

**CONTRACT
CITY OF PORT ST. LUCIE
CONTRACT #20240063**

This Contract executed this _____ day of _____, 2024, by and between the CITY OF PORT ST. LUCIE, FLORIDA, a municipal corporation, duly organized under the laws of the State of Florida, hereinafter called "City," and VECTOR FLEET MANAGEMENT, LLC, 9300 Harris Corners Pkwy, Charlotte, NC 28269, hereinafter called "Contractor" or "Proposer." City and Contractor may be referred to herein individually as a "party" or collectively as the "parties."

**SECTION I
RECITALS**

In consideration of the below agreements and covenants set forth herein, the parties agree as follows:

WHEREAS, Contractor is licensed in the State of Florida; and

WHEREAS, the City wishes to contract with a contractor to provide Fleet Vehicle and Equipment Maintenance and Management Services based on the terms and subject to the conditions contained herein; and

WHEREAS, Contractor is qualified, willing, and able to provide the Scope of Services and services specified on the terms and conditions set forth herein; and

WHEREAS, the City desires to enter into this Contract with Contractor to perform the Scope of Services and services specified and, with a commission amount to be paid as agreed upon below.

NOW THEREFORE, in consideration of the premises and the mutual covenants herein named, the parties agree as follows:

The Recitals set forth above are hereby incorporated into this Contract and made a part of hereof for reference.

**SECTION II
NOTICES**

All notices or other communications hereunder shall be in writing and shall be deemed duly given if delivered in person, sent by certified mail with return receipt request, email, or by Fed-EX, UPS, courier, or other similar and reliable carrier and addressed as follows, unless written notice of a change of address is given pursuant to the provisions of this Contract. Each such notice shall be deemed to have been provided:

- I. The same day, if sent via email.
- II. Within one (1) day in the case of overnight hand delivery, courier, or Services such as Fed-Ex or UPS with guaranteed next day delivery; or,
- III. Within seven (7) days after it is deposited in the U.S. Mail in the case of registered U.S. Mail.

From time to time, the parties may change the name and address of the person designated to receive notice. Such change of the designated person or their designees and/or address shall be in writing to the other party and as provided herein.

Contractor: Vector Fleet Management, LLC
Aubrey Felton, Executive Vice President
9300 Harris Corners Pkwy, Suite 350
Charlotte, NC 28269
704-597-2262
afelton@vectorfleet.com

City Contract Administrator: Nate Rubel
Procurement Assistant Director
121 SW Port St. Lucie Blvd.
Port St. Lucie, FL 34984-5099
772-344-4230
E-mail: nrubel@cityofpsl.com

City Project Manager: Roberto Mann – City Fleet Manager
Fleet Division, Facilities Dept.
121 SW Port St. Lucie Blvd.
Port St. Lucie, FL 34984
Telephone: 772-871-5293
Email: rmann@cityofpsl.com

City Police Department Project Manager: Colleen Bakels – Police Fleet Coordinator
121 SW Port St. Lucie Blvd.
Port St. Lucie, FL 34984
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SECTION III **DESCRIPTION OF SERVICES TO BE PROVIDED**

This specific work that the Contractor has agreed to perform pursuant to the RFP Specifications **#20240063, Fleet Vehicle and Equipment Maintenance and Management Services** including all Attachments, all Addenda, and all other restrictions and requirements incorporated herein by this reference.

1. Scope of Work

The Contractor shall provide all labor, supervision, equipment, machinery, tools, materials, transportation, insurance, bonds, and all other incidentals necessary to provide the services in accordance with the terms and conditions contained in this RFP.

Maintenance of the vehicles and equipment shall be performed at the City's Fleet Maintenance Facility located at 430 SW Thornhill Drive, Port St. Lucie, Florida, which shall be used by the Contractor during the term of the Contract.

It is the intent of the City to procure the services of an experienced and qualified Contractor who will assume responsibility for the management of the City's fleet vehicle and equipment preventive maintenance (PM) and repair operation, acquire the City's current usable parts inventory and continue to manage the inventory for the City's fleet vehicle and equipment maintenance and repairs in the City-owned fleet maintenance facility. The City requires a Contractor to provide a program that will achieve, but not necessarily be limited, to the following goals:

- Provide a quality maintenance program.
- Reduce overall maintenance cost.
- Maintain fleet availability.
- Improve vehicle and equipment availability and reduce downtime.
- Improve services offered to the City's departments using fleet vehicles and equipment.
- Provide certified skilled mechanics qualified to work on normal and specialized equipment.
- Repair with Original Equipment Manufacturer (OEM) parts including hydraulic valves.
- Maintain an inventory of critical parts that are difficult or time consuming to obtain.
- Provide assessment reports to departments on current equipment by providing detailed maintenance statistics such as down time, parts replacement, etc.
- Provide annual recommendations for vehicle and equipment replacement and needed additional equipment.
- Recommend and coordinate operator training as requested or as needed to prevent equipment abuse.
- Provide technician and mechanic training.
- Maintain manuals, updates, and service bulletins on all equipment in an easily accessible library.
- Provide technical assistance for any proposed new equipment purchases.

The City is particularly interested in fleet vehicle management proposals in relation to the following:

- Vehicle availability/downtime by classification
- PM scheduling and completion performance
- Unscheduled repair performance
- System detail reports
- Status reports on equipment and equipment abuse
- Communication on status of equipment when down
- Workforce size
- Education and Certification requirements
- Continuing Education Policy
- Reports detailing actual cost of maintenance per individual equipment
- Consideration of new replacement vehicles on annual contract
- Acceptable brand of lubricants and coolants as recommended by manufacturer (OEM)
- Parts availability

- Time Management and efficiency procedures
- Quality control of work
- Definition of contract work
- Definition of non-contract work
- Road call performance; 24 hours a day / 7 days a week
- Towing
- Out of service time per equipment classification
- Out of service time per equipment priority
- Safety and cleanliness of shop area
- Education and policy to provide a drug free workplace
- Emergency Management Plan

The City intends to establish cost and performance standards for fleet vehicle and equipment maintenance. The City is particularly interested in the following maintenance performance:

- Total monthly cost associated with repair and maintenance of fleet vehicles
- Priority vehicle availability/out of service
- Administrative car and truck availability/downtime
- Construction and specialty equipment service
- PM scheduling and completion performance
- Unscheduled repair performance
- Parts Availability
- Road call performance
- Quality of work

By submitting a bid, Proposers understand and accept the existing condition of all the fleet of vehicles and equipment as listed in the inventory.

Current equipment, tools and vehicles for use by the awarded Contractor:

Hunter TCX lever-less tire changer
R134 A/C reclaimer/recycler/charger
Robinair Model 34788NI reclaimer/recycler/charger R134a only
5 HP gas port compressor
Gruntavore motorcycle/ATV lift
AMMCO 4100 brake lathe
Curtis key machine
Bumper jack, floor jacks and jack stands
AVR volt/amp tester MT3760
Duralast 200-amp battery charger
Automotive computer code scanner OTC
Transmission jack, 2,200 lbs.
¾ ton hydraulic wheel dolly
KWIK-WAG SBM 800s wheel balance
15 HP Sullivan Palatek air compressor

Saylor-Beall 80 Gallon air compressor
Coxrell oil dispenser w/accessories
Miller auto ARC MIG welder
Auto oil dispenser
Ten (10) service bays
One (1) administrative office/parts room
Five (5) desks
Twelve (12) file cabinets
Two (2) eyewash stations
Motorola XTS 2500 handheld radio
Motorola XLT 2500 mobile/base radio
2004 GMC pickup parts truck
2009 Ford F-250 utility body service truck
2018 Ford F-350 utility body service truck
4 post PKS Model PK 40-4-30 40,000-pound lift
4 post Ben Pearson 30,000-pound lift
4 post Rotary 14,000-pound lift
2 post Rotary 12,000-pound lift
2 post 10,000-pound lift
2 post Ben Pearson 9,000-pound lift
2 post Rotary 7,000-pound lift

The Contractor shall be required to prepare new vehicles for service and prepare retired vehicles for sale, manage parts inventory and supply materials and parts in accordance with this RFP. All preventive maintenance and repair work shall meet OEM specifications. Services shall be provided during hurricanes, tornados, floods, storms, major fires, and other natural or City declared emergencies, as well as during normal business hours.

The Scope of Work includes all labor, supervision, equipment, machinery, tools, materials, transportation, insurance, maintenance of traffic, personal safety equipment, and all other incidentals necessary to provide and perform the Fleet Vehicle/Equipment Maintenance & Management Services.

The Contractor shall provide scheduled monthly preventive maintenance (PM) for vehicles listed in the City's inventory and notify departments via email a minimum of two (2) weeks prior to service. The Contractor shall schedule vehicle preventive maintenance to minimize interference with normal City work schedules. If a user fails to deliver their vehicle on schedule, the Contractor will reschedule the vehicle for the service. The Contractor shall also provide unscheduled and remedial repairs for abuse and vandalism, overhaul, mobile services, towing, tire service, welding, fabrication, new vehicle preparation including outfitting, vehicle disposal processing, fleet repair management, and other services as may be required to assure the continuity of effective and economical operation of the City's vehicles and equipment.

1.1 Preventive Maintenance

Perform the following each Preventive Maintenance (PM) interval (every 5000 miles or six (6) months, whichever first occurs) or per vehicle/equipment manufacture's recommendation:

- Tires – record tread depth of all tires. A minimum of 3/32 tread depth shall be maintained. Check air pressure.

- Lights – exterior and interior lights and gauges
- Windshield wipers
- Fluid levels
- Battery and charging system; also, clean terminals and check cables.
- Heating/AC system.
- Exhaust system and exhaust hangers and clamps
- Steering and suspension
- Frame, cross members and body joints
- Drive shaft/U-joints
- Inspect critical components (hoses, belts, etc.), replace any worn or damaged components.)
- Inspect vehicle appearance (look for body damage, rust, interior condition, etc.).
- Change engine oil and oil filter.
- Lubricate chassis, hinges, locks, etc.
- Emission controls – service
- Brake inspection – record remaining life (replace worn, damaged, or leaking components).
- Cooling System (service if needed).
- Starter/charging system (check and repair or replace deficient components).
- Inspect air cleaner element and replace, if needed.
- Rotate and balance tires.
- Siren inspection including lamp changes.
- Electrical draw testing.

Perform the following items every second PM interval:

- Front wheel bearings - service.
- Scope engine
- Automatic transmission, which includes adjustment, fluid change, and filter.
- Tune engine and test emissions.

1.2 Routinely

Perform repairs as needed, road test, and correct deficiencies.

1.3 Yearly

Inspect and test vehicles and power operated equipment on an annual basis in accordance with Federal and State laws. Inspections and tests shall be performed by the Contractor in the Maintenance Facility by properly authorized and trained mechanic(s).

1.4 Hourly

Maintain hourly equipment in compliance with the OEM specifications.

1.5 Lifetime

The Contractor shall develop a lifetime PM schedule for each vehicle and equipment that is based on PM interval every 5000 miles or six (6) months, whichever first occurs.

The Contractor shall furnish all necessary supervision, labor, tools, parts, oil, fluids, and supplies required to maintain the fleet and service consistent with generally accepted fleet practices. In addition, the Contractor shall provide and maintain a permanent, detailed, automated record system for each vehicle to provide a basis for optimum fleet management and provide detailed maintenance and operating information for the City.

Reports that shall be maintained are:

Parts:

Parts Inventory List
Parts Transactions

Operations Reports:

Operation & Maintenance/Cost by Vehicle
Fuel Report
Historical Cost Performance

Work Order Reports:

Open Work Orders by Shop
Road Call Report
Sublet Report
Maintenance Cost Report
Mechanics Accountability

Equipment Reports:

Equipment List
Equipment due for PM
Equipment History Summary
Historical Cost Performance
Equipment Billing Report
Equipment by License/Serial #
PM Table Listing

1.6 Facilities

The City permits the Contractor to use the City's Fleet Maintenance Facility in accordance with the License Agreement in Exhibit A to this Contract.

The City shall also provide, under the license in Exhibit A, City owned equipment, tools and furniture located in the Fleet Maintenance Facility. All equipment added during the term of the Contract, and approved by the City prior to purchase, will become the property of the City. The cost of special equipment shall not be included in the Fixed Contract Amount and will be billed to the City with the monthly invoice. The City may establish an amortization schedule for major equipment purchases whereby the Contractor will invoice only the scheduled amount monthly, if mutually agreed to by the Contractor.

1.7 Assets

Opening Inventory

Prior to commencement of operations, the Contractor and City shall jointly undertake an opening inventory of all such parts and supplies, which shall establish the value of the inventory the Contractor will manage. The City reserves the right to alter the amount or value of fleet vehicle and equipment inventory subject to service and/or maintenance to be performed by the Contractor under the terms of this Contract. At the termination of this Contract, the Contractor and City shall jointly undertake a closing inventory of all such parts and supplies. Periodic audits will be conducted to monitor the Contractor's management of the City's inventory of parts, supplies, and equipment.

The Contractor may change the locks on any or all the facilities and equipment leased for the duration of the Contract. A duplicate key for all re-keyed locks shall be provided to the City.

Confidentiality of Service Operations

Unmarked police undercover vehicles owned by the City shall be serviced and maintained by the Contractor as part of the automotive fleet. The Contractor shall assure that the confidential nature of these vehicles, including special equipment inside the vehicles, is maintained. Security shall include:

- Control of idle discussion about vehicles.
- Prohibition on handling and tampering with special equipment.
- Integrity of mechanics and staff.

1.8 Fleet Management and Information Systems

Software

The Contractor shall use a software information system for tracking inventory and providing the City with monthly reports. The Contractor shall enter the existing inventory data of all vehicles and equipment into the software database and keep it up to date. The system shall include a fleet management program and database. The system used is subject to the City's approval. The Contractor shall provide the City Fleet Manager with administrative and operational permissions to use the software and access the database. The Contractor shall work with the City and software vendors to integrate their information system with the City's maintenance database.

Telematics

The Contractor shall provide maintenance support and technical assistance for City purchased telematic devices.

1.9 Preventive Maintenance Program

It is the responsibility of the Contractor to develop and to implement a preventive maintenance (PM) program to service all vehicles and equipment within the City inventories for City approval. The PM program shall be designed in accordance with recognized good fleet management practices and shall meet the terms and conditions necessary to comply with the original equipment manufacturers' (OEM) specifications, warranties, and recommendations. The PM work performed shall be as indicated in Scope of Work above but subject to change as recommended by vehicle or fleet manufacturers and approved by the City with no increase in the Fixed Contract Amount. Preventive maintenance activities shall be scheduled to minimize interference with normal City work schedules.

Fleet Assessment

Within six (6) months after the starting date of the Contract, the Contractor shall perform a PM on every vehicle in the fleet and correct any deficient vehicles. Deficient vehicles are those identified as not meeting the fleet standard.

Scheduling

The City reserves the right to prioritize the work as it determines is in its best interest.

The Contractor shall develop and provide a monthly PM schedule to the City with enough lead-time that the City can give ten (10) working days' notice to the vehicle user(s). The Contractor shall publish a PM service schedule and will adhere to the schedule. The time required to perform PM

and repairs shall be similar as to known industry standards and the Contractor shall not delay PM or repairs.

Performance

The timely performance of PM is required of the Contractor for all fleet vehicles. It is incumbent upon the Contractor to schedule, notify, and perform the required maintenance without the initiation of the City.

1.10 Repairs

Specific Repair

The Contractor shall make specific repairs to vehicles and equipment that are identified through PM, by users, and by breakdown or malfunction. Repairs shall be made as required, limiting the nature and extent of repairs that are consistent with age, mileage, and cost to repair criteria of good fleet maintenance. A formal checklist will be established of procedures that must be performed during a PM service. A copy of the completed checklist, signed by the technician performing the service, will be provided to the appropriate department liaison.

Limitations

When equipment replacement appears to be more cost effective than repair, the Contractor shall present such a recommendation in writing to the City.

Road Calls

The Contractor shall provide emergency road service calls, including towing service, for vehicles in the fleet. The Contractor shall have persons on call to expeditiously handle vehicle breakdowns. The Contractor shall tow any City owned or leased vehicles requiring this service, regardless of whether the cause is an authorized repair or other incident.

The Contractor shall present a plan for road call services that extend out of the City limits.

For equipment that cannot be brought into the Fleet Maintenance Facility, the Contractor shall provide mobile service on location to service this equipment.

Quick Fix

The Contractor shall provide a Quick Fix function for minor repairs of less than a one (1) hour duration when the vehicle operator chooses to wait for the service. Vehicles repaired under Quick Fix are to be moved to top priority.

Warranty and Recalls

The Contractor shall arrange for all manufacturer warranty work to be performed at authorized dealers. The Contractor shall seek to acquire authorization from vehicle manufacturers to perform warranty repairs in-house when staffed and equipped to complete those repairs. The Contractor shall work with the City to streamline the process for recalls and shall be responsible for ensuring that the recall work is performed. This shall include the creation of a warranty database to ensure that repairs are scheduled and completed.

Re-Repair-Liquidated Damages

The Contractor shall track and identify multiple repairs for the same deficiency on the same vehicle (re-repairs) and shall not include in the monthly statement costs for re-repairs occurring before the scheduled time after the original repair. For the purposes of this Contract, the term “re-repair” shall be considered a failure to correct a deficiency or repair of vehicle. In the case of a “re-repair” the Contractor will be assessed liquidated damages in accordance with the following performance standards:

<u>Acceptable Performance Standards</u>	<u>Liquidated Damages</u>
a. Out of service rate may not exceed 2% of fleet two days per month	5% of total management fee
b. Vehicle re-repairs may not exceed two (2) to four (4) per month	1% of total management fee
c. Response and repair time for priority vehicles may not be exceeded for more than one vehicle per month	2.5% of total management fee
d. Total adherence to Administrative Report deadlines	.7% of total management fee
e. Failure to adhere to manufacturers warranties/recall may not exceed 1 vehicle per quarter as required	1% of total management fee

The City will not pay any costs associated with re-repairs including, but not limited to, towing fees, cost of actual re-repair or cost for additional damages and penalties as a result of omissions or improper initial repair by the Contractor. The parties agree that these amounts represent a good faith estimate on the part of the parties as to the actual potential damages that would occur because of the need for re-repair. Contractor hereby expressly waives and relinquishes any right which it may have to seek to characterize the above noted liquidated damages as a penalty, which the parties agree represents a fair and reasonable estimate of City’s actual damages at the time of contracting. The Contractor and his sureties shall be jointly and severally liable to the City for the total amount of damages.

Outside Repairs

The Contractor shall be responsible for arranging and managing the conduct of outside repairs that cannot be performed cost-effectively in-house and shall be responsible for continued review of the need for specific outside repairs as opposed to performing in-house repairs. These outside repairs may include bodywork and painting, glass replacement, transmission sealing and repair or radiator work, and other work that can be utilized at a minimum cost to the City. All responsibility (paperwork, invoicing, quality control, vehicle movement, vehicle security, etc.) shall be that of the Contractor. Transport to outside repair is the responsibility of the Contractor. Subcontractor invoices will be accepted solely by the Contractor.

Vehicle Preparation

When authorized by the City, the Contractor shall prepare newly acquired vehicles for service and paid based on the Non-Contract Labor Rate. The City may determine it is in its best interest for this work to be performed by another vendor.

For highly modified or specialized equipment: (e.g Patrol vehicle, Specialized Utility Vehicles) The City may reach out to the Contractor, in a timely manner, for an estimate to prepare new vehicles. The Contractor should submit the total cost for the outfitting and must present and estimated timetable to complete these installations.

Vehicles to be sold shall be prepared for disposal by the Contractor. Preparation shall include removal of tags, decals, special equipment, and other paperwork. The Contractor shall be prepared to make minor repairs as needed to assist with auction and facilitate transportation or movement of assets within auction storage area. When a vehicle is sold, policies and practices of the City shall be imposed.

The Contractor should describe in their proposals, plans for assistance with vehicle and equipment preparation and disposal within the Fixed Contract Amount.

Accidents

The Contractor shall aid as needed and necessary with vehicle accidents including, but not limited to, coordinating towing, in house light vehicle damage repairs, preservation during litigation.

Notification

The Contractor shall notify the appropriate representative of a user department by telephone or email when a vehicle or equipment they have in for scheduled repairs will be out of service for more than eight (8) hours and when vehicle/equipment service is complete. This information shall also be provided to the City's Fleet Manager as part of the Weekly Report.

Washing and Cleaning of Fleet

The City shall be responsible for providing this service. Care is to be taken to maintain cleanliness during service to protect vehicles from grease and/or oil spills or handprints. Any spills or handprints must be cleaned.

1.11 Vehicular Services

Fuel

The City will fuel all vehicles and equipment. The City shall also be responsible for a PM program and repair of the fuel dispensing equipment. The City shall contract repairs on the fuel dispensing equipment independently. The Contractor will provide daily dip manual dip stick measurements of the City's Fuel Island gasoline and diesel tanks, this should be reported to the City daily via a provided worksheet. The City will be responsible for reporting on the fuel storage tanks in accordance with State and local regulations.

Maintenance and management of the City's Fuel Management System shall not be the responsibility of the Contractor. This shall not relieve the Contractor, however, from the responsibility of notifying

the City's Vehicle and Maintenance Coordinator or other appropriate City personnel when the system is discovered to have faults.

1.12 Parts

Parts Supply

The Contractor shall procure, stock, and furnish all parts and supplies necessary to maintain and repair vehicles and equipment. Parts installed by the Contractor shall meet OEM specifications. When a piece of equipment goes down, repair parts must be ordered within twenty-four (24) hours of Contractor being notified of the need for the parts.

The City shall approve new product lines before introduction into the parts supply. Parts installed on vehicles and equipment shall be identified by part number and cost on the work order for the appropriate assignment.

Inventory

Within thirty (30) days after commencement of contract period, the Contractor shall purchase, at cost (to be mutually agreed upon by the City and Contractor), the City's active parts and supplies assigned to the automotive fleet. A complete physical inventory will be taken by representatives of the City and the Contractor at the beginning of the Contract. Upon completion of the inventory, the Contractor will be totally responsible for parts accountability and security.

The Contractor will assist the City with disposal of the inactive, unusable, excess and obsolete parts in the City stock. Proposers should describe obsolete and overstocked inventory disposal methodologies in their proposals.

The Contractor shall purchase and maintain an adequate parts inventory that will be charged back to the City on an as-used basis.

An electronic system shall be used to monitor and control the parts inventory. At a minimum, the electronic system shall be capable of generating a complete inventory by part number and part cost, and a usage rate history for each part normally stocked. The City, in its sole discretion, shall have the right to require the Contractor to use a different system if the chose system is deficient.

The City reserves the right to purchase at cost from the Contractor, any and/or all of the active parts in inventory upon completion or termination of the Contract.

1.13 Quality Assurance

Quality Assurance Program

The Contractor shall implement a Quality Assurance Program for the repair management and maintenance of the City's fleet. The program shall include provisions for performance standards with a system of rewards and liquidated damages to the Contractor for attainment/failure to meet these standards. Proposers are expected to include in their response to this Sealed Request for Proposal a Quality Assurance Program. The Contractor shall provide oversight for managing warranty discrepancies between the City and various manufacturers and shall transport fleet/equipment to dealers for repairs not capable of being done at the City's garage location.

The performance standards shall include at a minimum the following categories:

- a. Fleet availability/downtime of vehicle or equipment.
- b. PM performance.
- c. Repair performance.
- d. Parts availability.
- e. Current employee education and experience requirements
- f. Employee salary range
- g. Continuing educational programs
- h. Shop cleanliness

Fleet availability/downtime shall have separate standards for categories of vehicles or equipment. As a minimum, the Contractor shall develop and propose these standards for the following general categories:

- a. Passenger type vehicles (includes light trucks to 10,000 GVW).
- b. Heavy on road vehicles
- c. Specialized vehicles and equipment
- d. Construction equipment
- e. Priority vehicles (Police)

Repair Priority

The Contractor shall provide unscheduled repairs to vehicles under an established repair priority system. The system shall be subject to approval and modification by the City. Proposers shall include in their proposal a recommended repair priority system for the City. In preparing the repair priority system, Proposers should keep in mind the emphasis the City places on maintenance and the City's desire to maintain a modern, fully operational, and efficient fleet. Emphasis should also be placed on the timely repair of specialty or unique equipment that is not redundant throughout the City's fleet and equipment operated for public safety. Proposers should also include in their proposal for operation of the Quick Fix function within the scope of the repair priority system.

1.14 Reporting

The following minimum requirements for reporting and record keeping will be in effect for the term of the Contract. Reports shall be provided to the City's Fleet Manager. Proposers are asked to submit, with their proposals, any additional reporting methodologies they would recommend enacting in the best interest of the City and the management of the City's fleet.

Records

Upon prior reasonable notice by the City, the Contractor shall provide the City's authorized representative(s) appointed by the City Manager access to all electronic and hard data, books, records, correspondence, instructions, plans, receipts, vouchers, and memoranda of every description pertaining to the work under the Contract for auditing and verifying costs of work. Document retention periods and classification shall be in accordance with the laws of the State of Florida, including the requirements of Chapter 119, Florida Statutes.

The Contractor will develop, implement, and maintain software for an electronic record keeping and reporting system for all services being contracted. The information system shall be subject to the

City's approval, and provide records of all repairs and servicing activities performed for each vehicle or piece of equipment.

Files

The Contractor shall maintain a complete file of service manuals, service bulletins, lubrication charts, and other information needed to properly service and repair the fleet of the City.

Weekly Report

The Contractor shall generate a weekly report for delivery to the City before noon, each Monday. The weekly report shall be in memorandum format and shall include the following from the previous week's activity:

- a. List of vehicles not delivered for a scheduled PM. The list shall include the assignee's name and department, if known.
- b. Discovery or indication of abuse by the vehicle user more than normal wear and tear.
- c. Repair activity.
- d. A status report on vehicles out of service for more than five (5) days.
- e. Number of work orders processed.
- f. A summary of progress in all work performance areas subject to liquidated damages.

Monthly Report

The Contractor shall provide a consolidated monthly management report to be delivered to the City on or before the 10th calendar day of the month following the reporting period. The report shall include, but is not limited to:

- a. Monthly maintenance costs compared to the Fixed Contract Amount.
- b. Failure/attainment in each performance area subject to liquidated damages for that month and cumulative damages for that Contract year.
- c. Costs for all reimbursable items not included in the Fixed Contract Amount, sorted by type of expense (i.e. accident repairs, supplier service repairs, etc.).
- d. Number of shop work orders processed.
- e. Number of vehicles serviced during the reporting period.
- f. Number of vehicle PM's scheduled/completed.
- g. Downtime and in total.
- h. Cumulative records of subcontracted work.
- i. Total labor hours expended.
- j. Total parts cost.

Annual Report

The Contractor shall provide the City with an annual performance report that summarizes the year's activity, within thirty (30) days following the end of the Contract year. The annual report shall contain a summary of the year's activity in the format agreed upon by the Contractor and the City. Proposers shall include an example of an annual performance report with their proposals.

The Contractor shall provide a statement indicating the solvency of the Contractor as part of the annual report. This may take the form of a standard issue corporate report or annual audit of the Contractor's resources.

Invoicing and Payment

On the last day of each month, the Contractor will issue an invoice for one-twelfth (1/12) of the Contractor's approved amount for that fiscal year. Invoices shall include all supporting documentation.

On the last day of each month, the Contractor will issue an invoice for non-Contract items from the previous month. Invoices shall include all supporting documentation.

All invoices and correspondence relative to this Contract must contain the City's Contract number and Purchase Order number, detail of items with prices that correspond to the Contract, a unique invoice number, and partial and final release of liens.

All invoices are to be sent to the assigned Project Manager for this Contract.

The Contractor shall not be paid additional compensation for any loss or damage arising out of the nature of the work, from the action of the elements, or from any delay or unforeseen obstruction or difficulties encountered in the performance of the work, or for any expenses incurred by or in consequence of the suspension or discontinuance of the work.

1.15 Other Services

Emergencies

The Fleet Manager will notify the Contractor when an emergency situation is declared by the City along with the nature and expected duration of the emergency. The Contractor shall mobilize the shop and provide repair and maintenance services, for the duration of emergency situations, such as flood, hurricane, and other emergencies as declared by the City. Such a service shall include adequate staffing to ensure continued emergency vehicle operations at a level, and for the duration, determined to be required by the City. Such circumstances may occur during hours outside normal hours of operation and can involve any number of employees, equipment, and vehicles. Costs incurred during emergency situations are not to be included in the Fixed Contract Amount and shall be billed to the City at a rate to be determined by the proposal that will be a percentage rate over cost.

Purchases

The Contractor shall assist the City in preparing purchase specifications for additional or replacement vehicles and service equipment as needed. In addition, the Contractor shall assist the City with inspections and assessments of used vehicles and equipment under consideration for purchase or lease. The Contractor shall identify and nominate for the City's purchase, other equipment that will reduce the cost of maintenance and/or improve the quality of vehicular services. If at any time during the Contract period, the City increases or decreases its fleet and equipment size by 5% or more, the Contractor and the City shall negotiate the adjustments to the Fixed Contract Amount upon thirty (30) days written notice by the City.

Hours of Service

The Fleet Maintenance Facility shall normally be open on a one (1) shift, five (5) day per week basis from 7:00 a.m. to 5:00 p.m. The shop shall be open and operating every scheduled City workday. The Contractor may work on scheduled City holidays but must not expect delivery of vehicles scheduled for PM or other maintenance services.

Directed Work

The City may direct the Contractor to perform additional tasks under this Contract. The Contractor shall perform such assignments in accordance with an agreed schedule and level of effort. The cost of such assignments shall not be included in the Fixed Contract Amount and shall be invoiced to the City at (to be determined by proposal) percent rate over cost. Contractor shall specify the hourly rate of labor to be charged subject to annual rate adjustments.

Investigations

The Contractor shall support the City with technical investigations related to the automotive fleet. Such investigations may support accidents, fire, or other issues of a technical nature. The Contractor shall also support investigations into warranty repair denial by manufacturers/vendors.

Waste

The Contractor shall be responsible for disposal of all trash and other wastes generated during the course of the Contract. The Contractor shall maintain records on all hazardous chemicals and other hazardous waste. The records shall contain the most recent Material Safety Data Sheets, the materials' origin, use, transportation, and ultimate distribution and disposal. All waste disposals shall be in accordance with current City, County, State, and Federal laws and EPA regulations.

The Contractor shall provide training and management for employees working with and handling hazardous materials, in accordance with laws and EPA regulations. The Contractor shall hold the City free of liability for all actions of the Contractor relating to waste disposal.

1.16 Staffing Provisions

General Manager

The Contractor shall provide a General Manager who has proven technical and managerial experience in the field of fleet vehicle maintenance and repair management. Initial nominee for General Manager shall be presented to the City for interview and specific approval. Each and every time (if any) there is a new General Manager nominee, the City shall have this same right to interview and of specific approval.

During the course of the Contract, City shall have the right to request that Contractor remove the General Manager from serving under this Contract and provide a new General Manager. Contractor shall comply with such requests.

The General Manager shall be solely dedicated to performance of the position under this Contract and shall not perform any other work for Contractor. Subject to personal time off, which shall be subject to approval by the City's Fleet Manager, the General Manager shall be available onsite at the City's facilities during normal shop hours, or as defined by the City during declared emergencies.

General

The Contractor shall have the responsibility for selecting personnel to perform the services to be provided in accordance with this Contract. Personnel hired for this Contract shall be solely assigned (working for) the City of Port Saint Lucie's Fleet Maintenance Contract. No person convicted of a felony within seven (7) years prior to employment shall be employed by the Contractor for work assignments on this Contract. The Contractor shall be required to perform pre-employment drug testing for all proposed Contractor employees. A copy of the results will be kept in a confidential file segregated from the personnel file.

The Contractor shall not Subcontract any Preventive Maintenance work.

Contractor personnel shall be in company uniform.

The Contractor's Shop Supervisor(s) shall have proven technical and managerial experience in the field of fleet vehicle maintenance and repair management.

Staffing Changes

The Contractor is always responsible to keep assigned working employees fully staffed to perform the services. The Contractor's Project Manager shall have proven technical and managerial experience in the field of fleet vehicle maintenance and repair management. Nominee(s) for Project Manager shall be presented to the City for specific approval. The City reserves the right to request the dismissal of any Contractor employee whose performance or actions are detrimental to the program. The Contractor shall dismiss any employee involved in misconduct, drugs, alcohol consumption, use or possession of firearms on City premises.

Contractor Employee Benefits

The Contractor shall have sole responsibility for providing benefits for Contractor employees.

Staffing Qualifications

The Contractor shall employ highly qualified trained personnel to provide service to the City's fleet, to include, but not limited to: technicians trained in hybrid and electric vehicles, heavy equipment, diesel repair, hydraulic systems. Proposers shall include in their proposal an employee training and improvement program that recognizes the merits of ASE and vehicle or equipment manufacturers training opportunities, as they apply to the City fleet maintenance and repair.

1.17 Qualifications

Proposers shall have the necessary organization, experience, capital, and equipment to carry out the provisions of the Contract to the satisfaction of the City. Proposers will submit all required licenses and certifications required to perform this project with their Proposal. References submitted are subject to verification by the City and will be utilized as part of the award process. If requested, additional information regarding the Proposer's performance history, financial statements, a list of projects recently completed and in process, major equipment available for this project and experience of the principal members of the Proposer's organization shall be furnished within seven (7) days of request.

1.18 Variances from Specifications

Proposers must indicate any variances to the Specifications/Scope of Work. If variations and/or alternates are not stated in Proposer's reply, it shall be construed that the bid fully conforms to the Specifications/Scope of Work. Variances from the specifications will only be deemed acceptable when expressly agreed to in writing as part of the contractual scope of work.

1.19 Price Adjustment

Is defined and outlined in Section V- Renewal Option, of this Contract.

1.20 Terms

Definitions

Where the following terms occur herein, the intent and meaning shall be as follows:

City - Shall mean the City of Port St. Lucie, a political subdivision of St. Lucie County and the State of Florida.

Contractor - Shall mean the individual, partnership, or corporation (or legally authorized representative if the context so requires) who or which agrees, for a stipulated sum, to perform the work or service, or to furnish materials or equipment, or both, as set forth in a Contract with the City of Port St. Lucie.

Contract - Shall mean an agreement executed by the City of Port St. Lucie and the Contractor for the performance of the work and services, and to furnish materials or equipment, or both, as set forth in this Sealed Request for Proposal.

Surety - Shall mean the party who is bound with and for the Contractor to insure the payment of all lawful debts pertaining to and for the acceptable performance of the Contract.

Performance Bond - Shall mean the security approved by the City and furnished by the Contractor as a guarantee that the Contractor will execute the work in accordance with the terms of the Contract and will pay all lawful claims.

Fleet - Shall mean all the units of rolling stock listed in this document, any units that may be added to the attachment(s) listing(s), less any units that may be deleted.

Downtime - Downtime shall mean the percentage of time a piece of equipment or vehicle is unavailable for use due to a need for repair or preventive maintenance work.

Unit - Shall mean any rolling stock, heavy and light equipment, trucks and cars and those that may be acquired from time to time, which will be updated as required during the Contract period.

Normal Wear and Tear - Shall mean normal repairs due to normal use of vehicles and equipment as determined by the City.

Non-Contract Work - Shall mean repairs caused by user abuse, misuse, accident damage, act of God or vandalism as determined by the City.

SECTION IV TIME OF PERFORMANCE

The Contract Period start date will be _____ and will terminate three (3) years thereafter on _____. The Contractor will be required to commence work on the start date identified in this Contract. In the event all work required in the bid specifications has not been completed by the specified date, the Contractor agrees to provide work as authorized by the Project Manager until all work specified in the bid specifications has been rendered and accepted by the City.

SECTION V RENEWAL OPTION

In the event the Contractor offers in writing, prior to the termination of this Contract, to provide the identical materials required in this Contract for three (3) additional twelve (12) month terms for a total charge that is acceptable, then the City, without additional bidding or negotiation, may, with the mutual agreement of the Contractor, extend this Contract for three (3) additional twelve (12) month terms.

Price Adjustment

This Contract allows for a price redetermination based on the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (CPI-U) – U.S. City Average-Transportation Services – Motor Vehicle Maintenance and Repair at time of renewal only. Any request for such an adjustment shall be provided in writing no later than ninety (90) days prior to the renewal date and must include documentation that shows a bona fide cost increase in providing services under the Contract during the period in which the request is made. The City will not allow Contract adjustments, up or down, to exceed five (5%) percent combined total in any one period. **Any increase will be effective on the Contract renewal date, if applicable.**

Price Adjustment will be based on the annual index (Un-Adjusted) using the published figures one month prior to the renewal date. The price adjustment will be calculated on the simple percentage method.

The CPI can be found on the web at <http://www.bls.gov/cpi/home.htm>.

CPI-U Calculation Example	
CPI for current period	391.380
Less CPI for previous period	375.890
Equals index point change	15.49
Divide by previous period CPI	0.0412
Multiply by 100 equals percentage change	4.12%**

**This would be the increase percentage to the unit price of the Contract. If the City agrees that said services are required and the negotiated cost is acceptable, then the City may extend the Contract for an additional term.

SECTION VI
COMPENSATION

The total amount to be paid for Contractual Services by the City to the Contractor is on a per unit price basis listed below on Schedule "A" for a total amount of **\$6,418,165.45**. Non-Contract repairs will be performed at the Hourly Non-Contract Labor Rate for Repairs.

Payments will be disbursed in the following manner:

The Contract Sum - Work to be paid for on the basis of per unit prices: each, lump sum, linear feet, square yards, system, etc.

All payments not made within the time specified by this section shall bear interest from thirty (30) calendar days after the due date at the rate of one (1) percent per month on the unpaid balance.

Taxes - Contractor is responsible for all federal, state, and local taxes and other charges related to the performance of this Contract.

SECTION VII
WORK CHANGES

The City reserves the right to order work changes in the nature of additions, deletions, or modifications without invalidating the Contract, and agrees to make corresponding adjustments in the Contract price and time for completion. Any and all changes must be authorized by a written change order signed by the City's Purchasing Agent, or his or her designee, as representing the City. Work shall be changed and the Contract price and completion time shall be modified only as set out in the written change order. Any adjustment in the Contract price resulting in a credit or a charge to the City shall be determined by mutual agreement of the parties, memorialized in a signed writing, before starting the work involved in the change. Any dispute concerning work changes which is not resolved by mutual agreement shall be decided by the City Manager who shall reduce the decision to writing. The decision of the City Manager shall be final and conclusive.

SECTION VIII
CONFORMANCE WITH PROPOSAL

It is understood that the materials and/or work required herein are in accordance with the proposal made by the Contractor. All documents submitted by the Contractor in relation to said proposal, and all documents promulgated by the City for inviting proposals are, by reference, made a part hereof as if set forth herein in full. This includes the Contract Negotiated Changes – RFP # 20240063, dated October 7, 2024, signed and submitted by Contractor following Contract negotiations.

SECTION IX
INDEMNIFICATION/HOLD HARMLESS

Contractor agrees to indemnify, defend, and hold harmless, the City, its officers, agents, and employees from, and against any and all claims, actions, liabilities, losses, and expenses including, but not limited to, attorney's fees for personal, economic, or bodily injury, wrongful death, loss of or damage to property, at law

or in equity, which may arise or may be alleged to have risen from the negligent acts, errors, omissions, or other wrongful conduct of Contractor, agents, laborers, subcontractors, or other personnel entity acting under Contractor control in connection with the Contractor's performance of services under this Contract. To that extent, Contractor shall pay such claims and losses and shall pay all such costs and judgments which may issue from any lawsuit arising from such claims and losses including wrongful termination or allegations of discrimination or harassment, and shall pay all costs and attorney's fees expended by the City in defense of such claims and losses, including appeals. That the aforesaid hold-harmless agreement by Contractor shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations of Contractor or any agent laborers, subcontractors, or employee of Contractor regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages. Contractor shall be held responsible for any violation of laws, rules, regulations, or ordinances affecting in any way the conduct of all persons engaged in or the materials or methods used by Contractor on the work. This indemnification shall survive the termination of this Contract.

SECTION X **SOVEREIGN IMMUNITY**

Nothing contained in this Contract shall be deemed or otherwise interpreted as waiving the City's sovereign immunity protections existing under the laws of the State of Florida, or as increasing the limits of liability as set forth in section 768.28, Florida Statutes.

SECTION XI **INSURANCE**

The Contractor shall, on a primary basis and at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverage and limits, including endorsements, as described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by the Contractor are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under the Contract.

The parties agree and recognize that it is not the intent of the City of Port St. Lucie that any insurance policy/coverage that it may obtain pursuant to any provision of this Contract will provide insurance coverage to any entity, corporation, business, person, or organization, other than the City of Port St. Lucie and the City shall not be obligated to provide any insurance coverage other than for the City of Port St. Lucie or extend its immunity pursuant to section 768.28, Florida Statutes, under its self-insured program. Any provision contained herein to the contrary shall be considered void and unenforceable by any party. This provision does not apply to any obligation imposed on any other party to obtain insurance coverage for this project and/or any obligation to name the City of Port St. Lucie as an additional insured under any other insurance policy or otherwise protect the interests of the City of Port St. Lucie as specified in this Contract.

Workers' Compensation Insurance & Employer's Liability: The Contractor shall agree to maintain Workers' Compensation Insurance & Employers' Liability in accordance with section 440, Florida Statutes. Employers' Liability must include limits of at least \$100,000.00 each accident, \$100,000.00 each disease/employee, and \$500,000.00 each disease/maximum. A Waiver of Subrogation endorsement must be provided. Coverage shall apply on a primary basis. Should scope of work performed by Contractor qualify its employee(s) for

benefits under Federal Workers' Compensation Statute (for example, U.S. Longshore & Harbor Workers Act or Merchant Marine Act), proof of appropriate Federal Act coverage must be provided.

Commercial General Liability Insurance: The Contractor shall agree to maintain Commercial General Liability insurance, issued under an Occurrence form basis, including Contractual liability, to cover the hold harmless agreement set forth herein, with limits of not less than:

Each occurrence	\$1,000,000
Personal/advertising injury	\$1,000,000
Products/completed operations aggregate	\$2,000,000
General aggregate	\$2,000,000
Fire damage	\$100,000 any 1 person
Medical expense	\$10,000 any 1 person

Additional Insured: An Additional Insured endorsement must be attached to the certificate of insurance (should be CG2026) under the General Liability policy. Coverage is to be written on an occurrence form basis and shall apply as primary and non-contributory. Defense costs are to be in addition to the limit of liability. A waiver of subrogation is to be provided in favor of the City. Coverage shall extend to independent Contractors and fellow employees. Contractual Liability is to be included. Coverage is to include a cross liability or severability of interests provision as provided under the standard ISO form separation of insurers clause.

Except as to Workers' Compensation and Employers' Liability Insurance, Certificates of Insurance and policies shall clearly state that coverage required by the Contract has been endorsed to include the City of Port St. Lucie, a municipality of the State of Florida, its officers, agents, and employees as Additional Insured for Commercial General Liability, Business Auto Liability, and Pollution Liability policies. The name for the Additional Insured endorsement issued by the insurer shall read: **"City of Port St. Lucie, a municipality of the State of Florida, its officers, employees and agents shall be listed as additional insured and shall include Contract #20240063 – Fleet Vehicle and Equipment Maintenance and Management Services."** Copies of the Additional Insured endorsements shall be attached to the Certificate of Insurance. The policies shall be specifically endorsed to provide thirty (30) days written notice to the City prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Formal written notice shall be sent to City of Port St. Lucie, 121 SW Port St. Lucie Blvd., Port St. Lucie, FL 34984, Attn: Procurement. In the event that the statutory liability of the City is amended during the term of this Contract to exceed the above limits, the Contractor shall be required, upon thirty (30) days written notice by the City, to provide coverage at least equal to the amended statutory limit of liability of the City. Copies of the Additional Insured endorsement shall be attached to the Certificate of Insurance.

Business Automobile Liability Insurance: The Contractor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$1,000,000.00 each accident covering any auto, owned, non-owned and hired automobiles. In the event the Contractor does not own any automobiles, the Business Auto Liability requirement shall be amended, allowing Contractor to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form. Certificate holder must be listed as additional insured. A waiver of subrogation must be provided. Coverage shall apply on a primary and non-contributory basis.

Pollution Insurance: Contractor shall procure and agree to maintain in full force during the term of this Agreement, Pollution Liability Insurance in limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate, for any operations relating to the handling, storage, and transportation of hazardous materials and/or waste. The City of Port St. Lucie shall be listed as an additional insured. A waiver of subrogation shall be provided in favor of the City. Coverage shall apply on a primary and non-contributory basis.

Garage Keepers' Liability Insurance: The Contractor shall agree to procure and maintain Garage Keepers' Liability Insurance, at a limit of liability not less than \$2,000,000 per location. The City of Port St. Lucie must be listed as an additional insured. A waiver of subrogation shall be provided in favor of the City. Coverage shall apply on a primary and non-contributory basis.

Garage Liability Insurance: The Contractor shall agree to procure and maintain Garage Liability Insurance, at a limit of liability not less than \$1,000,000 per location. The City of Port St. Lucie must be listed as an additional insured. A waiver of subrogation shall be provided in favor of the City. Coverage shall apply on a primary and non-contributory basis.

Cyber Liability Insurance: The Contractor shall agree to procure and maintain Cyber Liability in limits not less \$1,000,000 Per Occurrence for direct loss, legal liability and consequential loss resulting from cyber security breaches. Coverage to include coverage for Privacy & Security Liability, Security Breach Response / Customer Breach Notice Expense, Cyber Extortion and Electronic Media Liability. The City of Port St. Lucie must be listed as an additional insured. A waiver of subrogation shall be provided in favor of the City. Coverage shall apply on a primary and non-contributory basis.

Property Insurance: Contractor shall agree to procure and maintain commercial property insurance, at its own expense, for the contents and property in the open (PITO) included with the premises, as valued on the schedule. The City assumes no responsibility for the property while under the Contractor's care, custody, and control, and as such the City will not procure nor maintain property insurance, nor be responsible for any loss or damage.

Contractor may procure and maintain property insurance, at its own expense, for the any contents or property in the open (PITO) brought on the licensed premises by the Contractor. The City will not be responsible for any loss or damage to the Contractor's property.

The City shall maintain in force at its own expense, commercial property insurance for the Fleet Maintenance Facility located at 430 SW Thornhill Drive. In the event of damage to the premises, Contractor shall immediately notify the City of the damage to the premises upon its discovery.

Waiver of Subrogation: By entering into this Contract, Contractor agrees to a Waiver of Subrogation for each required policy. When required by the insurer or should a policy condition not permit an Insured to enter into a pre-loss contract to waive subrogation without an endorsement, then Contractor shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent.

Deductibles: All deductible amounts shall be paid for and be the responsibility of the Contractor for any and all claims under this Contract. Where an SIR or deductible exceeds \$5,000, the City of Port St. Lucie reserves

the right, but is not obligated, to review and request a copy of the Contractor's most recent annual report or audited financial statement.

It shall be the responsibility of the Contractor to ensure that all independent contractors and subcontractors comply with the same insurance requirements referenced herein. It will be the responsibility of the Contractor to obtain Certificates of Insurance from all independent contractors and subcontractors listing the City as an Additional Insured without the language, "when required by written contract." If Contractor, any independent contractor, and/or any subcontractor maintain higher limits than the minimums listed above, the City requires and shall be entitled to coverage for the higher limits maintained by Contractor/independent contractor/subcontractor.

The Contractor may satisfy the minimum limits required above for either Commercial General Liability, Business Auto Liability, and Employers' Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employers' Liability. When required by the insurer, or when Umbrella or Excess Liability is written on Non-Follow Form, the City shall be endorsed as an "Additional Insured."

The City, by and through its Risk Management Department, reserves the right, but is not obligated, to review, modify, reject, or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract. All insurance carriers must have an AM Best rating of at least A:VII or better. When a self-insured retention or deductible exceeds \$5,000, the City reserves the right, but is not obligated, to review and request a copy of Contractor's most recent annual report or audited financial statement.

A failure on the part of the Contractor to execute the Contract and/or punctually deliver the required insurance certificates and other documentation may be cause for annulment of the award.

Bonds:

The Contractor shall furnish an acceptable recorded Performance and Payment Bond complying with the statutory requirements set forth in section 255.05, Florida Statutes, in the amount of one hundred (100%) percent of the Contract price. A fully authorized Surety, licensed by the State of Florida shall execute the Performance and Payment Bond. The Performance and Payment Bond shall remain in full force and effect for a minimum of one (1) year after the work has been completed and final acceptance of the work is issued by the City.

Should the Surety become irresponsible during the time the Contract is in force, the City may require additional and sufficient sureties and the Contractor shall furnish same to the satisfaction of the City within ten (10) days after written notice to do so. In default thereof, the Contract may be suspended as herein provided.

A failure on the part of the Contractor to execute the Contract and/or punctually deliver the required insurance, and other documentation may be cause for annulment of the award.

SECTION XII
ACTS OF GOD

The Contractor shall be responsible for all preparation of the site for Acts of God, including but not limited to: earthquake, flood, tropical storm, hurricane or other cataclysmic phenomenon of nature, rain, wind, or other natural phenomenon of normal intensity, including extreme rainfall. No reparation shall be made to the Contractor for damages to the work resulting from these Acts. The City is not responsible for any costs associated with pre or post preparations for any Acts of God.

Emergencies – In the event of emergencies affecting the safety of persons, the work, or property, at the site or adjacent thereto, the Contractor, or their designee, without special instruction or authorization from the City, is obligated to act to prevent threatened damage, injury, or loss. In the event such actions are taken, the Contractor shall promptly give to the City written notice and contact immediately by phone, of any significant changes in work or deviations from the Contract documents caused thereby, and if such action is deemed appropriate by the City a written authorization signed by the City covering the approved changes and deviations will be issued.

SECTION XIII
PROHIBITION AGAINST FILING OR MAINTAINING LIENS AND SUITS

Subject to the laws of the State of Florida and of the United States, neither Contractor nor any subcontractor, supplier of materials, laborer, or other person/entity shall file or maintain any lien for labor or materials delivered in the performance of this Contract against the City. The right to maintain such lien for any or all of the above parties is hereby expressly waived.

SECTION XIV
COMPLIANCE WITH LAWS

The Contractor shall give all notices required by and shall otherwise comply with all applicable laws, ordinances, and codes and shall, at his own expense, secure and pay the fees and charges for all permits required for the performance of the Contract. All materials furnished and works done are to comply with all federal, state, and local laws and regulations. Contractor will comply with all requirements of 28 C.F.R. § 35.151. Contractor and any subcontractors shall comply with section 119.0701, Florida Statutes. The Contractor and any subcontractors are to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with this Contract, unless the records are exempt from Article I, section 24(a), Florida Constitution, and section 119.07(1)(a), Florida Statutes. Pursuant to section 119.10(2)(a), Florida Statutes, any person who willfully and knowingly violates any of the provisions of Chapter 119, Florida Statutes, commits a misdemeanor of the first degree, punishable as provided in sections 775.082 and 775.083, Florida Statutes.

RECORDS

The City of Port St. Lucie is a public agency subject to chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. **CONTRACTOR'S RESPONSIBILITY FOR COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES.** Pursuant to section 119.0701, Florida Statutes,

Contractor agrees to comply with all public records laws, specifically to:

Keep and maintain public records required by the City in order to perform the service.

1. The timeframes and classifications for records retention requirements must be in accordance with the [General Records Schedule GS1-SL for State and Local Government Agencies](#).
2. During the term of the Contract, the Contractor shall maintain all books, reports, and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City.
3. Records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made, or received pursuant to law or ordinance or in connection with the transaction of official business with the City. Contractor's records under this Contract include, but are not limited to, supplier/subcontractor invoices and contracts, project documents, meeting notes, emails, and all other documentation generated during this Contract.
4. The Contractor agrees to make available to the City, during normal business hours all books of account, reports and records relating to this Contract.
5. A Contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under section 119.10, Florida Statutes, and as may be amended from time to time.

Upon request from the City's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the City.

Upon completion of the Contract, transfer, at no cost to the City, all public records in possession of the Contractor, or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records in a format that is compatible with the information technology systems of the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

CITY CLERK

**121 SW Port St. Lucie Blvd.
Port St. Lucie, FL 34984
(772) 871 5157
pr@cityofpsl.com**

TRADE SECRETS

Any material submitted to the City that Contractor contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including chapter 119, Florida Statutes) ("Trade Secret Materials"), must be separately submitted and conspicuously labeled: "EXEMPT FROM PUBLIC RECORD PRODUCTION – TRADE SECRET." In addition, simultaneous with the submission of any Trade Secret Materials, the Contractor shall provide a sworn affidavit from a person with personal knowledge attesting that the Trade Secret Materials constitute trade secrets under section 688.002, Florida Statutes, and stating the factual basis to support the attestation. If a third party submits a request to the City of records designated by the Contract as Trade Secret Materials, the City shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by the Contractor. Contractor shall indemnify and defend the City, its employees, agents, assigns, successors, and subcontractors from any and all claims, causes of action, losses, fines, penalties, damages, judgments, and liabilities of any kind, including attorney's fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

SECTION XV INSPECTION AND CORRECTION OF DEFECTS

In order to determine whether the required material has been delivered or the required work performed in accordance with the terms and conditions of the Contract documents, the Project Manager shall make inspection as soon as practicable after receipt from the Contractor of a Notice of Performance or delivery ticket. If such inspection shows that the required material has been delivered and required work performed in accordance with terms and conditions of the Contract documents and that the material and work is entirely satisfactory, the Project Manager shall approve Contractor's invoice in accordance with Section VI. Thereafter the Contractor shall be entitled to payment, as described in Section VI. If, on such inspection the Project Manager is not satisfied, he or she shall as promptly as practicable inform the parties hereto of the specific respects in which their findings are not favorable. Contractor shall then be afforded an opportunity if desired by it, to correct the deficiencies so pointed out at no additional charge to the City, and otherwise on terms and conditions specified by the Project Manager. Upon failure of the Contractor to perform the work in accordance with the Contract Documents, including any requirements with respect to the Schedule of Completion, and after five (5) days written notice to the Contractor, the City may, without prejudice to any other remedy they may have, correct such deficiencies. The Contractor shall be charged all costs incurred to correct deficiencies. All such costs incurred by the City, in the City's option, may be invoiced to the Contractor and/or may be deducted from payments due to the Contractor. Deductions thus made will not excuse the Contractor from other penalties and conditions contained in the Contract. Such examination, inspection, or tests made by the Project Manager, at any time, shall not relieve Contractor of their responsibility to remedy any deviation, deficiency, or defect.

Authority - The Contractor is hereby informed that City inspectors are not authorized to alter, revoke, enlarge, or relax the provisions of these specifications. They are not authorized to approve or accept any

portion of the completed work, or instructions contrary to the specifications. An inspector may be placed on the project (or sent to the location of materials) to inspect materials being used in the work and to observe the manner in which the work is being performed and to report the progress of the work to the City. The inspector shall have the authority to reject defective materials or suspend any work that is being improperly done subject to the final decision of the City.

Notification – The Contractor shall be responsible to give twenty-four (24) hour notification to the City, when field observations are required.

Defective Work – All work and/or materials not meeting the requirements of these specifications shall be deemed as defective by the City, and all such work and/or material, whether in place or not, shall be removed immediately from the site of the work. All rejected materials that have been corrected shall not be used until the City has issued written approval to the Contractor. Without unnecessary delay and without any additional cost to the City, all work that has been rejected shall be remedied or removed and replaced in a manner acceptable to the City. If the Contractor fails to promptly remove and properly dispose of rejected materials and/or work then replaces same immediately after being notified to do so, the City may employ labor to remove and replace such defective work and/or materials. All charges for replacement of defective materials and/or work shall be charged to the Contractor and may be deducted from any moneys due to the Contractor or their Surety.

Deductions - In the event the City deems it expedient to perform work which has not been done by the Contractor as required by these Specifications, or to correct work which has been improperly and/or inadequately performed by the Contractor as required in these Specifications, all expenses thus incurred by the City, in the City's option, will be invoiced to the Contractor and/or may be deducted from payments due to the Contractor. Deductions thus made will not excuse the Contractor from other penalties and conditions contained in the Contract.

SECTION XVI **SCRUTINIZED COMPANIES**

By entering into this Contract with the City, Contractor certifies that it and those related entities of Contractor, as defined by Florida law, are not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, and are not engaged in a boycott of Israel. The City may terminate this Contract if Contractor or any of those related entities of Contractor, as defined by Florida law, are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars or more, it has 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 it is found to have been engaged in business operations in Cuba or Syria. Notwithstanding the preceding, the City reserves the right and may, in its sole discretion, on a case by case basis, permit a company on such lists or engaged in business operations in Cuba or Syria to be eligible for, bid on, submit a proposal for, or enter into or renew a contract for goods or services of one million dollars or more, or may permit a company on the Scrutinized Companies that Boycott Israel List to be eligible for, bid on, submit a proposal for, or enter into or renew a contract for goods or services of any amount, should the City determine that the conditions set forth in section 287.135(4), Florida Statutes, are met.

SECTION XVII
CONTRACT ADMINISTRATION

Amendments - The City and the Contractor agree that they will, from time to time, execute, acknowledge, and deliver, or cause to be executed, acknowledged, and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of the Contract. The Contract may be amended in writing from time to time by mutual consent of the parties. All amendments to the Contract must be in writing and fully executed by duly authorized representatives of the City and the Contractor.

Fiscal Year - All reference to Fiscal Year shall mean the City's Fiscal Year. The City's Fiscal Year is from October 1st through September 30th.

Joint Venture - Nothing in the Contract shall be construed as creating or constituting the relationship of a partnership, joint venture, or other association of any kind or agent and principal relationship, between the vested parties. Each party shall be deemed to be an independent contractor contracting for the services and acting toward the mutual benefits expected to be derived from the mutually agreed upon Contract. Neither Contractor nor any of Contractor's agents, employees, subcontractors, or contractors shall become or be deemed to become agents or employees of the City. Contractor shall therefore be responsible for compliance with all laws, rules, and regulations involving its employees and any subcontractors, including but not limited to employment of labor, hours of labor, health, and safety, working conditions, workers' compensation insurance, and payment of wages. No party has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon another party to the Contract.

Performance by Industry Standards - The Contractor represents and expressly warrants that all aspects of the Services provided or used by it shall, at a minimum, conform to the standards in the Contractor's industry. This requirement shall be in addition to any express warranties, representations, and specifications included in the Contract, which shall take precedence.

Permits, Licenses, and Certifications - The Contractor shall be responsible for obtaining all permits, licenses, certifications, etc., required by Federal, State, County, and Municipal laws, regulations, codes, and ordinances for the performance of the work required in these specifications and to conform with the requirements of said legislation. The Contractor shall be required to complete a **W-9 Taxpayer Identification Form**, provided with the City's Contract, and return it with the signed Contract and insurance documents.

Use of Name or Intellectual Property - Contractor agrees it will not use the name or any intellectual property, including but not limited to, City trademarks or logos in any manner, including commercial advertising or as a business reference, without the express prior written consent of the City.

Waiver - Except as specifically provided for in a waiver signed by duly authorized representatives of the City and the Contractor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach. Each waiver, if mutually agreed upon, shall be published as a Contract amendment.

SECTION XVIII
ADDITIONAL REQUIREMENTS

In the event of any conflict between the terms and conditions, appearing on any purchase order issued relative to this Contract, and those contained in this Contract and the Specifications herein referenced, the terms of this Contract and Specifications herein referenced shall apply.

City's Public Relations Image – The Contractor's personnel shall at all times handle complaints and any public contact with due regard to the City's relationship with the public. Any personnel in the employ of the Contractor involved in the execution of work that is deemed to be conducting him/herself in an unacceptable manner shall be removed from the project at the request of the City Manager.

Contractual Relations - The Contractor is advised that nothing contained in the Contract or specifications shall create any contractual relations between the City and any subcontractors of the Contractor.

Cooperative Purchasing Agreement - This Contract may be expanded to include other governmental agencies provided a cooperative purchasing agreement exists or an inter-local agreement for joint purchasing exists between the City of Port St. Lucie and other public agencies. Contractor(s) may agree to allow other public agencies the same items at the same terms and conditions as this contract, during the period of time that this contract is in effect. Each political entity will be responsible for execution of its own requirements with the Contractor.

Dress Code – All personnel in the employ of the Contractor shall be appropriately attired. Employees engaged in the course of work shall wear company uniforms neat and clean in appearance, readily identifiable to all City employees and the public. No tee shirts with obscene pictures or writings will be allowed. Swimsuits, tank tops, shorts, and sandals are also prohibited. Safety-toed shoes shall be worn at all times.

Patent Fees, Royalties, and Licenses – If the Contractor requires or desires to use any design, trademark, device, material, or process covered by letters of patent or copyright, the Contractor and their surety shall indemnify and hold harmless the City from any and all claims for infringement in connection with the work agreed to be performed. The Contractor shall indemnify the City from any cost, expense, royalty, or damage which the City may be obligated to pay by reason of any infringement at any time during the prosecution of or after completion of the work.

Cleaning Up – The Contractor shall, during the performance of this Contract, remove and properly dispose of resulting dirt and debris, and keep the work area reasonably clear. Contractor shall remove equipment, materials, excess debris, and put the work area in a neat, clean, sanitary, and safe condition by the end of each shift. All disturbed areas shall be restored to existing or better conditions. The Contractor shall only be entitled for payment of authorized areas within the project work limits. Contractor shall make every effort to minimize unnecessary damage. All damaged areas outside the project work limits must be repaired to existing conditions or better, at the cost of the Contractor, prior to payment of invoices. Contractor shall also take care to avoid sprinkler heads and irrigation lines, unless the aforementioned cannot be avoided, in which case irrigation lines will be relocated to cover all grassed areas. This cost is incidental to the clearing and grubbing cost.

SECTION XIX **ASSIGNMENT**

Contractor shall not delegate, assign, or subcontract any part of the work under this Contract or assign any monies due him hereunder without first obtaining the written consent of the City. If Contractor sells all or a majority of its shares, merges with, or otherwise is acquired by or unifies with a third party, it shall notify the City within ten (10) days. If after such notice, the City determines in its sole discretion, it may terminate the Contract, without penalty.

SECTION XX **TERMINATION**

Termination for Cause - The occurrence of any one or more of the following events shall constitute cause for the City to declare the Contractor in default of its obligations under the Contract:

- I. The Contractor fails to deliver or has delivered nonconforming services or fails to perform, to the City's satisfaction, any material requirement of the Contract or is in violation of a material provision of the Contract, including, but without limitation, the express warranties made by the Contractor;
- II. The Contractor fails to make substantial and timely progress toward performance of the Contract;
- III. In the event the Contractor is required to be certified or licensed as a condition precedent to providing the Services, the revocation or loss of such license or certification may result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;
- IV. The Contractor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Contractor terminates or suspends its business; or the City reasonably believes that the Contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
- V. The Contractor has failed to comply with applicable federal, state, and local laws, rules, ordinances, regulations, and orders when performing within the scope of the Contract;
- VI. If the City determines that the actions, or failure to act, of the Contractor, its agents, employees, or subcontractors have caused, or reasonably could cause, life, health, or safety to be jeopardized;
- VII. The Contractor has engaged in conduct that has or may expose the City to liability, as determined in the City's sole discretion;
- VIII. The Contractor furnished any statement, representation, or certification in connection with the Contract, which is materially false, deceptive, incorrect, or incomplete.

Notice of Default - If there is a Default Event caused by the Contractor, the City shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the City's written notice to the Contractor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the City may:

- I. Immediately terminate the Contract without additional written notice(s); and/or

- II. Enforce the terms and conditions of the Contract and seek any legal or reasonable remedies; and/or
- III. Procure substitute services from another source and charge the difference between the Contract and the substitute contract to the defaulting Contractor. Such a charge, in the City's option, may be invoiced to the Contractor and/or may be deducted from payments due to the Contractor. Deductions thus made will not excuse the Contractor from other penalties and conditions contained in the Contract.

Termination for Convenience - The City may, at any time, with or without cause, or for its convenience, terminate all or a portion of the Contract upon thirty (30) days written notice to Contractor. Any such termination shall be accomplished by delivery in writing of a notice to Contractor. Following termination without cause, the Contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, for services provided under the Contract to the City up to the time of termination, pursuant to Florida law.

Termination for Non-Appropriation - The City is a governmental agency which relies upon the appropriation of funds by its governing body to satisfy its obligations. If the City reasonably determines that it does not have funds to meet its obligations under the awarded Contract, the City will have the right to terminate the Contract, without penalty, on the last day of the fiscal period for which funds were legally available.

SECTION XXI **LAW, VENUE, AND WAIVER OF JURY TRIAL**

This Contract is to be construed as though made in and to be performed in the State of Florida and is to be governed by the laws of Florida in all respects without reference to the laws of any other state or nation. The venue of any action taken to enforce this Contract, arising from this Contract, or related to this Contract, shall be in St. Lucie County, Florida.

The parties to this Contract hereby freely, voluntarily, and expressly, waive their respective rights to trial by jury on any issues so triable after having the opportunity to consult with an attorney.

SECTION XXII **APPROPRIATION APPROVAL**

The Contractor acknowledges that the City of Port St Lucie's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the City Council. The Contractor agrees that, in the event such appropriation is not forthcoming, this Contract may be terminated by the City and that no charges, penalties or other costs shall be assessed.

SECTION XXIII **CONFLICT OF INTEREST**

The City hereby acknowledges that the Contractor may be performing professional services for private developers within the Treasure Coast area. Should a conflict of interest arise between providing services to the City and/or other clients, the Contractor shall terminate its relationship with the other client to resolve the

conflict of interest. The City Manager shall determine whether a conflict of interest exists. At the time of each Project Proposal the Contractor shall disclose all its Treasure Coast clients and related Scope of Work.

SECTION XXIV
PROHIBITION AGAINST CONTINGENT FEES

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Contract and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

SECTION XXV
ATTORNEY'S FEES

Each party is responsible for its own attorney's fees for any action arising from or related to this Contract. Each party expressly waives any right to seek attorney's fees from the other party, regardless of the source of such right.

SECTION XXVI
CODE OF ETHICS

Contractor warrants and represents that its employees will abide by any applicable provisions of the State of Florida Code of Ethics in [Chapter 112.311 et seq.](#), Florida Statutes, and Code of Ethics Ordinances in [Section 9.14 of the City of Port St. Lucie Code](#).

SECTION XXVII
POLICY OF NON-DISCRIMINATION

Contractor shall not discriminate against any person in its operations, activities, or delivery of services under this Contract. Contractor shall affirmatively comply with all applicable provisions of federal, state, and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully used as a basis for service delivery.

SECTION XXVIII
SEVERABILITY

The provisions of this Contract shall be deemed severable and if any portion of the Contract is found invalid or unenforceable, it shall not affect the validity or enforceability of the other provisions herein.

SECTION XXIX
AUDITS

The Contractor shall establish and maintain a reasonable accounting system that enables the City to readily identify the Contractor's assets, expenses, costs of goods, and use of funds throughout the term of the

Contract for a period of at least seven (7) years following the date of final payment or completion of any required audit, whichever is later. Records shall include, but are not limited to, accounting records, written policies and procedures; subcontract files (including proposals of successful and unsuccessful contractors, bid recaps, etc.); all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips; bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; back charge logs and supporting documentation; insurance documents; payroll documents; timesheets; memoranda; and correspondence. The Contractor shall permit the City's authorized auditor or any authorized representative of the State, and where federal funds are involved, the Comptroller General of the United States, or any other authorized representative of the United States government, to access and examine, audit, excerpt, and to make copies of all books, documents, papers, electronic or optically stored and created records or other records relating or pertaining to this Contract kept by or under the control of the Contractor, including, but not limited to, those kept by the Contractor, its employees, agents, assigns, successors, and subcontractors. Such records shall be made available to the City during normal business hours at the Contractor's office or place of business. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. If an audit discloses incorrect billings or improprieties, the City reserves the right to charge the Contractor for the cost of the audit and appropriate reimbursement. Any adjustments and/or payments that must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed ninety (90) days) from presentation of the City's findings to the Contractor. Evidence of criminal conduct will be turned over to the proper authorities.

The Contractor shall ensure the City has these rights with Contractor's employees, agents, assigns, successors, and subcontractors, and the obligations of these rights shall be explicitly included in any subcontracts or agreements formed between the Contractor and any subcontractors to the extent that those subcontracts or agreements relate to fulfillment of the Contractor's obligations to the City.

SECTION XXX **ORDER OF PREFERENCE**

In the case of any inconsistency or conflict among the specific provisions of this Contract (including any amendments accepted by both the City and the Contractor, attached hereto), the eRFP (including any subsequent addenda and written responses to Contractors' questions), and the Contractor's Response, any inconsistency or conflict shall be resolved as follows:

- (i) First, by giving preference to the specific provisions of this Contract.
- (ii) Second, by giving preference to the specific provisions of the eRFP.
- (iii) Third, by giving preference to the specific provisions of the Contractor's Response, except that objections or amendments by a contractor that have not been explicitly accepted by the City in writing shall not be included in this Contract and shall be given no weight or consideration.

SECTION XXXI **FORCE MAJEURE**

Any deadline provided for in this Contract may be extended, as provided in this paragraph, if the deadline is not met because of one of the following conditions occurring with respect to that particular project or parcel: fire, strike, explosion, power blackout, earthquake, volcanic action, flood, war, civil disturbances, terrorist

acts, hurricanes and Acts of God. When one of the foregoing conditions interferes with Contract performance, then the party affected may be excused from performance on a day-for-day basis to the extent such party's obligations relate to the performance so interfered with; provided, the party so affected shall use reasonable efforts to remedy or remove such causes of non-performance. The party so affected shall not be entitled to any additional compensation by reason of any day-for-day extension hereunder.

SECTION XXXII
E-VERIFY

In accordance with section 448.095, Florida Statutes, the Contractor agrees to comply with the following:

1. Contractor must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor. Contractor must provide City with sufficient proof of compliance with this provision before beginning work under this Contract.
2. If Contractor enters into a contract with a subcontractor, Contractor must require each and every subcontractor to provide the Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Contractor shall maintain a copy of each and every such affidavit(s) for the duration of the Contract and any renewals thereafter.
3. The City shall terminate this Contract if it has a good faith belief that a person or an entity with which it is contracting has knowingly violated section 448.09(1), Florida Statutes.
4. Contractor shall immediately terminate any contract with any subcontractor if Contractor has, or develops, a good faith belief that the subcontractor has violated section 448.09(1), Florida Statutes. If City has or develops a good faith belief that any subcontractor of Contractor knowingly violated section 448.09(1), Florida Statutes, or any provision of section 448.095, Florida Statutes, the City shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
5. The City shall terminate this Contract for violation of any provision in this section. If the Contract is terminated under this section, it is not a breach of contract and may not be considered as such. If the City terminates this Contract under this section, the Contractor may not be awarded a public contract for at least one (1) year after the date on which the Contract was terminated. A contractor is liable for any additional costs incurred by the City as a result of the termination of a contract.
6. The City, Contractor, or any subcontractor may file a cause of action with a circuit or county court to challenge a termination under section 448.095(5)(c), Florida Statutes, no later than twenty (20) calendar days after the date on which the Contract was terminated. The parties agree that such a cause of action must be filed in St. Lucie County, Florida, in accordance with the Venue provision herein.

SECTION XXXIII
CONSTRUCTION

The title of the section and paragraph headings in this Contract are for reference only and shall not govern, suggest, or affect the interpretation of any of the terms or provisions within each section or this Contract as a whole. The use of the term "including" in this Contract shall be construed as "including, without limitation." Where specific examples are given to clarify a general statement, the specific language shall not be construed as limiting, modifying, restricting, or otherwise affecting the general statement. All singular words and terms shall also include the plural, and vice versa. Any gendered words or terms used shall include all genders. Where a rule, law, statute, or ordinance is referenced, it shall mean the rule, law, statute, or ordinance in

place at the time the Contract is executed, as well as may be amended from time to time, where application of the amended version is permitted by law.

The parties have participated jointly in the negotiation and drafting of this Contract, and agree that both have been represented by counsel and/or had sufficient time to consult counsel, before entering into this Contract. In the event an ambiguity, conflict, omission, or question of intent or interpretation arises, this Contract shall be construed as if drafted jointly by the parties, and there shall be no presumption or burden of proof or persuasion based on which party drafted a provision of the Contract.

SECTION XXXIV
NON-EXCLUSIVITY

Contractor acknowledges and agrees that this Contract is non-exclusive.

SECTION XXXV
DISCRIMINATORY, CONVICTED, AND ANTITRUST VIOLATOR VENDOR LISTS

Contractor certifies that neither it nor any of its affiliates, as defined in the statutes below, have been placed on the discriminatory vendor list under section 287.134, Florida Statutes; the convicted vendor list under section 287.133, Florida Statutes; or the antitrust violator vendor list under section 287.137, Florida Statutes. Absent certain conditions under these statutes, neither contractors nor their affiliates, as defined in the statutes, who have been placed on such lists may submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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.

SECTION XXXVI
COOPERATION WITH INSPECTOR GENERAL

Pursuant to section 20.055, Florida Statutes, it is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section. Contractor understands and will comply with this statute.

SECTION XXXVII
ENTIRE AGREEMENT

This Contract sets forth the entire agreement between Contractor and City with respect to the subject matter of this Contract. This Contract supersedes all prior and contemporaneous negotiations, understandings, and agreements, written or oral, between the parties. The parties shall not rely on any representation that may have been made by either party which is not included in this Contract. This Contract may not be modified except by the parties' mutual agreement set forth in writing and signed by the parties.

IN WITNESS WHEREOF, the parties have executed this Contract, the day and year first above written.

CITY OF PORT ST. LUCIE, FLORIDA

CONTRACTOR

By: _____
Purchasing Agent

By: Aubrey Felton
Authorized Representative

NOTARIZATION AS TO AUTHORIZED REPRESENTATIVE'S EXECUTION

STATE OF NORTH CAROLINA)
) ss
COUNTY OF Lincoln)

The foregoing instrument was acknowledged before me by [] physical presence or [] online notarization, this 10th day of October, 2024, by Aubrey Felton who is [] personally known to me, or who has [] produced the following identification:

Alice Holland Moran
Signature of Notary Public



Alice Holland Moran
Print Name of Notary Public
Notary Public, State of North Carolina
My Commission expires:

SCHEDULE A

COST PROPOSAL FORM

eRFP #20240063

FLEET VEHICLE AND EQUIPMENT MAINTENANCE AND MANAGEMENT SERVICES

The total amount to be paid by the City to the Contractor is on a per unit fixed price basis identified below in Schedule A and made a part of this contract.

	12/1/2024- 11/30/2025	12/1/2025- 11/30/2026	12/1/2026- 11/30/2027	GRAND TOTAL
FIXED CONTRACT ANNUAL AMOUNT	\$ 1,812,815.72	\$ 1,867,198.27	\$ 1,907,379.48	
OVERHEAD EXPENSES ANNUAL AMOUNT	\$ 123,343.47	\$ 127,239.04	\$ 131,861.47	
ADMINISTRATIVE EXPENSES ANNUAL AMOUNT	\$ 83,276.00	\$ 85,589.00	\$ 87,322.00	
MANAGEMENT EXPENSES ANNUAL AMOUNT	\$ 62,457.00	\$ 64,192.00	\$ 65,492.00	
ANNUAL AMOUNT TOTALS	\$ 2,081,892.19	\$ 2,144,218.31	\$ 2,192,054.95	\$ 6,418,165.45
HOURLY NON- CONTRACT LABOR RATE FOR REPAIRS	\$ 31.35	\$ 32.29	\$ 33.26	

See Attachment B for Current Inventory.



Fleet Management
Maintenance...Our One Mission

9300 Harris Corners Parkway
Suite 350
Charlotte, NC 28269
PH: 704-597-2262 FX: 704-921-9880

October 7, 2024

Nate Rubel
Procurement Assistant Director
City of Port St. Lucie, Florida

RE: Contract Negotiated Changes – RFP # 20240063

Mr. Rubel;

Pursuant to the contract negotiation meeting today, the following changes are agreed to by Vector Fleet Management:

1. Fleet Lifecycle Guidelines (Section 6.2.1) is updated as follows: Lifecycle change for Class 1-4 vehicles and police units, as detailed in updated lifecycle chart attached, shall be 10 years (120 months) or 100,000 miles, whichever comes first.
2. Lifecycle for units will be determined by in-service date as starting point to the lifecycle. City will provide fleet list with current assets and their in-service date for input into VFM system.
3. Proposed Staffing (section 3.10.2) is updated to include removal of one (1) administrative clerk, and addition of one (1) Light/medium duty technician, as attached.
4. Non-Contract Work (Section 6.2.1) is updated as follows:
Repairs to units beyond lifecycle will be included in fixed Contract price for these services:
 - A. Preventive maintenance services
 - B. Routine repairs and maintenance

Please let me know if there are any areas we need to further address. We are looking forward to a great partnership with the city.

Regards,

A handwritten signature in blue ink that reads "Aubrey Felton".

Aubrey Felton
Executive Vice President
Vector Fleet Management, LLC.



Fleet Management
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9300 Harris Corners Parkway
Suite 350
Charlotte, NC 28269
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Exhibit A Fleet Lifecycle Guidelines

Vector Fleet Management - Fleet Life Cycle Guidelines					
Vehicle Type	Whichever occurs first		Vehicle Type	Whichever occurs first	
	Age	Mileage/		Age	Mileage/
	Years	Hours (h)		Years	Hours (h)
Light Vehicles			Heavy Vehicles		
Sedans, Station Wagons	10	100,000	Heavy Trucks (Class 7-8)	10	120,000
Pickup Truck	10	100,000	Semi-Tractor	12	220,000
Passenger Vans	10	100,000	Dump Truck Tandem	10	120,000
Cargo Vans	10	100,000	Special Heavy Vehicles		
Sports Utility	10	100,000	Street Sweeper	7	12,000h
Other Light Trucks - Gas (Class 1-4)	10	100,000	Road Grader	8	7,500h
Other Light Trucks - Diesel (Class 1-4)	10	120,000	Bulldozer*	12	15,000h
Law Enforcement Vehicles			Compactor*	4	5,000h
Patrol/Pursuit Cars/SUV (Take-Home)	10	100,000	Backhoe/ Front-end Loader*	7	7,500h
Patrol/Pursuit Cars/SUV (Hot Seat)	10	100,000	Trencher	7	
Unmarked/ Admin Sedans	10	100,000	Roller	7	5,000h
Patrol 4WD	10	100,000	Paver	8	5,000h
Motorcycle	4	60,000	Motorgrader	7	
Fire/Emergency Vehicles			Excavator	10	12,000h
Fire Pumper/Quint/ARFF	10	10,000 hours	Refuse Truck - Front/Rear Loader	7	
Fire Aerial Ladder Truck	12	12,000 hours	Refuse Truck - Automated Loader	6	
Rescue	8	8,000 hours	Cranes/ Dragline	12	
Crash Truck	6	6,000 hours	Sewer Jet-Vac	9	8,000h
Ambulance	6	100,000 miles	Miscellaneous		
Medium Vehicles			Trailers, Heavy (multi-axle)	12	
Dump Truck single axle	8	120,000	Trailers, Utility (single axle)	8	
Bucket Truck	8	100,000	Trailers, Refuse Transfer	8	
Forklift	10		Trailers, Arrow & Sign Board	5	
Tractor Mower	8		Compressor, Tow-behind	10	5,000h
Other Medium Trucks - Gas (Class 5-6)	8	120,000	Generator, Tow-behind & Stationary	10	7,500h
Other Medium Trucks - Diesel (Class 5-6)	8	120,000	Other Construction Equip - Towed	8	
			Zero-Turn & Light Duty Mowers & Other Commercial Grade Equip. ATV/UTV's, Golf Carts	4	
Small Equipment/Hand Tools			Large Mower Decks: Side Arm, Bush Hog, Batwing	4	
			Buses		
Spreaders, saws, rakes, chainsaw, weed eaters, edgers, augers, grinders, blowers, steam cleaners, etc.	4		Transit Medium-Full Size	7	125,000 Miles
			Small/Cut-away	6	120,000 Miles
Chipper, Striper, Compressor, pump,	8		Heavy Transit	12	500,000 Miles
* Based on in-service date of unit*			* If equipment is used in a Landfill, expected life is reduced by approximately 30%		

Note: Years will be calculated by months in service. Example 10 years lifecycle is 120 months in service.



Fleet Management
Maintenance...Our One Mission

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Exhibit B

Updated Proposed Staffing Plan

Proposed Staffing Plan

General Manager	1
Operations Manager/Supervisor	1
Office Clerk	1
Parts Supervisor	1
ASE / Emergency Vehicle Technicians (EVT)	3
ASE Heavy Duty Technicians	2
ASE Light/Medium Duty Technicians	4
Small Engine/Trailer Technicians	1
Total	14

Note: If City chooses to have VFM perform police unit up-fitting, we will add additional EVT's to staff. Amount will be determined by workload expectation

**Proposal
August 2024**



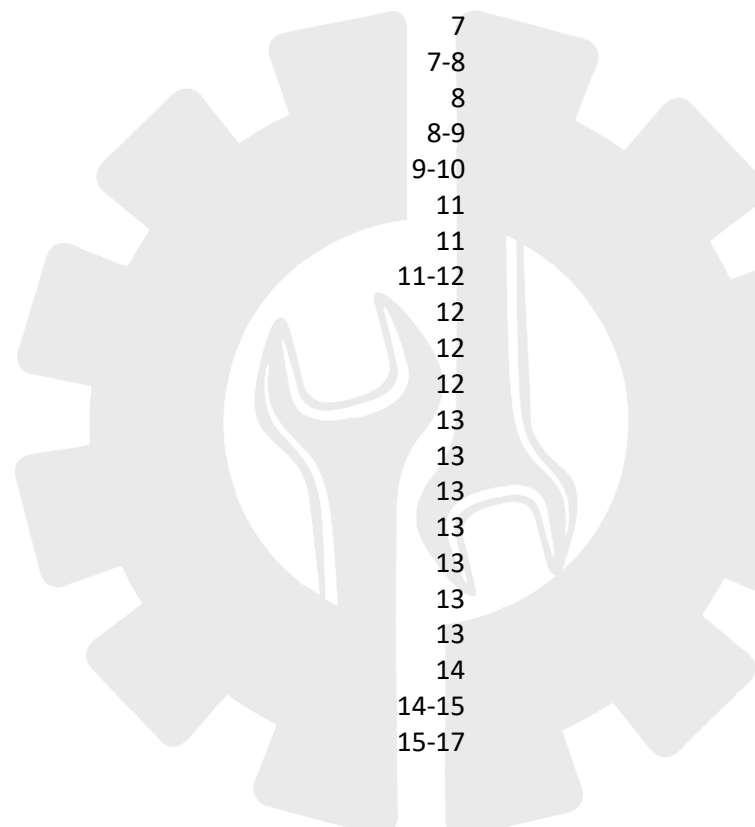
**Fleet Vehicle and Equipment Maintenance and
Management Services
for the City of Port Saint Lucie
Event Number: 20240063**

*Vector Fleet Management, LLC
9300 Harris Corners Prkwy Ste 350
Charlotte, NC 28269
Aubrey Felton
Executive Vice President
PH: (704) 597-2262*



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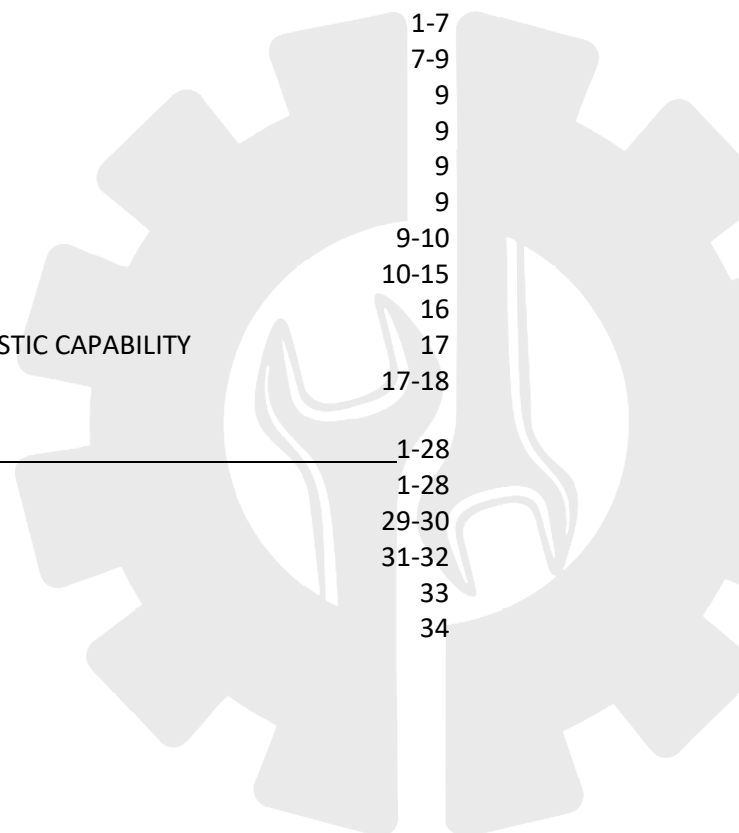
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Tab 1. Executive Summary



The success of the City of Port Saint Lucie's fleet program hinges on effective management and meticulous maintenance. With over 36 years of experience, Vector Fleet Management, LLC (VFM) has been at the forefront of fleet maintenance, servicing a diverse range of 80 to 4000+ units. These units include police vehicles, fire apparatus, rescue units, buses, construction equipment, administrative sedans, mining equipment, and extensive off-road machinery such as loaders, graders, and dozers. Our clientele spans governmental bodies and private/commercial organizations.

Today VFM manages two of the largest government contracts in the US.

VFM proudly manages two of the largest government contracts in the United States. We also oversee maintenance for more than \$4 billion in customer assets nationwide daily.

Since our inception in 1988, VFM has delivered cost-effective and reliable fleet management services anchored in a set of core beliefs:

- **Unique Fleet Requirements:** We recognize that each client's fleet and operational demands are unique. This understanding informs our tailored approach to staffing, inventory management, and maintenance processes.
- **Consistency in Costs:** We ensure our clients can rely on predictable fleet maintenance costs in today's economic climate.
- **Expert Technician Teams:** Our technician teams receive specialized training, diagnostic software, and tools tailored to each client's fleet.
- **National Parts Procurement:** We provide a national parts procurement solution that reduces our clients' overall operating costs.
- **Quality Assurance:** Our comprehensive Quality Assurance Program minimizes downtime, rework, and overall client costs.
- **Performance Benchmarking:** We benchmark our performance both internally and for our clients using industry Key Performance Indicators (KPIs).
- **Clear Communication:** Transparent communication is a cornerstone of our organization and clients' interactions.
- **Safety First:** We prioritize the safety of our team members and clients' employees. We maintain each fleet as though our own families were operating the equipment.
- **Partnership Philosophy:** We view each client as a business partner. We share successes and setbacks, working towards common goals and objectives.

If these beliefs resonate with your vision and operational goals, Vector Fleet Management is the right choice for your fleet operations!

Through our experience, we have developed economies and solutions at each of our government fleet maintenance contracts:

- Enabling our clients to conserve costs
- Maintain fleet flexibility
- Increase fleet availability and reliability
- Extend vehicle and equipment life-cycle through our effective fleet maintenance program
- Consistently exceeding performance requirements

We constantly strive to improve contract performance by frequently and objectively analyzing work methods, employee skill-mix, organizational structure, and labor resources, assuring “state of the art” fleet maintenance.

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

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

1. VFM will bring the majority of fleet maintenance work in-house:

A. Reduce overall fleet maintenance costs consistent with safety requirements, and customer needs, improve state of good repair, and best fleet practices

- **VFM firmly believes in keeping as much work in-house and utilizing our technicians as the first and majority for service and maintenance needs**
- **Complete PM Services** will be performed with a PM inspection checklist. This will identify any existing or developing issues. We utilize our exclusive Preventive Maintenance checklist that has developed over the past decade utilizing OEM guidelines and our own real-world expertise of systemic issues.
- **Major Supplier Agreements** to reduce overhead costs by prepositioning fast-moving parts in the shop and relying on local vendors for the bulk of needed items.

B. Reduced overall heavy machinery maintenance cost consistent with safety requirements, customer needs, improve state of good repair, and best fleet practices

- Dedicated Preventive Maintenance Programs will be implemented to meet and exceed your fleet maintenance needs and requirements, while being compliant with OEM specifications
- Certified Maintenance Staff that includes corporate, management staff and technicians with levels of ASE certifications
- Rigorous Certified Training Program, which consists of 18, required courses to become a Vector Certified Technician in addition to ASE certification and training
- **Fleet Management Information System (TMT)** implemented for a customized PM scheduling process through the City’s fleet management information system (**TMT**) will increase the City’s fleet availability while extending unit lifecycles and reliability. TMT will be the sole FMIS for VFM. Fleet Management, meaning no need for dual entry into another FMIS.

C. Improved vehicle and equipment availability

➤ In-house Warranty Repair

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

➤ OEM Warranty Administration

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

➤ Fleet Availability

VFM will stress the importance of having as many City vehicles operational at all times. Vehicles down prevent the city from their mission accomplishment. We will promote vehicle availability by:

- Scheduling repair work and preventive maintenance when a vehicle is not normally required to be in service.
- Employing only highly skilled and trained technicians.
- Providing our technicians with the latest in diagnostic technology and training to facilitate accurate "first-look" diagnosis of any problems so that they may be corrected in the shortest possible time
- Ensuring that all necessary parts are ordered and available before the vehicle is removed from service for repairs.
- Anticipating component replacement needs by examining repair history and replacing any such components when the vehicle is in the shop for scheduled work to avoid random breakdowns.
- Ensuring that shop equipment is available and operational through periodic preventive maintenance and inspections.
- Tracking vehicle downtime on every repair order so that fleet downtime can be tracked on formal reports.
- Applying the same repair schedule completion requirements to our subcontractors as for work done in-house.
- Complete PM Services performed with a PM inspection Checklist. This will identify any existing or developing issues. We will utilize the Preventive Maintenance checklist that have been developed utilizing OEM guidelines and real-world expertise of systemic issues
- Flexible shop hours to meet the needs of the city
- Condition Based Maintenance processes such as periodic engine compression checks, along with oil and lubricant analyses to determine pending engine, transmission and, differential repairs before they occur
- Increased use of On-board Diagnostics and other computer aided online diagnostics capabilities

D. Increased overall fleet operating efficiencies including a reduction in capital expenditures for fleet assets

- Major Supplier Agreements to reduce overhead costs. We have major suppliers' preposition fast moving parts in the shop for our use
- Complete the majority of repairs are completed in-house instead of sourcing a local OEM dealer for support
- VFM will buy parts and supplies locally to cut transportation-shipping costs. We rely heavily on local vendors to provide the bulk of our needed fast-moving items such as filters, brake pads, rotors, tires and rubber products
- Inventory Management Reports will be produced periodically to identify obsolete and slow-moving parts and return them for credit, which will further reduce the over-head expenses and allows for a responsive parts room. Our inventory system will supply the City and our Technicians with the "Right" Parts, at the "Right" time, for the "Right" cost



E. In Addition, VFM will improve Services to the City Departments

- We incorporate an extensive system of customer feedback. We want to know what we can do better, how we can adapt our processes to make it easier to get the work done, to identify and reward outstanding employees and likewise those whose performance is not up to standard
- We read every form, review them at corporate level and take prompt corrective action where needed
- VFM will respond to the customer who submitted the feedback so they know that we appreciate their input and have reacted accordingly
- All of the corporate officers are ASE certified technicians, up to and including the President/CEO. These individuals can relate to the dynamics of a shop environment and what it takes to make things happen. There is no substitute for practical experience.

2. Dedicated Fleet Maintenance Program

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

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

3. Fleet Maintenance Performance Standards

VFM performs above the contractual performance standards at all our city and county clients. VFM realizes the City is interested in the following performance standards to maintain a highly effective and efficient fleet maintenance and management program:

- Car and light truck availability.
- Police, EMS, Fire and other essential vehicle availability.
- Medium and Heavy Construction equipment.
- Preventative Maintenance (PM) scheduling and completion performance.
- Unscheduled repair performance.
- Parts availability.
- Quality of work.
- Road call performance; 24-hours a day, 7-days a week.
- Customer Service Satisfaction Goals

4. Our Commitment

Vector Fleet Management, LLC is committed to implementing our industry-leading fleet practices, which will result in the following benefits:

- We will introduce and strive to exceed high levels of Accountability through Performance Thresholds.
- Our commitment to quality guarantees that we will continuously improve our fleet management operations and work processes to provide the most efficient and cost-effective service delivery for the Company.
- We will uphold compliance with all safety, environmental, vehicular, and personnel legal mandates in our fleet operation on behalf of the City of Port Saint Lucie.
- We will provide an experienced management team and technical personnel who will make customer service a top priority for the city.
- We will use TMT to collect the necessary data on every vehicle in your fleet. We will know how your vehicles perform over time, their life cycle and what their special needs will be which will result in optimal asset management.
- We will work with the City of Port Saint Lucie to bring innovative solutions to your fleet operation. As your partner, we will offer suggestions for managing your fleet and help you by recommending the number and types of vehicles required to deliver services efficiently and cost effectively.
- We will implement our industry-leading fleet management and maintenance practices and make recommendations that can increase your fleet's productivity and/or help cut costs. For example, if we detected a unique maintenance need, we would recommend a maintenance or replacement plan to address it.
- We will assist the City in preparing purchase specifications for additional or replacement vehicles and service equipment.

Additionally, we will provide inspection services and assessments of used vehicles and equipment under consideration for purchase or lease; a process we are considered industry experts in.

Our highest commitment is our dedication to service excellence. Every VFM employee is committed to providing a superior partnership experience, every time. Our employees will focus on quality and timely fleet service delivery. We invest in their technical training and professional growth and, reward them for completing Vector Fleet Management's training curricula and for providing outstanding customer service.

Tab 2. Qualifications and Experience

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

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

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

Organization:

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

Contact:

Aubrey Felton – Executive Vice President
PH: 704-597-2262 FX: 704-921-9880
Email: afelton@vectorfleet.com

Services: Dedicated, Customized Fleet Maintenance and Management Services

County, City, State and Federal Registration Numbers

VFM has provided our Federal and State registration Numbers below:

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

VFM partners and shares the fleet services vision with our clients, looking 5-10 years ahead to meet fleet services goals



Segments Vector Fleet Management Specializes in:

1. Municipalities

*Fleet Maintenance and Parts Procurement
Experts for your diverse Public Fleet*



2. Mining

*Professional fleet maintenance for the high
demands of a mining fleet*



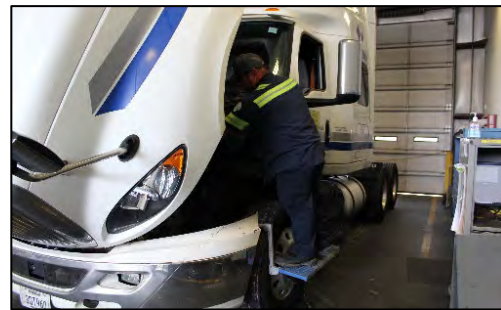
3. Parts Management

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



4. Private Fleet

*Fleet maintenance and management for
the uncompromising demands of private
fleet*



5. OEM / Remarketing

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



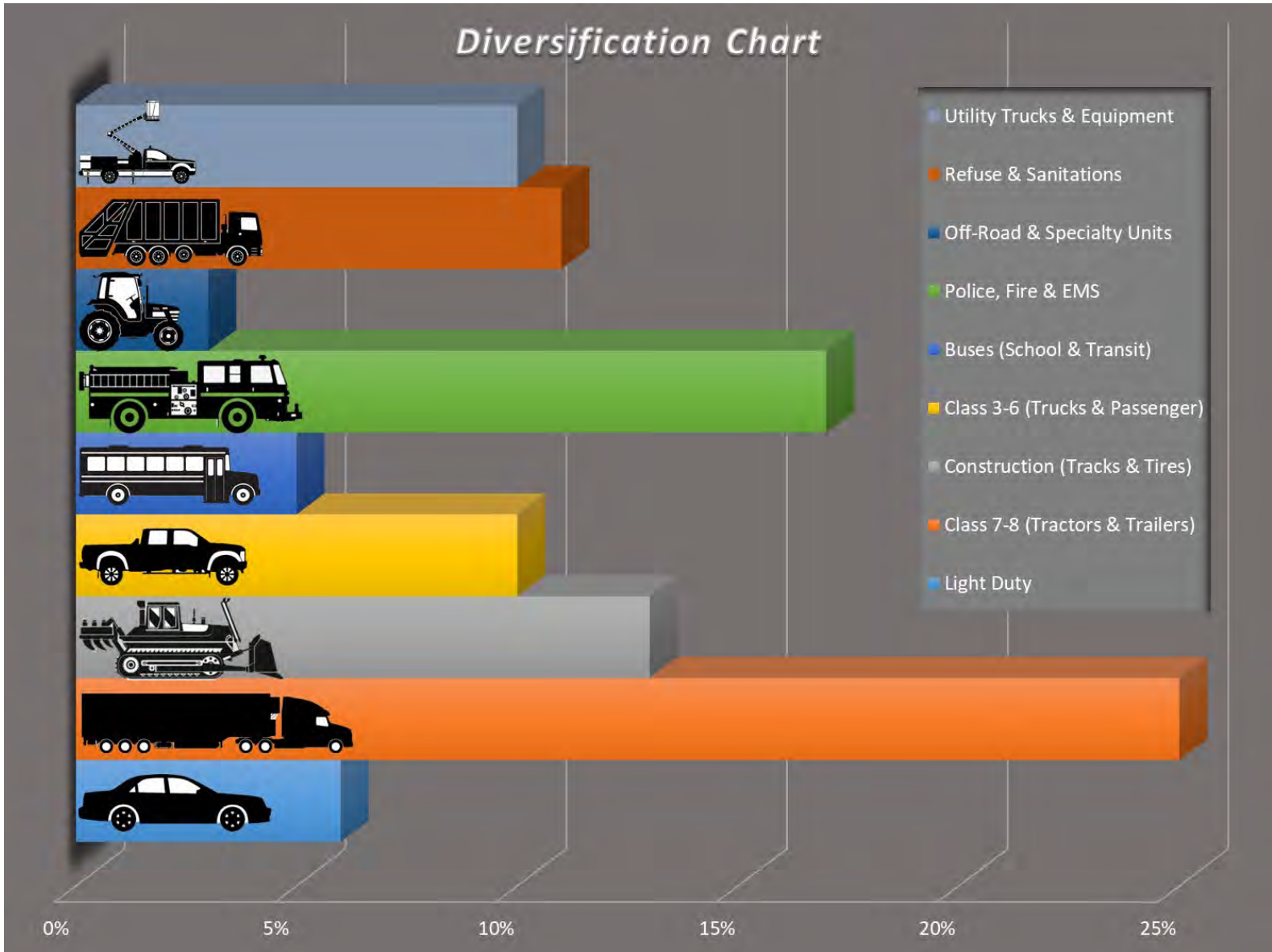
6. Utility

Fleet maintenance for Public and Private Utility



2.1 Background Experience

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



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

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

Vector Fleet Management, LLC																		
	Aggregate in FL	Beverage Distr. NC	Municipality in TX	Municipality in FL	Municipality in TX	Municipality in TX	Municipality in FL	Municipality in TX	Foodservice CT, NC, TX	Limestone Mine FL	Limestone Quarry FL	Municipality in TX	OEM Services AZ, TN, LA	Municipality in SC	University TX	Municipality in FL	Phosphate Mine NC	
Vehicle Maintenance & Management Experience																		
Accident Repairs & Subrogation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Decommissioning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DOT/State Inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency Repairs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Auction Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FMS Cost Analysis System	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alternative Fuels	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inventory and Parts Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Up-fitting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outside Repairs Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preventive Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Disinfecting Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Program Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Quality Control Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Safety Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Upholstery and Glass Repair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vehicle Preparation/Disposal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vehicle Quality Inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Warranty Repairs & Tracking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24 hr. Roadside Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Network Vendor Repair Coord.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lifecycle Cost Analysis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Custom Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Software Conversions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
New Equipment Specifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Equipment Operator Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fueling Programs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Telematics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Maintenance, Parts & Management

Vector Fleet Management, LLC																		
	Aggregate in FL	Beverage Distr. NC	Municipality in TX	Municipality in FL	Municipality in TX	Municipality in TX	Municipality in FL	Municipality in TX	Foodservice CT, NC, TX	Limestone Mine FL	Limestone Quarry FL	Municipality in TX	OEM Services AZ, TN, LA	Municipality in SC	University TX	Municipality in FL	Phosphate Mine NC	
Vehicle Maintenance & Repair Experience																		
Boat/Tug Maintenance					✓					✓								✓
Bulldozer/Loader	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bus Maintenance			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Crane Maintenance	✓																	✓
Dump Truck Repair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
EMS Unit Maintenance			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fire Truck Maintenance				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Truck Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Law Enforcement Vehicle Maint.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Medium Truck/Van Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refuse Truck Maintenance				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Roll Off Truck Maintenance				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sedan Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Excavator Maintenance	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Small Vehicle/Cart Repair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Solid Waste Removal Equipment				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sweeper Maintenance	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tandem-Brush Truck Maint.				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ready Mix			✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Farm Tractor Maintenance	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refrigerated Trailer/Trailer Repair										✓								✓

2.1.1 Police Specialist

Vector Fleet Management has extensive experience managing large law enforcement fleets and has been successfully doing so for many years across the U.S. We manage fleets for the District of Columbia Metropolitan Police Department, which has 1,650 units, the City of Fort Lauderdale (FL), which has over 650 units, and the Broward County Sheriff's Office (FL), which has 3,300 units.

The company maintains law enforcement and first-responder vehicles and equipment, including marked and unmarked patrol cars, motorcycles, command buses, armored personnel carriers, and transport vans. Vector Fleet Management prioritizes the readiness of first-responder vehicles and focuses on training, OEM relationships, and preventative maintenance practices.

They emphasize the role of employees in supporting the police mission and have developed strong OEM relationships with police-duty vehicles. Their preventive maintenance and repair program is proven and technicians are trained to prioritize safety, reliability, and uptime for the department. Vector Fleet Management also tests and confirms component replacement parts that outperform OEM parts and is willing to share these results with the city.



2.1.2 Heavy Equipment Specialists

Vector Fleet Management is a highly experienced provider of Heavy-Duty Fleet Management, specializing in the servicing of class 5-8 trucks and Heavy Equipment for over 36 years. Our expertise extends to utilizing specialized tools, diagnostic equipment, and comprehensive training programs to effectively service diverse fleets of Heavy-Duty Trucks and Heavy-Duty Equipment. Our technicians are extensively qualified through certifications from ASE, OEMs, and internal training, enabling them to efficiently diagnose, repair, and maintain a wide variety of equipment, ranging from forklifts to earthmovers.

When it comes to Heavy Duty Trucks, we employ dealer-level diagnostic equipment software, providing you with detailed and accurate information to make informed decisions about repairs. This proactive approach helps in eliminating repeated repairs and minimizing unwanted downtime. Our services cater to industries such as Mining, Foodservice, Municipalities, and Utilities, addressing the unique needs and challenges of each industry segment with precision and expertise.



2.2 Client's of Similiar Entities

Customer	Description	Period of Service	Total Fleet Size
Fort Lauderdale, FL	Fleet Maintenance & Part Management	Since 2022	468 Units
Florida Dept of Transportation	Fleet Maintenance & Part Management	Since 2022	315 Units
Hernando County, FL	Parts & Inventory Management	Since 2021	602 Units
Coconut Creek, FL	Fleet Maintenance & Part Management	Since 2018	557 Units
Deerfield Beach, FL	Fleet Maintenance & Part Management	Since 2021	73 Units Heavy Equipment
Broward County Sheriff	Fleet Maintenance & Part Management	Since 2016	3,300 Units
West Palm Beach, FL	Parts & Inventory Management	Since 2021	976 Units
Mosaic (4 FL locations)	Fleet Maintenance, Part Management & Warehousing	Since 1998	1700 Units Includes Heavy Duty Equipment
Carrollton, TX (2 locations)	Fleet Maintenance & Part Management	Since 2018	617 Units
Addison County, TX	Fleet Maintenance & Part Management	Since 2018	189 Units
Big Spring, TX	Fleet Maintenance & Part Management	Since 2013	254 Units
Midland County, TX	Fleet Maintenance & Part Management	Since 2013	325 Units
Newberry County, SC	Fleet Maintenance & Part Management	Since 2009	300 Units
Covington, KY	Parts & Inventory Management	Since 2021	930 Units
Cincinnati, OH	Parts & Inventory Management	Since 2021	3800 Units
Longview, TX	Fleet Maintenance & Part Management	Since 2020	149 Units
Greenwich, CT	Parts & Inventory Management	Since 2021	397 Units
Ector County Sheriff, TX	Fleet Maintenance & Part Management	Since 2013	300 Units
Mount Pleasant, SC	Fleet Maintenance & Part Management	Since 2023	815 Units
Rowan County, NC	Fleet Maintenance & Part Management	Since 2022	325 Units
DC Metro Police Dept	Fleet Maintenance & Part Management	Since 2023	1650 Units

2.3 Availability of Qualified Professional Staff

Please find below, resumes for VFM executive, managerial and staff teams, whose experience will be leveraged in the implementation and management of the City of Port Saint Lucie.

James A. Overstreet – President / CEO



SUMMARY

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

PROFESSIONAL EXPERIENCE

VFM Management, Charlotte, NC President / CEO (1997-Present)

- Direct a Corporate Staff including Sales, Marketing, Finance and Operations
- Develop and Implement growth, strategy plan
- Develop annual business plans
- Answers to a five-member independent Board of Directors

Strick Corporation, Fairless Hills, PA Director of Dealer Development / Southeast Region (1996-1997)

- Increased dealer network from 9 to 15 locations
- Maintained dealer relations, achieving a satisfaction score of 95% after 9 months
- Oversaw the implementation of single largest new dealer program
- Grew southeast region profit margin by 6%
- Implemented dealer to customer national account programs

Overnite Transportation, Richmond, VA Senior Manager of Fleet Service (1995-1996)

- Directed management staff of 65 in 45 states with 650 technicians
- Developed maintenance practices and schedules
- Implemented quality and safety auditing procedures
- Designed standardized technician pay scale
- Oversaw fleet specification planning
- Submitted monthly and annual budget plans

Overnite Transportation, Richmond, VA Manager of Fleet Procurement and Warranty Reimbursement (1990-1995)

- Directed procurement of fleet maintenance repair supplies
- Centralized procurement activity for 65 shop locations
- Implemented an internal distribution network for repair supplies
- Established a quality development team consisting of 10 suppliers
- Designed a formal RFP program for fleet equipment and supply procurement
- Reduced supply inventory from \$8.5 million to \$4.9 million
- Reduced supplier network by 50% thru product standardization
- Implement a warranty recovery system, recovered \$900,000.00 first year

(Cont'd) James A. Overstreet – President/CEO

**Overnite Transportation, Charlotte, NC
Inventory Control Manager (1981-1990)**

- Implemented automated inventory control system
- Designed and implemented inventory storage lay-out
- Developed transportation schedule for supply distribution
- Formulated maximum / minimum inventory levels

Education and Training

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

Associations

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

Aubrey Felton – Executive Vice President



SUMMARY

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

PROFESSIONAL EXPERIENCE

VFM Management, LLC Charlotte, NC March 2015 - Present

EXECUTIVE VICE PRESIDENT

- Develop solutions and pricing structures for various fleet segments.
- Structure inter-local agreements to provide additional revenue for clients.
- Proposal development and client acquisition strategy.
- Benchmark operational metrics across government and private contracts.
- Plan and develop sales and marketing programs and strategies.

First Group America - (First Student, First Transit, Greyhound, & First Vehicle Services)

REGIONAL VICE PRESIDENT March 2008 - March 2014

- Responsible for contract acquisition and management of municipal and private fleets across 26 States, including Broward Sheriff Office contract.
- Handled all aspects of government bid process, negotiations, and start-up matrix
- P & L responsibility for 37 contracts exceeding 100 million in annual revenue
- Management of regional staff including 489 team members
- Direct client engagement on daily basis

(Cont'd) Aubrey Felton – Executive Vice President

FTA, Inc. - WEST PALM BEACH, FL

An independent retail tire and automotive services provider with 5 outlets in South Florida operating under Tuffy Automotive franchise agreement.

PRESIDENT & CEO May 2006 - February 2008

- Responsible for all aspects of company functionality.
- Built chain from zero to five locations in eight months of operation.
- Handled 3 acquisitions of automotive locations and integration into Tuffy franchise program.

TBC Corp. (TIRE KINGDOM, INC, National Tire & Battery, Merchant's Tire & Auto, Carroll Tire)

A leading retail tire and automotive services provider with 884+ outlets in 28 states with annual sales of \$1.9 billion.

SENIOR VICE-PRESIDENT - OPERATIONS January 2002 – May 2006

- Responsible for day to day corporate and field store operations with 1.9 billion annual revenue
- Supervise 68 Field Management Direct Reports
- Oversee Special Orders Department with \$50 million per year in expenditures
- Procurement, development, and supervision of all external/internal computer operating systems
- Training and development programs for 9,800+ associates
- Extensive field travel
- Designed store management training process for rapid store expansion
- Directly involved in the integration development and processes of company acquisitions
- Merchant's Tire & Auto and National Tire & Battery
- Coordinated green-field location growth from inception to operating facilities for over 300 locations.

EXECUTIVE VICE-PRESIDENT February 2000 – January 2002

- Supervised 105 stores in South Florida market with annual sales of \$195 million
- Directly responsible for increasing service sales and tire units throughout entire market
- Improved Gross Profit percentage by 7.5% in first six months and increased payroll productivity
- Coordinated new market development of South U.S.,
- Successful trained and promoted 17 district managers

MORGAN TIRE & AUTO CENTER – CLEARWATER, FL DBA TIRES PLUS

A retail tire and automotive services provider with 585 nationwide locations and annual sales of \$950M.

REGIONAL VICE-PRESIDENT 1994 – 2000

- Supervised, trained, and developed 1200 associates and 125 retail locations in differing national geography with annual sales of \$155 million
- Successfully integrated several acquisitions onto operating platforms and programs

CONTINUING EDUCATION:

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

AFFILIATIONS:

- Member - NAFA North American Fleet Administrators Association
- Member - APWA American Public Works Association
- Member - FFCA Florida Fire Chiefs Association
- Member – NFPA National Fire Prevention Association
- Member - AEMP Association of Equipment Management Professionals
- Member – NAFA National Association of Fleet Administrators
- Member – ATA TMC American Trucking Association – Technology Maintenance Council
- Member – SWANA Solid Waste Association of North America

(Cont'd) Aubrey Felton – Executive Vice President

CERTIFICATIONS:

- Vector Certified Light and Heavy-Duty Technician
- Six Sigma - Yellow Belt
- ASE Certified Technician, Service Consultant, & Parts Specialist
- Ford Certified Master Service Manager
- Ford Certified Commercial Parts Manager
- Ford Certified Warranty Administrator
- Chrysler Certified Level 2 Service Manager
- Chrysler Certified Parts Manager
- Chrysler Certified Warranty Administrator
- Department of Transportation/TSI Inspection, Repair, and Maintenance for Motor Carriers
- Department of Transportation/TSI Commercial Driver's License Regulations
- Department of Transportation/TSI Financial Responsibility – Motor Carriers
- OSHA – Personal Protective Equipment
- OSHA – Lock and Tag
- OSHA – Hazard Communication
- OSHA – Electrical Safety
- OSHA – Ergonomics
- OSHA – Heat and Cold Stress
- OSHA – Slips, Trips, and Falls

Craig Moran – Executive Vice President



SUMMARY

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

PROFESSIONAL EXPERIENCE

Executive Vice President – VFM Management (5/98 to present):

- Lead and manage all operational functions for dedicated contract locations, servicing 8/200+ units
- Development, implementation and management of TMT fleet management information system
- Implementation of new business directly and through business segment Operations Directors
- Sales process involvement in staffing matrix, contract pricing etc.
- Engagement with contract management and customer relationship directly and through business segment Operations Directors

Director of Maintenance – Terminal Services Inc. (5/96 to 5/98)

- Manage maintenance operations across 8 locations, maintaining 1000+ company owned units involved in waterfront 'ship side' and intermodal operations
- Customization and implementation of fleet management information system software at all locations
- Responsible for reengineering of all maintenance schedules, procedures, best practices and training regiments

Regional Fleet Manager – Overnite Transportation Inc. (4/92 to 5/96)

- Oversaw maintenance operations across 7 hub facilities, 22 terminals with over 50 Technicians
- Managed multiple third-party service and parts providers
- Consistent attainment of productivity thresholds for all locations
- Designed and implemented intermodal trailer safety checks for drivers in the Midwest region

(Cont'd) Craig Moran – Executive Vice President

Fleet Manager – Overnite Transportation Inc. (12/84 to 4/92)

- Fleet Mechanic
- Supervisory roles at the shop level
- Participated in Overnite's Maintenance Manager Training Program
- Promoted to Fleet Manager

Education:

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

Affiliations:

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

CERTIFICATIONS:

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

Charles Bryson – Safety Manager



SUMMARY

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

PROFESSIONAL EXPERIENCE

VFM Management, LLC Mosaic Operations 2/2008 – Present

Safety Manager: Current position includes responsibility for safety methodology and oversight at all VFM locations. Key activities include:

- Safety and Risk Management
- MSHA Instructor Approval Training Certificate of completion
- Conduct safety meetings
- Perform safety audits
- Inspect workers daily activities
- Ensure all employees use their proper PPE
- Responsible for overall safety of the buildings and grounds. I am the appointed Building Monitor / Emergency Coordinator for the New Wales auto shop muster area through the Mosaic Growing-U- training.
- Maintain and report monthly safety numbers to the general manager
- Motivate and counsel employees on safety policies
- Immediately correct any safety related issues

(Cont'd) Charles Bryson – Safety Manager

- Identify and anticipate safety concerns and hazards by surveying the working environment and suggesting corrective actions or policy changes if needed
- Continually familiarizing myself and employees with our customers EH&S policies so as to stay in compliance
- Trained in first aid and first responder
- Formal training in Windows, Microsoft Office, Excel, Outlook, Dossier and Maximo (Mosaic's operating system)
- I served as VFM managements Site Specific Train the Trainer. Responsible for training all Vector Mosaic employee sites specific annual training.
- VFM management access control coordinator to mosaic security. Responsible for new and renewing all access badges for VFM employees for the Mosaic sites.
- Project Implementation
- 5s Housekeeping system implementation
- Customer Relations and Satisfaction
- Training and Development
- Productivity Improvement
- Staff Management and Motivation

Achievements

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

Technical Skills

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

Steven Benedict - Director of Operations, Government Services



SUMMARY

Over 24 years of automotive and fleet leadership and strategic operations experience. Decisive leader with the ability to foster group cohesiveness and commitment towards common operational goals. Experienced with process improvement, change management, strategic innovation, and team development. Background in cross-functional project/program management and delivery with multi-site, regional, and national market shares.

Professional Experience

Vector Fleet Management, Charlotte, NC. | Director of Operations, Government Services

January 2019 - Current

- Oversee and lead contract operations with government municipalities delivering vehicle and equipment maintenance, repair, fuel system management, procurement, and disposal.
- Responsible for financials and operational KPI's for all locations.
- Ensure contract compliance and exceptional customer experiences.
- Lead continuous improvement and positive developmental team cultures.
- Manage contractual relationships and deliver business reviews.

(Cont'd) Steven Benedict - Director of Operations, Government Services

**AAA National Office, Heathrow, FL | National Manager, Automotive Repair Business Operations
Mar 2015 – January 2019**

- Drive strategy, business compliance, and member value planning for the National AAA Federation of Approved Auto Repair, Club Owned Auto Repair Facilities and Connected Car initiatives.
- Consult with Regional Club Automotive Staff and Executives to ensure brand compliance; manage quality governance, strategy and business planning for AAA's National Network of Approved Auto Repair and Club Owned Repair Network (6,500+ facilities).
- Conduct yearly brand accreditation reviews for Clubs.
- Work with Club Executives to develop business cases and go-to-market plans for AAA Owned Auto Repair facilities.
- Lead executive level quarterly progress meetings with senior OEM staff.
- Launched a first ever, nationally contracted Approved Auto Repair Partnership with AutoNation, leading contract negotiations through implementation and rollout.
- Launched a new AAA/Lincoln Motor Company Approved Auto Repair Partnership.
- SME on the development team and managed the field delivery of AAA's new web-based Repair Shop Portal with successful pilot in November 2015 and scaled launch in June-December 2016. Currently in over 5,700 facilities in the US and Canada. Business line owner for this product.

**AAA Northern California, Emeryville, CA | Director, Club Fleet and Club Owned Repair
Oct 2012 – Mar 2015**

- Mid-level executive management for a seven location, two state Club Owned Fleet consisting of 150 trucks and 189 employees; accountable for 50 club owned field service vehicles, fleet maintenance and procurement, service delivery levels, and cost-per-call management. Full P&L accountability.
- Served on Automotive Leadership Team for Emergency Road Service and Approved Auto Repair with accountability for a \$160 million budget
- Revamped all business operation processes, policies, and procedures to comply with federal and state regulations and AAA brand standards driving growth and improved profitability.
- Managed site selection and development of all Club Owned Repair facilities.
- Responsible for technical support and programming for shop management software.
- Provided mid-level executive management oversight of day-to-day operations of the Club Owned Repair program; implemented new scheduling and workflow processes to increase productivity.
- Configured, coordinated, and launched new shop management software in partnership with NAPA.
- Represented AAA NCNU on National and regional Club committees and task forces related to Automotive Repair.
- Business line leader for M&A of Automotive Repair facilities.

**AAA Tidewater Virginia, Virginia Beach, VA
Executive Director, Car Care Centers and Fleet Operations, June 2000 – Sept 2012**

- Launched a chain of 6 AAA owned automobile repair centers and a 30-vehicle towing and mobile battery replacement service vehicle's; served as the Club's Battery Program Manager.
- Formulated a successful business model that drove the cohesive operation of both entities within the same locations, each driving the business of the other.
- Served on the automotive leadership team of AAA membership organization which oversaw development of emergency road service programs, Approved Auto Repair program, automotive extended warranties, automotive buying services, and mobile auto glass and auto repair services.
- Designed, implemented & managed training programs for all automotive services departments and businesses – internal and external.
- Managed insurance company relationships for all automotive services departments and businesses, including negotiation of vehicle and property renewals, compliance, claims, risk analysis and mitigation, and safety.
- Managed all phases of Club Owned Repair design and development: building, equipping and operations.
- Managed the acquisition and fleet management of all company owned vehicles
- Oversaw the budgeting & forecasting process for all automotive service departments totaling \$25MM+.
- Developed and launched five new successful automotive business lines from 2000-2006.
- From concept to scale, developed business plan and launched COR in 01/2003 (9th one in the AAA Federation) and grew the profitable business to six locations and 55 employees by 03/2012.

(Cont'd) Steven Benedict - Director of Operations, Government Services

- Served as Virginia State Coordinator and Committee Chair for Ford/AAA Student Auto Skills for 12 yrs.; secured outside local sponsors totaling \$50K in donations enabling us to give a first-class event; negotiated a National Scholarship offering with Advanced Technology Institute in Virginia Beach

**Tidewater Enterprises, Inc. | Senior Operations Manager
Nov 1996 – Jun 2000**

- Oversaw 13 truck/30 employee/7 location towing, road service, and auto repair operation.
- Managed three automotive storage facilities, including DMV administration and auctions.
- Administered fleet and commercial accounts for fuel, repair and towing.
- Served as safety officer and insurance liaison for the entire enterprise.
- Provided middle-management for 7 repair centers, 6 fueling station/convenience stores and a towing operation serving (third in charge after President and COO from 1997-2000).

Matthew Wallace – Director of Purchasing



SUMMARY

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

PROFESSIONAL EXPERIENCE

Vector Fleet Management, LLC Charlotte, NC November 2018 - Present

Director, Purchasing

- Oversee National vendor development.
- Oversee Private and Inter-local government procurement opportunity.
- Operate and Maintain all CRM and Analytical tooling for Developmental Department.
- Perform all Mathematical, and GIS Analysis for Developmental Department.

Genuine Parts Company, Charlotte, NC

Retail Business Development Manager

May 2013 – November 2018

- Converted over 60 NAPA Stores across the Southeastern U.S. from private ownership to corporate ownership, including renovation, redesign and rebranding.
- Operated and championed the national program for NAPA Retail during its cultural transition period.
- Developed all new best practices and protocols for NAPA daily operations framework.

Valvoline/ Ashland Chemical Corp., Charlotte, NC

District Manager

October 2009 – May 2013

- Oversaw daily operations of 22 Service locations across multiple States.
- Handled a variety of service operations, varying from quick lubes, to full service, to tire service facilities.
- Worked with a “Franchisee of the Year”, and assisted in his growth from 5 acquisitions to 27, overseeing and assisting in his conversion of multiple facilities.

EDUCATION:

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

(Cont'd) Matthew Wallace – Director of Purchasing

AFFILIATIONS:

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

CERTIFICATIONS:

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

Corporate Office Support Organization Chart





PSL REFERENCE CHECK FORM
Proposer Instructions: Fill out top portion only.
(Please print or type)

Contract Number: 20240063
Title: Fleet Vehicle and Equipment Maintenance and Management Services
Proposer/Respondent: Vector Fleet Management, LLC
Reference: Broward County Sheriff
Email: Scott_Barnett@sheriff.org Telephone: 954-497-1440
Person to contact: Scott Barnett

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference. Please complete the information below and send back to the proposer listed in the box above.

Describe the scope of work of the contract awarded by your firm/entity to this Consultant. What type of services were performed?

What is the size of your agency and what services does your agency provide?

Was the work performed on time and within the specified guidelines?

What problems were encountered (claims)?

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism _____
Qualifications _____
Budget Control _____

Final Product _____
Cooperation _____
Reliability _____

Would you contract with this Consultant again? Choose an item.

Additional Comments:

Thank you.

Signature from Reference: _____

Printed Name: _____

Job Title: _____

Note: Proposer fills out the top box and then submits the form to the Issuing Officer. PSL will send all Reference Checks to the Supplier(s) that are referenced on each Reference Check Form. Proposers shall submit and include all Reference Check Forms fully filled out and completed with their RFP packet by or before the submittal deadline.



PSL REFERENCE CHECK FORM
Proposer Instructions: Fill out top portion only.
(Please print or type)

Contract Number: 20240063
Title: Fleet Vehicle and Equipment Maintenance and Management Services
Proposer/Respondent: Vector Fleet Management, LLC
Reference: Midland County, Texas
Email: tjohnson@mcounty.com Telephone: 432-557-7393
Person to contact: Judge Terry Johnson

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference. Please complete the information below and send back to the proposer listed in the box above.

Describe the scope of work of the contract awarded by your firm/entity to this Consultant. What type of services were performed?

What is the size of your agency and what services does your agency provide?

Was the work performed on time and within the specified guidelines?

What problems were encountered (claims)?

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism _____
Qualifications _____
Budget Control _____

Final Product _____
Cooperation _____
Reliability _____

Would you contract with this Consultant again? Choose an item.

Additional Comments:

Thank you.

Signature from Reference: _____

Printed Name: _____

Job Title: _____

Note: Proposer fills out the top box and then submits the form to the Issuing Officer. PSL will send all Reference Checks to the Supplier(s) that are referenced on each Reference Check Form. Proposers shall submit and include all Reference Check Forms fully filled out and completed with their RFP packet by or before the submittal deadline.

Would you contract with this Consultant again? Choose an item.

Additional Comments:

Thank you.

Signature from Reference: _____

Printed Name: _____

Job Title: _____

Note: Proposer fills out the top box and then submits the form to the Issuing Officer. PSL will send all Reference Checks to the Supplier(s) that are referenced on each Reference Check Form. Proposers shall submit and include all Reference Check Forms fully filled out and completed with their RFP packet by or before the submittal deadline.



PSL REFERENCE CHECK FORM
Proposer Instructions: Fill out top portion only.
(Please print or type)

Contract Number: 20240063
Title: Fleet Vehicle and Equipment Maintenance and Management Services
Proposer/Respondent: Vector Fleet Management, LLC
Reference: Carrollton, Texas
Email: Dwaynebiancocityofcarrollton.com Telephone: 972-466-5786
Person to contact: Dwayne Bianco

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference. Please complete the information below and send back to the proposer listed in the box above.

Describe the scope of work of the contract awarded by your firm/entity to this Consultant. What type of services were performed?

What is the size of your agency and what services does your agency provide?

Was the work performed on time and within the specified guidelines?

What problems were encountered (claims)?

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism _____
Qualifications _____
Budget Control _____

Final Product _____
Cooperation _____
Reliability _____

Would you contract with this Consultant again? Choose an item.

Additional Comments:

Thank you.

Signature from Reference: _____

Printed Name: _____

Job Title: _____

Note: Proposer fills out the top box and then submits the form to the Issuing Officer. PSL will send all Reference Checks to the Supplier(s) that are referenced on each Reference Check Form. Proposers shall submit and include all Reference Check Forms fully filled out and completed with their RFP packet by or before the submittal deadline.



PSL REFERENCE CHECK FORM
Proposer Instructions: Fill out top portion only.
(Please print or type)

Contract Number: <u>20240063</u>	
Title: <u>Fleet Vehicle and Equipment Maintenance and Management Services</u>	
Proposer/Respondent: <u>Vector Fleet Management, LLC</u>	
Reference: <u>Coconut Creek, Florida</u>	
Email: <u>jcannon@coconutcreek.net</u>	Telephone: <u>954.973.6744</u>
Person to contact: <u>Jessica Cannon</u>	

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference. Please complete the information below and send back to the proposer listed in the box above.

Describe the scope of work of the contract awarded by your firm/entity to this Consultant. What type of services were performed?

What is the size of your agency and what services does your agency provide?

Was the work performed on time and within the specified guidelines?

What problems were encountered (claims)?

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism _____
Qualifications _____
Budget Control _____

Final Product _____
Cooperation _____
Reliability _____

Would you contract with this Consultant again? Choose an item.

Additional Comments:

Thank you.

Signature from Reference: _____

Printed Name: _____

Job Title: _____

Note: Proposer fills out the top box and then submits the form to the Issuing Officer. PSL will send all Reference Checks to the Supplier(s) that are referenced on each Reference Check Form. Proposers shall submit and include all Reference Check Forms fully filled out and completed with their RFP packet by or before the submittal deadline.



PSL REFERENCE CHECK FORM
Proposer Instructions: Fill out top portion only.
(Please print or type)

Contract Number: <u>20240063</u>	
Title: <u>Fleet Vehicle and Equipment Maintenance and Management Services</u>	
Proposer/Respondent: <u>Vector Fleet Management, LLC</u>	
Reference: <u>Mosaic Mines (4 locations)</u>	
Email: <u>Christopher.Routh@mosaicco.com</u>	Telephone: <u>813-500-6444</u>
Person to contact: <u>Chris Routh</u>	

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference. Please complete the information below and send back to the proposer listed in the box above.

Describe the scope of work of the contract awarded by your firm/entity to this Consultant. What type of services were performed?

What is the size of your agency and what services does your agency provide?

Was the work performed on time and within the specified guidelines?

What problems were encountered (claims)?

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism _____
Qualifications _____
Budget Control _____

Final Product _____
Cooperation _____
Reliability _____

Would you contract with this Consultant again? Choose an item.

Additional Comments:

Thank you.

Signature from Reference: _____

Printed Name: _____

Job Title: _____

Note: Proposer fills out the top box and then submits the form to the Issuing Officer. PSL will send all Reference Checks to the Supplier(s) that are referenced on each Reference Check Form. Proposers shall submit and include all Reference Check Forms fully filled out and completed with their RFP packet by or before the submittal deadline.

Tab 3. Management and Quality Control



3.1 Approach to Scope of Work

Our goal is to establish a long-term partnership with the City of Port Saint Lucie, Florida. We are confident that our approach meets all the requirements outlined in the City’s RFP. Our strategy is based on our current contracts and includes preventive maintenance, repairs, towing, overhauls, parts inventory management, and more. We aim to ensure the safe and efficient operation of the City’s vehicles and equipment as specified in the RFP.

We will provide all necessary labor, supervision, equipment, tools, materials, transportation, insurance, and traffic maintenance. Additionally, we’ll supply personal safety equipment and other essentials to keep the fleet in excellent condition, following best practices and the RFP’s specific requirements. Our operations will be aimed at protecting the City’s investment and exceeding all RFP expectations.

A strong Management Information System (FMIS) is essential for effective fleet maintenance and detailed reporting to the City. We will use our proprietary TMT FMIS to electronically record all maintenance and repair activities for the City’s vehicles and equipment.

We are dedicated to delivering high-quality fleet maintenance services and fulfilling all the requirements in RFP Section 1.2 Scope of Work. Our aim is to maintain a long-term partnership with the City of Port St. Lucie for all its vehicle maintenance and repair needs.

3.1.1 Preventive Maintenance

Our Preventive Maintenance (PM) aims to maximize a vehicle’s availability and longevity. VFM’s PM program is designed to achieve a level of performance that eliminates the need for unscheduled maintenance on vehicles. By adhering to prescribed schedules and conducting extensive inspections at every PM, unscheduled maintenance will not be necessary between scheduled PMs.

Any successful fleet maintenance program must be built around a rigorous PM schedule. VFM utilizes thermal PM reminder stickers which will not fade over time.



VFM’s well-executed PM program has several key elements:

- **Scheduling** PM activities should minimize interference with the operator’s required work schedule. Therefore, vehicle and equipment PMs should be scheduled at times mutually agreed upon by VFM and the City. VFM has developed and will provide an automated PM schedule to the City with sufficient lead time so that the City can give the vehicle user ten (10) working days’ notice. PM schedule notification, referencing the department and unit number, will be provided in writing to the designated Department representative. VFM will be responsible for all contact with departments regarding vehicle PM scheduling. The City, the designated Department representatives, and the vehicle and equipment operators will be responsible for keeping scheduled appointments for preventive maintenance.
- **Notification** has started at this point. We will notify individuals and Designee of the next month’s schedule via formal letter and, if available, email each person/office to remind them of the appointment.

- **Reporting** – Each week, VFM will prepare a report for the City containing a list of “PM No Shows” and other pertinent PM-related information. Periodically, we will also provide a report outlining statistical analysis, findings, and recommendations to enhance the overall maintenance of the fleet. We will notify the senior management of the application using the agency whenever a vehicle is not delivered for service after a second notification. It is VFM policy to note the no-shows, and should the vehicles develop a problem that results in a repair to correct, the cause can be traced to the missed scheduled servicing.
- **Performance** will start after all coordination is done and appointments are set. We will use our checklists to perform all necessary inspections and determine if critical items are within tolerances or need to be replaced due to age or nearing the end of their useful life. VFM will perform the most appropriate Preventive Maintenance service when vehicles and equipment are in the shop for other reasons.

During the Preventive Maintenance service/inspection, any vehicle system and/or component that does not function as designed, or meet Original Equipment Manufacturer (O.E.M.) specifications, or meet state or federal requirements will be identified and repaired as specified by the Department Contract Manager. Additionally, VFM will perform or coordinate all state and federally-mandated safety, emission, recall, or other inspections due when the vehicle/equipment is at the repair facility unless otherwise specified by the City. As part of our Preventive maintenance process, we use OEM information to review any Technical Service Bulletins (TSBs) that may apply to the unit. These services are taken care of during the PM time frame or coordinated directly with OEM dealers for factory-required services.

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

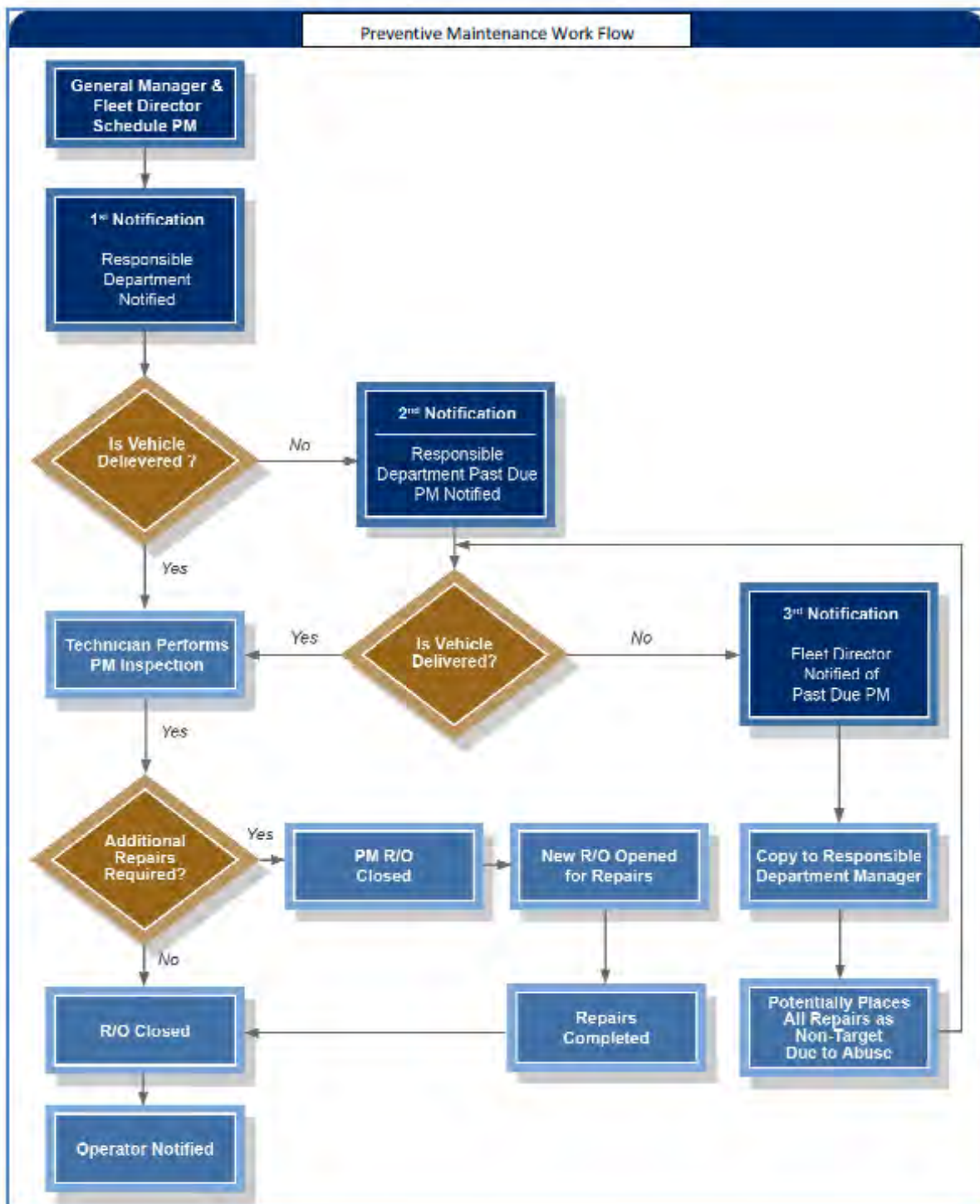
VFM’s well executed PM program will achieve the following:

- Minimize breakdown maintenance (towing)
- Reduce capital costs
- Reduce excessive repairs and major component repair
- Reduce operator inconvenience
- Most importantly ensure the safe operation of the City of Port Saint Lucie’s entire fleet



3.1.2 Preventive Maintenance Work Flow:

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



The following outlines our Maintenance Process for servicing the city fleet.

3.1.3 Vehicle Selection for Services:

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

3.1.4 Vehicle Check in Protocol:

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

3.1.5 Repair Order Creation:

- The repair order mentioned in the previous step will be filled in with a minimum of fifty (50) words of narrative, centered on the reason for the vehicle work order, if that reason is outside of preventive maintenance.
- *If the work order is AFTER HOURS, the customer that is dropping the vehicle off will include all pertinent information on the vehicle such a mileage, plate, vehicle description, and a reason for service. He will take this information along with the keys to the vehicle and drop it in the overnight box.*
- Once a technician has been assigned the Repair Order, he will go pick the vehicle up and bring it into the work area for the start of the maintenance process.

3.1.6 VFM will follow the Vehicle Preventive Maintenance (PM) program (as detailed in RFP Section 1.2.1)

VFM will develop a lifetime PM schedule for each vehicle and equipment that is based on PM interval every 5000 miles or six (6) months, whichever first occurs.

VFM will furnish all necessary supervision, labor, tools, parts, oil, fluids, and supplies required to maintain the fleet and service consistent with generally accepted fleet practices. In addition, VFM shall provide and maintain a permanent, detailed, automated record system for each vehicle to provide a basis for optimum fleet management and provide detailed maintenance and operating information for the City.

Reports that shall VFM will maintain are:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ➤ Parts ➤ Operations Reports ➤ Parts Inventory List Operation & Maintenance/Cost by Vehicle ➤ Parts Transactions Fuel Report ➤ Historical Cost Performance ➤ Work Order Reports ➤ Equipment Reports ➤ Open Work Orders by Shop Equipment List | <ul style="list-style-type: none"> ➤ Road Call Report Equipment due for PM ➤ Sublet Report Equipment History Summary ➤ Maintenance Cost Report Historical Cost Performance ➤ Mechanics Accountability Equipment Billing Report ➤ Equipment by License/Serial # ➤ PM Table Listing |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Preventive Maintenance Automated Tracking

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

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

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

3.1.7 Facilities

Maintenance will be performed at the City's Fleet Maintenance Facility, located at 430 SW Thornhill Drive. The property will remain the City's. VFM shall be responsible for interior housekeeping of the shop areas and storage areas. All shop and office areas should be kept in a neat and organized fashion.

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

3.1.8 Assets

VFM will provide security for the city vehicles while under the possession of VFM. Such as changing locks on the shop and tool storage facilities and equipment. VFM will provide a duplicate key to the representative of the city. VFM will also provide security of the City's vehicles and equipment while under possession for maintenance or repair. Prior to the start and the end of the contract, an audit of all garage inventory assets will be performed jointly.

3.1.9 Confidentiality of Service Operations

We understand the importance of ensuring that the confidential nature of unmarked police undercover vehicles is maintained, including the security of special equipment inside the vehicles. Our security measures include at a minimum:

- No discussion by our employees about these vehicles.
- Prohibiting photographs or identity of undercover vehicles
- Prohibiting our employees from handling and tampering with special equipment.
- Verifying and maintaining the integrity of our mechanics and staff.
- A locking safe will be provided for officers to secure weapons while their units are being serviced



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

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

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

3.2 Fleet Assessment

Within six (6) months after the starting date of the Contract, VFM will perform a PM on every vehicle and piece of equipment in the fleet to correct any deficiencies. Vehicle deficiencies are those identified as not meeting the fleet standard. The cost of parts for repairs to bring asset up to fleet standard will not be included. Labor, during normal business hours, to bring asset up to fleet standard will be included.

3.2.1 Scheduling

Vector Fleet Management acknowledges and respects the City's right to prioritize work as it deems it in its best interest. We are committed to working cooperatively with the City to ensure all priorities are understood and addressed promptly.

VFM will create a detailed monthly Preventive Maintenance (PM) schedule tailored to the needs of the City's fleet vehicles. This schedule will be prepared and submitted with ample lead time, ensuring the City receives a minimum of ten (10) working days' notice for Vehicle Users regarding upcoming maintenance.

The PM schedule will be planned to incorporate the various requirements and constraints of the City's fleet operations, ensuring minimal disruptions and maximum efficiency.

Upon finalization, the PM service schedule will be published and effectively communicated to all relevant parties. VFM will adhere rigorously to this schedule, guaranteeing that all preventive maintenance tasks are performed within the stipulated timeframe.

We will leverage industry-standard tools and methodologies to track and manage the PM schedule, ensuring all tasks are completed promptly and competently.

3.2.2 Performance

VFM is committed to providing timely preventive maintenance services for all fleet vehicles. Our approach aims to preemptively address potential issues, thereby reducing unexpected breakdowns and extending the lifespan of the vehicles.

It is our standard practice to schedule and notify Vehicle Users of impending maintenance activities proactively. We leverage a robust maintenance management system to automate reminders and notifications, ensuring no preventive maintenance activity is overlooked.

VFM assumes full responsibility for independently scheduling, notifying, and performing all necessary maintenance tasks. This proactive approach ensures that the City's fleet operations remain uninterrupted and efficient.

Our dedicated team will continuously monitor the performance and condition of the fleet vehicles, scheduling PM activities without awaiting instructions from the City, thereby maintaining optimal operational efficiency.

3.3 Repairs

3.3.1 Specific Repairs

VFM will undertake specific repairs to vehicles and equipment as identified through Preventive Maintenance (PM) programs, user reports, breakdowns, or malfunctions. Our approach ensures that repairs are consistent with the principles of good fleet maintenance, evaluating the age, mileage, and cost-effectiveness of the repairs.

3.3.2 Limitations

Estimated repairs that exceed \$1,000 will be reviewed by VFM to determine the cost effectiveness of repairing and be specifically approved by the City. If replacement is recommended, we will notify the City in writing. Repairs on such equipment will be deferred until a decision is made by the LIAISON or their designee to proceed.

3.3.3 Road Calls

VFM will provide emergency road service for Port Saint Lucie. For equipment, which cannot be brought into the maintenance facility, we will provide mobile service 24/7 days a week emergency road service.



VFM will be responsible for dispatching the proper repair vehicle within 10 minutes of notification of the road call and be prepared with fully equipped service truck. VFM will provide one local number for roadside service to be monitored 24 hours a day 7 days a week.

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

VFM will respond to all road-call from the City during business hours within 30 minutes (1/2 hour). Outside of normal business hours, VFM will respond to each road call within 1-hour.

3.3.4 Quick Fix

VFM will provide a Quick Fix function for minor repairs of less than a one-hour duration when the vehicle operator chooses to wait for service. Vehicles repaired under Quick Fix will be moved to top priority. Some examples of Quick Fix repairs are: headlight replacement, tire repairs, lighting repairs, fluid replenishment and windshield wiper service.

PMs will not be conducted as a Quick Fix function, but may be scheduled by appointment. This applies to all cars, sport utility vehicles (SUV), and trucks up to one ton (e.g., F-350) gross vehicle weight rating (GVWR). If there is a systemic problem with unusual oil consumption or loss between scheduled PM servicing the vehicle needs to be diagnosis by our technicians to determine the source of the loss and repairs completed as soon as possible. Field expedient service will not be performed to patch a vehicle problem to get it back on the road. We may jump start a dead battery to get it attached to a tow vehicle or moved to a road shoulder. All other failures will be towed to the facility unless a complete fix can be done at the site where the vehicle is stranded.



Quick PM Service Example:

VECTOR
 Fleet Management
 Maintenance... Our One Mission

SUB 20K QUICK PM SERVICE

Initial next to each area completed if not applicable mark N/A

If needs repairs mark with an X and notate at repairs needed section

Vehicle on the ground (Initial Check)

- Perform visual body inspection
- State inspection is due on / / (Advise supervisor if state is due within 30 days)
- Install PM sticker
- Reset oil life
- Check seat condition and report if torn
- Check all seat belts, inspect for locking properly and report any frays or tears
- Check fire extinguisher (Replace if in the red on separate non target work order)
- Test OEM horn
- Check gauges for indicators (Ex: Tire light, ABS, Check engine)
- Check all wiper blades and sprayers
- Test emergency brake
- Verify reverse camera and/or back up sensor operation
- Check all emergency, OEM lighting
- Hybrid vehicles: check hybrid battery filter in the trunk

Under the hood inspection

- Check engine oil level
- Check power steering fluid
- Check brake fluid
- Check the coolant level, color, and quality.
- Document coolant freeze point _____ boiling point _____
- Check washer fluid
- Check all belts and hoses, secure and wrap hoses as needed
- Check for any fluid leaks
- Turn on the engine and check for noises
- Check motor mounts
- Check transmission fluid then shut off the engine
- Check air filter
- Check the battery terminals and cables. Clean off any corrosion
- Perform battery test. Attach printout to the PM list.

Vehicle on the lift Chassis and Suspension

- Check underneath vehicle for fluid leaks
- Check that all four lower cross member bolts are torqued to spec, then check all top cross member nuts
- Inspect chassis and suspension, grease all fittings if applicable
- Check for bearing play at all wheels
- Check brakes, check conditions of rotors, check for wheel seal leaks, and all operation

Record brake pad thickness (If you cannot tell pull the wheels)

LF _____/mm RF _____/mm
 LF _____/mm RR _____/mm

Check tires for punctures, sidewall damage, bent rims, unusual wear pattern, and crossfire issue

Torque all Wheel lug nuts to OEM specification

Document the tire depth in 32nds at its lowest point:

Installed valve stem caps

Document any issues found during PM Service

Quality Control Form
 Supervisor or appointed quality controller document

- Review work order steps and all repairs have been completed
- Verify there are no hand-prints or grease stains from service
- Verify all cores have been turned in
- Verify scrap is in the scrap bin, all trash is in the trash can, bay is cleaned, floor dry is put up & filers disposed of
- Verify all paper work has been turned in and keys returned

Report any finding:

Technician Signature: _____ Date: _____

Inspectors Signature: _____ Date: _____

3.3.5 Warranty and Recalls

VFM will administer all warranties, both for vehicles and parts. Such work will be reimbursed directly to VFM by the equipment manufacturer and the City will not be charged for such work. Payments and adjustments received by VFM for warranty work will be credited to the City account. VFM will attempt to obtain authorization from vehicle manufacturers to perform in-house warranty work on City vehicles.

3.3.6 Re-Repair

VFM's Fleet Maintenance Information System is able to track rework and customize the guidelines for each category. Our various FMIS Reports collect quality information on every job performed at a VFM shop and identifies the technician performing the service. Reducing re-repairs is just one of our quality initiatives with our shops.

Re-repair will be tracked for repair work as well as PM Quality. The weekly and monthly service reports are reviewed by shop supervisors and service managers who, when a technician's performance does not meet quality standards, can mentor and provide one-on-one training or refer the technician to a remedial training class.

Each VFM technician is tracked on their re-repair incidents in both PM and repair orders. If need be, when a technician's performance does not meet quality standards, we will mentor him or her and provide one-on-one training in the specific area of need.

To combat any rework in our shops, each Site Manager, Supervisor or Lead Technician will periodically audit a technician's work. Start to finish on a repair order, whether it is a PM or repair job and fill out a Technician Audit form. This process can be used in real-time to teach and guide our technicians should there be any challenges.

3.3.7 Acceptable Performance Standards

Proposed Performance Standards

City of Port St Lucie, FL

Applicable after initial six month transition period

Daily Fleet Availability Standards	Unit Class	Standard
	Police Duty Vehicles (Marked)	98%
	Police & Admin Emergency Vehicles (Un-marked)	98%
	Passenger type vehicles (includes light trucks to 10,000 GVW)	96%
	Heavy on-road vehicles	95%
	Specialized Vehicles & Equipment (Backhoes, Loaders, etc.)	95%
	% of PM services completed within 10 days or 500 miles of due date	90%
Unscheduled Repair Turnaround		Standard
	% of repair services completed within 24 hours of unit delivery	85%
	% of repair services completed within 3 days of unit delivery	95%
Quality of Work (Rework)		Standard
	Total of units having to be serviced for same repair per RFP Section 1.2.10 Re-repair	1%
Parts Availability		Standard
	% of Parts available for PM Services and unscheduled repairs	96%
Road Call Compliance		Standard
	% of Road Call Services responded to within timeframe guidelines	98%

Definitions:

Fleet Availability Standards: The downtime clock starts: At the time service writers are notified that vehicle has arrived on yard; or Shop is notified vehicle has broken down in the field including roadsides, worksites, yards, parking lots, supplier locations, etc. Downtime clock stops: When shop notifies user department fleet liaison that vehicle is available for pick-up or delivery. Vehicles are only considered to be down when they are not available during their normal workday. Downtime will not apply to Directed or Non-Contract repair services, to time that VFM is waiting for approval to proceed with repairs, repairs requiring special order parts, or to vehicles specifically excluded by the Fleet Management Team from contract cost.

PM Scheduling and Completion: Scheduling - This is the amount of clock time or hours a unit scheduled PM Service has it performed from the date scheduled with department. Completion - Clock time begins when a vehicle is brought to the shop or a request for road service is received, and ends when services are completed and the customer has been contacted. Not included in the calculation are non-contract services, time spent waiting for approval to proceed with vehicle repairs, repairs requiring special order parts, or services performed on vehicles specifically excluded by the Fleet Management Team.

Unscheduled Repair Turnaround: Time is the amount of clock time a vehicle is out of service for maintenance and repair. Clock time begins when a vehicle is brought to the shop or a request for road service is received, and ends when services are completed and the customer has been contacted. Not included in the calculation of turnaround time are non-contract services, time spent waiting for approval to proceed with vehicle repairs, repairs requiring special order parts, or services performed on vehicles specifically excluded by the Fleet Management Team.

Quality of Work (Rework): These services include: Any repairs to the same part/component within the standards outlined in RFP/Proposal. Items excluded are parts which fail for defect and are warranted by manufacturer, and electrical components. Any rework deemed operator abuse or neglect will be excluded from calculation.

Parts Availability: This includes: Parts required for PM, scheduled, and unscheduled services to be performed for units. Excluded from calculation are special order, obsolete, remanufacturing required, or custom parts.

Road Call Services: These services include: Services to be performed for units wherein road service can be safely performed to get the unit back in service. Examples of such repairs are mounted tire/wheel installation, spare tire installation, battery jump start, hydraulic failure inspection, etc. Major mechanical failures requiring the unit be towed back to service facility shall be excluded from calculation. Response time standard is 45 minutes within City.

Liquidated Damages/Incentives: If a KPI is not met the dollar amount, as defined by contract, will be subtracted from the monthly contract invoice for City. Monthly meeting with City will determine final adjusted Liquidated Damages after review of exceptions.



3.3.8 Outside Repairs

VFM shall be responsible for arranging and managing the conduct of outside repairs that cannot be performed in-house; and shall be responsible for continued review of the need for specific outside repairs as opposed to performing in-house repairs. These outside repairs may include bodywork and painting, glass replacement, transmission sealing and repair, and such other work that can be utilized at minimum cost to the City. The city and VFM, to ensure that the outside repair versus in-house repair decision remains justified, shall periodically and informally review the plan.

VFM shall be responsible for requiring that all approved subcontractors have the same liability coverage.

3.3.9 Vehicle Preparation

VFM will prepare all newly acquired vehicle and/or equipment for service.

Preparation shall include:

- Inspections
- Services as required
- Cleaning
- Rust proofing
- Decals/stripes
- Fabrication and installation of special equipment and hardware
- Coordination of radio installation
- Transfer of serviceable special equipment from the old unit
- Coordination/cost of radio/light installation



New equipment shall be the financial responsibility of the City. VFM may procure new equipment on behalf of the City as requested. Equipment will be prepared as listed above and delivered to user departments within five (5) working days after receipt of DMV tags and registration. VFM will work with the City's Fleet Manager for this process.

Vehicles to be sold by the City shall be prepared for disposal by VFM. Preparation will include removal of tags, decals and special equipment, and other paper work. VFM will adhere to City's asset disposal policies and regulations when a vehicle is sold. VFM will not cannibalize parts from vehicles taken out of service for sale nor cannibalize parts from City vehicles for use on other vehicles without prior written consent from the City. Any parts used from a disposed vehicle will be reimbursed to the City at fair market value.

3.3.10 Accidents

VFM will be responsible for processing accident repairs including appraisals. We will obtain repair estimates as required by the City of Port Saint Lucie. We will manage repair timeliness, payment of invoices and inspect the quality of repairs. VFM shall obtain at least two (2) competitive bids for each accident repair. Third-party invoices for accident repairs will be paid by VFM and re-billed to the City at our cost. Insurance settlement proceeds would be paid directly to the City.

- a) VFM shall contact both the Contract Administrator and Risk Management immediately upon notification of a serious accident.
- b) Risk Management will be responsible for arranging the inspection of any vehicle involved in a serious injury or fatal accident. Such inspections shall be performed at an independent repair shop. Vehicles shall be towed by the designated towing service directly to the designated, independent repair shop.
- c) VFM will participate in any accident review meetings and with subrogation recovery. VFM will submit all required paperwork associated with its investigation to Risk Management.

d) VFM shall be responsible for automotive vehicle accident repair administration. VFM will be responsible for receiving damaged vehicles (including dispatch of a tow truck if required), opening a work order in the Fleet Management Information System, notifying the Contract Administrator, providing VFM's access to damaged vehicles, and notifying the City of Port St. Lucie Departments after repairs have been completed.

3.3.11 Notification

VFM will notify the department representative by either phone and/or email when equipment that is in for scheduled repairs will be out of service for more than eight (8) hours and when the service is complete. This is also to be included into the City's Fleet Manager's Weekly report.

3.3.12 Washing and Cleaning of Fleet

VFM will be sure to maintain cleanliness during service to protect vehicle from grease, oil spills and/or hand prints.

3.3.13 Upfitting

VFM has experience up-fitting police, fire, and support vehicle fleets. Our turn-key solutions are customized to meet or exceed your organization's specific needs, including the following:

- Light Bars and Directional Light Sticks
- Interior and Exterior/Perimeter Warning Lights
- Sirens and Speakers
- Consoles
- Communication Equipment
- Computer and Mounts
- License Plate Readers
- Camera System
- Trunk Storage Boxes
- Graphic Design and Installation
- Radar Systems
- Weapon Mounts
- Push Bumpers
- Prisoner Transport Seating and Partitions
- Custom Federal Signal Wire-Harness
- Cabinets and lighting
- Boxes and storage/shelving



VFM services one of the largest police forces in the nation, Broward County Sheriff Department. In addition, we provide complete upfitting services to the Washington D.C. Police Department and their 1700 units. VFM will have in-house trained technicians for all up-fitting services for all departments. Our experience up fitting police fleets include marked patrol vehicles, K9 vehicles, undercover and prisoner transport buses. If requested by the city, VFM will bring in our upfitting trainers for on-site training of our technicians at Port Saint Lucie. VFM will add up-fitting technicians to the contract, should the city request these services.

VFM has a direct purchasing agreement with all the top emergency equipment providers. This will allow VFM to pass our direct purchasing savings on to the City of Port Saint Lucie. With an in-house up-fitting staff, and no "middle man" marking up the emergency equipment, City of Port Saint Lucie will experience a decrease in cost and on time new vehicle preparation and up-fitting.

3.4 Vehicular Services

3.4.1 Fuel

VFM will only be responsible for providing daily dip stick measurements of the City's Fuel Island gas and diesel tanks. These measurements will be reported to the City daily using a worksheet provided by the City. Our technicians will ensure accuracy and timeliness in these measurements to help maintain optimal fuel levels and prevent disruptions.

3.5 Parts

3.5.1 Parts Supply

VFM shall stock, purchase, and furnish all necessary components to repair vehicles and equipment for Port St. Lucie. All furnished components shall meet, or exceed OEM specifications. In addition, all components will be ordered within twenty-four (24) hours of VFM being notified of the need of such component(s). All components shall be catalogued and identified by part number, and their cost(s) shall be easily identifiable on all work orders. Vector Fleet acknowledges that the City of Port St. Lucie is to be the approver of additional and new product lines prior to introduction into the supply chain of the City.



3.5.2 Inventory

VFM understands and acknowledges that within thirty (30) days of contract commencement, there is to be a negotiation surrounding the acquisition of the City of Port St. Lucie's active parts and supplies. VFM will participate in this period, during which an initial physical inventory shall be taken, involving both the City, and VFM.

VFM acknowledges that after initial physical inventory is completed, and a possible existing inventory buy-out is reached, VFM is accountable for inventory security from that point, onward. From that point, VFM shall maintain the parts inventory room, maintaining the parts at appropriate inventory values, and charging the components back to the City on an as-used basis. At contract end, city will purchase, or require incoming contractor to purchase all VFM non-obsolete inventory at the system cost.

3.5.3 Obsolete and Overstock Disposal

VFM defines an obsolete component not only as a component that is no longer viable (as it has been upgraded, superseded, or is otherwise outdated) but we also define obsolescence as a component no longer fitting a vehicle assigned to the fleet belonging to the client. VFM will assist the client in the recommendation of a disposal plan for obsolete components, often involving palletizing them, and recommending them for sale or auction to closeout component resellers. Outdated or unusable chemicals must be disposed of in accordance with Federal, State, Local and EPA recommendations.

3.5.4 Parts Management Software

VFM has two different methodologies with which to accommodate the Fleet Management Information System needs of its clientele. The first option that VFM can provide the client with, is TMT Systems, supported by Trimble, which will offer a full suite of inventory reports, vehicle reporting, and observational mechanics to administrative staff, as well as access to their own systems analyst within VFM. The second option, is recommended for municipalities which have their own FMIS system already in place. VFM can fully support a multitude of various systems such as, Fleetio, Assetworks, FASTER, and Collective Data, to allow a seamless transition of the addition of our services. By offering these dual options, we allow our clientele to easily adopt a new FMIS technology into their fleet, or amend their own into something much more well-rounded than may have been used in the past, allowing better visibility into fleet parts department performance.

3.6 Quality Assurance

3.6.1 Quality Assurance Program

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

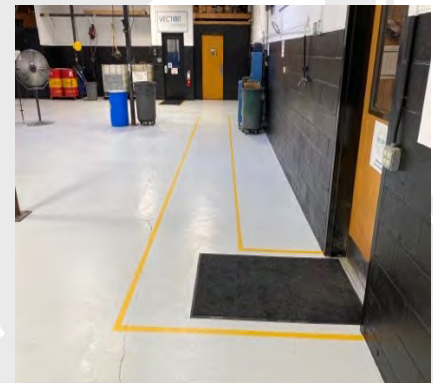
Our approach to the physical shop is unique, and an approach that has allowed us to be safe, efficient, effective, clean and be client friendly. It begins with an evaluation of each shop layout, equipment and flow. We analyze what a shop needs; cleaning, equipment, safety material/gear as well as lighting and paint. The first couple of days of our transition plan is to make sure each shop location receives any equipment, refurb attention they need. We work in very large shops, multi-location shops and small shop locations, each one receives the Vector “touch” to create a workspace that every technician is proud to work in, feels safe and promotes a very effective and efficient workspace.

As an example, below, we recently took over an outside-managed shop for Longview, Texas Independent School District, where we service and maintain school buses. This is a unique business as we must be certain each school bus is maintained to the highest standard while they ferry students to and from school. To begin, we began in the shop. The shop was very dirty, disorganized and cluttered. This is a four-bay shop where only two of the bays could be accessed. We began a 4-day rehab of the shop and transformed this once tried shop into a four bay, working shop that is safe, efficient, and effective clean and client friendly.

Before photos



After photos



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 will be used to evaluate the quality of our service at two levels: Technicians, and General Manager.

The Quality Control effort will address the evaluation of work performed, materials used, procedures, systems applications, tools and equipment, records and documentation, personnel skills, and personnel training, supervision, and management.

The Quality Control effort will be an active, ongoing system with built-in feedback mechanisms, independent checks, and corporate involvement. The effort will focus on the quality of services within specific time frames and the overall efficiency of our service delivery. We will utilize the following quality control methods:

First-Level Inspection (Technicians): The approach we will take to ensure that quality services are provided is predicated on our practice of considering the mechanic to be the first level at which the quality of the service/work performed is determined. All employees, therefore, will be expected to inspect their own work continuously for completeness and acceptability based upon established standards, VFM procedures, and by direction and work inspection from the Service Manager. Technicians will be required to report any deviations and/or problems with any work to the Service Manager.

Second-Level Inspection (General Manager): The Site Manager/Supervisors will be responsible for the quality of all work and services performed in all areas as stated below:

- Approve/Disapprove all tasks performed and call for rework if the original efforts are deemed unsatisfactory.
- Inspecting critical defects
- 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 likely to prevent performance of the function of a major team.
- General Manager will be responsible for inspecting all work to confirm the quality of service is being delivered. This check is in addition to the road test of vehicles.
- Responsible for scheduling and remedying all defects discovered, retraining, motivating and disciplining workers.
- Revising work procedures, materials, and systems to reduce recurrence of defective service.

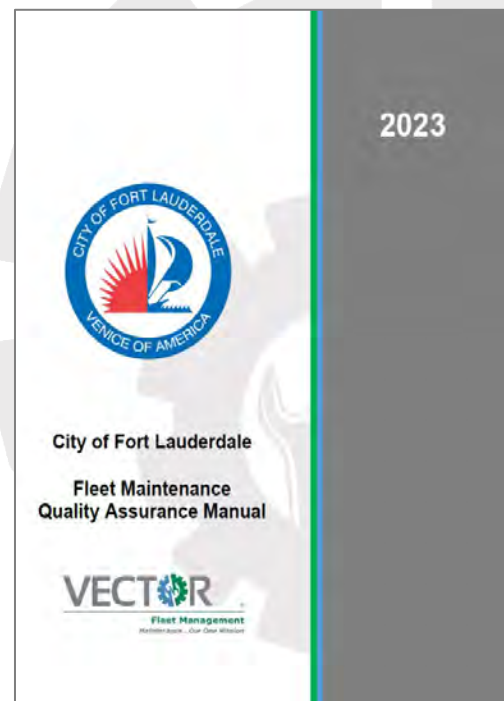
For each client VFM customizes our Quality Assurance Program to meet the specifications of the fleet maintenance program.

3.6.2 Quality Assurance Program Processes

Prior to the start of each contract and during our Transition period, VFM designs 2 documents to assist on-site managers in the contractual and quality assurance fulfillment of our contract. “Contract Deliverable and Requirement” document and our Quality Assurance Program document. Both guide our on-site team’s step by step as to expectations and contract requires of each government client.

Our Quality Assurance Document are based on each client:

- RFP Expectations and Deliverables
- KPI
- Contract Services
- Staffing
- Procure additional staffing resources when needed
- Repair processes and approvals
- Client’s feedback and surveys
- Parts and Parts management
- Expedite needed parts
- Vehicle availability
- Training
- Processes
- Any contract commitment



Internal Audit Process - VFM has an internal audit program for our Government Fleet locations. These audits are performed by field and corporate managers to assure a high standard of operation.

Customer Survey Boxes - VFM installs Customer Survey Drop boxes at all client locations. This provides the customer and end-users the ability to voice a concern at any time. These Customer Survey Boxes are managed by our Site Manager to maintain integrity.

Performance Standard Tracking - VFM will track The City's performance standards at the site locations as well as implementing corporate oversight.

Scheduled Performance Communication - Daily shift huddles, 2 per day, include tracking our ability to meet and exceed the Performance Standards. Both Technicians and Parts Employees.

Comment Survey Boxes

Customer Satisfaction Survey

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

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

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

Please give us any suggestions or comments below:

ALWAYS PROFESSIONAL. WORK IS DONE QUICK AND CORRECT
KEEP ME UPDATE ON THE PROGRESS

Please enter your department: FLPD

Name: [Signature] Telephone: X4787
E-mail: JKRAPP@PORTLUCEA.PA.WA.GOV

Customer Satisfaction Survey

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

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

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

Please give us any suggestions or comments below:

SUPPORT ACCOMODATING AND QUICK SERVICE

Please enter your department: POLICE

Name: Sgt. David J. KA Telephone: [Signature]
E-mail: davidso@portlucepa.wa.gov

Customer Satisfaction Survey

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

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

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

Please give us any suggestions or comments below:

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

Name: KEN BARNES Telephone: 469966-8695
E-mail: _____

Customer Satisfaction Survey

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

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

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

Please give us any suggestions or comments below:

Please circle your department: Driver Warehouse Police/Sheriff Fire EMS Public Works
 H/E Operator Other: P&R

Name: [Signature] Telephone: _____
E-mail: _____

Semi-Annual Surveys

COMPLETE

Collector: Email Invitation 2 (Email)
 Started: Wednesday, May 01, 2024 1:28:52 PM
 Last Modified: Wednesday, May 01, 2024 1:29:27 PM
 Time Spent: 00:00:35
 First Name: Dennis
 Last Name: Underwood
 Email: dunderwood@coconutcreek.net
 Custom Data: Coconut Creek
 IP Address: 66.55.7.34

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Q1
 How do you rate the process of requesting Parts or Services from Vector Fleet?
 ☆ Excellent

Q2
 How would you rate your experience requesting parts or services and interacting with Vector Fleet staff?
 ☆ Excellent

Q3
 How would you rate the notifications informing you when your equipment and parts are ready for pickup?
 ☆ N/A

Q4
 How would you rate the reporting of the weekly and monthly transactions you receive from Vector Fleet?
 ☆ N/A

Q5
 How likely would you recommend Vector Fleet Services to someone else?
 ☆ Very Good

Q6
 Respondent skipped this question

Please feel free to share any additional comments or feedback that you might have below:

COMPLETE

Collector: Email Invitation 2 (Email)
 Started: Wednesday, May 01, 2024 11:12:02 AM
 Last Modified: Wednesday, May 01, 2024 11:12:28 AM
 Time Spent: 00:00:26
 First Name: Bryan
 Last Name: Edwards
 Email: Bryan.Edwards@rowancountync.gov
 Custom Data: Rowan County
 IP Address: 24.123.188.15

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Q1
 How do you rate the process of requesting Parts or Services from Vector Fleet?
 ☆ Excellent

Q2
 How would you rate your experience requesting parts or services and interacting with Vector Fleet staff?
 ☆ Excellent

Q3
 How would you rate the notifications informing you when your equipment and parts are ready for pickup?
 ☆ Excellent

Q4
 How would you rate the reporting of the weekly and monthly transactions you receive from Vector Fleet?
 ☆ Excellent

Q5
 How likely would you recommend Vector Fleet Services to someone else?
 ☆ Excellent

Q6
 Respondent skipped this question

Please feel free to share any additional comments or feedback that you might have below:

COMPLETE

Collector: Email Invitation 2 (Email)
 Started: Wednesday, May 08, 2024 11:17:22 AM
 Last Modified: Wednesday, May 08, 2024 11:18:21 AM
 Time Spent: 00:00:59
 First Name: John
 Last Name: Medina
 Email: jmedina@mybigspring.com
 Custom Data: Big Spring
 IP Address: 174.246.193.147

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Q1
 How do you rate the process of requesting Parts or Services from Vector Fleet?
 ☆ Good

Q2
 How would you rate your experience requesting parts or services and interacting with Vector Fleet staff?
 ☆ Very Good

Q3
 How would you rate the notifications informing you when your equipment and parts are ready for pickup?
 ☆ Excellent

Q4
 How would you rate the reporting of the weekly and monthly transactions you receive from Vector Fleet?
 ☆ Very Good

Q5
 How likely would you recommend Vector Fleet Services to someone else?
 ☆ Very Good

Q6
 Respondent skipped this question

Please feel free to share any additional comments or feedback that you might have below:

COMPLETE

Collector: Email Invitation 2 (Email)
 Started: Wednesday, May 08, 2024 10:46:52 AM
 Last Modified: Wednesday, May 08, 2024 10:50:47 AM
 Time Spent: 00:03:55
 First Name: Shane
 Last Name: Soliman
 Email: Shane.solimann@mosaicco.com
 Custom Data: Mosaic, FL
 IP Address: 38.90.136.147

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Q1
 How do you rate the process of requesting Parts or Services from Vector Fleet?
 ☆ Excellent

Q2
 How would you rate your experience requesting parts or services and interacting with Vector Fleet staff?
 ☆ Excellent

Q3
 How would you rate the notifications informing you when your equipment and parts are ready for pickup?
 ☆ Excellent

Q4
 How would you rate the reporting of the weekly and monthly transactions you receive from Vector Fleet?
 ☆ Excellent

Q5
 How likely would you recommend Vector Fleet Services to someone else?
 ☆ Excellent

Q6
 Respondent skipped this question

Please feel free to share any additional comments or feedback that you might have below:

3.6.3 Vehicle Repairs-Quality Control

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

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


3.6.4 Quality Assurance Audit

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

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

Each VFM Technician will have their PM work reviewed by a member of our management staff once per month. This means we will audit our PM processes about 300 times per year to assure we are providing the City of Port St. Lucie the highest quality PM.

Quality Assurance Audit

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

3.7 Invoicing and Payment

At the commencement of the Contract, VFM will invoice the City in an amount equal to 1/12th of the annual Target Price for the first month's target services. Following the first month of services, VFM will invoice the City on the first day of each month in two parts: 1/12th the annual target price for the current month's target services, and a separate invoice delineating additional reimbursable items (including directed work, approved accident repairs, and other approved non-target work, emergencies, major component failure within the first six months) which were incurred by VFM in the previous month. Invoices shall be paid completely by the City with ten working days of receipt of the invoice.

SOLD TO		SHIP TO		
VECTOR Fleet Management <small>Multi-Brand - DOT/240 - 800-222-1111</small> 9300 Harris Corners Pkwy, Suite 350 Charlotte, NC 28269 Phone - (704) 921-0148 Fax - (704) 921-9880		Invoice <div style="border: 1px solid black; padding: 5px;"> Please Remit To: Vector Fleet Management, LLC PO Box 890603 Charlotte NC 28289-0603 </div> Page: 1 Number: 0000293139 Date: 3/31/2024 Salesperson: Customer: BIGSPR		
City of Big Spring, TX 1011 East 2nd St Big Spring, TX 79720 USA		City of Big Spring, TX 1011 East 2nd St Big Spring, TX 79720 USA		
Customer P.O.	Ship Via	Terms		
265912		Net 30		
Item	Description	Qty Shipped	Price	Amount
BIGT	TARGET INVOICE	1.00	0.00	0.00
	TARGET INVOICE FOR THE MONTH OF MARCH 2024			
BIGLBR	LABOR	1.00	39,099.55	39,099.55
BIGPRT	PARTS	1.00	22,558.08	22,558.08
BIGOVH	OVERHEAD	1.00	6,323.93	6,323.93
BIGADM	ADMINISTRATIVE	1.00	3,299.38	3,299.38
BIGMGT	MANAGEMENT	1.00	4,364.41	4,364.41
 LAST ITEM			
PLEASE PAY FROM INVOICE - A STATEMENT WILL BE SENT FOR INFORMATION ONLY				
Terms: Payments are: Net 30. Accounts in default are subject to a late charge of 1.5% per month (18% per annum) and, customer agrees to pay all costs of collection, including reasonable attorney's fee, and, except in consumer transaction, customer waives all rights of exemption under the laws of the state of purchase.		Subtotal	75,645.35	
		Freight	0.00	
		Sales Tax	0.00	
		Trade Discount	0.00	
		Payment/Credit Amount	0.00	
		Balance	75,645.35	

3.8 Other Services

3.8.1 Emergencies

VFM will mobilize the maintenance facility and technician and on-site staff services for the duration of emergencies. We will provide appropriate staffing levels to ensure continuous operational levels as determined by the City up to our maximum staffing levels. We understand emergency circumstances may occur outside of normal hours of operation and may involve any number of employees, equipment and vehicles.

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

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

VFM also understands emergency plans; snow, hurricane, floods and power outages are all emergencies VFM has plans to manage.

As we understand your operation, here are the following steps taken to assure no disruption in service:

- VFM Managers and Supervisor are available 24/7/365 via cell phone
- VFM will present our emergency plan to the City, for approval, during the transition period
- VFM will respond to all emergency situations within 60 minutes of initial notification from the City.
- Emergency and Contingency Plans – will be presented to the City during our transition

VFM also acknowledges that there may be items critical to the City during emergencies wherein they wish to retain inventory control, purchasing power, and inventory access. VFM has been in the Fleet Management industry for many years, and has extensive experience in weather related emergencies, emergency planning, and emergency distribution. Should the need arise; we can fill the gaps in the City's distribution channels to ensure you have everything you need. However, we fully understand the City's desire to maintain control over this aspect.

3.8.2 Purchases

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

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



3.8.3 Hours of Service

The hours of service will be **7:00am – 5:00pm**, Monday through Friday in 1 shift. We will observe holidays in accordance with the City holiday schedule. VFM may elect to work on scheduled holidays, but will not expect delivery of vehicles for service on those days.

VFM understands that if directed by the location, hours of services may be incrementally shifted to meet location demands. In these situations, the location will provide VFM with adequate notification.

3.8.4 Directed Work

Items not covered by the agreement resulting from the RFP process, and which should be requested by City liaison, outside the scope for core contract definitions of cost. This includes, but is not limited to, supplying parts directly for user groups, overtime request, emergency services, modifications to equipment, additional staffing, equipment refurbishing, repair to equipment not included in contract fleet list, payments made to vendors on client behalf, and providing training for client staff. Directed work shall be made in writing to the contractor, where applicable. Contractor reserves the right to decline any Directed Work request. Services solicited by client or its employees with Contractor vendors without Contractor approval, shall be considered Directed Work

3.8.5 Investigations

Upon request, VFM will support Port Saint Lucie with City technical advice in any fleet related investigation. Such fleet related investigations include accidents, fire, technical issues, etc.

3.8.6 Waste

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

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

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

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

1. Combustible and noncombustible rubbish and debris resulting from maintenance activities will be collected and placed in designated containers on a daily basis to be transported to the landfill and/or disposed of in a manner that complies with Federal, State and Local requirements.
2. Dust will be kept to a minimum. Sprinkle or treatment with dust suppressants for dry hand sweeping will be employed to minimize dust in the atmosphere of the work environment. Dry power brooms will not be used, instead vacuuming, wet mopping, wet sweeping, or wet power brooming will be utilized.
3. Chemical toilets will only be used where sewage cannot be disposed of through existing sanitary sewage systems. Temporary toilets will be emptied and sanitized periodically, in accordance with applicable regulations.

4. Chemical waste will be stored in non-corrosive containers and disposed of regularly. Maximum protection will be offered while conducting maintenance on equipment and motor vehicles to guard against spills and evaporation of fuel and lubricants. In the event of a hazardous material spill large enough to violate Federal, State or local regulations, the COR will be notified immediately.
5. VFM will adhere to its comprehensive hazard communication program. The program includes the following (more details are found in our Safety and Health Plan):
 - Listing known hazardous materials in the work place.
 - Acquiring Safety Data Sheets (SDS) on every hazardous chemical known to be present on the site. These SDS sheets will be available for review by all employees.
 - Labels or other identification system will be used to identify hazardous materials.
 - On the job training and instruction plus other more formal training providing specific information about potential hazardous chemicals will be given to all employees nearby or to those personnel using the chemicals.
 - We will place garbage in approved containers and move it to an approved disposal area or were directed by the COR.
6. Fuel, oil, or petroleum storage tanks will be surrounded with a temporary impervious berm of sufficient size and strength to contain the contents of the tanks and precipitation in the event of leakage or spillage. Inadvertent spilling of oils, gas, solvents and other chemicals will be kept to a minimum and cleaned up or absorbed with appropriate materials immediately.



3.9 Staffing Provisions

3.9.1 General

Vector Fleet Management will attempt to retain any employees that meet our specifications from the current provider, with input and recommendations from the city.

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

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

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



3.9.2 Proposed Staffing Plan

Proposed Staffing Plan		FTE
General Manager		1
Operations Manager/Supervisor		1
Office Clerk		2
Parts Supervisor		1
ASE/Emergency Vehicle Technician (EVT)		3
ASE Heavy Duty Technicians		2
ASE Light/Medium Duty Technicians		3
Small Engine/Trailer Technician		1
Total		14

Note: If City chooses to have VFM perform police unit upfitting, we will add additional EVT's to staff. Amount will be determined by workload expectations.



3.9.3 Vector Fleet Management Uniform Program

Management Staff, Administrators, and Technicians will be issued 11 pairs of pants and 11 shirts. VFM offers a comprehensive uniform program that ensures a professional and consistent appearance for their employees. This program provides a wide range of high-quality uniforms, 11 pairs of pants and 11 shirts all designed for durability and comfort. The uniforms are customized with the VFM logo, promoting brand recognition and reinforcing a sense of unity among team members. With a focus on safety, the uniforms also include reflective patches and other features to increase visibility. Overall, VFM's uniform program enhances the company's image while providing employees with the necessary attire to perform their jobs effectively and safely.

Technicians





Management Staff



3.9.4 Staffing Changes

VFM will consult with the City of any changes within the management staff unless they are dismissed for criminal activity or documented violation of company policy. Otherwise, the city must approve the change

3.9.5 Contractor Employee Benefits

 <p>August 1, 2024 – July 31, 2025 Benefits Summary Sheet – Non-Exempt Employees</p>	 <p>August 1, 2024 – July 31, 2025 Benefits Summary Sheet – Exempt Employees</p>
<p>Vacation – Employees will earn paid leave on an accrual basis. For each payroll period worked, hours will be accrued based on years of service.</p> <p>Holidays – Seven (7) paid holidays per year for full-time employees.</p> <p>Group Insurance – Group insurance benefits are eligible for full time employees only. Effective date of coverage for company insurance benefits are the (1st) day of the month after your hire date.</p> <p>Life and AD&D Insurance – <u>Company paid</u> life insurance is base salary up to a maximum of \$100,000. AD&D is double indemnity of base salary.</p> <p>Increased and Dependent Life Insurance – Voluntary after-tax deduction for employee increased life insurance benefits and dependent life insurance. Your contribution is dependent upon how much life insurance you select as well as your age.</p> <p>Short Term Disability – Voluntary after-tax deduction for the weekly benefit amount of 60% of your gross weekly earnings up to \$1,000, whichever is less. 24 weeks maximum.</p> <p>Medical Insurance – Two medical plans offered through UMR.</p> <p>Pharmacy - OptumRx</p> <p>High Deductible Health Plan with Health Savings Account (HSA) Option - \$3,000 / 10% after deductible. Preventative Services are covered 100%.</p> <p>Health Savings Account (HSA) Contributions – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.</p> <p>Copay Plan with Flexible Spending Account (FSA) Option - \$2,500 / 20% after deductible. Preventative Services are covered 100%.</p> <p>Flexible Spending Account (FSA) Contributions – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.</p> <p>Dental Insurance – This plan is through Unum; the dental plan gives you freedom of choice of a dentist and includes coverage of routine check-ups as well as major dental procedures and limited coverage for orthodontia.</p> <p>Vision Insurance – This plan is through Unum. In-network, benefits covered in full after applicable co-pay. This includes yearly comprehensive exam, eyeglasses or contact lenses in lieu of eyeglasses. Co pays for in-network services are; exam – \$10, materials - \$25.</p> <p>401(k) Retirement Savings Plan – After six (6) months of full-time service you are <u>automatically enrolled</u> in the 401(k) Plan at a deferral rate of 5% earnings, <u>unless you decline enrollment. Beginning 1/1/24, annual automatic deferral increase of 2% until maximum deferral of 12% is reached.</u> Plus, you will receive a <u>company match of 50% on the first 5% you save.</u></p> <p>*Fee Reimbursement – The Company will reimburse testing fees for certifications in a related field; and CDL fees, including required physical if the Vector site requires a CDL.</p> <p>*Employee Referral Compensation – The Company will pay \$500 after referred full time employee completes 90 days of service with the Company.</p> <p>*Uniform Service – Company furnished uniform service. *Technicians Only</p> <p>The above is only a summary of the benefits offered. The plan documents provide the details of each benefit.</p>	<p>Vacation – Employees will earn paid leave on an accrual basis. For each payroll period worked, hours will be accrued based on years of service.</p> <p>Holidays – Seven (7) paid holidays per year for full-time employees.</p> <p>Group Insurance – Group insurance benefits are eligible for full time employees only. Effective date of coverage for company insurance benefits are the (1st) day of the month after your hire date.</p> <p>Life and AD&D Insurance – <u>Company paid</u> life insurance is base salary up to a maximum of \$100,000. AD&D is double indemnity of base salary.</p> <p>Increased and Dependent Life Insurance – Voluntary after tax deduction for employee increased life insurance benefits and dependent life insurance. Your contribution is dependent upon how much life insurance you select as well as your age.</p> <p>Short Term Disability – <u>Company paid</u> short term disability. The maximum benefit amount is 60% of your gross weekly earnings up to \$2,500, whichever is less, 24 weeks maximum.</p> <p>Long Term Disability – <u>Company paid</u> long term disability. The long term disability benefit amount is 60% of your pre-disability monthly earnings. The maximum monthly benefit is \$7,500.</p> <p>Medical Insurance – Two medical plans offered through UMR.</p> <p>Pharmacy - OptumRx</p> <p>High Deductible Health Plan with Health Savings Account (HSA) Option - \$3,000 / 10% after deductible. Preventative Services are covered 100%.</p> <p>Health Savings Account (HSA) Contributions – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses. Highly compensated employees contribute on a post-tax basis through payroll.</p> <p>Copay Plan with Flexible Spending Account (FSA) Option - \$2,500 / 20% after deductible. Preventative Services are covered 100%.</p> <p>Flexible Spending Account (FSA) Contributions – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses. Highly compensated employees contribute on a post-tax basis through payroll.</p> <p>Dental Insurance – This plan is through Unum. The dental plan gives you freedom of choice of a dentist and includes coverage of routine check-ups as well as major dental procedures and limited coverage for orthodontia.</p> <p>Vision Insurance – This plan is through Unum. In-network, benefits covered in full after applicable co-pay. This includes yearly comprehensive exam, eyeglasses or contact lenses in lieu of eyeglasses. 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3.9.6 Staffing Qualifications

VFM understands the critical importance of employing highly qualified and trained personnel to maintain and manage the City of Port Saint Lucie’s fleet. Our approach is designed to endure that we deliver top-tier services through a combination of strategic staffing and comprehensive, continuous training.

VFM is committed to providing Port Saint Lucie with a highly skilled workforce dedicated to excellence in fleet maintenance and management. Our robust training and improvement program, combined with our emphasis on ASE certification and manufacturer training, ensures that we can deliver the highest quality of service tailored to the City’s diverse fleet needs.

Scott Leishear - Site General Manager



SUMMARY

Over 34 years of automotive and parts management experience and over 18 years of fleet management experience in the Government sector. Significant experience with root cause analysis and resolution, contract launches, and multiple FMIS systems. Strong background in parts management, statistical analysis, and cross-functional projects. Pivotal administrator with in depth experience correcting flailing operations.

EXPERIENCE

Vector Fleet Management – December 2016 to Present

April 2023 to Present - Site General Manager, Broward County Sheriff's Office

- Accountable for the day-to-day fleet maintenance operations for a two location, two shift, 3,300-unit fleet, the company's largest Fleet Maintenance operation.
- Manage a staff of approximately 40 employees
- Oversee all aspects of the operation, including parts and inventory management, workflow, human resources functions, safety, recruiting, facility maintenance, and technology.
- Manage and execute special projects for the client and Vector Fleet Management.

Feb 2022 to April 2023 - Site/Parts Manager, City of West Palm Beach

- Accountable for the day-to-day parts operations for the City of West Palm Beach Fleet facility, the company's second largest Parts Management Operation.
- Led and successfully launched the contract in January 2022, including recruiting, parts procurement, facility set-up, and operational processes.
- Managed a staff of 5 employees
- Responsible for all aspects of the operation, including parts and inventory management, workflow, human resources functions, safety, recruiting, and technology.

Dec 2020 to Feb 2022 - Site Manager, City of Coconut Creek

- Accountable for the day-to-day fleet maintenance operations at the City of Coconut Creek for a 650-unit fleet.
- Seamlessly transitioned operations when the previous Site Manager left and subsequently built a stronger relationship with the client.
- Managed a staff of 5 employees
- Responsible for all aspects of the operation, including parts and inventory management, workflow, human resources functions, safety, recruiting, facility maintenance, and technology.

Dec 2016-Dec 2020 - Site General Manager Broward County Sheriff's Office

- Accountable for the day-to-day fleet maintenance operations for a two location, two shift, 3,300-unit fleet, the company's largest Fleet Maintenance operation.
- Joined Vector at the onset of the contract and applied previous government contract experience to successfully launch the operation.
- Managed a staff of approximately 40 employees
- Responsible for all aspects of the operation, including parts and inventory management, workflow, human resources functions, safety, recruiting, facility maintenance, and technology.

First Vehicle Services, Inc. – 2005-2016

2015–2016 - Regional Maintenance and Quality Manager, Cincinnati, OH

- Accountable to develop, implement, and manage business models, operational policies and procedures, and KPI's related to fleet maintenance and quality performance.
- Responsible for all customer satisfaction initiatives and results within the region.
- Implemented new quality and customer satisfaction initiatives.
- Developed operational training programs to improve results from all field personnel.
- Planned, organized, and launched new contract startups.
- Aided the development and implementation of new safety programs that improved company safety policies and OSHA compliance.

Cont'd Scott Leishear - Site General Manager

2005–2015 - Site General Manager, Port St. Lucie, FL

- Accountable for the day-to-day fleet maintenance operations at the City of Port St. Lucie for a 900-unit fleet.
- Responsible for all aspects of the operation, including parts and inventory management, workflow, human resources functions, safety, recruiting, facility maintenance, and technology.
- Successfully managed all fleet services including preventive maintenance and repairs.

1993–2005 - Parts Consultant - Bill Shultz Chevrolet, Ft. Pierce, FL

1990–1993 - Assistant Parts Manager - King Pontiac GMC Gaithersburg, MD

CERTIFICATIONS

- Lean Six Sigma Yellow Belt Certification
- ASE C1 Automotive Service Consultant
- Vector Technical Institute Parts Management Certification
- Vector Technical Institute Master Technician – Light Duty, Medium/Heavy Duty, and Hybrid and Electrical
- Certified Forklift Trainer and Operator
- First Aid and CPR Certified

3.10 Training and Certification (Management and Technicians)

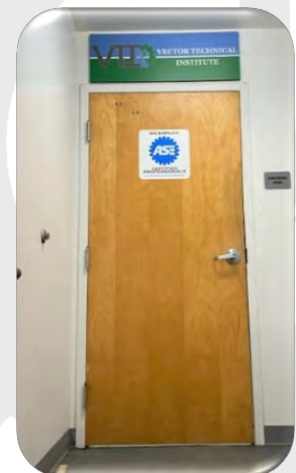
VFM has allocated \$32,000 annually in training funds for technical staff. A full suite of training is available to technicians free of charge, as well as day camps that can be purchased separately of that offering up to 16 hours of in person training in the capability and productivity of the units.



VFM has designed our own In-House Technician, Parts and Management Training program, Vector Technical Institute (VTI).

At VFM, we have very high standards for training and ongoing education. Every technician is held accountable to dedicate a minimum of 3% of all hours worked to continuing education. We support major training standards like ASE, and EVT. We offer robust reimbursement programs, and student assistance for all Technicians that continue to move their careers forward, while being part of our brand.

Our VTI training program was developed to provide the skills and vehicle-specific knowledge that a technician needs to be successful at each level of his/her career. VFM's technical training includes hands-on practicums and supervised on-the-job experience. Not only do our curricula ensure that technicians have the skills needed to perform their daily tasks, but it also prepares them for the next step in their career.



Our training is distributed among in-house training programs that focus on VFM maintenance systems and procedures, manufacturers' (OEMs) training programs for specific vehicle systems and equipment, and build towards ASE accreditation.



Our program includes maintenance, diagnostics and repair of equipment, as well as chemical and physical safety programs. Using a combination of in-house training, OEM and supplier/vendor training and outside training centers, VFM will provide the training specifically needed to maintain the City's fleet

VFM has forged close relationships with many OEMs such as Freightliner, Komatsu, Michelin, and Cummins. As part of that relationship, the OEMs provide trainers to deliver troubleshooting, maintenance and repair instruction on their products to VFM's technicians. This training prepares our technicians to do routine maintenance and repairs on their equipment in addition to performing warranty work. It also provides our technicians the opportunity to speak to the experts and benefit from their inside knowledge.

For all of our technicians the learning and teamwork take place every day in the shop with the support of coworkers, and mentoring by supervisors, lead technicians and maintenance managers that is the real VFM advantage. This is the point at which customer service and technical expertise converge to achieve VFM's dedication to excellence.

3.10.1 Vector Fleet Management Certified Technician Program

VFM is now maintaining an on-line certified technician program (VTI training database). Our program includes maintenance, diagnostics and repair of equipment, as well as chemical and physical safety programs.



3.10.2 The Vector Fleet Certified Technician Program – Base Level has 18 courses (25+ hours of training). Current Technicians will have 12 months to complete all courses. New technicians will have 6 months to complete all courses.

The online Training Program covers the core systems of:

- Air Conditioning Basics
- Air Conditioning Diagnostics
- Drivability
- Engine Performance
- Starting and Charging Diagnostics
- Lift Safety
- Oils and Fluids
- Alignment Geometry
- Automotive Cooling System
- ABS & Stability Control Systems
- Drivetrains
- Electrical Systems
- Fuel Systems



After the courses are complete, and verified by the corporate administrator, the technician will be awarded a certificate of completion, special compensation and a certified technician patch for their Vector uniform. After this point, additional Advanced Level Training courses can be assigned for potential additional compensation. The Advanced levels will include Light Duty and Med/Heavy Duty Certification.

3.10.3 The Advanced Levels include

Light Duty

- Advanced Chrysler Diagnostics
- A/C Best Recommended Practices
- Future Power - Advanced Technologies in Batteries, Starting & Charging Systems
- Advanced Scan Tool Testing Strategies
- Beyond Pattern Failures
- 609 Certification Training
- Fuel System Diagnostic Starting Point
- Focus of Ford
- EVAP Diagnostics
- Enhanced Stability Systems
- Practical TPMS Service
- Diagnostic Strategies: Air Induction
- In Vehicle Battery/Starter/ Alternator Diagnostics
- Diagnostic Strategies: Fuel Delivery
- Diagnostic Strategies: Ignition & Misfires
- Steering Clear of Undercar Misdiagnosis

Med/Heavy Duty

- Diesel Exhaust After-treatment
- The Mystery of Diesel Fuel Injectors
- Diesel No Start Diagnostics
- Lubrication & Filtration Technologies
- Testing and Diagnosing Turbo Charging Systems
- Electronic Communication & Diagnostics for Diesel Trucks
- In Vehicle Battery/Starter/Alternator Diagnostics
- Diesel Tips & Tricks
- Controller Area Networks
- 609 Certification Training
- Cummins Generations
- Parasitic Current Draw
- Testing Electrical Circuits & Meter Usage
- Sprinter Diesel Diagnostic Update
- Sprinter Diesel Diagnostics

After the entire team has completed the **Base Level Vector Certified Training** program, the shop will receive a shop certification package.

- Automotive Cooling Systems
- Lead-Acid Batteries
- Starter Motors – Introduction
- Electronic Throttle Controls – Introduction
- Shock Absorber Introduction
- Lubricating Oils Introduction
- Drive Train Basics
- P2 - Automobile Parts Specialist Test
- G1 - Auto Maintenance and Light Repair
- LBT-172 Ford and Chrysler EVAP
- MAF and the Modern Tech
- O2 Sensors: Wide vs. Narrow Band
- Fundamentals of TPMS
- Controller Area Networks
- Future Power: Advanced Technologies in Batteries, Starting & Charging Systems
- Servicing Telematic Systems
- LBT-352 Bosch Start/Stop Technology Overview
- LBT-366 Turbocharger Diagnosis & Service
- LBT-379 Service Writing for Diesel Shops
- Brakes Introduction Theory
- Automotive Braking Systems Part 1 – Introduction
- Automotive Braking Systems Part 3 - Disc Brakes
- Engine Oil Change



Once all VTI Courses are completed a technician is certified as a Vector Master Technician

3.10.4 Hybrid & Battery Electric Certification Program

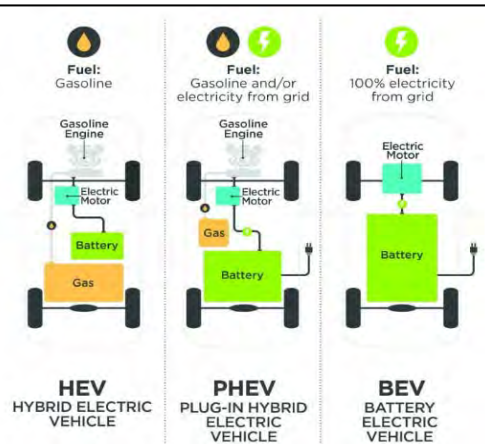
Hybrid and Battery Electric Vehicles and Equipment are here. At VFM, we are at the forefront of the technology revolution. While less expensive to maintain than their internal combustion counterparts, these new assets still have required routine maintenance and repair items which must be addressed.

Depending on if the unit is a Hybrid or Battery Electric, they could include:



- Multi-point inspections
- Starter battery
- Wiper blades
- Tires
- Cabin air filter
- Lights
- Steering & Suspension components
- Alignment
- Battery cooling system and fluids
- HVAC system service and repair
- Brakes (fluid, pads, rotors, and calipers)
- EV Battery or module replacement

VTI - Hybrid & Battery Electric Certified Technician Program	
Course	Description
1	Understanding Hybrid Technology
2	Servicing Hybrids
3	Introduction to Electrical Drive
4	Working on Hybrid Vehicles
5	Electric Drive Categories
6	Electric Drive Components
7	Electric Motors
8	Hybrid Systems
9	HV Charging System
10	HV Safety Systems
11	HV Battery Management Systems
12	Mastering Hybrid A/C Systems
13	ASE - TEST PREP - Hybrid/Electric Vehicle Specialist



Working with our original equipment manufacturers, we have developed a new certification pathway for our employees, the Vector Certified Hybrid & Battery Electric Technician. This program covers all aspects of the technology, the proper maintenance procedures, and advanced diagnostics.

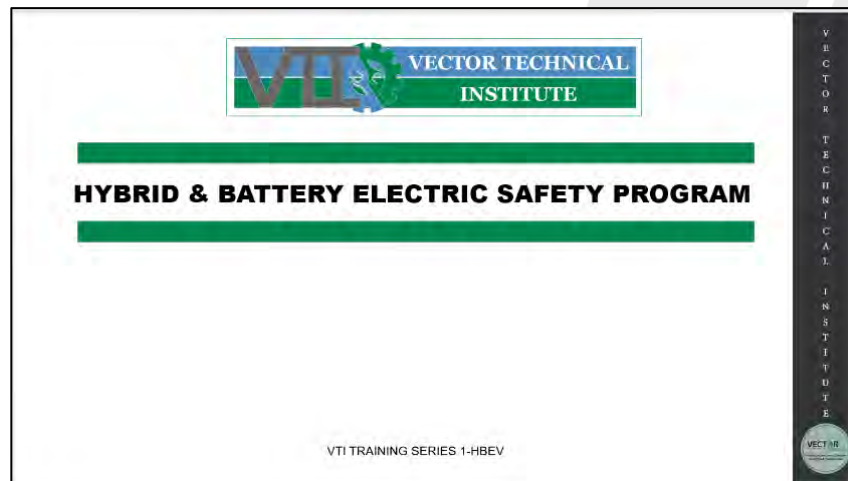
The Hybrid & Battery Electric course curriculum includes:

In addition to our staff training, our shop certification process includes specialized safety equipment as well as new required tooling to perform services to your Hybrid/BEV assets. These include:

- EV Repair Safety Cabinet
- Insulated rescue hook
- Steel toe dielectric safety boots
- ANSI/ASTM D120 Class E gloves, with goatskin protectors
- Vehicle safety hats for top of unit:
 - Green Hat - Discharged Approach with Caution GAT-SH-1
 - Orange Hat- Discharging Do Not Touch GAT-SH-2
 - Red Hat - DANGER High Voltage Do Not Touch GAT-SH-3
- Safety cones
- Safety signs (Warning Electric vehicle repair in progress & Danger high voltage Battery)
- Category III/1,000 volt rated OHM & Insulation meters
- 80 piece insulated Tool Kit (1,000 volt rated)



With Vector Fleet Management, you can be assured your Hybrid and Battery Electric vehicles and equipment will be maintained as required by the manufacturers.



3.11. Job Safety Compliance

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

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



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

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

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

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



3.12 Qualifications

State of Florida Department of State

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

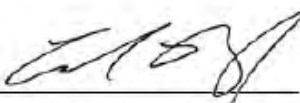
The document number of this limited liability company is M06000006132.

I further certify that said limited liability company has paid all fees due this office through December 31, 2024, that its most recent annual report was filed on April 12, 2024, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-sixth day of July, 2024*




Secretary of State

Tracking Number: 1728804780CU

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

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

3.13 Variances from Specifications

Vector Fleet Management fully conforms to the Specifications/Scope of Work per RFP# 20240063 Fleet Vehicle and Equipment Maintenance and Management Services for the City of Port Saint Lucie.

3.14 Price Adjustment

VFM agrees price redetermination shall be based on the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (CPI-U) – U.S. City Average-Transportation Services – Motor Vehicle Maintenance and Repair at time of renewal only.

Any request for such an adjustment shall be provided in writing no later than ninety (90) days prior to the renewal date and will include documentation that shows a bona-fide cost increase in providing services under the Contract during the period in which the request is made.

The Fixed Price shall be adjusted to correspond to increases or decreases in the fleet size for each vehicle or equipment classification if such changes are at least five (5%) percent. If at any time during the Contract period, the City increases or decreases its fleet and equipment size by 5% or more, VFM and the City shall negotiate the adjustments to the Fixed Contract Amount upon thirty (30) days written notice by the City.



Tab 4. Schedule and Reporting

4.1 Fleet Management and Information Systems

4.1.1 Software



The ability to generate and share reports is key to managing your fleet and measuring the quality, cost and productivity results. VFM utilize a fleet maintenance management system which enables us to leverage our experience in servicing vehicles, developing optimal preventive maintenance schedules, and managing and distributing large inventories. VFM will own, install, implement and maintain all hardware and software necessary to operate our transferable fleet maintenance management system or utilize the city Fleetio system as required.

VFM utilizes TMT Fleet Maintenance developed by TMW Systems of Durham, NC. TMT is a sophisticated maintenance management system designed to integrate seamlessly into many accounting systems.

Features include vehicle history reporting, preventive maintenance scheduling and integrated customer billing. VFM uses industry standard coding to track work performed on the customer's fleet. VFM can provide reports to the customer as desired.

Upon consideration, VFM's management system supports customization modules and additional ad hoc reporting capabilities. VFM uses our fleet maintenance management system to schedule, track, and monitor all PM and repair activity. With its electronic database, our technicians can see the PM and repair history of each vehicle at the time of service, which enables us to spot recurring or related problems.

In addition to organizing and prioritizing fleet maintenance and repairs, the system records data on every technician, repair and PM to monitor quality and timeliness. VFM uses the data it collects in a number of ways — to maintain productivity levels, to identify training areas for individuals and to evaluate tooling levels.

Vector Fleet Management has an internal training team that offers support and training for city-procured Telematic devices.

Each VFM Service Repair Order (SRO) recaps the following information:

- Vehicle number
- All labor costs
- All parts used for the repair
- Any warranty claim that was filed
- Complete description of the work performed

VFM maintains both hard copy and electronic records on fleet maintenance and repairs.

The system also maintains the following data and information:

Work orders

- Assets and equipment
- Technician productivity and performance
- Inspection of assets and equipment
- Issue of stock or parts inventory
- Vendors and suppliers
- Fleet assets
- Preventive maintenance scheduling

All electronic data stored in our fleet maintenance management system will be owned by the City and made available to City Fleet Manager at any time during the contract. Online read-only access to our fleet maintenance management system will be provided to the City's Contract Manager and other designated personnel.

The fleet maintenance management software and hardware are not proprietary to VFM.

At the end of or termination of the contract all of the VFM's software and the City of Port Saint Lucie data shall be, at the option of the City, one hundred percent (100%) transferable to the City for continued use and become the property of the City of Port Saint Lucie. Any one-time transferable costs and any ongoing costs will be the responsibility of the City of Port Saint Lucie. If the City chooses not to transfer the use of the FMIS to the City shall provide all of the City of Port Saint Lucie owned data on an electronic disk and provide reasonable assistance to the City in uploading this data to a new FMIS.

On the following pages we have included the following for your review:

-
- A high-level view of our FMIS system component structure
- Detailed definition of reports which are available
- Several sample screen shots of available reports

Our FMIS will, at the very minimum, deliver on the specifications provided as directed by the City of Port Saint Lucie to include:

- a. Work orders and status
- b. Labor and parts costs
- c. Parts usage and inventory
- d. Individual vehicle operating histories, e.g., mileage, run hours, etc.
- e. An individual vehicle maintenance history, e.g., PMs accomplished vs. scheduled, repairs completed, etc.
- f. Warranty work completed and warranty recovery records

VFM's FMIS has the capability to manage all activities via automated work orders. Work orders shall capture and record, at a minimum, the information described below:

- a. All work orders will possess a unique work order number
- b. Each work order must include a valid unit identification number and license number
- c. Each work order must have an odometer (or hour meter) reading
- d. Each work order must have a maintenance type code (e.g., 1 – schedule, 2 – non-scheduled, 3 – road call, 4 – PM)
- e. Each work order covering outside services must have an outside vendor identification code
- f. Each Preventive Maintenance activity must have a PM code (A, C)
- g. Each work order must have an opened date/time
- h. Each work order must have a closed date/time
- i. Each work order must have a work cause code (e.g., 1-normal wear, 2 – PM, 3 – Abuse, etc.)
- j. Each work order must have a minimum of 50 characters of work description
- k. Technician name or identifier
- l. Each work order must have a labor hours breakdown
- m. Each work order must have part(s), number(s), quantity and cost
- n. Each work order must have a Department/Cost Center identifier
- o. Example: **PM Due Report** (Customer Report sent weekly **via e-mail**)



Example of a **Fleet Dashboard** report:

- PM Compliance
- Unit Availability
- Tech Productivity
- Avoidable Costs
- Scheduled vs. Nonscheduled
- Other KPI's



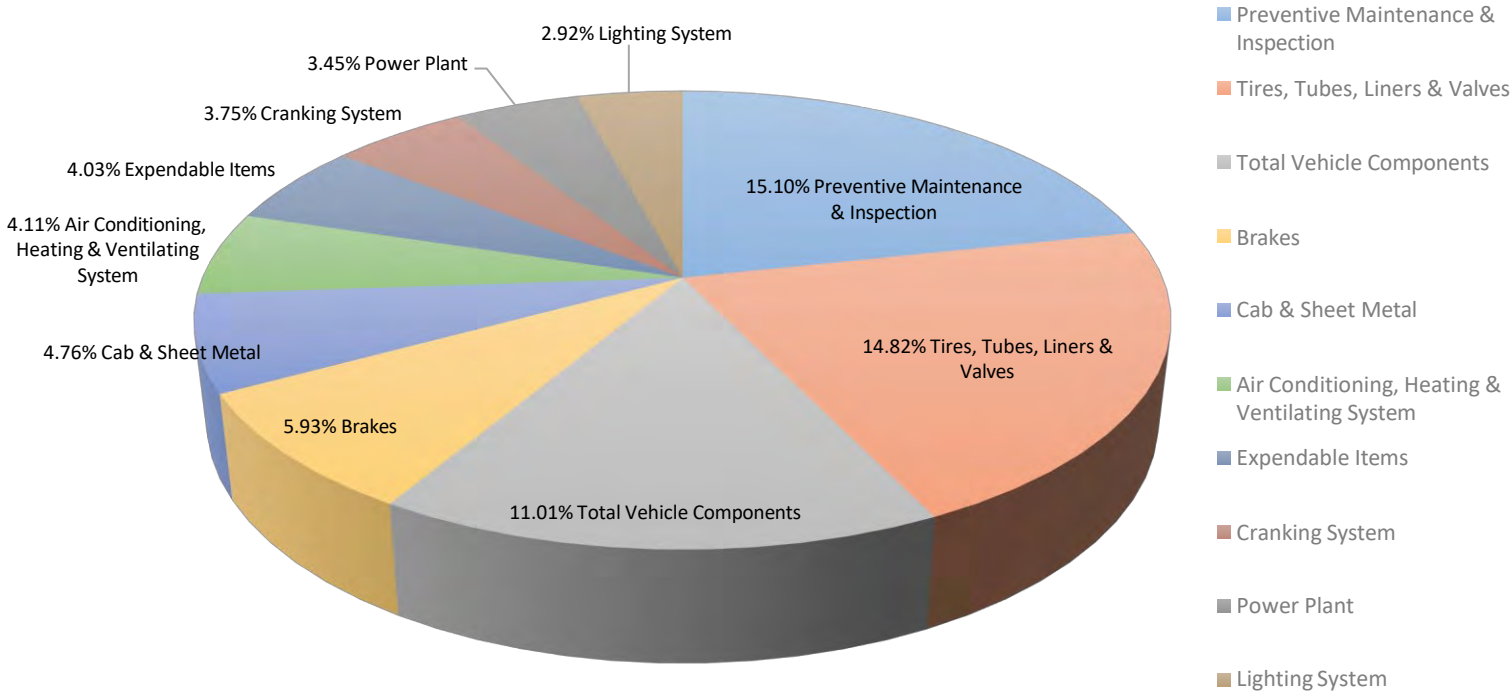
(Examples) Unit Component Cost Reports YTD

Component Code: Section Report Option: Summary Util Type: PRIMARY Date: 4/1/2023 to 4/30/2023 Sort By: Total Costs Currency: US\$ - United States Dollars
 Shop: CARTX,CSLTX Activity: CUSTOMER Customer: CARTX

Summary Report								
Code	System Description	Cost Per Unit Util	Labor Hours	Labor Cost	Part Cost	Services Cost	Total Cost	% of Total Cost
002	Cab & Sheet Metal	0.345	39.13	1,538.24	2,901.68	66,689.57	71,129.49	32.86%
000	PM Codes	0.011	561.74	22,082.44	16,025.30	11,733.60	49,841.34	23.03%
017	Tires, Tubes, Liners & Valves	0.022	38.71	1,521.67	6,448.42	17,114.39	25,084.48	11.59%
016	Suspension	0.030	25.72	1,011.04	8,987.48	5,705.00	15,703.52	7.26%
999	Total Vehicle Components	0.012	250.71	9,855.50	2,514.14	815.82	13,185.46	6.09%
013	Brakes	0.007	61.28	2,408.93	3,954.10	0.00	6,363.03	2.94%
067	Buckets	0.031	0.80	31.45	91.84	5,831.35	5,954.64	2.75%
055	Cargo Handling, Restraints, & Lift Systems	0.005	5.85	229.96	423.99	2,118.58	2,772.53	1.28%
003	Instruments, Gauges, Warning & Shutdown Devices, & Meters	0.006	22.15	870.73	1,764.15	0.00	2,634.88	1.22%
034	Lighting System	0.007	39.59	1,556.33	824.49	0.00	2,380.82	1.10%
099	Safety Devices, Instruments & Gauges	0.011	23.16	910.40	1,452.01	0.00	2,362.41	1.09%
032	Cranking System	0.002	13.96	548.90	1,735.58	0.00	2,284.48	1.06%
082	Mechanical Refrigeration Unit - (MRU)	0.010	8.49	333.73	1,647.57	0.00	1,981.30	0.92%
031	Charging System	0.005	0.00	0.00	1,764.00	0.00	1,764.00	0.82%
042	Cooling System	0.005	13.34	524.41	1,147.43	0.00	1,671.84	0.77%
054	Horns & Mountings & Reverse Signal Alarms	0.005	9.06	356.16	735.03	0.00	1,091.19	0.50%
097	Pump - Product Transfer	0.002	18.38	722.51	307.00	0.00	1,029.51	0.48%
053	Expendable Items	0.001	12.60	495.34	443.34	0.00	938.68	0.43%
071	Body	0.005	20.07	788.97	99.19	0.00	888.16	0.41%
043	Exhaust System	0.003	3.51	137.98	716.75	0.00	854.73	0.39%
001	Air Conditioning, Heating & Ventilating System	0.001	10.94	430.07	386.24	0.00	816.31	0.38%
044	Fuel System	0.004	5.46	214.64	497.66	0.00	712.32	0.33%
168	Mowing	0.003	15.33	602.63	40.83	0.00	643.46	0.30%
173	Tilt Bodies	0.003	4.06	159.60	0.00	455.00	614.60	0.28%
175	Emergency Vehicles	0.002	11.58	455.61	107.96	0.00	563.57	0.26%
018	Wheels, Rims, Hubs & Bearings	0.001	7.18	282.25	242.55	0.00	524.80	0.24%
015	Steering	0.002	6.00	235.86	152.96	0.00	388.84	0.18%
111	Undercarriage	0.002	1.53	60.14	254.90	0.00	315.04	0.15%
041	Air Intake System	0.001	1.73	68.01	214.66	0.00	282.67	0.13%
025	Transfer Case	0.001	0.95	38.92	186.45	0.00	225.37	0.10%
079	Trailer Safety/Stability Devices	0.001	4.16	163.52	60.75	0.00	224.31	0.10%
024	Drive Shafts	0.001	4.25	167.07	50.07	0.00	217.14	0.10%
014	Frame Components	0.001	2.73	107.32	92.56	0.00	199.90	0.09%
112	Stabilization	0.001	2.47	97.09	72.30	0.00	169.39	0.08%
022	Axles - Driven, Rear	0.001	3.92	154.10	0.00	0.00	154.10	0.07%
011	Axles - Front Steering	0.001	1.97	77.44	73.37	0.00	150.81	0.07%
062	Construction Equipment - Chassis Mounted	0.000	0.90	35.36	35.77	0.00	71.15	0.03%
033	Ignition System	0.000	0.47	18.48	35.62	0.00	54.10	0.02%
078	Trim & Miscellaneous Hardware	0.000	1.17	45.95	0.00	0.00	45.95	0.02%
171	Mixers	0.000	0.80	31.45	5.12	0.00	36.57	0.02%
366	Sawing	0.000	0.76	29.87	4.04	0.00	33.91	0.02%
172	Waste Compaction Bodies	0.000	0.22	8.65	18.50	0.00	27.15	0.01%
162	Spreading	0.000	0.00	0.00	24.16	0.00	24.16	0.01%
174	Bus Body	0.000	0.45	17.69	0.00	0.00	17.69	0.01%
REP	Repair	0.000	0.10	3.95	0.00	0.00	3.95	0.00%
065	Hydraulic Systems - Multi-Function	0.000	0.02	0.75	0.00	0.00	0.75	0.00%
Average:			27.34	\$1,074.55	\$1,229.13	\$2,401.38	\$4,705.10	
Grand Total:			1.140	1,257.45	\$49,431.21	\$56,540.06	\$110,463.31	\$216,434.58

(Examples) Unit Component Cost Reports YTD

Top 10 components % of Total Cost



(Examples) Non-Target Repairs by Dept.

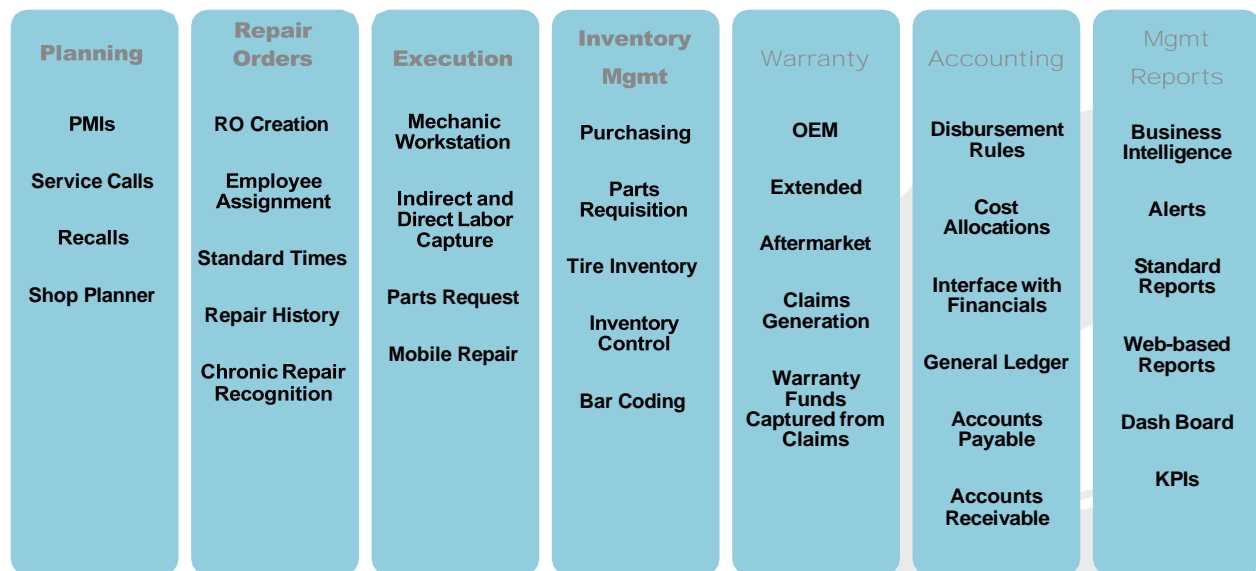
Non-Target Repairs by Dept.													
Beginning Date Closed: 04/01/2023													
Ending Date Closed: 04/30/2023													
Unit Number	Department	Unit Target /Non -Target	Date Closed	Model Year	Make	Model	RO Number	Invoice Number	Labor Hours	Labor Price	Parts Price	Svcs. Price	Total Price
CAR4166	352003	NON TARGET	04/24/2023	2006	FORD	FREESTAR	CAR-00018458	CAR-00007845	3.94	\$154.88	\$294.17	\$0.00	\$449.05
CAR4166	352003	NON TARGET	04/25/2023	2006	FORD	FREESTAR	CAR-00018527	CAR-00007860	0.00	\$0.00	\$0.00	\$8.54	\$8.54 REGISTRATION
	352003	Total							3.94	\$154.88	\$294.17	\$8.54	\$457.59
CAR20029	141001-MUNCT	TARGET	04/11/2023	2020	CHEVY	TAHOE	CAR-00018375	CAR-00007812	0.00	\$0.00	\$0.00	\$8.54	\$8.54 REGISTRATION
CAR2380	141001-MUNCT	NON TARGET	04/26/2023	2014	CHEVY	TAHOE	CAR-00018479	CAR-00007867	1.20	\$47.17	\$40.16	\$0.00	\$87.33
	141001-MUNCT	Total							1.20	\$47.17	\$40.16	\$8.54	\$95.87
	144001-UCS	Total							3.24	\$127.37	\$211.77	\$15.52	\$354.66
	161001-FACMN	Total							1.65	\$64.86	\$0.00	\$8.54	\$73.40
	203001-POLOP	Total							56.46	\$2,219.45	\$6,282.86	\$290.08	\$8,792.39
	207845-POLCE	Total							2.02	\$79.40	\$297.26	\$0.00	\$376.66
	231001-EM	Total							0.50	\$19.66	\$0.00	\$7.76	\$27.42
CAR3063	232001-FIREO	NON TARGET	04/03/2023	2010	FERRARA	FIRE TRUCK	CAR-00018266	CAR-00007764	1.45	\$57.00	\$1,056.16	\$0.00	\$1,113.16
CAR3081	232001-FIREO	TARGET	04/04/2023	2013	FERRARA	FIRE TRUCK	CAR-00017956	CAR-00007770	3.05	\$119.90	\$432.02	\$0.00	\$551.92
CAR3084	232001-FIREO	TARGET	04/05/2023	2015	FORD	F150	CAR-00018292	CAR-00007778	0.00	\$0.00	\$0.00	\$77.63	\$77.63
CAR3090	232001-FIREO	NON TARGET	04/07/2023	2016	DODGE	4500	CAR-00018174	CAR-00007786	7.38	\$290.11	\$1,677.13	\$0.00	\$1,967.24
CAR3059	232001-FIREO	NON TARGET	04/10/2023	2009	FERRARA	FIRE TRUCK	CAR-00018327	CAR-00007789	2.23	\$87.66	\$0.00	\$0.00	\$87.66
CAR3090	232001-FIREO	NON TARGET	04/11/2023	2016	DODGE	4500	CAR-00018339	CAR-00007791	1.75	\$68.79	\$93.13	\$0.00	\$161.92
CAR30003	232001-FIREO	TARGET	04/11/2023	2019	DODGE	4500	CAR-00018359	CAR-00007796	0.00	\$0.00	\$0.00	\$7.76	\$7.76 REGISTRATION
CAR3084	232001-FIREO	TARGET	04/13/2023	2015	FORD	F150	CAR-00018329	CAR-00007822	3.18	\$125.01	\$20.61	\$0.00	\$145.62
CAR3063	232001-FIREO	NON TARGET	04/18/2023	2010	FERRARA	FIRE TRUCK	CAR-00017776	CAR-00007835	9.06	\$356.15	\$325.52	\$8,630.00	\$9,311.73
CAR3078	232001-FIREO	NON TARGET	04/18/2023	2014	DODGE	4500	CAR-00018277	CAR-00007838	2.09	\$82.16	\$1,156.39	\$0.00	\$1,238.55
CAR30011	232001-FIREO	TARGET	04/19/2023	2021	PIERCE	CUSTOM COMMA	CAR-00018071	CAR-00007842	0.00	\$0.00	\$0.00	\$1,225.78	\$1,225.78
CAR3098	232001-FIREO	TARGET	04/20/2023	2018	DODGE	4500HD	CAR-00018349	CAR-00007843	1.39	\$54.64	\$19.15	\$2,109.82	\$2,183.61
CAR3098	232001-FIREO	TARGET	04/25/2023	2018	DODGE	4500HD	CAR-00018521	CAR-00007854	0.00	\$0.00	\$0.00	\$7.76	\$7.76 REGISTRATION
CAR-232001-FIREO	232001-FIREO	NON TARGET	04/28/2023	2018	VFM	VFM	CAR-00018568	CAR-00007884	0.00	\$0.00	\$99.86	\$0.00	\$99.86
	232001-FIREO	Total							31.55	\$1,241.42	\$4,879.97	\$12,058.81	\$18,180.20
CAR50018	261001-ENVIR	TARGET	04/11/2023	2021	CHEVY	BOLT	CAR-00018364	CAR-00007801	0.00	\$0.00	\$0.00	\$0.00	\$7.76
CAR50015	261001-ENVIR	TARGET	04/11/2023	2020	CHEVY	BOLT	CAR-00018351	CAR-00007815	1.63	\$64.08	\$275.62	\$0.00	\$339.70
CAR5073	261001-ENVIR	TARGET	04/25/2023	2017	FORD	F150	CAR-00018518	CAR-00007852	0.00	\$0.00	\$0.00	\$8.54	\$8.54 REGISTRATION
CAR50013	261001-ENVIR	NON TARGET	04/25/2023	2020	CHEVY	BOLT	CAR-00018523	CAR-00007855	0.00	\$0.00	\$0.00	\$7.76	\$7.76 REGISTRATION
CAR50019	261001-ENVIR	TARGET	04/25/2023	2021	CHEVY	BOLT	CAR-00018523	CAR-00007856	0.00	\$0.00	\$0.00	\$7.76	\$7.76 REGISTRATION
	261001-ENVIR	Total							1.63	\$64.08	\$275.62	\$31.82	\$371.52
CAR4233	263001-ANIMA	NON TARGET	04/04/2023	2015	FORD	F250	CAR-00018241	CAR-00007768	2.84	\$111.64	\$351.21	\$0.00	\$462.85
CAR4282	263001-ANIMA	TARGET	04/11/2023	2017	FORD	F250	CAR-00018368	CAR-00007805	0.00	\$0.00	\$0.00	\$8.54	\$8.54 REGISTRATION
CAR4249	263001-ANIMA	NON TARGET	04/17/2023	2015	FORD	F250	CAR-00018418	CAR-00007833	3.27	\$128.54	\$19.35	\$0.00	\$147.89
CAR4249	263001-ANIMA	NON TARGET	04/25/2023	2015	FORD	F250	CAR-00018519	CAR-00007853	0.00	\$0.00	\$0.00	\$8.54	\$8.54 REGISTRATION
	263001-ANIMA	Total							6.11	\$240.18	\$370.56	\$17.08	\$627.82
	353001-PARKC	Total							9.41	\$369.91	\$1,313.84	\$90.74	\$1,774.49
	402001-STREE	Total							5.84	\$229.57	\$441.49	\$2,562.32	\$3,233.38
CAR70025	403001-DRAIN	TARGET	04/18/2023	2020	PETERBILT	348	CAR-00018443	CAR-00007837	0.00	\$0.00	\$12.22	\$0.00	\$12.22
CAR7063	403001-DRAIN	TARGET	04/26/2023	2017	PETERBILT	348	CAR-00018460	CAR-00007864	0.00	\$0.00	\$0.00	\$145.42	\$145.42
CAR7568	403001-DRAIN	TARGET	04/26/2023	2014	CASE	CX210C	CAR-00018451	CAR-00007869	1.10	\$43.24	\$362.25	\$0.00	\$405.49
CAR7063	403001-DRAIN	TARGET	04/28/2023	2017	PETERBILT	348	CAR-00018562	CAR-00007878	0.00	\$0.00	\$24.45	\$0.00	\$24.45
	403001-DRAIN	Total							1.10	\$43.24	\$398.92	\$145.42	\$587.58
CAR5527	404001-TRAF	TARGET	04/04/2023	2017	FORD	F550	CAR-00018218	CAR-00007771	0.00	\$0.00	\$0.00	\$1,256.24	\$1,256.24
CAR5525	404001-TRAF	TARGET	04/11/2023	2014	FORD	F550	CAR-00018374	CAR-00007811	0.00	\$0.00	\$0.00	\$7.76	\$7.76 REGISTRATION
CAR70020	404001-TRAF	TARGET	04/17/2023	2019	FORD	F550	CAR-00017505	CAR-00007829	0.00	\$0.00	\$0.00	\$6,035.45	\$6,035.45
CAR7567	404001-TRAF	TARGET	04/25/2023	2014	KAESER	M5	CAR-00018516	CAR-00007850	0.00	\$0.00	\$0.00	\$7.76	\$7.76 REGISTRATION
	404001-TRAF	Total							0.00	\$0.00	\$0.00	\$7,307.21	\$7,307.21
	405001WATERP	Total							0.00	\$0.00	\$12.22	\$0.00	\$12.22
	405002WATERD	Total							28.48	\$1,119.54	\$1,994.90	\$69,834.82	\$72,949.26
CAR70005	405003-WWV	TARGET	04/03/2023	2019	KENWORTH	T470	CAR-00016000	CAR-00007759	0.00	\$0.00	\$0.00	\$8,194.69	\$8,194.69
CAR70005	405003-WWV	TARGET	04/11/2023	2019	KENWORTH	T470	CAR-00018370	CAR-00007807	0.00	\$0.00	\$0.00	\$7.76	\$7.76 REGISTRATION
CAR70014	405003-WWV	TARGET	04/11/2023	2019	FORD	F150	CAR-00018372	CAR-00007809	0.00	\$0.00	\$0.00	\$8.54	\$8.54 REGISTRATION
CAR6016	405003-WWV	TARGET	04/11/2023	2014	ISUZU	NRR	CAR-00018377	CAR-00007814	0.00	\$0.00	\$0.00	\$7.76	\$7.76 REGISTRATION
CAR6016	405003-WWV	TARGET	04/12/2023	2014	ISUZU	NRR	CAR-00018353	CAR-00007818	0.00	\$0.00	\$0.00	\$670.10	\$670.10
CAR6016	405003-WWV	TARGET	04/28/2023	2014	ISUZU	NRR	CAR-00018565	CAR-00007881	0.00	\$0.00	\$12.22	\$0.00	\$12.22
	405003-WWV	Total							0.00	\$0.00	\$12.22	\$8,888.85	\$8,901.07
	405004-METER	Total							0.45	\$17.69	\$147.55	\$25.62	\$190.86
CAR7062	405005WATERR	TARGET	04/17/2023	2016	KENWORTH	T470	CAR-00018325	CAR-00007830	1.60	\$62.90	\$45.83	\$0.00	\$108.73
CAR70028	405005WATERR	TARGET	04/17/2023	2019	FORD	F650	CAR-00018428	CAR-00007832	2.82	\$110.85	\$3.86	\$0.00	\$114.71
CAR70006	405005WATERR	TARGET	04/19/2023	2019	KENWORTH	T440	CAR-00018288	CAR-00007841	0.00	\$0.00	\$0.00	\$1,676.52	\$1,676.52
CAR70006	405005WATERR	TARGET	04/26/2023	2019	KENWORTH	T440	CAR-00018425	CAR-00007868	4.03	\$158.43	\$21.74	\$470.93	\$651.10
CAR7062	405005WATERR	TARGET	04/28/2023	2016	KENWORTH	T470	CAR-00018557	CAR-00007874	0.00	\$0.00	\$12.22	\$0.00	\$12.22
	405005WATERR	Total							8.45	\$332.18	\$83.65	\$2,147.45	\$2,563.28
CAR4260	432001-ENGIN	TARGET	04/04/2023	2015	FORD	F150	CAR-00018281	CAR-00007767	0.58	\$22.80	\$0.00	\$0.00	\$22.80
	432001-ENGIN	Total							0.58	\$22.80	\$0.00	\$0.00	\$22.80
CAR4284	441001-BLDG	TARGET	04/04/2023	2018	CHEVY	COLORADO	CAR-00018284	CAR-00007775	2.19	\$86.09	\$129.43	\$0.00	\$215.52
CAR90001	441001-BLDG	TARGET	04/11/2023	2019	CHEVY	COLORADO	CAR-00018365	CAR-00007802	0.00	\$0.00	\$0.00	\$8.54	\$8.54 REGISTRATION
CAR90002	441001-BLDG	TARGET	04/11/2023	2019	CHEVY	COLORADO	CAR-00018376	CAR-00007813	0.00	\$0.00	\$0.00	\$8.54	\$8.54 REGISTRATION
CAR90006	441001-BLDG	TARGET	04/13/2023	2023	CHEVY	BOLT	CAR-00018159	CAR-00007824	11.13	\$437.52	\$508.13	\$118.90	\$1,064.55 UPFIT
	441001-BLDG	Total							13.32	\$523.61	\$637.56	\$135.98	\$1,297.15
	Grand Total								175.96	\$6,917.01	\$17,694.72	\$103,585.10	\$128,196.83

(Examples) Daily Fleet Status Report

VFM Downtime Report will be communicated daily from our Project Manager to the city's Contract Manager. This report will be pushed to the city personnel daily and is available on the city's access portal of our FMIS.

VECTOR Fleet Management Maintenance - Our One Mission										Fire Fleet Daily Update		STATUS COLOR		
										DATE:	8/18/2023		Unit is Down	
												Needs Future Attention		
												In Service		
Truck Number	Station/	Unit Type	Year	Make	Current Unit Status	Date In	Service Type	Service Description	Service Status/Location	Vendor Name	Current Update	Scheduled		
E111	1	Engine	2018	Ferrara	In Service									
M111	1	Medic	2020	Dodge/Frasier	In Service									
M-RESERVE 1	SHOP	Medic Reserve	2014	Dodge/Frasier	Down at Shop	7/19/2023	Repair - Engine/Chassis	DEF PUMP/ FUEL LEAK/STATE	Vector - In Progress	SHOP	IN PROGRESS			
E112	2	Engine	2022	Pierce	In Service									
T112	SHOP	Ladder	2017	Ferrara	Drafting Estimate	8/11/2023	Repair - Engine/Chassis	RADIATOR/FAN/A/C/ STATE INSPECTION	Vector - Awaiting technician	SHOP	WAITING ON SUSPENSION QUOTE			
U1112	SIDDONS	Support Unit	2015	Kenworth	Down at Vendor	1/1/2023	Repair - Fire/Medic Apparatus	TRANSFER CASE BAD	Vendor - Awaiting Parts	SIDDONS	WAITING ON TRANSFER CASE, ETA ON SHIPPING	ETA 9/24		
BA1111	2	Support Unit	2015	Chevy	In Service									
RES112	2	Support Unit	2011	Chevy	In Service									
M112	2	Medic	2016	Dodge/Frasier	In Service									
E113	3	Engine	2018	Ferrara	In Service - Needs Work -		Repair - Fire/Medic Apparatus	INSTALL LADDER RACK			IN LINE TO COME IN			
M113	3	Medic	2019	Dodge/Frasier	In Service									
M-RESERVE 3	3/ READY	Medic Reserve	2015	Dodge/Frasier	In Service									
E114	4	Engine	2012	Ferrara	In Service									
M114	4	Medic	2018	Dodge/Frasier	In Service									
M-RESERVE 4	4/ READY	Medic Reserve	2015	Dodge/Frasier	In Service									
E115	SHOP	Engine	2012	Ferrara	Down at Shop	6/22/2023	Repair - Fire/Medic Apparatus	PUMP PIPE AND FLANGE/ TEST PUMP	Vector - Awaiting Parts	SHOP	WAITING ON PUMP PARTS			
RESERVE 5	5/ READY	Engine Reserve	2010	Ferrara	In Service									
MBTRUCK	5	Support Unit	2023	Peterbilt	In Service - Needs Work -	7/14/2023	Repair - Engine/Chassis	AL NUT BLOWING	Vendor - Awaiting technician	RUSH-AT	WAITING ON CONDENSOR, NO ETA ON			
MBTRAILER	5	Support Unit	2022	Mobile Barrier	In Service									
E116	5	Engine	2015	Ferrara	In Service									
M116	6	Medic	2020	Dodge/Frasier	In Service									
TEMP117	7	Ladder Reserve	2009	Ferrara	In Service									
RESERVE 7	5/ REP 3068	Engine Reserve	2012	Ferrara	In Service									
M117	7	Medic	2014	Dodge/Frasier	In Service									
TRAIN-MED	7	Support Unit	2012	Dodge/Frasier	In Service									
Q118	8	Ladder	2021	Pierce	In Service									
B118	8	Support Unit	2008	Ford	In Service									
RESERVE 8	SIDDONS	Engine Reserve	2013	Ferrara	Down at Vendor	7/12/2023	Repair - Engine/Chassis	FRONT END WORK	Vendor - Awaiting Parts	SIDDONS	WAITING ON KING PINS, ETA ON PINS 8/17	ETA 8/24		
EM/RESERVE	2/REP 3094	Ladder Reserve	2013	Ferrara	In Service - Needs Work - Safe			BODY AND OUTRIGGER DAMAGE FROM CAR HITTING UNIT/ SEAT BEHIND CAPT			INSURANCE LOOKED AT TRUCK, WAITING ON IT TO PROCESS			

4.1.2 FMIS structure below:



Please find below, report definitions, for reports we believe are instrumental in managing a fleet of your size and diversity.

Unit Cost of Ownership Report the Report is based on years in service rather than calendar years. Lines in the "Cumulative" cost columns represent one year in the report. Lines add together annual cost up to and including the specific year and continue incrementing one line per year up to the current year. Each line item in the "Actual" cost columns only display costs for a single year.

Unit down Time Analysis Reports the Unit Downtime Analysis report provides a way to capture a unit's downtime and time out of service. The report tracks when a unit is out for repair. You can review how long the unit is out of service. The cost of each repair is also listed along with the total number of work orders for each unit. You can make the report specific and chart a unit's history and isolate continuing problems. The report can be run in a detailed format. This format lists each repair order and out of service time and downtime is calculated for each repair order. It can run in a summary format with just the total out of service and downtime displayed.

Note: Downtime is calculated from the Open Date to the Completed Date, by time stamp.

Unit Component Cost Report the Component Cost Report gives the Cost per Utilization, Labor Cost, Part Cost, Services Cost, and Total Cost for each component worked on during the selected date range. The percentage of the total for each component code is also listed. The report also has a Detail Report option. If selected the report shows charges by component code listed for each unit. If the Detail option is not selected, the report will run in summary mode with total cost for each component code.

Unit Parts Usage Listing This report allows you to identify every part used for a repair on a particular unit. It provides a detailed accounting of parts charged to units. The report will show part consumption, RO number, date, shop ID, quality and costs. The units listed on the report are based on the selection criteria given to each part and charged to a unit during a specific date range. To narrow the search criteria, a component code, part ID or minimum cost can be entered on the additional tab.

Unit PM Due Report This report provides a way to view a list of PMs currently due. This report uses the PM percentage setup in the vehicle profile to determine if a unit PM is due or a PM percentage entered on the report. It also uses any work shift listed on the shift tab of the unit master file. The report can be grouped by unit ID, shop ID, cost center, department, division, activity or unit type. The report can be run for all PM types, dependent, independent or a specific PM component code. The PM can be sorted by unit ID, percentage or due level.

Unit Reason for Repair Analysis This report provides a breakdown of shop costs and vendor costs by reason for repair. The report can be grouped by unit ID, shop ID, cost center, department, division, activity and unit type. If the report is not grouped by unit ID, the report can be run in detail or summary. The report will allow you to review all repairs performed and the reason for the repairs. It also shows the amount of money spent on repairs. Labor hour's vendor cost, service cost and part cost are listed separately, totaled and listed by RO.

Report Name

Customer Cost Summary Reports Description the Customer Cost Summary Report provides unit repair information by customer. Maintenance cost is displayed from the customer's perspective. For each customer, the data can be grouped by unit ID, shop ID, cost center, department, division, activity and unit type. The report reflects utilization type, cost per utilization, maintenance repair, and manage decision, outside influence, total maintenance, tire cost, total cost. Total meter, period utilization, repair orders, and utilization per RO. You may print or preview this report.

Customer Unit Component Cost Summary Report the Unit Component Cost Report provides an analysis of customer unit costs by cost center. This report is an invaluable tool for an at-a-glance analysis of the total cost per unit utilization by cost center. The report can be created for the primary utilization base or a specific meter type. The report can be sorted by cost center, labor cost, part cost, services cost, or total cost. You may graph the data, print or preview the report.

Customer Unit Life Cycle Report the Customer Unit Life Cycle Report provides a lifecycle report of customer unit costs. The repair cost will be based on the invoices generated for the unit. The unit will be reported by the customer assigned to the unit on the unit master.

Vendor Purchases Report the Vendor Purchase Report provides a way to view all vendor purchases and vendor repair orders entered in the system. The report is based on the vendor selection criteria. Vendors with multiple repairs are listed separately. The report can be sorted by vendor ID, vendor name and either repair orders, Purchase Order or both may be selected. Vendor RO/Repair Order dollars will not appear in the vendor total on the report when the report is run for order type = both. This prevents dollars from being doubled for that vendor for vendor ROs as the PO and RO total will be the exact same. The dollars will still be included in the report total.

4.1.3 Reporting

The following minimum requirements for reporting and record-keeping will be in effect for the term of the contract. Proposers are asked to submit, as part of their proposals to City, any additional reporting methodologies they would recommend enacting in the best interest of City and the management of the City's fleet.

4.1.4 Records

- **Provider Records** - Upon prior notice by City, VFM 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 City cost verification for work.

4.1.5 Files and Procedures

VFM will maintain onsite, either electronically, hard copy, etc., a complete file of service manuals, parts manuals, service bulletins, lubrication charts and other information needed to properly service and repair the fleet. These records become the property of the City at contract termination or conclusion. VFM will provide initial and update FMIS training City employees requiring access. VFM will maintain and update this FMIS connection for the **city** as required for the duration of the Agreement resulting from as direct by the city process. All records become the property of the City at contract termination or conclusion.

4.1.6 Weekly Report

- **Maintenance Summary:** A weekly overview of maintenance activities, including completed tasks, pending work orders, and upcoming services.
- **Cost Analysis:** Evaluate weekly costs related to labor, parts, and fuel.
- **Technician Efficiency:** Assess weekly technician performance and productivity.
- **Vehicle Utilization:** Understand how efficiently fleet vehicles are utilized during the week.
- **Inventory Levels:** Weekly reports on parts inventory levels help with restocking decisions.

4.1.7 Monthly Report

VFM will submit a monthly report to **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. A monthly safety report will also be submitted.

- Failure/attainment in each performance area subject to reward/liquidated damages for that month and cumulative damages for that contract year.
- Discovery or indication of abuse by the vehicle user in excess of normal wear and tear.
- Number of shop orders.
- Number of service calls.
- Number of vehicle PMs scheduled/completed.
- Downtime by category and in total.
- Cumulative records of sub-contracted work.

- Total labor hours expended.
- Total parts cost.
- Problem/accident summary.
- Total costs, by vehicle and department so that entire vehicle cost maybe billed by the City Accounting department back to the department that owns the unit.
- Brief notes of relevant issues per VFM's manager on site

4.1.8 Annual Report

VFM will submit to City a written Annual performance report that summarizes the activity in the format agreed upon by VFM and City. The Annual report shall include:

- Description, serial number, cost and date of purchase of any equipment or vehicles purchased under the contract.
- Same manner for any equipment or vehicles traded, sold or disposed of
- Summary of the year's activity

CUSTOMER REPORTS APPLICATION AS FOLLOWS:


Vector Fleet Management's Customer Reports Application offers a way for our customers to view fleet maintenance reports at their convenience. This is a web-based application that can be accessed anytime and anywhere.

Example: Customer Log-In Screen

Once logged in, each customer will see a list of reports related to their fleet maintenance operation. Clicking on the report will open the search criteria selection. Some examples include:

- Maintenance Cost per Mile
- Maintenance Cost per Unit
- Customer Cost Summary Report
- Open Repair Orders
- PMs Due
- Reason for Repair
- Repair Order Detail
- Unit Down Time Analysis
- Unit Inventory

Report Examples


 Maintenance Cost Per Mile Start Date: 12/1/2023 End Date: 12/31/2023 Longview Texas Independent School District																			
Unit Number	Department	Unit Type	Model Year	Make	Model	Beginning Meter	Current Meter	Miles Driven in Time Frame	Beginning Hour	Current Hour	Hours in Time Frame	Labor Hrs	Labor Cost	Part Cost	Sublet Cost	Total Cost	Cost Per Mile	Purchase Date	VIN
LON4	R-TRANS	SCHOOL BUS	2020	IHC	CE	65,893.00	65,893.00	0.00	0.00	0.00	0.00	3.10	\$170.48	\$0.00	\$0.00	\$170.48	\$0.00	9/1/2019 12:00:00 AM	4DRBU3N2L8048909
LON10	R-TRANS	SCHOOL BUS	2020	IHC	CE	55,962.00	55,962.00	0.00	0.00	0.00	0.00	0.98	\$54.07	\$184.60	\$0.00	\$238.67	\$0.00	9/1/2019 12:00:00 AM	4DRBU3N6L8048914
LON14	R-TRANS	SCHOOL BUS	2020	IHC	CE	36,908.00	36,908.00	0.00	0.00	0.00	0.00	5.05	\$277.69	\$48.12	\$170.00	\$495.81	\$0.00	9/1/2019 12:00:00 AM	4DRBU3N2L8048908
LON15	R-TRANS	SCHOOL BUS	2020	IHC	CE	57,822.00	57,822.00	0.00	0.00	0.00	0.00	1.35	\$74.24	\$187.49	\$0.00	\$261.73	\$0.00	9/1/2019 12:00:00 AM	4DRBU3N2L8048912
LON48	R-TRANS	SCHOOL BUS	2020	IHC	CE	0.00	0.00	0.00	0.00	0.00	0.00	2.82	\$154.90	\$146.61	\$0.00	\$301.51	\$0.00	2/1/2019 12:00:00 AM	4DRBU3N2L8048911
LON55	R-TRANS	SCHOOL BUS	2020	IHC	CE	58,902.00	58,902.00	0.00	0.00	0.00	0.00	2.25	\$123.73	\$0.00	\$40.00	\$163.73	\$0.00	2/1/2020 12:00:00 AM	4DRBU3N2L8048914
LON84	R-TRANS	SCHOOL BUS	2020	IHC	CE	75,155.00	75,155.00	0.00	0.00	0.00	0.00	1.77	\$97.15	\$0.00	\$0.00	\$97.15	\$0.00	9/1/2019 12:00:00 AM	4DRBU3N4L8048913
LON87	R-TRANS	SCHOOL BUS	2020	IHC	CE	61,607.00	62,198.00	591.00	0.00	0.00	0.00	5.17	\$284.12	\$171.33	\$0.00	\$455.45	\$0.77	9/1/2017 12:00:00 AM	4DRBU3N4L8048910
LON96	R-TRANS	SCHOOL BUS	2019	IHC	CE	83,238.00	83,238.00	0.00	0.00	0.00	0.00	7.08	\$389.52	\$484.55	\$0.00	\$874.07	\$0.00	4/1/2019 12:00:00 AM	4DRBU3N9K8556180
LON2	R-TRANS	SCHOOL BUS	2018	IHC	CE	69,925.00	70,204.00	279.00	0.00	0.00	0.00	8.28	\$455.50	\$117.20	\$0.00	\$572.70	\$2.05	12/1/2017 12:00:00 AM	4DRBU3N9K8556180
LON12	SE-TRANS SE	SCHOOL BUS	2018	IHC	CE	87,303.00	87,303.00	0.00	0.00	0.00	0.00	0.63	\$34.83	\$4.70	\$0.00	\$39.53	\$0.00	4/1/2018 12:00:00 AM	4DRBU3N2J8534731
LON67	R-TRANS	SCHOOL BUS	2018	IHC	CE	65,746.00	65,746.00	0.00	0.00	0.00	0.00	0.78	\$43.07	\$0.00	\$0.00	\$43.07	\$0.00	12/1/2017 12:00:00 AM	4DRBU3N7J8521913
LON182	M-MAINTENANC	VAN	2019	CHEVY	EXPRESS	26,992.00	26,992.00	0.00	0.00	0.00	0.00	2.40	\$131.98	\$14.91	\$0.00	\$146.89	\$0.00	2/1/2017 12:00:00 AM	1HA3CTC64H008535
LON6	R-TRANS	SCHOOL BUS	2017	IHC	CE	96,498.00	96,899.00	401.00	0.00	0.00	0.00	1.58	\$87.07	\$7.24	\$0.00	\$94.31	\$0.24	4/1/2017 12:00:00 AM	4DRBU3N7H8636490
LON63	R-TRANS	SCHOOL BUS	2017	IHC	CE	107,350.00	107,350.00	0.00	0.00	0.00	0.00	1.07	\$58.66	\$0.00	\$0.00	\$58.66	\$0.00	4/1/2017 12:00:00 AM	4DRBU3N7H8636490
LON37	SE-TRANS SE	VAN BUS	2016	CHEVY	EXPRESS 4500	127,082.00	127,082.00	0.00	0.00	0.00	0.00	0.93	\$51.32	\$19.56	\$0.00	\$70.88	\$0.00	7/21/2016 12:00:00 AM	1G86GLBLSG1312408
LON1	R-TRANS	SCHOOL BUS	2016	IHC	CE	77,080.00	77,208.00	128.00	0.00	0.00	0.00	3.43	\$188.80	\$0.00	\$0.00	\$188.80	\$1.48	6/1/2016 12:00:00 AM	4DRBU3N3G8129830
LON73	R-TRANS	SCHOOL BUS	2015	IHC	CE	153,347.00	153,347.00	0.00	0.00	0.00	0.00	2.12	\$116.40	\$110.96	\$0.00	\$227.36	\$0.00	5/1/2016 12:00:00 AM	4DRBUAA0FB884892
LON89	R-TRANS	SCHOOL BUS	2013	IHC	CE	123,638.00	123,699.00	61.00	0.00	0.00	0.00	4.43	\$243.79	\$167.50	\$0.00	\$411.29	\$6.74	4/1/2014 12:00:00 AM	4DRBUAA0FB884892
LON159	M-MAINTENANC	PICKUP	2012	CHEVY	2500HD	90,685.00	90,685.00	0.00	0.00	0.00	0.00	1.82	\$99.90	\$28.52	\$0.00	\$128.42	\$0.00	4/1/2013 12:00:00 AM	1G800VC2C28102449
LON28	SE-TRANS SE	SCHOOL BUS	2012	IHC	CE	231,514.00	231,514.00	0.00	0.00	0.00	0.00	0.88	\$48.57	\$26.87	\$0.00	\$75.44	\$0.00	10/1/2011 12:00:00 AM	4DRBUAA0FB884892
LON63	R-TRANS	SCHOOL BUS	2012	IHC	CE	103,938.00	103,938.00	0.00	0.00	0.00	0.00	6.90	\$379.43	\$273.71	\$0.00	\$653.14	\$0.00	4/1/2012 12:00:00 AM	4DRBUAA0FB884892
LON171	CATE	TRAILER	2011	BIG TEX	49T5G	0.00	0.00	0.00	0.00	0.00	0.00	12.95	\$712.11	\$1,152.43	\$0.00	\$1,864.54	\$0.00	1/1/2011 12:00:00 AM	49T5G2427B1003653
LON102	M-MAINTENANC	PICKUP	2009	CHEVY	1500	36,940.00	36,940.00	0.00	0.00	0.00	0.00	2.17	\$119.14	\$52.41	\$0.00	\$171.55	\$0.00	6/1/2009 12:00:00 AM	1GCEC140X92116706
LON176	CATE	PICKUP	2009	CHEVY	3500	185,735.00	185,735.00	0.00	0.00	0.00	0.00	9.47	\$520.59	\$681.96	\$0.00	\$1,202.55	\$0.00	9/1/2008 12:00:00 AM	1GCKJ73679F152231
LON120	FS-FOOD SERV	VAN	2008	GMC	SAVANA	194,083.00	194,083.00	0.00	0.00	0.00	0.00	3.58	\$197.05	\$65.07	\$0.00	\$262.12	\$0.00	1/1/2008 12:00:00 AM	1GDJG31K281133653
LON119	FS-FOOD SERV	VAN	2007	CHEVY	EXPRESS	159,181.00	159,181.00	0.00	0.00	0.00	0.00	2.95	\$162.22	\$39.89	\$0.00	\$202.11	\$0.00	7/1/2007 12:00:00 AM	1GBJG31U971236383
LON131	FS-FOOD SERV	VAN	2007	CHEVY	EXPRESS	146,775.00	146,775.00	0.00	0.00	0.00	0.00	13.58	\$746.95	\$286.60	\$0.00	\$1,033.55	\$0.00	7/1/2007 12:00:00 AM	1GBJG31U571236364
LON66	R-TRANS	SCHOOL BUS	2007	IHC	CE	219,868.00	219,868.00	0.00	0.00	0.00	0.00	4.17	\$229.13	\$167.56	\$0.00	\$396.69	\$0.00	1/1/2006 12:00:00 AM	4DRBUAA0FB884892
LON144A	CATE	TRAILER	2005	CIRCLE K	199WU	0.00	0.00	0.00	0.00	0.00	0.00	2.00	\$109.98	\$19.80	\$0.00	\$129.78	\$0.00	1/1/2005 12:00:00 AM	199WU242L21375160
LON115	M-MAINTENANC	PICKUP	2001	CHEVY	1500	184,455.00	184,455.00	0.00	0.00	0.00	0.00	1.78	\$98.06	\$54.96	\$0.00	\$153.02	\$0.00	1/1/2001 12:00:00 AM	1GCEC14T412183228
LON108	M-MAINTENANC	PICKUP	2001	FORD	E250	140,586.00	140,586.00	0.00	0.00	0.00	0.00	2.97	\$163.14	\$69.25	\$0.00	\$232.39	\$0.00	6/1/2001 12:00:00 AM	1FTNE24LXH825422
LON142	M-MAINTENANC	PICKUP	1999	CHEVY	ASTRO	199,057.00	199,057.00	0.00	0.00	0.00	0.00	5.52	\$303.36	\$451.66	\$0.00	\$755.02	\$0.00	5/1/1999 12:00:00 AM	1GN4M19W6X8136173
LON7	R-TRANS	SCHOOL BUS	1999	IHC	3800	220,409.00	220,409.00	0.00	0.00	0.00	0.00	6.57	\$361.10	\$172.07	\$0.00	\$533.17	\$0.00	10/20/1998 12:00:00 AM	1HVBB4N7KH252383
LON129	M-MAINTENANC	TRAILER	1998	PARKER	DUMP	0.00	0.00	0.00	0.00	0.00	0.00	3.72	\$204.38	\$86.59	\$0.00	\$290.97	\$0.00	1/1/1998 12:00:00 AM	13ZHD1226W1005387
LON169	M-MAINTENANC	PICKUP	1999	CHEVY	C3500	106,620.00	106,620.00	0.00	0.00	0.00	0.00	3.50	\$192.47	\$71.11	\$0.00	\$263.58	\$0.00	5/1/1997 12:00:00 AM	1G2G2C380V029522
LON123	M-MAINTENANC	TRAILER	1996	SHIRLEY	40MFS	0.00	0.00	0.00	0.00	0.00	0.00	2.17	\$119.14	\$97.65	\$0.00	\$216.79	\$0.00	5/1/1996 12:00:00 AM	40MFS1012T000016
LONFUELSLAND	VECTOR	MISC	2020	0034	XXXX	0.00	0.00	0.00	0.00	0.00	0.00	221.48	\$12,179.36	\$581.13	\$0.00	\$12,760.49	\$0.00	10/9/2020 12:00:00 AM	GROUP OF UNITS
LON5	R-TRANS	SCHOOL BUS	2022	IHC	CE	20,414.00	20,414.00	0.00	0.00	0.00	0.00	2.42	\$132.89	\$0.00	\$40.00	\$172.89	\$0.00	1/13/2021 12:00:00 AM	4DRBU3N8N807523
LON19	R-TRANS	SCHOOL BUS	2022	IHC	CE	53,317.00	53,317.00	0.00	0.00	0.00	0.00	4.23	\$232.79	\$0.00	\$40.00	\$272.79	\$0.00	1/13/2021 12:00:00 AM	4DRBU3N8N807523
LON24	R-TRANS	SCHOOL BUS	2022	IHC	CE	43,276.00	43,276.00	0.00	0.00	0.00	0.00	10.48	\$576.50	\$1,774.38	\$0.00	\$2,350.88	\$0.00	1/13/2021 12:00:00 AM	4DRBU3N8N807523
LON114	CATE	FARM TRACTOR	9999	KUBOTA	XXXX	0.00	0.00	0.00	5.00	5.00	0.00	2.72	\$149.39	\$23.83	\$242.50	\$415.72	\$0.00	5/19/2021 12:00:00 AM	M570-11303
LON101	R-TRANS	PICKUP	2023	CHEVY	1500	1,500.00	1,500.00	0.00	0.00	0.00	0.00	3.38	\$186.05	\$80.32	\$0.00	\$266.37	\$0.00	9/19/2023 12:00:00 AM	2023PACED0P1155283
LON401	M-MAINTENANC	TRACTOR	1986	JOEERE	JD850	1,000.00	1,000.00	0.00	0.00	0.00	0.00	14.60	\$802.86	\$661.65	\$2,092.40	\$3,556.91	\$0.00	10/20/2023 12:00:00 AM	CH08505206016
													Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:			
													\$25,915.96	\$12,767.26	\$2,744.90	\$41,428.12			

Customers have the ability to filter on various criteria when pulling reports. This includes Date Range, Department, Unit and Unit Type

Report Examples Cont'd

Maintenance Cost Per Unit											
Unit Number	Unit Description	Unit Category	Meter	Date RO Opened	Date RO Closed	Unit Down Time - Hrs.	Labor Hrs	Labor Cost	Part Cost	Sublet Cost	Total Cost
# of RO's per Unit: 2											
NBY7500-067	2001 Ford F550 Service Truck	PICKUP	20,195.00	12/08/23	12/08/23	1.00	1.00	\$33.00	\$4.80	\$0.00	\$37.80
NBY7500-067	2001 Ford F550 Service Truck	PICKUP	20,195.00	12/12/23	12/12/23	4.10	2.93	\$96.80	\$99.99	\$0.00	\$196.79
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						5.10	3.93	\$129.80	\$104.79	\$0.00	\$234.59
# of RO's per Unit: 1											
NBY8160-9277	2012 Ford F250 Pickup (Gary)	PICKUP	140,836.00	12/18/23	12/19/23	24.10	1.87	\$61.60	\$27.16	\$0.00	\$88.76
NBY8160-9277	2012 Ford F250 Pickup (Gary)	PICKUP		12/18/23	12/19/23	0.00	1.13	\$37.40	\$39.99	\$0.00	\$77.39
NBY8160-9277	2012 Ford F250 Pickup (Gary)	PICKUP		12/18/23	12/19/23	0.00	0.42	\$13.75	\$129.62	\$0.00	\$143.37
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						24.10	3.42	\$112.75	\$196.77	\$0.00	\$309.52
# of RO's per Unit: 2											
NBY7300-182	2013 Ram 2500HD 4X4 (Little)	FIRE TRUCK	25,116.00	12/11/23	12/11/23	1.00	1.00	\$33.00	\$0.00	\$0.00	\$33.00
NBY7300-182	2013 Ram 2500HD 4X4 (Little)	FIRE TRUCK	25,116.00	12/06/23	12/06/23	2.20	2.10	\$69.30	\$0.00	\$0.00	\$69.30
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						3.20	3.10	\$102.30	\$0.00	\$0.00	\$102.30
# of RO's per Unit: 2											
NBY6100-04	2015 Ford Police Interceptor SUV	SUV	100,305.00	12/19/23	12/19/23	1.70	1.62	\$53.35	\$129.62	\$0.00	\$182.97
NBY6100-04	2015 Ford Police Interceptor SUV	SUV		12/15/23	12/18/23	0.00	1.75	\$57.75	\$596.68	\$0.00	\$654.43
NBY6100-04	2015 Ford Police Interceptor SUV	SUV		12/15/23	12/18/23	0.00	2.63	\$86.90	\$94.42	\$69.95	\$251.27
NBY6100-04	2015 Ford Police Interceptor SUV	SUV	100,305.00	12/15/23	12/18/23	78.50	2.65	\$87.45	\$44.51	\$0.00	\$131.96
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						80.20	8.65	\$285.45	\$865.23	\$69.95	\$1,220.63
# of RO's per Unit: 1											
NBY8100-6138	2015 Ford F450 Pickup 4X4 (Sign)	PICKUP	130,591.00	12/04/23	12/04/23	2.50	2.55	\$84.15	\$33.00	\$0.00	\$117.15
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						2.50	2.55	\$84.15	\$33.00	\$0.00	\$117.15
# of RO's per Unit: 2											
NBY1425-7409	2016 Ram 4500HD Ambulance	AMBULANCE		12/14/23	12/18/23	0.00	2.02	\$66.55	\$317.29	\$0.00	\$383.84
NBY1425-7409	2016 Ram 4500HD Ambulance	AMBULANCE	209,960.00	12/14/23	12/18/23	91.50	5.45	\$179.85	\$1,473.83	\$0.00	\$1,653.68
NBY1425-7409	2016 Ram 4500HD Ambulance	AMBULANCE	209,960.00	11/24/23	12/01/23	0.80	0.68	\$22.55	\$20.69	\$0.00	\$43.24
NBY1425-7409	2016 Ram 4500HD Ambulance	AMBULANCE		12/14/23	12/18/23	0.00	1.20	\$39.60	\$464.80	\$0.00	\$504.40
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						92.30	9.35	\$308.55	\$2,276.61	\$0.00	\$2,585.16
# of RO's per Unit: 3											
NBY7500-062	1994 Spartan Fire Truck (Little)	FIRE TRUCK	105,982.00	12/19/23	12/19/23	5.80	3.90	\$128.70	\$0.00	\$0.00	\$128.70
NBY7500-062	1994 Spartan Fire Truck (Little)	FIRE TRUCK	105,982.00	12/08/23	12/08/23	1.70	1.75	\$57.75	\$4.80	\$0.00	\$62.55
NBY7500-062	1994 Spartan Fire Truck (Little)	FIRE TRUCK	105,982.00	12/11/23	12/11/23	1.70	1.58	\$52.14	\$0.00	\$0.00	\$52.14
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						9.20	7.23	\$238.59	\$4.80	\$0.00	\$243.39
# of RO's per Unit: 2											
NBY6100-12	2018 Chevy Tahoe (1599)	SUV	90,985.00	12/12/23	12/12/23	4.10	3.90	\$128.70	\$146.61	\$150.00	\$425.31
NBY6100-12	2018 Chevy Tahoe (1599)	SUV		12/05/23	12/05/23	0.00	0.95	\$31.35	\$0.00	\$0.00	\$31.35
NBY6100-12	2018 Chevy Tahoe (1599)	SUV	90,985.00	12/05/23	12/05/23	4.40	1.70	\$56.10	\$51.36	\$0.00	\$107.46
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						8.50	6.55	\$216.15	\$197.97	\$150.00	\$564.12
# of RO's per Unit: 3											
NBY1425-5266	2019 Ram 4500HD Ambulance	AMBULANCE		11/16/23	12/01/23	0.00	1.78	\$58.85	\$39.99	\$0.00	\$98.84
NBY1425-5266	2019 Ram 4500HD Ambulance	AMBULANCE		11/16/23	12/01/23	0.00	1.00	\$33.00	\$0.00	\$40.00	\$73.00
NBY1425-5266	2019 Ram 4500HD Ambulance	AMBULANCE	185,820.00	11/16/23	12/01/23	20.90	1.98	\$66.45	\$170.66	\$0.00	\$236.11
NBY1425-5266	2019 Ram 4500HD Ambulance	AMBULANCE	185,820.00	12/18/23	12/21/23	71.60	3.45	\$113.85	\$14.79	\$0.00	\$128.64
NBY1425-5266	2019 Ram 4500HD Ambulance	AMBULANCE	185,820.00	12/20/23	12/21/23	25.50	3.60	\$118.80	\$195.34	\$0.00	\$314.14
NBY1425-5266	2019 Ram 4500HD Ambulance	AMBULANCE		11/16/23	12/01/23	0.00	1.02	\$33.55	\$552.80	\$0.00	\$586.35
NBY1425-5266	2019 Ram 4500HD Ambulance	AMBULANCE		11/16/23	12/01/23	0.00	2.05	\$67.65	\$179.96	\$0.00	\$247.61
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						118.00	14.88	\$491.15	\$1,153.54	\$40.00	\$1,684.69
# of RO's per Unit: 3											
NBY1425-5267	2019 Ram 4500HD Ambulance	AMBULANCE	184,310.00	11/24/23	12/14/23	486.10	6.10	\$201.30	\$3,618.96	\$0.00	\$3,820.26
NBY1425-5267	2019 Ram 4500HD Ambulance	AMBULANCE	184,310.00	11/29/23	12/13/23	344.90	1.67	\$55.00	\$0.00	\$0.00	\$55.00
NBY1425-5267	2019 Ram 4500HD Ambulance	AMBULANCE		11/29/23	12/13/23	0.00	2.07	\$68.20	\$126.99	\$0.00	\$195.19
NBY1425-5267	2019 Ram 4500HD Ambulance	AMBULANCE	184,310.00	11/03/23	12/01/23	1.50	1.05	\$34.54	\$236.00	\$23.25	\$293.79
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						832.50	10.88	\$359.04	\$3,981.95	\$23.25	\$4,364.24
# of RO's per Unit: 2											
NBY1425-6358	2021 Ram 4500HD Ambulance	AMBULANCE	106,300.00	12/20/23	12/21/23	33.90	5.63	\$185.90	\$334.34	\$0.00	\$520.24
NBY1425-6358	2021 Ram 4500HD Ambulance	AMBULANCE	106,300.00	12/28/23		0.50	0.52	\$17.05	\$9.85	\$0.00	\$26.90
NBY1425-6358	2021 Ram 4500HD Ambulance	AMBULANCE		12/20/23	12/21/23	0.00	1.33	\$44.00	\$39.99	\$0.00	\$83.99
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						34.40	7.48	\$246.95	\$384.18	\$0.00	\$631.13
# of RO's per Unit: 1											
NBY7500-EM3	Custom Trailer for 2022 Rehab	TRAILER	0.00	12/14/23	12/14/23	0.50	0.50	\$16.50	\$0.00	\$0.00	\$16.50
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						0.50	0.50	\$16.50	\$0.00	\$0.00	\$16.50
						Unit Down Time Totals:	Labor Hour Totals:	Labor Cost Total:	Part Cost Total:	Sublet Cost Total:	Grand Total Cost:
						7,453.40	412.91	\$13,624.27	\$24,444.07	\$1,564.57	\$39,632.91


Report Examples Cont'd

 Customer Cost Summary Report Date: 12/1/2023 to 12/31/2023 Confidential														
Unit	Utilization Type	Cost Per Utilization (US\$)	Labor Hours	Maint Repair (US\$)	Manage Decision (US\$)	Outside Influence (US\$)	Total Maint (US\$)	Tire Cost (US\$)	Tax/Fee Cost (US\$)	Total Cost (US\$)	Current Meter	Period Utilization	Repair Orders	Utilization Per R O
Department: 055-CENT MNT - Nutrien LD														
055-851	HOUR METER	\$3.40	4.84	\$254.94	\$0.00	\$0.00	\$254.94	\$0.00	\$0.00	\$254.94	3,849	75	1	75
SHOP LIFT 2	DAYS	\$0.00	0.08	\$4.39	\$0.00	\$0.00	\$4.39	\$0.00	\$0.00	\$4.39	0	0	1	0
SHOP LIFT 3	DAYS	\$0.00	0.20	\$10.54	\$0.00	\$0.00	\$10.54	\$0.00	\$0.00	\$10.54	0	0	1	0
SHOP LIFT 4	DAYS	\$0.00	0.12	\$6.15	\$0.00	\$0.00	\$6.15	\$0.00	\$0.00	\$6.15	0	0	1	0
PARTS WASHER GRINDER/DRILL PRESS	DAYS	\$0.00	0.07	\$3.52	\$0.00	\$0.00	\$3.52	\$0.00	\$0.00	\$3.52	0	0	1	0
FUEL PUMP 1	DAYS	\$0.00	0.32	\$16.69	\$0.00	\$0.00	\$16.69	\$0.00	\$0.00	\$16.69	0	0	1	0
FUEL PUMP 2	DAYS	\$0.00	0.23	\$108.35	\$0.00	\$0.00	\$108.35	\$0.00	\$0.00	\$108.35	0	0	2	0
FUEL PUMP 3	DAYS	\$0.00	0.10	\$5.27	\$0.00	\$0.00	\$5.27	\$0.00	\$0.00	\$5.27	0	0	1	0
OVERHEAD CRANE	DAYS	\$0.00	0.20	\$10.54	\$0.00	\$0.00	\$10.54	\$0.00	\$0.00	\$10.54	0	0	1	0
TIRE CHANGER	DAYS	\$0.00	0.12	\$6.33	\$0.00	\$0.00	\$6.33	\$0.00	\$0.00	\$6.33	0	0	1	0
AIR COMPRESSOR	DAYS	\$0.00	0.47	\$24.77	\$0.00	\$0.00	\$24.77	\$0.00	\$0.00	\$24.77	0	0	1	0
WHEEL BALANCER	DAYS	\$0.00	0.23	\$12.12	\$0.00	\$0.00	\$12.12	\$0.00	\$0.00	\$12.12	0	0	1	0
SHOP LIFT 1	DAYS	\$0.00	0.10	\$5.27	\$0.00	\$0.00	\$5.27	\$0.00	\$0.00	\$5.27	0	0	1	0
CARWASH	DAYS	\$0.00	0.32	\$16.87	\$0.00	\$0.00	\$16.87	\$0.00	\$0.00	\$16.87	0	0	1	0
FUEL PUMP 4	DAYS	\$0.00	0.32	\$16.87	\$0.00	\$0.00	\$16.87	\$0.00	\$0.00	\$16.87	0	0	1	0
L20 055-870	ODOMETER	\$0.72	2.18	\$133.68	\$0.00	\$0.00	\$133.68	\$0.00	\$0.00	\$133.68	11,835	187	1	187
L21 055-842	ODOMETER	\$0.66	12.24	\$1,448.73	\$0.00	\$37.95	\$1,486.68	\$0.00	\$0.00	\$1,486.68	17,268	2,268	3	756
L21 055-860	ODOMETER	\$0.01	0.22	\$0.00	\$0.00	\$11.42	\$11.42	\$0.00	\$0.00	\$11.42	17,864	997	1	997
L22 055-819	ODOMETER	\$0.52	2.38	\$0.00	\$0.00	\$0.00	\$0.00	\$345.27	\$0.00	\$345.27	9,339	665	1	665
L23 055-886	ODOMETER	\$0.74	0.28	\$0.00	\$0.00	\$14.76	\$14.76	\$0.00	\$0.00	\$14.76	2,278	20	1	20
L24 078-813	ODOMETER	\$0.01	0.02	\$0.88	\$0.00	\$0.00	\$0.88	\$0.00	\$0.00	\$0.88	200	195	1	195
L24 058-827	ODOMETER	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	200	195	1	195
Department 055-CENT MNT Avg:		\$0.26	1.10	\$91.20	\$0.00	\$2.79	\$93.98	\$15.01	\$0.00	\$109.00	2,732	200	1	134
Department 055-CENT MNT Totals:		\$6.04	25.26	\$2,097.51	\$0.00	\$64.13	\$2,161.64	\$345.27	\$0.00	\$2,506.91	62,833	4,602	26	3,090
Department: 058-INS SHOP - Nutrien LD														
088-864	ODOMETER	\$0.00	0.00	\$11,119.20	\$0.00	\$0.00	\$11,119.20	\$0.00	\$0.00	\$11,119.20	57,148	0	2	0
L088-871	ODOMETER	\$1,410.76	12.95	\$1,410.75	\$0.00	\$0.00	\$1,410.75	\$0.00	\$0.00	\$1,410.75	58,204	1	2	1
L088-841	ODOMETER	\$0.00	0.00	\$1,437.50	\$0.00	\$0.00	\$1,437.50	\$0.00	\$0.00	\$1,437.50	27,802	0	1	0
L16088-851	ODOMETER	\$0.00	0.00	\$6,850.34	\$0.00	\$0.00	\$6,850.34	\$0.00	\$0.00	\$6,850.34	9,801	0	2	0
L16088-847	ODOMETER	\$0.00	0.00	\$8,448.53	\$0.00	\$0.00	\$8,448.53	\$0.00	\$0.00	\$8,448.53	8,110	0	2	0
FUEL PUMP 5	DAYS	\$0.00	0.57	\$29.87	\$0.00	\$0.00	\$29.87	\$0.00	\$0.00	\$29.87	0	0	2	0
L20 088-897	HOUR METER	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$907.20	\$0.00	\$907.20	3,875	0	1	0
L18088-797	ODOMETER	\$173.67	8.86	\$694.70	\$0.00	\$0.00	\$694.70	\$0.00	\$0.00	\$694.70	26,512	4	2	2
L19088-863	ODOMETER	\$4.40	17.97	\$1,134.21	\$0.00	\$0.00	\$1,134.21	\$0.00	\$0.00	\$1,134.21	26,163	258	1	258
L20 088-811	ODOMETER	\$0.02	0.00	\$14.28	\$0.00	\$0.00	\$14.28	\$0.00	\$0.00	\$14.28	21,742	703	1	703
L20 088-818	ODOMETER	\$0.08	0.00	\$0.00	\$0.00	\$28.56	\$28.56	\$0.00	\$0.00	\$28.56	13,706	381	1	381
L22 088-838	ODOMETER	\$1.08	21.97	\$2,468.83	\$0.00	\$845.18	\$3,314.01	\$0.00	\$0.00	\$3,314.01	10,054	3,069	2	1,535
L22 088-860	ODOMETER	\$0.00	0.00	\$0.00	\$0.00	\$7,206.74	\$7,206.74	\$0.00	\$0.00	\$7,206.74	12,450	0	1	0
L23 088-870	ODOMETER	\$0.98	0.48	\$1,292.89	\$0.00	\$25.30	\$1,318.19	\$0.00	\$0.00	\$1,318.19	5,890	1,348	2	674
L23 086-218	ODOMETER	\$0.00	3.83	\$252.79	\$0.00	\$0.00	\$252.79	\$0.00	\$0.00	\$252.79	190	0	1	0
Department 088-MINE MNT Avg:		\$106.07	4.44	\$2,343.59	\$0.00	\$540.39	\$2,883.98	\$60.48	\$0.00	\$2,944.46	18,776	384	2	237
Department 088-MINE MNT Totals:		\$1,590.98	66.63	\$35,153.89	\$0.00	\$8,105.78	\$43,259.67	\$907.20	\$0.00	\$44,166.87	281,647	5,764	23	3,553
Department: 090-MILL I/E - Nutrien LD														
266-310	DAYS	\$0.00	5.72	\$2,493.90	\$0.00	\$0.00	\$2,493.90	\$0.00	\$0.00	\$2,493.90	0	0	1	0
366-315	DAYS	\$0.00	29.80	\$3,497.80	\$0.00	\$0.00	\$3,497.80	\$0.00	\$0.00	\$3,497.80	0	0	2	0
L20250-802	ODOMETER	\$0.00	143.58	\$13,810.24	\$0.00	\$0.00	\$13,810.24	\$0.00	\$0.00	\$13,810.24	47,346	0	1	0
L20 250-818	ODOMETER	\$0.00	8.59	\$923.18	\$0.00	\$0.00	\$923.18	\$0.00	\$0.00	\$923.18	36,970	0	2	0
L22 250-801	ODOMETER	\$0.00	13.48	\$2,119.05	\$58.85	\$0.00	\$2,177.90	\$0.00	\$0.00	\$2,177.90	40,806	0	1	0
L22 250-810	ODOMETER	\$0.81	23.06	\$2,111.45	\$0.00	\$0.00	\$2,111.45	\$1,436.44	\$0.00	\$3,547.89	29,924	4,401	2	2,201
L22 250-822	ODOMETER	\$0.25	2.37	\$492.32	\$0.00	\$0.00	\$492.32	\$0.00	\$0.00	\$492.32	26,538	1,972	3	657
L22 250-837	ODOMETER	\$6.15	25.36	\$945.07	\$0.00	\$1,743.12	\$2,688.19	\$241.35	\$0.00	\$2,929.54	25,425	476	4	119
Department 250-MINE Avg:		\$0.90	31.50	\$3,299.13	\$7.36	\$217.89	\$3,524.37	\$209.72	\$0.00	\$3,734.10	25,876	856	2	372
Department 250-MINE Totals:		\$7.21	251.96	\$26,393.01	\$58.85	\$1,743.12	\$28,194.98	\$1,677.79	\$0.00	\$29,872.77	207,009	6,849	16	2,977
Department: 331-MILL-CON - Nutrien LD														
L23 331-962	ODOMETER	\$0.44	0.03	\$1.76	\$0.00	\$0.00	\$1.76	\$0.00	\$0.00	\$1.76	5	4	1	4
Department 331-MILL-CON Avg:		\$0.44	0.03	\$1.76	\$0.00	\$0.00	\$1.76	\$0.00	\$0.00	\$1.76	5	4	1	4
Department 331-MILL-CON Totals:		\$0.44	0.03	\$1.76	\$0.00	\$0.00	\$1.76	\$0.00	\$0.00	\$1.76	5	4	1	4
Department: 500-LIQ SHIP - Nutrien LD														
Averages:		2319.74%	9.11	\$1,326.12	\$24.51	\$130.30	\$1,480.93	\$124.26	\$0.00	\$1,605.19	15,546	374	1	252
Grand Totals:		\$2,598.11	1020.07	\$148,525.14	\$2,744.58	\$14,593.99	\$165,863.71	\$13,917.08	\$0.00	\$179,780.79	1,741,183	41,936	152	28,187

Report Example Cont'd

Repair Order																									
Confidential																									
Start Date: 12/1/2023 End Date: 12/31/2023																									
Detail Report																									
Shop: PCSA - LO																									
Unit: L20 250-818 - 2020 Dodge Ram 3500 CC 4x4 Pickup																									
Repair Order	Invoice Number	Date Opened	Date Closed	Date Complete	Supplemental/ Govt Non-Target	Mileage	Line Type	Section Number	Pa	Component Description	Section Comments	Line Description	Total Parts Issued	Labor Hours	Parts Cost	Cost Per Part	Parts Markup 10%	Labor Cost	Service Cost	Service Markup 5%	Total Maint	Tax Costs	Fee	Total Cost	
00000037623	00000036177	09/05/2023	12/21/2023	12/21/2023	Non-Target	3697C	Labo	1		B Ph	BPM SERVICE AND CHECK ALL FLUID LEVELS, COOLANT LEAK AND WASH BE A TRANSMISSION LEAK	PCS53 - B Ph	0	1.03	\$0.00		\$0.00	54.47	0.00	\$0.00	\$54.47	0.00	0.00	\$54.47	
00000037623	00000036177	09/05/2023			Non-Target	3697C	Labo	1				B Ph	0	1.37	\$0.00		\$0.00	72.21	0.00	\$0.00	\$72.21	0.00	0.00	\$72.21	
00000037623	00000036177	09/05/2023			Non-Target	3697C	Labo	2			EXHAUST PIPE RESTING ON TRANSMISSION SUPPORT.	PCS53 - Exhaust System	0	2.20	\$0.00		\$0.00	115.96	0.00	\$0.00	\$115.96	0.00	0.00	\$115.96	
00000037623	00000036177	09/05/2023			Non-Target	3697C	Labo	3			LEAN CODES PRESENT ON BOTH BANKS. NEED TO INSPECT SPARK	PCS53 - Oil & Spark Plugs	0	1.73	\$0.00		\$0.00	91.36	0.00	\$0.00	\$91.36	0.00	0.00	\$91.36	
Unit Totals														8.99	\$435.72		\$43.57	\$452.69	\$0.00	\$0.00	\$931.89	\$0.00	\$0.00	\$931.89	
Unit: L20250-862 - 2020 Ram 2500 CC 4x4 Pickup																									
0000003785	00000036176	10/02/2023			Non-Target	4733F	Labo	1				B Ph	0	2.00	\$0.00		\$0.00	137.00	0.00	\$0.00	\$137.00	0.00	0.00	\$137.00	
0000003785	00000036176	10/02/2023			Non-Target	4733F	Pa	7		6845309F/A			0	0.00	\$172.00	\$172.00	\$17.21	0.00	\$0.00	\$0.00	\$189.27	0.00	0.00	\$189.27	
0000003785	00000036176	10/02/2023			Non-Target	4733F	Pa	7		6845309F/A			0	0.00	\$269.00	\$269.00	\$26.91	0.00	\$0.00	\$0.00	\$319.99	0.00	0.00	\$319.99	
0000003785	00000036176	10/02/2023			Non-Target	4733F	Pa	7		71056			2	0.00	\$72.20	\$36.10	\$7.22	0.00	\$0.00	\$0.00	\$79.42	0.00	0.00	\$79.42	
Unit Totals														143.58	\$579.91		\$57.99	\$757.95	\$0.00	\$0.00	\$1,925.85	\$0.00	\$0.00	\$1,925.85	
Unit: L23 071-883 - 2023 Landmaster L7X 4 Seater 4wd Gas Car																									
00000037987	00000036084	10/13/2023	12/11/2023	12/11/2023	Non-Target	11G	Labo	1		B Ph	B Ph	0	3.72	\$0.00		\$0.00	190.00	0.00	\$0.00	\$190.00	0.00	0.00	\$190.00		
00000037987	00000036084	10/13/2023			Non-Target	11G	Labo	1				B Ph	0	0.08	\$0.00		\$0.00	4.22	0.00	\$0.00	\$4.22	0.00	0.00	\$4.22	
00000037987	00000036084	10/13/2023			Non-Target	11G	Pa	1		5502407I	Adaptive, Engine Oil, 100cc		5	0.00	\$19.20	\$3.84	\$1.83	0.00	\$0.00	\$0.00	\$30.00	0.00	0.00	\$30.00	
Unit Totals														3.83	\$46.47		\$4.65	\$202.06	\$0.00	\$0.00	\$231.18	\$0.00	\$0.00	\$231.18	
Unit: L22 988-869 - 2022 Chevy 3500 WT Crew Cab 4WD																									
00000037925	00000036056	11/29/2023	12/04/2023	12/04/2023	Non-Target	1207I	Services	1		Fender Assembly - Body Fop	WENT TO EAJ FOR BODY DAMAGE WERE IT WAS IN A ACCIDENT. ALSO EAJ TOW TRUCK		0	0.00	\$0.00		\$0.00	0.00	6,883.56	\$343.18	\$7,363.56	0.00	0.00	\$7,113.56	
Unit Totals														0.00	\$0.00		\$0.00	\$6,883.56	\$343.18	\$7,363.56	\$0.00	\$0.00	\$7,113.56		
Unit: L18071-823 - 2018 J Deere XUV 622M																									
00000038095	00000036053	11/09/2023	12/04/2023	12/04/2023	Non-Target	5700	Services	1		Controlle	james river coming to check out gate		0	0.00	\$0.00		\$0.00	0.00	386.20	\$19.31	\$405.51	0.00	0.00	\$405.51	
Unit Totals														0.00	\$0.00		\$0.00	\$386.20	\$19.31	\$405.51	\$0.00	\$0.00	\$405.51		
Unit: L22 066-893 - 2022 Dodge Tradesman/SLT 4wd																									
00000038096	00000036057	12/04/2023	12/04/2023	12/04/2023	Non-Target	1006F	Labo	1		Tire - Pneuamt	BOTH REAR LEFT TIRES ARE FLAT	Tire - Pneumatic, CUT, REPLACED NEW	0	0.00	\$0.00		\$0.00	31.63	0.00	\$0.00	\$31.63	0.00	0.00	\$31.63	
00000038096	00000036057	12/04/2023			Non-Target	1006F	Pa	1		235/80R11		Tire - 235/80R11	2	0.00	\$447.10	\$223.55	\$44.71	0.00	\$0.00	\$0.00	\$491.81	0.00	0.00	\$491.81	
Unit Totals														0.00	\$447.10	\$223.55	\$44.71	\$31.63	\$0.00	\$0.00	\$523.44	\$0.00	\$0.00	\$523.44	
Unit: L53-812 - 2009 Crown Standup RCS540-40 Forklift																									
00000038108	00000036138	12/05/2023	12/18/2023	12/18/2023	Non-Target	5543	Services	1		Modules - Electrical, Multiple Use	FORKLIFT WILL NOT MOVE GRAGORY POOLE IS COMING TO LOK AT FORKLIFT	SERVICE - FOUND FUSES WOULD NOT STAY IN PLACE. REPLACED CIRCUIT BOARD AND BATTERY CONNECTORS	0	0.00	\$0.00		\$0.00	0.00	1,646.01	\$82.30	\$1,728.31	0.00	0.00	\$1,728.31	
Unit Totals														0.00	\$0.00		\$0.00	\$1,646.01	\$82.30	\$1,728.31	\$0.00	\$0.00	\$1,728.31		
Unit: L20 988-818 - 2020 Ram 2500 CC 4x4 Pickup																									
00000038109	00000036069	12/05/2023	12/06/2023	12/06/2023	Non-Target	13706	Pa	1		DUR 755	Glass	Cleaner - Glass	4	0.00	\$26.44	\$6.61	\$2.64	0.00	\$0.00	\$0.00	\$29.08	0.00	0.00	\$29.08	
Unit Totals														0.00	\$26.44	\$6.61	\$2.64	\$0.00	\$0.00	\$29.08	\$0.00	\$0.00	\$29.08		
Unit: L17155-850 - 2017 Kenworth T370 Flat Bed																									
00000038110	00000036146	12/06/2023	12/19/2023	12/11/2023	Non-Target	33245	Labo	1		Mud Flaps - Rear Wheel	INSTALL MUD BOTH REAR MUD FLAPS, TORN OFF, REAR PLUG FOR LIGHTS	PCS63 - Mud Flaps - Rear Wheel	0	0.02	\$0.00		\$0.00	0.88	0.00	\$0.00	\$0.88	0.00	0.00	\$0.88	
00000038110	00000036146	12/06/2023			Non-Target	33245	Labo	2				PCS63 - Lamps - Tail Stop Turn & License, Rear	0	4.43	\$0.00		\$0.00	233.68	0.00	\$0.00	\$233.68	0.00	0.00	\$233.68	
00000038110	00000036146	12/06/2023			Non-Target	33245	Pa	2		PS4-6162 100		Housing, Dual Headamp	1	0.00	\$1,398.02	\$1,398.02	\$139.80	0.00	\$0.00	\$0.00	\$1,535.62	0.00	0.00	\$1,535.62	
Unit Totals														16.35	\$1,461.67		\$146.17	\$861.64	\$0.00	\$0.00	\$6,210.41	\$0.00	\$0.00	\$6,210.41	
Unit: L18155-838 - 2018 Toyota 8FD45U Forklift																									
00000038136	00000036184	12/12/2023	12/27/2023	12/27/2023	Non-Target	3100	Pa	2		47010-36941 7	Front Brakes & Drums	PARKING BRAKES DONT HOLD AND PARKS ARE HERE AND READY TO BE	Linkage - Parking Brake	1	0.00	\$1,975.41	\$1,975.41	\$197.54	0.00	\$0.00	\$0.00	\$2,172.95	0.00	0.00	\$2,172.95
00000038136	00000036184	12/12/2023			Non-Target	3100	Pa	2		47020-36941 7		Link - Adjusting, Parking Brake Cable	1	0.00	\$1,970.54	\$1,970.54	\$197.05	0.00	\$0.00	\$0.00	\$2,167.59	0.00	0.00	\$2,167.59	
00000038136	00000036184	12/12/2023			Non-Target	3100	Pa	2		43451-U3666 7		Drum - Rear Brake	2	0.00	\$1,869.88	\$849.94	\$186.99	0.00	\$0.00	\$0.00	\$1,869.87	0.00	0.00	\$1,869.87	
Unit Totals														0.00	\$5,645.83	\$849.94	\$564.58	\$0.00	\$0.00	\$6,210.41	\$0.00	\$0.00	\$6,210.41		
Unit: L24 092-109 - 2024 Landmaster 4 Seater AMP 48V Electric Car																									
00000038144	00000036114	12/13/2023	12/13/2023	12/13/2023	Non-Target	20X	Labo	1		B Ph	B Ph	PCS145 - B Ph, PM PERFORMED	0	0.02	\$0.00		\$0.00	0.88	0.00	\$0.00	\$0.88	0.00	0.00	\$0.88	
00000038144	00000036114	12/13/2023			Non-Target	20X	Labo	1				PCS145 - B Ph	0	0.00	\$0.00		\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	0.00	\$0.00	
Unit Totals														0.02	\$0.00		\$0.00	\$0.88	\$0.00	\$0.00	\$0.88	\$0.00	\$0.00	\$0.88	
Unit: L24 071-820 - 2024 Landmaster 4 Seater AMP 48V Electric Car																									
Unit Totals														0.04	\$0.00		\$0.00	\$2.47	\$0.00	\$0.00	\$2.47	\$0.00	\$0.00	\$2.47	
Unit Totals														60	1,028.00	\$1,596.48	\$6,640.70	\$53,767.34	\$46,420.79	\$2,327.54	\$101,126.13	\$0.00	\$0.00	\$180,376.13	

Report Example Cont'd

 PMS Due																			
Group by: Shop				Sort By: Due % Descending				Shop: DFW				PM Filter %: 85				Non-numbered Units: No			
Unit	Unit Description	Shop	Department	Inservice	Last PM Date	Last Reading Date	Due Date	Current Meter	PM Last Done	Next Due Meter	Due Primary	PM Type	Due %	Interval	Utilization	Utilization Balance	Component	Description	PM Factor
Shop Dallas Fort Worth																			
146482	2024 Volvo VNR Tractor	SYGDFW	POWER	6/15/2023	10/19/2023	12/16/2023	12/10/2023	76,493	41,895	61,895	61,895		173%	20,000	34,598	-14,598	000-P0	A PM	ODOMETER
245872R	2018 Thermo King Reefer	SYGDFW	TRAILING	5/3/2017	10/11/2023		1/9/2024						110%	9K	9K	-	000-P0	Reefer Unit B PM	DAYS
247059	2019 Great Dane Reefer Trailer	SYGDFW	TRAILING	6/12/2018	10/11/2023		1/9/2024						110%	9K	9K	-	000-P0	A PM	DAYS
247059R	2019 Thermo King 600M Reefer	SYGDFW	TRAILING	6/12/2018	10/11/2023		1/9/2024						110%	9K	9K	-	000-P0	Reefer Unit B PM	DAYS
246021	2018 Great Dane Reefer Trailer	SYGDFW	TRAILING	6/12/2017	10/18/2023		1/16/2024						102%	9K	9K	-	000-P0	A PM	DAYS
137285	2018 Volvo VNL64T630 Tractor	SYGDFW	POWER	12/14/2017	10/24/2023		1/22/2024						96%	9K	8K	-	000-P0	A PM	DAYS
137923	2019 IHC RH613 Tractor	SYGDFW	POWER	7/10/2018	10/25/2023		1/23/2024						94%	9K	8K	-	000-P0	A PM	DAYS
146487	2024 Volvo VNR Tractor	SYGDFW	POWER	5/26/2023	12/8/2023	1/8/2024	1/20/2024	123,186	104,301	124,301	124,301		94%	20,000	18,885	1,115	000-P0	A PM	ODOMETER
228134	2012 Great Dane Reefer Trailer	SYGDFW	TRAILING	8/19/2011	10/25/2023		1/23/2024						94%	9K	8K	-	000-P0	A PM	DAYS
228134R	2012 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	10/25/2023		1/23/2024						94%	9K	8K	-	000-P0	Reefer Unit B PM	DAYS
229886	2013 Great Dane Reefer Trailer	SYGDFW	TRAILING	12/19/2022	10/26/2023		1/24/2024						93%	9K	8K	-	000-P0	A PM	DAYS
239688	2014 Great Dane Reefer Trailer	SYGDFW	TRAILING	2/21/2014	10/26/2023		1/24/2024						93%	9K	8K	-	000-P0	A PM	DAYS
239688R	2014 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	10/26/2023		1/24/2024						93%	9K	8K	-	000-P0	Reefer Unit B PM	DAYS
239703	2008 Great Dane Reefer Trailer	SYGDFW	TRAILING	9/21/2007	10/26/2023		1/24/2024						93%	9K	8K	-	000-P0	A PM	DAYS
239703R	2008 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	10/26/2023		1/24/2024						93%	9K	8K	-	000-P0	Reefer Unit B PM	DAYS
228132	2012 Great Dane Reefer Trailer	SYGDFW	TRAILING	8/19/2011	10/27/2023		1/25/2024						92%	9K	8K	-	000-P0	A PM	DAYS
228132R	2012 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	10/27/2023		1/25/2024						92%	9K	8K	-	000-P0	Reefer Unit B PM	DAYS
229886R	2013 Thermo King Reefer	SYGDFW	TRAILING	12/19/2022	10/27/2023		1/25/2024						92%	9K	8K	-	000-P0	Reefer Unit B PM	DAYS
246320	2018 Hyundai Reefer Trailer	SYGDFW	TRAILING	12/5/2017	10/27/2023		1/25/2024						92%	9K	8K	-	000-P0	A PM	DAYS
246320R	2018 Thermo King 600M Reefer	SYGDFW	TRAILING	12/5/2017	10/27/2023		1/25/2024						92%	9K	8K	-	000-P0	Reefer Unit B PM	DAYS
134913	2016 Volvo VNM Tractor	SYGDFW	POWER	8/19/2015	10/28/2023		1/26/2024						91%	9K	8K	-	000-P0	A PM	DAYS
141693	2020 IHC RH613 Day Cab Tractor	SYGDFW	POWER	11/19/2019	8/9/2023		2/5/2024						90%	18K	16K	1K	000-P1	B PM	DAYS
228134R	2012 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	2/22/2023		2/22/2024						90%	36K	33K	3K	000-P1	C PM	DAYS
146577	2024 Volvo VNR Tractor	SYGDFW	POWER	10/30/2023	10/30/2023		1/28/2024						89%	9K	8K	1K	000-P0	A PM	DAYS
146579	2024 Volvo VNR Tractor	SYGDFW	POWER	10/30/2023	10/30/2023		1/28/2024						89%	9K	8K	1K	000-P0	A PM	DAYS
242442	2015 Great Dane Reefer Trailer	SYGDFW	TRAILING	7/13/2015	10/30/2023		1/28/2024						89%	9K	8K	1K	000-P0	A PM	DAYS
242442R	2015 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	10/30/2023		1/28/2024						89%	9K	8K	1K	000-P0	Reefer Unit B PM	DAYS
246358	2019 Hyundai Reefer Trailer	SYGDFW	TRAILING	2/20/2018	10/31/2023		1/29/2024						88%	9K	7K	1K	000-P0	A PM	DAYS
246358R	2019 Thermo King 600M Reefer	SYGDFW	TRAILING	2/20/2018	3/3/2023		3/2/2024						88%	36K	32K	4K	000-P1	C PM	DAYS
246358R	2019 Thermo King 600M Reefer	SYGDFW	TRAILING	2/20/2018	10/31/2023		1/29/2024						88%	9K	7K	1K	000-P0	Reefer Unit B PM	DAYS
239692	2014 Great Dane Reefer Trailer	SYGDFW	TRAILING	2/13/2014	11/1/2023		1/30/2024						87%	9K	7K	1K	000-P0	A PM	DAYS
243023	2015 Hyundai Reefer Trailer	SYGDFW	TRAILING	1/20/2015	11/1/2023		1/30/2024						87%	9K	7K	1K	000-P0	A PM	DAYS
243023R	2015 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	11/1/2023		1/30/2024						87%	9K	7K	1K	000-P0	Reefer Unit B PM	DAYS
134187	2015 Volvo VNM64T Tractor	SYGDFW	POWER	1/15/2015	10/5/2022		4/5/2024						86%	54K	47K	7K	000-30	300 Hour Inspector	DAYS
134353	2016 Volvo VNM Tractor	SYGDFW	POWER	4/16/2015	11/2/2023		1/31/2024						86%	9K	7K	1K	000-P0	A PM	DAYS
137923	2019 IHC RH613 Tractor	SYGDFW	POWER	7/10/2018	10/12/2022		4/4/2024						86%	54K	46K	7K	000-BA	18 Mo Battery Change	DAYS
146482	2024 Volvo VNR Tractor	SYGDFW	POWER	6/15/2023	10/19/2023	12/16/2023	2/1/2024	76,493	41,895	81,895	81,895		86%	40,000	34,598	5,402	000-P1	B PM	ODOMETER
229885	2013 Great Dane Reefer Trailer	SYGDFW	TRAILING	12/30/2022	11/2/2023		1/31/2024						86%	9K	7K	1K	000-P0	A PM	DAYS
239692R	2014 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	11/2/2023		1/31/2024						86%	9K	7K	1K	000-P0	Reefer Unit B PM	DAYS
243023R	2015 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	3/9/2023		3/8/2024						86%	36K	31K	5K	000-P1	C PM	DAYS
245208R	2017 Thermo King Reefer	SYGDFW	TRAILING	1/28/2017	3/11/2023		3/10/2024						86%	36K	31K	5K	000-P1	C PM	DAYS
245873R	2018 Thermo King Reefer	SYGDFW	TRAILING	5/3/2017	3/11/2023		3/10/2024						86%	36K	31K	5K	000-P1	C PM	DAYS
246021R	2018 Thermo King Reefer	SYGDFW	TRAILING	6/12/2017	3/11/2023		3/10/2024						86%	36K	31K	5K	000-P1	C PM	DAYS
247062R	2019 Thermo King 600M Reefer	SYGDFW	TRAILING	6/19/2018	3/11/2023		3/10/2024						86%	36K	31K	5K	000-P1	C PM	DAYS
134353	2016 Volvo VNM Tractor	SYGDFW	POWER	4/16/2015	10/7/2022		4/7/2024						85%	54K	46K	8K	000-30	300 Hour Inspector	DAYS

Total Number of Distinct Units: 39

4.1.9 Repair Priority

During our Transition period, VFM will meet with City representatives to review and assess the schedule and priority of repairs and preventive maintenance that is currently in place.

- VFM will provide preventive maintenance and unscheduled repairs to all target vehicles and equipment using the City’s established repair priority schedule. The schedule will be subject to approval and modification by the City.
- VFM can/will recommend a daily and weekly repair priority system for the city.
- VFM’s daily and weekly repair schedule will be in accordance with the demands and directions of the City.
- The City reserves the right to change repair priorities. The City reserves the right to change repair priorities in quest of responding to emergency events.

Through our extensive experience in managing large contracts with several fleet stakeholders, we propose the following Repair Priority Logic (example) which VFM will present to the City for approval:

Priority Schedule

Equipment	First Line (emergency response)	Second Line (emergency response)	Backup/Pool
Fire Police/Generators	1-A	2-A	3-A
Heavy Duty, Turf Equipment	1-B	2-B	3-B
Medium Duty, Passenger	1-C	2-C	3-C
Small Equipment, Trailers	2-D	3-D	4
Priority 1 (Time < 3 hours): <ul style="list-style-type: none"> • Evaluate vehicle and initiate work within 1 hour • Order parts that are deemed necessary within 30 minutes of the evaluation, if parts are immediately unavailable • Upon receiving the part(s), the work completed within 1 hour 		Priority 3 (Time < 24 hours): <ul style="list-style-type: none"> • Evaluate vehicle and initiate work within 4 hours • Order parts that are deemed necessary within 2 hours of the evaluation • Upon receiving the part(s), the work completed within 8 hours 	
Priority 2 (Time < 12 hours): <ul style="list-style-type: none"> • Evaluate vehicle and initiate work within 2 hours • Order parts that are deemed necessary within 1 hour of the evaluation • Upon receiving the part(s), the work completed within 4 hours 		Priority 4 (Time < 48 hours): <ul style="list-style-type: none"> • Evaluate vehicle and initiate work within 8 hours • Order parts that are deemed necessary within 4 hours of the evaluation • Upon receiving the part(s), the work completed within 12 hours 	
Sub-priority: A = highest priority to D = lowest priority *Clock starts when the vehicle repair order is called in and acknowledged by Vendor			

4.1.10 VFM will equip the Shop(s) with full diagnostic capability:

- All diagnostic hardware is real-time connected to internet and will receive live updates
- TEXA Diesel diagnostic provides Dealer and OEM level diagnostic ability
- Cummins In-site software reducing troubleshooting time and exact diagnostics
- **ONLY 3rd Party Vendor Servicing the municipal market to have a Ford Pro Account with an IDS Program**
- Light Duty Vehicle Diagnostics



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

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

VFM will equip the shop with full diagnostic capability:

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

4.1.11 Diesel Diagnostics

VFM is bringing in new OEM level diagnostic hardware and software through our Partnership with Diesel Laptops:

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

A full suite of training is available to technicians free of charge, as well as day camps that can be purchased separately of that offering up to 16 hours of in person training in the capability and productivity of the units.

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

• Diesel Explorer

Diesel Explorer is Diesel Laptops' very own comprehensive heavy-duty and medium-duty diagnostic software! This software will read all DTCs and faults from all standard vehicle modules including body controller, engine controller, transmission controller, and more. You're also able to view live data, trip information, and HD-OBD readiness information. Diesel Explorer even has built-in HTML reporting so you're able to do a quick check on the vehicle's health.



- **Diesel Parts**

Cross References, exploded diagrams, parts measurements, VIN lookups, component searches and more all in one easy to use place! Once you find the perfect part, you can even buy it too! All from one interface

- **Diesel Repair:**

The most comprehensive repair information interface on the market, find fault codes, remove and replace documentation, wiring diagrams, torque specifications and so much more all at your fingertips!

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



Tab 5. Firm Stability

Financial Reports for 2023 and 2022

Vector Fleet Management, LLC
(A Limited Liability Company)

Financial Report
December 31, 2023

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Statements of income	4
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RSM US LLP

Independent Auditor's Report

Board of Directors
Vector Fleet Management, LLC
(A Limited Liability Company)

Opinion

We have audited the financial statements of Vector Fleet Management, LLC (the Company), which comprise the balance sheets as of December 31, 2023 and 2022, the related statements of income, changes in members' equity and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as of December 31, 2023 and 2022, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Company and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Company's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Company's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

RSM US LLP

Charlotte, North Carolina
March 6, 2024

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**Vector Fleet Management, LLC
(A Limited Liability Company)**

**Balance Sheets
December 31, 2023 and 2022**

	2023	2022
Assets		
Current assets:		
Cash	\$ 300	\$ 300
Accounts receivable	18,257,003	13,534,287
Inventories, net	5,813,917	4,824,280
Prepaid expenses	1,164,447	1,070,910
Total current assets	25,235,667	19,429,777
Property and equipment, net	2,874,493	2,870,118
Right-of-use assets under operating leases, net	3,504,298	3,552,000
Other assets:		
Goodwill	1,418,950	1,418,950
Deposits	60,427	60,427
	1,479,377	1,479,377
	\$ 33,093,835	\$ 27,331,272
Liabilities and Members' Equity		
Current liabilities:		
Line of credit	\$ 4,127,830	\$ -
Current portion of notes payable	618,596	523,849
Trade accounts payable	5,274,855	4,225,769
Accrued expenses	3,192,435	1,920,754
Current portion of operating lease obligations	740,987	823,545
Total current liabilities	13,954,703	7,493,917
Long-term liabilities:		
Line of credit	-	5,476,394
Long-term incentive plan accrual	3,421,726	687,926
Notes payable, net of current portion	1,069,432	716,339
Operating lease obligations, net of current portion	2,931,841	2,898,564
Total long-term liabilities	7,422,999	9,779,223
Commitments and contingencies		
Members' equity	11,716,133	10,058,132
	\$ 33,093,835	\$ 27,331,272

See notes to financial statements.

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**Vector Fleet Management, LLC
(A Limited Liability Company)**

**Statements of Income
Years Ended December 31, 2023 and 2022**

	2023	2022
Net revenue	\$ 92,060,345	\$ 69,331,704
Cost of services	79,638,882	62,846,343
Gross profit	12,421,463	6,485,361
Selling, general and administrative expenses	9,357,521	5,778,263
Income from operations	3,063,942	707,098
Nonoperating expenses:		
Interest expense	(458,669)	(191,863)
Other income, net	2,728	68,821
	(455,941)	(123,042)
Net income	\$ 2,608,001	\$ 584,056

See notes to financial statements.

**Vector Fleet Management, LLC
(A Limited Liability Company)**

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**Statements of Changes in Members' Equity
Years Ended December 31, 2023 and 2022**

Balance, December 31, 2021	\$ 9,874,076
Distributions to members	(400,000)
Net income	<u>584,056</u>
Balance, December 31, 2022	10,058,132
Distributions to members	(950,000)
Net income	<u>2,608,001</u>
Balance, December 31, 2023	<u>\$ 11,716,133</u>

See notes to financial statements.

Vector Fleet Management, LLC
(A Limited Liability Company)

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Statements of Cash Flows
Years Ended December 31, 2023 and 2022

	2023	2022
Cash flows from operating activities:		
Net income	\$ 2,608,001	\$ 584,056
Adjustments to reconcile net income to net cash provided by (used in) operating activities:		
Depreciation	1,395,526	1,360,968
Loss (gain) on sale of property and equipment	64,748	(2,399)
Noncash long-term incentive plan expense	2,733,800	379,361
Changes in operating assets and liabilities:		
Accounts receivable	(4,722,716)	(1,518,892)
Inventories	(989,637)	(1,855,667)
Prepaid expenses	(93,537)	(333,083)
Deposits	-	56,700
Accounts payable	1,049,086	209,823
Accrued expenses	1,270,102	209,218
Net cash provided by (used in) operating activities	3,315,373	(909,915)
Cash flows from investing activities:		
Purchase of property and equipment	(244,300)	(1,077,008)
Proceeds from sale of property and equipment	41,376	6,750
Net cash used in investing activities	(202,924)	(1,070,258)
Cash flows from financing activities:		
Payments on notes payable	(813,885)	(589,154)
Net (payments) borrowings on line of credit	(1,348,564)	2,989,327
Distributions to members	(950,000)	(400,000)
Net cash (used in) provided by financing activities	(3,112,449)	1,980,173
Net change in cash	-	-
Cash:		
Beginning of year	300	300
End of year	\$ 300	\$ 300
Supplemental disclosure of cash flow information:		
Cash paid for interest	\$ 448,252	\$ 179,375
Supplemental schedule of noncash investing and financing activities:		
Property and equipment acquired through notes payable	\$ 1,261,725	\$ 181,894

See notes to financial statements.

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**Vector Fleet Management, LLC
(A Limited Liability Company)**

Notes to Financial Statements

Note 1. Nature of Business and Significant Accounting Policies

Nature of business: Vector Fleet Management, LLC (the Company) provides customized contract fleet management and maintenance solutions for diverse fleets throughout the United States.

A summary of the Company's significant accounting policies follows:

Limited liability company assets and liabilities: In accordance with the generally accepted method of presenting limited liability company financial statements, the financial statements do not include the assets and liabilities of the members, including their obligation for income taxes on their distributive shares of the net income of the limited liability company, nor any provision for income tax expense.

Use of estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual amounts could differ from those estimates.

Cash: The Company maintains cash deposits with financial institutions that at times may exceed federally insured limits.

Allowance for credit losses and doubtful accounts: The Company adopted Accounting Standards Codification (ASC) 326, Financial Instruments--Credit Losses, as of January 1, 2023, with the cumulative-effect transition method with the required prospective approach. The measurement of expected credit losses under the current expected credit loss (CECL) methodology is applicable to financial assets measured at amortized cost, which include trade receivables, contract assets and non-current receivables. An allowance for credit losses under the CECL methodology is determined using the loss-rate approach and measured on a collective (pool) basis when similar risk characteristics exist. Where financial instruments do not share risk characteristics, they are evaluated on an individual basis. The CECL allowance is based on relevant available information, from internal and external sources, relating to past events, current conditions and reasonable and supportable forecasts. The allowance for credit losses as of December 31, 2023, and change in the allowance for credit losses during the year ended December 31, 2023, was not material to the financial statements.

Prior to adoption of ASC 326, the allowance for doubtful accounts as of December 31, 2022, was not material to the financial statements.

Inventories: Inventories consist primarily of lubricants, filters and vehicle parts. Inventories are valued at the lower of weighted average cost or net realizable value. The Company has provided an obsolescence reserve for inventories based on historical information and estimated future usage of inventories. The Company had an obsolescence reserve for inventories of \$377,765 and \$305,754 as of December 31, 2023 and 2022, respectively.

Property and equipment: Property and equipment are stated at cost, less accumulated depreciation and amortization. Leasehold improvements are amortized over the shorter of the estimated useful life of the improvements or the lease term. Depreciation is calculated using the straight-line method over the following estimated useful lives:

Equipment	3-7 years
Furniture and fixtures	7 years
Vehicles	5-7 years

**Vector Fleet Management, LLC
(A Limited Liability Company)**

Notes to Financial Statements

Note 1. Nature of Business and Significant Accounting Policies (Continued)

Goodwill: Goodwill is the excess of the cost of an acquired entity over the amounts assigned to the assets acquired and liabilities assumed. Goodwill is not amortized but is tested for impairment at least annually, or when an event occurs, or circumstances change that would indicate the fair value of the reporting unit may be below the carrying amount. No impairment was recorded during 2023 or 2022.

Revenue recognition: Revenue is primarily derived from providing customized contract fleet management and maintenance solutions for diverse fleets throughout the United States.

The Company assesses the contract term as the period in which the parties to the contract have presently enforceable rights and obligations. The contract term can differ from the stated term in certain contracts that include certain termination rights. Payment is due from customers upon receipt of the monthly billing.

The Company performs various fleet repair and maintenance and fleet management services for customers over the life of the contract that are interrelated and represent one combined performance obligation, which is to provide comprehensive fleet maintenance services over the contract term. The Company recognizes revenue over time as the customer simultaneously receives and consumes the benefit of those services.

Fixed consideration is recognized ratably over the contract term and variable consideration is recognized monthly in an amount that reflects the actual services rendered during that period.

The Company has elected as a practical expedient the accounting policy under which it excludes from the transaction price taxes it collects from its customers that were assessed by a government authority on (or contemporaneous with) the entity's revenue-generating transactions with its customers. The Company therefore reports sales revenue net of use tax.

The Company generally provides limited-assurance type warranties for services performed. The warranty does not provide the customer with a service or benefit that would extend beyond the term of the contract. The Company does not consider these warranties to be separate performance obligations.

Sales commissions paid to employees are considered direct costs to obtain the contract. These costs are capitalized and amortized on a straight-line basis over the expected period of benefit, which takes into account the expected life of the contract. Sales commissions are classified as prepaid expenses on the balance sheet and had values approximating \$330,000 and \$229,000 at December 31, 2023 and 2022, respectively.

Accounts receivable are governed by the contract terms and are recorded based on contracted prices when the Company obtains an unconditional right to payment under the terms of its contracts.

Contract assets represent revenue recognized in excess of amounts billed or available to be billed and are classified as accounts receivable on the balance sheet. The Company had approximately \$181,000 and \$877,000 in contract assets at December 31, 2023 and 2022, respectively.

Income taxes: For purposes of federal and state income taxes, the Company is taxed as a partnership with income or loss passed through to the members. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements.

Management evaluated the Company's tax positions and concluded that the Company had taken no uncertain tax positions that require adjustment to the financial statements related to accounting for uncertainty in income taxes.

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Vector Fleet Management, LLC
(A Limited Liability Company)

Notes to Financial Statements

Note 1. Nature of Business and Significant Accounting Policies (Continued)

Leases: The Company determines if an arrangement is a lease at inception and categorizes leases with contractual terms longer than 12 months as either operating or finance. All the Company's leases are operating leases. The right-of-use (ROU) assets represent the Company's right to use an underlying asset for the lease term, and lease liabilities represent an obligation to make lease payments arising from the lease. ROU assets and lease liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. The Company uses a risk-free borrowing rate aligned with the lease term in determining the present value of lease payments. The ROU asset also consists of any prepaid lease payments and lease incentives received. The lease terms used to calculate the ROU asset and related lease liability include options to extend or terminate the lease when it is reasonably certain that the Company will exercise that option. Lease expense for operating leases is recognized on a straight-line basis over the lease term as an operating expense.

Subsequent events: The Company has evaluated subsequent events (events occurring after December 31, 2023 through March 6, 2024, the date on which the financial statements were available to be issued.

Note 2. Property and Equipment

Property and equipment consists of the following as of December 31, 2023 and 2022:

	2023	2022
Equipment	\$ 2,764,607	\$ 2,703,028
Furniture and fixtures	99,179	95,619
Vehicles	8,479,578	7,952,458
Leasehold improvements	557,304	1,095,286
Deposits on equipment	121,173	414,560
	<u>12,021,841</u>	<u>12,260,951</u>
Less accumulated depreciation and amortization	<u>(9,147,348)</u>	<u>(9,390,833)</u>
	<u>\$ 2,874,493</u>	<u>\$ 2,870,118</u>

Note 3. Debt

The Company has a line of credit agreement with a bank for maximum borrowings of \$10,000,000, subject to a borrowing base equal to 80% of eligible receivables. As of December 31, 2023, the availability on the line of credit was \$5,872,170. The line of credit agreement will mature on June 22, 2024. Interest on outstanding advances is due and payable monthly at the monthly SOFR plus 175 bps rate (effective rate of 7.08% at December 31, 2023). The line of credit is secured by substantially all of the Company's assets. The Company had an outstanding balance of \$4,127,830 and \$5,476,394 as of December 31, 2023 and 2022, respectively. In addition, the agreement contains financial covenants including a minimum total liabilities to tangible net worth and a fixed coverage ratio. The line of credit is set to expire within the next year. In order to maintain sufficient liquidity, the Company is currently expected to refinance the line of credit in advance of maturity. Based on the Company's historical refinancing experiences with lenders, the Company expects refinancing to be completed in advance of the maturity of the existing agreement.

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**Vector Fleet Management, LLC
(A Limited Liability Company)**

Notes to Financial Statements

Note 3. Debt (Continued)

The Company has notes payable with the following balances as of December 31, 2023 and 2022:

	2023	2022
Notes payable with monthly payments of \$20,868 for principal and interest with effective interest rates from 3.88% to 5.38%. Maturity dates range from January 2024 to October 2024.	\$ 123,413	\$ 340,691
Notes payable with monthly payments of \$15,046 for principal and interest with effective interest rates from 2.25% to 2.46%. Maturity dates range from April 2025 to November 2025.	293,362	465,231
Notes payable with monthly payments of \$6,379 for principal and interest with effective interest rates from 1.97% to 2.21%. Maturity dates range from July 2025 to July 2026.	118,836	257,592
Notes payable with monthly payments of \$3,301 for principal and interest with effective interest rates from 3.01% to 4.23%. Maturity dates range from January 2027 to April 2027.	202,278	153,772
Notes payable with monthly payments of \$21,482 for principal and interest with effective interest rates from 5.36% to 7.25%. Maturity dates range from November 2027 to December 2028.	950,139	-
Notes payable with monthly payments of \$7,597 for principal and interest with effective interest rates from 5.37% to 5.57%. Paid off in June 2023.	-	22,902
	<u>\$ 1,688,028</u>	<u>\$ 1,240,188</u>

The vehicles financed under these notes are collateral under the notes and had a net carrying value of approximately \$1,528,000 and \$1,192,000 at December 31, 2023 and 2022, respectively.

Principal payments on notes payable in future years are as follows:

Years ending December 31:	
2024	\$ 618,596
2025	431,336
2026	273,651
2027	251,386
2028	113,059
	<u>\$ 1,688,028</u>

Note 4. Lease Obligations and Commitments

The Company leases office facilities and vehicle storage lots under operating lease agreements that have initial terms ranging from two to seven years. Some leases include one or more options to renew, generally at the Company's sole discretion, with renewal terms that can extend the lease term up to five years. In addition, certain leases contain termination options, where the rights to terminate are held by either the Company, the lessor or both parties. These options to extend or terminate a lease are included in the lease terms when it is reasonably certain that the Company will exercise that option. The Company's operating leases do not contain any material restrictive covenants or residual value guarantees.

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**Vector Fleet Management, LLC
(A Limited Liability Company)**

Notes to Financial Statements

Note 4. Lease Obligations and Commitments (Continued)

The components of operating lease expense are as follows for the years ended December 31, 2023 and 2022:

	2023	2022
Operating lease cost	\$ 887,777	\$ 926,459
Variable lease cost	11,065	50,950
Short-term lease cost	14,554	15,983
Total lease cost	<u>\$ 913,396</u>	<u>\$ 993,392</u>

Supplemental cash flow information related to leases is as follows for the years ended December 31, 2023 and 2022:

	2023	2022
Cash paid for amounts included in measurement of lease liabilities:		
Operating cash outflows—payments on operating leases	\$ 889,356	\$ 893,015
Right-of-use assets obtained in exchange for new lease obligations:		
Operating leases	\$ -	\$ -

Supplemental balance sheet information related to leases is as follows for the years ended December 31, 2023 and 2022:

	2023	2022
Weighted-average remaining lease term:		
Operating leases	5.0 years	5.7 years
Weighted-average discount rate:		
Operating leases	2.4%	1.5%

Future undiscounted cash flows for each of the next five years and thereafter and a reconciliation to the lease liabilities recognized on the balance sheet are as follows as of December 31, 2023:

Years ending December 31:		
2024		\$ 815,578
2025		817,366
2026		659,103
2027		672,192
2028		635,674
Thereafter		<u>271,257</u>
Total lease payments		3,871,172
Less imputed interest		<u>(198,344)</u>
Total present value of lease liabilities		<u>\$ 3,672,828</u>

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**Vector Fleet Management, LLC
(A Limited Liability Company)**

Notes to Financial Statements

Note 5. Employee Benefits

The Company maintains a defined contribution retirement plan for substantially all employees. Under this plan, eligible employees can defer a portion of their compensation pursuant to Section 401(k) of the Internal Revenue Code. Participants may contribute a portion of their annual compensation, up to the Internal Revenue Service limits, subject to certain discrimination tests prescribed by the Internal Revenue Code. The Company matches employee contributions at 50% of the first 5% of the participant's compensation that a participant contributes to the plan. The Company's contributions to the plan were \$392,718 and \$220,467 for the years ended December 31, 2023 and 2022, respectively.

The Company maintains a liability-based equity appreciation plan as a long-term incentive compensation plan for certain key employees. The plan grants equity appreciation rights to the participants at the discretion of the Board of Directors. The rights vest ratably over a four-year period and are settled in cash. Valuation of the rights is based on the valuation method described in the plan document, which, in the absence of a liquidation event (as defined in the plan document), generally are multiples of the Company's EBITDA less a baseline company value for that right. The Company is authorized to grant rights that comprise up to 15% of the total outstanding equity of the Company. In the absence of a liquidation event, payments will be made in three annual installments beginning in the first fiscal year following the fiscal year in which a participant has a qualifying separation of service from the Company and will be based on the valuation of the Company in each of the respective fiscal years prior to the years that the installments will be made. Upon a liquidation event, amounts payable shall generally be equal to the transaction value minus a baseline value.

The Company has granted rights to certain key employees that consisted of 11 2/3% of the Company's total outstanding equity at December 31, 2023 and 2022. An accrual was made for the plan for \$3,421,726 and \$687,926 at December 31, 2023 and 2022, respectively, as calculated under the valuation methodology described above. The change in the accrual during 2023 and 2022, was \$2,733,800 and \$379,361, respectively, which is included in selling, general and administrative expenses in the accompanying statements of income.

Note 6. Major Customers

One major customer accounted for approximately \$25,187,000 and \$21,916,000 in revenues for the years ended December 31, 2023 and 2022, respectively. This same customer also had approximately \$7,387,000 and \$5,426,000 in accounts receivable at December 31, 2023 and 2022, respectively.

Vector Fleet Management, LLC
(A Limited Liability Company)

Financial Report
December 31, 2022

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RSM US LLP

Independent Auditor's Report

Board of Directors
Vector Fleet Management, LLC
(A Limited Liability Company)

Opinion

We have audited the financial statements of Vector Fleet Management, LLC (the Company), which comprise the balance sheets as of December 31, 2022 and 2021, the related statements of income, changes in members' equity and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as of December 31, 2022 and 2021, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Company and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Company's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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RSM US LLP is the U.S. member firm of RSM (the network) (a global network of independent member firms affiliated with the RSM network of member firms, each of which is a separate legal entity). RSM US LLP is a member firm of the RSM network.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Company's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

RSM US LLP

Charlotte, North Carolina
March 17, 2023

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Vector Fleet Management, LLC
(A Limited Liability Company)

Balance Sheets
December 31, 2022 and 2021

	2022	2021
Assets		
Current assets:		
Cash	\$ 300	\$ 300
Accounts receivable	13,534,287	12,015,395
Inventories, net	4,824,280	2,968,613
Prepaid expenses	1,070,910	737,827
Total current assets	<u>19,429,777</u>	<u>15,722,135</u>
Property and equipment, net	<u>2,870,118</u>	2,976,535
Right-of-use assets under operating leases, net	<u>3,552,000</u>	-
Other assets:		
Goodwill	1,418,950	1,418,950
Deposits	60,427	117,127
	<u>1,479,377</u>	<u>1,536,077</u>
	<u>\$ 27,331,272</u>	<u>\$ 20,234,747</u>
Liabilities and Members' Equity		
Current liabilities:		
Line of credit	\$ -	\$ 2,507,067
Current portion of notes payable	523,849	563,887
Trade accounts payable	4,225,769	4,015,946
Accrued expenses	1,920,754	1,814,187
Current portion of operating lease obligations	823,545	-
Total current liabilities	<u>7,493,917</u>	<u>8,901,087</u>
Long-term liabilities:		
Line of credit	5,476,394	-
Long-term incentive plan accrual	687,926	308,565
Deferred rent	-	67,458
Notes payable, net of current portion	716,339	1,083,561
Operating lease obligations, net of current portion	2,898,564	-
Total long-term liabilities	<u>9,779,223</u>	<u>1,459,584</u>
Commitments and contingencies		
Members' equity	<u>10,058,132</u>	<u>9,874,076</u>
	<u>\$ 27,331,272</u>	<u>\$ 20,234,747</u>

See notes to financial statements.

Vector Fleet Management, LLC
(A Limited Liability Company)

Statements of Income
Years Ended December 31, 2022 and 2021

	2022	2021
Net revenue	\$ 69,331,704	\$ 60,881,166
Cost of services	62,846,343	55,289,671
Gross profit	6,485,361	5,591,495
Selling, general and administrative expenses	5,778,263	3,485,553
Income from operations	707,098	2,105,942
Nonoperating expenses:		
Interest expense	(191,863)	(118,234)
Other income (expense), net	68,821	(66,013)
	(123,042)	(184,247)
Net income	\$ 584,056	\$ 1,921,695

See notes to financial statements.

Vector Fleet Management, LLC
(A Limited Liability Company)

Statements of Changes in Members' Equity
Years Ended December 31, 2022 and 2021

Balance, December 31, 2020	\$ 8,752,381
Distributions to members	(800,000)
Net income	<u>1,921,695</u>
Balance, December 31, 2021	9,874,076
Distributions to members	(400,000)
Net income	<u>584,056</u>
Balance, December 31, 2022	<u><u>\$ 10,058,132</u></u>

See notes to financial statements.

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Vector Fleet Management, LLC
(A Limited Liability Company)

Statements of Cash Flows
Years Ended December 31, 2022 and 2021

	2022	2021
Cash flows from operating activities:		
Net income	\$ 584,056	\$ 1,921,695
Adjustments to reconcile net income to net cash used in operating activities:		
Depreciation	1,360,968	1,250,435
(Gain) loss on sale of property and equipment	(2,399)	603
Noncash long-term incentive plan expense (benefit)	379,361	(1,704,942)
Changes in operating assets and liabilities:		
Accounts receivable	(1,518,892)	(1,611,442)
Inventories	(1,855,667)	(809,248)
Prepaid expenses	(333,083)	44,021
Deposits	56,700	-
Accounts payable	209,823	777,298
Accrued expenses and deferred rent	209,218	(1,240,726)
Net cash used in operating activities	(909,915)	(1,372,306)
Cash flows from investing activities:		
Purchase of property and equipment	(1,077,008)	(965,562)
Proceeds from sale of property and equipment	6,750	388,405
Net cash used in investing activities	(1,070,258)	(577,157)
Cash flows from financing activities:		
Payments on notes payable	(589,154)	(645,570)
Net borrowings on line of credit	2,969,327	2,507,067
Distributions to members	(400,000)	(800,000)
Net cash provided by financing activities	1,980,173	1,061,497
Net change in cash	-	(887,966)
Cash:		
Beginning of year	300	888,266
End of year	\$ 300	\$ 300
Supplemental disclosure of cash flow information:		
Cash paid for interest	\$ 179,375	\$ 111,794
Supplemental schedule of noncash investing and financing activities:		
Property and equipment acquired through notes payable	\$ 181,894	\$ 323,726

See notes to financial statements.

**Vector Fleet Management, LLC
(A Limited Liability Company)**

Notes to Financial Statements

Note 1. Nature of Business and Significant Accounting Policies

Nature of business: Vector Fleet Management, LLC (the Company) provides customized contract fleet management and maintenance solutions for diverse fleets throughout the United States.

A summary of the Company’s significant accounting policies follows:

Limited liability company assets and liabilities: In accordance with the generally accepted method of presenting limited liability company financial statements, the financial statements do not include the assets and liabilities of the members, including their obligation for income taxes on their distributive shares of the net income of the limited liability company, nor any provision for income tax expense.

Use of estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual amounts could differ from those estimates.

Cash: The Company maintains cash deposits with financial institutions that at times may exceed federally insured limits.

Accounts receivable: The Company extends credit to its customers. By their nature, accounts receivable involve risk, including the credit risk of nonperformance by the customer. The Company maintains allowances which management believes are adequate to absorb estimated losses to be incurred in realizing the recorded amounts of its accounts receivable. These allowances are determined by management through a review of the aging of the accounts receivable and historical collection experience. In addition, specific reserves are established for specific customer accounts as collection problems occur. Receivables are considered past due based on contractual and invoice terms. Accounts deemed uncollectible are charged against the reserve. There was no allowance for doubtful accounts at December 31, 2022 and 2021.

Inventories: Inventories consist primarily of lubricants, filters and vehicle parts. Inventories are valued at the lower of weighted average cost or net realizable value. The Company has provided an obsolescence reserve for inventories based on historical information and estimated future usage of inventories. The Company had an obsolescence reserve for inventories of \$305,754 and \$189,512 as of December 31, 2022 and 2021, respectively.

Property and equipment: Property and equipment are stated at cost, less accumulated depreciation and amortization. Leasehold improvements are amortized over the shorter of the estimated useful life of the improvements or the lease term. Depreciation is calculated using the straight-line method over the following estimated useful lives:

Equipment	3-7 years
Furniture and fixtures	7 years
Vehicles	5-7 years

Goodwill: Goodwill is the excess of the cost of an acquired entity over the amounts assigned to the assets acquired and liabilities assumed. Goodwill is not amortized but is tested for impairment at least annually, or when an event occurs, or circumstances change that would indicate the fair value of the reporting unit may be below the carrying amount. No impairment was recorded during 2022 or 2021.

Vector Fleet Management, LLC
(A Limited Liability Company)

Notes to Financial Statements

Note 1. Nature of Business and Significant Accounting Policies (Continued)

Revenue recognition: Revenue is primarily derived from providing customized contract fleet management and maintenance solutions for diverse fleets throughout the United States.

The Company assesses the contract term as the period in which the parties to the contract have presently enforceable rights and obligations. The contract term can differ from the stated term in certain contracts that include certain termination rights. Payment is due from customers upon receipt of the monthly billing.

The Company performs various fleet repair and maintenance and fleet management services for customers over the life of the contract that are interrelated and represent one combined performance obligation, which is to provide comprehensive fleet maintenance services over the contract term. The Company recognizes revenue over time as the customer simultaneously receives and consumes the benefit of those services.

Fixed consideration is recognized ratably over the contract term and variable consideration is recognized monthly in an amount that reflects the actual services rendered during that period.

The Company has elected as a practical expedient the accounting policy under which it excludes from the transaction price taxes it collects from its customers that were assessed by a government authority on (or contemporaneous with) the entity's revenue-generating transactions with its customers. The Company therefore reports sales revenue net of use tax.

The Company generally provides limited-assurance type warranties for services performed. The warranty does not provide the customer with a service or benefit that would extend beyond the term of the contract. The Company does not consider these warranties to be separate performance obligations.

Sales commissions paid to employees are considered direct costs to obtain the contract. These costs are capitalized and amortized on a straight-line basis over the expected period of benefit, which takes into account the expected life of the contract. Sales commissions are classified as prepaid expenses on the balance sheet and had values approximating \$229,000 and \$85,000 at December 31, 2022 and 2021, respectively.

Accounts receivable are governed by the contract terms and are recorded based on contracted prices when the Company obtains an unconditional right to payment under the terms of its contracts.

Contract assets represent revenue recognized in excess of amounts billed or available to be billed and are classified as accounts receivable on the balance sheet. The Company had approximately \$877,000 and \$420,000 in contract assets at December 31, 2022 and 2021, respectively.

Income taxes: For purposes of federal and state income taxes, the Company is taxed as a partnership with income or loss passed through to the members. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements.

Management evaluated the Company's tax positions and concluded that the Company had taken no uncertain tax positions that require adjustment to the financial statements related to accounting for uncertainty in income taxes.

Vector Fleet Management, LLC
(A Limited Liability Company)

Notes to Financial Statements

Note 1. Nature of Business and Significant Accounting Policies (Continued)

Leases: The Company determines if an arrangement is a lease at inception and categorizes leases with contractual terms longer than 12 months as either operating or finance. All the Company's leases are operating leases. The right-of-use ("ROU") assets represent the Company's right to use an underlying asset for the lease term, and lease liabilities represent an obligation to make lease payments arising from the lease. ROU assets and lease liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. The Company uses a risk-free borrowing rate aligned with the lease term in determining the present value of lease payments. The ROU asset also consists of any prepaid lease payments and lease incentives received. The lease terms used to calculate the ROU asset and related lease liability include options to extend or terminate the lease when it is reasonably certain that the Company will exercise that option. Lease expense for operating leases is recognized on a straight-line basis over the lease term as an operating expense.

Recent accounting pronouncements: In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) Topic 842, Leases, to increase transparency and comparability among organizations related to their leasing arrangements. The update requires lessees to recognize most leases on their balance sheets as a right-of-use (ROU) asset representing the right to use an underlying asset and a lease liability representing the obligation to make lease payments over the lease term, measured on a discounted basis. Topic 842 also requires additional disclosure of key quantitative and qualitative information for leasing arrangements. Similar to the previous lease guidance, the update retains a distinction between finance leases (similar to capital leases in Topic 840, Leases) and operating leases, with classification affecting the pattern of expense recognition in the income statement. The Company adopted Topic 842 on January 1, 2022, using the modified retrospective approach, which eliminates the requirement to restate the prior-period financial statements. Under this transition provision, the Company has applied Topic 842 to reporting periods beginning on January 1, 2022, while prior periods continue to be reported and disclosed in accordance with the Company's historical accounting treatment under ASC Topic 840, Leases.

The Company elected the "package of practical expedients" under the transition guidance within Topic 842, in which the Company does not reassess: (1) the historical lease classification, (2) whether any existing contracts at transition are or contain leases, or (3) the initial direct costs for any existing leases. The Company has not elected to adopt the "hindsight" practical expedient, and therefore will measure the ROU asset and lease liability using the remaining portion of the lease term upon adoption of ASC 842 on January 1, 2022.

The Company made an accounting policy election available under Topic 842 not to recognize ROU assets and lease liabilities for leases with a term of 12 months or less. For all other leases, ROU assets and lease liabilities are measured based on the present value of future lease payments over the lease term at the commencement date of the lease (or January 1, 2022, for existing leases upon the adoption of Topic 842). The ROU assets also include any initial direct costs incurred and lease payments made at or before the commencement date and are reduced by any lease incentives. To determine the present value of lease payments, the Company made an accounting policy election available to non-public companies to utilize a risk-free borrowing rate, which is aligned with the lease term at the lease commencement date (or remaining term for leases existing upon the adoption of Topic 842).

As a result of the cumulative impact of adopting ASC 842, the Company recorded ROU assets of approximately \$4,418,000, net of approximately \$137,000 of deferred rent and lease liabilities of approximately \$4,555,000, as of January 1, 2022.

**Vector Fleet Management, LLC
(A Limited Liability Company)**

Notes to Financial Statements

Note 1. Nature of Business and Significant Accounting Policies (Continued)

Subsequent events: The Company has evaluated subsequent events (events occurring after December 31, 2022) through March 17, 2023, the date on which the financial statements were available to be issued.

Note 2. Property and Equipment

Property and equipment consists of the following as of December 31, 2022 and 2021:

	2022	2021
Equipment	\$ 2,703,028	\$ 2,555,802
Furniture and fixtures	95,619	93,466
Vehicles	7,952,458	7,522,016
Leasehold improvements	1,095,286	1,090,577
Deposits on equipment	414,560	29,329
	<u>12,260,951</u>	<u>11,291,190</u>
Less accumulated depreciation and amortization	<u>(9,390,833)</u>	<u>(8,314,655)</u>
	<u>\$ 2,870,118</u>	<u>\$ 2,976,535</u>

Note 3. Debt

In December 2022, the Company entered into a line of credit agreement with a bank for maximum borrowings of \$6,000,000, subject to a borrowing base equal to 85% of eligible receivables. As of December 31, 2022, the availability on the line of credit was \$523,606. The line of credit agreement will mature on December 22, 2024. Interest on outstanding advances is due and payable monthly at the monthly SOFR plus 175 bps rate (effective rate of 6.05% at December 31, 2022). The line of credit is secured by substantially all of the Company's assets. The Company had an outstanding balance of \$5,476,394 and \$2,507,067 as of December 31, 2022 and 2021, respectively. In addition, the agreement contains financial covenants including a minimum total liabilities to tangible net worth and a fixed coverage ratio.

Vector Fleet Management, LLC
(A Limited Liability Company)

Notes to Financial Statements

Note 3. Debt (Continued)

The Company has notes payable with the following balances as of December 31, 2022 and 2021:

	2022	2021
Notes payable with monthly payments of \$3,013 for principal and interest with an effective interest rate of 4.92%. Paid off in November 2022.	\$ -	\$ 32,478
Notes payable with monthly payments of \$7,597 for principal and interest with effective interest rates from 5.37% to 5.57%. Maturity dates range from November 2021 to July 2023.	22,902	91,097
Notes payable with monthly payments of \$20,868 for principal and interest with effective interest rates from 3.88% to 5.38%. Maturity dates range from January 2024 to October 2024.	340,691	564,109
Notes payable with monthly payments of \$15,046 for principal and interest with effective interest rates from 2.25% to 2.46%. Maturity dates range from April 2025 to November 2025.	465,231	633,224
Notes payable with monthly payments of \$6,379 for principal and interest with effective interest rates from 1.97% to 2.21%. Maturity dates range from July 2025 to July 2026.	257,592	326,540
Notes payable with monthly payments of \$3,301 for principal and interest with effective interest rates from 3.01% to 4.23%. Maturity dates range from January 2027 to April 2027.	153,772	-
	<u>\$ 1,240,188</u>	<u>\$ 1,647,448</u>

The vehicles financed under these notes are collateral under the notes and had a net carrying value of approximately \$1,192,000 and \$1,799,000 at December 31, 2022 and 2021, respectively.

Principal payments on notes payable in future years are as follows:

Years ending December 31:	
2023	\$ 523,849
2024	427,549
2025	227,289
2026	51,483
2027	10,018
	<u>\$ 1,240,188</u>

Note 4. Lease Obligations and Commitments

The Company leases office facilities and vehicle storage lots under operating lease agreements that have initial terms ranging from 2 to 7 years. Some leases include one or more options to renew, generally at the Company's sole discretion, with renewal terms that can extend the lease term up to 5 years. In addition, certain leases contain termination options, where the rights to terminate are held by either the Company, the lessor or both parties. These options to extend or terminate a lease are included in the lease terms when it is reasonably certain that the Company will exercise that option. The Company's operating leases do not contain any material restrictive covenants or residual value guarantees.

**Vector Fleet Management, LLC
(A Limited Liability Company)**

Notes to Financial Statements

Note 4. Lease Obligations and Commitments (Continued)

The components of operating lease expense are as follows for the year ended December 31, 2022:

Operating lease cost	\$ 926,459
Variable lease cost	50,950
Short-term lease cost	15,983
Total lease cost	<u>\$ 993,392</u>

Rent expense was \$890,208 for leases for the year ended December 31, 2021.

Supplemental cash flow information related to leases is as follows for the year ended December 31, 2022:

Cash paid for amounts included in measurement of lease liabilities:	
Operating cash outflows—payments on operating leases	\$ 893,015

Supplemental balance sheet information related to leases is as follows for the year ended December 31, 2022:

Weighted-average remaining lease term:	
Operating leases	5.7 years
Weighted-average discount rate:	
Operating leases	1.5%

Future undiscounted cash flows for each of the next five years and thereafter and a reconciliation to the lease liabilities recognized on the balance sheet are as follows as of December 31, 2022:

Years ending December 31:	
2023	\$ 872,975
2024	684,535
2025	496,395
2026	509,103
2027	522,192
Thereafter	806,932
Total lease payments	<u>3,892,132</u>
Less imputed interest	<u>(170,023)</u>
Total present value of lease liabilities	<u>\$ 3,722,109</u>

**Vector Fleet Management, LLC
(A Limited Liability Company)**

Notes to Financial Statements

Note 5. Employee Benefits

The Company maintains a defined contribution retirement plan for substantially all employees. Under this plan, eligible employees can defer a portion of their compensation pursuant to Section 401(k) of the Internal Revenue Code. Participants may contribute a portion of their annual compensation, up to the Internal Revenue Service limits, subject to certain discrimination tests prescribed by the Internal Revenue Code. The Company matches employee contributions at 50% of the first 5% of the participant's compensation that a participant contributes to the plan. The Company's contributions to the plan were \$220,467 and \$286,691 for the years ended December 31, 2022 and 2021, respectively.

The Company maintains a liability-based equity appreciation plan as a long-term incentive compensation plan for certain key employees. The plan grants equity appreciation rights to the participants at the discretion of the Board of Directors. The rights vest ratably over a four-year period and are settled in cash. Valuation of the rights is based on the valuation method described in the plan document, which generally is a defined multiple of the Company's EBITDA. The Company is authorized to grant rights that comprise up to 15% of the total outstanding equity of the Company. Payments will be made in three annual installments beginning in the first fiscal year following the fiscal year in which a participant has a qualifying separation of service from the Company and will be based on the valuation of the Company in each of the respective fiscal years prior to the years that the installments will be made.


The Company has granted rights to certain key employees that consisted of 11 2/3% of the Company's total outstanding equity at December 31, 2022 and 2021. An accrual was made for the plan for \$687,926 and \$308,565 at December 31, 2022 and 2021, respectively, as calculated under the valuation methodology described above. The change in the accrual during 2022 and 2021, was \$379,361 and \$(1,704,942), respectively, which is included in selling, general and administrative expenses in the accompanying statements of income.

Note 6. Major Customers

Net revenue to customers comprising more than 10% of total net revenue for the years ended December 31, 2022 and 2021, and the related accounts receivable balances at those dates, are as follows:

	Net Revenue		Accounts Receivable	
	2022	2021	2022	2021
Customer A	\$ 21,916,232	\$ 22,683,875	\$ 5,425,729	\$ 6,488,275
Customer B	*	6,155,401	*	532,776
	<u>\$ 21,916,232</u>	<u>\$ 28,839,276</u>	<u>\$ 5,425,729</u>	<u>\$ 7,021,051</u>

* This customer did not exceed the threshold to be considered a major customer as of the date indicated.

TRUIST 

Commercial Banking
Mailcode: 500-93-33-10
214 N. Tryon St. FL 33
Charlotte, NC 28202

March 15, 2023

Vector Fleet Management LLC
9300 Harris Corners Pkwy Ste 350
Charlotte, NC 28269

To whom it may concern,
Please note that Truist ("Bank") maintains a deposit relationship with Vector Fleet Management LLC (the "Company") that is in good standing. Such deposits have exceeded \$900,000.00 for greater than the last 12-month period.
The Bank also maintains a utilized line of credit with the Company that is in excess of \$6,500,000.00, which is also in good standing.

Thank you,

Jeffrey Pacetti

Jeff Pacetti
Senior Vice President
Charlotte - Commercial Banker
214 North Tryon, 33rd Floor, Charlotte, NC 28202
(o) 980-465-5118 (c) 704-942-4146
Jeff.pacetti@truist.com

CONFIDENTIAL

Insurance and Bonding

Client#: 1873361

70VECTORFE

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/25/2024

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

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

PRODUCER McGriff Insurance Services LLC 4777 Sharon Rd., 4th Floor Charlotte, NC 28210 704 954-3000		CONTACT NAME: NC Certificate Team PHONE (A/C, No, Ext): 704 954-3000 FAX (A/C, No): 888-751-3197 E-MAIL ADDRESS: NCCertificateTeam@McGriff.com															
INSURED		INSURER(S) AFFORDING COVERAGE															
Vector Fleet Management, LLC 9300 Harris Corners Parkway Suite 350 Charlotte, NC 28269-3790		<table border="1"> <thead> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Travelers Indemnity Co of America</td> <td>25666</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Co of Amer</td> <td>25674</td> </tr> <tr> <td>INSURER C: Travelers Casualty & Surety Company</td> <td>19038</td> </tr> <tr> <td>INSURER D: Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER E: Illinois Union Insurance Company</td> <td>27960</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER	NAIC #	INSURER A: Travelers Indemnity Co of America	25666	INSURER B: Travelers Property Casualty Co of Amer	25674	INSURER C: Travelers Casualty & Surety Company	19038	INSURER D: Charter Oak Fire Insurance Company	25615	INSURER E: Illinois Union Insurance Company	27960	INSURER F:	
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INSURER E: Illinois Union Insurance Company	27960																
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER:

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.

INR LTR	TYPE OF INSURANCE	ADDL INR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	X	Y6308K459064TIA2	05/31/2023	05/31/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	8108R036672224G	05/31/2023	05/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$25,000			CUP9R7771712214	05/31/2023	05/31/2024	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	UB8K3357132214G	05/31/2023	05/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E	Pollution Liab	X	X	G47407230001	05/31/2023	05/31/2024	1,000,000 per Incident
D	Cyber Liability			107527249	10/15/2022	10/15/2023	2,000,000 Aggregate

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

CERTIFICATE HOLDER

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

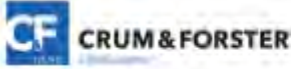
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 ACORD 25 (2016/03) 1 of 2 The ACORD name and logo are registered marks of ACORD
 #S32210775/M32210223

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DESCRIPTIONS (Continued from Page 1)

XXXXX is an additional insured on the General Liability and Auto Liability if required by written/executed contract before a loss on a primary and non-contributory basis. Thirty (30) day notice of cancellation, except for 10 days non-payment of premium, applies on the General Liability and Auto Liability policies if required by contract.



**United States Fire Insurance Company, Inc.
305 Madison Avenue
Morristown, NJ 07962**

February 21, 2024

RE: Vector Fleet Management LLC – Prequalification

This is to advise you that United States Fire Insurance Company, Inc. has provided suretyship on behalf of Vector Fleet Management LLC. United States Fire Insurance Company, Inc. is licensed in all fifty states, A (excellent) XIII rated by A.M. Best, and U.S. Department of Treasury listed.

United States Fire Insurance Company, Inc. currently provides a \$15,000,000.00 single project limit with \$30,000,000.00 aggregate limit and \$12.50 is Vector's current bond rate. It is the intent of United States Fire Insurance Company, Inc. to provide the required performance bond in the amount of one third of the full amount of the proposal, subject to acceptable contract terms by the parties, acceptable bond forms by us, as Surety, and consent of Vector Fleet Management LLC. It is understood that any arrangement for a performance and/or payment bond is a matter between Vector Fleet Management LLC and United States Fire Insurance Company, Inc., as Surety, and will be subject to United States Fire Insurance Company, Inc.'s standard underwriting conditions at the time of any performance and/or payment bond request. We value our relationship with Vector Fleet Management LLC and have the utmost confidence in their ability.

If you have any questions or need any further assistance, please feel free to contact our office at (865-588-8101) and ask for the individual listed below. Thank you.

United States Fire Insurance Company, Inc.

Tina Foster, Attorney-in-Fact



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

83064

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

Autumn Schneider, Jeremy C. Rose, Amanda Loveday, Tina Foster, Danielle D. Johnson

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

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

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

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

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

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

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

UNITED STATES FIRE INSURANCE COMPANY



Anthony R. Slimowicz

Anthony R. Slimowicz, President

State of New Jersey }
County of Morris }

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

SONIA SCALA
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES 3/26/2014
No. 2163686

Sonia Scala
Sonia Scala (Notary Public)

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 21st day of February 20 24

UNITED STATES FIRE INSURANCE COMPANY



Daniel Sussman
Daniel Sussman, Senior Vice President

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Disclosure of Litigation

Vector Fleet Management, LLC has no professional related legal claims, litigation, arbitration or claims. Nor do we have any litigation, arbitration or claims involving City of Port Saint Lucie or St. Lucy County.

Vector Fleet does not have performance related legal claims, litigation, demands, contract termination due to non-performance, lawsuits filed, threatened, pending and settlements involved in the past 5 years.



SCHEDULE A

COST PROPOSAL FORM

eRFP #20240063

FLEET VEHICLE AND EQUIPMENT MAINTENANCE AND MANAGEMENT SERVICES

The total amount to be paid by the City to the Contractor is on a per unit fixed price basis identified below in Schedule A and made a part of this contract.

	12/1/2024- 11/30/2025	12/1/2025- 11/30/2026	12/1/2026- 11/30/2027	GRAND TOTAL
FIXED CONTRACT ANNUAL AMOUNT	\$	\$	\$	
OVERHEAD EXPENSES ANNUAL AMOUNT	\$	\$	\$	
ADMINISTRATIVE EXPENSES ANNUAL AMOUNT	\$	\$	\$	
MANAGEMENT EXPENSES ANNUAL AMOUNT	\$	\$	\$	
ANNUAL AMOUNT TOTALS	\$	\$	\$	\$
HOURLY NON- CONTRACT LABOR RATE FOR REPAIRS	\$	\$	\$	

See Attachment B for Current Inventory.

Tab 6. Cost Proposal and Proposal Bond

6.1 Costing Methodology

The following Proposal Forms includes VFM's proposed Firm Fixed Costs that includes:

- Personnel Costs
- Parts/supplied/outside services
- Overhead expenses
- Administrative and Management Costs

All Labor Costs shall include:

- Wages
- Salaries for technicians, administrative and supervisory personnel directly assigned to this project, including overtime.
- Training incentives for technicians
- **Taxes**
 - FICA
 - State payroll and unemployment taxes
 - Federal unemployment taxes
- **Benefits**
 - Employee medical and dental plans
 - Life insurance
 - Worker's compensation insurance
 - Vacation
 - Paid holidays
 - Sick leave
 - 401k match

6.1.1 Overhead Expenses

These costs include miscellaneous direct expenses that are incurred in the normal day-to-day operation of the maintenance facility and in the administration of the contract. Expenses included, but not limited to:

- Safety/environmental supplies
- Training certifications
- Insurance
- Bonding
- Postage and office supplies
- Employee drug testing and background checks
- Employee recruitment
- Janitorial Services

6.1.2 Administrative Expenses

This cost reflects our corporate overhead expenses for general services such as payroll, accounts payable and receivable, human resources, employee benefits administration, IT support and other corporate services that serve to support this project and our on-site staff.

6.1.3 Management Expenses

The Management Fee is our fee for managing this project. We have included in our Fixed Cost all of the Fixed Contract Services identified in the RFP.

6.2 Non-Contract Labor Rate for Repair

6.2.1 Parts and Supplies for Non-Contract Work

Non-Contract Work

Certain work requirements will arise during the contract that is dependent on the actions or decisions of individuals other than us. 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-Contract Work.

VFM will perform Non-Contract Services both on a vendor and in-house basis, as requested. We will seek signed authorization from the appointed representative for all Non-Contract Work exceeding \$1,000.00 prior to execution of the repair. We will invoice these costs monthly as they are incurred (as tasks are completed).

Cost incurred for unit repairs necessitate as a result of user abuse, misuse, vandalism, Acts of God, accident damage, and units, vehicle and equipment that have exceeded its life expectancy will be charged to the City.

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.

Capital Expenditures: Capital expenditures reflect the purchase of existing major shop tools and equipment. When approved, in writing, we will purchase specified items of capital equipment for exclusive use on this contract. We will invoice for these purchases on a monthly invoice according to a pre-agreed amortization schedule, until ownership passes to city.

Glass Replacement: This will be a Non-Contract Expense, as this work is typically a result of accidents, vandalism, or abuse.

Other Non-Contract Work

The following are examples of items that will be invoiced directly at the Non-Contract Labor Rate as work outside of our firm, fixed price:

- **Fleet Assessment:** Within six (6) months after the starting date of the Contract, the Contractor for shall perform a PM on every vehicle in the fleet and correct any deficient vehicles.
- **Equipment Additions:** Costs incurred by VFM to repair, replace or maintain any vehicles or equipment that were not included in the solicitation fleet list.
- **Used Vehicle Additions:** Costs incurred for all initial applicable inspections and/or any repairs required to bring 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.
- **Life Cycle:** Vehicles and equipment out of life cycle

Fleet Life Cycle Guidelines

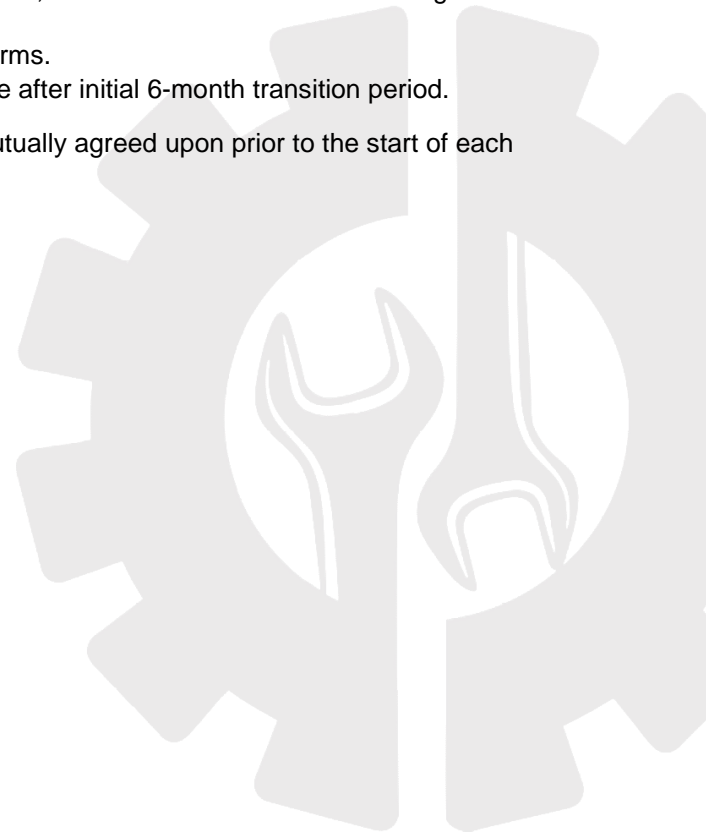
Fleet Life Cycle Guidelines					
Vehicle Type	Whoever occurs first		Vehicle Type	Whoever occurs first	
	Age Years	Mileage/ Hours (h)		Age Years	Mileage/ Hours (h)
Light Vehicles			Heavy Vehicles		
Sedans, Station Wagons	7	100,000	Heavy Trucks (Class 7-8)	10	120,000
Pickup Truck	7	100,000	Semi-Tractor	12	220,000
Passenger Vans	7	100,000	Dump Truck Tandem	10	120,000
Cargo Vans	7	100,000	Special Heavy Vehicles		
Sports Utility	7	100,000	Street Sweeper	7	12,000h
Other Light Trucks - Gas (Class 3-6)	7	100,000	Road Grader	8	7,500h
Other Light Trucks - Diesel (Class 3-6)	7	120,000	Bulldozer*	12	15,000h
Law Enforcement Vehicles			Compactor*	4	5,000h
Patrol/ Pursuit Cars/SUV (Take-Home)	5	100,000	Backhoe/ Front-end Loader*	7	7,500h
Patrol/ Pursuit Cars/SUV (Hot Seat)	5	100,000	Trencher	7	
Unmarked/ Admin Sedans	5	130,000	Roller	7	5,000h
Patrol 4WD	5	130,000	Paver	8	5,000h
Motorcycle	4	60,000	Motorgrader	7	
Fire/ Emergency Vehicles			Excavator	10	12,000h
Fire Pumper/Quint/ARFF	10	10,000 hours	Refuse Truck - Front/Rear Loader	7	
Fire Aerial Ladder Truck	12	12,000 hours	Refuse Truck - Automated Loader	6	
Rescue	8	8,000 hours	Crane/ Dragline	12	
Crash Truck	6	6,000 hours	Sewer Jet-Vac	9	8,000h
Ambulance	6	100,000 miles	Miscellaneous		
Medium Vehicles			Trailers, Heavy (multi-axle)	12	
Dump Truck single axle	8	120,000	Trailers, Utility (single axle)	8	
Bucket Truck	8	100,000	Trailers, Refuse Transfer	8	
Forklift	10		Trailers, Arrow & Sign Board	4	
Tractor Mower	8		Compressor, Tow-behind	10	5,000h
Other Medium Trucks - Gas (Class 5-6)	8	120,000	Generator, Tow-behind & Stationary	10	7,500h
Other Medium Trucks - Diesel (Class 5-6)	8	120,000	Other Construction Equip - Towed	8	
			Zero-Turn & Light Duty Mowers & Other Commercial Grade Equip. ATV/UTVs, Golf Carts	4	
Small Equipment/Hand Tools			Large Mower Decks: Side Arm, Bush Hog, Batwing	4	
Spreaders, saws, rakes, chainsaw, weedcutters, edgers, augers, grinders, blowers, steam cleaners, etc.			Buses		
			Transit Medium-Full Size	7	125,000 Miles
			Small/Cut-away	6	120,000 Miles
Chipper, Stripper, Compressor, pump,	8		Heavy Transit	12	500,000 Miles
* Based on model year date of January 1st*			* If equipment is used in a Landfill, expected life is reduced by approximately 30%		

6.3 Port St. Lucie, FL Pricing and Proposal Assumptions:

Our pricing is based upon our understanding of the RFP documents, including the listed assumptions listed below. These assumptions may have varying interpretation; therefore, they are also points of negotiation if required. Therefore, our proposal is based on the understanding that:

1. Utilities, such as electricity, water, sewer, gas, and local telephone will be provided by City at no cost.
2. It is our understanding the city operation is exempt from State and local taxes. Any taxes associated with this contract will be passed through as they occur.
3. Final terms and conditions of resulting contract will be negotiated to the mutual acceptance of both parties. Any changes in the agreement will be captured by written contract amendment.
4. Asset lifecycle for the definition of Fixed Annual Cost is defined within VFM proposal. Units exceeding these lifecycles will have major component replacement invoiced to city as non-contract work. Detail of major components included within VFM proposal.
5. City Fleet Shop facilities, with respect to maintenance and repair, will remain the responsibility of the city, unless caused by Vector Fleet Management negligence.
6. The city will fuel vehicles and equipment.
7. All units not included in the City Target Fleet list will be considered non-contract work for the purposes of repair and maintenance cost, which will be invoiced to City at agreed upon Time & Material rate structure.
8. VFM will procure and furnish all parts, materials, supplies, and fluids (excluding fuels or consumables) required for the operation and maintenance of all City vehicles and equipment. The City will coordinate all impending asset retirements, providing sufficient time for VFM to dispose of any parts in inventory, which are unique to the asset. Upon completion or termination of the contract, the entire active and non-obsolete inventory, shall be purchased from VFM, at cost.
9. VFM will maintain daily staffing levels at 85% or higher, based on RFP minimum staffing level requirements.
10. VFM accepts ACH or check payment on net 30-day terms.
11. Liquidated Damages (Section 1.2.10) will be applicable after initial 6-month transition period.

Pricing for the fourth and subsequent contract years will be mutually agreed upon prior to the start of each contract year.



THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

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

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

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

305 Madison Avenue, Morristown, NJ 07960

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

as Surety, hereinafter called the Surety, are held and firmly bound unto City of Port Saint Lucie

121 SW Port St. Lucie Blvd., Port St. Lucie, FL 34984

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

Dollars (\$ 5%),

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

WHEREAS, the Principal has submitted a bid for Fleet Vehicle and Equipment Maintenance and Management Services
Event Number: 20240063

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the 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 23rd day of August, 2024

Alice Moran
(Witness)

Vector Fleet Management

(Principal)

(Seal)

By: [Signature]

Executive Vice President

(Title)

Tina Foster
(Witness)

United States Fire Insurance Company

(Surety)

(Seal)

By: Jeff Peters

Attorney-in-Fact Jeff Peters

(Title)

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

83064

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

Autumn Schneider, Jeremy C. Rose, Tina Foster, Danielle D. Johnson, Maria NegronCastro, Jeff Peters

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties: **Unlimited**

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

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

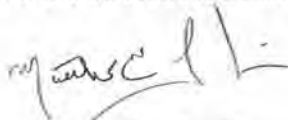
Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

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

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

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 20th day of May, 2024.

UNITED STATES FIRE INSURANCE COMPANY

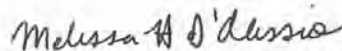


Matthew E. Lubin, President



State of New Jersey }
County of Morris }

On this 20th day of May, 2024, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.




Melissa H. D'Alessio (Notary Public)

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 23rd day of August 2024

UNITED STATES FIRE INSURANCE COMPANY



Michael C. Fay, Senior Vice President



Tab 7. Proposers Location

Not Applicable



Tab 8. Required Forms

- Contractor's General Information Worksheet
- Cone of Silence Form
- Contractor Code of Ethics
- E-Verify Form
- Non-Collusion Affidavit
- Drug Free Workplace Form



CONTRACTOR'S GENERAL INFORMATION WORKSHEET

RFP #20240063

FLEET VEHICLE / EQUIPMENT MAINTENANCE AND MANAGEMENT SERVICES

1. COMPANY NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX NO.: _____

CONTACT PERSON : _____ E-MAIL : _____

2. ORGANIZATIONAL PROFILE: (complete all appropriate information)

Is the firm incorporated? Yes () No () If yes, in what state? _____

President

Vice President

Treasurer

3. Number of years your firm has been in this type of business? _____ How long at present location: _____

4. Will your company be using subcontractors for any part of this Contract? Yes () No () If yes, please list: telephone numbers, and contact information. Include all license that allows them to perform the work.

5. Is this firm claiming Local Preference under City ordinance 35.14? Yes () No ()

6. Does firm have a drug-free workplace program: Yes () No ()

7. **ADDENDUM ACKNOWLEDGMENT** - Proposer acknowledges that the following addenda have been received and are included in its proposal/bid:

Addendum Number	Date Issued
1	08/16/2024

8. Will Proposer accept the Purchasing Card (Visa). Yes () No ()
9. **INSURANCE CERTIFICATES LICENSE** - Proposers are required, to submit a copy of their Insurance Certificate for the type and dollar amount of insurance they currently maintain. Proposers are required to submit all licenses and certifications required to perform this project.
10. **COMPLETION OF FORM** - An authorized representative of the firm offering this Bid must complete this form in its entirety. Prices submitted shall not be subject to withdrawal or escalation by Proposer. The City reserves the right to hold proposals and proposal guarantees for a period not to exceed one hundred eighty (180) calendar days after the date of the proposal opening stated in the Request for Proposal before awarding the Contract. Contract award constitutes the date that City Council executes the motion to award the proposal.
11. **CONTRACT** - Proposer agrees to comply with all requirements stated in the specifications for this proposal.
12. Has the Proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership?
Yes () No ()
13. Does your company have a safety program and provide all needed safety equipment? Yes () No ()

[Remainder of page blank]



**OFFICE OF MANAGEMENT
AND BUDGET**

Solicitation Addendum Form

Solicitation Number: RFP 20240063	Solicitation Title: Fleet Vehicle and Equipment Maintenance and Management Services
Issuing Officer: Nathaniel Rubel, Assistant Procurement Director	Solicitation Initially Posted to Internet: See DemandStar
e-mail Address: nrubel@cityofpsl.com	Telephone: o:772-344-4230 c: 772-203-7733
Addendum Number: 1	Date: 08/16/2024

Questions and Answers

1. In following the steps to bid this opportunity, we are missing two of the forms: Certification Regarding Debarment and Certification Regarding Lobbying. Please provide these forms.

Response: Please disregard these instructions, the Certification Regarding Debarment and Certification Regarding Lobbying forms are not required.

2. Regarding Current Equipment, Tools and Vehicles Provided for Contractor Use (Page 3 of 34): Is there any equipment or tools that are provided by the current Contractor?

Response: Heavy shop equipment (e.g. lifts, tire machine, hydraulic hose machine, air compressor, and oil system) will be provided. Individual tools sets for technicians will not be provided.

3. In Section 1.2.6, Facilities (Page 5 of 34): Who is responsible for providing diagnostic equipment to include the related subscriptions?

Response: The City will pay for diagnostic equipment subscriptions.

4. In Section 1.2.7, Assets (Page 5 of 34): Who owns the current parts inventory, the City or the current Contractor?

Response: The Contractor owns the current parts inventory.

5. In Section 1.2.8, Fleet Management and Information Systems, Software (Page 6 of 34): What specific City systems does the Contractor's fleet system have to interface with?

Response: The Contractor should be prepared to interface/integrate with Fleetio Fleet Management Software.



OFFICE OF MANAGEMENT
AND BUDGET

6. In Section 1.2.8, Fleet Management and Information Systems, Software (Page 6 of 34): Is the Contractor responsible for providing all computers, printers, and related equipment to operate their fleet system?
Response: Yes.
7. In Section 1.2.8, Fleet Management and Information Systems, Software (Page 6 of 34): Is the Contractor responsible for providing Internet service to operate the fleet system?
Response: Yes.
8. In Section 1.2.8, Fleet Management and Information Systems, Software (Page 6 of 34): What telematic systems is the City currently using?
Response: Synovia, Verizon, and possibly Samsara.
9. In Section 1.2.10, Repairs, Road Calls (Page 7 of 34): Please provide the number of tows per year for the last three years.
Response: The number of call outs requiring a tow averaged 130 per year for the past three years.
10. In Section 1.2.10, Repairs, Accidents (Page 7 of 34): Is the Contractor responsible for managing accident repairs as part of the fixed price portion of the contract?
Response: Yes, technical repairs or direct replacement of components due to MVCs will be part of the Contractor's responsibility. The costs for this should include the non-contract hourly labor rate and cost of parts with no markup. Local auto body shops will perform repairs to damaged units outside of the Contractor's ability.
11. In Section 1.2.12. What is the current value of active, non-obsolete parts inventory?
Response: The value is approximately \$130,000.00.
12. The underlined language below from Section 1.2.7., Assets, seems to indicate that the City will own the inventory the Contractor will manage.
"Periodic audits will be conducted to monitor the Contractor's management of the City's inventory of parts, supplies, and equipment."
Is stocking inventory to be invoiced to the City upon receipt into inventory?
Response: The City will not own parts inventory, the Contractor will own the parts inventory. If there is a change in the Contractor, parts will be inventoried and signed over to the new Contractor.
13. What are the last year and current fiscal year non-contract charges from current Contractor to the City?
Response: Current Contractor non-contract charges for calendar year 2023 were \$603,051.00. Year to date non-contract charges are \$367,240.00.



14. How many police units have been sent out for up-fitting in the past two fiscal years?

Response: Approximately 100 units including marked and undercover.

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control. Please let us know of any questions.

Cordially,

Nathaniel Rubel – Procurement Assistant Director

CERTIFICATION

This RFP is submitted by: Name (print) _____ who is an officer of the above firm duly authorized to sign proposals and enter into contracts. I certify that response to this RFP #20240063 is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

The proposer understands that information contained in this Reply will be relied upon by City in awarding the proposed Contract and such information is warranted by the proposer to be true. The undersigned proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the City.

I certify that the information and responses provided on this Reply are true, accurate and complete. The City may contact any entity or reference listed in this Reply. Each entity or reference may make any information concerning the Proposer available to the City.

I agree to abide by all conditions of this RFP-Bid.:

Alice Moran _____
Signature Title

If a corporation renders this RFP-Bid, the corporate seal attested by the secretary shall be affixed below. Any agent signing this RFP-Bid shall attach to this form evidence of legal authority.

Witnesses:

If Partnership:

Print name
Alice Moran
Signature

Print Name of Firm
By: _____
(General Partner)

Print name
Matthew Wallace
Signature

If Corporation:

If Individual:

Print Name of Corporation
By: *James A. Christ*
(President)
Attest: *Kelly Riddle*
(Secretary)

Print name

Signature

NOTICE TO ALL PROPOSERS

To ensure fair consideration is given for all Proposers, it must be clearly understood that upon release of the proposal and during the proposal process, firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with City employees, department heads or elected officials, up to and including the Mayor and City Council. The **"Cone of Silence"** is in effect for this solicitation from the date the solicitation is advertised on DemandStar, until the time an award decision has been approved by City Council and fully executed by all parties. Information about the Cone of Silence can be found under the [City of Port St. Lucie Ordinance 20-15, Section 35.13](#). Contact with anyone other than the Issuing Officer may result in the vendor being disqualified. All contact must be coordinated through **Mr. Nathaniel Rubel**, Issuing Officer, for the procurement of these services.

All questions regarding this Solicitation are to be submitted in writing to Nathaniel Rubel , Procurement Agent with the Procurement Management Department via e-mail nrubel@cityofpsl.com, or by phone 772-344-4230 . Please reference the Solicitation number on all correspondence to the City.

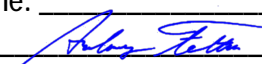
All questions, comments and requests for clarification must reference the Solicitation number on all correspondence to the City. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the City. The City reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

*NOTE: All addenda and/or any other correspondence before bid close date (general information, question and responses) to this solicitation will be made available exclusively through the [DemandStar's Website](#) for retrieval. All notice of intent to award documentation will be published on the [City Clerk's Website](#). Proposers are solely responsible for frequently checking these websites for updates to this solicitation.

I understand and shall fully comply with all requirements of City of Port. St. Lucie Ordinance 20-15, Section 35.13.

Typed Name: _____

Signed:  _____

Company and Job Title: _____

Date: _____



eRFP #20240063
CONTRACTOR'S CODE OF ETHICS

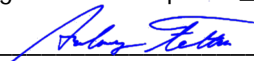
The City of Port St Lucie ("City), through its Procurement Management Department ("Procurement Management Department") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public. To achieve these purposes, Procurement Management Department requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.

- ◆ A Contractor's bid or proposal will be competitive, consistent and appropriate to the bid documents.
- ◆ A Contractor will not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. A Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Contractor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor prior to the bid or proposal closing date.
- ◆ Contractor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Contractor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ◆ Contractor will not offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
- ◆ Contractor will not cause, influence or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person.
- ◆ Contractor will disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a Vendor contracted by the City.
- ◆ Contractor must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Contractor must require their suppliers (including temporary labor agencies) to do the same. Contractor must conform their practices to any published standards for their industry. Compliance with laws, regulations and practices include, but are not

limited to the following:

- Obtaining and maintaining all required environmental permits. Further, Contractor will endeavor to minimize natural resource consumption through conservation, recycling and substitution methods.
- Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employee can report health and safety incidents, as well as providing adequate safety training.
- Providing workers with an environment free of discrimination, harassment and abuse, which includes establishing a written antidiscrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

Name of Organization/Proposer _____

Signature  _____

Printed Name and Title _____

Date _____

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.



E-Verify Form

Supplier/Consultant acknowledges and agrees to the following:

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Supplier/Consultant during the term of the contract; and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

E-Verify Company Identification Number _____

Date of Authorization June 1, 2013

Name of Contractor _____

Name of Project _____

Solicitation Number (If Applicable) _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).


Signature of Authorized Officer

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC Alice Holland Moran

My Commission Expires: _____



NON-COLLUSION AFFIDAVIT
**Solicitation #20240063 Fleet Vehicle and
Equipment Maintenance and Management
Services**

State of _____ }

County of _____ }

_____, being first duly sworn, disposes and says that:
(Name/s)

1. They are _____ of _____ the Proposer that
(Title) (Name of Company)

has submitted the attached PROPOSAL;

2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such PROPOSAL;

3. Such Proposal is genuine and is not a collusive or sham Proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Port St. Lucie or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) _____
Arby Fatta

(Title) _____



STATE OF FLORIDA }
COUNTY OF ST. LUCIE} SS:

The foregoing instrument was acknowledged before me this *(Date)* _____

by: _____ who is personally known to me or who has produced
_____ as identification and who did (did not) take an oath.

Commission No. 201234900138

Notary Print: _____

Notary Signature: *Alice Holland Moran*



DRUG-FREE WORKPLACE FORM
e-RFP #20240063
Fleet Vehicle and Equipment Maintenance and
Management Services

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

Vector Fleet Management. LLC does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Consultant's Signature

08/19/2024
Date