



FINANCE AND ADMINISTRATION SERVICES

LINDA JEETHAN
PROCUREMENT MANAGER

September 14, 2023

Aubrey Felton
Vector Fleet Management, LLC
9300 Harris Corners Parkway, Ste. 350
Charlotte, NC 28269
afelton@vectorfleet.com

Re: Renewal No. 1
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, 2023. 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 first 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, 2023 and expire on October 5, 2024.

This renewal period reflects a 5% increase, hence, attached is a revised Exhibit A-2

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

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)

Signature

9-14-2023

Date

EXHIBIT A-2 RENEWAL NO. 1

FLEET MANAGEMENT & MAINTENANCE SERVICES

RFP NO. 06-27-18-10

Vector Fleet Management, LLC

	Targeted Operating Budget Services - RENEWAL	TOTAL	(5% Increase)
1	Wages & Salaries Management/Admin. Personnel	YR	\$127,083.0645
2	Wages & Salaries Mechanics	YR	\$254,166.129
3	Wages & Salaries Parts Personnel	YR	\$0.00
4	Wages & Salaries Other Personnel	YR	\$0.00
5	Fringe Benefits	YR	\$127,718.4825
6	Parts & Supplies - Parts & Accountable Supplies	YR	\$206,411.9925
7	Parts & Supplies - Indirect Shop Supplies	YR	\$7,875.00
8	Subcontractor Services	YR	\$24,000.144
9	Overhead	YR	\$89,182.6215
10	Corporate Admin. & Mgmt. Fees	YR	\$82,733.70
11	Addition of Seven (7) Fire Admin Vehicles - Maint	YR	\$5,842.20
			\$925,013.334
	Parts	Parts % Cost	0
12	Parts Costs	%	0
12.1	Vehicle Equipment Install, Non-target regular time, after normal shop hours		\$51.73