

**RESOLUTION NO. 2021-077**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA, AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF COCONUT CREEK AND VECTOR FLEET MANAGEMENT, LLC FOR FLEET MANAGEMENT AND MAINTENANCE SERVICES TO PROVIDE FOR THE ADDITION OF SEVEN (7) NEW FIRE ADMINISTRATION VEHICLES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City contracts with Vector Fleet Management, LLC for the purpose of providing maintenance and repair services for the City's fleet of vehicles; and

**WHEREAS**, the City will be providing for its own fire services beginning in Fiscal Year 2022 and as such will be adding seven (7) vehicles to its fleet complement; and

**WHEREAS**, the parties desire to amend the agreement between the City of Coconut Creek and Vector Fleet Management, LLC to provide for the maintenance and repair of the aforementioned vehicles; and

**WHEREAS**, staff recommends approval of Amendment No. 1 to the agreement between the City of Coconut Creek and Vector Fleet Management, LLC for the purpose of providing maintenance and repair services for the addition of seven (7) Fire Administration vehicles; and

**WHEREAS**, the City Commission of the City of Coconut Creek believes it is in the best interests of the City to amend the agreement between the City of Coconut Creek and Vector Fleet Management, LLC for the purpose of providing maintenance and repair services for the addition of seven (7) Fire Administration vehicles.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA:**

**Section 1:** That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this resolution. All exhibits attached hereto are incorporated herein and made a specific part of this resolution.

**Section 2:** That the City Commission has reviewed and hereby approves the attached Amendment No. 1 to the agreement between the City of Coconut Creek and Vector Fleet Management, LLC to provide for the maintenance and repair of seven (7) additional Fire Administration vehicles.


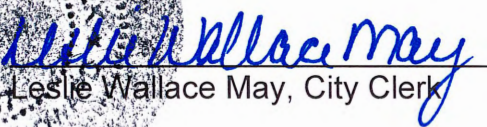
**Section 3:** That the City Manager, or designee, is hereby authorized to execute Amendment No. 1 to the agreement between the City of Coconut Creek and Vector Fleet Management, LLC to provide for the maintenance and repair of seven (7) additional Fire Administration vehicles.

**Section 4:** That if any clause, section, other part or application of this resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or in application, it shall not affect the validity of the remaining portion or applications of this resolution.

**Section 5:** That this resolution shall be in full force and effect immediately upon its adoption.

Adopted this 13<sup>th</sup> day of MAY, 2021.

  
Rebecca A. Tooley, Mayor

  
  
Leslie Wallace May, City Clerk

|         |            |
|---------|------------|
| Tooley  | <u>Aye</u> |
| Rydell  | <u>Aye</u> |
| Sarbone | <u>Aye</u> |
| Welch   | <u>Aye</u> |
| Railey  | <u>Aye</u> |

**AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN THE CITY OF  
COCONUT CREEK AND VECTOR FLEET MANAGEMENT, LLC  
FOR FLEET MANAGEMENT AND MAINTENANCE SERVICES  
RFP NO. 06-27-18-10**

This Amendment No. 1 to the Agreement between the City of Coconut Creek and Vector Fleet Management, LLC for Fleet Management and Maintenance Services dated October 6, 2018 is made this 6<sup>th</sup> day of OCTOBER, 2021 by and between the City of Coconut Creek, Florida, (the "City"), and Vector Fleet Management, LLC (the "Contractor") both of whom agree as follows:

**W I T N E S S E T H:**

**WHEREAS**, the parties desire to amend the Agreement between the City of Coconut Creek and Vector Fleet Management, LLC for Fleet Management and Maintenance Services dated October 6, 2018 ("Agreement") to add seven (7) Fire Administrative Vehicles to the fleet for maintenance and repairs to be conducted by Vector; and

**WHEREAS**, Contractor agrees to maintain and repair the seven (7) new Fire Administrative Vehicles.

**NOW, THEREFORE**, based on the promises and covenants herein contained, the parties agree as follows:

1. The recitations referred to above are hereby incorporated herein.
2. The parties desire to amend the Agreement by amending Attachment "A" "Schedule of Proposal Prices" of the Agreement to add the seven (7) new Fire Administrative Vehicles to the Targeted Operating Budget Services for year Four (4) and year Five (5) as provided in the Amended Attachment "A" Revised, attached hereto and incorporated herein.

3. All other terms and conditions of the Agreement not in conflict with this Amendment No. 1 shall remain in full force and effect and are incorporated herein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment No. 1 the day and year first above written.

**CITY OF COCONUT CREEK, FLORIDA**

By: Karen M. Brooks  
Karen M. Brooks, City Manager

Approved as to Legal Sufficiency  
and Form:

ATTEST:

By: Leslie Wallace May  
Leslie Wallace May, City Clerk

By: Terrill C. Pyburn  
Terrill C. Pyburn, City Attorney



**WITNESSES:**

Witness 1:

[Signature]

Print Name: Craig Moran

Witness 2:

[Signature]

Print Name: Craig Crikfield

VECTOR FLEET MANAGEMENT, LLC,  
a Florida Limited Liability Company

By: [Signature]  
(Signature of President/Owner)

Print Name: James A Overstreet

STATE OF North Carolina

COUNTY OF Mecklenburg

The foregoing instrument was acknowledged before me by means of  
☒ physical presence or ☐ online notarization, this 21<sup>st</sup> day of May, 2021, by  
James A. Overstreet, as President / CEO of VECTOR FLEET MANAGEMENT, LLC,  
a Florida Limited Liability Company, to me known to be the person(s) described in and  
who executed the foregoing instrument and acknowledged before me that he/she  
executed the same.

WITNESS my hand and official seal this 21<sup>st</sup> day of May, 2021.

[Signature]

Notary Public, State of Florida (Signature of  
Notary Taking Acknowledgment)

(NOTARY SEAL)



Alice J. Hicks

Name of Notary Typed, Printed or Stamped

☒ personally known to me or

☐ has produced identification:

Identification \_\_\_\_\_

**ATTACHMENT "A" REVISED****CITY OF COCONUT CREEK  
FLEET MANAGEMENT AND MAINTENANCE SERVICES  
RFP NO. 06-27-18-10****SCHEDULE OF PROPOSAL PRICES**

|   | Description                                     | UOM          | Vector Fleet Management, LLC |
|---|---|--------------|------------------------------|
| 1.1   | Wages & Salaries - Management/Admin. Personnel  | YR           | \$111,563.25                 |
| 1.2   | Wages & Salaries - Mechanics                    | YR           | \$223,126.50                 |
| 1.3   | Wages & Salaries - Parts Personnel              | YR           | \$0.00                       |
| 1.4   | Wages & Salaries - Other Personnel              | YR           | \$0.00                       |
| 1.5   | Fringe Benefits                                 | YR           | \$112,121.07                 |
| 1.6   | Parts & Supplies - Parts & Accountable Supplies | YR           | \$184,783.64                 |
| 1.7   | Parts & Supplies - Indirect Shop Supplies       | YR           | \$7,500.00                   |
| 1.8   | Subcontractor Services                          | YR           | \$21,535.77                  |
| 1.9   | Overhead  | YR           | \$84,160.00                  |
| 1.1   | Corporate Admin. & Mgmt. Fees                   | YR           | \$73,670.00                  |
| <b>1. Targeted Operating Budget Services - YEAR ONE (1)</b> |   | <b>TOTAL</b> | <b>\$818,460.23</b>          |
| 2.1   | Wages & Salaries Management/Admin. Personnel    | YR           | \$112,528.26                 |
| 2.2   | Wages & Salaries Mechanics                      | YR           | \$225,056.52                 |
| 2.3   | Wages & Salaries Parts Personnel                | YR           | \$0.00                       |
| 2.4   | Wages & Salaries Other Personnel                | YR           | \$0.00                       |
| 2.5   | Fringe Benefits                                 | YR           | \$113,090.90                 |
| 2.6   | Parts & Supplies - Parts Accountable Supplies   | YR           | \$187,667.90                 |
| 2.7   | Parts & Supplies - Indirect Shop Supplies       | YR           | \$7,500.00                   |
| 2.8   | Subcontractor Services                          | YR           | \$21,858.80                  |
| 2.9   | Overhead  | YR           | \$81,939.51                  |
| 2.1   | Corporate Admin. & Mgmt. Fees                   | YR           | \$74,150.00                  |



|   |  |                   |                     |
|---|--|-------------------|---------------------|
| <b>2. Targeted Operating Budget Services - YEAR TWO (2)</b>       |  | <b>TOTAL</b>      | <b>\$823,791.89</b> |
| 3.1   | Wages & Salaries Management/Admin. Personnel                         | YR                | \$115,263.87        |
| 3.2   | Wages & Salaries Mechanics   | YR                | \$230,527.75        |
| 3.3   | Wages & Salaries Parts Personnel                                     | YR                | \$0.00              |
| 3.4   | Wages & Salaries Other Personnel                                     | YR                | \$0.00              |
| 3.5   | Fringe Benefits  | YR                | \$115,840.19        |
| 3.6   | Parts & Supplies - Parts & Accountable Supplies                      | YR                | \$190,454.41        |
| 3.7   | Parts & Supplies - Indirect Shop Supplies                            | YR                | \$7,500.00          |
| 3.8   | Subcontractor Services   | YR                | \$22,186.69         |
| 3.9   | Overhead   | YR                | \$82,920.83         |
| 3.10  | Corporate Admin. & Mgmt. Fees  | YR                | \$75,652.00         |
| <b>3. Targeted Operating Budget Services - YEAR THREE (3)</b>     |  | <b>TOTAL</b>      | <b>\$840,345.74</b> |
| 4.1   | Wages & Salaries Management/Admin. Personnel                         | YR                | \$118,096.42        |
| 4.2   | Wages & Salaries Mechanics   | YR                | \$236,192.84        |
| 4.3   | Wages & Salaries Parts Personnel                                     | YR                | \$0.00              |
| 4.4   | Wages & Salaries Other Personnel                                     | YR                | \$0.00              |
| 4.5   | Fringe Benefits  | YR                | \$118,686.90        |
| 4.6   | Parts & Supplies - Parts & Accountable Supplies                      | YR                | \$193,566.85        |
| 4.7   | Parts & Supplies - Indirect Shop Supplies                            | YR                | \$7,500.00          |
| 4.8   | Subcontractor Services   | YR                | \$22,519.49         |
| 4.9   | Overhead   | YR                | \$83,919.83         |
| 4.10  | Corporate Admin. & Mgmt. Fees  | YR                | \$77,200.00         |
| <b>4.11</b>   | <b>Addition of 7 Fire Admin Vehicles – Maintenance &amp; Repairs</b> | <b>YR</b>         | <b>\$5,455.00</b>   |
| <b>4. Targeted Operating Budget Services – YEAR FOUR (4)</b>      |  | <b>TOTAL</b>      | <b>\$857,682.33</b> |
| <b>Revised Targeted Operating Budget Services – YEAR FOUR (4)</b> |  | <b>REV. TOTAL</b> | <b>\$863,137.33</b> |
| 5.1   | Wages & Salaries Management/Admin. Personnel                         | YR                | \$121,031.49        |
| 5.2   | Wages & Salaries Mechanics   | YR                | \$242,062.98        |

|  |  |                                 |                              |
|--|--|---------------------------------|------------------------------|
| 5.3  | Wages & Salaries Parts Personnel   | YR                              | \$0.00                       |
| 5.4  | Wages & Salaries Other Personnel   | YR                              | \$0.00                       |
| 5.5  | Fringe Benefits  | YR                              | \$121,636.65                 |
| 5.6  | Parts & Supplies - Parts & Accountable Supplies                              | YR                              | \$196,582.85                 |
| 5.7  | Parts & Supplies - Indirect Shop Supplies                                    | YR                              | \$7,500.00                   |
| 5.8  | Subcontractor Services   | YR                              | \$22,857.28                  |
| 5.9  | Overhead   | YR                              | \$84,935.83                  |
| 5.10   | Corporate Admin. & Mgmt. Fees  | YR                              | \$78,794.00                  |
| <b>5.11</b>  | <b><u>Addition of 7 Fire Admin Vehicles – Maintenance &amp; Repairs</u></b>  | <b><u>YR</u></b>                | <b><u>\$5,564.00</u></b>     |
| <b><u>5. Targeted Operating Budget Services YEAR FIVE (5)</u></b>        |  | <b><u>TOTAL</u></b>             | <b><u>\$875,401.08</u></b>   |
| <b><u>Revised Targeted Operating Budget Services - YEAR FIVE (5)</u></b> |  | <b><u>TOTAL</u></b>             | <b><u>\$880,965.08</u></b>   |
| <b>TOTAL YEARS 1 THROUGH 5</b>   |  |                                 | <b>\$4,215,681.27</b>        |
| <b><u>REVISED TOTAL YEARS 1 THROUGHT 5</u></b>                           |  |                                 | <b><u>\$4,226,700.27</u></b> |
|  |  |                                 |                              |
| <b>6. Optional</b>   | <b>Parts</b>   | <b>Parts % Cost &amp; Misc.</b> |                              |
| 6.1  | Parts Costs  | 0%                              |                              |
| 6.2  | Vehicle Equipment Install, non-target regular time, after normal shop hours. | \$ 49.27 per hour               |                              |



# memo

## City of Coconut Creek

To: File – Memorandum for the Record, Amendment No. 1  
From: Messer, Lorie  
CC: City of Coconut Creek File  
Date: June 2, 2021  
Re: Amendment No. 1 for Fleet Management and Maintenance Services, RFP No. 06-27-18-10

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Comments: Amendment No. 1 is post-dated October 6, 2021 because it will not take effect until then. We wanted to have it in place for the Fire Department vehicles, which will be put into use at different times during the summer of 2021 as administrative personnel are hired and begin work.

For the remainder of this contract year (up through October 5, 2021) there will not be any cost added, as any expense would just be handled through the shared savings cost/expense.

Amendment No. 1 pricing is for contract years 2021-2022 (year four) and 2022-2023 (year five), which finish out the fixed 5 year pricing of the original term of the agreement.