



## FINANCE AND ADMINISTRATION SERVICES

July 31, 2025

Aubrey Felton  
Vector Fleet Management, LLC  
9300 Harris Corners Parkway, Ste. 350  
Charlotte, NC 28269  
[afelton@vectorfleet.com](mailto:afelton@vectorfleet.com)

Re: Renewal No. 3  
Fleet Management & Maintenance Services  
RFP No. 06-27-18-10

Dear Mr. Felton

The initial contract period for the above-referenced services will expire on October 5, 2025. Under the terms and conditions of the contract, the City would like to exercise its option to extend this contract for an additional one (1) year term. This would constitute the third of five (5) possible extensions. The renewal of this contract is contingent upon compliance with Certificates of Insurance requirements and Contract bonding as applicable. If it is accepted and approved, it will begin in October 6, 2025 and expire on October 5, 2026.

This renewal period reflects a 2.2% increase, hence, attached is a revised Exhibit A-4

Please advise if a renewal of our current contract is acceptable to your company. Kindly indicate the appropriate information below and return this letter to my attention via email.

On behalf of the City of Coconut Creek, we look forward to continuing our long and successful business association with your company. Should you have any questions concerning this letter, please contact me at 954-956-1584.

Sincerely,

*Lorie Messer*  
LORIE MESSER, CTCM, NIGP-CPP  
Procurement Analyst  
[lmesser@coconutcreek.net](mailto:lmesser@coconutcreek.net)

cc: Harry Mautte, Public Works Director  
Jessica Cannon, Transportation Supervisor

Yes, I hereby agree to a one (1) year extension of the contract.

No, I am unable to provide a one (1) year extension of the contract for the following reason(s):

*Aubrey Felton*  
Name (print)

*Aubrey Felton*  
Signature

*7/31/25*  
Date

**EXHIBIT A-4 RENEWAL NO. 3**  
**FLEET MANAGEMENT & MAINTENANCE SERVICES**  
**RFP NO. 06-27-18-10**

<b>Vector Fleet Management, LLC</b>					
	<b>Targeted Operating Budget Services - RENEWAL</b>	<b>TOTAL</b>	<b>Renewal 1 (5% Increase)</b>	<b>Renewal 2 (5% Increase)</b>	<b>Renewal 3 (2.2% Increase)</b>
1	Wages & Salaries Management/Admin. Personnel	YR	\$ 127,083.06	\$ 133,437.22	\$ 136,372.84
2	Wages & Salaries Mechanics	YR	\$ 254,166.13	\$ 266,874.44	\$ 272,745.67
3	Wages & Salaries Parts Personnel	YR	\$ -	\$ -	\$ -
4	Wages & Salaries Other Personnel	YR	\$ -	\$ -	\$ -
5	Fringe Benefits	YR	\$ 127,718.48	\$ 134,104.41	\$ 137,054.70
6	Parts & Supplies - Parts & Accountable Supplies	YR	\$ 206,411.99	\$ 216,732.59	\$ 221,500.71
7	Parts & Supplies - Indirect Shop Supplies	YR	\$ 7,875.00	\$ 8,268.75	\$ 8,450.66
8	Subcontractor Services	YR	\$ 24,000.14	\$ 25,200.15	\$ 25,754.55
9	Overhead	YR	\$ 89,182.62	\$ 93,641.75	\$ 95,701.87
10	Corporate Admin. & Mgmt. Fees	YR	\$ 82,733.70	\$ 86,870.39	\$ 88,781.53
11	<b>Addition of Seven (7) Fire Admin Vehicles - Maint. &amp; Repair</b>	<b>YR</b>	<b>\$ 5,842.20</b>	<b>\$ 6,134.31</b>	<b>\$ 6,269.26</b>
			\$ 925,013.33	\$ 971,264.00	\$ 992,631.81
	Parts	Parts % Cost	0	\$ -	\$ -
12	<b>Parts Costs</b>	<b>%</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>
12.1	Vehicle Equipment Install, Non-target regular time, after normal shop hours		\$ 51.73	\$ 54.32	\$ 55.51
	<b>Targeted Operating Budget Services - YEAR FOUR (4)</b>	<b>TOTAL</b>	<b>\$857,682.33</b>	<b>\$ 900,566.45</b>	<b>\$ 920,378.91</b>
1	Wages & Salaries Management/Admin. Personnel	YR	\$121,031.49	\$ 127,083.06	\$ 129,878.89
2	Wages & Salaries Mechanics	YR	\$242,062.98	\$ 254,166.13	\$ 259,757.78
3	Wages & Salaries Parts Personnel	YR	\$0.00	\$ -	\$ -
4	Wages & Salaries Other Personnel	YR	\$0.00	\$ -	\$ -
5	Fringe Benefits	YR	\$121,636.65	\$ 127,718.48	\$ 130,528.29
6	Parts & Supplies - Parts & Accountable Supplies	YR	\$196,582.85	\$ 206,411.99	\$ 210,953.06
7	Parts & Supplies - Indirect Shop Supplies	YR	\$7,500.00	\$ 7,875.00	\$ 8,048.25
8	Subcontractor Services	YR	\$22,857.28	\$ 24,000.14	\$ 24,528.15
9	Overhead	YR	\$84,935.83	\$ 89,182.62	\$ 91,144.64
10	Corporate Admin. & Mgmt. Fees	YR	\$78,794.00	\$ 82,733.70	\$ 84,553.84
11	Addition of Seven (7) Fire Admin Vehicles - Maint. & Repair	YR	\$5,564.00	\$ 5,842.20	\$ 5,970.73
	<b>Targeted Operating Budget Services YEAR FIVE (5)</b>	<b>TOTAL</b>	<b>\$880,965.08</b>	<b>\$ 925,013.33</b>	<b>\$ 945,363.63</b>
	Parts	Parts % Cost	0	\$ -	\$ -
12	<b>Parts Costs</b>	<b>%</b>	<b>0</b>	<b>0%</b>	<b>0%</b>
12.1	Vehicle Equipment Install, Non-target regular time, after normal shop hours		\$49.27	\$51.73	\$52.87