



**REQUEST FOR PROPOSAL**

**FOR**

**FLEET MANAGEMENT**



**PUBLIC SERVICES DEPARTMENT**

**CITY OF COSTA MESA**

**Released on November 18, 2011**

**FLEET MANAGEMENT**  
**REQUEST FOR PROPOSAL (RFP)**

Dear Proposers:

The City of Costa Mesa is requesting proposals from qualified proposers with extensive experience in providing a comprehensive fleet and fueling management program; including the maintenance and repair of City vehicles, emission testing, DOT/BIT inspections; maintenance, operation and program management of fueling infrastructure and hazardous material disposal. The successful Proposer should also identify opportunities to improve current processes and to further reduce operational costs

**1. BACKGROUND**

On March 1, 2011, the City Council agreed to move forward with a comprehensive review and analysis of outsourcing 18 City services, one of which is fleet maintenance services, as outlined in the *Outsourcing of City Services Council Agenda Report*, dated February 24, 2011.

The City of Costa Mesa is a general law city, which operates under the council/manager form of government with a General Fund budget of over \$94 million and a total of over \$107 million of fiscal year 2010-2011.

The City of Costa Mesa, incorporated in 1953, has an estimated population of 116,479 and has a land area of 16.8 square miles. It is located in the southern coastal area of Orange County, California, and is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley and Irvine.

The City is a “full service city” and provides a wide range of services. These services include: police and fire protection; animal control; emergency medical aid; building safety regulation and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety maintenance and improvement; and full range of recreational and cultural programs.

The City of Costa Mesa is home of the Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater and the South Coast Plaza Shopping Center, which is the single largest commercial activity center in the City. The volume of sales generated by South Coast Plaza, secures its place as the highest volume regional shopping center in the nation.

## 2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	November 18, 2011
Deadline for Written Questions	December 2, 2011
Responses to Questions Posted on Web	December 9, 2011
Proposals are Due	December 19, 2011
Interview (if held)	January 3, 2011
Approval of Contract	TBD

All dates are subject to change at the discretion of the City.

## 3. SCOPE OF WORK

### GENERAL DESCRIPTION OF SERVICES TO BE PROVIDED

The successful Proposer shall demonstrate the capacity to furnish general repair services, preventative maintenance services and emergency repair services for the City's various classifications, types, and makes/models of vehicles. The number, make/model and composition of the City's fleet is subject to change throughout the term of this contract. Proposer is to provide all equipment, labor, materials and services as may be necessary for completing the work identified in the Scope of Work. The Proposer must also demonstrate ability and willingness to provide a fueling management program. Proposers may propose to perform some or all of the services identified in this Request for Proposal. The City will consider partial proposals and may award contracts for some or all of the services identified and may award more than one contract. If your Proposal is for only some of the services identified, please clearly identify which services you propose to provide.

### OBJECTIVE OF SERVICES TO BE PROVIDED

The goal of this Request for Proposal is to identify the most qualified and cost effective Proposer to reduce the City's overall fleet maintenance costs, while improving fleet availability, reliability, life cycle of the equipment utilizing and maintaining the Fleet Focus vehicle maintenance program and meeting all Federal, State and local laws, regulations and rules,

including mandatory reporting. The City of Costa Mesa maintains a large and diverse fleet of 305 light, medium and heavy duty vehicles, rolling stock and associated equipment that include, but are not limited to those used for public safety, parks, facilities maintenance, grounds maintenance, street sweeping, storm drain and street maintenance. A current listing of City vehicles, fueling infrastructure and equipment is attached hereto as Attachment A.

## **MINIMUM QUALIFICATIONS**

Proposers must demonstrate that they have the resources, capacity and capability to provide the materials and services described herein. All proposers shall submit documentation with their proposal indicating compliance with the minimum qualifications. Failure to include any of the required documentation may be cause for proposal to be deemed non-responsive and rejected.

- Proposers must demonstrate they have been in business providing similar service for at least the last five (5) years.
- Proposers shall provide, at a minimum, references and descriptions of two (2) contracts that are similar in nature and have been in effect for at least two (2) years. These references shall indicate the firm (and all contact information) and a thorough description of the services performed.
- Proposers must be bonded and must provide proof of bonding.
- Proposers will provide ASE master (or equal) proficiency trained working staff to service all equipment.
- Proposers will provide working staff that have Commercial Licenses (CDL) to test drive DOT regulated equipment after repair.
- Proposer will manage the CDL random drug test program for their staff as required by California Highway Patrol and Department of Transportation and advise the City Representative of non-compliance.
- Proposer shall provide a minimum of one Supervisor certified in Automotive and or Truck maintenance and repair to verify quality assurance, and act as a liaison to the City Representative.
- Proposer shall provide a minimum of one full time staff member certified as required per NFPA 1071 Emergency Vehicle Technician Professional, and California State Certified Fire / Master Mechanic level III with Pump certificate.
- Proposer shall provide a motorcycle mechanic.

**LICENSE REQUIREMENT: Prior to the award of the contract, the Contractor must be licensed in the State of California with a valid Bureau of Automotive Repair license or other appropriate and legal designation.**

## **SCOPE OF WORK STANDARDS AND SPECIFICATIONS: FOR EQUIPMENT MAINTENANCE, FUEL INFRASTRUCTURE MAINTENANCE AND HAZARDOUS MATERIAL DISPOSAL**

### **VEHICLE MAINTENANCE**

This Scope of Work is a general guide, and is not intended to be an all-inclusive list of all the work necessary for completing the project scope. It shall be the Proposer's responsibility to develop and implement a preventative maintenance (PM) program to effectively maintain all vehicles and equipment listed in Attachment A, to the satisfaction of the City's Representative.

For the purpose of this proposal, preventative maintenance shall be defined as scheduled routine inspection, servicing, repair and replacement of equipment components on a regular basis so as to facilitate operations with a minimum of downtime. The PM program shall be in accordance with industry recognized best fleet management practices, and shall comply with the original equipment manufacturer (OEM) specifications, warranties and recommendations. The successful Proposer's PM program shall, at a minimum, include the specifications outlined herein, however, are subject to change upon approval by the City's Representative.

The Proposer shall include in the proposal, utilization of the current City Fleet Services building to perform the services outlined in this RFP. Proposer should be specific in how the facility would be utilized and how the City would be compensated for that beneficial use.

Should the Proposer not wish to utilize the City facility to provide the services as outlined in this RFP, then the proposal shall include porter services from City Hall and/or the Corporation yard to the Proposer's repair facility to insure that City personnel do not have to transport the vehicles to be repaired or maintained.

The towing of City vehicles which experience failures preventing them from being driven to the Proposer's repair facility shall be included in the proposal, with a limitation that vehicles to be towed must be within the City limits.

### **FUEL INFRASTRUCTURE and PRODUCT PROCUREMENT**

The Proposer should be an experienced and all encompassing fuel service provider. In addition to the supply and delivery of gasoline, diesel fuel, jet fuel and lubricants, the Proposer must have the capability to provide City with fuel management services. Fuel management services include the development of a fuel pricing strategy, fuel usage reports, compliance scheduling and testing, online and manual tank monitoring services, records management and a fuel delivery system that is both economical and meets City's unique operational requirements. It will be the responsibility of the Proposer to either operate the

City's current fuel management system, with full coordination with Fleet Management or to provide the City with an equal system. The cost to provide, maintain and/or upgrade any fuel management system is the sole responsibility of the Proposer.

**SPECIFICATIONS ARE AS FOLLOWS:**

**Preventative Equipment Maintenance Schedules**

**Preventative Maintenance – A Level Service (PM-A)**

*Perform all items listed every 3000 miles or four months, whichever occurs first, on all cars, light trucks (1 ton and below) vans, utility vehicles, etc.. Exceptions from the PM work listed will be considered if approved by the City's Representative.*

1. Safety Checklist: The listed item must be inspected, serviced and/or repaired at every PM interval.
  - a. Headlights
    - (1) High Beam
    - (2) Low Beam
  - b. Beam Indicator Lamp
  - c. Parking Lights
  - d. License Plate Light
  - e. Tail/Stop Lights
  - f. Clearance Lights
  - g. Turn Signals
  - h. Hazard/ 4-way Lights
  - i. Emergency/Parking Brake
  - j. Steering and suspension components
  - k. Windshield wipers and washers
  - l. Horn and/or audible warning devices
    - (1) Siren – emergency vehicles
    - (2) Back up alarms
  - m. All interior and exterior mirrors
  - n. Exhaust pipes and all hangers/clamps
2. Inspect, service and repair all interior lights.
3. Inspect, service, and refill fluid levels; coolant, windshield washers solvent, transmission, differentials, power steering and brake fluids, etc.
4. Inspect, service, and repair charging system, battery terminals, cables and box.
5. Inspect, service, and repair heating/air conditioning system.
6. Inspect, service, and repair frame, cross members and body joints.
7. Inspect, service, and repair the engine starting components and circuits.
8. Inspect, service, and repair drive train components.
9. Inspect, service, and repair any noted oil, fuel, coolant or other fluid leaks.
10. Inspect, service, and repair air emission filters and valves as needed.

11. Inspect, service, and repair drive belts, hoses and clamps.
12. Inspect, service, and repair all gauges for proper operation.
13. Inspect, service, repair, and lubricate all grease points on chassis, body, booms, hoists and winching mechanism.
14. Change engine oil and filter - products shall meet OEM specifications.
15. Inspect, service and replace air filter as necessary.
16. Inspect, service, repair/replace tires as necessary. Replace at 3/32 inch tread life.
17. Brake inspection

### **Preventative Maintenance – B Level Service (PM-B)**

*Perform item listed every 6,000 miles or 8 months, whichever occurs first.*

1. Perform all items listed in PM-A.
2. Inspect, service, and repair emissions system as required by original equipment manufacturer.
3. Rotate and balance all tires.
4. Scope engine and perform minor tune up as necessary.
5. Inspect and service brake components as necessary. Note: Every brake job shall include complete new brake hardware kit and cleaning/repacking of wheel bearings.

### **Preventative Maintenance – C Level Service (PM-C)**

*Perform items listed every 9,000 miles or 12 months, whichever occurs first.*

1. Perform all items listed in PM-A & B.
2. Inspect and service transmission, which includes, but not limited to, adjustment, fluid and filter change as necessary and/or required by original equipment manufacturer.
3. Perform front end alignment as well as inspect for worn/broken components – replace as necessary.
4. Drain, flush and replace differential fluids.
5. Drain, flush and replace engine coolant.
6. Remove all wheels and inspect brakes – replace/repair as needed.
7. Clean particulate diesel filters per OEM specifications.

## **REPAIRS**

Estimates for equipment repair are not to exceed the industry standard flat rate repair guidelines using sources such as, Chilton, Mitchell or All Data time.

If it is determined that a City vehicle needs repairs beyond regular maintenance such as new brakes, tires, major electrical improvements, or other repairs deemed as necessary, the Preventative Maintenance form will become a repair work order. The City Representative will be contacted to obtain authorization to proceed before any repairs are performed, as required by California State law. The Contractor will not perform the repair until receiving approval from the City Representative in writing or e-mail. Contractor will also advise the City Representative of the estimated downtime before completing the repair.

Work shall not be sub-contracted without approval from the City Representative. Any sub-contractor to be utilized for maintenance or repair work shall meet the City's required qualifications, repair certificates, licenses, insurance requirements and provide repair and maintenance as provided in the turnaround time requirements identified in the RFP and contract.

## **PARTS PROCUREMENT**

Contractor may utilize the City's existing parts procurement contracts for their existing term(s). Contractor shall demonstrate to the City that he/she/it is receiving the preferred customer pricing for the City for all other parts or supplies. In the spirit of competitive pricing and the best interest of the City, Proposers shall indicate their best markup costs, if any, in the Proposal. City reserves the right to purchase parts directly for Contractor's use in effecting maintenance or repairs, whether from existing contracts or from any vendor of its choice.

## **WARRANTY**

Contractor or Manufacturer shall fully warrant all vehicle / equipment replacement parts furnished under the terms of this contract, against failure and poor workmanship, for a period of not less than *one (1) year* including installation labor from the date of final acceptance by the City of Costa Mesa Representative.

While under warranty, Contractor shall repair or replace failed replacement parts in a timely manner to minimize the equipment downtime thus impacting the City of Costa Mesa operations. A copy or description of the manufacturer's warranty shall accompany each bid for the item(s) proposed, detailing the scope and length of the warranty.

Beyond the warranties identified herein, the contractor shall provide one (1) year written labor repair warranty on all approved repairs with no commercial exceptions.

## **TURN AROUND TIME**

### **Public Safety:**

**FIRE** - In the course of maintenance and repair of City owned Fire apparatus, there shall not be more than two (combination of Fire engine / Ladder truck) units down at one time as a standard. Repairs will need to be coordinated with the City Representative to minimize equipment downtime for response.

**POLICE** - In the course of maintenance and repair of City owned Police vehicles, there shall not be more than 10% of the safety fleet down at one time for maintenance or repair. Repairs will need to be coordinated with the City Representative to minimize equipment downtime for response.

Damage resulting from traffic collision is an exception.



## **White Fleet -**

The City's white fleet should typically be returned to the user within one business day after preventative maintenance and/or repair is performed.

White Fleet/Safety exception: All vehicles that would provide support to safety departments during a natural or man-made disaster should be returned from maintenance and repair on the same business day. These vehicles are: Vactor; backhoes; skip-loaders; dresser; aerial lift; standby truck; shop truck.

## **EMISSION (SMOG) TESTING**

Emission testing shall be performed every two years on qualifying vehicles. Due to configuration of the City's fleet, there will be vehicles to test every year based on vehicle identification number.

## **DOT / BIT INSPECTION VEHICLES (Heavy Trucks, Trailers and Buses)**

1. Serviced accordingly every 90 days as per DOT guidelines with CHP approved checklists.
2. Maintain records for all vehicles regulated by DOT per DOT and CHP guidelines.
3. Opacity testing done annually with comprehensive records maintained.
4. Aerial testing performed annually with comprehensive records maintained.

## **ADDITIONAL FLEET DUTIES**

- 314 vehicles / 3 reserve / 9 lease. This does not include small equipment without a unit number (per Attachment A 1 on Vehicle Inventory).

City hall pool vehicles: hybrids, cars and trucks

Police Dept. vehicles: motorcycles, patrol, undercover, SWAT

Fire apparatus: pumpers, ladder trucks, rescue truck

Street repair equipment: paving equipment, tack truck, tractors, dump trucks

Street sweepers

Senior buses

Stand alone backup emergency generators at all facilities

Emergency standby generators located at: Fire stations 1,2,3,4,5 and 6.

Communications, city hall and police department.

- Currently In-source 9 sewer support vehicles, and un-numbered miscellaneous / welding
- Costa Mesa Sanitary District vehicles: vactors, generators, water truck (per Attachment B) the Costa Mesa Sanitary District Agreement<sup>1</sup>
- Accident investigation for PD / review vehicles involved in a fatality

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<sup>1</sup> The City's current contract to provide fleet maintenance services to the Costa Mesa Sanitary District is attached as Attachment B.

- NPDES: clean up place pans under equipment, protect storm drains
- Pick up vehicles for service or take vehicles to dealer for warranty work, emission testing
- Opacity tests on diesel trucks and maintain records
- After hours response, in support of fire apparatus, and Police patrol units
- Chase parts from dealers as needed
- Stock parts repair to maintain inventory
- Inspect vehicle hoists and maintain records as required by OSHA
- Prepare vehicle and equipment specifications for procurement
- Install graphics / city logos and unit numbers on vehicles
- Road calls in field
- Large truck and car tire repairs and installation
- Maintain and service particulate traps as per AQMD
- Unload deliveries for warehouse / UPS / FED EX

#### **Other Equipment Maintenance staff duties**

- All mechanics have class A licenses with all endorsements and can operate all city vehicles and equipment
- All mechanics are disaster response certified
- Schedule and supervise annual smoke checks on all city diesel vehicles
- Perform all necessary paperwork and documentation for all services and repairs on all vehicles and equipment
- Keep all certifications and licenses current including: Class A, tanker, passenger, motorcycle, ASE's, Fire Mechanic, UST, A/C etc.
- Update and review all MSDS documents
- Assist with City fire extinguisher annual servicing
- Manage the process of annual pump testing of all fire apparatus
- Manage the process of annual ladder testing of fire apparatus ladder trucks

#### **HAZARDOUS MATERIAL STORAGE AND DISPOSAL**

The successful Proposer will manage the storage and disposal of hazardous materials typically generated by a municipal operation. The intent of this specification is to define the responsibilities and expectations of the Proposer to provide the required service directly or through a sub-contractor that is a properly licensed and insured hazardous waste services provider.

The hazardous waste stream generated by the City consists generally of repetitive materials with occasional unknown products picked up by maintenance crews or public safety personnel from public rights-of-way. The City has established a central collection and pickup station location at the City Corporation Yard located at 2300 Placentia Avenue. The Proposer shall remove all hazardous materials stored in the central collection area on an interval of approximately 90 days. Following each pickup service the collection/pickup area is to be left clean and orderly. The Proposer shall at all times maintain the central collection area in a clean, secure condition,

meeting all Federal, State and local law, regulations, ordinances or other applicable statutes. The area is subject to compliance inspection by the Orange County Department of Environmental Health. All inspection results shall be communicated in writing to the City representative on the day of the inspection. Proposer is responsible for compliance and for any consequences of non-compliance.

**Working hours for removal hazardous waste shall be between 7:30 a.m. and 4:00 p.m. Monday through Friday.** The successful contractor will not at any time allow its performance of any services under this contract to cause the City to incur overtime costs as a result of after hours monitoring of the contractor's service activities by City staff, without prior written approval by the City Representative. The Proposer shall:

1. Identify, categorize, profile, package, label, manifest, transport and dispose of regularly generated hazardous materials, as requested. Examples of materials to be processed include, but are not limited to: waste flammable liquids (contains acetone and petroleum distillates), Non-Resource Conservation and Recovery Act (RCRA) hazardous waste solids, Non-RCRA hazardous waste liquids (latex paint), empty containers, filters, automotive batteries, alkaline and Ni-cad batteries, soil with oil, waste and absorbent materials from spill accidents, and flammable waste aerosols.
2. Within one week from date of request, the contractor is to dispatch to the requesting City facility, a vehicle and work team consisting of a lead person and a hazardous waste technician, as well as other necessary personnel that are properly trained in the handling of hazardous waste materials. This work team shall:
  - a. Establish waste streams, as required.
  - b. Complete a waste profile sheet for each waste stream so established.
  - c. Complete a Uniform Hazardous Waste Manifest and any other required documentation prior to materials transport.
  - d. Provide to the requesting City facility a copy of all documentation listed above.
3. Pack and label all wastes in accordance with DOT requirements prior to transport from City facilities. Remove hazardous materials from City facilities and facilitate transportation to a Treatment Storage and Disposal Facility (TSDF). All City-generated hazardous materials will be transported only to City-approved TSDFs.
4. Provide approximately four pickups per year at the central collection and pickup station located at the Costa Mesa Corporation Yard, 2300 Placentia Avenue. The typical pickup would include, but not be limited to the following materials and quantities:

<u>Type of Waste</u>	<u>Approximate Pickup Schedule</u>	<u>Average Quantity</u>
Fluorescent Light Bulbs	90 days	100 bulbs
Diesel Asphalt Emulsion drums	90 days	5 / 55-gal
Various Dry-Cell Batteries	90 days	100 batteries

Water-based Paints	90 days	20 gallons
Oil-based Paints	90 days	10 gallons
Various household chemicals	90 days	5 gallons
Oil- contaminated Absorbent	90 days	50 pounds
Various chemicals from Police Dept (pepper spray, butane lighters, etc.)	90 days	20 pounds

### **Disposal Methods**

Contractor shall dispose of all hazardous solids and liquids, requiring either thermal processing, land disposal, and/or treatment prior to disposal only at facilities permitted by DTSC or USEPA. Disposal methods shall be in conformance with all applicable local, state and federal regulations. All Resource Conservation and Recovery Act (RCRA) hazardous wastes that are recycled shall be recycled only at EPA permitted treatment facilities. All Non-RCRA oily wastes shall be disposed of in accordance with 22 CCR, Division 4.5, Chapter 29 (Used Oil Recycling Program). All RCRA hazardous wastes that are recycled shall be recycled only at EPA permitted treatment facilities.

## **4. PROPOSAL FORMAT GUIDELINES**

Interested entities or contractors are to provide the City of Costa Mesa with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 20 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this RFP and any awarded contract, may be rejected. The following proposal sections are to be included in the Proposer’s response:

- **Vendor Application Form and Cover Letter**

Complete Appendix A, “Request for Proposal-Vendor Application Form” and attach this form to the cover letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor’s office

located nearest to Costa Mesa, California and the office from which the project will be managed.

- **Background and Project Summary Section**

The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

- **Methodology Section**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

1. An implementation plan that describes in detail (i) the methods, including controls by which your firm or entity manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
2. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
3. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion, including a complete transition plan. Include your plan to deal with fluctuation in service needs and any associated price adjustments.
4. Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.
5. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities. In addition, the City will consider proposals that offer alternative service delivery means and methods for the services desired.
6. Firms, public entities and individuals wishing to be considered shall include in their submissions the steps they will, if selected, implement and adhere to for the recruitment, hiring and retention of former employees of the City who have been or may be displaced due to layoff or outsourcing of functions and services formerly provided by the City.
7. Proposers are also requested to identify any City owned facilities or property which Proposer would propose to use or lease, purchase, or rent from the City in connection with the services to be performed, including information about the

terms of any proposed lease, purchase or use of such equipment and facilities, and how this proposed structure affects the overall cost proposal to the City. In the case of use of the City Yard property, facilities or equipment, the Proposer must identify how such use would integrate with and not interfere with City's use of such facilities or equipment, how Proposer will provide insurance for operations conducted at the City Yard or using City equipment, how waste streams, water usage and other operations of Proposer will be separately accounted for.

- **Staffing**

Provide a list of lead personnel who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual.<sup>2</sup> Include a resume for each designated individual.

Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

- **Qualifications**

The information requested in this section should describe the qualifications of the firm or entity, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.

A summary of your firm's or entity's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.

For private Proposers, provide at least three references that received similar services from your firm. The City of Costa Mesa reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address

Any public entity which submits a proposal should describe in detail how it currently performs services like those identified in the scope of work within its or other jurisdictions, including photographs, written policies and/or video of services provided. If you have

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<sup>2</sup> Hourly rates for the proposed personnel shall be set forth on Appendix D.

performed these services under contract for another public entity, please provide references for those entities as set forth above for private Proposers.

- **Financial Capacity**

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the City to reasonably formulate a determination about the financial capacity of the Proposer. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer.

- **Fee Proposal**

All Proposers are required to use the form in Appendix D to be submitted with their proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.

- **Disclosure**

Please disclose any and all past or current business and personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee. ***Any past or current business relationship may not necessarily disqualify the firm from consideration.***

- **Sample Agreement**

The firm selected by the City will be required to execute an Agreement for Services (Agreement) with the City. The form of the Agreement is enclosed as Appendix B, **but may be modified to suit the specific services and needs of the City. If a Proposer has any exceptions or conditions to the Agreement, these must be submitted for consideration with the proposal. Otherwise, the Proposer will be deemed to have accepted the form of Agreement.** See Section 13, below.

- **Checklist of Forms to Accompany Proposal**

As a convenience to Proposers, following is a list of the forms, included as appendices to this RFP, which should be included with proposals

- (1) Vendor Application Form
- (2) Ex Parte Communications Certificate
- (2) Price Proposal Form
- (3) Disclosure of Government Positions
- (4) Disqualifications Questionnaire

## 5. PROCESS FOR SUBMITTING PROPOSALS

- **Content of Proposal**

The proposal must be submitted using the format as indicated in the proposal format guidelines.

- **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

- **Number of Proposals**

Submit one original, Five (5) hard copies plus one disk copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. In the event of a conflict between the original and any hard copy or disk copy, the original shall control.

- **Submission of Proposals**

*Complete written proposals must be submitted in sealed envelopes marked and received no later than 4:00 p.m. (P.S.T) on December 19, 2011 to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.*

Kimberly Hall Barlow

Jones & Mayer

City of Costa Mesa City Attorney's Office

3777 N. Harbor Blvd.

Fullerton, CA 92835

RE: Fleet Management

- **Inquiries**

*Questions about this RFP must be directed in writing, via e-mail to:*

Richard Amadril, RFP Facilitator

Rick.Amadril@costamesaca.gov

The City reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Costa Mesa Procurement Registry, [Costa Mesa - Official City Web Site -](#)



[Business - Bids & RFP's](#); Proposers should check this web page daily for new information. The City will endeavor to answer all written questions timely received no later than December 2, 2011. The City reserves the right not to answer all questions.

From the date that this RFP is issued until a Proposer is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above regarding this RFP. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

- **Conditions for Proposal Acceptance**

This RFP does not commit the City to award a contract or to pay any costs incurred for any services, including costs of responding to this RFP. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any proposal. All proposals will become the property of the City of Costa Mesa, USA. If any proprietary information is contained in the proposal, it should be clearly identified.

## **6. EVALUATION CRITERIA**

The City's evaluation and selection process will be conducted in accordance with Chapter V, Article 2 of the City's Municipal Code (Code). In accordance with the Code, the lowest responsible bidder will be determined based on evaluation of qualitative factors in addition to price. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.

1. Qualifications of Proposer and Key Personnel-----25%

Includes ability to provide the requested scope of services, the Proposer's financial capacity, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.

2. Approach to Providing the Requested Scope of Services-----10%

Includes an understanding of the RFP and of the project's scope of services, knowledge of applicable laws and regulations related to the scope of services.

3. Price Proposal-----50%

Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted in Appendix D.

4. Innovative and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities. ----15%

## 7. EVALUATION OF PROPOSALS AND SELECTION PROCESS

In accordance with its Municipal Code, the City will adhere to the following procedures in evaluating proposals. An Evaluation/Selection Committee (Committee), which may include members of the City's staff and possibly one or more outside experts, will screen and review all proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.

### A. **Responsiveness Screening**

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

### B. **Initial Proposal Review**

The Committee will initially review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the City. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the lowest responsible bidder. Alternatively, the City may elect to negotiate directly with one or more Proposers to obtain the best result for the City prior to making a recommendation or selection.

### C. **Interviews, Reference Checks, Revised Proposals, Discussions**

Following the initial screening and review of proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for January 3, 2011 and will be conducted at City of Costa Mesa City Hall, 77 Fair Drive, Costa Mesa, CA 92626. This date is subject to change. The individual(s) from Proposer's firm or entity that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the proposal.

In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of this stage of the evaluation process, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Proposers. The City may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the lowest responsible bidder. The City may recommend award without Best and Final Offers, so Proposers should include their best proposal with their initial submission.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

## **8. PROTEST PROCEDURES**

Failure to comply with the rules set forth herein may result in rejection of the protest. Protests based upon restrictive specifications or alleged improprieties in the proposal procedure which are apparent or reasonably should have been discovered prior to receipt of proposals shall be filed in writing with the RFP Facilitator at least 10 calendar days prior to the deadline for receipt of proposals. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon alleged improprieties that are not apparent or which could not reasonably have been discovered prior to submission date of the proposals, such as disputes over the staff recommendation for contract award, shall be submitted in writing to the RFP Facilitator, within forty-eight hours from receipt of the notice from the City advising of staff's recommendation for award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. The RFP Facilitator will respond to the protest in writing at least three days prior to the meeting at which staff's recommendation to the City Council will be considered. Should Proposer decide to appeal the response of the RFP Facilitator, and pursue its protest at the Council meeting, it will notify the RFP Facilitator of its intention at least two days prior to the scheduled meeting.

## **9. CONFIDENTIALITY**

The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. The City intends to release all public portions of the proposals following the evaluation process at such time as a recommendation is made to the City Council.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position

if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire proposal as confidential nor designate its Price Proposal as confidential.

Submission of a proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

#### **10. EX PARTE COMMUNICATIONS**

Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf. Proposers shall include the Ex Parte Communications form (Appendix C) with their proposals certifying that they have not had or directed prohibited communications as described in this section.

#### **11. CONFLICT OF INTEREST**

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

## 12. DISCLOSURE OF GOVERNMENTAL POSITION

In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the City, the City requires that all Proposers disclose in their proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached "Disclosure of Government Positions Form." (See Appendix F.)

## 13 CONDITIONS TO AGREEMENT, IF ANY.

The selected Proposer will execute an Agreement for Services with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as Appendix B to this RFP, which may be modified by City. All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement.

*The terms of the agreement, including insurance requirements have been mandated by the City and can be modified only if extraordinary circumstances exist.* Submittal of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample Agreement for Services unless the Proposer includes with its proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement. In accordance with the Municipal Code, the City may consider the scope and number of conditions in evaluation proposals and determining the lowest responsible bidder.

## 14. DISQUALIFICATION QUESTIONNAIRE

Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A proposal may be rejected on the basis of a Proposer, any officer or employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation. See Appendix E.

## 15. STANDARD TERMS AND CONDITIONS

### Amendments

The City reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments and additional information will be posted to the Costa Mesa Procurement Registry, [Costa Mesa - Official City Web Site - Business - Bids & RFP's](#); Proposers should check this web page daily for new information.

**Cost for Preparing Proposal**

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the City.

**Insurance Requirements**

City requires that licensees, lessees, and vendors have an *approved* Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Proposer must furnish the City with the Certificates of Insurance proving coverage as specified within Appendix B.

# APPENDIX A



**REQUEST FOR PROPOSAL**  
**Fleet Management**  
**VENDOR APPLICATION FORM**

TYPE OF APPLICANT:                     NEW                     CURRENT VENDOR

Legal Contractual Name of Corporation: \_\_\_\_\_

Contact Person for Agreement: \_\_\_\_\_

Corporate Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person for Proposals: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Is your business: (check one)

- NON PROFIT CORPORATION                     FOR PROFIT CORPORATION

Is your business: (check one)

- CORPORATION                     LIMITED LIABILITY PARTNERSHIP  
 INDIVIDUAL                     SOLE PROPRIETORSHIP  
 PARTNERSHIP                     UNINCORPORATED ASSOCIATION



**Names & Titles of Corporate Board Members**

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Federal Tax Identification Number: \_\_\_\_\_

City of Costa Mesa Business License Number: \_\_\_\_\_

(If none, you must obtain a Costa Mesa Business License upon award of contract.)

City of Costa Mesa Business License Expiration Date: \_\_\_\_\_

# APPENDIX B

## PROFESSIONAL SERVICES AGREEMENT

### CITY OF COSTA MESA

THIS AGREEMENT is made and entered into this \_\_ day of \_\_\_\_, 2011 (“Effective Date”), by and between the CITY OF COSTA MESA, a municipal corporation (“City”), and consultant, a California corporation (“Consultant”).

#### WITNESSETH:

- A. WHEREAS, City proposes to have Consultant \_\_\_\_\_ as described herein below; and
- B. WHEREAS, Consultant represents that it has that degree of specialized expertise necessary to practice and perform the services herein contemplated; and
- C. WHEREAS, City and Consultant desire to contract for specific services in connection with the project described below (the “Project”) and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and
- D. WHEREAS, no official or employee of City has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

#### 1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in Consultant’s Proposal (the “Proposal”). A copy of said Proposal is attached hereto as Exhibit “A” and incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. It is understood that in the exercise of every aspect of its role, within the scope of work, consultant will be representing the City, and all of its actions, communications, or other work, during its employment, under this contract is under the direction of the City. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant’s performance of this Agreement.

1.3. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and

safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.4. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.5 Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.6. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

## **2.0. COMPENSATION AND BILLING**

2.1. Compensation. [TBD]

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Proposal unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to City's affected supervisor for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultants' services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4 **Reductions from Billing**. The City of Costa Mesa will have a City Representative that will act as a single point of contact with respect to all matters of the

performance contract and will be familiar with the progress and the quality of the completed work. At the City's discretion, the work will regularly be evaluated to verify that all tasks are performed to the City's (City Representatives) satisfaction.

In the event the contracted work is not performed to the City Representatives satisfaction, the City of Costa Mesa reserves the right for its City Representative to impose Liquidated Damages.

**Liquidated Damages:** Failure of the Contractor to respond to problems referred to them by the City Representative within the time limits established shall result in the following deductions from invoiced payments:

- a) Major problems not responded to within the established time limits will result in a deduction of 5% of the monthly invoice.
- b) Nonperformance deductions shall be equal to 100% of the monthly invoice.
- c) Continued reporting of major and minor compliance failures of 5 or more for any month will result in a **10% DEDUCTION OF THE TOTAL MONTHLY CONTRACT COST**;
- d) Inspection reports (completed by the City Representative or designee) for a one-month period will be reviewed monthly. Should these reports indicate an overall unsatisfactory rating for the prior month; the City will impose a **10% DEDUCTION OF THE TOTAL MONTHLY CONTRACT COST** on the next payment. (Inspection reports will be discussed weekly between the Contractor's Project Manager and the City's Representative or designee such that the Contractor will be informed by the City of the aforementioned process.

2.5. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Effective Date.

### **3.0. TIME OF PERFORMANCE**

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "D," attached hereto and incorporated herein by this reference. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

#### **4.0. TERM AND TERMINATION**

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of three year, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. At the end of the term period, the City may determine, in its sole discretion, to exercise an option to renew the contract for up to two periods of one (1) year each. The City shall give notice to Consultant of its intention to exercise such option at least 30 days prior to expiration of the base, or option, term.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination.

4.4 Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, inmate intake reports and logs shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

#### **5.0. INSURANCE**

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

- (a) Comprehensive general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury with a policy limit of not less than Five Million Dollars (\$5,000,000.00), combined single limits, per occurrence and aggregate.
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers'

compensation insurer waiving, subrogation rights under its workers' compensation insurance policy against the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than Five Million Dollars (\$5,000,000.00), combined single limits, per occurrence and aggregate. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.
- (e) Pollution Liability insurance, providing coverage for any claim, suit, cause of action, demand, clean-up notice or other liability for pollution or hazardous materials discharge, on a claims made basis, with policy limits of not less than Five Million Dollars (\$5,000,000.00) combined single limits, per occurrence and aggregate. Consultant shall obtain and maintain said pollution liability insurance during the life of this Agreement and for five years after completion of the work hereunder.

5.2. Endorsements. The comprehensive general liability insurance policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, agents, and employees are additional insureds with respect to this subject project and contract with City."
- (b) Notice: "Said policy shall not terminate, nor shall it be cancelled, nor the coverage reduced, until thirty (30) days after written notice is given to City."
- (c) Other insurance: "Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."

5.3 If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance: Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement.

5.5. Non-limiting: Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

## **6.0. GENERAL PROVISIONS**

6.1. Entire Agreement: This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices: Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.



## IF TO CONSULTANT:

Consultant  
 12345 Jefferson Rd.  
 Costa Mesa, CA 92626  
 Tel: 555-555-5555  
 Fax: 555-555-5555  
 Attn:

## IF TO CITY:

City of Costa Mesa  
 77 Fair Drive  
 Costa Mesa, CA 92626  
 Tel: 714-754-5156  
 Fax: 714-754-5330  
 Attn: Purchasing

6.5. Drug-free Workplace Policy. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "B" and incorporated herein by reference. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.

6.6. Attorneys' Fees: In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law: This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment: Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless:

To the fullest extent permitted by law, the Consultant assumes liability for and shall save and protect, hold harmless, indemnify, and defend the City and its elected and appointed

officials, officers, and employees (all the foregoing, hereinafter collectively, "Indemnitees") from and against all claims, suits, demands, damages, losses, expenses, and liabilities of any kind whatsoever (all the foregoing, hereinafter collectively "Claims") including, without limitation, attorneys' fees, arising out of, resulting from, relating to, or claimed to have arisen out of, resulted from or related to the engagement of Consultant or the performance of this Agreement by the Consultant (including its subcontractors and suppliers)

It is expressly intended by the parties that Consultant's indemnity and defense obligations shall apply, and Indemnitees shall be fully indemnified without offset, deduction or contribution, regardless of any negligence or other fault of Indemnitees, or any of them, and whether or not such Indemnitee negligence or other fault caused or contributed to the arising of the Claims.

"Claims" as used in this section shall include, without limitation, those for personal injuries, wrongful death, mental or emotional distress, loss of consortium, damage to or loss of use of real, personal or intangible property of any kind, loss of income, loss of earning capacity, and business, financial, commercial or pecuniary losses of any kind whatsoever, and attorneys fees, and costs and expenses of any kind whatsoever.

Consultant's indemnity and defense obligations shall cover the acts or omissions of any of Consultant's subcontractors, and suppliers, and the employees of any of the foregoing.

The Consultant's indemnity and defense obligation under this Section includes, without limitation, any claims, suits, demands, damages, losses, expenses, and liabilities arising from allegations of violations of any federal, State, or local law or regulation, and from allegations of violations of Consultant's or its subcontractor's personnel practices or from any allegation of an injury to an employee of the Consultant or subcontractor performing work or labor necessary to carry out the provisions of this Contract.

The indemnification obligations in this Section shall not be construed to negate, abridge or otherwise reduce any other obligation of indemnity the Consultant may have with respect to the City which may otherwise exist. If any judgment is rendered against the City or any of the other individuals enumerated above in any such action, the Consultant shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination or expiration of this Agreement.

6.10. Independent Contractor: Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall secure, at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder.

6.11 PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or

employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.12. Ownership of Documents: All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.13. Confidentiality: Any City materials to which the Consultant has access, information that reasonably might be construed as private or containing personal identifiable information, or materials prepared by the Consultant during the course of this Agreement (collectively referred to as "confidential information") shall be held in confidence by the Consultant, who shall exercise all reasonable precautions to prevent the disclosure of confidential information to anyone except the officers, employees and agents of the Consultant as necessary to accomplish the rendition of services set forth in this Agreement. Consultant shall not release any reports, information, private or promotional information or materials, whether deemed confidential or not, to any third party without the approval of the City.

6.14. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.15. Prohibited Employment: Consultant will not employ any regular employee of City while this Agreement is in effect.

6.16. Order of Precedence: In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of the Proposal, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the Proposal.

6.17. Costs: Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.18. No Third Party Beneficiary Rights: This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.19. Headings: Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.20. Construction: The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.21. Amendments: Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.22. Waiver: The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.23. Severability: If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party is materially

impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.24. Counterparts: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.25. Corporate Authority: The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF COSTA MESA,

A municipal corporation

\_\_\_\_\_

Date: \_\_\_\_\_

City Manager of Costa Mesa

CONSULTANT

\_\_\_\_\_

Date: \_\_\_\_\_

Signature

\_\_\_\_\_

Name and Title

---

Social Security or Taxpayer ID Number

APPROVED AS TO FORM:

---

City Attorney

Date: \_\_\_\_\_

APPROVED AS TO INSURANCE:

---

Risk Management

Date: \_\_\_\_\_

APPROVED AS TO CONTENT:

---

Date: \_\_\_\_\_

Project Manager

**EXHIBIT A**

**CONSULTANT'S PROPOSAL**



**EXHIBIT B**

CITY COUNCIL POLICY 100-5

<b>SUBJECT</b>	<b>POLICY</b>	<b>EFFECTIVE</b>	<b>PAGE</b>
	<b>NUMBER</b>	<b>DATE</b>	
DRUG-FREE WORKPLACE	100-5	8-8-89	1 of 3

### BACKGROUND

Under the Federal Drug-Free Workplace Act of 1988, passed as part of omnibus drug legislation enacted November 18, 1988, contractors and grantees of Federal funds must certify that they will provide drug-free workplaces. At the present time, the City of Costa Mesa, as a sub-grantee of Federal funds under a variety of programs, is required to abide by this Act. The City Council has expressed its support of the national effort to eradicate drug abuse through the creation of a Substance Abuse Committee, institution of a City-wide D.A.R.E. program in all local schools and other activities in support of a drug-free community. This policy is intended to extend that effort to contractors and grantees of the City of Costa Mesa in the elimination of dangerous drugs in the workplace.

### PURPOSE

It is the purpose of this Policy to:

1. Clearly state the City of Costa Mesa's commitment to a drug-free society.
2. Set forth guidelines to ensure that public, private, and nonprofit organizations receiving funds from the City of Costa Mesa share the commitment to a drug-free workplace.

### POLICY

The City Manager, under direction by the City Council, shall take the necessary steps to see that the following provisions are included in all contracts and agreements entered into by the City of Costa Mesa involving the disbursement of funds.

1. Contractor or Sub-grantee hereby certifies that it will provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor's and/or sub-grantee's workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibition;
  - b. Establishing a Drug-Free Awareness Program to inform employees about:
    1. The dangers of drug abuse in the workplace;

<b>SUBJECT</b>	<b>POLICY</b>	<b>EFFECTIVE</b>	<b>PAGE</b>
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DRUG-FREE WORKPLACE	100-5	8-8-89	2 of 3

2. Contractor's and/or sub-grantee's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation and employee assistance programs; and
  4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by subparagraph A;
- d. Notifying the employee in the statement required by subparagraph 1 A that, as a condition of employment under the contract, the employee will:
1. Abide by the terms of the statement; and
  2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- e. Notifying the City of Costa Mesa within ten (10) days after receiving notice under subparagraph 1 D 2 from an employee or otherwise receiving the actual notice of such conviction;
- f. Taking one of the following actions within thirty (30) days of receiving notice under subparagraph 1 D 2 with respect to an employee who is so convicted:
1. Taking appropriate personnel action against such an employee, up to and including termination; or
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health agency, law enforcement, or other appropriate agency;
  3. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive.

SUBJECT	POLICY	EFFECTIVE	PAGE
	NUMBER	DATE	
DRUG-FREE WORKPLACE	100-5	8-8-89	3 of 3

- g. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive
2. Contractor and/or sub-grantee shall be deemed to be in violation of this Policy if the City of Costa Mesa determines that:
    - a. Contractor and/or sub-grantee has made a false certification under paragraph 1 above;
    - b. Contractor and/or sub-grantee has violated the certification by failing to carry out the requirements of subparagraphs 1 A through 1 G above;
    - c. Such number of employees of Contractor and/or sub-grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the contractor and/or sub-grantee has failed to make a good faith effort to provide a drug-free workplace.
  3. Should any contractor and/or sub-grantee be deemed to be in violation of this Policy pursuant to the provisions of 2 A, B, and C, a suspension, termination or debarment proceeding subject to applicable Federal, State, and local laws shall be conducted. Upon issuance of any final decision under this section requiring debarment of a contractor and/or sub-grantee, the contractor and/or sub-grantee shall be ineligible for award of any contract, agreement or grant from the City of Costa Mesa for a period specified in the decision, not to exceed five (5) years. Upon issuance of any final decision recommending against debarment of the contractor and/or sub-grantee, the contractor and/or sub-grantee shall be eligible for compensation as provided by law.

**EXHIBIT C**

**CERTIFICATES OF INSURANCE**

# APPENDIX C

**EX PARTE COMMUNICATIONS CERTIFICATION**

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning the Fleet Maintenance Services RFP at any time after November 2, 2011

---

**OR**

I certify that Proposer or Proposer's representatives have communicated after November 2, 2011 with a City Councilmember concerning the Fleet Maintenance Services RFP. A copy of all such communications is attached to this form for public distribution.

---

# APPENDIX D



# PRICING PROPOSAL FORM

## FLEET MANAGEMENT SERVICES PRICING LIST

1. Cost proposal for all items listed in this Request for Proposals to include all parts (including any markup), labor, management fees, environmental fees, PMs as described in the Scope of Work and Specifications and all other items as listed in the specifications.

**Total Cost Proposal for PM - A.**

Tier I – Passenger Cars, Light Trucks and similar misc equipment .....\$ \_\_\_\_\_

Tier II – Medium Duty Trucks (1 ton & below) & similar misc equipment .....\$ \_\_\_\_\_

Tier III – Heavy Duty Trucks, Street Sweepers, Fire Trucks, and  
                     Similar misc equipment .....\$ \_\_\_\_\_

**Total Cost Proposal for PM - B.**

Tier I – Passenger Cars, Light Trucks and similar misc equipment .....\$ \_\_\_\_\_

Tier II – Medium Duty Trucks (1 ton & below) & similar misc equipment .....\$ \_\_\_\_\_

Tier III – Heavy Duty Trucks, Street Sweepers, Fire Trucks, and  
                     Similar misc equipment .....\$ \_\_\_\_\_

**Total Cost Proposal for PM - C.**

Tier I – Passenger Cars, Light Trucks and similar misc equipment .....\$ \_\_\_\_\_

Tier II – Medium Duty Trucks (1 ton & below) & similar misc equipment .....\$ \_\_\_\_\_

Tier III – Heavy Duty Trucks, Street Sweepers, Fire Trucks, and  
                     Similar misc equipment .....\$ \_\_\_\_\_

2. Cost proposal for directed work items such as mechanical repairs, component replacement and reconditioning. Bidder to provide written description of procedures of repairs not included in the PM specifications.

Tier I - Standard Hourly Rate .....\$ \_\_\_\_\_

Tier II - Standard Hourly Rate .....\$ \_\_\_\_\_

Tier III - Standard Hourly Rate.....\$ \_\_\_\_\_

Tier I – Overtime Hourly Rate.....\$ \_\_\_\_\_

Tier II – Overtime Hourly Rate .....\$ \_\_\_\_\_

Tier III – Overtime Hourly Rate .....\$ \_\_\_\_\_

3. Cost proposal for emergency conditions (after hours) work items such as mechanical repairs, component replacement and reconditioning. Proposer to provide written description of emergency conditions procedures and hours for applications of stated rates.

- Tier I – Emergency Call Hourly Rate .....\$ \_\_\_\_\_
- Tier II – Emergency Call Hourly Rate.....\$ \_\_\_\_\_
- Tier III – Emergency Call Hourly Rate .....\$ \_\_\_\_\_
- 4. Cost Proposal for Fuel Storage, Management and Delivery..... \$ \_\_\_\_\_
- 5. Cost Proposal for Hazardous Waste Disposal ..... \$ \_\_\_\_\_
- 6. Hourly Rate for Fabrication .....\$ \_\_\_\_\_
- 7. Hourly Rate for Additional Fleet Services .....\$ \_\_\_\_\_

Employee	Hourly Rate	Hours worked	Total Cost	Overtime rate
	\$			\$
	\$			\$
	\$			\$

Total Estimated Annual Price	\$
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# APPENDIX E

## DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is yes, explain the circumstances in the following space.

# APPENDIX F

## DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

# ATTACCHIMENTA

**ATTACHMENT A – VEHICLE INVENTORY**

<b>Unit #</b>	<b>Equipment Vehicle Description</b>			<b>Mileage</b>
010	Ford	Taurus Wagon	1996	101,432
026	Ford	F450 LPG/Gas	2001	11,142
027	Raymond	Electric Fork Lift	2000	N/A
051	Chevrolet	Blazer	2001	54,050
052	Ford	Taurus	2004	45,681
053	Chevrolet	Blazer	2001	63,770
054	Chevrolet	Lumina	1999	79,954
055	Ford	Taurus	2004	35,317
057	Ford	Taurus	2001	75,172
067	Chevrolet	Lumina	1999	74,370
068	Ford	Taurus	2001	62,541
069	Ford	Taurus	2001	66,980
070	Ford	Taurus	2001	38,713
071	Ford	Taurus	2001	62,090
072	Ford	Ranger	2007	67,540
073	Ford	Taurus	2001	82,562
074	Ford	Crown Vic CNG	2003	41,908
081	Ford	Focus	2006	39,161
082	Ford	Crown Vic	1992	59,278
083	Ford	Focus	2006	34,370
084	Chevrolet	Astro Van	1995	60,267
085	Toyota	Camry	2000	105,483
086	Chevrolet	Cavalier CNG/bi fuel	2004	25,350
087	Chevrolet	S-10 Ext. Cab	1999	85,434
088	Toyota	Prius	2003	40,570
089	Toyota	Prius	2003	61,677
090	Toyota	Prius	2003	61,990
091	Ford	Crown Vic CNG	2003	22,156
100	Metal Fab	Trailer	2006	N/A
103	Zieman	Trailer	1983	N/A
104	Ford	F-150 pick up CNG	1999	123,043
106	Ford	F-150 pick up CNG	2004	63,130
107	Ford	F-150 pick up CNG	2004	45,599
109	Dodge	1 Ton Dump	2001	36,468
110	Chevrolet	3/4 Ton PU	2000	72,810
111	Dico	Utililty Trailer	1988	N/A
113	Easy Lawn	Hydro Seeder	2007	N/A
114	Vermeer	Stump Grinder	2006	N/A
115	Ditch Witch	Trencher	2006	N/A
116	Vermeer	20 ft. Trailer	2003	N/A
117	Baretto	Rototiller	2001	N/A
118	Unknown	Rototiller Trailer	2001	N/A
121	Olaythe	Sweeper	1991	N/A
123	Ford	Bi-fuel LPG	2003	81,385
124	Ford	F-150 pick up CNG	2004	48,536
125	Ford	Ranger	2008	11,436



Equipment/Vehicle Description				
Unit number				Mileage
126	Ford	3/4 Ton PU	2007	31,443
128	Ford	Ranger	2008	25,865
129	Ford	3/4 Ton PU	2007	28,871
130	Ford	3/4 Ton PU	2007	29,547
131	Ford	Ranger	2008	23,112
132	Ford	3/4 Ton PU	2007	44,302
134	John Deere	Gator	2002	950
135	John Deere	Bunker and Field Vehicle	2003	1,500
136	John Deere	Gator	2008	112
137	Ford	F 350 Flatbed	1997	130,000
138	John Deere	Ball field groomer	2008	842
139	Ford	F 250 3/4 ton	2005	41,218
140	Ford	E 350 van	2008	25,400
141	Honda	Generator	1996	N/A
143	Ford	Van E 150	1997	75,440
144	John Deere	Aerator	2003	N/A
146	Fermac	Tractor Loader	2001	1,198
147	John Deere	Tractor Loader	2006	582
151	Ford	F 350 Graffiti truck	2007	28,950
155	Toro	Mower Reelmaster	1991	1,690
156	Vrisimo	Mower Flail	1992	N/A
173	Ford	3/4 Ton Service	2005	36,856
175	Star	Display panel	1986	102
178	Int'l Harvester	Chipper	1982	53,293
180	Chevrolet	3/4 ton	2000	90,659
181	Ford	550 Aerial Lift	2006	4,540
184	Ford	700 dump	1990	27,966
189	Freightliner	FL-70 Propane	2002	11,328
191	Olathey	Chipper	1991	9,668
194	Ferguson	Tractor Backhoe	1986	2,200
195	Ford	F-350 w/dump	2006	20,822
196	Ford	3/4 Ton Pickup	2007	30,786
209	Ford	150 CNG	2004	40,632
211	El Dorado	15 Passenger bus	2000	218,410
212	Ford	E 350 15 Passenger van	2006	21,406
213	Ford	E 350 15 Passenger van	2006	9,295
214	Ford	E350 Van	1987	83,158
215	Wenger	Showmobile	1982	N/A
217	Ford	F-150 Bi-fuel	2003	150,315
218	Mighty Mover	Mighty mover toilet	2008	N/A
219	El Dorado	19 Passenger bus	2001	254,208
220	Ford	E 350 - CNG	2003	22,735

<b>Unit #</b>	<b>Equipment/Vehicle Description</b>			<b>Mileage</b>
230	Multi-Quip	Light Tower	2006	588 Hours
231	Multi-Quip	Light Tower	2006	557 Hours
232	Multi-Quip	Light Tower	2006	532 Hours
233	Multi-Quip	Light Tower	2006	613 Hours
234	Multi-Quip	Light Tower	2006	390 Hours
235	Multi-Quip	Light Tower	2006	539 Hours
236	Multi-Quip	Light Tower	2006	555 Hours
237	Multi-Quip	Light Tower	2006	588 Hours
238	Multi-Quip	Light Tower	2006	548 Hours
239	Multi-Quip	Light Tower	2006	532 Hours
240	Multi-Quip	Light Tower	2006	567 Hours
241	Multi-Quip	Light Tower	2006	501 Hours
242	Multi-Quip	Light Tower	2006	630 Hours
243	Multi-Quip	Light Tower	2006	490 Hours
244	Coleman	Light Tower	1992	279 Hours
245	Coleman	Light Tower	1992	630 Hours
300	Ford	Escape Hybrid	2008	78,460
302	Ford	F-150 Ext. Cab	2006	87,019
307	Chevrolet	C-1500 pick up	1998	100,496
311	GMC	Sign truck	1989	850
313	Titon	Hand Striper	1998	N/A
314	Unknown	Line remover	1988	N/A
315	Dodge	Dakota pick up	2001	67,667
316	Morton	Striper	1996	N/A
317	Ford	F-350 flatbed	1992	60,905
318	Ford	F-350 LPG bi-fuel	2001	56,055
319	Crafco	Bituman applicator	1996	N/A
326	Ford	3/4 Ton Cargo	1999	37,404
330	Chevrolet	Astro Van	1998	33,282
331	Ford	F-150 Ext. Cab	2006	42,401
336	Zieman	Trailer Roller	1985	N/A
339	Ford	F-250	2006	28,430
340	Ford	F800 Patch truck	1995	80,021
341	Dynapac	Roller Vibratory	2002	437 hours
342	Ford	Truck Ford It 9000	1984	178,458
343	Lee Boy	Tack Distributor	2005	N/A
344	Fermer	Tractor Loader	2000	2,154
345	Freightliner	112 Truck	1986	348,304
346	Chevrolet	C6500 Stak	2000	17,801
347	Ferguson	Roller	1996	1796 hours
350	Sterling	10 Wheeler Dump	2000	88,160
351	Star	Display Panel	1993	1,670
353	Mikasa	Compactor	2006	N/A
355	Mikasa	Compactor Vibra	2001	N/A

<b>Unit number</b>	<b>Equipment/Vehicle Description</b>	<b>Year</b>	<b>Mileage</b>	
356	Smith	Grinder Planner	1998	N/A
361	John Deere	Backhoe	1985	4,354
362	Gmrsmmit	Compressor	1986	N/A
366	Dodge	3/4 ton 4 x 4	2001	80,408
367	Ford	F700 Dump	1983	39,657
372	Lee Boy	Paver	1997	N/A
373	Zieman	Trailer Paver	1997	N/A
377	Wacker	Mud pump	1985	N/A
380	GMC	1 ton 2.5 dump body	2002	99,030
386	Harvester	Load dresser	1985	672
387	Tymco	600 Sweeper 32	2001	88,900
389	Tymco	600 Sweeper 30	1997	101,250
390	Tymco	600 Sweeper 32	2001	93,550
391	Tymco	600 Sweeper 31	1999	115,200
392	Tymco	600 Propane sweeper	2003	65,540
399	Ford	3/4 ton service body	2006	44,335
403	Sterling	Vactor	1999	58,869
409	Chevrolet	S-10 Pick up	1997	55,519
410	Ford	F 150 bi-fuel	2003	56,463
411	Onan	250 K Generator	1978	855 hours
414	Chevrolet	One ton cargo van	2001	33,200
415	Ford	E350 Van	1996	41,046
416	Falcon	Enclosed trailer	1990	N/A
418	Katolight	100 KW Generator	1999	228 Hours
419	Generac	500 KW Generator	2000	161 Hours
420	Neal	Trailer motorcycle	1990	N/A
421	Hyster	Fork lift	1990	N/A
422	Chevrolet	C-10 Pick up	1987	117,750
423	Multi-quip	12 KW Generator	2001	153 hours
424	Ford	F-350 Shop service	2009	3,035
425	Ford	F150 Pick up	1991	101,097
426	Chevrolet	Astro van	1988	58,479
427	Chevrolet	Road Service Truck	1980	54,458
500	Mercury	Grand Marquis	2003	124,556
501	Chrysler	Town & Country	1999	50,453
502	Ford	F-150	2007	27,360
503	Chevrolet	Astro van	1999	53,891
504	Chevrolet	Suburban	1999	73,780
505	Scotty	Safety Trailer	2003	N/A
509	Ford	F-250	2008	7,806
510	Ford	Excursion	2005	35,693
511	Chevy	Suburban	1999	52,796
514	AM. LA FRANCE	PUMPER	2006	32,226
515	AM. LA FRANCE	PUMPER	2006	56,912
517	PIERCE ARROW	TILLER	2010	12,372
518	FEDERAL HUSH	PUMPER E-1	1989	201,205
520	FEDERAL HUSH	PUMPER E-1	1989	190,189

<b>Equipment/Vehicle Description</b>				<b>Mileage</b>
<b>Unit number</b>				
522	AM. LA FRANCE	EAGLE-TRACTOR	2002	67,113
523	AM. LA FRANCE	PUMPER	2004	68,148
524	AM. LA FRANCE	PUMPER	2003	84,281
525	AM. LA FRANCE	75 FT. AERIAL QUINT	2008	25,088
526	FEDERAL HUSH	PUMPER E-1	1991	140,060
527	FEDERAL HURRICANE	PUMPER E-1	1997	150,438
530	FORD	500	2006	82,485
531	CHEVY	ASTRO VAN	1995	60,756
533	CHEVY	LUMINA	1999	52,360
534	CHEVY	250 3/4 TON EXT. CAB	2003	31,600
535	Dodge	Durango	2000	105,685
541	WELLS CARGO	RESCUE TRAILER	1997	N/A
542	MIGHTY MOVER	TRAINING TRAILER	1997	N/A
600	Ford	E350 w/service body	2006	4,840
602	Chevrolet	7 passenger astro van	1999	18,654
621	BMW	R 1200 RT	2007	43,980
622	Honda	ST1300 PA	2006	39,549
623	BMW	Motorcycle	2005	32,143
624	BMW	Motorcycle	2004	43,470
625	BMW	Motorcycle	2005	48,711
626	Honda	ST1300 PA	2006	39,948
627	Honda	ST1300 PA	2006	21,347
628	BMW	R 1200 RT-P	2007	36,462
629	Honda	ST1300 PA	2006	20,300
630	BMW	R 1200 RT-P	2007	41,800
631	BMW	Motorcycle	2006	28,686
632	BMW	Motorcycle	2004	57,206
634	BMW	Motorcycle	2005	56,233
635	BMW	R 1200 RT-P	2007	43,947
636	BMW	Motorcycle	2006	30,960
638	BMW	R 1200 RT-P	2007	40,490
647	Ford	F-350	2008	11,175
648	Ford	F-250	2004	92,277
649	Ford	F-250	2005	81,665
695	Toyota	Prius Hybrid	2003	25,357
696	Toyota	Prius Hybrid	2003	53,866
697	Ford	500	2006	190,010
698	Ford	Taurus	2001	153,419
699	Ford	Taurus	2001	179,664
700	Ford	Expedition	2007	18,183
701	Chevrolet	SUV Tahoe	2005	87,472
702	Ford	Crown Vic	2006	53,994
703	Ford	Crown Vic	2006	53,314
704	Ford	Crown Vic	2007	66,800
705	Ford	Crown Vic	2007	50,687
706	Ford	Crown Vic	2006	55,377

<b>Equipment/Vehicle Description</b>			
<b>Unit number</b>			<b>Mileage</b>
707	Ford	Crown Vic	2007 73,527
708	Ford	Crown Vic	2008 69,768
709	Ford	Crown Vic	2008 76,185
710	Ford	Crown Vic	2009 47,786
711	Ford	Crown Vic	2007 81,552
712	Ford	Crown Vic	2007 79,374
713	Ford	Crown Vic	2006 77,718
714	Ford	Crown Vic	2007 86,270
715	Ford	Crown Vic	2009 41,008
716	Ford	Crown Vic	2007 78,966
717	Ford	Crown Vic	2006 68,455
718	Ford	Crown Vic	2009 12,905
719	Ford	Crown Vic	2008 70,359
720	Ford	Crown Vic	2007 103,453
721	Ford	Crown Vic	2007 85,129
722	Ford	Crown Vic	2007 93,110
723	Ford	Crown Vic	2008 68,817
724	Ford	Crown Vic	2009 54,868
725	Ford	Crown Vic	2007 82,569
726	Ford	Crown Vic	2008 66,018
727	Ford	Crown Vic	2006 75,670
728	Ford	Crown Vic	2007 73,272
729	Ford	Crown Vic	2007 79,926
730	Ford	Crown Vic	2008 64,300
731	Ford	Crown Vic	2006 82,162
732	Ford	Taurus	2001 74,659
733	Ford	Taurus	2002 168,430
734	Ford	Taurus	1996 86,790
735	Ford	Taurus	1997 94,184
736	Chevrolet	Lumina	1997 161,265
737	Buick	Century	2000 74,831
738	Ford	Crown Vic	2001 138,309
739	Buick	Century	1999 135,819
740	Pontiac	Bonneville	2003 154,280
741	Ford	Taurus	2006 43,933
742	Ford	T-Bird	1997 111,961
743	Ford	Crown Vic	2001 189,714
744	Chevrolet	Lumina	1998 75,353
745	Ford	Taurus	2001 79,634
746	Chevrolet	Cavalier CNG/Gas bi-fuel	2004 34,590
747	Ford	Windstar van	2000 96,101
748	Chevrolet	Lumina	1999 77,475
749	Ford	Taurus	2009 33,369
750	Chevrolet	Tahoe	20005 102,014
751	Ford	Crown Vic	2008 47,555
752	Ford	Crown Vic	2009 30,130

753	Ford	Crown Vic	2008	52,396
754	Ford	Crown Vic	2008	53,374
755	Ford	Crown Vic	2007	61,088

Equipment/Vehicle Description				
Unit number				Mileage
756	Mighty Mover	DUI Trailer	2008	N/A
757	Ford	Crown Vic	2006	74,425
758	Mighty Mover	DUI Trailer	1995	N/A
759	Kustom	Radar Trailer	2000	N/A
760	RU 2	Radar Trailer	2006	N/A
761	Ford	E-250 Cargo van	2009	8,140
762	Ford	Taurus	2001	136,860
763	Ford	E350 Van	1993	89,129
765	Ford	F-550 w/special ser.	2000	13,772
766	Chevrolet	Uplander	2008	40,724
769	Ford	Mustang	1998	104,322
770	Ford	Ranger	2008	58,699
771	Ford	Ranger	2008	53,614
772	Ford	CNG/gas bi-fuel	2003	100,155
773	Dodge	Dakota Club Cab Pick-up	2001	105,454
776	Chevrolet	Astro Van cargo	2000	108,760
777	Chevrolet	Astro Van cargo	1999	97,322
779	Ford	Crown Vic	2002	84,569
780	Ford	Crown Vic	2006	76,827
781	Ford	Crown Vic	2006	75,692
782	Ford	Crown Vic	2007	100,192
783	Ford	Crown Vic	2008	60,927
784	Ford	Crown Vic	2004	65,451
785	Ford	Crown Vic	2006	56,186
786	Ford	Crown Vic	2006	45,321
787	Ford	Crown Vic	2008	85,560
788	Ford	F-150 Pick-up	2005	50,000
789	Honda	Accord	1990	223,519
790	GMC	Canyon Pick-up for Heliport	2009	Unknown*
791	Ford	Ranger	2008	45,646
792	Ford	Ranger	2006	59,169
793	Ford	P.D. Mobil Command	1999	5,630
794	Ford	E-350 Jail van	2001	55,746
795	Honda	Accord	2006	117,662
796	Ford	Taurus	2001	65,296
797	Toyota	Camry	2005	149,733
798	Ford	F-150 Stand by	1998	35,200
799	Dico	Utililty Trailer K-9	1987	N/A

\*not serviced by us but by A.B.L.E.

**CITY OF COSTA MESA FUEL TANK INVENTORY**

Location	Tank #	Tank Type	Capacity	Actual	Product	Mfc. Date	Monitoring
CY	1	DWT-2P	2,500	2,385	DIESEL	March-86	UST-VEEDER
CY	2	G-5	8,000	7,829	DIESEL	March-86	UST-VEEDER
CY	3	G-5	8,000	7,829	GASOLINE	March-86	UST-VEEDER
CY	4	G-6	10,000	9,728	GASOLINE	November-76	UST-VEEDER
CY	5 Propane	METSA	1,150	1,150	PROPANE LPG	January, 2009	AGT/NONE
CY	Oil	EV5/5/5/5	2,000	1500/500	OIL/WASTE OIL	June-04	AGT/VEEDER
CY	18	FMQ-8-36	Slow Fill		CNG	2003	N/A
CY	19	FMQ-8-36	Slow Fill		CNG	2003	N/A
PD	7	EV 10K	10,000	9,904	GASOLINE	September-05	AGT/VEEDER
PD	8	DWT	6,000	5,929	DIESEL	September-90	UST-RONAN
HELIPAD	9	DWT	10,000	10,018	JET-A	August-84	UST UST/LEAK ALERT
F.S. #2	12	D-5	1,000	971	DIESEL	December-87	UST/LEAK ALERT
F.S.#3	13	D-5	1,000	971	DIESEL	December-87	UST/RONAN
F.S.#5	14	EV1000	1,000	971	DIESEL	March-04	AGT/VEEDER
F.S. #6	15	D-5	1,000	971	DIESEL	July-93	UST/VEEDER
COMM.	16	SER 200721 SUPERVAULT MH	1,000	1010	DIESEL	1999	AGT
CITY HALL	17	Convault RN 2000 35F	2,000	2037	DIESEL	2000	AGT

## FLEET INVENTORY

as of December 31, 2010

	Model				Service	In-Service
Unit #	Year	Make	Model	Description	Class	Date
026	2001	Ford	F-450 Super	w/ 16 ft	Class 3	06/20/01
027	2000	Raymond	FAS1-R30TT	electric fork lift	Forklift	01/20/01
010	1996	Ford	Taurus	Wagon	Auto	01/05/98
213	2006	Ford	E-350	15 passenger	Van	10/05/06
212	2006	Ford	E-350		Van	11/16/05
220	2003	Ford	E-350	15 passenger	Van	03/25/03
217	2003	Ford	F-150	standard cab, 8-ft box	Pickup	04/30/03
230	2006	Multi-quip	Light tower	portable light towers		11/16/06
231	2006	Multi-quip	Light tower	portable light towers		11/16/06
232	2006	Multi-quip	Light tower	portable light towers		11/16/06
233	2006	Multi-quip	Light tower	portable light towers		11/16/06
234	2006	Multi-quip	Light tower	portable light towers		11/16/06
235	2006	Multi-quip	Light tower	portable light towers		11/16/06
236	2006	Multi-quip	Light tower	portable light towers		11/16/06
237	2006	Multi-quip	Light tower	portable light towers		11/16/06
238	2006	Multi-quip	Light tower	portable light towers		11/16/06
239	2006	Multi-quip	Light tower	portable light towers		11/16/06
240	2006	Multi-quip	Light tower	portable light towers		11/16/06
241	2006	Multi-quip	Light tower	portable light towers		11/16/06
242	2008	Multi-quip	Light tower			08/11/08



243	2008	Multi-quip	Light tower				08/11/08
244	1992	Multi-quip	7KW light tower	Asset # 17988			donated
245	1992	Multi-quip	7KW light tower	Asset # 17989			donated
211	2000	Eldorado	Bus	bus, 18 passenger	Class 4		09/06/07
219	2001	Eldorado	Bus	OCTA bus	Bus		08/20/09
215	1982	Wenger	80A1	showmobile w/stage	Misc Equip		03/12/82
216	2007	GMC	C5500				12/11/08
600	2006	Service Body Van					10/24/05
602	1999	Chevrolet	Astro	7 passenger	Van		03/05/99
697L	2011	Dodge	Avenger	4 dr	Auto		06/23/11
698698L	2012	Ford	Fusion	4 dr	Auto/Lease		07/26/11
748	1999	Chevrolet	Lumina	4 dr	Auto		05/27/99
700	2007	Ford	Expedition				05/10/07
696	2003	Toyota	Prius Hybrid	4 dr	Auto		05/28/03
776	2000	Chevrolet	Astro	cargo van	Van		08/02/00
777	1999	Chevrolet	Astro	cargo van	Van		06/25/99
695	2003	Toyota	Prius Hybrid	4 dr	Auto		06/05/03
761	2009	Ford	E-250	van, jail	Van		02/24/09
794	2001	Ford	E-350	1 ton, 15 passenger	Van		08/08/01
741	2006	Ford	Taurus	sedan	Auto		01/31/06
778736	2001	Ford	Taurus	4 dr	Auto		08/09/01
778L	2012	Ford	Fusion	4 dr	Auto Lease		7/26/2011
699	2001	Ford	Taurus	4 dr	Auto		11/01/01
701	2005	Chevrolet	Tahoe	SUV	SUV		07/18/05
702	2006	Ford	Crown Vic	sedan	PD Patrol		04/18/06
703	2006	Ford	Crown Vic	sedan	PD Patrol		02/21/06
704	2007	Ford	Crown Vic	4 dr	PD Patrol		11/13/07

705	2007	Ford	Crown Vic		PD Patrol	06/18/08
706	2006	Ford	Crown Vic	4 dr	PD Patrol	09/06/06
707	2007	Ford	Crown Vic	4 dr	PD Patrol	08/27/07
708	2008	Ford	Crown Vic	4 dr		05/06/08
709	2008	Ford	Crown Vic	4 dr	PD Patrol	05/06/08
710	2009	Ford	Crown Vic	4 dr	PD Patrol	06/01/09
711	2007	Ford	Crown Vic	4 dr	PD Patrol	06/19/07
712	2007	Ford	Crown Vic	4 dr	PD Patrol	09/05/07
713	2006	Ford	Crown Vic	4 dr	PD Patrol	04/18/06
714	2007	Ford	Crown Vic	4 dr	PD Patrol	05/10/07
715	2009	Ford	Crown Vic	4 dr	PD Patrol	07/06/09
716	2007	Ford	Crown Vic	4 dr		09/24/07
717	2006	Ford	Crown Vic	4 dr	PD Patrol	09/01/06
718	2007	Ford	Crown Vic	4 dr	PD Patrol	05/03/07
719	2008	Ford	Crown Vic	4 dr	PD Patrol	02/27/08
720	2007	Ford	Crown Vic	4 dr	PD Patrol	04/03/07
721	2007	Ford	Crown Vic	4 dr	PD Patrol	07/16/07
722	2007	Ford	Crown Vic	4 dr	PD Patrol	04/23/07
723	2008	Ford	Crown Vic	4 dr	PD Patrol	06/02/08
724	2009	Ford	Crown Vic	4 dr	PD Patrol	06/01/09
725	2007	Ford	Crown Vic	4 dr	PD Patrol	11/26/07
726	2008	Ford	Crown Vic	4 dr	PD Patrol	03/26/08
727	2006	Ford	Crown Vic	4 dr	PD Patrol	04/18/06
728	2007	Ford	Crown Vic	4 dr	PD Patrol	10/02/07
729	2007	Ford	Crown Vic	4 dr	PD Patrol	10/12/07
730	2008	Ford	Crown Vic	4 dr	PD Patrol	02/27/08
731	2006	Ford	Crown Vic	4 dr	PD Patrol	12/15/06

738738L	2012	Ford	Fusion	4 dr	Auto Lease	7/26/11
739739L	2012	Ford	Fusion	4 dr	Auto Lease	7/26/11
743743L	2012	Ford	Fusion	4 dr	Lease	07/26/11
751	2008	Ford	Crown Vic	4 dr	PD Patrol	04/16/08
763	1993	Ford	E-350		Van	12/06/96
765	2000	Ford	F-550	cab&chassis w/s	Class 3	06/23/00
779	2002	Ford	Crown Vic	4 dr	PD Patrol	05/26/04
780	2006	Ford	Crown Vic	sedan, k-9	PD Patrol	01/16/98
781	2006	Ford	Crown Vic	sedan, k-9	PD Patrol	10/31/06
782	2007	Ford	Crown Vic	4 dr	PD Patrol	07/16/07
783	2008	Ford	Crown Vic	4 dr	PD Patrol	05/21/08
784	2004	Ford	Crown Vic	4 dr	PD Patrol	12/16/04
787	2008	Ford	Crown Vic	4 dr	PD Patrol	07/14/08
791	2008	Ford	Ranger	utility, park ranger	SUV	03/26/08
792	2006	Ford	Ranger			09/20/06
795	2006	Honda	Accord	4 dr	Auto	10/16/06
797	2005	Toyota	Camry	4 dr Sedan	Auto	08/22/05
798	1998	Ford	F-150	standard cab, 6 ft box	Pickup	02/15/00
799	1987	DICO	Utility	trailer, k-9	Misc Equip	05/11/89
757	2006	Ford	Crown Vic	4 dr		12/19/05
785	2006	Ford	Crown Vic	4 dr	PD Patrol	03/08/06
786	2006	Ford	Crown Vic	4 dr	PD Patrol	12/12/06
647	2008	Ford	F-350			10/08/08
648	2004	Ford	F-250	truck, animal control	Pickup	10/15/04
649	2005	Ford	F-250	truck, animal control	Pickup	03/07/05
621	2007	BMW			Motorcycle	12/05/06
624	2004	BMW	R110RT-P/CHP		Motorcycle	02/04/05

628	2007	BMW			Motorcycle	12/05/06
630	2007	BMW			Motorcycle	09/25/07
631	2006	BMW			Motorcycle	04/28/06
632	2004	BMW	R110RT-P/C		Motorcycle	04/19/04
635	2007	BMW	R110RT-P/C		Motorcycle	07/09/07
636	2006	BMW			Motorcycle	04/28/06
638	2007	BMW			Motorcycle	09/28/07
733733L	2012	Ford	Fusion	4 dr	Auto Lease	7/26/11
752	2009	Ford	Crown Vic	4 dr	PD Patrol	06/04/09
753	2008	Ford	Crown Vic	4 dr	PD Patrol	03/10/08
754	2008	Ford	Crown Vic	4 dr	PD Patrol	03/10/08
755	2007	Ford	Crown Vic	4 dr	PD Patrol	08/23/07
756	2008	Mighty Mover	DUI Trailer	trailer		04/01/09
758	1995	Mighty Mover	DUI Trailer	trailer	Misc Equip	02/04/95
759	2000	Kustom Signal	Smart	trailer, radar	Misc Equip	08/10/00
760	2006	Radars Trailer				11/29/05
762L	2012	Ford	Fusion	4 dr	Lease	07/26/11
770	2008	Ford	Ranger, pick up	ext cab	Pickup	07/17/08
771	2008	Ford	Ranger, pick up	ext cab	Pickup	08/04/08
772	2003	Ford	F-150	ext cab	Pickup	06/06/03
773	2001	Dodge	Dakota	club cab	Pickup	06/11/01
774	2001	Dodge	Dakota	club cab	Pickup	09/26/01
793	1999	Ford	Motor home	PD mobile command	Class 7	06/12/98
732	2001	Ford	Taurus		Auto	11/20/00
734	1996	Ford	Taurus	sedan	Auto	08/23/96
735	1997	Oldsmobile	Cutlass	sedan	Auto	05/13/97
737	2000	Buick	Century	4 dr, sedan	Auto	10/28/99

742742L	2012	Ford	Fusion	Sedan 4 door	Auto Lease	07/26/11
744	1998	Chevrolet	Lumina	sedan	Auto	04/09/98
745	2001	Ford	Taurus		Auto	11/13/00
746	2004	Chevrolet	Cavalier	sedan	Auto	07/02/04
747	2000	Ford	Windstar	3 dr passenger van	Van	08/16/00
749	2009	Ford	Taurus	sedan	Auto	11/24/08
766	2008	Chevrolet	Uplander	sedan	Auto	01/08/08
769	1998	Ford	Mustang			07/29/98
796	2001	Ford	Taurus		Auto	11/20/00
622	2006	Honda	Motorcycle			05/15/08
626	2006	Honda	Motorcycle			05/15/08
627	2006	Honda	Motorcycle			05/15/08
629	2006	Honda	Motorcycle			05/15/08
634	2005	BMW	R110RT-P/CHP		Motorcycle	07/25/05
750	2005	Chevrolet	Tahoe			07/15/05
740740L	2012	Ford	Fusion	4 dr	Auto/Lease	07/26/11
500	2003	Mercury	Grand Marquis	4 dr sedan	Auto	12/03/02
502	2007	Ford	F-150	4 dr	SUV	11/24/08
503	1999	Chevrolet	Astro	7 passenger	Van	03/05/99
501	1999	Chrysler	Town&Country		Van	08/27/02
504	1999	Chevrolet	CR 20906	4 dr suburban	SUV	02/28/03
509	2008	Ford	F250 Pick up			06/02/08
510	2005	Ford	Excursion	4 dr wagon	SUV	08/23/05
511	1999	Chevrolet	CR 20906	4 dr suburban	SUV	03/18/99
514	2006	American LaFrance	Fire Pumper	pumper e-one	Class 7	09/14/07
515	2006	American LaFrance	Fire Pumper	pumper e-one	Class 7	07/15/07

517	1989	Federal	LO95	platform e-one	Class 8	12/11/89
518	1989	Federal	Hush	pumper e-one	Class 7	03/15/89
520	1989	Federal	Hush	pumper e-one	Class 7	03/15/89
522	2002	American LaFrance	Eagle	tractor trailer/Squad #85	Class 8	07/29/02
523	2004	American LaFrance	Fire Pumper	Fire Truck	Class 7	04/22/04
524	2004	American LaFrance	Fire Pumper	Fire Truck	Class 7	04/22/04
525	2008	American LaFrance	Quint	platform e-one	Class 8	12/06/08
526	1991	Federal	Hush	pumper e-one	Class 7	12/27/91
527	1997	Federal	Hurricane	pumper e-one	Class 7	10/08/97
541	1997	Wellscargo	EW 2024	trailer, rescue (USAR trailer)	Misc Equip	04/14/97
542	1997	Mighty Mover	SX 34	trailer, training (CPR trailer)	Misc Equip	07/02/97
505	2003	Scotty	Trailer	Public Education	Misc Equip	06/28/03
530	2006	Ford	500			02/05/07
531	1995	Chevrolet	Astro	extended	Van	03/14/95
532						
533	1999	Chevrolet	Lumina	4 dr	Auto	03/15/99
534	2003	Chevrolet	2500 DYH	3/4 ton, extended cab	Pickup	12/03/02
535	2000	Dodge	Durango	4 dr	SUV	08/04/00
068	2001	Ford	Taurus		Auto	11/20/00
069	2001	Ford	Taurus		Auto	11/16/00
070	2001	Ford	Taurus		Auto	11/16/00
071	2001	Ford	Taurus		Auto	11/20/00
072	2007	Ford	Ranger		Pickup	01/18/07
073	2001	Ford	Taurus	4 dr	Auto	11/01/01
050	1999	Chevrolet	Lumina	4-dr sedan	Auto	03/23/99

051	2001	Chevrolet	S-10	4-dr Blazer	SUV	08/09/01
052	2004	Ford	Taurus	sedan	Auto	09/01/04
053	2001	Chevrolet	Blazer	4 dr blazer	Pickup	08/09/01
054	1999	Chevrolet	Lumina	4-dr sedan	Auto	03/11/99
055	2004	Ford	Taurus	sedan	Auto	11/16/04
057	2001	Ford	Taurus		Auto	11/16/00
058						
300	2008	Ford	Escape	2 wd	SUV	03/05/08
330	1998	Chevrolet	Astro		Van	12/11/97
302	2006	Ford	F-150		Pickup	03/08/06
305						
307	1998	Chevrolet	C-1500		Pickup	10/31/97
331	2006	Ford	F-150		Pickup	02/09/06
326	1999	Ford	E-350	3/4 ton cargo van	Van	03/15/99
386	1985	Int Harvester	510-B	loader, dresser	Misc Equip	12/16/95
387	2001	Tymco	FL 70/A7000	regenerative air sweeper	Sweeper	01/12/01
389	1997	Tymco	CF8000		Sweeper	12/30/96
390	2001	Tymco	FL 70/A7000	regenerative air sweeper	Sweeper	01/12/01
391	1999	Tymco	600		Sweeper	04/12/99
392	2003	Tymco	600		Sweeper	01/28/04
137	1997	Ford	F-350	flatbed	Pickup	10/23/97
151	2007	Ford	F-350	stake	Pickup	04/18/07
336	1985	Zieman	1150	trailer roller	Misc Equip	12/06/85
339	2006	Ford	F-250	pick up		02/13/06
340	1995	Ford	F-800	asphalt patch truck	Class 4	10/19/94
341	2002	Dynapac	CC/122	roller vibratory	Misc Equip	01/27/03
342	1984	Ford	LT 9000		Class 8	09/29/87

343	2005	Lee-Boy	L250T	Tack Distributor	Misc Equip	10/03/05
344	2000	Fermec	680B	tractor loader/backhoe	Misc Equip	08/02/01
345	1986	Freightliner	112	truck	Class 8	08/28/92
346	2000	Chevrolet	C-6500	2 1/2 ton, stakebed	Class 7	11/10/99
347	1996	Ferguson	46A	asphalt roller	Misc Equip	09/30/96
350	2000	Sterling	LT9513	10 wheel, 3 axle dump	Class 8	10/25/01
351	1993	Star	SI2001D	arrow board trailer/display panel	Misc Equip	11/05/93
353	2006	Mikasa	Compactor Plate	Compactor Plate	Misc Equip	11/14/06
355	2001	Mikasa	MVC 90LH	compactor vibra-plate	Misc Equip	01/01/05
356	1998	Smith	SPS 8	grinder planer	Misc Equip	08/17/98
361	1985	John Deere	510-B	backhoe	Misc Equip	01/28/85
362	1986	Grimer Smitt	125	compressor	Misc Equip	02/28/86
366	2001	Dodge	2500	3/4 ton, 4x4	Pickup	11/17/00
367	1983	Ford	F-700	dump	Class 3	08/08/83
372	1997	Lee-Boy	8500	paver	Misc Equip	09/10/97
373	1997	Zieman	2320	trailer, paver	Misc Equip	09/16/97
377	1985	Wacker	P03	mud pump wacker	Misc Equip	04/16/85
380	2002	GMC	TC36003	1 ton, 2.5 dump body	Class 2	04/14/03
399	2006	Ford	F-350			06/26/06
403	1999	Sterling	L 7501	vactor cleaner	Class 8	06/30/99
123	2003	Ford	F-150	standard cab, 8-ft box	Pickup	04/30/03
311	2007	GMC	C5500	svc bodysign truck	Class 3	12/10/08
313	1998	TITN	759-601	hand striper	Misc Equip	09/25/98
314	1988	P-M	-	line remover	Misc Equip	04/26/88
315	2001	Dodge	Dakota	quad cab	Pickup	07/16/09
316	1996	Morton	TMT123P	striper	Misc Equip	08/30/96



317	1992	Ford	F-350	flatbed	Class 3	08/18/92
318	2001	Ford	F-350	stencil truck	Class 3	07/10/01
319	1996	Crafco	BAX 250	bituman applicator	Misc Equip	08/30/96
100	2006	Husky Hauler		tractor	Misc Equip	05/03/06
103	1983	Zieman	1150	trailer f/b tilt	Misc Equip	05/03/83
104	1999	Ford	F-250	1/2 ton standard cab	Pickup	05/18/99
105						
106	2004	Ford	F-150	3/4 ton	Pickup	08/25/04
107	2004	Ford	F-150	3/4 ton	Pickup	08/25/04
109	2001	Dodge	3500	1 ton dump	Pickup	12/08/00
110	2000	Chevrolet	C-2500	3/4 ton	Pickup	08/25/00
111	1988	Dico	Trailer			02/28/08
113	2007	Easy Lawn HydroSeeder				10/08/07
114	2006	Vermeer		stump grinder	Misc Equip	11/14/06
115	2006	Ditch Witch		trencher	Misc Equip	11/16/06
116	2003	Vermer	Carrier	20 ft trailer	Misc Equip	02/11/03
117	2001	Rototiller				07/13/01
118	2002	Rototiller				07/13/01
121	1991	Olathey	166HL	sweeper	Misc Equip	01/22/92
124	2004	Ford	F-150		Pickup	10/26/05
125	2008	Ford	Ranger	CC10703	Pickup	01/22/08
126	2007	Ford	F-250		Pickup	02/12/07
127						
128	2008	Ford	Ranger		Pickup	01/22/08
129	2007	Ford	F-250		Pickup	02/12/07
130	2007	Ford	F-250		Pickup	02/12/07
131	2008	Ford	Ranger	CC10703	Pickup	01/22/08

132	2007	Ford	F-250		Pickup	02/12/07
134	2002	John Deere	Gator	utility vehicle/truckster	Misc Equip	12/16/02
135	2003	John Deere	1200A	bunker & field vehicle/sand rake	Misc Equip	12/04/02
136	2008	John Deere	Gator	4 wh truckster	Misc Equip	12/11/08
138	2008	John Deere	Ballfield Groomer			12/11/08
139	2005	Ford	F-250	Service Body	Pickup	04/20/05
140	2008	Ford	E-350 Cargo Van		Van	02/26/08
141	1996	Honda	EB5000X	generator, 5 kva	Misc Equip	12/16/96
143	1997	Ford	E-151		Van	09/23/97
144	2003	John Deere	Aercore Ae	aerator	Misc Equip	06/06/03
146	2001	Fermec	640B	tractor loader 2 wd	Misc Equip	12/06/01
147	2006	John Deere		tractor		05/03/06
155	1991	Toro	216	mower, reelmaster	Misc Equip	05/16/91
156	1992	Vrisimo	SC-174	mower, flail	Misc Equip	06/04/92
173	2005	Ford	F-250	Service Body	Pickup	04/21/05
175	1986	Star	1950-D	display panel	Misc Equip	01/06/86
178	1982	Int Harvester	S-1700	truck, chipper	Class 4	04/10/82
180	2000	Chevrolet	C-2500	3/4 ton	Pickup	08/25/00
181	2006	Ford	F-550		Class 4	11/14/06
183						
184	1990	Ford	F-700	dump, 5 yd	Class 3	12/30/93
189	2002	Freightliner	FL 70	water truck, 1,500 gal	Class 4	02/07/03
191	1991	Olathey	816	chipper, brush	Misc Equip	05/24/91
194	1986	Ferguson	50HX	tractor, backhoe m-f	Misc Equip	01/06/86
195	2006	Ford	F-350	truck	Class 4	05/16/06
196	2007	Ford	F-250		Pickup	02/12/07
209	2004	Ford	F-150		Pickup	08/25/04

214	1987	Ford	E-350	15 passenger	Van	05/18/87
218	2008	Mighty Mover	Toilet Trailer			09/02/08
085	2000	Toyota	Camry		Auto	08/04/00
081	2006	Ford	Focus	sedan	Auto	03/06/06
082	1992	Ford	Crown Vic	sedan	Auto	03/14/06
083	2006	Ford	Focus			03/06/06
084	1995	Chevrolet	Astro		Van	02/22/95
086	2004	Chevrolet	Cavalier	sedan	Auto	06/23/04
087	1999	Chevrolet	S-10	ext cab	Pickup	06/10/99
088	2003	Toyota	Prius Hybrid	4 dr	Auto	05/28/03
089	2003	Toyota	Prius Hybrid	4 dr	Auto	06/05/03
090	2003	Toyota	Prius Hybrid	4 dr	Auto	06/06/03
410	2003	Ford	F-150	standard cab, 8-ft box	Pickup	04/30/03
411	1978	Onan	2500 DYH	generator, 250k	Misc Equip	05/24/78
414	2001	Chevrolet	C-3500	1 ton, cargo van	Van	09/12/01
415	1996	Ford	E-350		Van	08/16/96
416	1990	Falcon	6x12 Trail	trailer, enclosed	Misc Equip	07/11/90
418	1999	Katolight	D100FRZ4	100 kw generator	Misc Equip	08/30/99
419	2000	Generac	20A01873-S	500 kw generator	Misc Equip	10/18/00
422	1987	Chevrolet	C-10		Pickup	10/07/87
426	1988	Chevrolet	Astro	van	van	05/04/88
067	1999	Chevrolet	Lumina		Auto	03/15/99
074	2003	Ford	Crown Vic	4 dr	Auto	06/06/03
091	2003	Ford	Crown Vic	4 dr	Auto	05/21/03
409	1997	Chevrolet	S-10		Pickup	11/14/96
420	1995	Neal	Cycle trai	trailer, motorcycle	Misc Equip	10/27/95
421	1990	Hyster	Forklift	forklift	Misc Equip	06/18/08

423	2001	Multiquip	TLG12SPX	12 kw generator	Misc Equip	09/11/01
424	2009	Ford	F-350	Service Body	Pickup	08/12/09
425	1991	Ford	F-150		Pickup	03/11/91
427	1980	Chevrolet		road svc	Pickup	05/22/80

# ATTACHMENT B

**Let make a link to “Attachment B”  
under the link to this RFP.**