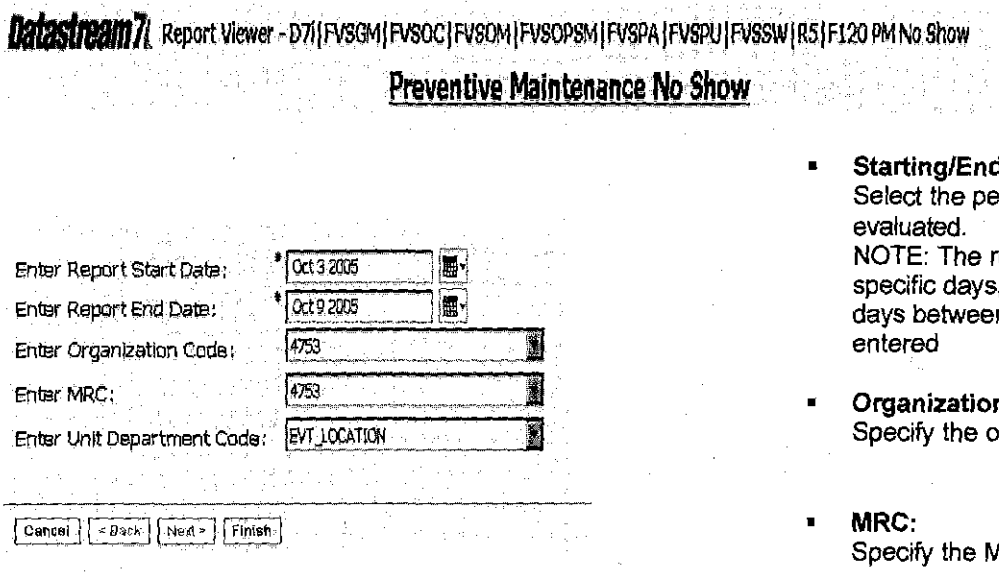
FirstSource MIS Report Description
F120 PM No Show Report

Report Purpose:
This report produces a list of Vehicles and Equipment that failed to show for scheduled preventative maintenance.

Selection Criteria:
Selection parameters include the organization, MRC, unit department code, and date range to be evaluated.

Report Location:
The F120 report is located in the "Fleet" folder in the FirstSource Advanced reporting portal: **http://ewsf03.datastream.net/web/base/logindisp?tenant=FVS_PRD**

Required Inputs:



- **Starting/Ending Date:**
  Select the period to be evaluated.
  NOTE: The report will run for specific days, as well as all days between the date range entered
- **Organization:**
  Specify the organization.
- **MRC:**
  Specify the MRC.
- **Unit-Department:**
  Select the Unit-Department-
  NOTE: By selecting "EVT_LOCATION" the report will include all Unit-Departments.

Report Export Capabilities:
This report is exportable to Adobe PDF, Excel, and CSV (comma separated variable) formats.

First Source MIS

Report Sample

F120 Preventive Maintenance No Show

Report Period Nov 7 2005 To Nov 8 2005

Facility: 4735 - Davie
Garage: 4735 - DAVIE MAIN FACILITY
Run Date: December 5, 2005

Department: CODE ENFORCEMENT

Unit	Unit Description	PM Scheduled Date	PM Class	Assignee
DS6404	CHEVY S10 PICKUP 2002	11/8/05	B	
Total Number of PM's Missed for 11/8/05 : 1				
Total PM's Missed for Department CODE ENFORCEMENT		1		

Department: FIRE DEPARTMENT

Unit	Unit Description	PM Scheduled Date	PM Class	Assignee
140506	FERR PUMPER 1995	11/7/05	B	
1405GEN06	ONAN GENERATOR 1995		B	
Total Number of PM's Missed for 11/7/05 : 2				
Total PM's Missed for Department FIRE DEPARTMENT		2		

Department: POLICE DEPART

Unit	Unit Description	PM Scheduled Date	PM Class	Assignee
63705	FORD CROWN /VIC	11/7/05	C	
63905	FORD CROWN /VIC		C	
76305	DODGE INTREPID 1997		C	
Total Number of PM's Missed for 11/7/05 : 3				
Total PM's Missed for Department POLICE DEPART		3		

Department: PUBLIC WORKS

Unit	Unit Description	PM Scheduled Date	PM Class	Assignee
13807	FORD DUMP TRUCK 1991	11/7/05	C	
14307	INTHR S1800 1984		B	
Total Number of PM's Missed for 11/7/05 : 2				
23507	VAC-CON 2006 INTERNATIONAL	11/8/05	B	
Total Number of PM's Missed for 11/8/05 : 1				
Total PM's Missed for Department PUBLIC WORKS		3		
Total PM's Missed for Garage DAVIE MAIN FACILITY		9		
Total PM's Missed for Facility 4735		9		
Summary		9		

First Source MIS

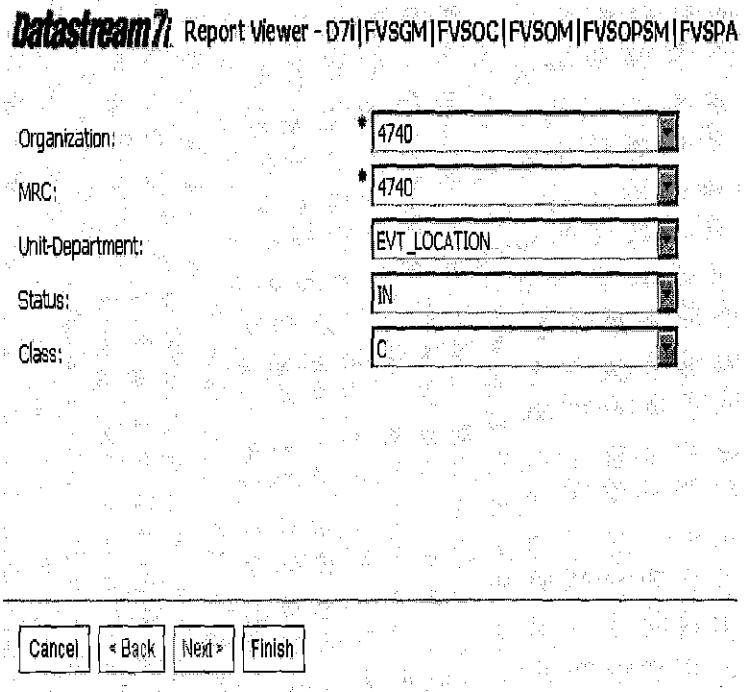
FirstSource MIS Report Description
F230 ver.2 Open Work Orders by Status Report

Report Purpose:
This report provides a detailed list of all open work orders, by organization, for a selected date. This report is useful for allowing Operations Managers an overview of the current open work orders, and their respective assigned status.

Selection Criteria:
User selects the Organization, MRC, Department, Work Order Status, and Work Order Class to be evaluated.

Report Location:
The F230 ver.2 report is located in the "Fleet" folder in the FirstSource advanced reporting portal:
http://ewsf03.datastream.net/web/base/logindisp?tenant=FVS_PRD

Required Inputs:



- **Organization:**
  Select the organization.
- **MRC:**
  Specify the MRC.
- **Unit-Department**
  Select the Unit-Department-
  NOTE: By selecting "EVT_LOCATION" the report will include all Unit-Departments.
- **Status**
  Specify work order status
  NOTE: By selecting "EVT_STATUS" the report will include all work order statuses.
- **Class**
  Specify work order class
  NOTE: By selecting "EVT_CLASS" the report will include all work order classes.

First Source MIS

Report Limitations:

This report excludes work orders that are in the "Awaiting Execution", "Awaiting Vehicle", and "Completed" statuses (A, AV, and C).

Report Export Capabilities:

The report is designed to be exportable to Adobe PDF and Excel format only. The CSV (comma separated variable) export feature is not enabled for this report.

Report Sample:

Open Workorders by Status

Facility: 4740 Allegheny Service Center
Garage: 4740 Allegheny
Run Date: Dec 4, 2005

Status: 20 Awaiting Shop

Workorder	Class	Unit	Description	Department	Date/Time
121265	C	9982	INTHR DUMP 1999	0048D3-D	Nov 30, 2005 1:45:01 PM
121269	C	8477	CHVRL ASTRO VAN AWD 2004	71-D	Nov 30, 2005 1:56:33 PM
121317	C	5415	CHVRL LUMINA 1997	34-D	Nov 30, 2005 2:59:54 PM
121472	C	5208	CHVRL LUMINA 1999	31-D	Dec 1, 2005 9:12:09 AM
121474	C	5398	MRCRY SABLE 2001 **RECALL FRONT COIL SPRINGS**	34-D	Dec 1, 2005 9:16:28 AM
121571	C	8366	FORDX F-550 2WD DRW 2001	0048EL-D	Dec 1, 2005 1:59:45 PM
121977	NC	6196	FORDX CROWN VIC 2003 **LEASED**	64-D	Dec 2, 2005 8:22:27 AM
121990	C	9993	FORDX F-450 2000	0048NP-D	Dec 2, 2005 8:39:12 AM
122215	NC	8251	GMCXX FLAT BED C3500 1998	0048HA-D	Dec 2, 2005 1:34:34 PM
122228	C	8396	FORDX F-250 4X4 SRW 2001	0048NP-D	Dec 2, 2005 2:06:51 PM
122249	C	5371	OLDS CUTLASS 1998 **RECALL LOWER PINION BEARING**	28B-D	Dec 2, 2005 2:39:53 PM
122250	NC	8474	CHVRL ASTRO VAN AWD 2004 **LEASED**	54-D	Dec 2, 2005 2:43:19 PM
Group Total # of Workorders 12					

Status: 26 Awaiting Parts

Workorder	Class	Unit	Description	Department	Date/Time
121426	C	8480	CHVRL ASTRO VAN AWD 2004	71-D	Dec 1, 2005 6:55:53 AM
Group Total # of Workorders 1					

Status: 28 Awaiting Vendor

Workorder	Class	Unit	Description	Department	Date/Time
120183	C	5435	CHVRL IMPALA 2004	34-D	Nov 25, 2005 12:42:27 PM
Group Total # of Workorders 1					

First Source MIS

Report Sample (cont):

Status: 29 In Shop

Workorder	Class	Unit	Description	Department	Date/Time
118903	NC	2103	2000 CRAFCO TRAILER	0048PV-D	Nov 19, 2005 12:28:38 PM
120185	C	5430	CHVRL IMPALA 2004	34-D	Nov 25, 2005 1:15:54 PM
120190	C	8360	CHVRL ASTRO AWD 2000	71-D	Nov 25, 2005 1:47:39 PM
120299	C	8332	FORDX F-450 DRW 4X6 2000	0048HE-D	Nov 28, 2005 6:52:33 AM
121035	C	8035	FRGHT HD DUMP 1991	00485P-D	Nov 30, 2005 6:50:40 AM
121065	C	8288	CHVRL ASTRO VAN AWD 1998	28B-D	Nov 30, 2005 8:21:42 AM
121444	C	9781	ELGIN SWEEPER 1993	00485P-D	Dec 1, 2005 7:45:42 AM
121582	C	5345	CHVRL LUMINA 1999	71-D	Dec 1, 2005 2:39:39 PM
121949	C	5286	FORDX TAURUS 1996	64-D	Dec 2, 2005 6:58:13 AM
Group Total # of Workorders 9					
Report Total # of Workorders 23					

FirstSource MIS Report Description
F455 Detail of Work Performed By Department

Report Purpose:

This report produces a statement of charges for a selected period of time, work order by work order. It lists the labor and costs, to include any cost markups determined by contract. It also list the downtime associated with each work order. The report is designed to run for one or more Service Centers and multiple departments depending on the options selected. This report differs from the F450 by printing each activity for each work order on the report – including the activity's reason for repair, and individual costs.

Selection Criteria:

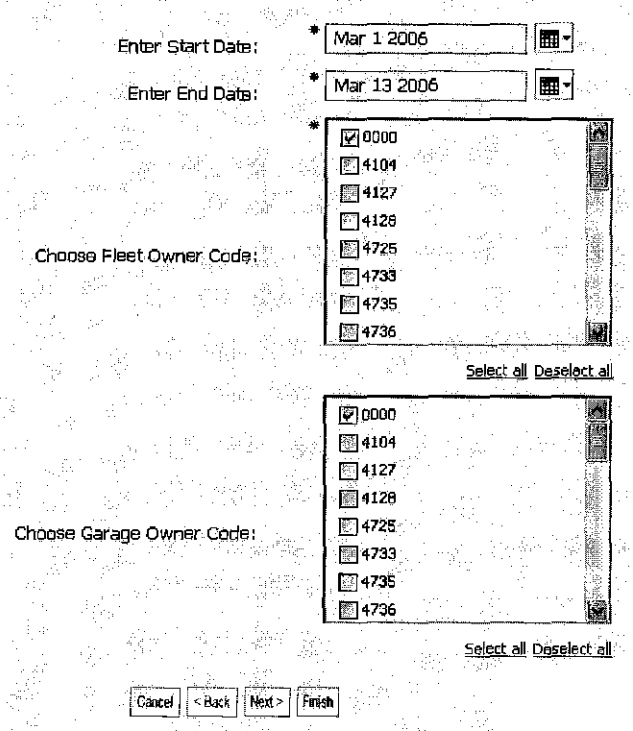
By default this report runs for the user organization and therefore the only required entries are the dates and Fleet Owner. To filter the report based on MRC, Departments, Class, Status, or Reason for Repair Code, choose the Fleet Owner and then Click Next to access the additional prompts.

Report Location:

The F455 report is located in the "Fleet" folder in the FirstSource advanced reporting portal: **http://ewsf03.datastream.net/web/base/logindisp?tenant=FVS_PRD**

Required Inputs:

F455 Detail Summary of Work Performed By Department



- **Start and End Date:**
  Specify the time period required
  NOTE: The report will run for specific days as well as all days in between the date range entered

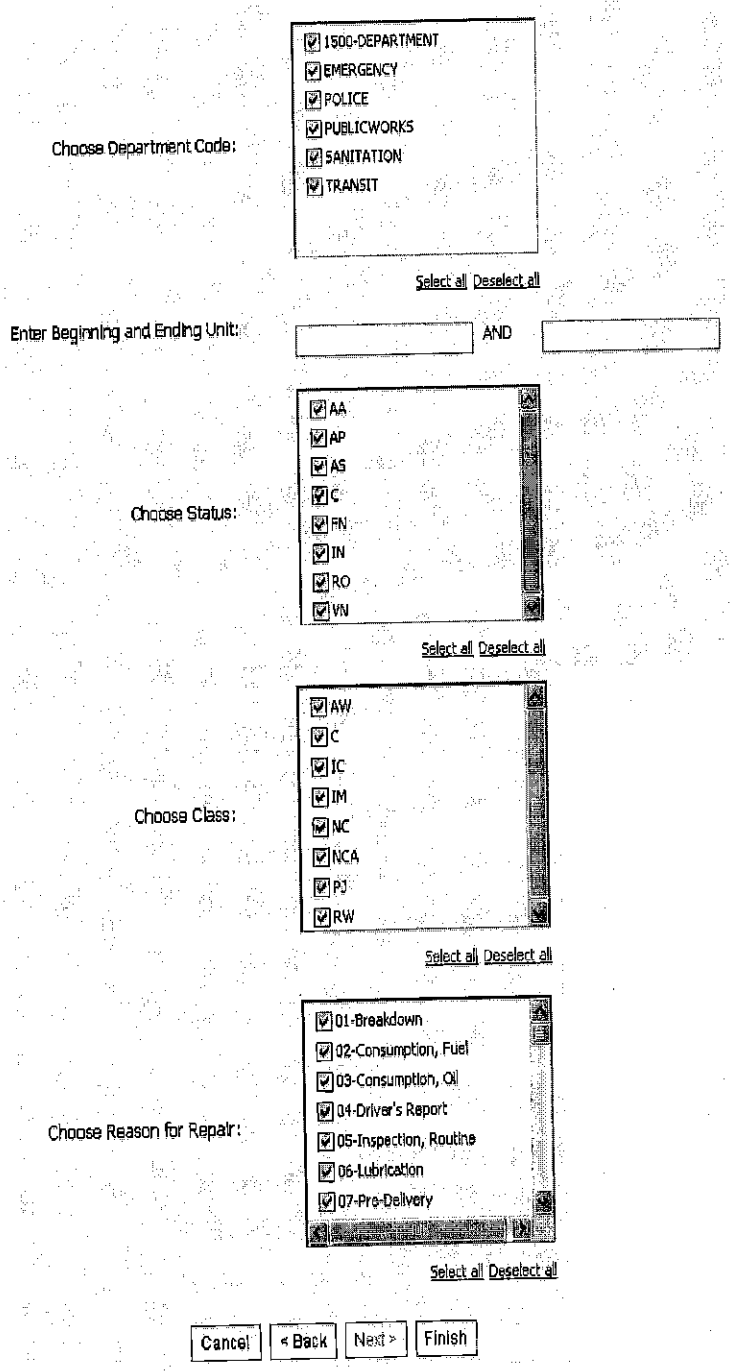
- **Fleet Owner Code:**
  Specify which Service Center(s) for report output- if needed, the user may "Select all"
  NOTE: This report can be run for more than one Service Center

- **Garage Owner Code**
  Specify one or more garage owner codes to display in the report- If needed, the user may "Select all"

First Source FMIS

Optional Report Inputs:

Click "Next" button to enter more optional report parameters



- **Department Code**
  Specify one or more department within the Service Center(s) selected in the previous screens- If needed, the user may "Select all"

- **Beginning and Ending Unit**
  Specify a range of units, for one single unit (enter it both in beginning and ending), or for all units by leaving these fields blank.

- **Status**
  Specify the work order status(es) to display in the report- If needed, the user may "Select all"

- **Class**
  Specify the order class(es) to display in the report- If needed, the user may "Select all"

- **Reason For Repair**
  Specify the Reason for Repair code(s) that the report will include.

First Source MIS

Report Assumptions:

The report assumes that the Labor Arrangement is setup for the specific Service Centers

Report Export Capabilities:

The Report is designed to be exportable to Adobe PDF and Excel format only. The CSV (comma separated variable) export feature is not enabled for this report.

Report Sample:

F455 Detail Summary of Work Performed

By Department

Report Period Jan 1 2006 **To** Mar 13 2006

Fleet Contract: 0000 - Utopia

Department: POLICE - Police Department

WO NUMBER	GARAGE	UNIT	DESCRIPTION	METER	OPEN DATE	CLOSED DATE	STATUS	DOWN TIME TO DATE	CHARGE CODE	WO DESCRIPTION
161212	0000	04-0085	54 2004 Chevrolet CAPRICE CLASSIC	1,000	Feb 11, 2006 11:58:32 AM		AS	86.4	C	Test issue of consignment item

	Reason For Repair	Action	Failure	System Repaired	LABOR HRS	LABOR COST	PARTS COST	SUBLET COSTS	TOTAL COSTS
Activity: 10	01 - Breakdown	Adjust	Battered, Hammered		0.00	0.00	4.95	0.00	4.95
Workorder Totals for 161212					0.00	0.00	4.95	0.00	4.95

Department Totals for POLICE

Reason for Repair	COUNT	LABOR HRS	LABOR COST	PARTS COST	SUBLET COSTS	TOTAL COSTS
Department Summary for C - Contract						
01 - Breakdown	1	0.00	0.00	4.95	0.00	4.95
Charge Code C Totals	1	0.00	0.00	4.95	0.00	4.95
Department POLICE Totals	1	0.00	0.00	4.95	0.00	4.95

Fleet Totals for 0000

UCO CODE	COUNT	LABOR HRS	LABOR COST	PARTS COST	SUBLET COSTS	TOTAL COSTS
Fleet Summary for Charge Code: C						
01 Breakdown	1	0.00	0.00	4.95	0.00	4.95
Totals for Charge Code: C	1	0.00	0.00	4.95	0.00	4.95
Totals for: 0000	1	0.00	0.00	4.95	0.00	4.95
Report Totals	1	0.00	0.00	4.95	0.00	4.95

FirstSource MIS Report Description
I001 FG Detail Value of Inventory Report

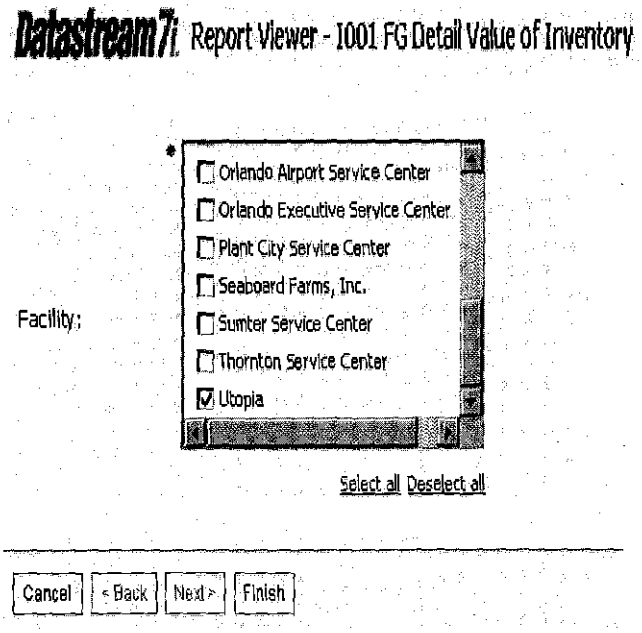
Report Purpose:
This report provides a detailed listing of on hand counts, bin locations, and average price of parts in a selected storeroom. This report differs from the I002 report by listing a part-by-part breakdown of the selected storeroom.

Corporate Accounting requires that each location prints and files this report during month end close out. This report will serve as a record during an audit.

Selection Criteria:
Select the facility for evaluation (user may choose more than one) and click finish.

Report Location:
The I001 FG report is located in the "Parts" folder in the FirstSource advanced reporting portal: **http://ewsf03.datastream.net/web/base/logindisp?tenant=FVS_PRD**

Required Inputs:



- **Facility:**
  Select the facility inventory to be reported.

Report Export Capabilities:
This report is exportable to Adobe PDF, Excel, and CSV (comma separated variable) formats.

First Source FMIS

Report Sample

I001 FG Detail Book Value of Inventory

FACILITY	DBA	STORE	PART NUMBER	DESCRIPTION	STATUS	ACCOUNT	BIN	ON HAND	AVERAGE PRICE	BALANCE
0000	Utopia	0000	XD411M	QUALITY FRONT BRAKE	Active	11721	*	29	35.95	1,042.55
		0000	TEST2	Test Part 4		11721	*	17	8.67	147.33
		0000	N10091	Test part with All Accounting		11721	A1	83		
		0000	BS315/80R22.5	TIRE, BRDGSTN STEER		11721	*	500	450.00	225,000.00
		0000	B495	OIL FILTER		11721	*	759	4.95	3,757.05
		0000	6560CORE	BATTERY CORE		11722	*	500	10.00	5,000.00
		0000	6560	BATTERY		11721	*	495	75.00	37,125.00
		0000	02100284A	FILTRO OIL		11721	*	1	2.50	2.50
		Active								272,074.433
	Utopia									272,074.433
0000										272,074.433
Summary										272,074.433

ATTACHMENT 10

PROPOSED VENDORS / SUBCONTRACTORS LIST

First Vehicle Services

EXHIBIT 3
15-0370
Page 360 of 415

CAM #20-0867
Exhibit 1
Page 568 of 629

PROPOSED VENDORS / SUBCONTRACTORS LIST

First Vehicle Services

VENDOR NAME	ADDRESS LINE 1	ADDRESS LINE 2	CITY	ST	ZIP CODE	Type of Service/Products Provided	Minority / Women / Disadvantaged / Small Owned Business Status
TERRY'S TOPPERS	700 NE 44 STREET	PROSPECT RD	FT LAUDERDALE	FL	33334	Truck camper parts and service Supplier	Non Minority Female
THE EXPEDITER INC	6667 WHITE DR		WEST PALM BEACH	FL	33407	Trailer Parts Supplier	
THE KEYMAKER INC	8240 SW 10TH ST		NORTH LAUDERDALE	FL	33068	Locksmith service	Small Business Enterprise
TNG ASSOCIATES INC	PO BOX 590266		FORT LAUDERDALE	FL	33359	Car washing and detailing	Small Business Enterprise
TOMAR ELECTRONICS, INC	2100 W OBISPO		GILBERT	AZ	85233	Fire Electric Lighting parts Supplier	
TOP LINE AUTO GLASS	4021 NW 23 CT		COCONUT CREEK	FL	33066	Auto Glass repairs	Small Business Enterprise
TOTAL TRUCK PARTS	6545 WALLIS RD		WEST PALM BEACH	FL	33413	Truck parts Supplier	
TRANSTECHS	dba TRANSTECHS	249 FIFTH AVE	PITTSBURG	PA	15222	Temporary Staffing Agency	
TREKKER TRACTOR LLC	12801 W OKEECHOBEE RD		MIAMI	FL	33018	Case parts and service Supplier	
UNITED AUTO RADIO & A/C, INC	835 NE 2ND AVENUE		FT LAUDERDALE	FL	33304	Radio parts and service Supplier	
UPS	LOCKBOX 577		CAROL STREAM	IL	60132	Mail Delivery service	
UTILITY EQUIPMENT CONSULTANTS	dba UTILITY EQUIPMENT CONSULTANTS	PO BOX 547612, 2816 CARL TERR	ORLANDO	FL	32804	Inspection Vendor	
VEHICLE MAINTENANCE PROGRAM	3595 NORTH DIXIE HWY BAY #7		BOCA RATON	FL	33431	Light bulb parts Supplier	
VT HACKNEY INC	911 W 5TH ST PO BOX 880		WASHINGTON	NC	27889	Fire Apparatus parts Supplier	
WARD DIESEL FILTER SYSTEM	1580 LAKE ST		ELMIRA	NY	14901	Fire Apparatus parts Supplier	
WARD'S MARINE ELECTRIC, INC	617 SW 3RD AVE		FT LAUDERDALE	FL	33315	Truck parts Supplier	
WASH PLUS, INC	2700 NW 22ND STREET		POMPANO BEACH	FL	33069	Car wash repairs and service	
WESTWAY TOWING INC	3881 W OAKLAND PARK BLVD		LAUDERDALE LAKES	FL	33311	Towing service	
WILLIAM RISCHOW PC	PO BOX 1987		FORT LAUDERDALE	FL	33302	Employee Expense	
WW GRAINGER INC	DEPT 856849790		PALATINE	IL	60038	Shop Supplies vendor	
ZEP SALES & SERVICE	dba ZEP SALES & SERVICE	PO BOX 404828	ATLANTA	GA	30384	Shop Supplies vendor	

ATTACHMENT 11

PROPOSED CHEMICALS AND FLUIDS LIST

First Vehicle Services

Product Alias	Common Name	Technical Name	Manufacturer
Diesel	Diesel	Ultra Low Sulfur Diesel No.2	ExxonMobil Corporation
Acetylene	Acetylene	Acetylene - TriGas	Tri-Gas
Grease	Grease	Precision XL EP1, EP-2	Petro-Canada
Hardener	Hardener	Hardener - PPG	PPG Industries, Inc.
Hydraulic Oil	Hydraulic Oil	HYDREX AW 22, 32, 46, 68, 80, 100	Petro-Canada
MIX-I-GO	MIX-I-GO	MIX-I-GO Concentrate	Bell Additives, Inc.
Motor Oil	Motor Oil	Petro-Canada Duron-E 15W-40	Petro-Canada
Motor Oil	Motor Oil	Petro-Canada Supreme 5W-20, 5W-30, 10W-30, 20W-50 Motor Oil	Petro-Canada
Oxygen	Oxygen	Oxygen - TriGas	Tri-Gas
Paint Thinner	Reducer	Reducer	PPG Industries, Inc.
Slow Primer Hardener	Slow Primer Hardener	Slow Primer Hardener	PPG Industries, Inc.
Degreaser	Tough On Grease	Tough On Grease 2034	Spartan Chemical Company, Inc.
Transmission Fluid	Transmission Fluid	Petro-Canada ATF D3M	Petro-Canada
Transmission Fluid	Transmission Fluid	Petro-Canada ATF D3M	Petro-Canada
Paint	Paint	Delstar Acrylic Enamel	PPG Industries, Inc.
Paint	Paint	Acrylic Enamel Paint	PPG Industries, Inc.
Antifreeze			
Argon	Argon	Tri-Gas Argon	Tri-Gas
Brake Fluid	Brake Fluid	Mag 1 Premium DOT 3 Brake Fluid	Warren Performance Products
Brake Cleaner	Brake Cleaner	Penray Non-Chlorinated Brake Cleaner	Penray Company
Paint	Clearcoat	Clearcoat - PPG	PPG Industries, Inc.
Degreaser	DEE-ZOL	DEE-ZOL Concentrate	Bell Additives, Inc.
Urethane Hardener	Urethane Hardener	Urethane Hardener	PPG Industries, Inc.
Gasoline	Gasoline	Gasoline, Regular Unleaded - Mobil	ExxonMobil Corporation
Gear Oil	Gear Oil	Exxon Gear Oil GX 85W-140	ExxonMobil Corporation
Motor Oil	Motor Oil	Petro-Canada Duron-E 15W-40	Petro-Canada
Motor Oil	Motor Oil	Petro-Canada Duron-E 15W-40	Petro-Canada
Grease	Grease	Precision XL EP1, EP-2	Petro-Canada
Diesel	Diesel	Diesel Fuel No. 2	ConocoPhillips Company
Transmission Fluid	Transmission Fluid	Duradrive MV Synthetic ATF	Petro-Canada

ATTACHMENT 12

Deloitte.

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FIRSTGROUP PLC

Opinion on financial statements of FirstGroup plc
In our opinion:

- **the financial statements give a true and fair view of the state of the group's and of the parent company's affairs as at 31 March 2014 and of the group's profit for the year then ended;**
- **the group financial statements have been properly prepared in accordance with International Financial Reporting Standards (IFRSs) as adopted by the European Union;**
- **the parent company financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and**
- **the financial statements have been prepared in accordance with the requirements of the Companies Act 2006 and, as regards the group financial statements, Article 4 of the IAS Regulation.**

The financial statements comprise the consolidated income statement, the consolidated statement of comprehensive income, the consolidated balance sheet, the consolidated statement of changes in equity and the consolidated cash flow statement, and the related notes 1 to 36, the parent company balance sheet, and the related notes to the parent company balance sheet 1 to 12. The financial reporting framework that has been applied in the preparation of the group financial statements is applicable law and IFRSs as adopted by the European Union. The financial reporting framework that has been applied in the preparation of the parent company financial statements is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Going concern
As required by the Listing Rules we have reviewed the directors' statement on page 69 that the group is a going concern. We confirm that:

- we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate; and
- we have not identified any material uncertainties that may cast significant doubt on the group's ability to continue as a going concern.

However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the group's ability to continue as a going concern.

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Our assessment of risks of material misstatement
The assessed risks of material misstatement described below are those that had the greatest effect on our audit strategy, the allocation of resources in the audit and directing the efforts of the engagement team:

Risk	How the scope of our audit responded to the risk
Carrying value of goodwill and intangible assets The annual impairment test is a complex process requiring significant management judgement and is based on assumptions about future profitability. The Cash Generating Unit ("CGU") most sensitive to variation in assumptions is the First Student CGU as disclosed in note 12 to the financial statements.	We assessed management's assumptions used in the impairment model for goodwill and intangible assets, described in note 12 to the financial statements, specifically including the cash flow projections, discount rates and growth rates applied. Our procedures included reviewing forecast cash flows with reference to historical trading performance, using our valuation specialists to challenge the discount rates applied and through review of underlying calculations and comparison of inputs to market data. In addition we have benchmarked key assumptions such as growth rates and discount rates to external macro-economic and market data. We have re-run the sensitivities applied by management and considered their reasonableness.
Valuation and completeness of third party claims and associated provisions and assets The valuation and completeness of both legal and self-insurance provisions are a source of estimation uncertainty, which require management's best estimate in assessing the likeliness and valuation of settlement and where applicable the discount rate applied to the expected settlement values.	We worked with our own actuarial experts to test the range of estimates determined by management and their external actuary considering the methodologies employed, comparing assumptions used to the group's historical experience. We independently developed an actuarial calculation and compared the provision recorded to the actuarial range calculated by the external actuary. We also tested a sample of the underlying data used to develop the provision for completeness and accuracy and challenged the appropriateness of the discount rate used through comparison to previous years and those used by similar entities. As part of our assessment of legal provisions, we obtained confirmations from internal and independent external legal counsel.
Valuation of pension scheme liabilities The Group operates in a labour intensive industry with large membership to a number of defined benefit pension schemes. The gross pension liabilities as disclosed in note 35 to the financial statement are materially sensitive to changes in the underlying assumptions adopted. Management exercise significant judgement when determining those assumptions, particularly the discount rate, inflation, and mortality rates.	We worked with our own actuarial experts to test the assumptions used by management in valuing the Group's defined benefit pension scheme liabilities such as the discount rate, inflation and mortality rate, performed sensitivity analysis on the those key assumptions and compared them to industry benchmarks and prior years' rates adopted.
Revenue recognition including contract accounting The Group operates a number of long term contracts including UK rail franchises and certain North American passenger and service contracts. Management exercise judgment in determining the appropriate timing and valuation of revenue recognised, valuation of associated deferred and accrued income and the evaluation of the overall profitability of these contracts.	We have assessed the judgements taken by management in determining the valuation and timing of revenue recognition and associated deferred and accrued income with reference to the underlying contract terms and applicable accounting standards. We considered the completeness of onerous contract provisions by challenging profit forecasts prepared by management with reference to the historical trading performance and forecasting accuracy.

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The Audit Committee's consideration of these risks is set out on page 64 of the Report of the Audit Committee.

Our audit procedures relating to these matters were designed in the context of our audit of the financial statements as a whole, and not to express an opinion on individual accounts or disclosures. Our opinion on the financial statements is not modified with respect to any of the risks described above, and we do not express an opinion on these individual matters.

Our application of materiality
We define materiality as the magnitude of misstatement in the financial statements that makes it probable that the economic decisions of a reasonably knowledgeable person would be changed or influenced. We use materiality both in planning the scope of our audit work and in evaluating the results of our work.

We determined materiality for the group to be £5.6 million, which is 5% of adjusted pre-tax profit (as defined on page 3 to the financial statements), and below 1% of equity. The adjusted pre-tax profit measure has been used to exclude the volatility of non-recurring items. In addition, the exclusion of amortisation and the income statement effect of ineffective and unhedged financial derivative valuation is consistent with the key measure used by the Group for internal and external reporting purposes. This measure has been used to facilitate a better understanding of the trading performance of the group.

We agreed with the Audit Committee that we would report to the Committee all audit differences in excess of £100,000 as well as differences below that threshold that, in our view, warranted reporting on qualitative grounds. We also report to the Audit Committee on disclosure matters that we identified when assessing the overall presentation of the financial statements.

An overview of the scope of our audit
Our group audit was scoped by obtaining an understanding of the group and its environment, including group-wide controls, and assessing the risks of material misstatement at the group level. Based on that assessment, we focused our group audit scope primarily on the four UK Bus operating regions, four significant Train Operating Companies, the operations in the North America and the Group, Rail Division and Bus Division corporate head office functions as well as the UK Shared Service Centre. These locations were subject to a full audit procedures. First Rail Holdings was subject to specified audit procedures on rail franchise bid costs based on our assessment of the risks of material misstatement and of the materiality of the group's operations at that location. The locations, subject to full audit procedures, represent the principal business units and account for 89.2% of the group's net assets, 98% of the group's revenue and 99.7% of the group's profit before tax. They were also selected to provide an appropriate basis for undertaking audit work to address the risks of material misstatement identified above. Our audit work at these locations was executed at levels of materiality applicable to each individual location which was lower than group materiality.

At the parent entity level we also tested the consolidation process and carried out analytical procedures to confirm our conclusion that there were no significant risks of material misstatement of the aggregated financial information of the remaining components not subject to audit or audit of specified account balances.

We include all component audit teams in our team briefing, discuss their risk assessment and a senior member of the group audit team has visited all locations to review documentation of the findings from their work.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FIRSTGROUP PLC continued

Opinion on other matters prescribed by the Companies Act 2006
In our opinion:

- the part of the Directors' Remuneration Report to be audited has been properly prepared in accordance with the Companies Act 2006; and
- the information given in the Strategic Report and the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

Adequacy of explanations received and accounting records
Under the Companies Act 2006 we are required to report to you if, in our opinion:

- we have not received all the information and explanations we require for our audit; or
- adequate accounting records have not been kept by the parent company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent company financial statements are not in agreement with the accounting records and returns.

We have nothing to report in respect of these matters.

Directors' remuneration
Under the Companies Act 2006 we are also required to report if in our opinion certain disclosures of directors' remuneration have not been made or the part of the Directors' Remuneration Report to be audited is not in agreement with the accounting records and returns. We have nothing to report arising from these matters.

Corporate Governance Statement
Under the Listing Rules we are also required to review the part of the Corporate Governance Statement relating to the company's compliance with nine provisions of the UK Corporate Governance Code. We have nothing to report arising from our review.

Our duty to read other information in the Annual Report
Under International Standards on Auditing (UK and Ireland), we are required to report to you if, in our opinion, information in the annual report is:

- materially inconsistent with the information in the audited financial statements; or
- apparently materially incorrect based on, or materially inconsistent with, our knowledge of the group acquired in the course of performing our audit; or
- otherwise misleading.

In particular, we are required to consider whether we have identified any inconsistencies between our knowledge acquired during the audit and the directors' statement that they consider the annual report is fair, balanced and understandable and whether the annual report appropriately discloses those matters that we communicated to the audit committee which we consider should have been disclosed. We confirm that we have not identified any such inconsistencies or misleading statements.

Respective responsibilities of directors and auditor
As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors. We also comply with International Standard on Quality Control 1 (UK and Ireland). Our audit methodology and tools aim to ensure that our quality control procedures are effective, understood and applied. Our quality controls and systems include our dedicated professional standards review team, strategically focused second partner reviews and independent partner reviews.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

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Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and the parent company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

G. Richardson

Graham Richardson (Senior Statutory Auditor)
for and on behalf of Deloitte LLP
Chartered Accountants and Statutory Auditor
London
21 May 2014

SAMPLE

Responsibility Statement

During the course of our audit of FirstGroup plc's financial statements for the year ended 31 March 2014, we considered the system of internal financial control and, as required by International Standards on Auditing (UK & Ireland), we also considered the accounting procedures, internal controls and other aspects of your business covered by our audit procedures.

This process allowed us to identify a number of possible improvements to those procedures, controls and other aspects, which we have presented in this report for your consideration in the context of your understanding of the business's needs and its priorities.

Our audit was not designed to identify all matters that may be relevant to the board and this report is not necessarily a comprehensive statement of all weaknesses which may exist in internal control or of all improvements which may be made.

We would be happy to consider a request to perform a more extensive study of these matters and, where compatible with our independence as auditors, assist you with implementing any improvements. As you will appreciate, such an exercise would be a separate engagement to our audit appointment, since the scope and context of our audit work in these areas is necessarily limited.

This report has been prepared for the Board of Directors, as a body, and we therefore accept responsibility to you alone for its contents. We accept no duty, responsibility or liability to any other parties, since this report has not been prepared, and is not intended, for any other purpose. It should not be made available to any other parties without our prior written consent.

Deloitte LLP
Chartered Accountants
London, UK

SAMPLE

Purpose: To assist Internal Audit department at FGA identify and test the relevant controls at the entity.

This file includes all the relevant controls identified by D&T during the FY14 audit.

Tabs herein include controls by entity level controls, controls around reserves (i.e. environmental), assets, liabilities, income statement and NIIC. Also note each control indicates which business sector/unit it relates to.

Note that entity-level controls relate to all FirstGroup America entities.

SAMPLE

Based on AU-C 315.15:
"Control environment: The auditor should obtain an understanding of the control environment. As part of obtaining this understanding, the auditor should evaluate whether
a. management, with the oversight of those charged with governance, has created and maintained a culture of honesty and ethical behavior and
b. the strengths in the control environment elements collectively provide an appropriate foundation for the other components of internal control and whether those other components are not undermined by deficiencies in the control environment."

Control Relevant to Flow of Transaction
The Company has a code of conduct in place and management and employees follow this code of conduct.
Management emphasizes the importance of ethical behavior through the employee handbook, company policies and a fraud hotline which employees can use to report fraud.
Management hires qualified employees with prior years of experience, certification or years of experience on the job.
There is a board of directors which management meets with on a periodic basis to review financial results. A monthly CFO package is provided to the UK from the US entities, summarizing monthly results.
There are segregation of duties between functions, reviews done at various levels, and reconciliations performed for trial balance accounts. The organizational structure of the entity is appropriately designed to promote a sound control environment.

Based on AU-C 315.16:
The entity's risk assessment process. The auditor should obtain an understanding of whether the entity has a process for
a. identifying business risks relevant to financial reporting objectives,
b. estimating the significance of the risks,
c. assessing the likelihood of their occurrence, and
d. deciding about actions to address those risks

Control Relevant to Flow of Transaction
Annually, First Transit, First Student, and Greyhound management complete a risk assessment schedule. These reports assess the risk of various business objectives (safety, contract retention, cost containment).
Budgets and forecasts are updated during the year to reflect changing conditions.
The organization's accounting policies reflect the most recent and applicable authoritative guidance and are properly documented, communicated, and applied consistently to events and transactions across business units and accounting periods.

SAMPLE

Information Systems and Communication

Based on AU-C 315.19:

"The information system, including the related business processes relevant to financial reporting and communication. The auditor should obtain an understanding of the information system, including the related business processes relevant to financial reporting, including the following areas:

a. The classes of transactions in the entity's operations that are significant to the financial statements.
b. The procedures within both IT and manual systems by which those transactions are initiated, authorized, recorded, processed, corrected as necessary, transferred to the general ledger, and reported in the financial statements.
c. The related accounting records supporting information and specific accounts in the financial statements that are used to initiate, authorize, record, process, and report transactions. This includes the correction of incorrect information and how information is transferred to the general ledger. The records may be in either manual or electronic form.
d. How the information system captures events and conditions, other than transactions, that are significant to the financial statements.
e. The financial reporting process used to prepare the entity's financial statements, including significant accounting estimates and disclosures.
f. Controls surrounding journal entries, including nonstandard journal entries used to record nonrecurring, unusual transactions, or adjustments.

.20 The auditor should obtain an understanding of how the entity communicates financial reporting roles and responsibilities and significant matters relating to financial reporting, including

a. communications between management and those charged with governance and
b. external communications, such as those with regulatory authorities.

Control Relevant to Flow of Transaction
FG uses the JDE accounting software for their trial balance function and Hyperion for their reporting package to the UK. FG has an information technology department that would investigate and resolve any technology issues associated with these systems.
FG has staff accountants who prepare account reconciliations based upon underlying data and the reconciliations are reviewed by management. In addition, information is provided from the locations, which is overseen by a regional vice president who reports to the respective controller at the corporate office.
Information is gathered on a timely basis, as each month the books are closed and submitted to the parent in the UK
The Company has a fraud hotline in place and an employee handbook which is provided to new employees. In addition, there are newsletters that are sent out periodically as deemed necessary to communicate with employees.

SAMPLE

Monitoring

Based on AU-C 315.23:

"Monitoring of controls. The auditor should obtain an understanding of the major activities that the entity uses to monitor internal control over financial reporting, including those related to those control activities relevant to the audit, and how the entity initiates remedial actions to deficiencies in its controls."

Control Relevant to Flow of Transaction
The internal audit department visits multiple FG locations each year. FG's parent is publicly traded on the UK stock exchange, thus internal audit is required to adhere to professional standards. Internal audit in the US reports to Internal Audit in the UK, and Internal Audit in the UK reports to the board.
Per our knowledge and results of historical audits, the entity has taken our proposed adjustments under advisement. Also, each year internal audit selects a number of locations to perform internal audit reviews and to complete a control assurance questionnaire. Any identified control weaknesses are required to have action plans and a related implementation date.
Annually, First Transit, First Student, and Greyhound management complete a risk assessment schedule. This process assesses the risk of various business objectives (safety, contract retention, cost containment). In addition, a CAQ review is performed listing key risks over business, internal controls, financial accounting, and general accounts on the books. This CAQ has management rank the adequacy of the controls in place. D&T notes that on an ongoing basis, LES is included in the First Transit risk assessment, LES (Laidlaw entities acquired with Greyhound and included in FT/FS) will is included in the First Student risk assessment, and Greyhound has its own risk assessment.
Performance evaluations are completed annually.
The board of directors meets periodically. During such meetings they typically review the budget vs. actual financial records. Members of the US board include presidents of the respective companies, which would be knowledgeable of the companies' performance. The audit committee is at the parent level (UK).
Management has controls to prevent management override.
Management reviews journal entries and compares budget to actual, investigating any large variances. In addition, the risk assessment performed by management annually and the code of conduct given to employees are additional processes in place for monitoring.

Financial Close & Reporting

Control activities relevant to Financial Reporting.

Control Relevant to Flow of Transaction
FR100 - Financial statements in JD Edwards are reconciled back to the general ledger, uniquely numbered GL accounts.
FR101 - Balances per Hyperion and JD Edwards are reconciled.
FR102 - Payroll activity is run via ADP, and uploaded to JD Edwards.
FR103 - Stock inventory is maintained in VMS and uploaded to JD Edwards.
FR104 - Each location creates customer invoicing and sent to AP/AR to upload in JD Edwards.
FR105 - Journal entries are booked via JD Edwards and subject to a segregation of duties control, as they must be approved before posting.
FR106 - Posting Financial Information from the Sub-ledger to General Ledger is performed through monthly account reconciliations.
FR107 - Management reviews journal entries and compares budget to actual, investigating any large variances. In addition, the risk assessment performed by management annually and the code of conduct given to employees are additional processes in place for monitoring.

SAMPLE

Section	Control Relevant to Flow of Transaction	Business Sector
Legal reserves	LR100 - Each quarter, a legal reserve review is performed by General Counsel and Corporate Controller to review legal reserves for all companies.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Legal reserves	LR101 - Accounting reconciles the legal reserves from the legal department to the g/l quarterly.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Environmental reserves	ER100 - The in-house environmental specialist and FGA SVP of Finance communicate on a monthly basis to review the environmental reserves and adjust the balances as necessary.	First Student

SAMPLE

Section	Control Relevant to Flow of Transaction	Business Sector
Goodwill	GW100 - Assistant controller reviews the goodwill account reconciliation monthly to ensure it includes all goodwill for the month and is recorded in the g/l at the correct amount.	FS, FT and GH
Intangibles	GW101 - Assistant controller reviews the intangibles account reconciliation monthly to ensure it includes all intangibles for the month and is recorded in the g/l at the correct amount.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Cash	CC100 - Bank statements are reconciled to the general ledger on a timely basis by an individual independent of cash receipts and disbursements and differences are investigated and resolved.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Cash	CC101 - New bank accounts are only opened through the direction and approval of management. When new bank accounts are approved and opened, finance personnel create the general ledger account and prepare the journal entry to record the initial balance in the account. Management reviews and approves the new general ledger account and journal entry, including supporting documentation, before the journal entry is recorded.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Fixed assets	FA 100 - Capital Expenditures are reviewed and approved based on the amount of the expenditure and level of approval required per company policy. The requests are created within the DocuSphere System and then forwarded onto proper approval.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Fixed assets	FA 101 - Invoices for purchased fixed assets are reviewed by company personnel for accuracy before approval for payment, posting to AP, and assets are created per the Fixed Assets Master File and set to systematically depreciate.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Fixed assets	FA 102 - Depreciation is calculated automatically based on a straight line basis and runs automatically based on the company's average useful life established by management. Depreciation is reviewed monthly for its accuracy.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Fixed assets	FA 103 - When a (non-vehicle) asset has been identified or is deemed obsolete or no longer necessary, the location manager sends an Add/Change form to the Fixed Asset Group identifying the specific assets and the reason why they are no longer in service. The Fixed Assets Managers verify that they have received an add/change notice for the specific asset, thus confirming the circumstances and proceeding with the respective modification.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Fixed assets	FA 104 - Fixed asset rollforwards are reviewed periodically during the year. The rollforward takes the beginning fixed asset balance (agreed to the G/L) plus current year additions, less current year disposals, to calculate the G/L balance at period end.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Revenue & Accounts Receivable	REV100 - Location personnel have responsibility for initiation, preparation, review and distribution of all invoices. Invoices are processed through the First Invoice system, or other ancillary billing system. Segregation of duties exists as the location forward to Accounts Receivable department to uploads invoices into JD Edwards.	First Student First Canada First Transit
Revenue & Accounts Receivable	REV101 - First Group management reviews the monthly revenue accrual to ensure unbilled revenue is appropriately accrued. The monthly revenue accrual is comprised of each locations Monthly Revenue Accrual form, which has pre-populated fields. Form requires the location to enter the service & charter revenue, fuel reimbursements, non-fuel reimbursements, any miscellaneous revenue and liquidated damages for the month. The location also lists the invoice numbers to which the accrual relates. In addition, the accrual periods are listed at the bottom of the form so that the location can determine the days that it needs to accrue for.	First Student First Canada First Transit
Revenue & Accounts Receivable	REV102 - The system calculates the A/R aging. The A/R Allowance is determined by policy. 25% of all accounts over 90 days old are reserved, and 100% of all accounts that are 180 days old or older are reserved. The Controller reviews the allowance calculation. Management reviews the allowance for doubtful accounts methodology, assumptions, and underlying calculation for appropriateness on a periodic basis. Management reviews the assumptions utilized in calculating the allowance to assess and conclude whether the assumptions take into consideration the current economic environment, specific customer financial conditions, regulatory changes, industry issues, etc. Based on their review, management approves the allowance for doubtful accounts.	First Student First Canada First Transit
Revenue & Accounts Receivable	REV103 - Reconciliation is performed between accounts receivable in the general ledger and accounts receivable subsidiary ledger amounts, and is then reviewed by management. Any reconciling items are reviewed and addressed on a timely basis.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Revenue & Accounts Receivable	REV 104 - Invoices can only be generated for customers that exist in the customer master file. Access to add, change, or delete information in the customer master file is limited to approved personnel. Customer master file data is periodically reviewed by management for accuracy and ongoing pertinence.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Revenue & Accounts Receivable	REV105 - Each FS contract is scrutinized on a quarterly basis by Accounting Staff to determine if it should be classified as a loss makers contract according to IAS 37 (projected costs exceed contractual revenue).	First Student
Revenue & Accounts Receivable	REV106 - Christian Gartner reviews the loss makers analysis to ensure that all locations with negative EBIT are properly considered and evaluated for loss makers and that the established reserve for loss makers is complete and accurate by reviewing the forecasted P&L by location.	First Student
Inventory	INV100 - Datastream generates an inventory count sheet and updates the system based on the count performed. The counts are reviewed by Location Managers and Corporate Cincinnati.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Inventory	INV101 - Assistant controller compares the DataStream or VMS client (First Student) balance to the GL balance and makes adjustments as needed. Any unusual adjustments outside of normal expected range are investigated prior to an adjusting entry being made.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Inventory	INV102 - For locations not on DataStream (this would be the FTFaster system), data from FVS client is reviewed by the Location Manager and/or the Regional Manager or Divisional Vice President and signed off on as being accurate.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Inventory	INV103 - Location manager reconciles the physical invoices to a report which details the parts receipts for all invoices entered during the day. Any differences are investigated and corrected immediately.	Applicable for all Business Units (FS, FT, Greyhound, FGA)

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Relevant Controls Identified by DT

Section	Control Relevant to Flow of Transaction	Business Sector
AP	AP100 - On a periodic basis, finance personnel perform a reconciliation of the accounts payable sub-ledger to the general ledger. Management reviews and approves the reconciliation and any reconciling items are reviewed and addressed on a timely basis	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Loss Makers	EX102 - Christian Gartner reviews the loss makers analysis to ensure that all locations with negative EBIT are properly considered and evaluated for loss makers and that the established reserve for loss makers is complete and accurate by reviewing the forecasted P&L by location.	FS and FT
Accrued expenses	PR100 - Finance personnel prepare the journal entry, supporting documentation, and account analysis to record accrued expenses (including accrued payroll). Management reviews and approves the journal entry, supporting documentation, and account analysis before the journal entry is recorded.	Applicable for all Business Units (FS, FT, Allied, Greyhound, FGA)
Operating Expense & Accounts Payable	FR107 - On a periodic basis, management compares actual results with budgeted and prior-year amounts or forecast numbers; significant and/or unusual differences are investigated and resolved.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Operating Expense & Accounts Payable	AP100 - On a periodic basis, finance personnel perform a reconciliation of the accounts payable sub-ledger to the general ledger. Management reviews and approves the reconciliation and any reconciling items are reviewed and addressed on a timely basis	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Payroll	PR100 - Accounting personnel prepare the journal entry, supporting documentation, and account analysis to record accrued expenses (including accrued payroll). Management reviews and approves the journal entry, supporting documentation, and account analysis before the journal entry is recorded.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Payroll	PR101 - The ability to add, delete or modify the payroll master file is limited to those associates that require such access.	Applicable for all Business Units (FS, FT, Greyhound, FGA)

SAMPLE DRAFT

Section	Control Relevant to Flow of Transaction	Business Sector
Exceptional Expenses	All items to be recorded as exceptional must be approved in advance by the SVP of Finance. In addition, management reviews the Hyperion reporting package for exceptional items, and ensures that any items are in compliance with Group policy. In addition, Group reviews the Hyperion reporting package at the consolidated level for consistency with Group policy. Exceptional expenses are discussed and approved by the Audit Committee at the Group level, where the Group financial statements are approved, which D&T UK verifies via attendance at the Audit Committee meetings.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Revenue & Accounts Receivable	REV100 - Location personnel have responsibility for initiation, preparation, review and distribution of all invoices. Invoices are processed through the First Invoice system, or other ancillary billing system. Segregation of duties exists as the locations forward to Accounts Receivable department to uploads invoices into JD Edwards.	First Student First Canada First Transit
Revenue & Accounts Receivable	REV101 - First Group management reviews the monthly revenue accrual to ensure unbilled revenue is appropriately accrued. The monthly revenue accrual is comprised of each locations Monthly Revenue Accrual form, which has pre-populated fields. Form requires the location to enter the service & charter revenue, fuel reimbursements, non-fuel reimbursements, any miscellaneous revenue and liquidated damages for the month. The location also lists the invoice numbers to which the accrual relates. In addition, the accrual periods are listed at the bottom of the form so that the location can determine the dates that it needs to accrue for.	First Student First Canada First Transit
Revenue & Accounts Receivable	REV102 - The system calculates the A/R aging. The A/R Allowance is determined by policy. 25% of all accounts over 90 days old are reserved, and 100% of all accounts that are 180 days overdue are reserved. The Controller reviews the allowance calculation. Management reviews the allowance for doubtful accounts methodology, assumptions, and underlying calculation for appropriateness on a periodic basis. Management reviews the assumptions utilized in calculating the allowance to assess and conclude whether the assumptions take into consideration the current economic environment, specific customer financial conditions, regulatory changes, industry issues, etc. Based on their review, management approves the allowance for doubtful accounts.	First Student First Canada First Transit
Revenue & Accounts Receivable	REV103 - Reconciliation is performed between accounts receivable in the general ledger and accounts receivable subsidiary ledger amounts, and is then reviewed by management. Any reconciling items are reviewed and addressed on a timely basis.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Revenue & Accounts Receivable	REV 104 - Invoices can only be generated for customers that exist in the customer master file. Access to add, change, or delete information in the customer master file is limited to approved personnel. Customer master file data is periodically reviewed by management for accuracy and ongoing pertinence.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Revenue & Accounts Receivable	REV105 - Each FS contract is scrutinized on a quarterly basis by Accounting Staff to determine if it should be classified as a loss makers contract according to IAS 37 (projected costs exceed contractual revenue).	First Student
Revenue & Accounts Receivable	REV106 - Christian Gartner reviews the loss makers analysis to ensure that all locations with negative EBIT are properly considered and evaluated for loss makers and that the established reserve for loss makers is complete and accurate by reviewing the forecasted P&L by location.	First Student
Operating Expense & Accounts Payable	FR107 - On a periodic basis, management compares actual results with budgeted and prior-year amounts or forecast numbers; significant and/or unusual differences are investigated and resolved.	Applicable for all Business Units (FS, FT, Greyhound, FGA)
Operating Expense & Accounts Payable	AP100 - On a periodic basis, finance personnel perform a reconciliation of the accounts payable sub-ledger to the general ledger. Management reviews and approves the reconciliation and any reconciling items are reviewed and addressed on a timely basis	Applicable for all Business Units (FS, FT, Greyhound, FGA)

SAMPLE

Relevant Controls Identified by DT

Section	Control Relevant to Flow of Transaction
Self-insurance reserves	NIIC3 - FGA Corporate examiners consistently review and challenge claims handling for the claim adjusters at the TPAs.
	NIIC8 - Management performs yearly quality control audit of TPAs (Wells Fargo Audit).
	NIIC9 - Management reviews Sigma estimate and challenges Sigma estimates of ultimate losses, expected reserves, assumptions, including discount rate and projected cash flows, consistently. Management communicates changes in contract terms, if any, with Sigma and challenges Sigma's ranges. Managment compares the carried reserve to Sigma's range and expected reserves. During external audit, Wayne discusses with the NIIC audit team and Corporate, FGA audit team rgarding the adequacy of ultimate reserves and manual adjustments, if any.
	NIIC11 - User entities are responsible for calculating and recording applicable accrued liabilities related to claims.

SAMPLE

FirstGroup America
Headquarters
600 Vine Street, Suite 1400
Cincinnati, OH 45202
513-241-2200 Tel
513-381-0149 Fax

October 21, 2014

Deloitte & Touche LLP
250 East Fifth Street, Suite 1900
Cincinnati, Ohio 45202

We are providing this letter in connection with your review of the financial information included in the reporting package of FirstGroup America ("FGA" or the "Company") as of and for the six-month period ended September 27, 2014 (the "Reporting Package"), for the purpose of determining whether any material modifications should be made to the schedules included in the Reporting Package for them to conform with the recognition and measurement criteria of International Financial Reporting Standards ("IFRS"). The Reporting Package includes the financial information of US Greyhound, Canadian Greyhound, First Student, First Transit, First Canada, National Insurance and Indemnity Corporation ("NIIC") and FirstGroup America ("FGA") (subsidiaries of FirstGroup plc ("Group").

SAMPLE

We confirm that we are responsible for the following:

a. The fair presentation of the Reporting Package of the Company's financial information in conformity with the recognition and measurement criteria of IFRS

b. The design, implementation, and maintenance of programs and controls to prevent and detect fraud

c. Establishing and maintaining effective internal control over financial reporting

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, the following representations made to you during your review.

1. The interim financial information referred to above has been prepared and presented in conformity with IFRS applicable to interim financial information.

2. The Company has provided you all relevant information and access as agreed in the terms of the audit engagement letter signed by FirstGroup plc.

3. The Company has provided you:

   a. Financial records and related data

   b. Minutes of the meetings of stockholders, directors, and committees of directors or summaries of actions of recent meetings for which minutes have not yet been prepared.

4. We have disclosed to you all significant deficiencies and material weaknesses in the design or operation of internal control as it relates to the preparation of both annual and interim financial information.

5. We believe the effects of any uncorrected financial statement misstatements aggregated by you during the current review engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the Reporting Package taken as a whole. A summary of such uncorrected misstatements has been attached as Appendix A.

6. We have no knowledge of any fraud or suspected fraud affecting the Company involving:

   a. Management.

   b. Employees who have significant roles in the Company's internal control over financial reporting.

   c. Others where the fraud could have a material effect on the financial information in the Reporting Package.

7. We have no knowledge of any allegations of fraud or suspected fraud affecting the Companies received in communications from employees, former employees, analysts, regulators, short sellers, or others.

8. There are no unasserted claims or assessments that legal counsel has advised us are probable of assertion and must be disclosed in accordance with International Auditing Standard ("IAS") No. 37 *Provisions, Contingent Liabilities and Contingent Assets* ("IAS 37"), which have not been disclosed or otherwise been made available to you.

9. Significant assumptions used by us in making accounting estimates are reasonable.

We have reviewed our representation letter to you dated May 19, 2014 with respect to the audited Reporting Package for the year ended March 28, 2014. We now confirm the following representations from that letter, as they apply to the interim financial information referred to above:

10. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.

Except where otherwise stated below, immaterial matters less than $315, 000 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to the Reporting Package or communication of matters to FirstGroup plc for consideration for disclosure.

11. Except as listed in Appendix A, there are no transactions that have not been properly recorded in the accounting records underlying financial information in the Reporting Package.

12. The Company has no plans or intentions that may affect the carrying value or classification of assets and liabilities.

SAMPLE

13. Regarding related parties:

    a. We have disclosed to you the identity of the entity's related parties and all the related-party relationships and transactions of which we are aware.

    b. To the extent applicable, related parties and all the related the related-party relationships and transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees (written or oral) have been appropriately identified, properly accounted for, and provided to FirstGroup plc and made available to you.

14. In preparing the interim Reporting Package in conformity with the recognition and measurement criteria of IFRS, management uses estimates. All estimates have been disclosed to you for which known information available prior to the issuance of the Reporting Package indicates that both of the following criteria are met:

    a. It is at least reasonably possible that the estimate of the effect on the financial information of a condition, situation, or set of circumstances that existed at the date of the Reporting Package will change in the near term due to one or more future confirming events.

    b. The effect of the change would be material to the Reporting Package.

15. Risks associated with concentrations, based on information known to management, that meet all of the following criteria have been provided to FirstGroup plc and made available to you:

    a. The concentration exists at the date of the Reporting Package.

    b. The concentration makes the enterprise vulnerable to the risk of a near-term severe impact.

    c. It is at least reasonably possible that the events that could cause the severe impact will occur in the near term.

16. There are no:

    a. Violations or possible violations of laws or regulations whose effects should be considered for communication to FirstGroup plc for disclosure in their Financial Statements or as a basis for recording a loss contingency, which have not been disclosed or otherwise been made available to you.

    b. Known actual or possible litigation and claims whose effects should be considered and accounted for and disclosed in the Reporting Package and that have not been disclosed to you.

    c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by IAS 37.

17. The Company has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

18. The Company has complied with all aspects of contractual agreements that may affect the Reporting Package in the event of noncompliance.

SAMPLE

19. We believe that all expenditures that have been deferred to future periods are recoverable.

20. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, line of credit, or similar arrangements have been provide to FirstGroup plc and made available to you.

21. Receivables recorded in the Reporting Package represent valid claims against debtors for sales or other charges arising on or before the balance-sheet date and have been appropriately reduced to their estimated net realizable value.

22. Provision has been made to reduce excess or obsolete inventories to their estimated net realizable value. All inventories are the property of the Company and do not include any items consigned to it or any items billed to customers.

23. Provision has been made for any loss to be sustained in the fulfillment of, or from inability to fulfill, any sales commitments.

24. Provision has been made for any loss to be sustained as a result of purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of the prevailing market prices.

25. We have complied with all applicable provisions of the Foreign Corrupt Practices Act and the U.K. Bribery Act.

26. With regard to the fair value measurements and disclosures of certain assets, liabilities, and specific components of equity, such as fleet valuation:

    a. The measurement methods, including the related assumptions, used in determining fair value were appropriate, consistent with market participant assumptions where available without undue cost and effort, and were consistently applied in accordance with IFRS.

    b. No events have occurred after September 27, 2014, but before October 21, 2014, the date the Reporting Package was issued, that require adjustment to the fair value measurements included in the Reporting Package.

27. Provision has been made for any loss that is probable from environmental remediation liabilities. We believe that such estimate is reasonable based on available information, and information regarding the liabilities, related loss contingencies, and expected outcome of uncertainties have been provided to FirstGroup plc and made available to you.

28. The performance bonus compensation accrual recorded in the Reporting Package as of September 27, 2014 represents the mostly likely amount that will be paid.

29. The Company has complied with all of the requirements of the revenue pooling agreements with Peter Pan Bus Lines.

30. The Company has complied with all aspects of contractual agreements and federal/ state grants that may have an effect on the Reporting Package in the event of noncompliance. In addition, we have not disposed of any equipment funded through federal/ state grants or changed the use of the equipment requiring payment to the federal/ state agency.

31. Management believes that all revenue received as a government subsidy has been

SAMPLE

appropriately researched and recorded in accordance with IAS No. 18 Revenue, within the underlying financial information included in the Company's Reporting Package, except as noted in Appendix A

32. The Company, using its best estimates based on reasonable and supportable assumptions and projections, review long-lived assets for impairment in accordance with IAS No. 36, Impairment of Assets ("IAS 36"). The Reporting Package referred to above reflects all adjustments required by IAS 36 as of September 27, 2014, except as noted in Appendix A.

33. We agree with the findings of management's expert in evaluating the self-insurance reserves and have adequately considered the qualifications of management's expert in determining amounts and disclosures used in the Reporting Package and underlying accounting records. We did not give any instructions, nor cause any instructions to be given, to management's expert with respect to values or amounts derived in an attempt to bias his or her work, and we are not aware of any matters that have affected the independence or objectivity of management's expert.

34. Provisions for restructuring, if any, have been recorded in accordance with IAS 37, specifically all amounts included in the restructuring provision relate to actions undertaken as part of existing plans. All liabilities recorded at September 27, 2014, if any, represent legal or constructive obligations under these plans. To the extent there are no obligations, provisions for planned redundancies and other closure cost and losses, the amounts recorded are our best estimates of liabilities. In addition, all assets written down as part of the provisions, if any, have or will be abandoned under the details of these plans.

35. Management believes that the risk of any future litigation under the Fair Labor Standards Act ("FLSA") resulting from the current or historical categorization of certain employee classes is remote and would not be material to the Reporting Package and has therefore not recorded a provision as of September 27, 2014.

36. Management has evaluated the available evidence about (a) asserted and unsettled income tax contingencies and (b) unasserted income tax contingencies caused by uncertain income tax positions taken in our income tax returns filed with the Internal Revenue Service and state, local and foreign tax authorities. The liability recorded and disclosed in the Reporting Packages for these income tax contingencies represents management's estimate of the amount that is probable and estimable of being payable, if successfully challenged by such tax authorities, under the provisions IAS 37. Furthermore, we have not received either written or oral tax opinions that are contrary to our assessment of the recorded income tax provision and income tax contingency accrual.

37. In accordance with IAS 12, Income Taxes ("IAS 12") and IAS 37:

    a. We have identified all uncertain tax positions.

    b. The units of accounts selected for uncertain tax positions are consistent with the manner in which the Companies prepare and support the income tax returns and the approach the Companies anticipate that the tax authorities will take during examinations.

    c. The recognition of tax benefits is limited to only those tax positions that are more than likely not, based solely on the technical merits of the tax positions, of being sustained upon examination.

SAMPLE

d. The measurement of those tax positions that meet the more-than-likely-than-not recognition threshold has been determined as the largest amount of tax benefit that is greater than 50 percent likely of being realized upon settlement with a taxing authority that would have full knowledge of all relevant information.

e. The recognition and measurement of tax positions is based upon the facts, circumstances, and information available as of the reporting date.

f. The recording of interest and penalties is in accordance with IAS 12 and has been determined according to the provisions of the relevant tax law.

g. We have made available to you all communications with tax authorities and/or communications with outside tax advisors.

38. The deferred tax assets balances have been determined pursuant to IAS 12, including the Company's estimation of future taxable income, if necessary, and represent the amount that will more than likely than not be realized.

39. We have no intention of terminating any of our pension or 401(k) plans or taking any other action that could result in an effective termination or reportable event for any of the plans. We are not aware of any occurrences that could result in the termination of any of our pension or 401(k) to which we contribute.

40. Provision has been made for any loss to be sustained in the fulfillment of, or from inability to full, any sales commitments.

41. All documentation related to sales transactions is contained in customer files. We also confirm that:

a. We are not aware of any "side agreements" with any companies that are inconsistent with the applicable sales agreement, the customer's purchase order, sales invoice, or any other documentation contained in the customer's file. For the purposes of this letter, a "side agreement" is any agreement, understanding, promise, or commitment, whether written (e.g. in the form of a letter or formal agreement or in the form of any exchange of physical or electronic communications) or oral, by or on behalf of the Company (or any subsidiary, director, employee, or agent of the Company) with a customer from whom revenue has been recognized that is not contained in the written purchase order from the customer or sales order confirmation and sales invoice of the Companies delivered to or generated by the Company's Accounting and Finance Department. The definition of a side agreement is not limited by any particular subject matter. For purposes of example only, any agreement not contained in the written purchase order from the customer or sales order and sales invoice of the Company that relates to return rights, acceptance rights, future pricing, payment terms, free consulting, free maintenance, or exchange rights would be a side agreement.

b. We are not aware of any commitments or concessions to a customer regarding pricing or payment terms outside of the terms documented in the customer's file.

42. The Company believes that a provision is necessary for certain of our loss-making contracts as the contracts are long term in nature and we have no plans to exit such contracts. Therefore have provided a provision in accordance with IAS 37 using our best estimate of the net costs associated with fulfilling our obligations under such contracts.

SAMPLE

43. We are responsible for the fair presentation of the debtors / creditors schedules (the "supplemental schedules") accompanying the Reporting Package that are presented for the purpose of additional analysis of the Reporting Package.

44. Financial instruments with significant individual or group concentration of credit risk have been appropriately identified, properly recorded, and disclosed in the Reporting Package or to you.

45. We have considered the criteria in IAS No. 16 Property, Plant and Equipment and we believe that the change in the useful lives of new and refurbished passenger carrying vehicles for Greyhound to be appropriate. We believe the appropriate useful life of a new passenger carrying vehicle is 17 years and the useful life of a passenger carrying vehicle refurbishment is 7 years. We have reviewed the remaining useful lives of fixed assets and confirm that the present rates of depreciation are appropriate to amortize the cost less residual value over the remaining useful lives.

46. The Reporting Package has been prepared by the Company under the assumption that the entity is a going concern.

47. There have been no significant transactions with related parties and we are not aware of any such matters required to be disclosed to you.

48. A significant deficiency was noted during the prior year related to various IT access exceptions. This significant deficiency has not been remediated as of September 27, 2014. We do not believe that this has an impact on the financial close and reporting process due to mitigating controls in place.

49. No changes in internal control over financial reporting or other factors that might significantly affect internal control over financial reporting, including any corrective actions taken by management with regard to significant deficiencies and material weaknesses, have occurred subsequent to September 27, 2014.

50. Upon final settlement of the Toxic Tort claims, it is management's intent to consider any reserves in excess of the settlement amount in conjunction with the aggregate loss reserve requirements of the Company, as reserves are not viewed in isolation, but rather in the overall context of maintaining an appropriate balance sheet position for the Company. Irrespective of the Toxic Tort claims, the aggregate reserve position remains appropriate as of September 27, 2014.

51. The First Student wage and hour class action lawsuits with plaintiffs Tyrer and Vasquez include a potential class of between 7,000 and 8,000 people. Given the uncertainty of class action certification status as of the date of this letter and initial stages of discovery, the probability of loss and the potential liability from class action status cannot be reliably estimated at this time.

52. We believe that First Student properties held for sale meet the criteria for classification as held for sale under IFRS 5.

53. To the best of our knowledge and belief, no events have occurred subsequent to the balance-sheet date and through the date of this letter that would require adjustment to or disclosure in the financial information in the Reporting Package.

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Christian Gartner, Senior Vice President of Finance FGA

Dennis Maple, President, First Student

Brad Thomas, President, First Transit

David Leach, President, Greyhound Lines Inc.

SAMPLE

ATTACHMENT 13

CITY OF
FORT LAUDERDALE

Venice of America

June 21, 2013

Hello John,

I just wanted to touch base with you regarding the personnel working for First Group and specifically Willie's efforts last Friday evening.

Last Friday at 5 pm I made contact with Willie regarding a trailer I needed to tow for a special event. Willie went out of his way to make sure my every need was met, but also extended his efforts to fix the lights on the trailer and locate a plug adapter for my truck.

It was clear safety was the primary concern for all personnel that worked on the trailer and did everything they could to keep me on my schedule. After 5 pm on a Friday it was nice to see how much pride everyone put in their work effort and maintained such a high level of customer service.

I don't know all the names of the personnel that worked on the project, but I do want to commend their services and abilities. Everyone was professional and diligent to make sure my needs were meet well above satisfactory. Please pass along my gratitude and many thank you's for delivering such great service!

Lt. Patrick Hart
Administrative Services Division

Willie,
This is the kind of leadership and extra effort that can never be written into a Contract.
My heart felt thanks to you and the guys.

John & the Fleet Staff

FLEET SERVICES
1350 WEST BROWARD BOULEVARD, FORT LAUDERDALE, FLORIDA 33312
www.fortlauderdale.gov

EQUAL OPPORTUNITY EMPLOYER

PRINTED ON RECYCLED PAPER

Rischow, William

From: Carlos Berriz [CBerriz@fortlauderdale.gov]
Sent: Monday, July 14, 2014 3:11 PM
To: Rischow, William; Robert Urow; John Saavedra
Subject: FW: V6067
Attachments: photo.JPG; ATT00001.txt

William
Please extend my gratitude to James.
Carlos Berriz
-----Original Message-----
From: Robert Urow
Sent: Monday, July 14, 2014 2:50 PM
To: William.Rischow; Carlos Berriz
Cc: John Saavedra
Subject: FW: V6067

I just want to take a minute to commend James for a job well done. I came to him this morning about a loader that was down and the bucket needed to be welded. He spent this morning welding it so it would be up and running tomorrow. This was extremely important since tomorrow is our busiest route. With two loaders down this was essential.

Thanks again!

-----Original Message-----
From: Rob Urow [mailto:roburow@yahoo.com]
Sent: Monday, July 14, 2014 2:31 PM
To: Robert Urow
Subject: V6067

Rischow, William

From: Marie Pierce [MarieP@fortlauderdale.gov]
Sent: Friday, May 09, 2014 11:01 AM
To: Seepersaud, Edgar
Cc: Carlos Berriz; Rischow, William; William Wilson; Eddie Rosado; James G. Brown
Subject: STW OP
Attachments: image001.jpg

Hello Edgar;

I just wanted to drop a line and let you know that I appreciate you following through on the request I had made regarding the service time/ notification of the STW groups vehicles. It has made a difference ... so we thank you.
Marie

Sandra Marie Pierce | Stormwater Operations Manager | LEED Green Associate
City of Fort Lauderdale | Public Works Department | Utilities Division
949 NW 38 th Street , Fort Lauderdale FL 33309 P 954-828-7847 | F 954-828-7897
mariep@fortlauderdale.gov

"Ordinary things done consistently produce extraordinary results"

- Keith Cunningham

Rischow, William

From: Jared Shivers [JShivers@fortlauderdale.gov]
Sent: Tuesday, March 25, 2014 9:12 AM
To: Carlos Berriz; Rischow, William
Cc: Seepersaud, Edgar
Subject: Exceptional Service

I just wanted to take a moment to commend Edgar on his excellent customer service skills. We have a lot of interaction with Fleet services and Edgar always provides as much information as he can about the service of our vehicles. He along with the rest of your write-up staff are doing a good job keeping us informed when we can't get same day service. Thanks for your help.

P.S.- We still want same day service.

Thanks,

Jared L. Shivers | Parks Foreman
Parks & Recreation Department
220 SW 14th Ave. - Bldg. 2 | Fort Lauderdale FL 33312
P 954-828-5716 | F 954-828-5799
JShivers@fortlauderdale.gov
Under Florida law, most e-mail messages to or from City of Fort Lauderdale employees or officials are public records and may be subject to public disclosure.
'It starts in Parks, get out and play!'

Rischow, William

From: Tim Southby [TSouthby@fortlauderdale.gov]
Sent: Wednesday, December 18, 2013 3:11 PM
To: Rischow, William; Seepersaud, Edgar; Domenic Bruzzi
Subject: Thank You

Thank You. I'm sure you may not hear it enough but i just wanted to let you know that its hard to keep most of us happy(especially me) but you do i good job at keeping me happy.
Happy Holidays and please pass on to guys that help me and my crew out.
Thanks

Tim Southby
Riverwalk & SE District Foreman
220 SW 14 avenue, Ft. Lauderdale FL 33312
Office 954-828-5394
tsouthby@fortlauderdale.gov

Rischow, William

From: Robert Urow [RUrow@fortlauderdale.gov]
Sent: Monday, December 16, 2013 8:36 AM
To: Rischow, William
Cc: White, Ethan; Carlos Berriz; John Saavedra
Subject: V5593 and V5592

Willie,
I just wanted to commend Ethan White. On Fri afternoon, I asked him if he could repair two tarps, that had torn. I understand that the trucks should be dumped first, but asked him if he could take a look. He explained "safety first", but would take a look.I arrived to work this morning and received a voice message from Ethan that this had been complete. The next three days are some of my busiest routes and this was a GREAT help. If not for his assistance, I would have had to send two trucks to the dump, bring them back, and then have them repaired. This type of assistance is appreciated more than you realize!

Ethan,
Thanks again! It is a pleasure to work with you, and I truly appreciate the time you took to resolve this!

Robert Urow
Solid Waste Foreman
Parks and Recreation Department
(954)828-5371
rurow@fortlauderdale.gov

Rischow, William

From: Joseph Arena [JArena@fortlauderdale.gov]
Sent: Tuesday, February 18, 2014 6:31 AM
To: Rischow, William
Subject: RE: V-6249

Thanks for keeping our vehicles "street worthy", you do a good job in Fleet Services.....

From: Rischow, William [mailto:william.rischow@firstgroup.com]
Sent: Monday, February 17, 2014 10:57 AM
To: Keith Hutchison; Carlos Berriz
Cc: Joseph Arena; Domenic.Bruzzi; Edgar.Seepersaud; Barry.Johnson; John.Fickers
Subject: RE: V-6249

Keith,

When Aerial Equipment did the testing on this crane, they found the controls to be to be slow and one outrigger to not retract properly also the boom cylinder seeping oil this unit was sent to Expert Hydraulics. After repairing the outrigger and the boom cylinder he retested and the pump was found to not have enough flow and needed a pump. We had to wait for this pump. The unit is now completed and has it inspection sticker.

William Rischow
General Manager

First Vehicle Services
954-828-5780 Office
954-828-6615 Fax
william.rischow@firstgroup.com

From: Keith Hutchison [mailto:KHutchison@fortlauderdale.gov]
Sent: Monday, February 17, 2014 10:00 AM
To: Carlos Berriz; Rischow, William
Cc: Joseph Arena
Subject: V-6249

Can you tell me why vehicle 6249 was down for close to a month. This vehicle is vital to our operation. Please advise...

Keith Hutchison
D & C Supervisor
Public Works Department
949 NW 38 Street
Fort Lauderdale, Fl.
33309
954-828-7682
khutchison@fortlauderdale.gov

Rischow, William

From: Carlos Berriz [CBerriz@fortlauderdale.gov]
Sent: Wednesday, March 12, 2014 8:58 AM
To: Rischow, William
Subject: FW: Thank you

Fyi, and thank you for all you do

From: Domish, Dale [mailto:dale.domish@firstgroup.com]
Sent: Wednesday, March 12, 2014 8:51 AM
To: Carlos Berriz
Subject: RE: Thank you

Carlos, we appreciate your support. I know that Willie puts his heart into providing great customer service. Thanks for the recognition. Dale

Sent from Samsung Mobile

-------- Original message --------
From: Carlos Berriz
Date:03/12/2014 8:41 AM (GMT-05:00)
To: "Rischow, William" ,"Domish, Dale"
Subject: Thank you

Willy
I wanted to thank you and your staff for doing an excellent job.

Fickers, for taking lead in changing the oil storage layout, it looks great and the new layout is more practical.
Edgar, for making sure his guys keep their work area clean in the truck shop.
James and Marty, for continually doing a great job cleaning the shop.
Jose, for the great job he has done painting the parking lot lines, and doorways.
Marlin, for keeping his work area extra clean.

It is evident that you, and your guys take pride in the sometimes thankless work performed every day. Please let them know that I sincerely appreciate their efforts.

Again, Thank you
Carlos

Rischow, William

From: Domish, Dale
Sent: Wednesday, March 05, 2014 10:17 AM
To: Rischow, William; Staff, Robert
Subject: RE: V5736

Nice!!

From: Rischow, William
Sent: Wednesday, March 05, 2014 7:26 AM
To: Staff, Robert
Cc: Domish, Dale
Subject: FW: V5736

Just an Fyi

William Rischow
General Manager

First Vehicle Services
954-828-5780 Office
954-828-6615 Fax
william.rischow@firstgroup.com

From: Cate McCaffrey [mailto:CMcCaffrey@fortlauderdale.gov]
Sent: Tuesday, March 04, 2014 8:34 AM
To: Robert Urow; Rischow, William
Cc: Carlos Berriz; John Saavedra; Phil Thornburg; Carolyn Bean (Smith)
Subject: RE: V5736

Thanks Willie. Nice work! And, thanks Rob for letting us know.
LEGO for Willie!

From: Robert Urow
Sent: Tuesday, March 04, 2014 7:58 AM
To: William.Rischow
Cc: Carlos Berriz; John Saavedra; Cate McCaffrey
Subject: V5736

Willie,
I just wanted to take a minute and say "Thanks. "Apparently, while loading the truck (V5736), the nerf bar was bent, preventing the driver from being able to remove the gas cap. You were able to bend/weld this bar back into its original position, freeing up the gas tank. I appreciate you going out of your way to fix this vehicle. This could have been something that cost us money to repair. It is great knowing I have someone I can count on to help! Also, the fact that you had this truck up and running the same day.

Thanks again!!!!

Robert Urow
Parks and Recreation Foreman
(954)828-5371
rurow@fortlauderdale.gov

Seepersaud, Edgar

From: William Viveiros [WilliamV@fortlauderdale.gov]
Sent: Tuesday, November 05, 2013 7:45 AM
To: Seepersaud, Edgar
Subject: First Group experience

Sir,
I recently had to seek immediate assistance for a vehicle repair. Mechanic Pablo and yourself were very helpful and thorough. Please express my thanks to Pablo and you both should be commended for a job well done.
Respectfully,
Ofc. William Viveiros

Rischow, William

From: Carlos Berriz [CBerriz@fortlauderdale.gov]
Sent: Friday, June 14, 2013 2:44 PM
To: Rischow, William
Cc: Fickers, John; John Rencher
Subject: Thank you

Willy
I wanted to take this time to thank the following employees for going above and beyond

John Fickers and his staff for going the extra mile in getting the two Challengers back in service

James, for repairing the front end loaders in a timely manner

Please thank them on my behalf

Regards,
Carlos

Rischow, William

From: Robert Urow [RUrow@fortlauderdale.gov]
Sent: Monday, July 15, 2013 1:32 PM
To: Rischow, William
Cc: Seepersaud, Edgar; John Saavedra
Subject: Edgar Seepersaud

I wanted to take a minute to commend Edgar Seepersaud. I started this Foreman position two weeks ago, and really didn't realize how much I would count on your staff. Edgar has been a pleasure to deal with. He has helped me numerous times already, and is GREAT when it comes to knowing the vehicles. I just wanted you to know how helpful he has been, and how much it is appreciated!!

Rob Urow
Solid Waste Foreman
(954)828-5371

Rischow, William

From: Carlos Berriz [CBerriz@fortlauderdale.gov]
Sent: Tuesday, November 27, 2012 3:58 PM
To: Rischow, William; FirstVehicleServices@ecem1.com
Cc: John Rencher
Subject: Thank you

I would like to thank and commend Hector Pulgarin for a job well done fixing the fuel site at Fire Station # 54. I just wanted to let you know that your hard work and dedication did not go unnoticed.

We truly appreciate your efforts

Carlos M. Berriz

Senior Automotive & Equipment Engineer
City of Fort Lauderdale Fleet Services

Office: (954) 828-5781
Cell: (305) 877-5761
Fax: (954) 828-5783
CBerriz@fortlauderdale.gov

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Rischow, William

From: Jon Appel [JAppel@fortlauderdale.gov]
Sent: Friday, November 30, 2012 8:56 AM
To: Rischow, William; John Rencher; Carlos Berriz
Subject: FW: K9 Caprice

Willie.....Please share this with your staff and let them know their work is appreciated. Jack did a great job and went above and beyond.

Lieutenant Jonathan Appel
Fort Lauderdale Police Department
Administrative Support Division
Dive Team Commander

W- 954-828-5449
C- 954-822-6376
Jona@Fortlauderdale.gov

From: Paul Cristafaro
Sent: Friday, November 30, 2012 12:11 AM
To: Jon Appel
Cc: Gayle Schoen; Samantha Laird
Subject: K9 Caprice

I know we talked about this briefly the other day but I like the car and no issues so far. I think the black with the subdued markings is going to work out well. If we can do more like it I'm all for it. Although I want to thank all three of you the reason for the email is to thank the guys who don't get enough credit.

First off the garage guys did a great job putting those plates in the vehicle. Those gaps between the AA cage and the vehicle would have created issues for me. The plates are way above what I expected and so far have worked out great. Plus with all the issue I had with the Dodge at the end there they deserve extra thanks.

Second the radio shop, I know the radio didn't fit the console so they went with the remote system which again is very nicely done. They also wired up my flashlight chargers which is all apreciated.

Lastly, just want to say Strobes does nice work, the light package, the set up, everything top notch. When I met with Tom he went over everything in detail including the heat alarm. BTW I like these new heat alarms and it's nice not to have to unscrew all the atennas to go thru the car wash.

I know all of you work in jobs where everyone always wants/needs something and I'm sure it can feel like no one appreciates it but some of us still do . Thanks again, Sgt Paul Cristafaro/K9 Unit.

Rischow, William

From: Bob Fortier [BFortier@fortlauderdale.gov]
Sent: Tuesday, March 19, 2013 12:09 PM
To: Rischow, William
Cc: John Saavedra; John Rencher
Subject: Outstanding employee

Willie, I wanted to take a moment to recognize one of your mechanics, James. Over the past two years or so James has worked on everything we have here in Bulk. Watching James in his element reminds me that you get out of what you do by the way you approach it! His outstanding attitude is truly expressed in his love for what he does. Whether its a brake light bulb or a hydraulic cylinder leak James is always eager to get the job done. I believe the dirtier he gets the happier he is. Thank you Willie.

Bob Fortier
Solid Waste Foreman
Parks & Recreation Department
Office 954-828-5705 Fax 954-828-3068

1911-2011
CITY OF FORT LAUDERDALE

CAPRA ACCREDITED

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ATTACHMENT 14

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purchase@fortlauderdale.gov

ADDENDUM NO. 1

RFP 555-11442
Fleet Maintenance & Management Services and Central Warehouse

ISSUED November 13, 2014

This addendum is being issued to make the following changes:

1. Section 1, Item 4.24 Fleet Management and Information System has been replaced and shall now read:

Section 1
4.24 Fleet Management and Information System (FMIS)

The Provider will own, install, implement and maintain all hardware and software necessary for an electronic record keeping and reporting system for all services being contracted. The Provider shall be responsible for all support, maintenance, and with the approval of the City, the upgrade of that system. The information system shall provide records of all repairs and servicing activities performed for each vehicle or piece of equipment. The current City E.J. Ward fuel management system www.ejward.com maintains fuel usage and vehicle mileage transaction data. At no expense to the City, the Provider will incorporate this data, either by a manual or automatic link, into the Provider's Fleet Management Information System (FMIS) to facilitate fuel management tasks and vehicle Preventative Maintenance (PM) scheduling.

The Provider's Fleet Management Information System (FMIS) must be a multi-user system capable of integrating all information pertaining to inventory, description, maintenance, repair, employee performance, vehicle downtime, asset management, etc. The Provider must allow the City on-line access (multiple users) to the FMIS and the data contained therein.

The system will provide record keeping and reporting capabilities as well as have the ability to run adhoc queries and reports on the FMIS. The system will be designed to allow queries and reports to be obtained using Crystal Reports, or a similar industry standard reporting software package. The Provider's FMIS must be current and Open Database Connectivity (ODBC) compatible. Proposals should describe the ongoing FMIS support that will occur throughout the contract.

The Provider will provide initial and update FMIS System training to all City employees who require access to the system. The Provider will maintain and

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update this FMIS connection for the City as required for the duration of the agreement resulting from this bid process.

The proposed system must provide monthly activity and ad hoc reports to the City's specifications in the format necessary to properly oversee the management of the City's fleet, including Microsoft Excel.

City personnel must have secure, browser-based access to the data from the City network in order for City personnel to assemble reports. If not available, then a certain number of access agents must be loaded onto City-designated computers and secure access granted to the Provider application. The City will provide the necessary specifications for these reports during the system implementation. Data fields required, but not limited to; vehicle number, class, department, year, make, model, description, charge-back rates, in service and scheduled retirement dates, current mileage, time in service, life to date maintenance cost, and average maintenance cost per month, driver assignment, etc.

The Provider must provide one of its employees with the knowledge of a System Administrator of the proposed system. This person should be on-site to resolve any and all computer related database issues, perform necessary database and system backups, troubleshoot issues and errors as they arise and update employee computer access as necessary. He/she will also be available to respond to questions from City personnel regarding data organization, contents, and manipulation and produce special fleet reports when required. This individual will also be responsible for performing daily backup routines of the system database and program updates as well as storing the system backup media offsite in a timely manner.

Prior to its use, the Provider must supply training on its system's various modules and specifics. The City reserves the right to request additional training, at no cost to the City, until it feels that its employees are trained to a sufficient proficiency required to perform their necessary job functions.

The Provider will be responsible for accurate daily entry of all work order information, (e.g., parts, labor, repair type, outside vendor repair costs, vehicle mileage, etc.) into the FMIS. All data in the Provider's FMIS system will be backed up daily to a location designated by the City. The Provider will provide the City with the current data schema for this data and data conversion will be required.

The Provider will provide an email system that will serve the needs of all its employees designated to have email. No provisions will be made for any Provider employee to have a City email address.

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The Provider will provide and stock the necessary computer supplies required to perform all functions noted.

The Provider's application must include an inventory control module for managing the parts inventory. The system must be capable of accommodating parts bar code recognition for inventory and parts issuing processes. There will also be report-writing capabilities recording parts usage. The Provider's FMIS computers and server should be on their own LAN segregated from the City's network and connected to the city's network via a network gateway to allow City personnel to access the database for ad-hoc report viewing and writing purposes. Safeguards acceptable to the City must be implemented by the Provider to ensure that sufficient and up to date virus protection software is installed and maintained on all of the Provider's computers so that the City is confident that there are neither viruses nor security issues or vulnerabilities caused by this connection. The Provider's database server can be housed at the City's Fleet Services offices, however it's the Provider's responsibility to provide the appropriate fire, cooling, electrical and security protection necessary. The City prefers that the Provider's servers be housed off-site using more of a "Cloud Computing" model allowing its users to access the Provider's servers from a web browser. The Provider will be responsible for granting the City's computer users access and maintaining their access to its computer software systems and modules throughout the term of the contract. Proposals to the City should include a complete description of the Provider's FMIS, including sample reports, hardware requirements, staffing plan to input and maintain FMIS data, corporate FMIS support programs and personnel, training and orientation programs, and system configuration. Security within the FMIS and physical and logical network access between the Provider and the City must be clearly defined, reviewed and approved by the City. All costs for network or custom link connections will be the Providers responsibility. The City may, at its discretion, request a real-time demonstration of the Provider's proposed FMIS, as part of the oral presentations or visits to the Provider's other existing fleet management sites prior to contract award.
NOTE: During the term of this contract the City may at its discretion and expense choose to purchase a Fleet Management System.

2. Section 1, Item 10.e: Record Keeping and Reporting, FMIS Requirements, has been replaced and shall now read:

Section 1
10. *Record Keeping and Reporting*

e. FMIS Requirements. The Provider will utilize its 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.

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All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
Procurement Services Division

Company Name: Bradley A. Thomas, President, First Vehicle Services, Inc.
(please print)

Bidder's Signature: _____

Date: December 12, 2014

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ADDENDUM NO. 2

RFP 556-11442
Fleet Maintenance & Management Services and Central Warehouse

ISSUED November 24, 2014

This addendum is being issued to make the following changes:

1. **The opening date has changed. The new opening date is now Wednesday, December 10, 2014.**

2. **The following documents have been included for review.**
   - Replacement Cycle (Attachment P)
   - Safety Inspections (Attachment Q)
   - Auto Repair Shops Best Management Practices (Attachment R)
   - Revised Map for Fleet Facilities Fence Line (Attachment S)

All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
Procurement Services Division

Company Name: Bradley A. Thomas, President, First Vehicle Services, Inc.
(please print)

Bidder's Signature: _____

Date: December 12, 2014

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ADDENDUM NO. 3

RFP 555-11442
Fleet Maintenance & Management Services and Central Warehouse

ISSUED December 8, 2014

This addendum is being issued to make the following changes:

1. **The opening date has changed. The new opening date is now Wednesday, December 17, 2014.**

2. **Section 4.17 Waste Management: Item 4.17.h is added and shall now read:** The City reserves the rights to assume responsibilities for all scrap metals generated as a result of targeted and non-targeted activities at any time during the term of the agreement.

3. **The following documents have been included for review.**
   - Trolley List (Attachment T)

All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
Procurement Services Division

Company Name: Bradley A. Thomas, President, First Vehicle Services, Inc.
(please print)

Bidder's Signature: _____

Date: December 12, 2014

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AMENDMENT TO CONTRACT
FOR
FLEET MAINTENANCE & MANAGEMENT SERVICES
AND CENTRAL WAREHOUSE

This Amendment to Contract ("Amendment") is entered into on this **April 4, 2017** by and between the City of Fort Lauderdale (hereinafter "City") and **First Vehicle Services, Inc., a Delaware corporation authorized to transact business in the State of Florida** (hereinafter "Contractor"), individually referred to herein as "Party" and jointly referred to as "Parties" for the purpose of amending the **CONTRACT FOR FLEET MAINTENANCE & MANAGEMENT SERVICES AND CENTRAL WAREHOUSE, RFP No. 555-11442** (hereinafter "Contract"), dated **April 21, 2015.**

WHEREAS, a contract for fleet maintenance & management services and central warehouse was awarded in the amount of $16,675,000; and

WHEREAS, the City has experienced a significant increase in the overall fleet size effective September 1, 2016; and

WHEREAS, the City estimates that additional services of the Contract will be required in the amount of $188,838; and

WHEREAS, the City desires to include two (2) two-year renewal options to the Contract as provided for in section 2.3 of RFP No. 555-11442; and

WHEREAS, the Parties desire to amend the Contract by this writing to reflect the amended or additional terms and conditions to which the Parties have mutually agreed to;

Now, therefore, in consideration of the mutual covenants, promises, and consideration set forth herein, the Parties agree as follows:

1. The Contract is hereby amended to increase the contract amount by $188,838.

2. The Contract is further amended to add two (2) two-year renewal options to the contract term.

3. In the event of an explicit conflict between this Amendment to Contract, the terms and conditions of this Amendment shall take precedence in the interpretation of the explicit matter in question.

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IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

ATTEST:

Jeffrey A. Modarelli, City Clerk

(CORPORATE SEAL)

CITY OF FORT LAUDERDALE

By: _____
Lee R. Feldman, City Manager

FOR

Approved as to form:
Cynthia A. Everett, City Attorney

Candace R. Duff
Assistant City Attorney

ATTEST:

By: _____
~~Bruce J. Rasch~~, Secretary
Michael Petrucci

(CORPORATE SEAL)

FIRST VEHICLE SERVICES, INC.

By: _____
Bradley Thomas, President

STATE OF Ohio:
COUNTY OF Hamilton:

The foregoing instrument was acknowledged before me this 5th day of April 2017, by **Bradley Thomas as President of First Vehicle Services, Inc., a Delaware corporation authorized to transact business in the State of Florida.**

He is X personally known to me or has produced_____ as identification and did not (did) take an oath.

(SEAL)

Gayla S. Maxwell
Notary Public, State of ~~Florida~~ Ohio
(Signature of Notary taking Acknowledgment)

GAYLA S. MAXWELL
Notary Public, State of Ohio
My Commission Expires 03-12-2019

Name of Notary Typed, Printed Or Stamped

My Commission Expires:

2014-RE-480869
Commission Number

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www.fortlauderdale.gov/purchasing

March 21, 2018

First Vehicle Services, Inc.
Attn: Bradley Thomas
600 Vine Street, Suite 1400
Cincinnati, Ohio 45202

SUBJECT: Renewal of Term Contract for Fleet Maintenance & Management Services and Central Warehouse, RFP 555-11442, Amendment 1

Dear Mr. Thomas:

The subject Contract will expire on May 31, 2018.

In accordance with the terms and conditions of the subject Contract, the Contract may, by mutual consent of the parties, be renewed for an additional twenty four (24) month period. The City would like to exercise the right to renew this Contract for an additional two (2) years effective June 1, 2018, at the existing terms and conditions.

Please indicate your approval of this offer by having an officer of your firm execute the acceptance portion below and return the original of this letter to Lura Rogers at the address noted above by March 27, 2018.

Upon execution below by your firm's authorized representative, this Amendment will be your official notice that the Contract has been extended for two (2) years and no additional documentation will be required. The 2% CPI increase has been reviewed and approved. Please be sure any required Insurance Certificates are up to date and attached to your response.

Thank you for your immediate attention to this matter.

Sincerely,

Lee R. Feldman, ICMA-CM
City Manager

ACCEPTANCE

By _____
Official Signature

Senior Vice President
Title

March 22, 2018
Date

Department (for internal use only)
Renew: Yes _x_ No___
Expenditure $ 11,968,090.60 Revenue $ N/A
Fund 583 Subfund 01 Index Code PBS580101 Sub-object 3240

Sandy Leonard, Fleet Program Manager 2/23/2018
Sign and Date

Approved by: Jennifer Alvarez, Manager of Procurement and Contracts
Uncontrolled in hard copy unless otherwise marked

WE BUILD COMMUNITY

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www.fortlauderdale.gov

July 22, 2019

First Vehicle Services, Inc.
Attn: Bradley Thomas
600 Vine Street, Suite 1400
Cincinnati, Ohio 45202

SUBJECT: Extension of Term Contract for Fleet Maintenance & Management Services and Central Warehouse, RFP 555-11442

Dear Mr. Thomas:

The subject Contract will expire on May 31, 2020.

In accordance with the terms and conditions of the subject Contract, the Contract may, by mutual consent of the parties, be extended for an additional eighteen (18) weeks. The City would like to exercise the right to extend this Contract for an additional eighteen (18) weeks effective June 1, 2019, at the existing pricing, terms and conditions.

Please indicate your approval of this offer by having an officer of your firm execute the acceptance portion below and return this letter by email to Lura Rogers at lrogers@fortlauderdale.gov by July 29, 2019.

Upon execution below by your firm's authorized representative, this letter will be your official notice that the Contract has been extended for eighteen (18) weeks and no additional documentation will be required. Please be sure any required Insurance Certificates are up to date and attached to your response.

Thank you for your immediate attention to this matter.

Sincerely,

Jodi S. Hart, CPPO, CPPB, MBA
Chief Procurement Officer

ACCEPTANCE

By Dale R Domish
Official Signature

Dale R Domish SVP
Name Title

7-26-19
Date

SECOND AMENDMENT TO CONTRACT
FOR
FLEET MAINTENANCE & MANAGEMENT SERVICES
AND CENTRAL WAREHOUSE

This Amendment to Contract ("Amendment") is entered into on this **12th day of September, 2019** by and between the City of Fort Lauderdale (hereinafter "City") and **First Vehicle Services, Inc., a Delaware corporation authorized to transact business in the State of Florida** (hereinafter "Contractor"), individually referred to herein as "Party" and jointly referred to as "Parties" for the purpose of amending the **CONTRACT FOR FLEET MAINTENANCE & MANAGEMENT SERVICES AND CENTRAL WAREHOUSE, RFP No. 555-11442** (hereinafter "Contract"), dated **April 21, 2015.**

WHEREAS, a contract for fleet maintenance & management services and central warehouse was awarded in the amount of $16,675,000; and

WHEREAS, due to a significant increase in the overall fleet size effective September 1, 2016, the City estimated that additional services of the Contract would be required in the annual amount of $188,838; and

WHEREAS, by virtue of authorized Consumer Price Index cost adjustments and the City's Procurement Services Division's administrative approval of contract increase within 10% of contract value and 18-week contract extension, the current contract value is now $33,272,199.30; and

WHEREAS, an additional contract increase in the amount of $2,000,000 is required for Contractor to provide services for the remainder of the contract term ending September 30, 2020; and

WHEREAS, the Parties desire to annually compare the fleet composition to the previous calendar year rather than the fleet composition at the time the RFP was issued; and

WHEREAS, the Parties desire to amend the Contract by this writing to reflect the amended or additional terms and conditions to which the Parties have mutually agreed to;

Now, therefore, in consideration of the mutual covenants, promises, and consideration set forth herein, the Parties agree as follows:

1. The Contract is hereby amended to increase the contract amount by $2,000,000.

2. The Contract is hereby amended to annually compare the fleet composition to the previous calendar year rather than the fleet composition at the time the RFP was issued.

3. In the event of an explicit conflict between this Second Amendment to Contract, the terms and conditions of this Second Amendment shall take precedence in the interpretation of the explicit matter in question.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

ATTEST:

Jeffrey A. Modarelli, City Clerk

CITY OF FORT LAUDERDALE

By: _____
Christopher J. Lagerbloom, ICMA-CM
City Manager

(CORPORATE SEAL)

Approved as to form:

Assistant City Attorney

ATTEST:

Michael L. Petrucci, Secretary

FIRST VEHICLE SERVICES, INC.

Bradley Thomas, President

(CORPORATE SEAL)

STATE OF Ohio:
COUNTY OF Hamilton:

The foregoing instrument was acknowledged before me this 9 day of Sep 2019, by **Bradley Thomas as President of First Vehicle Services, Inc., a Delaware corporation authorized to transact business in the State of Florida.**

He is ✓ personally known to me or has produced _____ as identification and did not (did) take an oath.

(SEAL)

Notary Public, State of Florida Ohio
(Signature of Notary taking Acknowledgment)

Channelle Johnson
Name of Notary Typed, Printed Or Stamped

Channelle Johnson
Notary Public, State of Ohio
My Commission Expires 06-30-2020

My Commission Expires:

Commission Number