

Request for Proposals: Municipal Fleet Management Consulting Services

I. GENERAL INFORMATION & SCHEDULE

The City of Burlington, Vermont (“City”) is seeking proposals for a consultant(s) to perform a comprehensive analysis of the City’s fleet management and maintenance operations, practices, and policies with the goal of reducing lifecycle costs and ensuring operational needs are met.

Date of Issuance: August 14, 2017

Issued by: City of Burlington

Due Date for Questions: August 23, 2017 by 5PM ET
Reponses will be available by August 31, 2017 by 5PM ET

Due Date for Responses: September 14, 2017 by 12PM ET

Contact: Beth Anderson, CIO
City of Burlington
149 Church Street, 3rd Floor
Burlington, VT 05401
banderson@burlingtonvt.gov

Questions concerning this RFP must be made via email per the schedule above. Responses to all submitted questions will be posted at <https://www.burlingtonvt.gov/RFP>.

II. OVERVIEW AND OBJECTIVES

The City of Burlington would like to improve its fleet management practices, in particular evaluating the size and usage of our fleet. The purpose of this Request for Proposals (RFP) is to identify a consultant that is qualified to conduct a detailed evaluation of the City’s fleet management operations. The selected consultant must have a proven track record of effectively working with staff at all levels of authority so as to encourage their knowledge, input and ideas as to how to achieve the goals of this project. The selected consultant will be expected to recommend steps the City can take to improve the effectiveness and efficiency of the utilization of equipment, infrastructure, personnel, and financial resources in support of fleet management and maintenance.

The overall goal of the engagement will be to improve operations, and reduce costs while ensuring the City is providing vehicles and equipment that are suitable to users’ needs, available when needed, and achieve citizens’ realistic expectations regarding service, reliability and safety, and environmentally responsibility. This project is being undertaken to:

1. Understand the current fleet makeup and evaluate operational needs for vehicles across the City, in order to recommend the ideal fleet size and make-up, and best practices to share/pool vehicles.

2. Review current activities and recommend best practices for the procurement, financing, insurance, and disposal of fleet assets.
3. Review current maintenance practices and recommend the most appropriate structure and policy for vehicle maintenance that ensure the availability and reliability of fleet, minimize costs, and maximize the useful life of all assets.
4. Propose opportunities to improve environmental sustainability and decrease fuel usage.
5. Draft recommended policies and procedures in support of the recommended changes, to ensure they can be implemented, monitored, and enforced.
6. Identify other areas of opportunity to decrease costs while maintaining service quality.

The City is also undertaking efforts to identify and implement a technology solution to support more regular and coordinated management of its non-vehicle capital assets across departments (e.g. sidewalks, streets, grounds, parks, right of way). It is expected that the findings and recommendations resulting from this engagement would inform that project, and might help guide the design of a structure and selection of the appropriate tool. The consultant selected for this project will be expected to coordinate with the consultant selected to perform the asset management project to ensure recommendations made can be incorporated into the City's overall asset management plan.

III. BACKGROUND AND SCOPE

Burlington is a full service community, offering police, fire and EMS, code enforcement, public works, and parks and recreation services. The City of Burlington is the most populous city in the State of Vermont. The 2013 census estimates approximately 42,284 residents with a density of approximately 4,121.5/square mile. It covers approximately 15.5 square miles (10.3 square miles land). The City includes approximately 101 miles of streets and 134 miles of sidewalks.

Current Fleet

Many departments across the City own and operate vehicles in support of their work, with limited sharing currently occurring across departments. The Department of Public Works (DPW) provides maintenance support for many, but not all of these departments. In addition, one enterprise department maintain its own fleet operations, Burlington International Airport ("BTV"), and the Burlington School District also owns and maintains its own fleet.

The following table provides an overview of the departments that own vehicles; a more detailed inventory is included in Appendix B.

Department	Vehicles maintained by
Parks, Recreation & Waterfront	DPW
Public Works (DPW)	DPW
Burlington Fire Department	DPW
Burlington Police Department	DPW
Fletcher Free Library	DPW
Burlington International Airport	Airport
Burlington Electric Department	DPW
Burlington School District	BSD

The team at DPW uses RTA Fleet Management Software to manage fleet maintenance activities.

Scope of Work & Deliverables

In support of the goals identified above, the City seeks a consultant to perform an analysis of all of its current practices, policies and procedures related to the procurement, usage, maintenance, and disposal of vehicles. It is expected the selected consultant will address the following goals and deliverables.

1. Understand the current fleet makeup and evaluate operational needs for vehicles across the City in order to recommend the ideal fleet size and make-up, as well as best practices to share/pool vehicles.
 -) Assess the current fleet, including size, composition, age, condition, life expectancy and replacement schedules
 - o Include vehicles anticipated to be purchased in FY18 and FY19
 -) Evaluate current utilization of fleet
 -) Work with staff to understand needs for vehicles, both those that are currently met and those that exist but are unfulfilled
 - o This should include working with staff to understand the current levels of service being delivered
 -) Project future vehicle needs, based upon planned and anticipated projects
 -) Develop a detailed inventory of recommended vehicle fleet size and make-up that will meet operational and future needs
 -) Document a recommended practice for the utilization and sharing of fleet to maximize efficiency and minimize costs, if appropriate, including proposed schedules and locations. This should include, but not be limited to, recommendations that consider:

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- Where work might be performed by one department for others (e.g. DPW to begin plowing school properties)
 - Shifting of work schedules to allow for increased sharing of vehicles
 - Siting of vehicles for easiest access, and a policy for whether staff should be using vehicles for personal travel or taking vehicles home
 -)] Provide a detailed cost-benefit analysis for the participation of each City department in an overall sharing program
 -)] Evaluate potential benefits of and recommend a practice for centralization of fleet services, including vehicles, procurement, management, and maintenance,
 -)] Provide a detailed cost-benefit analysis for the participation of each City department in a centralized fleet program
 -)] Propose a detailed implementation plan for the transition to the new fleet composition and sharing arrangement
2. Review current activities and recommend best practices for the procurement, financing insurance, and disposal of fleet assets.
-)] Review current practices for vehicle selection, purchasing, financing/payment, and disposal across all departments
 -)] Assess possible benefits of and make a recommendation regarding the use of short-term rental vs long-term leasing or purchasing
 -)] Review current insurance coverages and historical claims experience
 -)] Recommend an improved practice for the identification and procurement of necessary vehicles that ensures operational needs are met at the most cost effective means possible
 -)] Evaluate existing payment/financing options, including the use of grant funding, leases, and financing, and recommend a financing policy that results in the lowest cost of ownership
 -)] Recommend policies for vehicle replacement and disposal that maximize asset value
 -)] Recommend appropriate insurance coverages that minimize cost and provide effective protection
 -)] Detail any immediate recommended changes to the inventory, financing and insurance currently in place, as well as a plan for transition to the new policies
3. Review current maintenance practices and recommend the most appropriate program, structure and policies for vehicle maintenance that ensure the availability and reliability of fleet, minimize costs, and maximize the useful life of all assets.
-)] Understand current maintenance practices and policies across all departments
 -)] Review and assess current staffing involved in fleet maintenance across departments
 -)] Evaluate current inventory of fleet management and maintenance equipment, technology, and tools Identify opportunities to streamline work and to improve the efficiency and effectiveness of the City's fleet services

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-) Assess where vehicles are stored while not in use (i.e. longer than 1 week) in relationship to their length of life
 -) Recommend changes to practices that extend the life expectancy of fleet, including identifying current practices that decrease life expectancy as well as recommending new practices that extend useful life
 -) Develop policies and standard operating procedures that would promote more efficient and effective fleet management and maintenance operations
 - The standards operating procedures developed will be used by the City team in the larger asset management project, where they will be refined to align with overall practices and plans
 -) Recommend any changes to the equipment, technology, and tools required to manage and maintain the proposed fleet and operations
 - Recommendation should include high level business requirements that can be used in search for and selection of an enterprise asset management tool
 -) Recommend effective organizational and operational structures to support the recommended fleet maintenance program
 -) Document a detailed plan for transition to and implementation of the new structure, program and policies
4. Propose opportunities to improve environmental sustainability of the fleet as part of the City's vision to be a net-zero energy city by 2030.
-) Evaluate the costs and benefits of employing electric vehicles, alternative fuel types, public transportation, public/private car sharing, and human-powered vehicles (e.g., bicycles), and make a recommendation for their appropriate integration into the city's practices
 -) Evaluate driving patterns and practices and recommend means to ensure efficient routing of trips to minimize fuel use
5. Draft recommended policies and procedures in support of the recommended changes, to ensure they can be implemented, monitored, and enforced.
-) Review existing local laws and regulations affecting fleet usage, for example idling and parking regulations, and ensure that all recommendations address these requirements
 -) Recommend a model for the staffing of fleet procurement, management and maintenance costs across departments based upon the recommendations
 -) Recommend a model for the allocation of fleet procurement, management and maintenance costs across departments based upon the recommendations
 -) Develop metrics by which the City can measure the success of this effort, as well as the ongoing effectiveness and efficiency of the recommended fleet operations
6. Identify other areas of opportunity to decrease costs while maintaining service quality.

-) For example, should the City consider working with neighboring communities in any vehicle sharing or centralization activities recommended

This scope of work is a guide for what the City expects from the engagement. However, the City expects that consultants submitting a proposal will recommend a more robust set of recommended steps that will be required to successfully complete the evaluation and meet the City's identified goals.

Anticipated Project Schedule

The City reserves the right to amend dates. While the timeline may be subject to change, all participating parties will be notified. The anticipated schedule is as follows:

) August 14, 2017	RFP issued
) August 23, 2017	RFP-related questions due
) September 14, 2017	RFP closed
) October 15, 2017	Target Notice of Award
) November 1, 2017	Project begins
) February 1, 2018	Final design and implementation plan delivered

III. RFP SUBMITTAL

Responses to this RFP should address how your firm would assess and evaluate the current state and needs of each department, and the steps you would take to develop a proposed solution that achieves the goals outlined. Responders are encouraged to be creative in their proposed approach and solution.

Responses to this RFP must be not more than 30 pages in length (15 double-sided or 30 single-sided pages) and include the following:

- 1) Qualifications Detail consisting of:
 - a) Cover letter including statement of understanding & approach to this project; the statement should describe the applicant's understanding of the project and the special skills, collaborative approach, and innovative thinking that the team would bring to the project.
 - b) Appendix A (provided in this RFP): Signed by a representative of lead consultant attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
 - c) Organizational Overview: A description of the applicant's organization, years in existence, structure, composition, and qualifications.
 - d) Proposed Project Team Members: Clearly indicate the applicant's designated team leader for the project, as well as the specific individuals who will be assigned to the work, their primary role(s) on the project, and their respective expertise in such work.
 - e) Partners: An explanation of any partnering arrangements that have been or will need to be made in order to complete the work.

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- f) **Specific Project Experience:** Descriptions detailing completed, similar or relevant project experience, especially municipal or other governmental experience, which the applicant has executed. Applicants are encouraged to include projects that involved members from the proposed project team.
 - g) **List of References:** Provide a minimum of three client references with which the applicant has provided similar consulting services within the last five years: at least two references should be municipal or state government entities. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.
- 2) **Technical Proposal** consisting of:
- a) An executive summary explaining the recommended work;
 - b) A detailed description of the proposed work and methods to be used, an explanation of any variances to the proposed scope of work as outlined in the RFP;
 - c) A scope of work that includes steps to be taken, including specifics of any deliverables to be produced;
 - d) A detailed work plan that includes:
 - o clear deliverables, milestones, and deadlines, as well as an overall time for completion;
 - o expectations of time required from City staff;
 - o a list of information your team will expect the City to provide at the start of the project;
 - e) Any other information deemed necessary to address the requests of this RFP.
- 3) **Cost Proposal** consisting of:
- a) A composite schedule of direct labor hours by task;
 - b) An itemized schedule of all expenses, including both labor and direct expenses;
 - c) A maximum budget amount inclusive of all fees and expenses specifying a fixed cost or time and materials basis.
 - d) Any guarantees of the realization of cost savings by the City
 - e) ?

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in both digital (PDF) and printed formats. Provide two (2) print copies of the proposal in addition to the digital file, which may be emailed or submitted on a CD or USB drive. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5x11 format.

Additional requirements are as follows:

-) Applicants are solely responsible for ensuring that proposals arrive on time.
-) Each applicant **MUST** provide their submittal electronically as a PDF.
-) Additional detail beyond the contents described above **WILL NOT** be considered.
-) Faxed proposals **WILL NOT** be accepted.
-) Late replies **WILL NOT** be considered.

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The City of Burlington does not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information.

The City is also committed to providing proper access to services, facilities, and employment opportunities.

Bids should be sent in a sealed envelope to the contact listed above.

Bidders must comply with all provisions of state law, and the accepted bidder will have to comply with the city's livable wage and union deterrence ordinances, copies of which are available on the city's website (or may be supplied on request).

Questions

Questions may be submitted by email by the deadline identified above. Any revisions, addendums and answers to questions that are received by the due date for questions will be posted to the City's website at <https://www.burlingtonvt.gov/RFP>.

Bid Evaluation

In compliance with the City of Burlington's Procurement Policy, City staff will evaluate all complete proposals from qualified consultants. Consultants will be scored up to a maximum of 100 points based on the following criteria:

- 1) **Experience & Qualifications** relevant to key personnel and/or sub-contractors (15 pts)
- 2) **Project Understanding & Knowledge of Area** depth of relevant technical experience (25 pts)
- 3) **Ability to Meet Schedule** efficient schedules receive higher scoring (10 pts)
- 4) **Budget & Value** as related to proposed and additional costs (15 pts)
- 5) **Depth of Skills** related to technical aspects of project (15 pts)
- 6) **Demonstrated Innovative Approaches** to identifying solutions (10 pts)
- 7) **Level of Experience** with projects of similar size, structure and complexity (10 pts)
- 8) **Quality, Clarity & Completeness** of submittal package (10 pts)

Responses will be reviewed by City staff, and possibly its consultants, based upon the information provided in the proposal. Additional information may be requested prior to final selection. The city intends to accept the bid it determines to be in the best interests of the city, based on the overall proposal, not exclusively on cost or any other specific factor. The city reserves the right to amend, modify, reject, negotiate, or accept any bid in whole or in part at its sole discretion. It is anticipated that a decision will be made within 30 days of the due date.

VI. TERMS & CONDITIONS

It will be necessary for responding parties to comply fully with the following terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has

read, understands, and followed all procedures is a part of this RFP must be included as part of the final submittal (see Attachment A).

Communications

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email. Responses to all submitted questions will be posted on the City of Burlington website at: <https://www.burlingtonvt.gov/RFP>. Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications or proposals. Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

General Compliance with Laws

The Consultant shall comply with all applicable Federal, State and local laws, including but not limited to the Burlington Livable Wage Ordinance, Union Deterrence, Outsourcing, and City insurance requirements. A certificate of compliance with the Livable Wage ordinance will be required. The Livable Wage ordinance can be found at the following link: <http://www.burlingtonvt.gov/CT/Livable-Wage-Ordinance/>. Provisions of the resulting Agreement shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both parties. If, for any reason, a provision in the Agreement is unenforceable or invalid, that provision shall be deemed severed from the Agreement, and the remaining provisions shall be carried out with the same force and effect as if the severed provisions had never been a part of the Agreement.

OWNERSHIP OF DOCUMENTS

Proposals, plans, specifications, and other documents prepared and submitted under this RFP shall become the property of the City.

PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, shall be identified, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that the proposal is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such

and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

Other terms

Costs for preparing your proposal in response to this request are solely the responsibility of the respondent. The City of Burlington, Vermont assumes no responsibility and liability for costs incurred by parties responding to this RFP or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract. The City of Burlington reserves the right to accept or reject any or all Statement(s) of Qualifications or proposals, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFP will become the property of the City upon delivery. This solicitation in no way obligates the City of Burlington to award a contract. Equal Opportunity: the selection of consultant shall be made without regard to race, age, color, religion, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, genetic information or political affiliation. The City of Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

REGISTRATION

A successful consultant must be registered with the Vermont Secretary of State's office as a business entity doing business in the State of Vermont at all times the contract is effective. This registration must be complete prior to the execution of a contract.

INSURANCE:

Prior to beginning any work CONTRACTOR shall obtain the following insurance coverage from an insurance company registered and licensed to do business in the State of Vermont and having an A.M. Best insurance rating of at least A-, financial size category VII or greater (www.ambest.com). The certificate of insurance coverage shall be documented on forms acceptable to the City of Burlington. Compliance with minimum limits and coverage, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the City of Burlington, must be received prior to the effective date of the Agreement. The insurance policies shall provide that insurance coverage cannot be canceled or revised without thirty (30) days prior notice to the City of Burlington for cancellation. In the event that this Contract extends to greater than one year, evidence of continuing coverage must be submitted to the City of Burlington on an annual basis. Certified copies of any insurance policies may be required. Each policy (with the exception of professional liability and workers compensation) shall name the City of Burlington as an additional insured for the possible liabilities resulting from Contractor's actions or omissions. It is agreed that the liability insurance furnished by the CONTRACTOR is primary and non-contributory for all the additional insured. The Parties, for themselves, their insurers, and their officers, employees and agents, do hereby mutually waive

all rights of subrogation on any claims of general liability, auto liability, and worker's compensation.

CONTRACTOR is responsible to verify and confirm in writing to the City of Burlington that:

(a) All SUB-CONTRACTORS, agents or workers meet the minimum coverage and limits plus maintain current certificates of coverage for all SUB-CONTRACTORS, agents or workers. SUB-CONTRACTORS must comply with the same insurance requirements as MOPA.

(c) All work activities related to the agreement shall meet minimum coverage and limits.

No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of CONTRACTOR for Contractor's operations. These are solely minimums that have been developed and must be met to protect the interests of the City of Burlington.

GENERAL LIABILITY AND PROPERTY DAMAGE:

With respect to all operations performed by Contractor, SUB-CONTRACTORS, agents or workers, it is Contractor's responsibility to insure that general liability insurance coverage, on an occurrence form, provides all major divisions of coverage including, but not limited to and with limits not less than:

1. Premises Operations
2. Independent CONTRACTORS' Protective
3. Products and Completed Operations
4. Personal Injury Liability
5. Contractual Liability
6. Broad Form Property Damage
7. Medical Expenses
8. Collapse, Underground and Explosion Hazards

1. General Aggregate	\$2,000,000
2. Products-Completed/Operations Aggregate	\$2,000,000
3. Personal & Advertising Injury	\$1,000,000
4. Each Occurrence	\$1,000,000
5. Fire Damage (Any one fire)	\$ 250,000
6. Med. Expense (Any one person)	\$ 5,000

WORKERS' COMPENSATION: With respect to all operations performed, CONTRACTOR shall carry workers compensation insurance in accordance with the laws of the State of Vermont and ensure that all SUB-CONTRACTORS and SUBCONTRACTORS carry the same workers' compensation insurance for all work performed by them under this contract. Minimum limits for Employer's Liability:

- (a) Bodily Injury by Accident: \$500,000 each accident
- (b) Bodily Injury by Disease: \$500,000 policy limit, \$500,000 each employee

PROFESSIONAL LIABILITY INSURANCE:

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- (a) General. The Consultant shall carry architect's/engineers professional liability insurance covering errors and omissions made during their performance of contractile duties with the following minimum limits:

\$3,000,000 - Annual Aggregate

\$1,000,000 - Per Occurrence

- (b) Deductibles. The Consultant is responsible for any and all deductibles.

- (c) Coverage. Prior to performing any work, the Consultant agrees to provide evidence of E&O insurance coverage defined under this Section. In addition, the Consultant agrees to attempt to maintain continuous professional liability coverage for the period of the agreement and whenever applicable any construction work related to this agreement, and for a period of five years following substantial completion, if such coverage is reasonably available at commercially affordable premiums.

AUTOMOBILE LIABILITY: The CONSULTANT shall carry commercial automobile liability insurance covering all motor vehicles, including owned, non-owned and hired, used in connection with the agreement. Each policy shall provide coverage with a limit not less than: \$1,000,000 - Combined Single Limit for each occurrence.

UMBRELLA LIABILITY:

\$1,000,000 Each Event Limit

\$1,000,000 General Aggregate Limit

INDEMNIFICATION

The Consultant will act in an independent capacity and not as officers or employees of the Municipality. The Consultant shall indemnify, defend and hold harmless the Municipality and its officers and employees from liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the Consultant's acts and/or omissions in the performance of "non-professional services" under this contract. As used herein, "non-professional services" means services provided under this Agreement other than professional services relating to the design and/or engineering of all or part of the project. The Municipality shall notify the Consultant in the event of any such claim or suit covered by this Subsection and the Consultant shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit arising out of "non-professional services" provided under this Agreement. The Consultant shall indemnify the Municipality and its officers and employees in the event that the Municipality, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Consultant arising from the provision of "non-professional services" (as defined herein) under this Agreement.

The Consultant shall indemnify and hold harmless the Municipality and its officers and employees from liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the Consultant's acts and/or omissions in the performance of "professional services" under this contract. The Consultant shall not be obligated to defend the Municipality and its officers and employees against claims or suits arising from the Party's provision of engineering design services or architectural design services. The Consultant shall be obligated to indemnify and hold the Municipality, its officers and employees, harmless from and against monetary damages to third parties, together with reasonable costs, expenses and attorney's fees incurred and paid by the Municipality in defending claims by third parties (collectively

“Damages”) but only in the event and to the extent such Damages are incurred and paid by the Municipality as the proximate cause of negligent acts, errors or omissions (“Professional Negligence”) by the Consultant, its employees, agents, consultants and subcontractors, in providing the professional services required under this Agreement. As used herein, “Professional Negligence” or “negligent acts, errors or omissions” means a failure by the Consultant to exercise that degree of skill and care ordinarily possessed by a reasonably prudent design professional practicing in the same or similar locality providing such services under like or similar conditions and circumstances.

After a final judgment or settlement, the Consultant may request recoupment of specific defense costs and may file suit in Vermont Superior Court, Chittenden Unit, Civil Division, requesting recoupment. The Consultant shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Consultant.

The Municipality is responsible for its own actions. The Consultant is not obligated to indemnify the Municipality or its officers, agents and employees for any liability of the Municipality, its officers, agents and employees attributable to its, or their own, negligent acts, errors or omissions.

In the event the Municipality, its officers, agents or employees are notified of any claims asserted against it or them to which this Indemnification clause may apply, the Municipality or its officers, agents and employees shall immediately thereafter notify the Consultant in writing that a claim to which the Indemnification Agreement may apply has been filed.

RELATIONSHIP

The parties agree that Contractor is an independent CONTRACTOR. To that end, the Contractor shall determine the method, details, and means of performing the work, but will comply with all legal requirements in doing so. Neither the City of Burlington nor its departments shall provide Contractor with specific instructions or training in how to provide the required services, except to the extent required by law or regulation. Contractor shall provide its own tools, materials or equipment. In providing services under this Agreement, CONTRACTOR shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The parties agree that neither CONTRACTOR nor its officers or employees are employees of the City of Burlington or any of its departments, agencies, or related entities. The parties also agree that neither CONTRACTOR nor its officers or employees is entitled to any employee benefits from the City of Burlington. CONTRACTOR understands and agrees that it and its officers and employees have no right to claim any benefits under the Burlington Employee Retirement System, City’s worker’s compensation benefits, health insurance, dental insurance, life insurance or any other employee benefit plan offered by City. CONTRACTOR agrees to execute any certifications to the best of its knowledge, information and belief, or other documents and provide any certificates of insurance required by City and understands that this contract is conditioned on its doing so, if requested.

CONTRACTOR understands and agrees that it is responsible for the payment of all taxes on the above sums and that the City of Burlington will not withhold or pay for Social Security, Medicare, or other taxes or benefits or be responsible for any unemployment benefits.

RESERVATION OF RIGHTS

It is the intent of the City to select the proposal that it deems to be in the best interests of the City. To that end, the City reserves the following rights:

1. To accept any proposal in whole or in part;
2. To accept multiple proposals if doing so is in the best interests of the City;
3. To reject any or all proposals in whole or in part;
4. To waive any informalities, omissions, or irregularities in any proposal;
5. To terminate and reissue this RFP for any reason;
6. To remedy any error in the RFP process without reissuing it; and/or
7. To change or negotiate any specifications in the City's sole discretion.

APPENDIX A

City of Burlington Municipal Fleet Management Consulting Services

Understanding of RFP Procedures, Terms and Conditions

This page to be returned with qualifications submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Consultant Team: _____

Representative's Printed Name: _____

Representative's Title: _____

Representative's Signature: _____

Date: _____

APPENDIX B**Inventory of City Fleet**City Fleet as of January 2017

	YEAR	MAKE	DESCRIPTION
DPW ADMIN			
	2016	FORD	FOCUS
	2007	HONDA	CIVIC
BURLINGTON ELECTRIC			
	2015	FORD	F550
	2009	FORD	RANGER
	2009	FREIGHTLINER	BUCKET TRUCK
	2003	INTERNATIONAL	DIGGER/DERYK
	2012	FORD	E350
	2003	FREIGHTLINER	BUCKET TRUCK
	2006	FORD	RANGER
	2008	CHEVROLET	1500 4WD
	2013	FORD	TRANSIT
	2008	FORD	F550
	2003	FREIGHTLINER	BUCKET TRUCK
	2008	FORD	BUCKET TRUCK
	2006	FORD	RANGER
	2002	FORD	RANGER
	2012	FORD	E350
	1998	INTERNATIONAL	BUCKET TRUCK
	2009	CHEVROLET	1500 4WD
	2015	FORD	F150 4WD
	1989	HAULMARK	TRAILER
	2006	SAUBER	PULLING TRAILER
	1993	GRIMMER	AIR COMPRESSOR
	2009	SAUBER	PULLING TRAILER
	2009	TSE	PULLING TRAILER
	2013	NISSAN	LEAF/ELECTRIC
	1994	TOYOTA	FORKLIFT
	2015	INTERNATIONAL	DUMP TRUCK
	2008	FORD	F150 4WD
	2008	FREIGHTLINER	BUCKET TRUCK

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	2009	CHEVROLET	1500 4WD
	2014	FORD	FUSION
	2004	CZ	POLE TRAILER
	2011	FORD	RANGER
	2015	FORD	F350 4WD
	1998	CATEPILLAR	GENERATOR
	2005	SAUBER	WIRE TRAILER
	2005	SAUBER	WIRE TRAILER
	2002	GEM	ELECTRIC CAR
	2000	SAUBER	REEL TRAILER
	2011	FORD	ESCAPE HYBRID
	2011	FORD	F250
	2012	FREIGHTLINER	BUCKET TRUCK
	2013	FORD	F150 4X4
	2014	FORD	F150 4X4
	2011	FORD	F350 4X4
	2015	JEEP	COMPASS
	2013	FORD	F150 4X4
	2016	JOHN DEERE	TRACTOR
	2006	VACTRON	HYDRO EXCAVATOR
	2017	FELLING	TRAILER
CEMETERY			
	2008	FORD	F350 4X4
	2010	FORD	F150 4X4
	2000	JOHN DEERE	670
	2002	JOHN DEERE	4300
COMPRESSED NATURAL GAS COMPRESSORS			
	2006	ANGI	H
	2006	ANGI	H
DPW FLEET MAINTENANCE			
	2016	FORD	F350 SERVICE TRUCK
	1996	TOYOTA	FORKLIFT
	2016	FORD	F150 4X4

RFP Municipal Fleet Management Consulting Services

BURLINGTON FIRE DEPT			
	2004	FORD	E350
	1989	CHEVROLET	KODIAK
	2008	FORD	F350 4X4
	2013	FORD	EXPEDITION
	2014	FORD	EXPLORER
	2008	FORD	CROWN VICTORIA
	2017	FORD	EXPLORER
	2016	FORD	F250 4X4
	2014	FORD	F150 4X4
	2003	E-ONE	PUMPER
	2003	E-ONE	75' AERIAL
	2011	E-ONE	PUMPER
	2011	E-ONE	75' AERIAL
	2003	E-ONE	PUMPER
	1992	PIERCE	PUMPER
		KOHLER	GENERATOR
		GENERAC	GENERATOR
	2011	KOHLER	GENERATOR
	1993	GENERAC	GENERATOR
	1992	GENERAC	GENERATOR
	2016	FORD	RESQUE
	2014	FORD	RESQUE
	2006	FORD	RESQUE
	2009	FORD	RESQUE
	2003	E-ONE	95' AERIAL
	2003	PACE	TRAILER
	2013	INTERSTATE	TRAILER
	2014	PACE	TRAILER
DPW RECYCLING			
	2012	AUTOCAR	SIDE LOADER
	2012	AUTOCAR	SIDE LOADER
	2004	INTERNATIONAL	SIDE LOADER
	2010	INTERNATIONAL	SIDE LOADER
FLETCHER FREE LIBRARY			
L01	2002	GMC	VAN

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	2015	NISSAN	XTERRA
	2016	FORD	EXPLORER
	2016	FORD	EXPLORER
	2016	FORD	EXPLORER
	2016	FORD	TAURUS
	2016	FORD	EXPLORER
	2014	FORD	EXPLORER
BURLINGTON PARKS RECREATION AND WATERFRONT			
	2005	CHEVROLET	IMPALA
	2015	FORD	E350 MINI BUS
	2009	HONDA	CIVIC
	2011	FORD	F150
	2003	CHEVROLET	K2500
	2015	CHEVROLET	SILVERADO
	2015	CHEVROLET	1500 4X4
	2015	FORD	F550
	2003	FORD	F450
	2015	CHEVROLET	3500
	1993	INTERNATIONAL	BUCKET TRUCK
	2017	FORD	F250
	2008	FORD	F550
	2015	FORD	F550
	2014	KUBOTA	UTV
	2014	KUBOTA	UTV
	2011	FORD	F250 4X4
	2017	FORD	F250
	2016	DODGE	RAM 1500
	2000	JOHN DEERE	TRACTOR
	2009	FORD	F550
	2015	FORD	F350
	2005	CHEVROLET	3500
	2011	FORD	F250 4X4
	2003	CHEVROLET	C2500HD
	2015	FORD	F250
	2007	FORD	F550
	2008	FORD	F350 4X4
	2016	INTERNATIONAL	BUCKET TRUCK
	2011	MONSTER	LEAF BLOWER
	2014	JOHN DEERE	LOADER

RFP Municipal Fleet Management Consulting Services

	2016	FORD	F350
	2015	FORD	F250
	2011	FORD	E350
	2010	ZAMBONI	H
	2016	ZAMBONI	H
	2000	TORO	MOWER
	2014	KUBOTA	MOWER
	2014	KUBOTA	TRACTOR
	1980	JOHN DEERE	950
	2014	KUBOTA	MOWER
	1980	JOHN DEERE	TRACTOR
	2016	JACOBSEN	MOWER
	2014	JOHN DEERE	TRACTOR
	2000	UNKNOWN	TRAILER
	2002	MID-ATLANTIC	TRAILER
	2005	JOHN DEERE	TRACTOR
	2001	MID-ATLANTIC	TRAILER
	20001	MID-ATLANTIC	TRAILER
	2011	LOAD RITE	BOAT TRAILER
	2014	JOHN DEERE	GATOR
	2007	SNOWBEAR	TRAILER
	2016	CAM	TRAILER
	2002	PACE	TRAILER
	2016	FDIAMOND	TRAILER
	2011	MONSTER	LEAF VACUUM
	2000	FMC	SPRAYER
	2002	FMC	SPRAYER
	2000	JOHN DEERE	TRACTOR
	1997	BARBER	BEACH COMBER
	2016	BARBER	BEACH COMBER
	1996	BRUSH BANDIT	CHIPPER
	2014	BRUSH BANDIR	CHIPPER
	2009	DIXIE CHOPPER	MOWER
	2005	MILLCREEK	TOP DRESSER
	2009	FMC	SPRAYER
	2008	TORO	TURF MAINT
	2016	JOHN DEERE	GATOR
	2016	TORO	TURF MAINT
	2003	TORO	TURF MAINT
	2008	SCAG	MOWER
	2016	WRIGHT	TURF MAINT

RFP Municipal Fleet Management Consulting Services

	2016	JOHN DEERE	MOWER
DPW STREETS			
	2011	FORD	F250 4X4
	2016	FORD	F250 4X4
	2002	PACE	TRAILER
	2002	FORD	F350
	2016	FORD	FOCUS
	2016	FORD	F550
	2007	FORD	F550
	2015	FORD	F250 4X4
	1999	INTERNATIONAL	ASPHALT RECLAIMER
	2010	MB	SIDEWALK TRACTOR
	2006	HOLDER	SIDEWALK TRACTOR
	2002	CAT	BACKHOE
	2003	JOHN DEERE	BACKHOE
	2007	VIBROTECH	SCREEN
	2016	VOLVO	LOADER
	1992	CATERPILLER	LOADER
	1999	CATERPILLAR	LOADER
	2008	ELGIN	SWEEPER
	2014	FREIGHTLINER	SWEEPER
	2002	BOBCAT	SKID STEER
	1989	SRECO	SEWER RODDER
	2009	TRACKLESS	SIDEWALK TRACTOR
	2006	TRACKLESS	SIDEWALK TRACTOR
	2004	HOLDER	SIDEWALK TRACTOR
	2004	HOLDER	SIDEWALK TRACTOR
	1997	HOLDER	SIDEWALK TRACTOR
	2003	HOLDER	SIDEWALK TRACTOR
	2007	HOLDER	SIDEWALK TRACTOR
	2002	HOLDER	SIDEWALK TRACTOR
	2016	MB	SIDEWALK TRACTOR
	2001	HOLDER	SIDEWALK TRACTOR
	1997	HOLDER	SIDEWALK TRACTOR
	2012	TRACKLESS	SIDEWALK TRACTOR
	1990	STONE	ROLLER
	1994	ON	TRAILER
	1988	CHICAGO	AIR COMPRESSOR
	1997	CUSTOM	TRAILER

RFP Municipal Fleet Management Consulting Services

	2002	MAD VAC	VACUUM
	2006	GREEN MACHINE	SWEEPER
	2008	SURE TRAC	TRAILER
	2012	INTERNATIONAL	PLOW TRUCK
	2012	FREIGHTLINER	PLOW TRUCK
	2016	INTERNATIONAL	PLOW TRUCK
	2017	INTERNATIONAL	PLOW TRUCK
	2001	FREIGHTLINER	PLOW TRUCK
	2001	INTERNATIONAL	DUMP TRUCK
	2003	INTERNATIONAL	DUMP TRUCK
	2003	INTERNATIONAL	DUMP TRUCK
	2005	INTERNATIONAL	PLOW TRUCK
	2006	INTERNATIONAL	PLOW TRUCK
	2007	INTERNATIONAL	PLOW TRUCK
	2008	INTERNATIONAL	PLOW TRUCK
	2010	FREIGHTLINER	PLOW TRUCK
	2015	INTERNATIONAL	PLOW TRUCK
	1999	FORD	DUMP TRUCK
DPW STORMWATER			
	2010	INTERNATIONAL	VAC-CON
	2014	NISSAN	VAN
DPW TRAFFIC/PARKING			
	2011	FORD	F150
	2008	FORD	F250
	2016	FORD	F450
	2017	DODGE	RAM 2500
	2013	INTERNATIONAL	BUCKET TRUCK
	2015	DODGE	PROMASTER VAN
	2007	FORD	F150
	2010	FORD	F450
	2001	PACE	TRAILER
	2006	WELLS	TRAILER
DPW WASTEWATER			
	2000	TOYOTA	FORKLIFT
	2009	FORD	F250

RFP Municipal Fleet Management Consulting Services

	2016	FORD	F350
	2015	FORD	F350
	1980	DBL	TRAILER
	2012	INTERNATIONAL	TANKER
	2003	FREIGHTLINER	TANKER
	2010	EXPRESS	VAN
	1994	CATERPILLAR	GENERATOR
	1994	CATERPILLAR	GENERATOR
	1994	CAT	GENERATOR
	2009	INTERNATIONAL	VACTOR
DPW WATER			
	2003	FORD	CUBE VAN
	2010	CASE	BACKHOE
	2013	JOHN DEERE	EXCAVATOR
	2013	DODGE	RAM 3500
	2017	INTERNATIONAL	DUMP TRUCK
	2008	FREIGHTLINER	DUMP TRUCK
	2011	CHEVROLET	SILVERADO
	2016	FORD	F250
	2013	DODGE	RAM 3500
	2009	FORD	F350
	2010	FORD	F150
	1988	CHICAGO	AIR COMPRESSOR
	1988	CHICAGO	AIR COMPRESSOR
	1989	LINCOLN	WELDER
	2015	FORD	F550
	2014	KAESER	AIR COMPRESSOR
	2015	FORD	F550
	2014	KAESER	AIR COMPRESSOR
	2004	MID ATLANTIC	TRAILER
	1994	HAULIN	TRAILER
	2013	INTERSTATE	TRAILER

Burlington International Airport Fleet as of July 2017

Year	Make/Model	Use
1991	Caterpillar Genset	Stand-by Emergency Generators
1991	Generac Hino Genset	Stand-by Emergency Generators

RFP Municipal Fleet Management Consulting Services

1972	IHC Genset	Stand-by Emergency Generators
1997	Olympian Genset	Stand-by Emergency Generators
2003	Olympian Genset	Stand-by Emergency Generators
2004	Cummins Genset	Stand-by Emergency Generators
2005	Light Tower	Light Tower
2005	Light Tower	Light Tower
2009	Runway Closure Marker	Runway Closure Marker
2009	Runway Closure Marker	Runway Closure Marker
2015	Bobcat S590	Skid Steer Loader
2001	Int Paystar 5000 4x4	Dump Truck + Plow Truck
2004	Oshkosh H	Plow Truck
1998	Int Paystar 5000 4x4	Dump Truck + Plow Truck + Sander
2010	Oshkosh HT2723	Plow Truck with Sweeper
2010	MB4622TTBHP3	Sweeper
2007	Oshkosh HT2723	Plow Truck with Sweeper
2007	MB 4600TTBCRDL	Sweeper
2003	Chevy K3500	Dump Truck with Sweeper
2003	2900 Sweepster	Sweeper
1993	Chevy-K3500	Dump Truck with Sweeper
1992	2900-Sweepster	Sweeper
1996	GMC-K3500	Flat Bed Truck with Sweeper
1989	2900-Sweepster	Sweeper
2000	GMC K-3500	Dump Truck with Sweeper
2000	Sweepster 2900	Sweeper
1989	J-D 624E	Front End/Bucket Loader
2000	Deere 744H	Front End/Bucket Loader
1999	Stewart & Stevenson Blower	Snow Blower
1979	Idaho/Norland	Snow Blower
1997	Oshkosh	Snow Blower
2011	Ford F350	Dump Truck + Sander
2005	GMC 2500HD	Pick-up Truck and Plow
2015	Ford F250 Superduty	Pick-up Truck
2016	Ford F250 Superduty	Pick-up Truck
2014	Ford F250 (FMX)	Pick-up Truck
2014	Ford Interceptor	Police Interceptor Utility (SUV)
2011	Ford F250 (FMX)	Pick-up Truck
2009	chevy hybrid	Pick-up Truck
2013	Ford E Van (FMX)	Van
2007	Toyota Yaris	Car
2003	GMC-K3500	Dump Truck + Plow Truck + Sander

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1998	Chevrolet K1500	Pick-up Truck
1998	Trackless MT501	Sidewalk Tractor
2014	J-D 1445	Mowing Tractor
1998	Tennant 385	Sweeper
2014	Tennant S30	Sweeper
2003	863 Bobcat	Skid Steer Loader
2004	S220 Bobcat	Skid Steer Loader
2002	MC28 New Holland	Mowing Tractor
2013	Bobcat Toolcat 5600T	Toolcat
2000	Gravely 420	Mowing Tractor
1990	J-D 2355	Mowing Tractor
2004	J-D 5520	Mowing Tractor
2003	GMC-K3500	Utility Truck
1994	ChevSuburban	Suburban
1998	INTL	Bucket Truck
2013	Ford Van (Electrician)	Van
2004	Freightlinrt FL-70	Sweeper
1988	GMC-K3500	Flatbed
2004	GMC T7500	Sweeper

Burlington School District July 2017

BURLINGTON SCHOOL DISTRICT PROPERT SERVICES			
	2005	INTERNATIONAL	7300
	2004	FORD	F350
	2015	FORD	F550
	2008	CHEVY	3500 DUMP
	2011	FORD	F350
	2011	FORD	F350
	2014	CHEVY	EXPRESS
	2017	CHEVY	EXPRESS
	2008	CHEVY	EXRESS 3500
	2011	CHEVY	EXPRESS
	2014	CHEVY	EXPRESS
	2014	CHEVY	EXPRESS
	2014	CHEVY	EXPRESS
	2016	FORD	F250
	2017	FORD	TRANSIT
	2008	CHEVY	EXPRESS
	2011	CHEVY	SILVERADO

RFP Municipal Fleet Management Consulting Services

	2017	FORD	TRANSIT
	2016	FORD	ESCAPE
	2017	FORD	FUSION
BURLINGTON SCHOOL DISTRICT SPECIAL ED			
	2010	DODGE	CARAVAN
	2010	DODGE	CARAVAN
BURLINGTON SCHOOL DISTRICT FOOD SERVICE			
	2007	CHEVY	EXPRESS
	2007	CHEVY	EXPRESS
BURLINGTON SCHOOL DISTRICT BUSING			
	2001	INTERNATIONAL	71 PASSENGER BUS
	2012	THOMAS	43 PASSENGER BUS
	2012	THOMAS	43 PASSENGER BUS
	2012	THOMAS	43 PASSENGER BUS
	2009	GMC	14 PASSENGER BUS
	2018	INTERNATIONAL	71 PASSENGER BUS