



County of Georgetown, South Carolina

129 Screven Street, Suite 239 · Georgetown, SC 29440-3641
Post Office Box 421270 · Georgetown, SC 29442-1270
(843)545-3083 · Fax (843)545-3500 · purch@gtcounty.org

REQUEST FOR PROPOSAL (RFP)

BID NUMBER: 16-001 ISSUE DATE: Friday, March 18, 2016

OPENING DATE: Wednesday, April 13, 2016 **OPENING TIME: 3:00 PM Eastern NIST**
Bid Opening Location: Georgetown County Old Courthouse, Suite 239, (Purchasing Conference Room)

Pre-Bid Conference/Site Inspection: Voluntary site visits of the maintenance shop by prior appointment only.

PROCUREMENT FOR: Professional Fleet Management & Maintenance
Commodity Code(s): 96137

Subject to the conditions, provisions and the enclosed specifications, sealed bids will be received at the location and time stated herein and will be publicly opened and read.

MAILING ADDRESS:

County of Georgetown
Post Office Drawer 421270
Georgetown SC 29442-1270
Attn: Purchasing

STREET ADDRESS:

Georgetown County Old Courthouse
129 Screven Street, Suite 239
Georgetown SC 29440-3641
Attn: Purchasing

IMPORTANT OFFEROR NOTES:

- 1) Bid Number & Title must be shown on the **OUTSIDE** of the delivery package.
- 2) Federal Express does **not** guarantee delivery to Georgetown, SC before 4:30 PM Eastern Time on **Primary Overnight** Service.
- 3) **United Parcel Service (UPS)** **does** guarantee delivery to Georgetown, SC before 10:30 AM Eastern Time on Next Day "Early AM" Service.
- 4) You must register a contact name, company name, fax and/or e-mail with the Purchasing Office as below to ensure your name will be added to the contact list for future amendments and addenda.

Purchasing Contacts:

Nancy Silver
Phone (843)545-3076
Fax: (843)545-3500
E-mail: nsilver@gtcounty.org

Kyle Prufer
(843)545-3082
(843)545-3500
kprufer@gtcounty.org

This solicitation does not commit Georgetown County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that the Georgetown County Purchasing Office receives bids on, or before, the date and time specified for the bid opening. No bid will be accepted thereafter. The County assumes no responsibility for delivery of bids that are mailed. Georgetown County reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.

Intent to Respond

REF: Bid #16-001, Professional Fleet Management & Maintenance

If your company intends to respond to this solicitation, please complete and promptly return this form to assure that you can be included on the mailing list to receive all addenda regarding this project.

It is not necessary to return any other portion of the bid documents if you are not bidding.

Failure to return the Intent to Respond shall not be sufficient cause to rule a submittal as non-responsive; nor does the return of the form obligate an interested party to submit a response. Georgetown County's efforts to directly provide interested parties with addenda or additional information are provided as a courtesy only, and do not alleviate the respondent from their obligation to verify they have received and considered all addenda. All addenda are published and available on the county website at www.georgetowncountysc.org select "purchasing" and "current bids".

- Our firm **does** intend on responding to this solicitation.
- Our firm **does not** intend on responding to this solicitation.

Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____

FAX: _____

E-Mail: _____

Please return this completed form to Nancy Silver, Senior Buyer

- by e-mail to purch@gtcounty.org
- or by FAX to (843)545-3500.

[End of Intent to Respond]

Time Line: RPP #16-001

Item	Date	Time	Location
Date of Issue:	Friday, March 18, 2016	n/a	n/a
Pre-Bid Facility Site Inspection:	By Prior Appointment Only	n/a	On site
Inquiry Cut-Off Time:	Wednesday, April 06, 2016	5:00PM ET	Suite 239
Bids Must Be Received On/Before:	Wednesday, April 13, 2016	3:00PM ET	Suite 239
Public RFP Opening & Tabulation:	Wednesday, April 13, 2016	3:00PM ET	Suite 239

Bid #16-001
Professional Fleet Management & Maintenance
Requirements and Specifications

The County of Georgetown, SC is soliciting sealed proposals to provide a continuation of the existing Professional Fleet Management and Maintenance Operation. The contractor will be responsible for providing preventive maintenance and repair, fleet management, and reporting for the County's fleet of vehicles and equipment, and related responsibilities.

Georgetown County reached an estimated population of 60,773 in 2014 according to the U.S. Department of the Census, with a land area of 813.55 square miles. The County is governed by a Council-Administrator form of government.

Independent Voluntary Facility Site Visits:

Inspection of the County's existing maintenance facility will be conducted by prior appointment only. Requests should be coordinated with the purchasing office per the contacts on page one (1). The County will schedule site inspections through the close of business on **Wednesday, April 06, 2016**.

SITE INSPECTION OF FACILITIES:

- 1) The bidder is expected to have become familiar with and take into consideration, site conditions which may affect the work and to verify all dimensions and facilities. The bidder shall examine the premises and the site and compare them with any applicable drawings and specifications.
- 2) Each bidder shall acquaint themselves thoroughly as to the character and nature of the work to be done. Each bidder furthermore shall make a careful examination of the site of the work and inform themselves fully as to the difficulties to be encountered in performance of the work, the facilities for delivering, storing and placing materials and equipment and other conditions relating to construction and labor.
- 3) No plea of ignorance of conditions that exist or may hereafter exist on the site of the work, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every detail all the requirements of the contract documents and to complete the work for the consideration set forth therein, or as a basis for any claim whatsoever.
- 4) Insofar as possible, the Contractor, in carrying out his/her work, must employ such methods or means as will not cause interruption of or interference with the work of any other Contractor, or County personnel at the site.

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Bid #16-001
Professional Fleet Management & Maintenance
REQUEST FOR PROPOSAL

BACKGROUND

The County of Georgetown currently operates a total fleet of (590) which includes vehicles and pieces of off road and equipment engines (see Attachment G for subject list of vehicles and equipment),. The Public Services Department, Fleet Services Division is responsible for rolling stock asset and operation management.

The maintenance of the fleet is currently performed at a central maintenance garage facility within the County of Georgetown by **First Vehicle Services**, a division of Ryder/MLS. The current contract will expire on June 30, 2016. This approach to equipment maintenance is in effect for all County vehicles and equipment.

COUNTY'S INTENT

It is the intent of the County of Georgetown to procure the services of an experienced Contractor who will assume responsibility for the management of the County's fleet preventive maintenance and repair operation, acquire the County's current useable parts inventory and continue to manage the inventory for the County's fleet maintenance and repair, and to perform other functions routinely associated with the efficient management of the County's fleet.

The goals of this solicitation include:

- Reduced overall fleet maintenance cost.
- Improved vehicle and equipment availability.
- Increased overall fleet operating efficiencies including a reduction in capital expenditures for fleet assets.
- Improved services offered to the County's departments using fleet vehicles by professionalizing the total fleet function.

The County intends to establish cost and performance standards for fleet maintenance with a system of incentives and liquidated damages to the Contractor for attainment and/or failure to meet these standards. Respondents are expected to include in their responses to this RFP a proposal for reward/liquidated damages methodology. The County is particularly interested in the following maintenance performance:

- Car and light truck availability.
- Sheriff, EMS, Fire and other essential vehicle availability.
- 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.

The Contractor will purchase and manage all, or some portion of, the active, useable and non-obsolete parts inventory. Purchase of such parts inventory may be made in equal installments over the first 12 months of the Contract. The Contractor will assist the County with disposal of the inactive, excess and obsolete automotive parts in the County stock, with complete proceeds from the sale of excess and obsolete parts

being credited to the County.

The County intends to conduct a two-step procurement for these fleet management and maintenance services. Step one is evaluation of the written and oral (if necessary) proposals submitted in response to this RFP. Step two is negotiation of the final Agreement with the Respondent whose proposal is highest ranked. (See Attachment C for a list of proposal evaluation criteria.)

The County expects the final Agreement to be similar to and include all the work elements of the Statement of Work within this RFP. Oral presentations may be required by corporate management of the Contractor who have the ability to fully answer all questions regarding their proposal within thirty (30) days after receipt of proposals.

Substantial deviations from the minimum requirements of this RFP and the Statement of Work may cause disqualification from further consideration at the discretion of the County.

1.0 **STATEMENT OF WORK**

- 1.01 The Contractor shall provide scheduled preventive maintenance, remedial repairs, towing, parts inventory acquisition and management, and other associated fleet management services required to ensure the continuity of effective and economical operation of the County vehicles and equipment listed in Attachment G.
- 1.02 The Contractor will furnish all necessary supervision, labor, parts, supplies and sub-contract work required to maintain the fleet in a state-of-repair and service consistent with generally accepted industry fleet practices and as more specifically defined in this RFP. The Contractor will effectively manage the fleet assets of the County and implement a life-cycle costing program for the County's fleet management.
- 1.03 The Contractor must provide and maintain a permanent, detailed, automated real-time record system (see section 7-Reporting-for more information) for each vehicle and vehicle category in order to provide a basis for optimum fleet management and provide detailed maintenance and operating information for the County.

1.1 **COUNTY PROVIDED FACILITIES & SERVICES TO CONTRACTOR**

Work will be performed at the County's vehicle shop facility located at 2242 Browns Ferry Road in Georgetown, South Carolina. Such facility and the equipment provided within will remain the property of the County, and will be leased to the operator for the sum of one dollar (\$1) per year, including such vehicles identified as provided for mobile fleet maintenance and detailed herein.

- 1.11 **Use of Facilities** - County will provide Fleet Maintenance Facilities, including utilities and parking areas, located at 2242 Browns Ferry Road in Georgetown, SC 29440.
 - a) In addition to the consideration paid by the County in Section 20.0, the Contractor shall be allowed to use the facilities identified herein for its own repair services, provided however, all work on County fleet and property shall be a priority. In the event that the facilities are being used by Contractor for services other than County, they will be cleared and County services completed prior to the additional uses.

- b) There currently exists an agreement between the County, the Contractor and the Georgetown County Water and Sewer District (GCWSD), where the Contractor may use the facility for work on vehicles and equipment owned or leased by GCWSD until the termination by either party or notification by the County Administrator or his duly authorized representative. Georgetown County receives a set monthly credit from the Contractor which offsets fixed expenses on non-county units being repaired. Any new Contractor will be required to negotiate a separate maintenance agreement with GCWSD with final terms subject to approval by the County.
- c) Work is to be performed at the Facility, which will be provided to Contractor for its use during the term of this Contract.
- d) The Facility shall remain the property of County. County shall be responsible for utility costs and for all necessary repairs, maintenance (excluding light housekeeping, janitorial cleaning and supplies), permits, inspections, certifications, renovations and replacements to the Facility and all systems and components thereof.
- e) Contractor will employ energy conservation practices that meet Fleet Industry best practices and County of Georgetown facility guidelines.
- f) The County (owner) will supply utilities to include gas, water and electricity at no cost to the Contractor. Owner will also provide local telephone service on the County network, and fiber-optic high speed internet availability. Only long-distance phone calls associated with the management and maintenance of vehicles may be included in the contractor's target cost.

1.12 **Facilities** — Contractor agrees to accept the County facilities in "as is" condition.

1.13 **Facility Maintenance and Repair** — Maintenance and repair of real property facilities will be accomplished by the County.

- a) Contractor's General Manager shall be designated as the building manager. General Manager shall identify routine maintenance and services and submit work orders to the County through the Contract Administrator. Maintenance beyond normal "wear and tear" shall be the responsibility of the Contractor.
- b) The Contractor shall be responsible for cleaning supplies. Interior housekeeping and janitorial maintenance labor will be provided by the Detention Center inmates located next door. The above-mentioned routine facility maintenance costs shall be included in the target cost.

1.14 **Facility Inspection** - Within 10 (ten) days of contract award, the County will schedule with Contractor a joint inspection of all facilities for the purpose of identifying and documenting the utility systems and other assets to which the Contractor will have access during the course of the agreement period.

- a) Contractor and the County will together make a complete and systematic inspection and inventory of all structural, mechanical, electrical and utility systems, equipment and furniture.
 - b) Contractor will prepare and submit to the County a condition report describing all observed deficiencies pertaining to the building structures, systems, equipment or other assets noted during the joint inspection. This report shall be submitted not later than 5 (five) business days after the joint inspection.
 - c) The joint inspection will be repeated annually and a report noting any new deficiencies will be delivered to the County each year. County will determine the appropriate action to take in response to deficiencies identified.
 - d) The Contractor will perform, at Contractor's cost, an environmental inspection of the facility prior to contract commencement. All results of the required environmental inspection will be reported to the County when available.
- 1.15 **Shop Equipment** - County shall provide the Contractor with installed shop equipment (lifts, doors and related garage infrastructure) listed in Exhibit J. Contractor is responsible for maintaining all such County-furnished equipment. Maintenance will be performed throughout the performance period in accordance with approved commercial practices.
- 1.16 **Shop Equipment Accountability** - Thirty (30) days prior to completion of the contract, a joint inventory of shop equipment shall be conducted by the Contractor and a County representative. Contractor shall be liable for loss or damage to County-furnished installed shop equipment beyond fair wear and tear. Compensation shall be effected either by reduced amounts owed to the Contractor or by direct payment from the Contractor, the method to be determined by the Contract Administrator.
- a) All shop equipment in need of repairs/maintenance shall be repaired or maintained by the Contractor within thirty (30) days of discovery, but before the joint inventory is made. All repairs/maintenance not performed by the Contractor shall be made at the County's option and at the Contractor's expense.
 - b) In the case of damaged shop equipment, the amount of compensation due the County by the Contractor shall be actual cost of repair, provided such amount does not exceed the economical value. In the case of loss or damage beyond economical repair to equipment, the amount of the Contractor's liability shall be the depreciated replacement value of the item to be determined by the Contract Administrator.
 - c) All equipment added during the term of the Contract, and approved by the County prior to acquisition, will become the property of the County. The cost of special equipment purchase or lease, if approved by the County, shall not be included in the cost target and will be billed to the County with the monthly invoice. The County 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. The County

shall be responsible for replacement of such equipment at the end of its useful life as otherwise necessary. Facility repair work is not included in the target cost.

1.17 **Grounds Maintenance** - County will provide maintenance and repair of roads, walks, parking areas, and designated drainage areas.

1.2 **HOURS OF SERVICE-**

- a) The shop(s) shall normally be open from 7:00 A.M. to 5:00 P.M. Eastern Time. Vehicles and equipment shall be accepted for service during these hours of operation. The contractor should provide a procedure, to be approved by the County, for after-hour drop off of vehicles and equipment.
- b) The shop shall be open and operating every scheduled County workday. The Contractor will observe holidays in accordance with the County’s holiday schedule. The Contractor may work on scheduled holidays, but must not expect delivery of vehicles scheduled for PM or other maintenance services.

1.3 **SECURITY-**

- a) The Contractor may change the locks on any or all the maintenance facilities and equipment leased for the duration of the contract. Upon request, the Contractor shall provide duplicate keys to the Contracting Officer.
- b) The Contractor shall also provide for security of the County’s vehicles and equipment while in the Contractor’s possession for maintenance or repair.
- c) Vehicles and/or equipment removed from active fleet service and awaiting surplus sale must be kept secured to discourage vandalism or scavenging of parts, and must not be permitted to operate except as needed to document and prepare for surplus sale.

2.0 **PREVENTIVE MAINTENANCE**

A preventive maintenance (PM) program will be established for all vehicles and equipment that are the responsibility of the Contractor. The PM program will be designed in accordance with recognized industry standard fleet management practices and will meet the terms and conditions necessary to comply with the original equipment manufacturer's (OEM) specifications, or other specific warranties and approved recommendations. At a minimum, the Contractor must perform a preventive maintenance inspection on each vehicle and piece of equipment as below, except for special classes of vehicles and equipment as noted in the Contractor’s Proposal.

Vehicle	Time	Miles
Lt Vehicle B	6 months	7,500
Lt Vehicle C	24 months	35,000
Heavy Vehicle B	3 months	7,500
Heavy Vehicle C	12 months	15000
Patrol & Emergency B	3 months	4,000
Patrol & Emergency C	12 months	24,000

Equipment	Time	Hours
Off Road Equipment B	3 months	250 hr
Off Road Equipment C	12 months	1000 hr
Sm Equip / Trailers B	6 months	250 hr
Sm Equip / Trailers C	12 months	1000 hr

Although subject to change as agreed by the Contractor and the County, the PM work will meet the following minimum requirements:

2.01 **PM-A**

Perform Items 1-10 every PM interval:

- 1) Safety Checklist
 - ✓ tires-record tread depth of all tires-a minimum of 3/32 tread depth shall be maintained (5/32 for emergency and essential use vehicles)
 - ✓ lights-exterior and interior lights and gauges
 - ✓ windshield wipers
 - ✓ fluid levels
 - ✓ battery and charging system; also clean terminals and check cables
 - ✓ heating/air-conditioning system
 - ✓ exhaust system and exhaust hangers and clamps
 - ✓ steering and suspension
 - ✓ frame, cross members and body joints
 - ✓ drive shaft/U-joints
- 2) Inspect critical components (hoses, belts, etc.) replace any worn or damaged components).
- 3) Inspect vehicle appearance (look for body damage, rust, interior condition, etc.)
- 4) Engine oil and oil filter - change
- 5) Lubricate chassis, hinges, locks, etc.
- 6) Emission controls - service
- 7) Brake inspection - record remaining life (replace worn, damaged or leaking components)
- 8) Cooling system (service if needed)
- 9) Starter/charging system (check and repair or replace deficient components)
- 10) Inspect air cleaner element and replace, if needed
- 11) Test drive each vehicle.

2.02 **PM-C**

Perform Items 1-5, in addition to items 1-11 in PM-A, every 12,000 miles or 12 months, whichever comes first (every 4th PM-A interval).

- 1) Tires - rotate and balance
- 2) Front wheel bearings - service
- 3) Scope engine
- 4) Automatic transmission service (includes adjustment, fluid change & filter)
- 5) Tune engine and test emissions

2.03 **Fire Apparatus and Ambulance Preventative Maintenance Program**

Fire Apparatus PM services will be administered based on a recommended annual schedule using manufacturer's recommendations and national standards (National Fire Protection Association-NFPA #1911, 2007 or most recent version). Due to the Fire Department's

mission critical emergency response priority needs, front line fire apparatus and ambulances should not be in for PM services for more than one day.

2.04 **Landfill Operation Maintenance Plan**

High priority equipment such as landfill compactors, dozers, and grapple trucks should be completed within one day.

2.05 **Routine Maintenance and Repairs**

Perform repairs as required; road test and correct deficiencies.

2.06 **Yearly Maintenance and Inspections**

a) 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).

b) Perform other statutory inspections and tests that may be required by Federal or State laws.

2.07 **Non-Vehicular Equipment**

Maintain hourly miscellaneous equipment in compliance with the OEM specifications or as necessary. Drain and replace hydraulic fluid compatible with OEM specifications in stationary recycling compactors in the locations and with the frequency indicated as shown in Exhibit I.

2.08 **Fleet Assessment**

Within three (3) months after the starting date of the Agreement, the Contractor shall perform a PM on every piece of equipment in the fleet. Major component failures identified during this initial three-month period shall be considered non-target work, and, therefore, costs are not to be included in the Contractor's proposed fixed price. Afterwards, repairs are responsibility of Contractor.

2.09 **Scheduling**

PM activities should interfere minimally with the operator's normally required work schedule. Therefore, vehicle and equipment PMs should be scheduled at times mutually agreed upon by the Contractor and the County. The Contractor shall develop and provide an automated PM schedule to the County with sufficient lead-time that the County can give ten (10) working days notice to the vehicle user. PM schedule notification, referencing both the department and unit number, shall be provided in writing to the designated Department representative. The Contractor will be responsible for all contact with departments regarding vehicle PM scheduling. The County, the designated Department representatives, and the vehicle and equipment operators will be responsible for keeping scheduled appointments for preventive maintenance. Offerors are asked to include in their Proposals policies regarding PM appointments missed by the County and vehicle operators.

2.10 **Performance**

The timely performance of preventive maintenance is incumbent upon the Contractor for all fleet vehicles. It is incumbent upon the Contractor to schedule, notify and perform the scheduled preventive maintenance.

3.0 **REPAIRS**

The Contractor shall make specific repairs to vehicles and equipment that are identified through PM, by users, and by breakdown or malfunction.

3.01 **Repair Limitations**

Repairs estimated to exceed \$1,000.00 must be analyzed by the Contractor to determine the repair's cost effectiveness and be specifically approved by the County. When equipment replacement appears to be more cost effective than repair, such recommendations shall be presented in writing by the Contractor to the County.

3.02 **Road Calls**

The Contractor shall provide emergency road service calls, including towing service, for vehicles in the County's fleet. The Contractor shall have persons on call to expeditiously handle vehicle breakdowns. The Contractor shall tow any County-owned and confiscated/abandoned vehicles for Sheriff, or leased vehicles requiring service, regardless of whether or not the cause is an authorized repair or another incident.

3.03 **Quick Fix**

The Contractor shall provide a Quick Fix function for minor repairs of less than a one-hour duration when the vehicle operator chooses to wait for the service. Vehicles repaired under Quick Fix are to be moved to top priority. Examples of quick fix repairs include fluid replenishing, windshield wiper service, tire repairs, and headlight replacement.

3.04 **Warranty**

The Contractor shall administer all warranties, both for vehicles and parts, associated with management of this fleet. Such work will be reimbursed directly to the Contractor by the equipment manufacturer and the County will not be charged for such work. Payments and adjustments received by the Contractor for warranty work shall be credited to the County account.

3.05 **Re-Work**

- a) The Contractor shall track and identify multiple repairs for the same deficiency on the same vehicle (re-work) and shall not include in the monthly statement costs for re-work occurring before the scheduled time after the original repair.
- b) The Contractor's guidelines for re-work shall be the lesser of:
 - ✓ Engine overhaul - 6 months or 6,000 miles
 - ✓ Brake overhaul - 12 months or 6,000 miles
 - ✓ Tune up - 12 months or 6,000 miles
 - ✓ General Repair (excluding electronic components) - 12 months or 6,000 miles

- c) These minimum standards may be adjusted by the Contractor to reflect the County's fleet composition. Any adjustments should be clearly stated in the Contractor's proposal to the County under "EXCEPTIONS". .

3.06 **Outside Repairs**

- a) The Contractor shall be responsible for arranging and managing the conduct of outside repairs that cannot be performed economically 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, radiator work, and such other work that can be utilized at minimum cost to the County.
- b) The Contractor's plan for outside repairs shall be stated in the proposal and included in the target with exceptions as noted in the document. The plan shall be periodically and informally reviewed by the County and the Contractor to ensure that the outside repair versus in-house repair decision remains justified. All responsibility (paperwork, invoicing, quality control, vehicle movement, vehicle security, etc.) shall be that of the Contractor. Subcontractor invoices will be accepted solely by the Contractor.
- c) The Contractor shall be responsible for requiring that all approved subcontractors have the same liability coverage as the Contractor.

3.07 **Vehicle Delivery, Preparation and Disposal**

- a) The Contractor shall prepare newly delivered and/or acquired vehicles for service. Preparation may include inspections, installation of special equipment, and coordination of radio communications installation by the designated radio contractor. (See also §3.9, item k.)
- b) When the preparation has been completed, contractor will verify through the Risk Manager if the unit is properly insured. However, before the unit is released for use, the Contractor will provide a disposal form that includes photographs and inspection forms for new and surplus units. Contractor will be required to verify the documentation and presented to the Finance Department for final disposition (surplus equipment designation or transferred to a different department) of the unit. After all of the documentation is completed and presented to the Contractor then and only then can the new unit keys be presented to the department which is receiving the unit.
- c) Vehicles to be sold by the County shall be prepared for disposal or surplus sale by the Contractor within two (2) weeks from the documentation of the removal from the fleet. Preparation shall include removal of license tags, removal of logos, identification marking and decals and removal of any special equipment, in a manner consistent with preserving the value of the vehicle or equipment to the extent possible. Contractor shall record mileage and condition, photograph interior and exterior, clean vehicle, store in fenced vehicle storage area, send photos and data to finance which will put vehicles on auction site.

- d) Contractor shall be responsible for keeping vehicles/equipment running and presentable for sale. If vehicles/equipment are stored for longer than 90 days, additional maintenance may be considered directed work.
- e) Contractor will be point-of-contact for the answering of questions concerning vehicle or equipment condition and/or deficiencies.
- f) Contractor shall assist in disposition of units to buyers at the time of pick-up by successful bidder.

3.08 **Accident Administration**

Contractor will support the County with technical investigations associated with vehicle accidents, fires, or other similar events as requested. Contractor will be responsible for processing of accident repairs including appraisals, obtaining repair bids, transportation of vehicles to and from the repair site, repair quality and timeliness, and administration including a report detailing any vehicle problems that could have contributed to the accident within three days of the accident and payment of invoices.

- a) Contractor 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) Contractor will participate in any accident review meetings and with subrogation recovery as requested by the County. Contractor will submit all required paperwork associated with its investigation to Risk Management.
- d) Contractor shall be responsible for automotive vehicle accident repair administration. Contractor 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 Contractor's access to damaged vehicles, and notifying County Departments after repairs have been completed.
- e) For expenses paid directly by the County the Contractor must follow County procurement policy guidelines.
- f) Accident repairs will not be included in the target cost.

3.09 **Duties and Tasks**

- a) Major repairs to all County vehicles and equipment including engine overhaul (gas, diesel, small engines); transmission overhauls; drive train overhaul; brake overhaul; machining of drums, rotors and flywheels; suspension overhaul, window regulator replacement; ABS brake repair; replacement of wear plates, pins and bushings; turntable assemblies; boom

repairs on equipment; bucket repairs; lip replacement; cutting tips replacement and welding; and replacement of motor grader blades.

- b) Routine maintenance and adjustments to all County vehicles and equipment including sheriff vehicles, ambulances, light/medium/heavy trucks, motor graders, bulldozers, backhoes, excavators, vacuum truck, dragline, track backhoes, compactors, dump body trucks, lowboy trailers, hoist truck, equipment trailers, rollers, vehicles, pothole patcher, wrecker, tractors, bush hog cutters, sprayer, et al; repair undercarriage of track equipment and rebuild hydraulic cylinders and replace hydraulic lines that are fabricated by an outside vendor with relevant experience.
- c) Twenty-four hour wrecker service for all County vehicles and equipment. Minor repairs, towing of sheriff investigation (murder, robbery, etc.) and impound vehicles; stuck vehicles, fix flat tires for EMS ambulances and sheriff vehicles.
- d) Fabrication of parts – installation of trailer hitches, supports and wiring; fabrication and/or welding of parts; modifying equipment, railings, beds, asphalt spreader, shelves, barricades, shields, braces and brackets.
- e) Small engine maintenance and repair – maintain and repair weed eaters, lawnmowers, mud hog pumps, chainsaws, steam cleaner, pressure washer, air compressors, sprayers, grass seeding machine, and packers.
- f) Seasonal Equipment Preparation - Contractor will prepare seasonal equipment for service at the direction of the Contract Administrator or customer department managers. The seasonal equipment program must result in equipment being thoroughly inspected and made ready for service, before the season in which they are required. Seasonal equipment preparation may include such activities as mounting and demounting, inspection of mowers and rebuilding of reel mowers, and, checking parts stock for the availability of tire chains, etc.
- g) Repair and update of engine analyzer, a/c recycling machine, anti-freeze recycling machine, brake lathe, computer and spin balance equipment, hydraulic press, welders, jacks, lifts, hoists, truck and car mounting machine, battery chargers, and battery analyzer.
- h) Parts washer – maintain washer fluid and the proper disposal of fluid.
- i) Truck tarps – installation and repair of truck tarp systems.
- j) Receiving new vehicles and equipment – Contractor will act as receiving agent for delivery of County vehicles and equipment and shall affix County decals to all new vehicles excluding Sheriff and Fire EMS vehicles. The emergency service units such as Sheriff & Fire EMS vehicles have special equipment which is installed by third party providers, which includes items such as: safety equipment (fire extinguishers and first aid kits); trailer hitch and wiring; toolbox (if required); safety lights; two-way radios, siren amps, siren speakers, flashlights and chargers, two-way radio system, safety lighting (strobe, power supply, halogen, wig wags, switches), safety cages, ladder and/or equipment racks All other items are to be handled by the Contractor.

- k) Specifications for equipment and vehicles – coordinate with purchasing department in writing specifications for new and replacement fleet vehicles and equipment.
- l) Maintenance reports, fuel reports and fuel system – maintenance reports, track warranty repairs. Maintain and keep accurate and updated records of, as detailed in Section 6. The contractor shall also provide annual report for fluid disposal (oil, antifreeze, oil filters, etc).
- m) Parts and inventory – keep in inventory filters and commonly used parts for all County vehicles and equipment.
- n) Oils and used filters – keep oil and hydraulic oil in stock for shop use and properly dispose of used oil and filters.
- o) Prepare vehicles for on-line public auction – remove stripes, equipment, license plates, and decals from all County vehicles and equipment.
- p) Pick up and delivery – coordinate the pick-up and delivery of vehicles from various County facilities for repair, when necessary.

4.0 **VEHICULAR SERVICES**

4.01 **Motor Pool**

The Contractor shall be responsible for maintaining all Motor Pool vehicles provided by the County.

4.02 **Fueling Services**

The County uses commercial fueling services for on-road equipment and vehicles which operate on un-leaded gasoline.

4.03 **Ordering Fuel and Monitoring County Fuel Sites** - Contractor will be responsible for daily monitoring of all ultra-low sulfur (ULS) diesel fuel tanks and ordering fuel as needed or as directed. Contractor shall be responsible for ordering and receiving deliveries of all fuels and validate the need to order as well as receipt of the fuels with inventory reports. Contractor shall inform the County as soon as possible if levels fall below minimum levels and an adequate fuel supply cannot be maintained.

4.04 **Maintaining County Fuel Sites** - Contractor shall be responsible for keeping the County 10,000 gallon ULS diesel fuel site clean, safe and reliable for customer use and ensure that they meet the necessary fire, air pollution and health regulations. This shall include the tank, vehicle pumps, and overhead tanker refill station. Contractor shall, if requested, during normal working hours assist County personnel with the fueling equipment, fueling and topping off fueling reservoirs, and checking vehicle fluid levels.

- a) Contactor shall be responsible for routine inspection and record keeping of the on-site fuel storage system at the Vehicle Maintenance Facility in accordance with Section 17.24 of the *Georgetown County Standard Operating Procedures* (see Attachment J).
- b) Any problems shall be reported immediately to the Contract Administrator by telephone and in writing within 24 hours. Contractor shall have the authority to activate the manual emergency turnoff for the dispensers in the event of an emergency. Once the problem is solved, the Contractor shall restore fuel service.
- c) Contractor shall be responsible for cleaning up all fuel spills which occur at sites when Contractor personnel are present. Similar spills that may occur during after-hour fueling should be cleaned up immediately upon notification.
- d) Spills shall be reported immediately to the Contract Administrator and the appropriate agency.
- e) Monthly inspection and record keeping in accordance with Chapter 17 of the *Georgetown County Standard Operating Procedures*.

4.05 **Operation and Scheduling of County Diesel Fuel Tank Truck(s)**

The County will provide for operation by the Contractor, a diesel fuel delivery truck with which the Contractor will distribute daily ULS diesel fuel for use at off-site locations such as the solid waste landfill and several smaller storage tanks located for motor grader operation, and to all County fire stations as needed.

4.06 **Tracking Fuel Consumption and Reporting** - Contractor will be responsible for tracking fuel consumption on all vehicles and equipment utilizing the County's fuel card tracking system and the Contractor's FMIS. All fuel issued to vehicles and equipment from in-house facilities shall be electronically transferred to the Fleet Management Information System on a daily basis.

- a) It shall be the responsibility of the Contractor to enter all fueling data into the FMIS for all manual records kept at the fuel sites when the automated fueling system is down and awaiting repairs.
- b) Contractor will monitor fueling data to detect improper use of commercial fuel cards and odometer discrepancies.
- c) Contractor shall prepare all documentation necessary for the County to file for quarterly tax rebates on fuel used by off road vehicles.

4.07 **Repairs and Replacement of Fueling Equipment** - Contractor will be responsible for identifying and managing all maintenance and repairs to the fueling equipment located at each fueling site to include pumps, nozzles, hoses, air and water dispensers and fuel dispensing and control systems equipment and aboveground storage tanks (AST) and equipment. The cost of maintenance, repair and replacement of on-site fuel pump and tank systems will not be the responsibility of the contractor.

5.0 **PARTS AND SUPPLIES**

5.01 **PARTS SUPPLY**

The Contractor shall furnish all parts and supplies necessary to maintain and repair vehicles and equipment. Parts installed by the Contractor shall meet OEM specifications. Parts installed on vehicles and equipment shall be identified by part number and cost on the work order for the appropriate assignment.

- a) Within thirty (30) days after the commencement of the contract period, the Contractor shall present a plan to purchase, at cost (to be mutually agreed upon by the County and Contractor), the County's useable and non-obsolete active parts and supplies assigned to the County's fleet. A complete physical inventory will be taken by representatives of the County 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 County with disposal of the inactive, unusable, excess and obsolete parts in the County stock. Offerors should describe obsolete and overstocked inventory disposal methodologies in their Proposals to the County.
- b) Contractor shall maintain an adequate parts inventory as part of the Contractor's Target Price. A fleet management information system shall be used to monitor the parts inventory and track parts usage on the County's fleet. At 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.
- c) Throughout the contract term, the County will coordinate with the Contractor on all impending vehicle and equipment retirements, so that arrangements can be made in sufficient time to dispose of parts in inventory that are unique to such vehicles prior to their removal from the fleet. County will further allow the Contractor to dispose of parts through the County's vehicle and equipment auctions.
- d) County shall purchase, at cost from the Contractor, the active parts in inventory upon completion or termination of the Contract.

5.02 **Quality of Parts to be Furnished** - Parts used to maintain and repair the fleet will at a minimum, meet or exceed the quality of the parts furnished originally for the equipment (OEM equivalent). Rebuilt/remanufactured parts must conform to the manufacturer's reconditioning tolerances. If more than one grade of product is available that meets the requirements of this section, the County will designate which grade will be made available for use. If County determines that the product being supplied does not meet its needs or back ordered, the County reserves the right to require a specific substitute to be used. The County retains the right to specifically approve all product lines or changes to product lines before they are introduced for use. The Contractor is responsible for notifying the departments of any parts delays.

5.03 **Warranty Parts**- Notwithstanding inspection and acceptance by the County, products supplied under any agreement will be warranted by the Contractor for sixty (60) days, or the length of time of any warranty given by the manufacturer, rebuilder or

remanufacturer, whichever is greater, after acceptance by the County. Warranty parameters will be programmed into the fleet management information system and parts eligible for warranty will be supplied at no charge, except for any pro-rated charges.

- 5.04 **Tires-** Contractor will be responsible for supplying all tires. The County may choose to supply a letter to State Bid suppliers in order to acquire tires at State Bid prices.
- 5.05 **Oil, Petroleum, Lubrication Products-** All oil, petroleum and lubrication products including "add-on" engine oil will be provided by the Contractor. Parts, fluids and greases should meet or exceed manufacturer specifications and warranty terms and conditions.

6.0 **PROVISION OF SPARE PARTS AND PARTS SERVICES**

- 6.1 **Procuring, Stocking, and Disbursing Parts** - Contractor will procure and furnish all parts, materials, supplies, and fluids (except vehicle fuel) required for the operation and maintenance of all County vehicles and equipment in accordance with generally accepted parts management practice, and that will ensure meeting all relevant standards of performance as outlined in County's RFP.

County reserves the right to evaluate 100% of the suppliers the Contractor utilizes in the performance of the contract and to reject or provide guidance on the use of specific suppliers.

7.0. **REPORTING**

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

- 7.01 **Records** - Upon prior notice to the Contract Project Manager, the Contractor shall provide the County's authorized representative(s) access at all reasonable times to all electronic and hard data (Reference Section 9. Fleet Management Information System), books, records, correspondence, instructions, plans, drawings, receipts, vouchers, and memoranda of every description related to the Contractor's fleet management and maintenance services for the County, and shall provide to the authorized representative(s) cost verification for work.
- 7.02 **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 County. The Contractor shall be responsible to oversee the dealer completion of all "recall" notices issued by manufacturers.
- a) An electronic history folder shall be maintained by the Contractor for each vehicle. This folder will contain, in chronological order, all work orders generated on the vehicle. The folder shall also contain the vehicle's make, model, year and serial number along with invoice information. Vehicle history will be supplied to the Contractor by the County.

- b) The Contractor must include within the proposal to the County, a process whereby designated County departments will be provided client access to the Contractor's electronic fleet files. It is the County's desire to be able to utilize the fleet data base for the purpose of forecasting capital equipment replacements, maintaining vehicle registration and DMV tag information, accessing individual vehicle maintenance history, cataloging insurance coverage, and other standard fleet operations. Currently, the County and the Contractor maintain separate vehicle lists, and neither list is fully up to date.
- c) For the purpose of vehicle identification, each County vehicle will be identified with a six digit identification number, the first three digits comprised of the department (billing) number with a three digit vehicle number to follow, or any other identification method to which both the Contractor and County agree. Vehicle ID for marked units shall be shall be mounted as agreed between the County and Contractor.
- d) All electronic data (stored in the Contractor's FMIS) shall be owned by the County and made available to the County's authorized representatives at any time during the contract. The software and the FMIS shall be owned by the Contractor. Each offeror should designate the software management system proposed.

7.03 **Weekly Report-**

The Contractor shall generate a weekly report for delivery to the County before noon each Monday. The weekly report shall be in e-mail format with addressees as designated by the County and shall include from the previous week's activity a listing of vehicles not delivered for a previously scheduled PM. The listing shall include the assignee's name and department, if known, and:

- a) Repair activity, by Department.
- b) A status report on vehicles out of service for more than seven (7) days.
- c) Number of work orders processed.
- d) Summary Work Order with detailed cost figures for each vehicle repaired.

7.04 **Monthly Report-**

The Contractor shall provide a consolidated monthly management report to be delivered to the County on or before the 10th calendar day of the month following the reporting period. Such report will be delivered to the designated County representative within the Department of Public Services. This report shall include, but not be limited to:

- a) Maintenance costs for the month compared to target costs.
- b) Failure/attainment in each performance area subject to reward/liquidated damages for that month and cumulative damages for that contract year.
- c) Costs for accidents and other items not included in target costs.
- d) Discovery or indication of abuse by the vehicle user in excess of normal wear and tear.
- e) Number of shop orders.

- f) Number of service calls.
- g) Number of vehicle PMs scheduled/completed.
- h) Downtime by category and in total.
- i) Cumulative records of sub-contracted work.
- j) Total labor hours expended.
- k) Total parts cost.
- l) Problem/accident summary.

7.05 **Annual Performance Report -**

The Contractor shall provide the County with a written annual performance report, which summarizes the year's activity, within thirty (30) days following the end of the contract year. Such report will be delivered to the designated County representative within the Department of Public Services. The annual performance report should include yearly data for those categories presented in the monthly reports, as well as any additional performance information the Contractor believes should be included.

Offerors should include as part of their Proposals to the County, a copy of an example annual performance report.

Quarterly reports should be provided to all members of the equipment users group.

8.0 **INVOICES**

8.01 At the commencement of the Contract, the Contractor will invoice the County 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, the Contractor will invoice the County no later than the 12th day of the 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, and major component failure within the first three months) which were incurred by the Contractor in the previous month. A monthly Contractor's Operating Statement will be sent with the invoices. In addition, a spreadsheet for target work (Contract) and a spreadsheet for non-target work (NonContract) breaking out departmental costs for in-house labor hours, labor cost, in-house parts, commercial labor, commercial parts, and sales tax must accompany the invoices.

8.02 A year-end 50% credit invoice will be issued by the Contractor no later than July 31st for the difference between target (Contract) invoices, without taxes, and the total monthly contractor costs indicated on the Contractor's Monthly Operating Statements. If the Contract costs on the Contractor's Monthly Operating Statements are higher than the target (Contract) invoices, no invoice will be issued.

8.03 The Contractor shall prepare verification data of any items questioned for the amount claimed and provide complete cooperation during such investigation of any areas in the invoice subject to question. The County will be responsible for paying the remainder of

each month's invoice when individual invoice line items are awaiting dispute resolution. Invoices shall include backup for all reimbursable items.

- 8.04 County's Right to Review Billing Documentation - County reserves the right to request additional documentation from the Contractor prior to paying any disputed portion of the invoice. Such documentation may include, but is not limited to, invoices to the Contractor for parts or subcontracted services and payroll registers. County reserves the right to audit the Contractor's records and books pertaining to this contract and to make any appropriate cost adjustments according to the results of the audits.

9.0 **FLEET MANAGEMENT INFORMATION SYSTEM (FMIS)**

Contractor will own, install, implement and maintain all hardware and software necessary for an electronic record-keeping and reporting system for all services being contracted. The information system shall provide records of all repairs and servicing activities performed for each vehicle or piece of equipment.

- 9.01 Contractor's Fleet Management Information System (FMIS) must be a real-time, multi-user system capable of integrating all information pertaining to inventory, maintenance, repair, personnel, asset management, etc. Contractor must allow the County 24hr on-line access to the FMIS and the data contained therein.
- 9.02 Contractor will be responsible for the conversion of data in County's existing FMIS/RTA system, working with County officials and provision of a transition plan in their proposals.
- 9.03 County reserves the right to observe the Contractor's use of the system at any time during normal working hours in order to ensure compliance with established policies and procedures.
- 9.04 Contractor will provide initial and ongoing training on system operation. Ongoing training will be provided as new versions of the system are implemented and as operational problems are identified. Contractor will provide initial and ongoing training at no cost to the County. Contractor will provide system hardware and software as well as on-going maintenance and software upgrades, if purchased and installed by the Contractor, at no cost to the County.
- 9.05 County Department Fleet Liaisons and any audit personnel shall have 24/7/365 read only access to their fleet information.
- 9.06 Contract Administrator may randomly sample Contractor and subcontractor closed work orders monthly, including both target and non-target work orders.
- 9.07 Contractor Administrator will have 100% access to daily and weekly work order schedules and reserves the right to direct reprioritization of work orders in the best interests of the County. Contract Administrator or other County employees designated

by the County Administrator will have write access for asset management support.

- 9.08 Contract Administrator or other County employees designated by the County Administrator shall have access to all data pertaining to work associated with this contract for the purpose of auditing and verifying actual costs of the work.
- 9.09 Upon termination of this contract, the Contractor shall provide (at Contractor's cost) the County or successor with current and historical cost/productivity data and software that is compatible with the County's or successor's FMIS as may be required for phase-in/phase-out.
- 9.10 All records/data maintained during the term of the contract shall remain the property of the County.
- 9.11 Contractor must have the FMIS operational and made available to the designated County personnel within ninety (90) days of the contract start-up. Contractor's failure to provide on-line access to the FMIS and the data contained therein to the County within ninety (90) days from contract start-up shall be cause for \$100/day in liquidated damages for each day of non-compliance. Continued non-compliance will constitute failure to perform.

10.0 **VALUE-ADDED SERVICES**

10.01 **Emergencies**

The Contractor shall mobilize the shop and provide repair and maintenance services for the duration of emergency situations. Such service shall include adequate staffing to ensure continued vehicle operations at a level determined to be required by the County. Costs incurred during emergency situations are not to be included in the cost target. Offerors are required to describe the invoicing for emergency services in their Proposals to the County. Offerors are encouraged to cite references regarding the Contractor's ability to respond during emergency situations.

10.02 **Purchases**

The Contractor shall assist the County in preparing purchase specifications for additional or replacement fleet vehicles and service equipment as needed. In addition, the Contractor shall assist the County with inspections and assessments of used vehicles and equipment under consideration for purchase or lease. The Contractor shall identify and nominate for the County's purchase, other equipment that will reduce the cost of maintenance and/or improve the quality of vehicular services.

10.03 **Directed Work**

The County or its designee may direct the Contractor to perform additional tasks (i.e., tasks not related to ongoing and normal operations) under this Contract. The Contractor shall perform such assignments in accordance with an agreed to schedule and level of effort. Cost of such assignments shall not be included in the cost target. Offerors are to include in their Proposals the invoicing for such directed work.

10.04 **Investigations**

The Contractor shall support the County with technical investigations related to the automotive fleet. Such investigations may support accidents, fire, or other issues of a technical nature.

10.05 **Waste**

The Contractor shall be responsible for and shall propose/retain vendors for the 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 materials' origin, use, transportation, and ultimate distribution and disposal. All disposals shall be in accordance with current 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 will provide a written Hazard Communication Program. The Contractor shall hold the County free of liability for all actions of the Contractor relating to waste disposal.

Offerors should include in their Proposals to the County a description of their qualifications to handle waste streams generated as a part of normal County fleet maintenance.

10.06 **Fleet Replacement Analysis And Planning** - Contractor shall assist the Contract Administrator in determining when fleet vehicles and equipment have reached their optimum period of retention.

- a) Contractor will perform a mechanical evaluation as scheduled or directed by the County of all units under consideration for replacement, complete required inspection forms, and make recommendations as to which units should be replaced and which units qualify as backup or reserve units. Such inspections shall be scheduled and shall be completed within four hours of delivery of the vehicle for inspection or at the direction of the Contract Administrator.
- b) Contractor shall assist the County in using fleet size reduction as the first step in the County's replacement process. Contractor shall make recommendations for improved scheduling of preventive maintenance and repairs to minimize the downtime of front line fleet vehicles and equipment.
- c) Contractor shall review low use assignments and overall utilization of the fleet and shall monitor County department Managed Competition efforts for further fleet reduction. Contractor shall review the fleet's annual utilization and identify those units that should be considered for reduction and a supporting plan to provide short term transportation for those customer drivers.
- d) The utilization analysis should include: Department justification of all units that receive less than 3,000 miles annually. Provide alternatives, such as (1) pooling, to permanent assignment; (2) justify all medium and heavy duty units that receive less than 300 hours annually; and, (3) provide options to permanent assignment of fleet vehicles such as an expanded pool, use of commercial rentals, greater use of direct mileage reimbursement of personal vehicles for short trips, etc.

- e) Contractor shall conduct an annual review the fleet and equipment needs of the County and prepare and submit annual budget estimates for new and replacement vehicles and equipment to the Contracting Officer, no later than March 1st in collaboration with the County's multi-year budget planning process.
- f) Contractor shall act in the capacity of technical advisor to the County regarding the acquisition of new vehicles and equipment and shall provide historical maintenance data on proposed equipment as may be useful in determining selection of vehicles. Contractor will consult with Department Managers regarding specifications (i.e. purpose of vehicle, GVW, engine size, optional equipment, repair histories, quality of vehicles available for purchase, availability of repair parts, and dealership support).
- g) Contractor will provide the following replacement planning and technical assistance services to support these efforts:
 - ✓ Repair versus replacement analyses on any unit requested by the County,
 - ✓ Development of specifications for new, additional or replacement vehicles,
 - ✓ Inspections and assessments of used vehicles under consideration for purchase,
 - ✓ Compliance assessments and recommendations meeting alternative fuel, clean air and energy mandates of Federal, State and County government (Clean Fleet Model ordinance,
 - ✓ Demonstration and evaluation of new vehicle and maintenance technologies, including the coordination of demonstrations, the establishment of test protocols, and the collection of test data,
 - ✓ Participation in vehicle and equipment test programs for the purpose of evaluating new models for purchase by the County,
 - ✓ Participation in alternative fuel and green fleet planning projects, evaluations and demonstrations as requested by the Contract Administrator.

11.0 **STAFFING PROVISIONS**

The Contractor shall have the responsibility for selecting personnel to perform the services to be provided hereunder. The Contractor shall be required to perform pre-employment drug testing for all proposed Contractor employees.

11.01 **Contractor's General Manager**

The Contractor's General Manager shall have proven managerial experience managing and maintaining municipal fleets and/or fleets of similar composition.

- a) Contractor's General Manager shall work closely and cooperatively with the County's Contract Administrator on a daily basis and will become the primary point of contact for all matters relating to the maintenance and upkeep of the County's fleet.
- b) Contractor shall provide a Contract General Manager who shall be responsible for the performance of the work. The name of this person and an alternate(s) who shall act for the Contractor when the manager is absent shall be designated in writing to the Contract Administrator prior to contract start date.

- c) Contract General Manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract.
- d) Contract General Manager or alternate shall be available during normal duty hours to meet with County personnel designated by the contracting officer to discuss problem areas. After normal duty hours, the Contract General Manager or designated alternate shall be available on an emergency response basis.
- e) The Contract General Manager should be a certified Emergency Vehicle Technician (ETV).

11.02 **Changes in Personnel**

- a) Contractor's General Manager will not be changed during the term of the contract without prior consultation with the County, except that the Contractor General Manager may be dismissed without prior County approval for criminal activity or documented violation of company policies. Otherwise, the County must approve the timing of the change, and the specific individual that will replace the incumbent General Manager. Contractor's proposal to change its General Manager must include a transition plan.
- b) The County reserves the right to request the removal from work on this contract any contractor employee whose performance or actions are determined by the County to be detrimental to achieving the objectives stated in the County Fleet Maintenance and Management Services RFP.

11.03 **Staffing Requirements**

- a) Contractor is responsible for the supervision of its employees including ensuring appropriate and professional conduct at all times and shall conform to any policies and procedures issued by the County relating to safety, drug-free workplace, environmental stewardship, security, traffic, parking, etc.
- b) The Contractor may offer employment to the current Contractor's qualified employees at a commensurate industry standard wage. All existing staff who express an interest will be interviewed for positions with the Contractor. The Contractor will be able to choose those most qualified from the existing staff as potential employees.
- c) All personnel assigned this project shall be exclusive to this project and must not be utilized on any other projects or contracts that the Contractor may have in place unless approved as part of this contract or with the approval of the County.
- d) The contractor will be required to maintain a minimum number of certified Emergency Vehicle Technicians (ETVs). The current contractor maintains on average 3 to 5 EVTs in their staff with a minimum requirement by the County of three, including the General Manager.

11.04 **Contractor Benefits**

The Contractor shall have sole responsibility to determine and provide benefits for Contractor employees provided those benefits offered will be comparable to or will exceed those offered by the County to its employees. These costs will be included as part of the target price.

12.0 **PERFORMANCE**

12.01 **Right To Require Performance**

The County's failure at any time to require performance of any provisions thereof by the Contractor shall in no way affect the right of the County thereafter to enforce same. Nor shall any waiver by the County of any breach of any provision hereof be taken or held to be waiver of any succeeding breach of such provision or as a waiver of any provision itself.

12.02 **Bonds**

- a) Each bid must be accompanied by a **Bid Bond**, or by a certified check payable to Georgetown County, SC, for an amount equal to ten per-cent (10%) of the total base bid as a guarantee that if the bid is accepted, the required Contract will be executed after receipt of written notice of formal award of Contract. Bids not including such a bid bond will not be considered. Bid Bonds will be returned to unsuccessful vendors after award of Bid.
- b) The successful offeror must provide a **Performance Bond** from a surety company qualified to do business under the laws of the State of South Carolina in the amount of 100 percent (100%) of the contract amount, within fifteen (15) days the after receipt of written notice of formal award of the Contract.
- c) The successful offeror must provide a **Payment and Material Bond** from a surety company qualified to do business under the laws of the State of South Carolina in the amount of 100 percent (100%) of the contract amount, within fifteen (15) days after receipt of written notice of formal award of Contract.
- d) In the event the Performance and Payment and Material Bonds are not delivered, then the offer shall be ruled null and void and the award shall be made to the next most responsive Respondent. No Contract shall exist until the County receives duly executed bonds made payable to the County.

13.0 **INSURANCE**

13.01 **Mandatory Minimum Insurance Requirements**

Prior to the commencement of the Agreement, the Contractor shall obtain and keep in full force and effect until the termination of the Agreement, the following insurance with an insurance company licensed and qualified to do business in the State of South Carolina, as evidenced by a Certificate of Insurance and/or certified copies of the insurance policy(ies).

- a) **Worker Compensation - Statutory minimum limits**
Employers' Liability with a minimum of \$1,000,000 combined single limit.

b) **Commercial General Liability**

Minimum \$1,000,000 combined single limit of Bodily Injury and Property Damage per occurrence including the following coverage:

- Contractual Liability
- Premises and Operations
- Independent Contractors
- Completed Operations and Product Liability
- Personal Injury

c) **Automobile Liability**

Minimum \$1,000,000 combined single limit of Bodily Injury and Property Damage per occurrence including the following:

- Owned automobiles
- Hired automobiles
- Non-owned automobiles

d) **Garage Keeper's Legal Liability**

Minimum Limits - \$1,000,000 per occurrence

e) **Additional Insured**

The County shall be named as an additional insured on all liability policies.

13.02 **Policy Cancellation**

Sixty (60) days written notice of cancellation or of any material change in the policy(ies) is required.

13.03 **Certificate Holder**

County of Georgetown, State of South Carolina.

14.0 **WORKING CONDITIONS**

In the performance of the Agreement, the Contractor shall adopt working conditions, and other employment policies that meet the approval of the County, provided however, that such policies comply with applicable Federal or State laws.

15.0 **JOB SAFETY COMPLIANCE**

15.01 It shall be the responsibility of the Contractor to comply with all the provisions applicable to the Occupational Safety and Health Act as enforced by the U.S. Department of labor and to require all employees to comply with this law and all regulatory State or local laws affecting job safety. At a minimum, Contractor will provide a written Safety Program, a "Lock out/Tag out" Program, a safety training program for facility employees, and *a performance-based safety incentive program* for all facility technicians.

15.02 It shall be the Contractor's responsibility to maintain throughout the contract period a safety and accident prevention program that meets requirements of Federal, State and local codes and all other authorities having jurisdiction over this work.

15.03 **Certification Regarding Drug-Free Workplace:**

The contractor certifies that the (s)he will provide a “drug-free workplace” as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107.

16.0 **EQUAL OPPORTUNITY COMPLIANCE**

Affirmative Action: The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of age, race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.

17.0 **TERMS**

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

17.01 **County**

Shall mean GEORGETOWN COUNTY, SOUTH CAROLINA, or its authorized and legal representative, including, but not limited to, its contracting officer.

17.02 **Contractor**

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 County of Georgetown, State of South Carolina.

17.03 **Contract**

Contract shall mean an agreement executed by the County and the Contractor for the performance of the work and services, and the furnishing of materials or equipment, or both, as set forth in this Request for Proposal. The documents that will form the Contract include this "Request for Proposal," all attachments hereto, the winning Respondent's "Proposal," and the subsequent "Contract Agreement."

17.04 **Surety**

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

17.05 **Performance Bond**

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

17.06 **Contracting Officer(s)**

Contracting Officer(s) shall mean the Georgetown County Administrator or the official designated by him/her to represent the County in connection with all work, responsibilities and obligations under this Contract, including, but not limited to coordination with the

Contractor's representative regarding priority of repairs and maintenance and purchasing of equipment.

17.07 Fleet

Fleet shall mean all of the units listed in Appendix G, as well as units that may be added to or deleted from the County fleet, subject to agreement by the Contractor.

17.08 Unit

The term Unit, when used herein, shall be the heavy and light equipment, trucks, cars and other vehicles listed in Appendix G.

17.09 Good Fleet Management Practice

Shall mean that fleet management practice generally recognized as the standard by fleet operators for obtaining the optimal economic and functional utility from fleet Units during an optimum period of retention such as the American Public Works Association (APWA) vehicle life expectancies or other agreed industry standard to include Georgetown County RFP and to situations where low usage and good user maintenance practice has reasonably extended the life of the equipment. The County currently utilizes the standard of APWA life, plus one additional year.

17.10 Downtime

Downtime shall mean the percentage of time a piece of equipment is unavailable for use due to a need for repair or preventive maintenance work. Downtime is calculated as follows:

Number of hours unit is not available for use, divided by
24 Hours per Day (Emergency Vehicles)

Number of hours unit is not available for use, divided by
8 Hours per Day (Non-Emergency Vehicles)

Downtime begins when a Unit is brought to the garage for authorized repair work, or upon receipt of notification that a Unit requires towing to the garage for authorized repair work. For heavy equipment in the field, downtime begins when the Contractor is notified of a breakdown.

Downtime ends when the Unit is fully operational, available for use, and the department to which the Unit is assigned is notified that the Unit is available for service. Downtime does not include the time to make repairs necessary as a result of vehicle abuse, accidents, warranty, vandalism, or Acts of God.

17.11 Capitalization Repair

A repair performed on a vehicle that is beyond its useful life as defined by good fleet management practice as defined herein and which extends the useful life of the Unit by one or more years.

17.12 Fire Apparatus and Ambulance Preventative Maintenance Program

Fire Apparatus and Ambulance PM services will be administered based on a recommended annual schedule using manufacturer's recommendations and national standards (National

Fire Protection Association-NFPA #1911, 2007 or most recent version). Due to the Fire Department's mission critical emergency response priority needs, front line fire apparatus and ambulances should not be in for PM services for more than one day.

18.0 **GENERAL CONDITIONS OF PROPOSAL**

The General Conditions of Agreement between the County and Contractor are:

18.01 **Term of Contract**

The duration of the Contract shall be for the total period of five (5) one-year terms commencing July 1, 2016 and ending June 30, 2021 provided that the funds for subject contract are available and an operating budget is approved by the County and Contractor, and that the contractor has established and continues a satisfactory record of performance. The County Procurement ordinance specifies a maximum term of five (5) years, after which the Contract must be re-bid.

18.02 **Termination**

Either party may terminate this Contract on the anniversary date of a then current term, upon notice to the other party in writing not less than ninety (90) days prior to the expiration of the initial or any extension term, or if at the end of a fiscal year the County has not appropriated funds for the subsequent fiscal year (contract year).

19.0 **CONTRACTOR'S RELATIONSHIP TO THE COUNTY**

19.01 **Contractor as Independent Contractor**

It is expressly agreed and understood that the Contractor is in all aspects an Independent Contractor as to the work, and that the Contractor is in no respect an agent, servant or employee of the County. This Contract specifies the work to be done by the Contractor, but the method utilized to accomplish the work shall be the responsibility of the Contractor.

19.02 **Subcontracting**

Contractor may subcontract services to be performed hereunder. No such subcontracted services will be construed as making the County party of, or to, such subcontract, nor shall such subcontracted services be construed as subjecting the County to liability of any kind to any Subcontractor. No subcontract shall, under any circumstances, relieve the Contractor of its liability and obligation under this Contract; and despite such subcontracting the County shall deal through the Contractor, and Subcontractors will be dealt with as workmen and representatives of the Contractor. It is the Contractor's responsibility to ensure that approved Subcontractors have achieved the same liability coverage as the Contractor.

19.03 **Lease of Facility**

The County will lease to the fleet operator the shop facility located behind the Georgetown County Public Works Department and also known as 2242 Browns Ferry Road (SC-51), Georgetown, SC for the annual sum of one-dollar. This shall include equipment provided by the County and used by the Contractor during vehicle maintenance, such as compressors, lifts, service vehicles, etc. The County shall be responsible for replacement of such equipment at the end of its useful life as otherwise necessary. Facility repair work is not included in the target cost. (See County Provided Facilities, §1.1, pages 8 - 11).

19.04 Lease of Service Vehicles

The County will lease to the fleet operator the service vehicles associated with the vehicle maintenance facility for the annual sum of one-dollar per vehicle. This currently includes the following:

151	2007	Ford	F750 Pickup Truck	3FRXF75UX5V112775
151	2001	Ford	F550 Service Truck	1FDAF56F51EC05390
151	2001	Ford	F365 Service Truck	1FDWF36L71EC74534

It will be the responsibility of the fleet service operator to insure these vehicles, and provide proper license tags. Since the vehicles will be under the operation of an independent contractor, the Georgetown County name or logo shall not appear, and the vehicle must have tags registered to the lease holder/contractor. The fleet service operator shall be permitted to affix removable identification (such as magnetic signs) to the vehicles identifying the operator.

19.05 County Representative(s)

Unless provided otherwise elsewhere in the Contract, the Contracting Officer is hereby authorized to act on behalf of the County as to all matters relating to this Contract and/or services being performed hereunder. The Contracting Officer shall decide all questions that may arise as to the quantity, character and quality of services performed or to be performed pursuant to this contract, subject to the resolution of any dispute as set forth hereinafter.

19.06 Inspection of Work

The Contractor shall furnish the County or authorized representative(s) with every reasonable opportunity to determine whether or not the work is performed in accordance with the requirements of the Contract. The County may appoint qualified persons to inspect the Contractor's operations and equipment, and Contractor shall permit these authorized representative(s) to make such inspections at a reasonable time and place.

20.0 COSTING METHODOLOGY

20.01 Target Cost Proposal

The target cost proposal, which shall be the Contractor's operating budget for each year of this contract, shall be included in the Contractor's Proposal using the attached Cost Proposal Forms and shall include the following cost items:

- a) Personnel costs
- b) Parts/supplies/outside services
- c) Overhead expenses
- d) Administrative costs and management company/franchise fees.

This target amount is to be a firm, fixed cost.

20.02 Labor Costs

Personnel costs will include wages, salaries, fringe benefits, payroll taxes, mechanic and on-

site management costs.

20.03 Parts/Supplies/Outside Services

The Contractor will charge the County for parts, supplies, and outside services as the items or services are used, as reflected in the Contractor's repair orders.

20.04 Overhead Expenses

Overhead expenses will include such items as office supplies, uniforms, bonding costs, copying costs and insurance. All overhead expenses will be invoiced to the County as they are incurred at the Contractor's net cost without markup.

20.05 Administrative Costs and Management Fees

Line items in the approved budget for administrative costs and management fees will be charged to the County for each accounting period on a pro rata basis. These items will not be subject to documentation.

20.06 Performance Incentive Programs

Offerors are encouraged to include a system for performance-based incentives and deductions tied to clearly stated performance objectives.

21.0 ADDITIONAL COSTS

The approved budget shall include the cost target as adjusted in accordance with Paragraph 18.01 and the additional cost items described herein.

21.01 Capital Expenditures

Any and all County approved capital expenditures of the Contractor for equipment or other capitalized items (i.e., engine analyzer), in connection with the services and work to be provided by the Contractor hereunder, shall not be included in the approved target.

21.02 Directed Work

Overtime and other County approved labor and material cost incurred by the Contractor in performance of emergency or other directed work shall not be included in the approved target, pursuant to the terms of the Contract. The County will not approve or reimburse the Contractor for overtime charges for work included in the target cost.

21.03 Additional Reimbursable Items

Costs incurred for unit repairs necessitated as a result of user abuse, vandalism, and accident damage during the life of the contract, or major component failure during the first three (3) months of providing service hereunder, or to vehicles and equipment in excess of APWA life-cycle "plus 1-year" standards, will not be included in the computation of the cost of performance incentives, and will not be included in the approved target, and will be directly reimbursable by the County to the Contractor. Offerors must provide APWA life-cycle "plus 1 year" standards with their RFP.

22.0 **ADJUSTMENTS TO THE APPROVED BUDGET**

22.01 **Changes in the Size or Composition of the Fleet**

The cost target shall be adjusted to correspond to increases or decreases in the fleet size or the type of equipment in each class if such changes are at least five (5%) percent on a prorated unit cost basis. These adjustments shall be made semi-annually.

22.02 **Annual Adjustments**

The cost target and approved budget, including the Contractor's fee, shall be adjusted for the second and subsequent years of the Contract prior to the end of the previous contract term. During the Annual Meeting between the County and the Contractor, the Contractor's performance will be reviewed. The meeting shall also include a review of the Contractor's cost of doing business. With the exception of labor, escalation of the approved budget for the ensuing year shall not exceed the Cost/Price Index (CPI) for all urban consumers in the Transportation Category for the State of South Carolina for the prior year. Labor costs shall be negotiated separately. Changes to the Contract shall be documented in a Contract Amendment.

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Instructions for Bidders
Bid #16-001
Professional Fleet Management & Maintenance

1. Written sealed public bids for a Term Contract to provide **Professional Fleet Management & Maintenance** shall be received in the Purchasing Office, Second Floor, Suite 239, 129 Screven Street, Georgetown, SC until the cut-off time shown in the bid timeline on page (2) of this document. Bids will then be publicly and promptly opened at the designated time by the Purchasing Officer. Bids that are not in the Purchasing Officer's possession prior to the stated opening date and time will be considered **NON RESPONSIVE** and returned unopened. An official authorized to bind the offer must sign all proposals submitted.
2. **IMPORTANT OFFEROR NOTES:**
 - a) Bid Number & Title must be shown on the **OUTSIDE** of the delivery package.
 - b) Federal Express does **NOT** guarantee delivery to Georgetown, SC before 4:30 PM Eastern Time on Next Day Service.
 - c) UPS WILL guarantee delivery to Georgetown, SC before 10:30 AM Eastern Time on Next Day "Early AM" Service.
3. **Inclement Weather/Closure of County Courthouse**

If the County Courthouse is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next scheduled business day, at the originally scheduled time.
4. This solicitation does not commit Georgetown County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that the Georgetown County Purchasing Office receives bids on, or before, the date and time specified for the bid opening. No bid will be accepted thereafter. The County assumes no responsibility for delivery of bids that are mailed. Georgetown County reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.
5. One (1) unbound, reproducible ORIGINAL and one (1) digital copy in ADOBE.PDF on CD or DVD of must be submitted in a sealed envelope and clearly marked as follows:

OFFEROR'S NAME
BID ITEM NAME
BID NUMBER
6. **No Bidder may submit more than one bid.** Multiple bids for different manufacturers but represented by the same firm will not be accepted. Bids offered directly from manufacturers shall indicate if a local dealer/representative will be involved.
7. **Definitions:**
 - a) The terms "Proposer", "Offeror", or "Bidder" refer to those parties who are submitting sealed responses for the work set forth in this document to the OWNER, as distinct from a sub-bidder who provides a bid to the Bidder. The term "Contractor" refers to the successful Bidder.

- b) The term “**Professional Fleet Management & Maintenance**” or “Service” refers to the **complete set of services** as specified in this document, in every aspect.
- c) The terms “Owner” and “County” refer to the County of Georgetown, South Carolina.
- d) Where the words “shall” or “must” are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification.
- e) Where the words “should”, “may”, or “is desirable” are used, it signifies desirable, but not mandatory functions or capacities. Bidders who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.

8. Correction or Withdrawal of Bids; Cancellation of Awards

An offeror must submit in writing a request to either correct or withdraw a bid to the Procurement Officer. Each written request must document the fact that the offeror’s mistake is clearly an error that will cause him substantial loss.

- a) Correction of awards : An offeror shall not be permitted to correct a bid mistake after bid opening that would cause such offeror to have the low bid unless the mistake in the judgment of the Procurement Officer is clearly evident from examining the bid document; for example, extension of unit prices or errors in addition.
- b) Cancellation of awards prior to performance: When it is determined after an award has been issued but before performance has begun that Georgetown County’s requirements for the goods or services have changed or have not been met, the award or contract may be canceled and either reawarded or a new solicitation issued.

9. Faxed or E-mailed bids will not be accepted by Georgetown County.

10. If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact the purchasing office as soon as possible.

11. Any deviations from the specifications or modification of this bid and any extra or incidental work or reductions in work shall be set forth in writing and signed by both parties prior to making such change. Any increase or decrease in the bid price resulting from such change shall be included in writing.

12. Exceptions: The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled “Exception(s) to Bid Conditions and Specifications,” and shall be attached to the bid. When Proposers find instances where they must take exception with certain requirements or specifications of the bid, all exceptions shall be clearly identified. Written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the County of Georgetown, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions.

13. The County reserves the right to reject any or all bids, waive any informality in bids and accept in whole or in part such bid or bids as may be deemed in the best interest of the County. Georgetown County reserves the right to reject any bid submitted, at sole option that the vendor may not be able to meet the service requirements of the bid.

14. Publicity releases: contractor agrees not to refer to award of any resulting contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.
15. Material Safety Data Sheets: The County of Georgetown will not receive any materials, products, or chemicals which may be hazardous to an employee's health unless accompanied by a Material Data Sheet when received.
16. Ownership of Copyright: All right, title and interest in all copyrightable materials which vendor shall create in the performance of its obligations hereunder shall be the property of the procurer. Vendor agrees to assign and hereby does assign any and all interest it has in and to such material to procurer. Vendor agrees, upon the request of procurer to execute all papers and perform all other such acts necessary to assist procurer to obtain and register copyrights on such materials. Where applicable, works of authorship created by the vendor in the performance of its obligations hereunder, shall be considered "works for hire" as defined in the U.S. Copyright Act.
17. Ownership of Documents: Any reports, studies, photographs, negatives or other documents prepared by vendor in the performance of its obligations shall be the exclusive property of the procurer and all such material shall be remitted to the procurer by the vendor upon completion, termination or cancellation of this order. Vendor shall not use, willingly allow or cause to have such material used for any purpose other than performance of its obligations under this order without the prior written consent of the procurer.
18. Affirmative Action: The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of age, race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.
19. Georgetown County has a 5% local vendor matching preference by ordinance. See the RESIDENCE CERTIFICATION FOR LOCAL PREFERENCE form attached for details.
20. Bidders must clearly mark as "confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under section 30-4-40, Code of Laws of South Carolina 1976, as amended (Freedom of Information Act). If any part is designated as confidential, there must be attached to that part an explanation of how this information fits within one or more categories listed in section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.
21. CERTIFICATION REGARDING DRUG-FREE WORKPLACE:
The contractor certifies that the vendor(s) will provide a "drug-free workplace" as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107.
22. Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited.

23. Acknowledgement of Addenda

Each contractor is responsible to verify the number of total addenda issued prior to bid. **Failure to acknowledge all addenda shall disqualify the bidder.** All addenda are posted by the County at the website located at www.georgetowncountysc.org, select "Purchasing" and "Current Bids". It is each proposer's responsibility to verify that all addenda have been received and acknowledged.

24. TERMS OF AGREEMENT / RENEWAL

The initial term of any resulting contract shall be for a period of one (1) calendar year, effective from date of contract award. The County reserves the right to negotiate with the successful bidder, after contract award, for an additional discount should available funds permit the purchase of additional units within the fiscal year. The County reserves the right, at its sole option, to renew the contract for four (4) additional consecutive terms, contingent upon satisfactory performance in the prior period, not to exceed a maximum term of five (5) years total.

25. PRICE ESCALATION/DE-ESCALATION:

Prices are to remain firm for the first contract period. In subsequent terms, the contractor may request, in writing at least sixty (60) days in advance of the contract ending date, an increase/decrease. Should the County elect to exercise the option to renew the contract for additional year(s), the contract prices for the additional years shall not exceed the percentage increase/decrease of the "Services" category of the CPI-W SECTION OF THE COMSUMER PRICE INDEX of the United States Bureau of Labor Statistics for the latest twelve month for which statistics are available. Should the price change be granted and the County elects to renew the contract, the purchase order will reflect the changes.

26. Bids must be made on Proposal or Bid Form furnished or will be rejected. Proposals shall be typewritten or written in ink on the form prepared by the County. The person signing the bid shall initial all corrections or erasures.

27. Request for Information or Clarification:

To ensure a fair review and selection process, firms submitting proposals are prohibited from contacting any other staff or Council members regarding the content, timing or scope of these proposals.

All questions or requests for information should be directed, in writing, before the deadline shown on page two (2) of this solicitation to:

Nancy Silver, Senior Buyer
Fax: (843) 545-3500, or e-mail: nsilver@gtcounty.org

28. Insurance

The successful bidder shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the bidder for the duration of the contract period; for occurrence policies.

a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

1. Minimum Limits

General Liability:

\$1,000,000 General Aggregate Limit

\$1,000,000 Products & Completed Operations

\$1,000,000 Personal and Advertising Injury

\$1,000,000 Each Occurrence Limit

\$50,000 Fire Damage Limit

\$5,000 Medical Expense Limit

b. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the bidder, his agents, representatives, employees or subcontractors.

1. Minimum Limits

Automobile Liability:

\$1,000,000 Combined Single Limit

\$1,000,000 Each Occurrence Limit

\$5,000 Medical Expense Limit

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of SC. Employers Liability, \$1,000,000.

d. Garage Keeper's Legal Liability

Minimum Limits - \$1,000,000 per occurrence

e. Owners' & Contractors' Protective Liability

Policy will be in name of County. Minimum limits required are \$1,000,000.

f. Professional Liability

Minimum limits are \$1,000,000 per occurrence.

g. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the certificate(s).
2. The County of Georgetown, its officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
4. Shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.

5. All coverage for subcontractors of the bidder shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the bidder shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the County, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
9. The bidder shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
10. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from County's Risk Officer.

29. Workman's Compensation Coverage

Georgetown County, SC will require each contractor and service provider to maintain on file with the purchasing officer, a current Certificate of Insurance showing limits as required by the Workers' Compensation Act of SC: Employers Liability, \$1,000,000.

The law also recognizes "statutory employees." These are employees who work for a subcontractor who may be working for a business or another contractor. Employers should inquire whether or not a subcontractor working for them has workers' compensation insurance, regardless of the number of employees employed by the subcontractor. If the subcontractor does not, the subcontractor's injured employees would be covered under the employer's workers' compensation insurance. If the subcontractor does not carry workers' compensation insurance, then the owner or the principal contractor would be liable just as if the subcontractor's employee was one of their employees.

For answers to additional questions, visit the SC Worker's Compensation Commission website, at:

<http://www.wcc.state.sc.us/Frequently%20Asked%20Questions/FAQ.htm>

30. Hold Harmless Clause

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

31. Condition of Items

All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

32. Workmanship and Inspection

All work under this contract shall be performed in a skillful and workmanlike manner. The County may, in writing, require the Contractor to remove any employee from work that the County deems incompetent or careless.

Further, the County may, from time to time, make inspections of the work performed under this contract. Any inspection by the County does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

33. Invoicing and Payment

The firm shall submit invoices on a frequency to be determined, as agreed upon by the County, for each payment requested. Such invoice shall also include a detailed breakdown of all charges. All such invoices will be paid within thirty (30) days unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation. All invoices shall be forwarded to the following address:

County of Georgetown
Accounts Payable
P.O. Box 421270
Georgetown, SC 29442-1270

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

34. South Carolina Sales Tax

The County of Georgetown, SC is not exempt and pays the appropriate SC sales tax on all applicable purchases.

35. Assignment of Contract

This contract may not be assigned in whole or part without the written consent of the Purchasing Officer.

36. Termination

Subject to the provisions below, the contract may be terminated by the County upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

a. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the County, without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause

Termination by the County for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

c. Non-Appropriation:

It is understood and agreed by the parties that in the event funds are not appropriated in the current fiscal year or any subsequent fiscal years, this contract will become null and void and the County will only be required to pay for services completed to the satisfaction of the County.

37. Default

In case of default by the contractor, for any reason whatsoever, the County may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law

38. Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

39. Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina, U.S.A.

40. Claims and Disputes:

All claims, disputes and other matters in question between parties arising out of, or relating to, this Agreement, or the breach thereof, shall be decided in the Circuit Court of the Fifteenth Judicial circuit in Georgetown County, South Carolina. By executing this Agreement, all parties specifically consent to venue and jurisdiction in Georgetown County, South Carolina and waive any right to contest jurisdiction and venue in said Court.

41. Rights of County

The County reserves the right to reject all or any part of any bid, waive informalities and award the contract to the lowest responsive and responsible bidder to best serve the interest of the County.

42. Award of Bid

In determining the lowest responsive and responsible bidder, in addition to price, there shall be considered the following:

- a) The ability, capacity and skill of the bidder to perform the contract.
- b) Whether the bidder can perform the contract within the time specified, without delay of interference.
- c) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- d) The quality of performance on previous contracts.
- e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
- f) The sufficiency of the financial resources to perform the contract to provide the service.
- g) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- h) The ability of the bidder to provide future maintenance and service.
- i) The discount terms and conditions of the bid.
- j) Delivery time.

43. Notice of Award

A *Notice of Intent to Award* will be mailed to all respondents.

44. Protest

Bidders may refer to Sections 2-67, 2-73, and 2-74 of Ordinance #2008-09, also known as the Georgetown County, South Carolina Purchasing Policy to determine their remedies concerning this competitive process. The failure to be awarded a bid shall not be valid grounds for protest.

45. Debarment

By submitting a bid, the offeror certifies to the best of its knowledge and belief, that it and its principals, sub-contractors and assigns are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency. A copy of the County's debarment procedure in accordance with Section 2-68 of Ordinance #2008-09, also known as the Georgetown County, South Carolina Purchasing Policy is available upon request.

46. Firm Pricing for County Acceptance

Bid price must be firm for County acceptance for 90 days from bid opening date. "Discount from list," bids are not acceptable unless specifically requested.

47. Quotations to be F.O.B.: Destination

Quote F.O.B.: Destination for this competitive sealed bid. As an alternate, show exact cost for delivery.

48. Unit Prices and Extension

Bid unit price on quantity specified -- extend and show total. In case of errors in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.

49. Permits

The successful Offeror must be responsible for obtaining all necessary city, county, and state permits/licenses and must comply with all local codes and ordinances. Copies of such permits/licenses shall be made available to the County upon request. Building contractors working within Georgetown County must also secure a Contractor's License from the Building Department. Work within the Georgetown City Limits may require a City Business License.

50. Environmental Management:

Vendor/Supplier/Contractor will be responsible for complying with all federal, state and local environmental regulations relating to transportation, handling, storage, spillage and any other aspect of providing the services specified herein, as applicable.

51. Bid Tabulation Results

Vendors wishing to view the bid tabulation results may visit the Georgetown County, SC web-site at: <http://www.georgetowncountysc.org>. Select "Purchasing", then "Bids Information" and double click the link under the individual bid listing.

52. The Bidder hereby certifies that he or she has carefully examined all of the Documents for the project, has carefully and thoroughly reviewed this Request for Bid/Quotation, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this Bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid/

Documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

53. Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor's submittal to be declared null and void.
54. Apparent omission of a detailed description concerning any point, shall be regarded as meaning the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used.
55. Response Clarification
Georgetown County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
56. The successful proposer will be required to provide a Certificate of Insurance naming Georgetown County, SC as an additional insured. This must be on file prior to any final award.

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5. If respondent is a Partnership, complete the following:

Respondent is a (general) or (limited) Partnership, doing business under the name of

at _____ County of _____,

County of _____, in the State _____.

The Partnership was formed on _____,

and the Partnership is recorded in the County of _____,

State of _____.

The following is a complete and accurate list of the names and addresses of the Partners:

NAME

ADDRESS

6. If the respondent is a Corporation, complete the following:

Respondent is a Corporation doing business under the name of

at _____

in the County and State of _____

The Corporation was organized on _____, and existing under the laws of the State of _____, in the County of _____.

Mailing address, if different from above, for correspondence pertaining to this proposal is

7. **Financial Responsibility**

BANK

ADDRESS

We, the undersigned, propose to furnish Fleet Management and Maintenance Services to the County, from July 01, 2016 at 7:00 A.M. to June 30, 2021 at 5:00 P.M., Mondays through Fridays, excepting legal holidays, pursuant to the Award of the Contract with the "Notice for Request for Proposal" for the amount of \$_____, as set out in the general categories below:

CATEGORY	FIRST-YEAR COST
Labor Costs	\$ _____
Parts and Supplies	\$ _____
Overhead Expenses	\$ _____
Administrative Costs	\$ _____
Subtotal Cost Target	\$ _____
<u>Management/Service Fee</u>	\$ _____
TOTAL FIRST-YEAR COST TARGET	\$ _____

Mark-up on Directed Work (Ref. 10.3) _____ %
 Mark-up on Overtime for Emergency/Directed Work (Ref. 10.1 and 10.3) _____ %

The price shall be required to be firm for the Contract period. The Award of the Contract will be made to the most qualified and responsible respondent in accordance with criteria as outlined in Attachment C of this document to the Request for Proposal. The County reserves the right to reject any or all proposals.

The undersigned agrees, should this proposal be accepted, to execute the form of the Contract and present the same to the County for approval within thirty (30) days after being notified of the awarding of the Contract.

RESPECTFULLY SUBMITTED,

BY _____

ADDRESS _____

Date: _____

MANDATORY BID SUBMISSION FORM

ATTACHMENT B
AGREEMENT AND CERTIFICATION OF COMPLIANCE
WITH STATE AND FEDERAL LAWS AND REGULATIONS

The County and the Contractor (hereinafter jointly referred to as "Contractor" for the purpose of this Agreement) are subject to the requirements of Executive Order 11246, as amended; Executive Order 11625; Section 402 of the Vietnam Era Veterans Readjustment Act of 1972, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and related rules and regulations of the Department of Labor and the Office of Federal Contract Compliance Programs.

I. THE EQUAL OPPORTUNITY CLAUSE (if this contract exceeds or will exceed \$10,000.00.)

During the performance of this contract, Contractor agrees to be bound by the following provisions as contained in Section 202 of Executive Order 11246, as amended, to wit:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative of workers for which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers representative of the Contractor's commitment under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and the rules, regulations and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts, by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any such rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized by Executive Order No. 11246 of September 24, 1965, or by rule, regulations, or order

of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each Subcontractor or Contractor. The Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Contractor becomes involved in, or is threatened with litigation with a Subcontractor or Contractor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

II. CERTIFICATION OF NON-SEGREGATED FACILITIES (if this contract exceeds or will exceed \$10,000.00.)

Contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. Contractor agrees that a breach of his certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms, and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed Subcontractors for specific time periods) he will obtain identical certifications from proposed Subcontractors prior to the award of such subcontracts exceeding \$10,000.00 which are not exempt from the provisions of Equal Opportunity Clause, that he will retain such certification in his files, and that he will forward notice to such proposed Subcontractors (except where he has obtained identical certification from proposed Subcontractors for specific time periods.) **NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES.** A Certification of Nonsegregated Facilities as required by the May 21, 1968, order on Elimination of Segregated Facilities, by the Secretary of labor (33 Fed. Reg. 7804, May 28, 1968), must be submitted prior to the award of a subcontract exceeding \$10,000.00 which is not exempt from the provisions of the Equal Opportunity Clause. The Certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is proscribed in 18 U.S.C. 1001.)

III. EMPLOYER REPORT EEO-1 (if this contract exceeds or will exceed \$59,000.00.)

The undersigned Contractor further agrees and certifies that if the Contractor has 50 or more employees, Contractor will file a complete and accurate report on Standard Form 100 (EEO-1) with a Joint Reporting Committee at the appropriate address per the current instructions within thirty (30) days of the Contract award and otherwise comply with and file such other compliance reports as may be required under Executive Order 11246, as amended, and Rules and Regulations adopted thereunder.

IV. WRITTEN AFFIRMATIVE ACTION PROGRAM (if this Contract exceeds or will exceed \$50,000.00.)

The undersigned Contractor further agrees and certifies that if the Contractor has 50 or more employees, Contractor will develop a written affirmative action compliance program for each of its establishments as required by Title 41, Code of Federal Regulations, Section 60.1.40 and 60.2.

V. VETERANS EMPLOYMENT CLAUSE (if this Contract is for \$10,000.00 or more)

Contractor agrees to abide by and comply with provisions of the Affirmative Action Clause, Section 60-250.4 of 41 C.F.R. unless exempted as therein provided and which provisions are incorporated herein by reference to the same extent as though set forth herein in full.

VI. EXECUTIVE ORDER 11758 - EMPLOYMENT OF HANDICAPPED PERSONS (if this Contract is for \$2,500.00 or more.)

Contractor agrees that it will abide by and comply with the provisions of the Affirmative Action Clause, Section 60-741.4 of 41 C.F.R. (41 Fed. Reg. 16150, April 16, 1976), Affirmative Action for Handicapped Workers, which provisions are incorporated herein by reference to the same extent as though set forth herein in full.

VII. FEDERAL PROCUREMENT REGULATION AMENDMENT 153 - UTILIZATION OF SMALL BUSINESS CONCERNS CLAUSE (if this Contract exceeds or will exceed \$10,000.00.)

(a) It is the policy of the Government that a fair portion of purchases and contracts for supplies and services for the Government be placed with small business concerns.

(b) The Contractor agrees to accomplish the maximum of subcontracting to small business concerns that the Contractor finds to be consistent with the efficient performance of this Contract.

VIII. EXECUTIVE ORDER 11625 - UTILIZATION OF MINORITY BUSINESS ENTERPRISE (If this Contract exceeds or will exceed \$10,000.00.)

(a) It is the policy of the Government that minority business enterprises shall have the maximum practicable opportunity to participate in the performance of Government contracts.

(b) The Contractor agrees to use his best efforts to carry out this policy in the award of subcontracts to the fullest extent consistent with the efficient performance of this Contract. As used in this Contract, the term "minority business enterprise" means a business, at least fifty-one (51%) percent of the stock of which is owned by minority group members. For the purpose of this definition, minority groups or members are Negroes, Spanish-speaking American persons, American-Orientals, American Indians, American-Eskimos, and American-Aleuts. Contractors may rely on written representations by Subcontractors regarding their status as minority business enterprises in lieu of independent investigation.

IX. ILLEGAL IMMIGRATION: NON-CONSTRUCTION

By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

Firm Name: _____

Authorized Signature: _____ Date: _____

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ATTACHMENT C

Fleet Life Cycle Definitions for Establishment of Target/Contract Work
(Based on APWA guidelines plus one (1) year)

Whichever occurs first:

Vehicle Type	Age/Years	Mileage/Hours
Light Vehicles		
Sedans, Station Wagons,	7	100,000
Pickup Truck	8	100,000
Passenger Vans	8	100,000
Cargo Vans	8	100,000
Sports Utility	8	100,000
Other Light Trucks - Gas (Class 1-4)	8	100,000
Other Light Trucks - Deisel (Class 1-4)	9	100,000
Law Enforcement Vehicles		
Patrol/ Pursuit Cars (Take-Home)	5	100,000
Patrol/ Pursuit Cars (Hot Seat)	5	80,000
Unmarked/ Admin Sedans	6	100,000
Patrol 4WD	6	100,000
Motorcycles	4	80,000
Fire/ Emergency Vehicles		
Fire Pumper	11	
Fire Aerial Ladder Truck	13	
Ambulance	6	120,000
Heavy Vehicles		
Heavy Trucks (Class 7-8)	11	120,000
Semi-Tractor	11	220,000
Dump Truck Tandem	11	120,000
Dump Truck single axle	9	120,000
Bucket Truck	9	100,000
Forklift	11	
Tractor Mower	9	
Other Medium Trucks - Gas (Class 5-6)	9	100,000
Other Medium Trucks - Deisel (Class 5-6)	9	120,000
Special Heavy Vehicles		
Street Sweeper	9	12,000h
Road Grader	9	7,500h
Bulldozer*	11	15,000h
Compactor*	7	5,000h
Backhoe/ Loader*	8	7,500h
Roller	13	5,000h
Paver	11	5,000h
Excavator	16	15,000h
Other Tracked Construction Equip	13	12,000h
Refuse Truck - Side/ Rear Loader	7	
Refuse Truck - Automated Loader	7	
Crane/ Dragline	13	

Whichever occurs first:

Vehicle Type Continued	Age/Years	Mileage/Hours
Sewer Jet-Vac	11	8,000h
Miscellaneous		
Trailers, Heavy	13	
Trailers, Utility	9	
Compressor, Tow-behind	11	5,000h
Other Construction Equip - Towed	11	

* If equipment is used in a Landfill expected life is reduced by approx. 50%

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ATTACHMENT D
PROPOSAL REQUIREMENTS & EVALUATION CRITERIA

CONTRACTOR RESPONSE

This Request for Proposal (RFP) represents the requirements of the County to procure Contractor services for Professional Fleet Management & Maintenance services.

The following section provides a general description of information to be included in proposals. Proposals must be submitted in the format outlined in this Attachment. Additional information may be submitted in the form of separate bound appendices. Respondents must furnish all information required by the request.

Incurring Costs

All costs incurred in the preparation and submission of proposal will be borne by the Respondent.

Economy of Preparation

Proposal documents must be prepared simply and economically, and provide a straightforward, concise delineation of capabilities proposed to satisfy the requirements of the RFP. Unnecessarily elaborate brochures or other presentations are not required. Completeness and clarity of content must be emphasized. All brochures, presentations and items submitted in support of proposals will become part of the Contract.

Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn in person by written notice received at any time prior to the closing date and time specified. Proposals may be withdrawn in person by an authorized representative of the Respondent.

Solicitation of Amendments

In the event an amendment to this RFP is issued, all solicitation terms and conditions will remain in effect unless specifically changed by the amendment. Respondents must remit an acknowledgment of receipt of such amendment(s) to the place designated. The acknowledgment must be remitted prior to the hour and date specified for receipt of proposals in the amended RFP.

RESPONDENTS WHO DO NOT ACKNOWLEDGE RECEIPT OF RFP AMENDMENTS IN A TIMELY MANNER BY ONE OF THE FOLLOWING METHODS WILL BE ELIMINATED FROM FURTHER CONSIDERATION:

- a) Returning one signed copy of the amendment.
- b) Acknowledging receipt of the amendment on at least one signed copy of the submitted proposal.
- c) Submitting a signed letter that acknowledges the amendment(s) and refers to the RFP and amendment number(s).

If a Respondent desires to change a proposal that already has been submitted, the change may be made by a signed letter that refers to the RFP and amendment number(s). The letter must be received at the designated place, prior to the hour and date specified for receipt of proposals in the amended RFP.

ALL SIGNATURES ON PROPOSALS, AMENDMENTS, OR RELATED CORRESPONDENCE MUST BE BY PERSONS WHO ARE AUTHORIZED TO CONTRACTUALLY BIND THE RESPONDENT.

County Procurement Regulations

County procurement regulations will be used throughout the solicitation, evaluation, award and administration process for this proposal/contract.

SUBMISSION REQUIREMENTS

This section provides a summary of information to be included in fulfilling the requirements of this RFP. Respondent must emphasize the rationale for the particular solution being proposed and emphasize its unique advantages.

Respondent will submit a proposal for a County fleet management and maintenance project to meet the minimum requirements identified. The requirements stated herein do not preclude respondent from furnishing additional information as deemed appropriate. Substantial deviation from the minimum requirements stated herein may be cause for rejection from further consideration.

Transmittal Letter

The Respondent's transmittal letter shall include, at a minimum, the substance of the sample transmittal letter shown in Attachment E.

Part I - Understanding

Respondent will include in Part I an understanding of the specific fleet management and maintenance issues facing the County of Georgetown, the issues facing other counties and local governments nationwide, and a general statement of the solutions the Respondent plans to offer the County.

Part II - Scope of Services

Respondent will include in Part II their approach to completing the work elements described in the Statement of Work section of this RFP. The Scope of Services will address each task in the Statement of Work, listed numerically to correspond with the RFP.

Part III - Management Approach

The Respondent's approach to management of both the fleet and this assignment are to be included in Part III. This section should include complete staffing and management information, including a listing of full-time equivalent personnel. A reporting structure will be provided along with the specific responsibilities of each delineated position. The Respondent's Management Approach should include Quality Control programs and

other Management Control programs deemed necessary by the Respondent for effective fleet management and maintenance.

Part IV - Transition Plan

Respondents should include complete details regarding their proposed start-up plan for the Contract with the County, including additional staffing and corporate resources that will be utilized during the transition. Respondents should pay particular attention to the issues the Contractor and the County will face during the transition from in-house to contracted services. Respondents should outline any additional costs to the County associated with the transition.

Part V - Qualifications and Experience

Proposals must include in Part V a brief summary of applicable past experience to show proven and demonstrated ability to execute the requirements of the RFP. Further, Proposals must include a list of *all* current clients for whom the Contractor provides municipal fleet management and maintenance. The listing should contain the following information for each client:

- a) Client name (i.e., county, county, local government, agency, etc.)
- b) Brief description of contract requirements
- c) Period of performance
- d) Total fleet size

Preference will be shown to those Contractors who can demonstrate experience with similar size County, County or State fleet operations.

Respondents should also include complete customer references for at least 10 of the Respondent's current clients. The references must contain, at a minimum, the following information for each client:

- a) Contact name and title
- b) Address
- c) Phone number
- d) Type and composition of fleet
- e) Number of vehicles and pieces of equipment
- f) Period of performance
- g) Whether Contractor converted the fleet maintenance from the client's former in-house operation or Contractor assumed a previously converted fleet maintenance program
- h) Percentage of Contractor's technicians with at least one ASE certification
- i) Special requirements and contractual obligations
- j) Special achievements of the Contractor's location personnel
- k) A description of the location's approach to safety and any appropriate safety achievements
- l) Letters of recommendation and commendation, if available

Part VI - Cost Proposal

Part VI will include the Respondent's complete cost proposal with the first year's target cost. Offerors are expected to describe a methodology for fleet performance standards with incentive/deduction provisions. Include an example of how the proposed performance standard incentive/deduction will be reported and

invoiced. The cost proposal also shall include the Respondent's position on overtime, directed work and other costing data left subject to proposal in the Statement of Work. Additional costs associated with the transition from in-house to contracted services should be outlined separately and clearly stated in this section of the Respondent's Proposal.

Any exceptions to the requirements of this RFP taken by the Respondent in formulating the Respondent's cost proposal must be clearly stated and explained in this section.

Required Forms and Bonds

Respondents must include all required forms attached to this RFP (Certificate and Non-Collusion Statement; Proposal Form; and Proposal Cost Form) as well as all appropriate bonding materials.

Other Requirements

Respondents will fully inform themselves on conditions, requirements, and specifications before submitting their proposal. Failure to do so will be at Respondent's own risk and the Respondent cannot secure relief by plea of error.

Neither law nor regulations make allowance for error of omission or commission on the part of the Respondent.

FAILURE TO INCLUDE ALL REQUIRED SUBMISSION MATERIALS MAY RENDER THE PROPOSAL NON-RESPONSIVE, AS DETERMINED BY THE COUNTY.

QUALIFICATIONS OF RESPONDENTS

The County may make such investigation as deemed necessary to determine the ability of a Respondent to furnish the required services, and the Respondent will furnish to the County all information and data for this purpose as the County may request.

The County reserves the right to request a tour of qualified Respondents' current fleet maintenance and management locations, prior to Contract award.

The County reserves the right to reject a proposal if the evidence submitted by, or investigation of, such Respondent fails to satisfy the County that such Respondent is properly qualified to carry out the obligations of the Contract, and to deliver the equipment and services contemplated herein.

METHOD OF AWARD

The County will enter into contract negotiations with the highest-ranked Respondent based on the combined scores of the written proposal, any oral presentation, any site visitations, evaluation by the County, and approval by Management of the County.

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PROPOSAL EVALUATION CRITERIA

The County will use the following evaluation matrix to compare Respondents’ proposals, with the general evaluation categories and total possible score per category being as follows:

<u>EVALUATION CRITERIA</u>	<u>TOTAL POSSIBLE SCORE</u>
<u>RESPONDENT’S EXPERIENCE</u> Measured in terms of Respondent’s performance in fleet management and maintenance for county or county clients. Respondent must possess a minimum of 10 years’ experience in performing fleet management and maintenance with fleets of comparable size and mix for City, County or State clients.	30
<u>TRANSITION EXPERIENCE</u> Respondent’s proven, successful experience converting existing fleet maintenance and management to their own fleet management program. Measured in terms of the number of converted contracts and the quality of references for transition experience.	10
<u>RESPONSIVENESS TO RFP REQUIREMENTS</u> Measured in terms of Respondent’s proposed approach to meeting the requirements of the STATEMENT OF WORK and satisfying the County’s goals as outlined in the INTENT section of this RFP.	20
<u>COST</u> Measured as the yearly target cost budget and the proposed maintenance performance standard incentives	25
<u>UNDERSTANDING OF PROJECT</u> Measured as the Respondent’s perception of the issues to be addressed in this project.	5
<u>QUALIFICATIONS OF KEY PERSONNEL</u> Measured in terms of relevant experience of key personnel and their ability to execute the project.	10
TOTAL POSSIBLE SCORE	100

Note: Insufficient management experience and/or support services as determined by the County may be deemed as a cause for rejection of proposal.

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MANDATORY BID SUBMISSION FORM
ATTACHMENT E

PROPOSAL TRANSMITTAL LETTER MINIMUM REQUIREMENTS

TO: _____

SUBJECT: PROPOSAL TO PROVIDE PROFESSIONAL FLEET MANAGEMENT AND MAINTENANCE SERVICES TO THE COUNTY OF GEORGETOWN, SC

The attached proposal is submitted by (name of Respondent) in response to the County of Georgetown, State of South Carolina, Request for Proposal Number 16-001. All terms and conditions of the RFP have been acknowledged by the undersigned, an authorized, binding representative of _____.

Authorized Signature

Date

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MANDATORY BID SUBMISSION FORM

ATTACHMENT F
PROPOSAL ITEM CHECKLIST

COST ELEMENTS INCLUDED IN TARGET COST:

√	COST ELEMENTS <u>INCLUDED</u> IN TARGET COST	RFP Section
	Facility Maintenance-except interior, exterior, infrastructure & equipment repairs	1.1
	Hours of Service	1.2
	Security	1.3
	Fleet Preventive Maintenance	2.0
	Scheduling	2.09
	Performance	2.10
	Annual Inspection	2.06
	Repairs	3.0
	Road Calls	3.02
	Quick Fix	3.03
	Warranty	3.04
	Re-Work	3.05
	Outside Repairs	3.06
	Vehicle Preparation and Disposal	3.07
	Motor Pool	4.01
	Fuel	4.02 – 4.07
	Parts	5.0
	Inventory	6.0
	Records	7.01
	Files	7.02
	Weekly Report	7.03
	Monthly Report	7.04
	Annual Performance Report	7.05
	Fleet Management Information System	9.0
	Purchases	10.2
	Investigations	10.4
	Waste	10.5
	Staffing Provisions	11.0
	Insurance	13.0
	Working Conditions	14.0
	Job Safety Compliance	15.0
	Agreement & Certification of Compliance with State & Federal Laws & Regulations	16.0

COST ELEMENTS NOT INCLUDED IN TARGET COST:

√	COST ELEMENTS <u>NOT INCLUDED</u> IN TARGET COST	RFP Section
	Facility Maintenance - Interior, Exterior, & Infrastructure & Equipment Repairs	1.1
	Accidents	3.08
	Emergencies	10.1
	Directed Work	10.3
	Capital Expenditures	21.01
	Directed Work	21.02
	Changes in the Size or Composition of the Fleet - More than 5%	22.01
	Annual Adjustments	22.02

Firm Name: _____

Authorized Signature: _____ Date: _____

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ATTACHMENT G

VEHICLE AND EQUIPMENT LIST

The attached vehicle and equipment list should be used by all Respondents to determine their proposed costs to provide comprehensive fleet management and maintenance services to the County of Georgetown as described in the requirements of this RFP.

NOTE: This vehicle and equipment list should be used as a guideline for determining the types of maintenance that will be required on the different vehicles and equipment that the County must maintain. The list may not be 100% accurate. It should be used as a guide for estimating the different maintenance requirements for the County.

ID Number	Unit Number	Description	Clients Department	Department Name	VIN	Last Meter Reading
024.2056810	1206810	024.2056810 2011 CHVRL IMPALA	024.205-D	VICTIM'S ADVOCATE	2G1WD5EM1B1206810	82,172
0329014783	KD64783	0329014783 2008 FORD ESCAPE	32901-D	CLERK OF COURT	1FMCU93148KD64783	97,214
105101	YK181939	151101 2000 DODGE VAN 350	151-D	VEHICLE MAINTANENCE	2B7KB31Y7YK181939	58,467
1090542	3B290542	1090542 2003 DODGE CARAVAN	109-D	MIS	1D4GP25383B290542	93,667
1097421	S517421	1097421 2010 CHVRL HHR	109-D	MIS	3GNBAADB9S517421	20,909
1111666	3W681666	1111666 2003 JEEPX LIBERTY	111-D	Courts	1J4GL48K63W681666	74,848
1210322	YA280322	1210322 2000 FORDX TAURUS LX	024.121-D	VICTIM'S ADVOCATE	1FAFP5229YA280322	136,752
1211160	59341160	1211160 2005 CHVRL IMPALA	121-D	MAGISTRATE	2G1WF52K159341160	103,406
1212695	X112695	1212695 2007 FORDX VIC	121-D	MAGISTRATE	2FAFP71W17X112695	93,197
1212698	X112698	1212698 2007 FORDX VIC	121-D	MAGISTRATE	2FAFP71W77X112698	182,226
1219223	R419223	1219223 2012 FORDX FUSION	121-D	MAGISTRATE	3FAHP0HG6CR419223	17,052

1219696	5X149696	1219696 2005 FORDX VIC	121-D	MAGISTRATE	2FAFP71W55X149696	124,637
1253468	W133468	1243468 2009 Ford Focus	124-D	Auditor	1FAHP35N59W133468	23,323
1274065	W534065	1274065 2009 JEEPX LIBERTY	127-D	ASSESOR	1J8GN28K59W534065	25,548
1274066	W543066	1274066 2009 JEEPX LIBERTY	127-D	ASSESOR	1J8GN28K79W543066	26,841
1274780	KD64780	1274780 2008 FORD ESCAPE	127-D	ASSESOR	1FMCU93198KD64780	43,702
1274782	KD64782	1274782 2008 FORD ESCAPE	127-D	ASSESOR	1FMCU93128KD64782	44,291
1319847	KC69847	1319847 2012 FORDX ESCAPE	131-D	TAX COLLECTOR	1FMCU9DG6CKC69847	12,752
1333676	FC43676	1333676 2014 FORDX F150 EC 4X4	133-D	BUILDING	1FTFX1EF2EFC43676	8,000
1334064	W534064	1334064 2009 JEEPX LIBERTY	133-D	BUILDING	1J8GN28K39W534064	130,115
1335985	KD15985	1335985 2008 FORD F150	133-D	BUILDING	1FTRF12W38KD15985	76,119
1336275	NA86275	1336275 2007 FORDX F150	133-D	BUILDING	1FTRF12267NA86275	140,102
1363589	PA63589	1363589 2008 FORD RANGER	136-D	PLANNING AND ZONING	1FTYR10D68PA63589	31,700
1363590	PA63590	1363590 2008 FORD RANGER	136-D	PLANNING AND ZONING	1FTYR10D68PA63590	33,857
1390080	10080	1390080 1997 ZZZZ TRAK SKY TRAK 60362	139-D	FACILITY SERVICES	10080	3,732
1390709	ED50709	1390709 2008 FORD F250	139-D	FACILITY SERVICES	1FTSX2054ED50709	56,040
13908	2STD-199	13908 2005 TRAKK TRAILER	139-D	FACILITY SERVICES	TRLC-0012STD-199	0
139101	14122929	139101 2000 BOBCT SKID	139-D	FACILITY SERVICES	514122929	4,786

		STEER LOADER				
1391013	EX31013	1391013 2008 FORD F250	139-D	FACILITY SERVICES	1FTNF20588EX31013	40,542
1391121	EA11121	1391121 2014 FORDX F350 CC 4X2 DRW	139-D	FACILITY SERVICES	1FD8X3G6XEEA11121	12,357
1391542	1001542	1391542 2013 FELLING FT4T TRAILER	139-D	FACILITY SERVICES	5FTEE1814E1001542	0
1391770	K621770	1391770 2010 CUSTM UTILITY TRAILER	139-D	FACILITY SERVICES	1T9CU1820AK621770	10
1393037	EC33037	1393037 2012 FORDX F250 EXTENDED CAB UTIL	139-D	FACILITY SERVICES	1FD7X2A68CEC33037	29,675
1393844	ED03844	1393844 2008 FORD F250	139-D	FACILITY SERVICES	1FTNF20568ED03844	51,472
1395397	EA95397	1395397 2010 FORDX F250	139-D	FACILITY SERVICES	1FDSX2A56AEA95397	47,401
1396969	2006969	1396969 1990 GENRC SD100	139-D	FACILITY SERVICES	2006969	369
1397046	3HB77046	1397046 2003 FORDX VAN	139-D	FACILITY SERVICES	1FBSS31L83HB77046	139,359
139812	4EB58192	139812 2004 FORDX F350	139-D	FACILITY SERVICES	1FDSW34294EB58192	113,918
1398339	H298339	1398339 2000 INT 4900	139-D	FACILITY SERVICES	1HTSDAAN6YH298339	52,726
139B696	YD0B696	139B696 1996 KENNER PROSKIFF 17	139-D	FACILITY SERVICES	KEN02YD0B696	0
1400363	Z280363	1400363 2006 CHVRL 1500	140-D	Facility Services Judicial Center	1GCEC14XX6Z280363	44,174
1400508	4850508	1400508 2008 GENRC SD100	140-D	Facility Services Judicial Center	6964850508	224
1510274	X050274	1510274 2007 JHNR GATOR	151-D	VEHICLE MAINTANENCE	MOHP4GX050274	893
1511301	5A291301	1511301 2005 FORDX TAURUS LX	151-D	VEHICLE MAINTANENCE	1FAFP53U75A291301	39,291
1511570	WC001570	1511570 1998 MACKX	151-D	VEHICLE	5MADS2620WC001570	233

		DUMP TRAILER		MAINTANENCE		
1511714	C001714	1511714 2013 HUSQZ RZ5424 54 INCH ZERO TURN	151-D	VEHICLE MAINTANENCE	101912C001714	1
1511742	B151742	1511742 2008 DODGE CARAVAN	151-D	VEHICLE MAINTANENCE	1D8HN44H28B151742	68,295
1512297	XNB52297	1512297 1999 FORDX F250	151-D	VEHICLE MAINTANENCE	1FTRF27W5XNB52297	172,000
1512775	V112775	1512775 2007 FORDX F750 SERVICE TRUCK	151-D	VEHICLE MAINTANENCE	3FRXF754X5V112775	63,137
1517411	YNB07411	1517411 2000 FORD 150	151-D	VEHICLE MAINTANENCE	1FTRX17W4YNB07411	
151912	1EC74534	151912 2001 FORDX F350	151-D	VEHICLE MAINTANENCE	1FDWF36L71EC74534	109,172
151914	1EC05390	151914 2001 FORDX F550	151-D	VEHICLE MAINTANENCE	1FDAF56F51EC05390	64,417
1519526	3X209526	1519526 2003 FORDX VIC	151-D	VEHICLE MAINTANENCE	2FAFP71W03X209526	110,214
1519527	3X209527	1519527 2003 FORDX VIC	151-D	VEHICLE MAINTANENCE	2FAFP71W23X209527	111,072
1519528	3X209528	1519528 2003 FORDX VIC	151-D	VEHICLE MAINTANENCE	2FAFP71W43X209528	131,112
2050071	H240071	2050071 2008 DODGE CHARGER	205-D	SHERRIF	2B3KA43H58H240071	107,967
2050093	GB80093	2050093 2014 FORDX EXPLORER 4X2	205-D	SHERRIF	1FM5K7B81EGB80093	5,504
2050116	X090116	2050116 2008 ALLPOWER 3500WATT 6.5HP	205-D	SHERRIF	2008X090116	0

2050120	X160120	2050120 2011 FORDX CROWN VICTORIA	205-D	SHERRIF	2FABP7BV7BX160120	68,964
2050121	X160121	2050121 2011 FORDX CROWN VICTORIA	205-D	SHERRIF	2FABP7BV7BX160121	90,254
2050141	R210141	2050141 2014 CHVRL TAHOE POLICE 4X2	205-D	SHERRIF	1GNLC2E0XER210141	14,510
2050270	R160270	2050270 2014 CHVRL TAHOE 4X2	205-D	SHERRIF	1GN1C2E00ER160270	44,011
2050348	H880348	2050348 2000 TRITON TRAILER	205-D	SHERRIF	4TCSU1042YH880348	0
2050435	3SD0435	2050435 1990 LYNXX 80SD	205-D	SHERRIF	E03SD0435	117
2050529	2160529	2050529 2010 POLRS RANGER	205-D	SHERRIF	4XAWH76A7A2160529	314
2050549	H240549	2050549 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT2AH240549	71,632
2050624	R600624	2050624 2015 CHVRL TAHOE 4X2 POLICE	205-D	SHERRIF	1GNLC2EC3FR600624	4,594
2050640	H180640	2050640 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT5AH180640	88,693
2050783	H190783	2050783 2012 DODGE CHARGER INVEST	205-D	SHERRIF	2C3CDXAT8CH190783	45,883
2050784	H190784	2050784 2012 DODGE CHARGER INVEST	205-D	SHERRIF	2C3CDXATXCH190784	55,404
2051002	R681002	2051002 2015 CHVRL TAHOE 4X4 LT	205-D	SHERRIF	1GNSKBKC7FR681002	41
2051092	FA31092	2051092 2015 FORDX F150 EC 4X4 XLT	205-D	SHERRIF	1FTFX1EFXFFA31092	305
2051117	F201117	2051117 2004 GMCXX	205-D	SHERRIF	1GTJK33G04F201117	7,789

		K3500				
2051164	FB11164	2051164 2011 FORDX F150	205-D	SHERRIF	1FTFW1EF8BFB11164	123,332
2051165	FB11165	2051165 2011 FORDX F150	205-D	SHERRIF	1FTFW1EFXBFB11165	91,746
2051457	HA21457	2051457 1987 INTERNATIONAL RESCUE TRUCK	205-D	SHERRIF	1HTCC2YN8HHA21457	93,702
2051478	F000478	2051478 2000 FLOAT 927ABB TRAILER	205-D	SHERRIF	4OYBF27201F000478	10
2051495	ZZ81495	2051495 2000 PRKER 25 BOAT	205-D	SHERRIF	PXMLGZZ81495	100
2051545	H161545	2051545 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT4AH161545	89,556
2051546	1SD1546	2051546 2006 LYNXX 280SD	205-D	SHERRIF	G11SD1546	111
2051547	H161547	2051547 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT8AH161547	110,408
205165C	560165C	205165C 2000 PRFRC 2500 WATT GENERATOR	205-D	SHERRIF	D22560165C	10
2051677	R601677	2051677 2015 CHVRL TAHOE 4X2 POLICE	205-D	SHERRIF	1GNLC2EC7FR601677	4,304
2051684	KG51684	2051684 2014 FORDX F150 EC 4X4	205-D	SHERRIF	1FTFW1EF0EKG51684	274
2051697	KG51697	2051697 2014 FORDX F150 EC 4X4 BEACH	205-D	SHERRIF	1FTFX1EF2EKG51697	18,086
2051909	R601909	2051909 2015 CHVRL TAHOE 4X2 POLICE	205-D	SHERRIF	1GNLC2EC2FR601909	9,795
2052016	UDL2612	2052016 2008 ZZZZZ REGIS PUMA	205-D	SHERRIF	HUDL2612	10

205204	X119128	205204 2006 FORDX VIC	205-D	SHERRIF	2FAFP71W36X119128	96,512
2052047	F502047	2052047 2004 CTRPL OLYMPIAN 45KW GENERATOR	205-D	SHERRIF	OLY00000TNF502047	188
205211	5X149693	205211 2005 FORDX VIC	205-D	SHERRIF	2FAFP71WX5X149693	90,685
205212	5X149698	205212 2005 FORDX VIC	205-D	SHERRIF	2FAFP71WX5X149698	103,128
2052361	1002361	2052361 2015 ZZZZZ W.C. MFG & SPECIALTY CO AL- 2559T	205-D	SHERRIF	1W7B12728F1002361	0
2052369	H572369	2052369 2012 DODGE CHARGER PATROL	205-D	SHERRIF	2B3CL1CT1BH572369	94,303
2052370	H572370	2052370 2012 DODGE CHARGER PATROL	205-D	SHERRIF	2B3CL1CT8BH572370	99,341
2052375	BH72375	2052375 2012 DODGE CHARGER PATROL	205-D	SHERRIF	2B3CL1CT7BH72375	99,635
2052376	H572376	2052376 2012 DODGE CHARGER PATROL	205-D	SHERRIF	2B3CL1CT9BH572376	67,920
2052377	H572377	2052377 2012 DODGE CHARGER PATROL	205-D	SHERRIF	2B3CL1CT0BH572377	83,864
2052380	H572380	2052380 2012 DODGE CHARGER PATROL	205-D	SHERRIF	2B3CL1CT0BH572380	90,403
2052381	H572381	2052381 2012 DODGE CHARGER PATROL	205-D	SHERRIF	2B3CL1CT2BH572381	77,546
2052382	H572382	2052382 2012 DODGE CHARGER PATROL	205-D	SHERRIF	2B3CL1CT4BH572382	49,949
2052405	R212405	2052405 2014 CHVRL TAHOE POLICE 4X2	205-D	SHERRIF	1GNLC2E06ER212405	13,391
205251	X119132	205251 2006 FORDX VIC	205-D	SHERRIF	2FAFP71W36X119132	102,900

205262	5X149700	205262 2005 FORDX VIC	205-D	SHERRIF	2FAFP71W35X149700	113,776
2052687	X112687	2052687 2007 FORDX VIC	205-D	SHERRIF	2FAFP71W27X112687	102,891
2052689	X112689	2052689 2007 FORDX VIC	205-D	SHERRIF	2FAFP71W67X112689	149,315
2052694	X112694	2052694 2007 FORDX VIC	205-D	SHERRIF	2FAFP71WX7X112694	133,733
2052699	X112699	2052699 2007 FORDX VIC	205-D	SHERRIF	2FAFP71W97X112699	96,934
2052708	X112708	2052708 2007 FORDX VIC	205-D	SHERRIF	2FAFP71W67X112708	91,282
2052767	2342767	2052767 2000 PWRBS 5500 WATT GENERATOR	205-D	SHERRIF	1012342767	10
205288	4X158621	205288 2004 FORDX VIC	205-D	SHERRIF	2FAFP71WX4X158621	62,111
205320	RRZ3202	205320 2002 PRTCT 25 FT BOAT	205-D	SHERRIF	XRIP7RRZ3202	100
2053240	H173290	2053290 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT6EH173290	61,714
2053291	H173291	2053291 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT8EH173291	13,979
2053319	H153319	2053319 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CTXAH153319	134,125
2053320	H153320	2053320 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT6AH153320	149,721
2053322	H153322	2053322 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CTXAH153322	77,122
2053323	H153323	2053323 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT1AH153323	114,880
2053324	H153324	2053324 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT3AH153324	107,280
2053374	H193374	2053374 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT9AH193374	125,347
2053410	1813410	2053410 2004 WSCTR	205-D	SHERRIF	1W7B11813410	1

		BOAT TRAILER				
2053450	H203450	2053450 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT7AH203450	133,398
2053453	H203453	2053453 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT2AH203453	128,418
2053455	H203455	2053455 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT6AH203455	135,870
2053457	H203457	2053457 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CTXAH203457	89,782
2053493	H203493	2053493 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT3AH203493	104,295
2053499	H203499	2053499 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT4AH203499	40,980
2053689	1003689	2053689 2006 WSCTR WESCO BOAT TRAILER	205-D	SHERRIF	1W7B1272361003689	17
2053778	EA63778	2053778 2007 FORDX F350	205-D	SHERRIF	1FTWX335X7EA63778	3,354
2053781	GB83781	2053781 2015 FORDX EXPLORER FWD	205-D	SHERRIF	1FM5K7B82FGB83781	9,113
2053782	GB83782	2053782 2015 FORDX EXPLORER FWD	205-D	SHERRIF	1FM5K7B84FGB83782	281
2053783	GB83783	2053783 2015 FORDX EXPLORER FWD	205-D	SHERRIF	1FM5K7B86FGB83783	259
2054016	FC54016	2054016 2010 FORDX F150	205-D	SHERRIF	1FTFX1EV2AFC54016	73,248
2054196	F714196	2054196 2009 DODGE DURANGO	205-D	SHERRIF	1D4HB48T69F714196	89,730
2054515	1274515	2054515 2009 CHVRL IMPALA	205-D	SHERRIF	2G1W557M291274515	103,463
2054784	H694784	2054784 2013 DODGE	205-D	SHERRIF	2C3CDXAT8DH694784	42,602

		CHARGER PATROL				
2054785	H694785	2054785 2013 DODGE CHARGER PATROL	205-D	SHERRIF	2C3CDXATXDH694785	78,821
2054786	H694786	2054786 2013 DODGE CHARGER PATROL	205-D	SHERRIF	2C3CDXAT1DH694786	36,952
2054787	H694787	2054787 2013 DODGE CHARGER PATROL	205-D	SHERRIF	2C3CDXAT3DH694787	23,718
2054788	H694788	2054788 2013 DODGE CHARGER PATROL	205-D	SHERRIF	2C3CDXAT5DH694788	50,682
2054789	H694789	2054789 2013 DODGE CHARGER PATROL	205-D	SHERRIF	2C3CDXAT7DH694789	16,006
2054790	H694790	2054790 2013 DODGE CHARGER PATROL	205-D	SHERRIF	2C3CDXAT3DH694790	29,539
2054791	H694791	2054791 2013 DODGE CHARGER PATROL	205-D	SHERRIF	2C3CDXAT5DH694791	13,034
2054809	X114809	2054809 2009 FORDX CROWN VICTORIA	205-D	SHERRIF	2FAHP71V79X114809	96,283
2054823	1274823	2054823 2009 CHVRL IMPALA	205-D	SHERRIF	2G1W557M291274823	94,812
2055465	H205465	2055465 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CT8AH205465	107,965
2055621	R765621	2055621 2013 DODGE CARAVAN	205-D	SHERRIF	2C4RDGBG5DR765621	4,256
2055622	R765622	2055622 2013 DODGE CARAVAN	205-D	SHERRIF	2C4RDGBG7DR765622	95,063
2055623	R765623	2055623 2013 DODGE CARAVAN	205-D	SHERRIF	2C4RDGBG9DR765623	19,995
2055624	R765624	2055624 2013 DODGE	205-D	SHERRIF	2C4RDGBG0DR765624	54,990

		CARAVAN				
2055625	R765625	2055625 2013 DODGE CARAVAN	205-D	SHERRIF	2C4RDGBG2DR765625	75,500
2055626	R765626	2055626 2013 DODGE CARAVAN	205-D	SHERRIF	2C4RDGBG4DR765626	8,689
2055627	R765627	2055627 2013 DODGE CARAVAN	205-D	SHERRIF	2C4RDGBG6DR765627	38,450
2055628	R765628	2055628 2013 DODGE CARAVAN	205-D	SHERRIF	2C4RDGBG8DR765628	
2055639	FB25639	2055639 2008 FORD F150	205-D	SHERRIF	1FTPX14V78FB25639	132,300
20558632	R158632	20558632 2014 CHVRL TAHOE 4X2	205-D	SHERRIF	1GN1C2E09ER158632	11,374
2055939	H185939	2055939 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT6EH185939	9,780
2055K06	5005K06	2055K06 2006 PARKER 2520XLD	205-D	SHERRIF	65005K06	196
2056037	2216037	2056037 2000 COMPN 5250 WATT GENERATOR	205-D	SHERRIF	9912216037	10
2056041	2216041	2056041 2000 COMPN 5250 WATT GENERATOR	205-D	SHERRIF	9912216041	10
2056073	H186073	2056073 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT8EH186073	350
2056074	H186074	2056074 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXATXEH186074	159
2056075	H186075	2056075 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT1EH186075	174
2056077	H186077	2056077 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT5EH186077	159

2056078	H186078	2056078 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT7EH186078	24,513
2056079	H186079	2056079 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT9EH186079	13,389
20561548	H161548	20561548 2010 DODGE CHARGER	205-D	SHERRIF	2B3AA4CTXAH161548	122,538
2056402	H216402	2056402 2008 DODGE CHARGER	205-D	SHERRIF	2B3KA43H38H216402	121,601
2056641	EB66641	2056641 2008 FORD F250	205-D	SHERRIF	1FTSX21598EB66641	83,028
2057017	2527017	2057017 2006 HUSQZ CZ 3815 MOWER	205-D	SHERRIF	042527017	290
2057355	FB87355	2057355 2012 FORDX F150 SUPERCAB 4X4	205-D	SHERRIF	1FTFX1EF1CFB87355	86,907
2057394	R597394	2057394 2015 CHVRL TAHOE 4X2 POLICE INVESTIGATOR	205-D	SHERRIF	1GNLC2EC6FR597394	10,105
2057458	R577458	2057458 2015 CHVRL TAHOE 4X4 LT	205-D	SHERRIF	1GNSKBKC1FR577458	41
2057541	1127541	2057541 2014 CHVRL IMPALA	205-D	SHERRIF	2G1WD5E35E1127541	3,457
2057581	2157581	2057581 2010 POLRS RANGER	205-D	SHERRIF	4XAWH76A5A2157581	69
2057637	H587637	2057637 2009 DODGE CHARGER	205-D	SHERRIF	2B3KA43T29H587637	113,214
2057638	H587638	2057638 2009 DODGE CHARGER	205-D	SHERRIF	2B3KA43T49H587638	148,572
2057643	H587643	2057643 2009 DODGE CHARGER	205-D	SHERRIF	2B3KA43T89H587643	147,206

2057644	H587644	2057644 2009 DODGE CHARGER	205-D	SHERRIF	2B3KA43TX9H587644	139,084
2057702	X157702	2057702 2008 FORD CROWN VICTORIA	205-D	SHERRIF	2FAFP71V98X157702	116,054
2057704	X157704	2057704 2008 FORD CROWN VICTORIA	205-D	SHERRIF	2FAFP71V28X157704	105,448
2057705	X157705	2057705 2008 FORD CROWN VICTORIA	205-D	SHERRIF	2FAFP71V48X157705	97,386
2057707	X157707	2057707 2008 FORD CROWN VICTORIA	205-D	SHERRIF	2FAFP71V88X157707	90,900
2057709	X157709	2057709 2008 FORD CROWN VICTORIA	205-D	SHERRIF	2FAFP71V18X157709	133,416
2057710	X157710	2057710 2008 FORD CROWN VICTORIA	205-D	SHERRIF	2FAFP71V88X157710	125,426
2057712	X157712	2057712 2008 FORD CROWN VICTORIA	205-D	SHERRIF	2FAFP71V18X157712	90,986
2057756	R597756	2057756 2015 CHVRL TAHOE 4X2 POLICE	205-D	SHERRIF	1GNLC2EC3FR597756	253
2057904	LA87904	2057904 2007 FORD EXPEDITION XLT	205-D	SHERRIF	1FMFU165X7LA87904	117,296
2057970	C317970	2057970 2012 DODGE DURANGO	205-D	SHERRIF	1C4RDHAG6CC317970	48,251
2058054	EF28054	2058054 2011 FORDX EXPEDITION	205-D	SHERRIF	1FMJU1G57BEF28054	79,099
2058086	R158086	2058086 2014 CHVRL TAHOE 4X2	205-D	SHERRIF	1GN1C2E08ER158086	19,584
2058151	R158151	2058151 2014 CHVRL TAHOE 4X2	205-D	SHERRIF	1GN1C2E04ER158151	14,841

2058251	C898251	2058251 2013 CSTOM CUSTOM ATV TRAILER	205-D	SHERRIF	1C9BV1D15DC898251	2
2058276	H578276	2058276 2013 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT4DH578276	38,748
2058284	1608284	2058284 2002 HONDA EU2000I	205-D	SHERRIF	EAAJ1608284	10
2058287	1608287	2058287 2002 HONDA EU2000I	205-D	SHERRIF	EAAJ1608287	10
2058316	C898316	2058316 2013 CSTOM CUSTOM ATV TRAILER	205-D	SHERRIF	1C9BV1017DC898316	2
2058429	1508429	2058429 2006 EZGO GOLF CART	205-D	SHERRIF	1508429	10
2058632	G128632	2058632 2008 PACEX TRAILER	205-D	SHERRIF	4FPFB08188G128632	10
2058753	H348753	2058753 2014 DODGE CHARGER	205-D	SHERRIF	2C3CDXAT8EH348753	168
2058845	FB58845	2058845 2007 FORDX F150	205-D	SHERRIF	1FTPX14V1F7FB58845	129,140
2058849	FC08849	2058849 2008 FORD F150 4X4 SUPERCAB	205-D	SHERRIF	1FTPX14V68FC08849	103,895
2058913	X118913	2058913 2007 FORDX VIC	205-D	SHERRIF	2FAFP71V38X118913	105,935
2058925	X148925	2058925 2006 FORD VIC	205-D	SHERRIF	1FAFP71W96X148925	98,185
2058982	G128982	2058982 2008 PACEX TRAILER	205-D	SHERRIF	4FPFB08128G128982	10
2059014	HH59014	2059014 2007 FRGHT M2 COMMAND BUS	205-D	SHERRIF	1FVACYDC77HH59014	9,464
2059183	R599183	2059183 2015 CHVRL TAHOE 4X2 POLICE	205-D	SHERRIF	1GNLC2EC3FR599183	182
2059273	H199273	2059273 2010 DODGE	205-D	SHERRIF	2B3AA4CT0AH199273	91,758

		CHARGER				
2059384	8709385	2059384 2000 CLMAN POWERMATE	205-D	SHERRIF	8709385	10
2059530	KD69530	2059530 2014 FORDX F150 EC 4X4	205-D	SHERRIF	1FTFW1EF9EKD69530	19,664
2059835	4319835	2059835 2013 POLRS RANGER 800 4X4	205-D	SHERRIF	4XATH76A5D4319835	1,714
2059836	4319836	2059836 2013 POLRS RANGER 800 4X4	205-D	SHERRIF	4XATH76A7D4319836	75
205A606	219A606	205A606 2006 BMBDR SEA DOO	205-D	SHERRIF	YDV22219A606	100
205B2	8081607	205B2 2006 PNRNC 197 SPORT FISH	205-D	SHERRIF	FVZC08081607	10
205B2T	R025149	205B2T 2006 BSXXX B&S TRAILER	205-D	SHERRIF	4XEAB19266R025149	10
205B3T	67F0036	205B3T 2007 FLOAT FLOAT ON TRAILER	205-D	SHERRIF	40YBF25267F0036	10
205C404	636C404	205C404 2004 WREGL 17FT BOAT	205-D	SHERRIF	MTW17636C404	100
205CSI	TEA54158	205CSI 1997 FORDX F350AMB	205-D	SHERRIF	1FDKF37F9TEA54158	139,143
205E707	775E707	205E707 2007 EDGWT 24' BOAT 245CC	205-D	SHERRIF	DMA05775E707	100
205JB1	7J4A707	205JB1 2007 TRITN 14FT JON-BOAT	205-D	SHERRIF	TJZ127J4A707	10
205JB1T	A139557	205JB1T 2007 EZLDR TRAILER	205-D	SHERRIF	1ZEAAHGB67A139557	10
205JB2	8J4A707	205JB2 2007 TRITN 14FT	205-D	SHERRIF	TJZ128J4A707	10

		JON-BOAT				
205JB2T	A140112	205JB2T 2007 EZLDR TRAILER	205-D	SHERRIF	1ZEAAHGB67A140112	10
205JB3	9J4A707	205JB3 2007 TRITN 14FT JON-BOAT	205-D	SHERRIF	TJZ129J4A707	10
205JB3T	A140110	205JB3T 2007 EZLDR TRAILER	205-D	SHERRIF	1ZEAAHGB27A140110	10
205JB4	0J4A707	205JB4 2007 TRITN 14FT JON-BOAT	205-D	SHERRIF	TJZ130J4A707	10
205JB4T	A140111	205JB4T 2007 EZLDR TRAILER	205-D	SHERRIF	1ZEAAHGB47A140111	10
205S1	3R281528	205S1 2003 CHVRL TAHOE	205-D	SHERRIF	1GNEK13Z93R281528	123,531
205S2	R146350	205S2 2006 CHVRL TAHOE	205-D	SHERRIF	1GNEK13Z46R146350	103,658
2071029	X111029	2071029 2011 FORDX POLICE INTERCEPTOR	207-D	DETENTION	2FABP7BV7BX111029	64,907
20718	Z279911	20718 2006 CHVRL 1500	207-D	DETENTION	1GCEC14XX6Z279911	71,386
2073775	UA83775	2073775 2008 FORD EXPLORER	207-D	DETENTION	1FMEU63E48UA83775	92,618
2073779	GB83779	2073779 2015 FORDX EXPLORER FWD	207-D	DETENTION	1FM5K7B84FGB83779	259
2073780	GB83780	2073780 2015 FORDX EXPLORER FWD	207-D	DETENTION	1FM5K7B80FGB83780	260
2075630	R765630	2075630 2013 DODGE CARAVAN	207-D	DETENTION	2C4RDGBG6DR765630	10,163
2076923	DA76923	2076923 2006 FORDX E350	207-D	DETENTION	1FBSS31L46DA76923	30,079
2076998	UB56998	2076998 2007 FORDX EXPLORER	205-D	SHERRIF	1FMEU63E87UB56998	69,829
2077190	DA67190	2077190 2006 FORDX E350	207-D	DETENTION	1FTSS34L96DA67190	78,392

2077767	EF47767	2077767 2012 FORDX EXPEDITION 4X4	207-D	DETENTION	1FMJU1G55CEF47767	27,667
2078007	DA88007	2078007 2010 FORDX E350	207-D	DETENTION	1FBSS3BL9ADA88007	35,080
2078824	R628824	2078824 2013 DODGE GRAND CARAVAN	207-D	DETENTION	2C4RDGB3DR628824	20,055
2078935	M018935	2078935 2012 LEONARD B12 TRASH TRAILER	207-D	DETENTION	5BFAU1822CM018935	0
207G1	VF165681	207G1 1997 GENRC 93AGEN SET	207-D	DETENTION	80VF165681	453
2091593	KD91593	2091593 2015 FORDX F150 EC 4X4	209-D	Animal Control	1FTFX1EF2FKD91593	291
2095961	DK65961	2095961 2013 FORDX F150 EC 4X4	209-D	Animal Control	1FTFX1EF0DK65961	70,046
2099013	FA49013	2099013 2009 FORDX F150	209-D	Animal Control	1FTPX14V9FA49013	151,325
2113773	UA83773	2113773 2008 FORD EXPLORER	211-D	CORONER	1FMEU63E08UA83773	93,033
2130001	B710001	2130001 2008 RUDDY FLATBED TRAILER	213-D	Emergency Preparedness	FB710001	384
2130003	B710003	2130003 2008 RUDDY FLATBED TRAILER	213-D	Emergency Preparedness	FB710003	384
2130004	B710004	2130004 2008 RUDDY FLATBED TRAILER	213-D	Emergency Preparedness	FB710004	384
2130712	6020712	2130712 2007 SDMOX R600UC2	214-D	Deep Creek	2016020712	77
2131273	1021273	2131273 2013 ZZZZZ CURAHEE ATV TRAILER	213-D	Emergency Preparedness	4TELS1014E1021273	2
2132510	GB02510	2132510 2014 FORDX EXPLORER 4x4	213-D	Emergency Preparedness	1FM5K8B80EGB02510	40,911

2132527	N002527	2132527 2007 HOMESTEADER 610CS CARGO TRAILER	214-D	Deep Creek	5HABE10117N002527	
2132530	N002530	2132530 2007 HOMESTEADER 610CS CARGO TRAILER	214-D	Deep Creek	5HABE10117N002530	
2132531	N002531	2132531 2007 HOMESTEADER 610CS CARGO TRAILER	213-D	Emergency Preparedness	5HABE10117N002531	
2132532	N002532	2132532 2007 HOMESTEADER 610CS CARGO TRAILER	213-D	Emergency Preparedness	5HABE10117N002532	
2134749	4724749	2134749 2013 POLRS RANGER 800 4X4	213-D	Emergency Preparedness	4XATH76A1C4724749	21
2135735	0154735	2135735 2007 SDMOX R600UC2	213-D	Emergency Preparedness	070154735	17
2137011	D017011	2137011 2011 BNDTN ENCLOSED UTILITY TRAILER	213-D	Emergency Preparedness	5UZBE081XBD017011	0
2143477	7203477	2143477, 2004, MULTIQUIP, GENERATOR	214-D	Deep Creek	7203477	115
2143483	7203483	2143483, 2004, MULTIQUIP, GENERATOR	214-D	Deep Creek	7203483	494
2149072	7009072	2149072 2007 SDMOX R190UC	214-D	Deep Creek	R190UC07009072	21
2150047	8000047	2150047, 2004. MULTIQUIP, GENERATOR W/TRAILER	215-D	EMERGENCY SERVICE	8000047	299
3011230	E521230	3011230 2013 JHNR 210G EXCAVATOR	301-D	PUBLIC WORKS	1FF210GXEDE521230	1,597

3011391	KE21391	3011391 2010 FORDX F150	301-D	PUBLIC WORKS	1FTVX1EV5AKE21391	96,088
3011458	4401458	3011458 2002 CMMNS 4BT-3.9	301-D	PUBLIC WORKS	44401458	274
3011467	PN01467	3011467 2011 CTRPL 320DQ TRACKED EXCAVATOR	301-D	PUBLIC WORKS	0320DPSPN01467	1,128
3011650	Z311650	3011650 2012 CHVRL SILVERADO SUBERCAB 4X4	301-D	PUBLIC WORKS	1GCRKPEA9CZ311650	31,510
3011879	HFX1879	3011879 2013 FRGHT M2 112 6X4 DUMP	301-D	PUBLIC WORKS	1FVHC5DV1EHFX1879	34,683
3012254	3EA32254	3012254 2003 FORDX F250	066.906-D	ROAD IMPROVEMENT	1FTNF20L03EA32254	151,307
3012319	NTA2319	3012319 2014 CASEX SV208 VIBRATORY ROLLER	301-D	PUBLIC WORKS	NENTA2319	4
3012687	HH02687	3012687 2011 NWHOL B95B BACKHOE 4X4	301-D	PUBLIC WORKS	FNH08B95BNBHH02687	1,059
3012802	F672802	3012802 2015 JHNDR 670G MOTORGRADER	301-D	PUBLIC WORKS	1DW670GXLFF672802	3
3012897	H622897	3012897 2009 JOHN DEERE 624K LOADER	301-D	PUBLIC WORKS	DW624KH622897	924
301301	5PA67564	301301 2005 FORDX RANGER	066.906-D	ROAD IMPROVEMENT	1FTYR14U25PA67564	56,857
3013036	EC33036	3013036 2012 FORDX F250 EXTENDED CAB UTIL	301-D	PUBLIC WORKS	1FT7X2A60CEC33036	28,212
301314	NB28746	301314 2006 FORDX F150	301-D	PUBLIC WORKS	1FTPX14V86NB28746	98,698
301318	1EB93183	301318 2001 FORDX F350	301-D	PUBLIC WORKS	1FDWW36S51EB93183	159,215

301319	51216885	301319 2005 CHVRL G3500 Mini-Bus	301-D	PUBLIC WORKS	1GBJG31U351216885	47,305
3013228	H813228	3013228 2015 JHNDR 6115M BUSHHOG	301-D	PUBLIC WORKS	1L06115MVEH813228	7
3013247	G233247	3013247 2012 DODGE RAM 2500 HT	301-D	PUBLIC WORKS	3C6TD5CT8CG233247	23,356
301328	4N354017	301328 2004 VOLVO TRACTOR	301-D	PUBLIC WORKS	4V4KC9GG34N354017	93,019
3013291	TN63291	3013291 2011 CASEX CASE COMPACT EXCAVATOR CX36	301-D	PUBLIC WORKS	NBTN63291	943
301330	HX30272	301330 2007 FRGHT DUMP TRUCK	301-D	PUBLIC WORKS	1FVHC5DE37HX30272	163,312
3013311	E253311	3013311 2012 JHNDR 410K BACKHOE	301-D	PUBLIC WORKS	1T0410KXADE253311	608
3013317	0633317	3013317 2010 JHNDR 670G	301-D	PUBLIC WORKS	1DW670GXHA0633317	4,295
301333	6HA52916	301333 2006 E350 VAN	301-D	PUBLIC WORKS	1FBSS31L76HA52916	105,310
301335	13597736	301335 2001 RAMXX TRAILER	301-D	PUBLIC WORKS	13NEH830613597736	1,643
3013386	FA63386	3013386 2014 FORDX F150 RC 4X4	301-D	PUBLIC WORKS	1FTMF1EM1EFA63386	1,943
3013389	FA63389	3013389 2014 FORDX F150 RC 4X4	301-D	PUBLIC WORKS	1FTMF1EM7EFA63389	16,654
301343	5A395184	301343 2003 JHNDR 6415	301-D	PUBLIC WORKS	L06415A395184	7,986
301346	5Y303268	301346 2002 JHNDR 6405	301-D	PUBLIC WORKS	L06405Y303268	4,265
301350	43521873	301350 2004 FONTAINE TRAILER	301-D	PUBLIC WORKS	4LFE4830143521873	0
3013618	J433618	3013618 2011 INT WORK	301-D	PUBLIC WORKS	1HTWNAZT5BJ433618	96,800

		STAR 7500				
3013875	C013875	3013875 2007 MCKTR DUMP TRAILER	301-D	PUBLIC WORKS	5MADS28277C013875	0
3014031	E254031	3014031 2012 JHNDR 410K BACKHOE	301-D	PUBLIC WORKS	1T0410KXTDE254031	912
301407	5B370376	301407 2002 JHNDR 6415	301-D	PUBLIC WORKS	L06415B370376	5,621
3014526	ED84526	3014526 2006 FORDX F350	301-D	PUBLIC WORKS	1FTWX33516ED84526	21,414
3014728	F664728	3014728 2014 JHNDR 670G MOTORGRADER	301-D	PUBLIC WORKS	1DW670GXAEF664728	910
3014786	H784786	3014786 2014 JHNDR 6115M BUSH HOG	301-D	PUBLIC WORKS	1L06115MCDH784786	1,055
3014822	XW094822	3014822 1998 MACKX CH613 ROAD TRACTOR	301-D	PUBLIC WORKS	1M1AA18Y3XW094822	107,690
3014957	F664957	3014957 2014 JHNDR 670G MOTORGRADER	301-D	PUBLIC WORKS	1DW670GXHEF664957	1,136
3015218	HY25218	3015218 2007 FRGHT DUMP TRUCK	301-D	PUBLIC WORKS	1FVHC5DE17HY25218	137,590
3015458	HFH5458	3015458 2013 FRGHT M2- 112 DUMP	301-D	PUBLIC WORKS	1FVHC5DV3EHFH5458	38,855
3015459	HFH5459	3015459 2013 FRGHT M2- 112 DUMP	301-D	PUBLIC WORKS	1FVHC5DV5EHFH5459	34,973
3015816	NA65816	3015816 2007 FORDX F150	301-D	PUBLIC WORKS	1FTRF14597NA65816	97,575
3017273	5517273	3017273 2004 WAKE VIBRATING ROLLER	301-D	PUBLIC WORKS	RD11A5517273	144
3017525	X627525	3017525 2010 JHNDR 670G	301-D	PUBLIC WORKS	DW670GX627525	5,881
3019121	8169121	3019121 2012 CHVRL COLORADO CREW CAB	301-D	PUBLIC WORKS	1GCHTCFE4C8169121	16,550
3019390	BD09390	3019390 2011 NWHOL NEW	301-D	PUBLIC WORKS	ZABD09390	2,934

		HOLLAND T6030 TRACTOR				
3019450	1039450	3019450 2011 FELNG 24-2 TILT TRAILER	301-D	PUBLIC WORKS	5TTE2923C1039450	0
3019634	1039634	3019634 2011 FELNG 12-IT TILT TRAILER	301-D	PUBLIC WORKS	5TTE2023C1039634	0
3019635	1039635	3019635 2011 FELNG 24-2 TILT TRAILER	301-D	PUBLIC WORKS	5TTE2923C1039635	0
3019636	1039636	3019636 2011 FELNG 24-2 TILT TRAILER	301-D	PUBLIC WORKS	5TTE2923C1039636	0
3019933	XM89933	3019933 1997 CHVRL 3500	301-D	PUBLIC WORKS	1GBKC34F1VJ106883	76,173
3019952	DA79952	3019952 2008 FORD E350	301-D	PUBLIC WORKS	1FBSS31L08DA79952	77,586
3033111	W223111	3033111 2006 JEEP LIBERTY	303-D	CAPITAL IMPROVEMENTS	1J4GL48K06W223111	43,010
3050159	1520159	3050159 2010 HUSQZ PZ6029FX ZERO TURN MOWER	305-D	LANDFILL	101520159	463
3050374	0100374	3050374 2010 HOTSY PRESSURE WASHER	305-D	LANDFILL	1105660100374	92
3050592	S240592	3050592 2006 JHNDR FARM TRACTOR	305-D	LANDFILL	LV5425S240592	1,471
3050604	E080604	3050604 2010 JHNDR 850 GATOR	314-D	METHANE	M0XUVDE080604	1,701
3050647	50647	3050647 2011 KUBOT KUBOTA M110X UTLITY TRACTOR 4X4	305-D	LANDFILL	50647	744
3050729	ED50729	3050729 2008 FORD F250	305-D	LANDFILL	1FTNF21518ED50729	40,276
3050730	ED50730	3050730 2008 FORD F250	305-D	LANDFILL	1FTNF21518ED50730	36,850

3051055	JG01055	3051055 2009 CTRPL 324DL EXCAVATOR	305-D	LANDFILL	CAT0324DVJJG01055	4,544
3051070	0001070	3051070 2013 SOUTH WESTER TARPARMOR TDS530HC	305-D	LANDFILL	0001070	0
3051134	LW01134	3051134 2013 CTRPL 329E	305-D	LANDFILL	0329EAPLW01134	2,167
3051154	FF01154	3051154 2015 CTRPL 730C OFF ROAD	305-D	LANDFILL	CAT0730CCTFF01154	280
3051186	HFF1186	3051186 2013 FRGHT M2 ROAD TRACTOR	305-D	LANDFILL	1FUJC5DV2DHFF1186	10,419
3051330	LJE1330	3051330 2014 VCTR LP533 SDT VACUUM TRLR	305-D	LANDFILL	5HZBF162XELJE1330	55
3052160	SN-2160	3052160 2007 FINN HYDROSEEDER	305-D	LANDFILL	SN-2160	1,362
3052209	F402209	3052209 2009 KOHLR 60 Generator	305-D	LANDFILL	1J9TF14229F402209	282
3052954	X172954	3052954 2008 JHNDR 850JWH	305-D	LANDFILL	T0850JX172954	11,050
3053371	H623371	3053371 2008 JOHN DEERE 624K LOADER	305-D	LANDFILL	DW624KH623371	5,140
3053730	L093730	3053730 2009 GODW CD15OM Pump	305-D	LANDFILL	PE4045L093730	1,345
3053898	1M03898	3053898 2012 CTRPL 730 OFF ROAD DUMP TRUCK	305-D	LANDFILL	CAT00730CB1M03898	4,111
3054306	2-04306	3054306 2010 BHOG BUSHHOG 2715 LEGEND	305-D	LANDFILL	12-04306	23
3054347	F274347	3054347 2015 JHNDR 850K DOZER 6WAY BLADE	305-D	LANDFILL	1T0850KXEF274347	877

3054521	0014521	3054521 2009 ALJON ADVANTAGE 525	305-D	LANDFILL	00014521	8,943
3055986	KD15986	3055986 2008 FORD F150 4X4	305-D	LANDFILL	1FTRF14VX8KD15986	100,853
305614	4Z298004	305614 2004 CHVRL K1500	305-D	LANDFILL	1GCEK19T94Z298004	53,071
3056437	16437	3056437 2007 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	16437	0
3056538	X136538	3056538 2007 JHNDR DOZER	305-D	LANDFILL	T0850JX136538	14,971
3056990	DAV6990	3056990 2010 FRGHT M2 BUISNESS CLASS DUMP TRUCK	305-D	LANDFILL	1FNCSCV0BDAV6990	43,445
3057016	DAV7016	3057016 2011 FRGHT M2 BUISNESS CLASS FUEL TRUCK	305-D	LANDFILL	1FVACXBS4BDAV7016	13,460
305711	NB28747	305711 2006 FORDX F150	305-D	LANDFILL	1FTPX14VX6NB28747	106,035
305717	00014011	305717 2004 ALJON COMPACTOR	305-D	LANDFILL	0014011	7,635
305722	210674-8	305722 2002 HINSON PUMP DV-150-3	305-D	LANDFILL	0210674-8	4,915
305725	38858-31	305725 2005 GODW PUMP	305-D	LANDFILL	0538858-31	3,559
305738	7-U1102	1511102 2005 KBLCO TRACK HOE	305-D	LANDFILL	YC07-U1102	6,665
3058113	P348113	3058113 2012 WRRTR WARREN 28' DUMP TRAILER	305-D	LANDFILL	1W9AA4526CP348113	248
3058729	F288729	3058729 2015 JHNDR 850K	305-D	LANDFILL	1T0850KXLFF288729	3

		BULLDOZER				
3059154	T609154	3059154 2006 JHNDR 300D	305-D	LANDFILL	DW300DT609154	7,895
305G1	BY07J591	305G1 2002 ELLTT 60ED GENERATOR	305-D	LANDFILL	BY07J591	183
3070501	HFK0501	3070501 2013 FRGHT 114SD ROLLOFF	307-D	COLLECTION	1FVHG3DV4EHFK0501	96,280
3071881	HFX1881	3071881 2014 FRGHT SD114	307-D	COLLECTION	1FVHG3DV9EHFX1881	66,128
3071934	J251934	3071934 2013 JHNDR 326E SKID STEER	307-D	COLLECTION	1T0326EJPDJ251934	
3073188	HAH3188	3073188 2009 FRGHT BUISNESS CLASS M2 BOOMTRUCK	307-D	COLLECTION	1FVNC5CV29HAH3188	132,396
3074320	HBV4320	3074320 2012 FRGHT SD114 ROLLOFF	307-D	COLLECTION	1FTVHG3DV8DHBY4320	119,836
3074321	HBV4321	3074321 2012 FRGHT SD114 ROLLOFF	307-D	COLLECTION	1FVHG3DVXDHBY4321	126,891
3074781	KD64781	3074781 2008 FORD ESCAPE	307-D	COLLECTION	1FMCU93108KD64781	52,593
3075219	HY25219	3075219 2007 FRGHT ROLLOFF	307-D	COLLECTION	1FVHC5DE37HY25219	
3076149	HBC6149	3076149 2011 FRGHT M2 BUSINESS CLASS ROLLOFF	307-D	COLLECTION	1FVHC5DV9BHBC6149	162,569
3077657	N287657	3077657 2010 VOLVO VHD Rolloff	307-D	COLLECTION	4V5KC9EG7AN287657	188,273
3080591	1010591	3080591 2006 PROLINE DUMP TRAILER	308-D	RECYCLING	4YZDT122161010591	0

3081181	11181	3081181 2006 HESCO STATIONARY COMPACTOR	308-D	RECYCLING	11181	0
3081438	11438	3081438 2001 MARAT STATIONARY COMPACTOR	308-D	RECYCLING	11438	0
3082184	0992184	3082184 1990 K-METAL VERTICAL BAILER	308-D	RECYCLING	SKMFA0992184	0
3082527	FC22527	3082527 2012 FORDX F150 EC 4x2	308-D	RECYCLING	1FTFX1CF1CFC22527	38,122
3082528	FC22528	3082528 2012 FORDX F150 EC 4x2	308-D	RECYCLING	1FTFX1CF3CFC22528	20,951
3082598	9002597	3082598 2009 REACTION STATIONARY COMPACTOR	308-D	RECYCLING	09002597	0
3082764	9002764	3082764 2010 REACTION STATIONARY COMPACTOR	308-D	RECYCLING	09002764	0
3086088	136088	3086088 2001 MARAT STATIONARY COMPACTOR	308-D	RECYCLING	136088	0
3086433	16433	3086433 2008 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	16433	0
3086435	16435	3086435 2004 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	16435	0
3086436	16436	3086436 2007 BAKEQ STATIONARY	308-D	RECYCLING	16436	0

		COMPACTOR				
3086447	HFA6447	3086447 2013 FRGHT MS-106 PAPER TRUCK	308-D	RECYCLING	1FVACWDTNDHFA6447	64,582
3086533	8066533	3086533 2007 MAX PAK HORIZONTAL BAILER	308-D	RECYCLING	08066533	0
3086985	16985	3086985 2007 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	16985	0
3087040	17040	3087040 2007 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	17040	0
3090648	1000648	3090648 2010 CALBR CALIBER A - NURSE TANK 525 GAL	309-D	MOSQUITO CONTROL	1TTNT525S1000648	29,851
30910	31A15475	30910 2003 BIGTX TRAILER	309-D	MOSQUITO CONTROL	4K8AX101731A15475	0
3091076	FC61076	3091076 2012 FORDX F150 SUPERCAB	309-D	MOSQUITO CONTROL	1FTFX1CF2CFC61076	23,844
3091077	FC61077	3091077 2012 FORDX F150 SUPERCAB	309-D	MOSQUITO CONTROL	1FTFX1CF4CFC61077	
3094087	KG54087	3094087 2014 FORDX F150 EC 4X2	309-D	MOSQUITO CONTROL	1FTEX1CM5EKG54087	299
3095505	KB15505	3095505 2010 FORDX F150	309-D	MOSQUITO CONTROL	1FTVX1CV5AKB15505	48,429
3095987	KD15987	3095987 2008 FORD F150	309-D	MOSQUITO CONTROL	1FTRF12208KD15987	45,408
3096274	NA86274	3096274 2007 FORDX F150	309-D	MOSQUITO CONTROL	1FTRF12247NA86274	56,620

3097762	37762	3097762 2010 CHNTL SPEEDLINER	309-D	MOSQUITO CONTROL	37762	1
3098710	0298710	3098710 2006 CASEX 580 G SERIES FORKLIFT	309-D	MOSQUITO CONTROL	JJG0298710	1,747
309M84E	75CM84E	309M84E 2008 BOSWH 15FT BOSTON WHALER BOAT	999-D	COUNTY FIRE	BWC3175CM84E	10
329013959	R373959	329013959 2012 DODGE CARAVAN	32901-D	CLERK OF COURT	2C4RDGBG1CR373959	65,820
4112802	EE02802	4112802 2008 FORDX F450	411-D	EMS	1FDXF46R08EE02802	92,348
4114797	H184797	4114797 2012 INT TERRASTAR	411-D	EMS	1HTJSSKK6DH184797	87,835
4116107	H356107	4116107 2013 INT TERRA STAR	411-D	EMS	1HTJSSKK5DH356107	99,794
4117799	H797799	4117799 2013 INT TERRA STAR AMBULANCE	411-D	EMS	1HTJ55KK5EH797799	48,356
4118523	EC98523	4118523 2008 Ford F450	411-D	EMS	1FDXF46RO8EC98523	
4118650	EA18650	4118650 2005 FORDX F450	411-D	EMS	1FDXF46P66EA18650	169,267
4119297	F409297	4119297 2009 GMCXX C4500	411-D	EMS	1GDE4V1979F409297	122,156
4119708	H729708	4119708 2015 INT TERRASTAR AMBULANCE	411-D	EMS	1HTJSSKK8FH729708	21,040
4119774	F409774	4119774 2009 GMCXX C4500	411-D	EMS	1GDE4V1949F409774	121,275
4119829	EA59829	4119829 2006 FORDX F450AMB	411-D	EMS	1FDXF46P86EA59829	108,985
5010046	DB30046	5010046 2013 FORDX E450 BOOKMOBILE	501-D	LIBRARY	1FDXE4F52CDB30046	12,845

5013958	R373958	5013958 2012 DODGE CARAVAN	501-D	LIBRARY	2C4RDGBGXCR373958	32,205
504.9011935	FB71935	504.9011935 2011 FORDX F150 EXT 4X4	504.901-D	STORM WATER	1FTFX1EF7BFB71935	24,483
504.9014484	T244484	504.9014484 2013 ZZZZZ K&K SYSTEMS SIGN BOARD	504.901-D	STORM WATER	1K9BM1517DT244484	0
504.9014485	T244485	504.9014485 2013 ZZZZZ K&K SYSTEMS SIGN BOARD	504.901-D	STORM WATER	1K9BM1519DT244485	0
504.9015678	KA85678	504.9015678 2009 FORDX ESCAPE	504.901-D	STORM WATER	1FMCU93G69KA85678	46,997
504.9018609	FC18609	504.9018609 2014 FORDX F150 EC 4X4	504.901-D	STORM WATER	1FTEX1EM2EFC18609	280
5790002	B710002	5790002 2008 RUDDY FLATBED TRAILER	579-D	PARKS AND RECREATION	FB710002	384
5790012	L010012	5790012 2010 JHNDR Z920A	579-D	PARKS AND RECREATION	TC920AL010012	1,118
5790113	3000113	5790113 2013 TOROX 3505D GROUNDSMATER	579-D	PARKS AND RECREATION	313000113	70
5790123	2000123	5790123 2012 TOROX 3505D Groundsmaster Mower	579-D	PARKS AND RECREATION	312000123	316
5790151	C010151	5790151 2010 JHNDR Z710A 54" ZERO TURN MOWER	579-D	PARKS AND RECREATION	TC710AC010151	633
5790194	R420194	5790194 2012 DODGE GRAND CARAVAN	579-D	PARKS AND RECREATION	2C4RDGB6XCR420194	9,729

5790246	2000246	5790246 2012 TOROX GROUNDMASTER 4300-D	579-D	PARKS AND RECREATION	312000246	137
5790247	T130247	5790247 2013 JHNDR 1435 MOWER	579-D	PARKS AND RECREATION	1TC1435DADT130247	81
5790248	T130248	5790248 2013 JHNDR 1435 MOWER	579-D	PARKS AND RECREATION	1TC1435DLDT130248	225
5790290	KD70290	5790290 2013 FORDX F150 EC 4X4	579-D	PARKS AND RECREATION	1FTVX1CF6DKD70290	18,387
57903	0411383	57903 2004 GREEN MACHINE SWEEPER 424HS	579-D	PARKS AND RECREATION	0411383	28
5790349	3NC20349	5790349 2003 ARGO ATV	579-D	PARKS AND RECREATION	2DG3800T83NC20349	229
5790391	T190391	5790391 2012 JHNDR 1200A BUNKER RAKE	579-D	PARKS AND RECREATION	1TC1200ATCT190391	211
5790405	T190405	5790405 2012 JHNDR 1200A BUNKER RAKE	579-D	PARKS AND RECREATION	1TC1200AECT190405	225
5790471	T180471	5790471 2011 JHNDR 1200A FIELD RAKE	579-D	PARKS AND RECREATION	1TC1200AEBT180471	446
5790472	T180472	5790472 2011 JHNDR 1200A FIELD RAKE	579-D	PARKS AND RECREATION	1TC1200AEBT180472	396
5790523	T200523	5720523 2013 JHNDR 1200A BUNKER RAKE	579-D	PARKS AND RECREATION	1TC1200ACDT200523	91
5790751	KD90751	5790751 2011 FORDX F150 EXTENDED CAB	579-D	PARKS AND RECREATION	1FTVX1CFXBKD90751	77,668
5790819	M100819	5790819 2012 JHNDR GATOR HPX 4X4	579-D	PARKS AND RECREATION	1M0HPXGSTCM100819	865
5790822	M100822	5790822 2012 JHNDR	579-D	PARKS AND	1M0HPXGSTCM100822	579

		GATOR HPX 4X4		RECREATION		
5790856	M110856	5790856 2013 JHNDR HPX GATOR	579-D	PARKS AND RECREATION	1M0HPXGSVDM110856	175
5791324	K621324	5791324 2013 ZZZZZ CURRAHEE 14FT DOVE TAIL	579-D	PARKS AND RECREATION	1T9CU1429CK621324	0
5791325	K621325	5791325 2013 ZZZZZ CURRAHEE 14FT DOVE TAIL	579-D	PARKS AND RECREATION	1T9CU1420CK621325	0
5791356	K621356	5791356 2013 ZZZZZ CURRAHEE 24FT TRAILER	579-D	PARKS AND RECREATION	1T9CE2425DK621356	0
5791489	M021489	5791489 2013 ZZZZZ CURRAHEE 20FT CONWAY TRAILER	579-D	PARKS AND RECREATION	5BFCA2023DM021489	0
5791544	0031544	5791544 2013 ZZZZZ AGRIMETAL BW2500	579-D	PARKS AND RECREATION	0031544	0
5791545	0031545	5791545 2013 ZZZZZ AGRIMETAL BW2500	579-D	PARKS AND RECREATION	0031545	0
5791672	B101672	5791672 2011 CURRAHEE MODEL 854.1 TRAILER	579-D	PARKS AND RECREATION	4TELS1621B101672	10
57917	01325829	57917 2004 NWHOL FARM TRACTOR	579-D	PARKS AND RECREATION	001325829	353
5791733	1001733	5791733 1990 WSCTR CANOE TRAILER	579-D	PARKS AND RECREATION	7UC80SG1001733	10
5791820	G531820	5791820 2009 DODGE RAM 2500	579-D	PARKS AND RECREATION	3D7KS26T89G531820	64,928
57919206	ED90206	5799206 2013 FORDX F250 CC 4X2	579-D	PARKS AND RECREATION	1FT7W2A69CED19206	28,700

57921	2X021158	57921 2002 JHNDR 1445	579-D	PARKS AND RECREATION	TC1472X021158	1,417
5792293	1002293	5792293 2009 WSCTR CANOE TRAILER	579-D	PARKS AND RECREATION	1002293	10
57923	H048972	57923 2005 CASPW FARM TRACTOR	579-D	PARKS AND RECREATION	H3H048972	650
57924	SG912075	57924 2002 JHNDR 310SG	579-D	PARKS AND RECREATION	T0310SG912075	3,418
57926	21000457	57926 2001 BETTER BUILT TRAILER	579-D	PARKS AND RECREATION	4MNDP292021000457	0
5792897	2822897	5792897 2012 EZGO CUSHMAN 800	579-D	PARKS AND RECREATION	2822897	10
5792920	1012920	5792920 2011 CURRAHEE MODEL 204.24 TRAILER	579-D	PARKS AND RECREATION	4TELS1015B1012920	10
5793050	FB33050	5793050 2014 FORDX F150 RC 4X4	579-D	PARKS AND RECREATION	1FTMF1EFXEFB33050	10,562
5793333	1013333	579333 2010 CURRAHEE LANDSCAPE TRAILER	579-D	PARKS AND RECREATION	4TELS1626B1013333	1
5793345	1013345	5793345 2011 CURRAHEE MODEL 602.5 TRAILER	579-D	PARKS AND RECREATION	4TEFS182XB1013345	10
5793391	713391	5793391 2000 SKYJK SCISSOR LIFT SJ111-4632	579-D	PARKS AND RECREATION	713391	10
5793682	1143682	5793682 2006 CHVRL G3500	579-D	PARKS AND RECREATION	1GBJG31U561143682	29,221
5794155	1014155	5794155 2011 CURRAHEE MODEL 204.24 TRAILER	579-D	PARKS AND RECREATION	4TELS1010C1014155	21,500
579419	2LK97661	579419 2002 FRGHT DUMP	579-D	PARKS AND RECREATION	1FVHALAN02LK97661	77,329

5794587	31D14587	5794587 2003 BIGTX TRAILER	579-D	PARKS AND RECREATION	4K8N162X31D14587	0
5794844	KE24844	5794844 2012 FORDX F150 SUPERCAB	579-D	PARKS AND RECREATION	1FTVX1CF0CKE24844	50,716
5794966	AE44966	5794966 2010 FORDX F250 SD	579-D	PARKS AND RECREATION	1FTSW2A57AEA44966	150,254
5795044	1005044	5795044 2007 NWSTR STRIPE MACHINE	579-D	PARKS AND RECREATION	1005044	10
5795278	JD15278	5795278 2004 LNARD LOADSTAR	579-D	PARKS AND RECREATION	5DUUM121X5JD15278	10
5795597	EC55597	5795597 2015 FORDX F450 RC 4X2 DRW STAKEBODY	579-D	PARKS AND RECREATION	1FDUF4GT9FEC55597	140
5795638	FB25638	5795638 2008 FORD F150	579-D	PARKS AND RECREATION	1FTPX12U18FB25638	57,399
5795914	R175914	5795914 2013 CHVRL TAHOE	579-D	PARKS AND RECREATION	1GNSK4E04DR175914	12,083
5795973	2265973	5795973 2010 SKYJK 3226	579-D	PARKS AND RECREATION	452265973	0
5797188	FD57188	5797188 2011 FORDX F150	579-D	PARKS AND RECREATION	1FTFW1CV1AFD57188	53,200
5797961	KE37961	5797961 2012 FORDX F150 SUPERCAB	579-D	PARKS AND RECREATION	1FTVX1CF3CKE37961	24,657
5797962	KE37962	5797962 2012 FORDX F150 SUPERCAB	579-D	PARKS AND RECREATION	1FTVX1CF5CKE37962	18,230
5798118	NA68118	5798118 2007 FORD F150	579-D	PARKS AND RECREATION	1FTPX14557NA68118	60,881
5798473	KD98473	5718473 2012 FORDX F150 REG 8FT BED	579-D	PARKS AND RECREATION	1FTMF1CM6CKD98473	25,377

5798624	D208624	5798624 2008 CHVRL UPLANDER	579-D	PARKS AND RECREATION	1GNDV23WX8D208624	26,192
579881E	05B881E	579881E 1981 BOSWH BOSTON WHALER BOAT	579-D	PARKS AND RECREATION	BWC3605B881E	10
5798933	KD68933	5798933 2011 FORDX F150	579-D	PARKS AND RECREATION	1FTMF1CM9BKD68933	21,422
5799938	29938	5799938 2010 AGMTL 2500 BLOWER	579-D	PARKS AND RECREATION	29938	1
6090329	E160329	6090329 2010 JHNDR 5101E	609-D	AIRPORT	LV5101E160329	1,379
6090609	8D00609	6090609 2004 CTRPL 3306BTA 250KW GEN	609-D	AIRPORT	CAT00000TB8D00609	35
6092547	E822547	6092547 2014 POLRS RANGER ETX 570	609-D	AIRPORT	3NSRMA325FE822547	1
6096170	PA76170	6096170 2008 FORD RANGER	609-D	AIRPORT	1FTYR14U98PA76170	21,695
6096808	1926808	6096808 2011 HUSQZ HUSQVARNA PZ5426 ZERO TURN MOWER	609-D	AIRPORT	101926808	532
9030179	EB20179	9030179 2010 FORDX F250	903-D	MIDWAY FIRE	1FT7X2B69BEB20179	21,607
9030180	EB20180	9030180 2010 FORDX F250	903-D	MIDWAY FIRE	1FT7X2B65BEB20180	58,085
9030686	1HA60686	9030686 2001 FORDX F450	903-D	MIDWAY FIRE	1FDXE45F21HA60686	48,770
9031065	0171065	9031065 1989 ONAN 60DGCBL31719A	903-D	MIDWAY FIRE	5880171065	743
9031137	00001137	9031137 1962 MACKX CP5F MCPUM	903-D	MIDWAY FIRE	1137	86,862
9031339	EF41339	9031339 2012 FORDX EXPEDITION	903-D	MIDWAY FIRE	1FMJU1G59CEF41339	21,131

9031340	EF41340	9031340 2012 FORDX EXPEDITION	903-D	MIDWAY FIRE	1FMJU1G55CEF41340	31,180
9031471	0791471	9031471 1999 ONAN 100DGDB	903-D	MIDWAY FIRE	I980791471	775
9031490	HL21491	9031491 2006 TRITN TRAILER	903-D	MIDWAY FIRE	4TCSM11156HL21491	0
9031512	YMA01512	9031512 1999 FORDX F650	903-D	MIDWAY FIRE	3FDNF6549YMA01512	14,830
9031606	H591606	9031606 2009 DODGE CHARGER	903-D	MIDWAY FIRE	2B3KA43T09H591606	
9031909	EF61909	9031909 2013 FORDX EXPEDITION 4X4	903-D	MIDWAY FIRE	1FMJU1G51DEF61909	27,158
9033031	1003031	9033031 2007 EONE CYCLONE II HEAVY RESCUE	903-D	MIDWAY FIRE	4ENGAAA8X71003031	22,000
9034227	1004227	9034227 2008 EONE RESCUE PUMPER	903-D	MIDWAY FIRE	4EN3AAA8X81004227	45,765
9034228	1004228	9034228 2008 EONE RESCUE PUMPER	903-D	MIDWAY FIRE	4EN3AAA8181004228	53,391
9036078	PB06078	9036078 2012 FORDX RANGER 4X4	903-D	MIDWAY FIRE	1FTLR1FE9BPB06078	
9036100	PB06100	9036100 2012 FORDX RANGER 4X4	903-D	MIDWAY FIRE	1FTLR4FE7BPB06100	3,584
9036101	PB06101	9036101 2012 FORDX RANGER 4X4	903-D	MIDWAY FIRE	1FTLR4FE9BPB06101	
9036250	1006250	9036850 2012 EMRON E-ONE 75' QUINT	903-D	MIDWAY FIRE	4EN6AAA89C1006250	28,263
9036836	DA36836	9036836 2014 FORDX E350 VAN	903-D	MIDWAY FIRE	1FBSS38L0EDA36836	2,709

9036851	1006851	9036851 2012 EMRON E-ONE 2750GAL TANKER	903-D	MIDWAY FIRE	4EN3AAA87C1006851	14,308
9036875	R156875	9036875 2006 CHVRL TAHOE	903-D	MIDWAY FIRE	1GNEK13Z26R156875	91,687
9037001	U257001	9037001 2012 CRYON BEACH RESCUE TRAILER	903-D	MIDWAY FIRE	4C9BU1926CU257001	10
9037485	G0C7485	9037485 2012 KUBOT RESCUE SKID	903-D	MIDWAY FIRE	A5KB1FDAKBG0C7485	263
9038366	1N058366	9038366 2001 KME PUMPER	903-D	MIDWAY FIRE	1K9AF428X1N058366	68,836
9038528	2N058528	9038528 2002 KME PUMPER	903-D	MIDWAY FIRE	1K9AF42842N058528	53,810
9038717	GSO5414	9038717 2003 KME TOWER LADDER	903-D	MIDWAY FIRE	1K9AF64883N058717	53,125
9039123	EE09123	9039123 2014 FORDX F250 CC 4X4	903-D	MIDWAY FIRE	1RT7W2B65EE09123	1,216
9039355	EC99355	9039355 2012 FORDX F250 EC 4X4	903-D	MIDWAY FIRE	1FT7X2B67CEC99355	18,691
903D212	053D212	903D212 2012 BMBDR SEADOO GTXS155	903-D	MIDWAY FIRE	CAYDV09053D212	10
9048571	H188571	9048571 2012 INT TERRASTAR AMBULANCE	904-D	MIDWAY EMS	1HTJSSKK0DH188571	42,324
9048572	H188572	9048572 2012 INT TERRASTAR AMBULANCE	904-D	MIDWAY EMS	1HTJSSKK2DH188572	49,722
9049276	F409276	9049276 2009 GMCXX C4500	904-D	MIDWAY EMS	1GDE4V19X9F409276	66,429
9049378	F409378	9049378 2009 GMCXX C4500	904-D	MIDWAY EMS	1GDE4V1979F409378	

9970968	1200968	9970968 2014 CHVRL EXPRESS 3500 MINI BUS	997-D	AGING SERVICES	1GB3G2BGXE1200968	1,014
9971302	R641302	9971302 2015 DODGE CARAVAN	997-D	AGING SERVICES	2C4RDGBG1FR641302	732
9971743	B151743	9971743 2008 DODGE CARAVAN	997-D	AGING SERVICES	1D8HN44H28B151743	88,959
9972319	DA42319	9972319 2011 FORDX E350	997-D	AGING SERVICES	1FBSS3BL5BDA42319	55,642
9972320	DA42320	9972320 2011 FORDX E350	997-D	AGING SERVICES	1FBSS3BL5BDA42320	61,923
9975151	DA45151	9975151 2007 FORD E350 VAN	997-D	AGING SERVICES	1FBSS31L58DA45151	76,875
9975152	DA45152	9975152 2007 FORD E350 VAN	997-D	AGING SERVICES	1FBSS31L78DA45152	106,030
9975153	DA45153	9975153 2007 FORD E350 VAN	997-D	AGING SERVICES	1FBSS31L98DA45153	95,766
9977751	N557751	9977751 2009 DODGE AVENGER	997-D	AGING SERVICES	1B3LC46D19N557751	52,287
9979949	DA79949	9979949 2008 FORD E350	997-D	AGING SERVICES	1FBSS31L08DA79949	142,660
9979950	DA79950	9979950 2008 FORD E350	997-D	AGING SERVICES	1FBSS31L78DA79950	98,214
9979951	DA79951	9979951 2008 FORD E350	997-D	AGING SERVICES	1FBSS31L98DA79951	109,819
9979953	DA79953	9979953 2008 FORD E350	997-D	AGING SERVICES	1FBSS31L28DA79953	
9990126	0300126	9990126 2012 CHAMP 1400 WATT GENERATOR	999-D	COUNTY FIRE	12APR0300126	56,571
9990221	KA30221	9990221 2012 FORDX ESCAPE 4X4	999-D	COUNTY FIRE	1FMCU9DG8CKA30221	50,430
9990457	5104257	9990457 1969 JEEPX WATER TENDER	999-D	COUNTY FIRE	9516320690425104257	3,187
9990726	SVA30726	9990726 1995 FORDX PUMPER	999-D	COUNTY FIRE	1FDYF80ESVA30726	83,923

9990727	SVA30727	9990727 1995 FORDX PUMPER	999-D	COUNTY FIRE	1FDYF80E2SVA30727	80,282
9990844	NJ500844	9990844 1992 GMXXX PUMPER	999-D	COUNTY FIRE	1GDP7H1J1NJ500844	88,462
9991050	U201050	9991050 2002 CARGOMATE HAZ TRAILER	999-D	COUNTY FIRE	4X47SEH2X2U201050	
9991141	HY41141	9991141 2007 AMLRF TANKER	999-D	COUNTY FIRE	1FVACYDC47HY41141	20,116
9991142	HY41142	9991142 2007 AMLRF TANKER	999-D	COUNTY FIRE	1FVACYDC47HY41142	21,746
9991145	HY41145	9991145 2007 AMRLF M-2 PUMPER	999-D	COUNTY FIRE	1FVACYDC37HY41145	51,925
9991146	HY41146	9991146 2007 AMRLF M-2 PUMPER	999-D	COUNTY FIRE	1FVACYDC37HY41146	66,141
9991412	YH691412	9991412 1999 INT PUMPER	999-D	COUNTY FIRE	1HTSDADR7YH691412	53,713
9991413	YH691413	9991413 1999 INT PUMPER	999-D	COUNTY FIRE	1HTSDADR9YH691413	96,771
9991426	YH691426	9991426 1999 INT PUMPER	999-D	COUNTY FIRE	1HTSDADR7YH691426	101,169
9991427	YH691427	9991427 1999 INT PUMPER	999-D	COUNTY FIRE	1HTSDADR9YH691427	63,421
999268	NB29268	999268 2006 FORDX F150	999-D	COUNTY FIRE	1FTPX14V36NB29268	145,194
9993197	KD13197	9993197 2011 FORDX F150	999-D	COUNTY FIRE	1FTFX1CF4BKD13197	56,867
99944009	YEE44009	9994009 2000 FORDX F350 Squad	999-D	COUNTY FIRE	1FDWF36F0YEE44009	158,384
9994888	KG34888	9994888 2014 FORDX F150 EC 4X4	999-D	COUNTY FIRE	1FTFX1EF1EKG34888	266
9995238	R375238	9995238 2011 CHVRL TAHOE 4X4	999-D	COUNTY FIRE	1GNSK2E02BR375238	44,972
9995305	HFD5305	9995305 2012 FRGHT M2-106 RESCUE PUMPER	999-D	COUNTY FIRE	1FVACYBS6DHFD5305	21,219

9995306	HFD5306	9995306 2012 FRGHT M2-106 RESCUE PUMPER	999-D	COUNTY FIRE	1FVACYBS8DHFD5306	15,741
9995307	HFD5307	9995307 2012 FRGHT M2-106 RESCUE PUMPER	999-D	COUNTY FIRE	1FVACYBSXDHFD5307	9,248
9995308	HFD5308	9995308 2012 FRGHT M2-106 RESCUE PUMPER	999-D	COUNTY FIRE	1FVACYBS1DHFD5308	8,730
9995744	H305744	9995744 2012 DODGE CHARGER	999-D	COUNTY FIRE	2C3CDXAT5CH305744	14,142
9995945	H335945	9995945 2005 INT 4400SBA	999-D	COUNTY FIRE	1HTMKAZRX6H335945	67,468
9995999	EB25999	9995999 2011 FORDX F350	999-D	COUNTY FIRE	1FD8W3G64BEB25999	37,347
9996532	HGZ6532	9996532 2015 FRGHT M2-106 RESCUE PUMPER	999-D	COUNTY FIRE	1FVACYCY5GHGZ6532	291
9996533	HGZ6533	9996533 2015 FRGHT M2-106 RESCUE PUMPER	999-D	COUNTY FIRE	1FVACYCY7GHGZ6533	301
9996534	HGZ6534	9996534 2015 FRGHT M2-106 RESCUE PUMPER	999-D	COUNTY FIRE	1FVACYCY9GHGZ6534	293
9996535	HGZ6535	9996535 2015 FRGHT M2-106 RESCUE PUMPER	999-D	COUNTY FIRE	1FVACYCY0GHGZ6535	2,266
9997035	4637035	9997035 2006 GENRC GUARDIAN QUIET SOURCE	999-D	COUNTY FIRE	4637035	10
9997092	WVA07092	9997092 1997 FORDX PUMPER	999-D	COUNTY FIRE	1FDYF80E5WVA07092	56,407
9997207	EF57207	9997207 2012 FORDX EXPEDITION 4X4 COMMAND	999-D	COUNTY FIRE	1FMJU1G56CEF57207	71,321
9997456	2317456	9997456 2006 CHVRL TRAILBLAZER	999-D	COUNTY FIRE	1GNDS13S062317456	76,900

9997501	HH57501	9997501 2001 FRGHT FL80 RESCUE TRUCK	999-D	COUNTY FIRE	1FVABXBS21HH57501	93,342
9997740	3EC67740	9997740 2003 FORDX F450	999-D	COUNTY FIRE	1FDXF46P83EC67740	106,457
9997867	H557867	9997867 2007 INTERNATIONAL 4400	999-D	COUNTY FIRE	1HTMKAZR48H557867	43,339
9997894	H557894	9997894 2008 INT 4400SBA	999-D	COUNTY FIRE	1HTMKA2R78H557894	33,288
9998857	WN058857	9998857 1998 KME LADDER-PUMPER	999-D	COUNTY FIRE	1K9AF4286WN058857	
9998977	CA88977	9998977 1991 FORD F350	999-D	COUNTY FIRE	2FDLFM6MCA88977	20,764
9999089	B539089	9999089, 2005, KAWASAKI, MULE	999-D	COUNTY FIRE	JK1AFCE115B539089	257
9999203	4639203	9999203 2006 GENRC QUIET SOURCE	999-D	COUNTY FIRE	4639203	11
9999617	4639617	9999617 2006 GENRC GUARDIAN QUIET SOURCE	999-D	COUNTY FIRE	4639617	10
999CT	00999CT	999CT 1998 TRAILER	999-D	COUNTY FIRE	00999CT	
999FD1	3R290323	999FD1 2003 CHVRL TAHOE	999-D	COUNTY FIRE	1GNEK13Z33R290323	163,403
999FE1	VN75142	999FE1 1972 FORDX PUMPER (PARADE USE)	999-D	COUNTY FIRE	K80CVN75142	57,076
999FM1	NB29267	999FM1 2006 FORDX F150	999-D	COUNTY FIRE	1FTPX14V16NB29267	125,139
999K900	296K900	999K900 2000 BOSWH BOAT	999-D	COUNTY FIRE	BWCLB296K900	100

[END OF ATTACHMENT G]

Attachment H
Stationary Recycling Compactor Equipment List

ID Number	Unit Number	Description	Clients Department	Department Name	VIN	Last Meter Reading
3080591	1010591	3080591 2006 PROLINE DUMP TRAILER	308-D	RECYCLING	4YZDT122161010591	0
3081181	11181	3081181 2006 HESCO STATIONARY COMPACTOR	308-D	RECYCLING	11181	0
3081438	11438	3081438 2001 MARAT STATIONARY COMPACTOR	308-D	RECYCLING	11438	0
3082184	0992184	3082184 1990 K-METAL VERTICAL BAILER	308-D	RECYCLING	SKMFA0992184	0
3082598	9002597	3082598 2009 REACTION STATIONARY COMPACTOR	308-D	RECYCLING	09002597	0
3082764	9002764	3082764 2010 REACTION STATIONARY COMPACTOR	308-D	RECYCLING	09002764	0
3086088	136088	3086088 2001 MARAT STATIONARY COMPACTOR	308-D	RECYCLING	136088	0
3086433	16433	3086433 2008 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	16433	0
3086435	16435	3086435 2004 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	16435	0
3086436	16436	3086436 2007 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	16436	0
3086533	8066533	3086533 2007 MAX PAK HORIZONTAL BAILER	308-D	RECYCLING	08066533	0
3086985	16985	3086985 2007 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	16985	0
3087040	17040	3087040 2007 BAKEQ STATIONARY COMPACTOR	308-D	RECYCLING	17040	0

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Attachment I
Equipment at County Fleet Garage Facility

ID Number	Unit Number	Description	Clients Department	Department Name	VIN	Last Meter Reading
1510274	X050274	1510274 2007 JHNDX GATOR	151-D	VEHICLE MAINTANENCE	MOHP4GX050274	893
1511301	5A291301	1511301 2005 FORDX TAURUS LX	151-D	VEHICLE MAINTANENCE	1FAFP53U75A291301	39,291
1511570	WC001570	1511570 1998 MACKX DUMP TRAILER	151-D	VEHICLE MAINTANENCE	5MADS2620WC001570	233
1511714	C001714	1511714 2013 HUSQZ RZ5424 54 INCH ZERO TURN	151-D	VEHICLE MAINTANENCE	101912C001714	1
1511742	B151742	1511742 2008 DODGE CARAVAN	151-D	VEHICLE MAINTANENCE	1D8HN44H28B151742	68,295
1512297	XNB52297	1512297 1999 FORDX F250	151-D	VEHICLE MAINTANENCE	1FTRF27W5XNB52297	172,000
1512775	V112775	1512775 2007 FORDX F750 SERVICE TRUCK	151-D	VEHICLE MAINTANENCE	3FRXF754X5V112775	63,137
1517411	YNB07411	1517411 2000 FORD 150	151-D	VEHICLE MAINTANENCE	1FTRX17W4YNB07411	
151912	1EC74534	151912 2001 FORDX F350	151-D	VEHICLE MAINTANENCE	1FDWF36L71EC74534	109,172
151914	1EC05390	151914 2001 FORDX F550	151-D	VEHICLE MAINTANENCE	1FDAF56F51EC05390	64,417
1519526	3X209526	1519526 2003 FORDX VIC	151-D	VEHICLE MAINTANENCE	2FAFP71W03X209526	110,214
1519527	3X209527	1519527 2003 FORDX VIC	151-D	VEHICLE MAINTANENCE	2FAFP71W23X209527	111,072
1519528	3X209528	1519528 2003 FORDX VIC	151-D	VEHICLE MAINTANENCE	2FAFP71W43X209528	131,112

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ATTACHMENT J
Section 17.24 of GC Standard Operating Procedures (SOP)

GEORGETOWN COUNTY
POLICY AND PROCEDURE MANUAL

SECTION: County Policy		TITLE: Aboveground Storage Tank Operation and Maintenance	
SUBJECT: Procedure and guidelines for Aboveground Storage Tank (AST) operation and maintenance.			
PURPOSE		To provide procedure and guidelines for operation and maintenance Aboveground Storage Tanks (AST's) used for fuel storage.	
APPLICABILITY		Aboveground Storage Tanks limited to tanks used for the storage of petroleum products. Limited to regulations promulgated by the United States Environmental Protection Agency (EPA), South Carolina Department of Health and Environmental Services (SCDHEC), National Fire Protection Association (NFPA), Fire Authority Having Jurisdiction (FAHJ) and the South Carolina State Fire Marshall.	
PAPERWORK TO BE MAINTAINED BY INSPECTOR		<p>The following items should be kept on-hand by the person responsible for inspection and maintenance (Inspector). A copy of paperwork should be left on site if possible(Knox box or on file):</p> <ul style="list-style-type: none"> • AST information form with all applicable information about tank • AST Facility Diagram or As-built drawings • Record of all incidents • Record of all repairs or maintenance • Previous 12 Monthly Leakage Log Sheets • Previous 12 Monthly Inspection Check Lists • Release Response Contact Information Sheet 	
INSPECTION PROCEDURE		<p>Inspector shall be responsible for performing routine monthly inspections and recording results. Inspection includes visual check of condition of tank, supports, foundation, hoses, piping, fencing, vents, overflow device, emergency shutoff, containment drain, containment area, gauges, alarm, fire extinguisher and access area. In addition inspector should look for signs of release at the tank, on the ground, in containment area, around seals and gaskets, at the pumps or from hoses.</p> <p>Any signs of leakage or compromised facilities should be reported immediately. If spill is incidental, manageable and poses no safety and health danger it should be reported, then the following steps should be taken:</p> <ul style="list-style-type: none"> • Eliminate source of spill, close valves etc. • Prevent from spreading by diking area with sand bags, elastomer mats or elastomer berms. • Spread absorbent over surface of spill working from the perimeter. • Contaminated absorbents must be containerized, marked as hazardous material and sent to Environmental Services for disposal. <p>See attached Leakage Log Sheet, Inspection Check List and Release Response Contact Information sheet. Any problems or suspected leakages should be reported immediately.</p>	
DATE 03/18/2010	COUNTY ADMINISTRATOR 	POLICY NUMBER	17.24e
REVIEW DATE: 03/18/2013		PAGE NUMBER	1 OF 1



ATTACHMENT K

STATE OF SOUTH CAROLINA)
) SERVICES
GEORGETOWN COUNTY) CONTRACT

This AGREEMENT is made and entered into between the COUNTY OF GEORGETOWN, a political subdivision of the State of South Carolina, whose Administrative Office is located at 129 Screven Street, Georgetown, S.C. 29440 ("County"), and _____

This Contract for SERVICES ("Contract") is dated this ____ day of _____ 2011 and shall have an Effective Date of the _____ day of _____ 2011, (the "Effective Date").

1. GENERAL TERMS OF CONTRACT

1.1. Headings: Headings to paragraphs in this Contract shall not interpret or alter the meaning of the words in the respective paragraph, nor any other provision of this Contract.

1.2. Time of Performance: The timely performance by Contractor of the services described in this Contract is of the essence, and shall commence on the Effective Date. Failure to perform timely, except for cause occasioned by Act of God, shall permit County to declare this Contract voided and of no further effect.

1.3. Arbitration: This contract is not subject to arbitration.

1.4. Dispute Resolution: If the parties hereto cannot settle any difference arising between them without litigation, any such litigation shall take place in the South Carolina Circuit Court in Georgetown, South Carolina.

1.5. Merger, Amendment, and Waiver: This Contract contains all the terms of all agreements, oral or written, between the parties, and is the only document containing all such terms. This Contract merges all prior contracts, agreements, and understandings between County and Contractor concerning the scope of work described herein. The Scope of Services described in this Contract, and all other terms of this Contract, shall not be amended or varied except by a written instrument signed by a duly authorized signatory of County and Contractor. Forbearance by County from enforcing the strict terms of this Contract shall not be a waiver of any other term of this Contract, nor shall such forbearance entitle Contractor to rely upon such forbearance in the event of another similar breach by Contractor of the terms of this Contract. Any variance to the terms of this Contract shall be attached as an Exhibit hereto, and shall have effect as from the effective date thereof as set forth on such Exhibit.

1.6. Compliance with EEOC and other State and Federal Laws: To the extent set forth in the respective statutes, Contractor shall comply with the provisions of:

1.6.1. Title VII of the Civil Rights Act of 1964;

1.6.2. Age Discrimination in Employment Act of 1967;

1.6.3. Title I of the Americans with Disabilities Act of 1990;

1.6.4. Equal Pay Act of 1963;

1.6.5. Fair Labor Standards Act of 1938;

1.6.6. Immigration Reform and Control Act of 1986; and

1.6.7. South Carolina Wages Act, S.C. Code § 37-10-10 et seq..

1.6.8 South Carolina Worker's Compensation Act, S.C. Code § 42-1-10 et seq.

1.7. By entering into this Contract, **Contractor** affirmatively warrants that **Contractor** is currently in compliance with such laws, and further warrants that during the term of this Contract, **Contractor** shall remain in compliance therewith.

2. SCOPE OF SERVICES:

2.1. **Contractor** shall perform those tasks set forth in Exhibit "A" that is attached hereto and is incorporated herein by reference, within the time limits set forth therein. If any term of the Scope of Services set forth on Exhibit "A" shall conflict with the terms of this Contract, then such term as set forth on Exhibit "A" shall not bind County.

2.2. All services to be performed by **Contractor** under this Contract shall be performed within the lesser of (a) the term set forth on Exhibit "A"; or (b) the expiration of five (5) years after the Effective Date of this Contract; whichever is the lesser period of time.

3. PAYMENT FOR SERVICES:

3.1. The costs of services are set forth in Exhibit "B" of this Contract. **Contractor's** invoice to County will be on a basis of net 30 days after receipt by County of invoice. Invoices in respect of necessary services rendered by **Contractor** after a notice of termination, as set forth herein shall be fully payable by County as if this Contract continued in full force and effect.

3.2. Payment for services not included in the Scope of Services constitute additional charges to County, at rates and intervals to be agreed between County and **Contractor** in a written instrument executed prior to the performance of such services.

4. WARRANTIES OF CONTRACTOR AND COUNTY:

4.1. County warrants that:

4.1.1.County has the lawful authority required under State law and County's Ordinances to enter into and perform this Contract;

4.1.2.County shall not offer employment to any employee of **Contractor** for a period of two (2) years after the termination, except for cause, of this Contract.

4.2. Contractor warrants that Contractor has:

4.2.1.All necessary licenses and consents required for **Contractor** to enter into and fully perform the Scope of Services set forth on Exhibit "A", and is in good standing in the State of South Carolina;

4.2.2.All required insurances, including Worker's Compensation Insurance and General Liability Insurance, to indemnify County against any and all claims arising under or as a result of the performance of this Contract;

4.2.3.No conflict of interest with any other contract with a third party that might cause a claim to arise against County by the entry into or performance of this Contract by **Contractor**.

4.3. Contractor warrants that Contractor shall throughout the term of this Contract:

4.3.1.Perform all tasks required under the Scope of Services with a degree of skill and care of reputable members of the same profession in South Carolina;

4.3.2.Maintain all insurances required by law or this Contract, including worker's compensation, premises liability, general liability, and professional malpractice coverage in those amounts set forth on County's invitation to bid or Request For Proposal, that formed the basis of the Scope of Services of this Contract.

4.3.3.Properly withhold from all wages, commissions, salaries, and fees paid by **Contractor** to third parties or employees, agents, or sub-Contractors of **Contractor**, all amounts required by State or Federal law to be withheld for or on account of taxes, social security payments, or other withholdings mandated by law or regulation;

4.3.4.Ensure that any third party, employee, agent, or sub-Contractor of **Contractor** shall comply with the terms of this Contract concerning employment discrimination, insurances, and withholdings, so far as concerns this Contract;

4.3.5.Comply with all lawful demands made pursuant to the South Carolina Freedom of Information Act, S.C. Code § 30-4-10 *et seq.* or the Federal Freedom of Information Act, 5 U.S.C.S. § 552;

4.3.6.Make no offer of employment to any County employee for a period of two (2) years after the termination of this Contract.

5. OWNERSHIP OF PROJECT MATTER:

Unless otherwise agreed between County and **Contractor**, and approved by County’s attorney:

- 5.1. All plans, reports, surveys, and other professional work product of **Contractor** concerning this Contract (but not internal working files, drafts, memoranda, and equipment) shall become the property of County during and at the completion or termination of this Contract;
- 5.2. All materials supplied or loaned by County to **Contractor** during the term of this Contract shall remain the property of County;
- 5.3. All intellectual property provided to County by **Contractor** and originating from this Contract shall become and remain the property of County, and **Contractor** shall not, without the written consent and license from County, use such intellectual property for another commercial purpose;
- 5.4. County shall not become the owner, assignee, or licensee of any standard routine, programs, development tools, techniques, interfaces, texts, or other work existing prior to the date of this Contract that may be used by **Contractor** in providing the services or intellectual property subject to this Contract, except as may be specifically agreed in writing between the parties.

~~6. EARLY TERMINATION OF CONTRACT:~~

County and **Contractor** shall have the right, upon sixty days written notice, to terminate this Contract, and thereafter County shall have no obligation to pay for services provided to County except up to the effective date of termination of this Contract. In the event **Contractor** exercises its right to terminate this Contract, **Contractor** will not cease services for a reasonable period of time, not to exceed One-Hundred Twenty days, to allow County to procure another Contractor.

7. NON-APPROPRIATION:

It is understood and agreed by the parties that in the event funds are not appropriated in the current fiscal year or any subsequent fiscal years, this contract will become null and void and the County will only be required to pay for services completed to the satisfaction of the County.

8. INDEPENDENT CONTRACTOR STATUS:

Contractor shall not, by entering into this Contract, become a servant, agent, or employee of County, but shall remain at all times an independent Contractor to County. This Contract shall not be deemed to create any joint venture, partnership, or common enterprise between **Contractor** and County, and the rights and obligations of the parties shall not be other than as expressly set forth herein.

9. NOTICES TO PARTIES:

All notices to each party to this Contract, except routine notices of performance of the Scope of Services during the Contract term, shall be in writing, and sent as follows:

9.1. To County:

9.1.1.

Mr. Kyle Prufer, Procurement Officer

Georgetown County

Post Office Box 431270

Georgetown, SC 29442-1270

SAMPLE

9.2. To Contractor:

9.2.1.

9.3. Form of Notice: All notices required or permitted under this Contract shall be effective:

9.3.1. On the third (3rd) business day after mailing by depositing the notice in the United States Mail, first class postage prepaid, addressed as set forth above; or on the day of receipt of such notice (whether by mail, courier, hand delivery, or otherwise), whichever is the earlier date of receipt; or

9.3.2. On the first day after receipt of a facsimile transmission of the written notice, with delivery confirmed, provided that such notice is also thereafter sent by first class mail as set forth above.

10. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:

Contractor will indemnify and hold harmless the County and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from the performance of the work provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting therefrom, and is caused by any negligent or willful act or omission of the **Contractor**, and anyone directly or indirectly employed by him or anyone for whose acts any of them may be liable. In any and all claims against the County or any of their agents or employees by an employee of the **Contractor**, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for **Contractor** under the workman's compensation acts, disability benefit acts, or other employee benefit acts. The obligation of **Contractor** under this paragraph shall not extend to the liability of the County or its agents or employees arising out of the reports, survey, change orders, designs, or specifications.

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SAMPLE

IN WITNESS WHEREOF, the parties have executed this Contract in two (2) originals, each of which shall be deemed to be an original on the Effective Date first above written.

CONTRACTOR NAME

_____ By: _____

_____ Its: _____

COUNTY OF GEORGETOWN

SAMPLE
By: _____
Johnny Morant, Chairman

Georgetown County Council

By: _____

Sel Hemingway
County Administrator

Attest

**EXHIBIT A
SCOPE OF SERVICES**

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SAMPLE

**EXHIBIT B
PAYMENT FOR SERVICES**

- 1) Upon delivery and acceptance of the equipment and/or services in the Scope of Services, the contractor shall submit an invoice, detailing the appropriate charges.

Upon receipt of invoice and upon final inspection and acceptance of the equipment and/or services, the County will render payment within thirty (30) days. Invoices shall be submitted to:

County of Georgetown
Accounts Payable
P.O. Box 421270
Georgetown, SC 29442-1270

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

- 2) South Carolina Sales Tax

The County of Georgetown, SC is not exempt and pays 6% SC sales tax on all applicable purchases.

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SAMPLE

NON-COLLUSION OATH)

COUNTY OF: _____)

STATE OF: _____)

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Offeror Herein, his agents, servants, and/or employees, to the best of his knowledge and belief have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, not have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 2011

Authorized Signature of Offeror

NOTARY PUBLIC FOR THE

STATE OF: _____

My Commission Expires: _____

Print Name: _____

Address: _____

Phone Number: _____

(Note: Notary seal required for out-of-state offeror)



MANDATORY BID SUBMITTAL FORM
Bid #16-001
Professional Fleet Management & Maintenance

The undersigned, on behalf of the vendor, certifies that: (1) this bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid on the same project; (2) is in all respects fair and without collusion or fraud;(3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid is entered (4) they have read the complete Request for Bid and understands all provisions: (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

1. Name of Company submitting bid _____
2. Bid cost must remain valid ninety (90) days from bid opening date.
3. Contact Address: _____

4. Contact Person _____
5. Telephone Number _____ Fax Number _____
6. E-Mail address _____
7. Remittance Address: _____

8. Accounting Contact _____
9. Telephone Number _____ Fax Number _____
10. E-Mail address _____
11. FEIN or Social Security Number: _____
12. Does your individual or company structure require the filing of a W-9 form to the IRS on the part of Georgetown County, SC? Yes No
13. Acceptance of Invitation for Bid Content: The contents of the successful IFB may be included as contractual obligation in applicable clauses of the contract; therefore, the selected contractor must be prepared to be bound by his proposal.

14. RENEWAL OF CONTRACT

The continuation of the terms, conditions, and provisions of any resulting contract beyond the fiscal year is subject to approval and ratification by the Georgetown County Council and appropriation by them of the necessary money to fund said contract for each succeeding year.

- 15. Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor's submittal to be declared null and void.
- 16. The lowest or any proposal will not necessarily be accepted and the County reserves the right to award any portion thereof. I/We, the undersigned, hereby confirm that all the above noted documents for Request for Proposal No. 16-001 were received.

17. Printed Name of person binding bid _____

18. Signature _____

19. Date _____

NOTE: THE ENTIRE IFB PACKET NEED NOT BE RETURNED. Please be sure to provide the requested number of copies of all offeror provided attachments. Thank you.

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EXCEPTIONS PAGE

MANDATORY BID SUBMISSION FORM

List any areas where you cannot or will not comply with the specifications or terms contained within the bid documentation.



LOCATION: Georgetown County Vehicle Services Facility

**2242 Browns Ferry Road (a/k/a SC-51)
Georgetown, SC 29440**