



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

August 5, 2020
6:00 PM
202 Railroad Avenue, Rifle, CO

6:00 PM - Workshop Meeting

Discussion and Review

- a. Discuss contracting with Enterprise Fleet Management for Fleet Procurement

7:00 PM - Regular Meeting

1. Call to Order & Roll Call

2. Pledge of Allegiance

3. Public Comment *(maximum time permitted for all Public Comment is 30 minutes)

- 3.a. Citizen Comments/Instructions to participate

4. Consent Agenda

- 4.a. Fermented Malt Beverage Liquor License Application Renewal for Dillon Companies, LLC dba City Market #43

- 4.b. Consider Right of Way Vacation for 201-205 Railroad Avenue - Ordinance No. 7, Series of 2020 - 2nd Reading

- 4.c. Consider City Manager Employment Agreement

5. Public Hearing

- 5.a. Public Hearing for a designation of the former Fulton Garage building at 127-131 W. 3rd St. as a local historic landmark - Ordinance No. 9, Series of 2020 - 1st Reading.

6. Regular Agenda

- 6.a. Consider appointing Clint Hostettler to the vacant City Council Seat

- 6.b.** Consider appointment of Victor Zerbi as Rifle Municipal Judge and Amanda Maurer as Assistant Municipal Judge for another two-year term - Resolution No. 13, Series of 2020 -.
- 6.c.** Consider appointment of Rebecca Rivera-Trent to Public Safety Citizen Advisory Board
- 6.d.** Consider Purchase of an SUV for the Police Department
- 6.e.** Consider Change Order No. 1 to the Fravert and 5th Street Improvements for water line replacement
- 6.f.** Consider contract for Leasing services with Enterprise Fleet Management.
- 6.g.** Review proposed budget for CARES Act spending

7. Administrative Reports

8. Adjournment



Memorandum

TO: Scott Hahn, Brian Prunty
FROM: Michelle Duran, Finance Dir.
DATE: May 12, 2020
RE: Fleet Purchasing

Brian Prunty, Tommy Klein and I have been discussing options to address the needs of the City's fleet in the most economical and responsible way. As addressed in Brian's memo, the concerns are mainly the age of the fleet, the maintenance costs related to an aging fleet, and the slow rate at which the City seems to be replacing the fleet, especially the non-patrol vehicles. (Often referred to as 'white fleet').

The Fleet fund has two purposes:

1. To track and report expenses related to maintenance of the entire fleet, including large work vehicles and equipment, reimbursed by annual allocations from other funds. The amount of these maintenance allocations is a function of the number of vehicles and their type, within each of the other funds, and the estimated total maintenance costs paid by Fleet, including wages.
2. To be a 'bank' for the purchase of new vehicles. The gross amount of annual purchases is budgeted in the Fleet fund, and the fund acquiring the vehicles then reimburses the Fleet fund over 4 years. These annual 'debt payments' are budgeted in each separate fund or department, such as Public Works and PD.

The Fund Balance for the Fleet fund at the end of 2019 was about \$800,000. The intent of this balance is to have funds available for vehicle purchases, and I believe we want that practice to continue. Any funds spent out of Fleet for purchase or lease would be reimbursed by the applicable fund unless Council would decide otherwise. Because maintenance is also an expense of the Fleet fund, reduced maintenance costs resulting from a less aged fleet would help maintain that fund balance, if payments from other funds were kept at approximately current levels. It is my understanding that the City would still purchase some vehicles outright, because in cases where the vehicle either has light usage, light maintenance, or is anticipated to be used for a much longer period, a purchase can be the economical option. We will still have many 'owned' vehicles and equipment in the fleet. Brian's plan of keeping detailed information about each vehicle's maintenance and mileage will assist with making those decisions. Conversely, in cases where the vehicle is heavily used, accumulates high miles, and is heavily relied upon by staff, a lease can allow for quicker turnover, lower maintenance, greater reliability, greater safety, and lower fuel costs. Therefore, several other cities use leasing for all law enforcement vehicles, especially black and whites. Over time, I believe we would find this option much preferable in terms of cost, safety, maintenance, and staff time—devoted to purchasing, etc.



Initially, lease cost to the Department compared to annual purchase reimbursement to Fleet would be about the same amount: \$12,000 per vehicle, per year. However, it is my understanding that after the initial 3- or 4-year lease period, if the vehicle turned back to leasing company still has value, that would help reduce the cost of the new lease. We would not know that until the first lease term is up.

For the 2020 budget, \$204,000 was budgeted for Fleet purchases. \$100,000 of this is for two Patrol vehicles which were approved for purchase in 2019 but had not been delivered nor paid for in that year. Those vehicle purchases have now been paid for, with additional payment remaining for the added-on equipment, currently in process. The remaining approximately \$104,000 was budgeted for a new Public Works vehicle and a third Patrol vehicle. In previous years, it was anticipated that there would be a purchase of one Patrol vehicle each year, with each vehicle expected to last about 4 years, thus, the Police department always budgets for the repayment of 4 vehicles each year, about \$50,000 in total, which 'reimburses' the Fleet fund. Because of the additional vehicle added in 2019, the 2020 budget for PD vehicles is \$60,000. \$12,000 of that is for ¼ of a car yet to be ordered. This amount could be applied to a lease instead since Fleet fund has not yet made the purchase. Thus, the remaining 2020 budget of \$100,000 for purchases out of the Fleet fund could be used toward the first year of leasing for several other vehicles. Since subsequent years' lease costs would be paid directly by the fund using the vehicles, we could bill back the first year lease costs to the fund over the term of those leases, reimbursing the Fleet fund's fund balance for the initial year of those leases, without a huge impact to the various funds getting leased vehicles. Because Public Works had already planned to purchase a vehicle, their 2020 budget includes \$10,900 for reimbursement to Fleet fund for year 1 of their 'loan'. This could go toward a lease instead.

A gradual phase in of a leasing program for the City would allow us a chance to evaluate maintenance costs, performance, efficiency, and overall effectiveness of the program. It should be noted that although the lease terms are for 3-5 years, depending on the vehicle, the contract must be renewed annually (with Enterprise). They are willing to absorb the risk that at some point, the governing body could refuse to renew. This lowers the City's risk in entering into leasing contracts with them.



Fleet Report

July 7, 2020

Fleet ID	Fleet Name	Mileage	Hours	VRR	Fleet Condition	Fleet Class	Department	Make	Model	Year	Description
343	0343 - 2005 - Ford - Ranger	69390.00	0.00	26.9	Good	Light Truck	Building Official	Ford	Ranger	2005	Pickup
599	0599 - 2006 - Ford - F-150	33261.00	0.00	22.3	Good	Light Truck	Cemetery	Ford	F-150	2006	Truck
75	0075 - 2006 - Dodge - Sprinter	5073.00	0.00	19.5	Good	Light Truck	Channel 10	Dodge	Sprinter	2006	
995	0995 - 2008 - Toyota - Prius	74000.00	0.00	24.4	Good	Car	City Hall Administration	Toyota	Prius	2008	Hybrid Car
974	0974 - 2007 - Ford - 500	146873.00	0.00	32.7	Good	Car	City Hall Administration	Ford	500	2007	
670	0670 - 2004 - Ford - Taurus	93000.00	0.00	30.3	Good	Car	City Hall Administration	Ford	Taurus	2004	IT Primary
346	0346 - 2005 - Ford - Explorer	114567.00	0.00	32.5	Fair	Light Truck	City Hall Administration	Ford	Explorer	2005	I.T. vehicle
865	0865 - 1996 - FORD - RANGER PICKUP	112263.00	0.00	41.2	Fair	Light Truck	Fleet	FORD	RANGER PICKUP	1996	
16	0016 - 2006 - FORD - EXPLORER	147766.00	0.00	34.8	Fair	Light Truck	Fleet	FORD	EXPLORER	2006	
1501	1501 - 1995 - Chevrolet - K3500	23004.00	0.00	11.8	Good	Light Truck	O&M-Construction	Chevrolet	K3500	1995	Field service vehicle
1005	1005 - 2009 - FORD - F150	146316.00	0.00	30.6	Good	Light Truck	O&M-Construction	FORD	F150	2009	Mitch's Truck
911	0911 - 2006 - Ford - F-250	187315.00	0.00	37.7	Good	Light Truck	O&M-Construction	Ford	F-250	2006	
878	0878 - 1999 - FORD - F-350	110712.00	0.00	37.1	Good	Light Truck	O&M-Construction	FORD	F-350	1999	
1705	1705 - 2012 - CHEVROLET - G3500 LS	179500.00	0.00	25.0	Good	Light Truck	O&M-Streets	CHEVROLET	G3500 LS	2012	15 PASSENGER VAN
1311	1311 - 2013 - Ram - 1500	45133.00	0.00	16.5	Good	Light Truck	O&M-Streets	Ram	1500	2013	Mike's Truck
1302	1302 - 2006 - Ford - F150 XLT	184002.00	0.00	37.4	Good	Light Truck	O&M-Streets	Ford	F150 XLT	2006	Pickup
1014	1014 - 2008 - FORD - F-150	74471.00	0.00	24.4	Good	Light Truck	O&M-Streets	FORD	F-150	2008	Steet Foreman
565	0565 - 2008 - FORD - EXPLORER	121913.00	0.00	29.2	Good	Light Truck	O&M-Streets	FORD	EXPLORER	2008	Locator Vehicle
354	0354 - 2001 - Dodge - Ram 2500	187315.00	0.00	36.7	Good	Light Truck	O&M-Streets	Dodge	Ram 2500	2001	Pickup
1901	1901 - 2019 Dodge 2500 HD	3219.00	0.00	4.3	New	Light Truck	Parks	Dodge	Ram 2500HD	2019	Pickup
1704	1704 - 2012 - FORD - F150	175808.00	0.00	24.6	Good	Light Truck	Parks	FORD	F150	2012	Irrigation Vehicle
1603	1603 - 2016 - Ram - 1500	114321.00	0.00	20.6	Good	Light Truck	Parks	Ram	1500	2016	Pickup
1602	1602 - 2016 - Ram - 1500	115458.00	0.00	20.5	Good	Light Truck	Parks	Ram	1500	2016	Pickup
1013	1013 - 2012 - FORD - F-250	179346.00	0.00	30.9	Good	Light Truck	Parks	FORD	F-250	2012	
978	0978 - 1997 - GMC - K3500	0.00	0.00	29.0	Fair	Light Truck	Parks	GMC	K3500	1997	
792	0792 - 2005 - FORD - F150	132784.00	0.00	34.3	Fair	Light Truck	Parks	FORD	F150	2005	
757	0757 - 2008 - FORD - RANGER	43653.00	0.00	21.4	Good	Light Truck	Parks	FORD	RANGER	2008	

645	0645 - 2006 - FORD - RANGER	95333.00	0.00	28.5	Good	Light Truck	Parks	FORD	RANGER	2006	0645
239	0239 - 2005 - FORD - F250	109767.00	0.00	31.0	Good	Light Truck	Parks	FORD	F250	2005	Plow Truck
238	0238 - 2005 - FORD - F250	114597.00	6.00	32.5	Fair	Light Truck	Parks	FORD	F250	2005	
53	0053 - 2006 - FORD - ESCAPE	67584.00	0.00	25.8	Good	Light Truck	Parks	FORD	ESCAPE	2006	
4026	4V26 - FORD - Interceptor SUV	146873.00	0.00	21.7	Good	Police Vehicle	Police	Ford	Explorer Interceptor	2018	
4025	4V25 - 2011 - Chevrolet - Tahoe	107987.00	0.00	19.8	Good	Police Vehicle	Police	Chevrolet	Tahoe	2011	K9 Vehicle
4024	4V24 - 2016 - FORD - INTERCEPTOR SUV	117985.00	0.00	20.3	Good	Police Vehicle	Police	FORD	INTERCEPTOR SUV	2016	Police Vehicle
4023	4V23 - 2014 - FORD - INTERCEPTOR SUV	105984.00	0.00	23.6	Good	Police Vehicle	Police	FORD	INTERCEPTOR SUV	2014	
4022	4V22 - 2004 - FORD - FREESTAR SES	146873.00	0.00	37.7	Good	Police Vehicle	Police	FORD	FREESTAR SES	2004	Community Service Vehicle
4021	4V21 - 2007 - FORD - EXPLORER	187315.00	0.00	38.7	Good	Police Vehicle	Police	FORD	EXPLORER	2007	
4020	4V20 - 2012 - FORD - ESCAPE	146873.00	0.00	25.9	Good	Police Vehicle	Police	FORD	ESCAPE	2012	Detective Car
4019	4V19 - 2006 - FORD - EXPLORER	147766.00	0.00	34.1	Fair	Police Vehicle	Police	FORD	EXPLORER	2006	
4018	4V18 - 2014 - FORD - INTERCEPTOR SUV	114597.00	2.50	24.5	Good	Police Vehicle	Police	FORD	INTERCEPTOR SUV	2014	Police Interceptor Utility
4017	4V17 - 2017 - FORD - Police Interceptor Utility	23407.00	2792.00	19.3	Good	Police Vehicle	Police	FORD	Police Interceptor Utility	2017	Police Interceptor Utility
4016	4V16 - 2013 - FORD - INTERCEPTOR SUV	147766.00	0.00	25.6	Good	Police Vehicle	Police	FORD	INTERCEPTOR SUV	2013	Police Car
4015	4V15 - 2012 - Subaru - Forester	105965.00	0.00	20.3	Good	Police Vehicle	Police	Subaru	Forester	2012	Detective Car
4014	4V14 - 2013 - FORD - INTERCEPTOR SUV	107781.00	9068.00	44.4	Good	Police Vehicle	Police	FORD	INTERCEPTOR SUV	2013	Sam's Car
4012	4V12 - 2013 - FORD - INTERCEPTOR SUV	187315.00	9774.00	46.6	Good	Police Vehicle	Police	FORD	INTERCEPTOR SUV	2013	Police SUV
4011	4V11 - 2011 - FORD - FUSION	109767.00	0.00	27.0	Good	Police Vehicle	Police	FORD	FUSION	2011	Sargeant Car
4010	4V10 - 2011 - FORD - ESCAPE	66034.00	0.00	22.6	Good	Police Vehicle	Police	FORD	ESCAPE	2011	Chief Vehicle
641	0641 - 2019 Toyota 4 Runner	146000.00	0.00	18.6	New	Light Truck	Police	Toyota	4 Runner	2019	
1708	1708 - 2008 - FORD - EDGE	108810.00	0.00	27.9	Good	Car	Public Works	FORD	EDGE	2008	PW Engineering
975	0975 - 2003 - FORD - RANGER	67919.00	0.00	29.0	Good	Light Truck	Public Works	FORD	RANGER	2003	Construction Inspector
1012	1012 - 2011 - TOYOTA - PRIUS	172209.00	0.00	31.2	Good	Car	Recreation	TOYOTA	PRIUS	2011	
976	0976 - 2007 - FORD - F150	171596.00	0.00	35.2	Good	Light Truck	Recreation	FORD	F150	2007	
368	0368 - 2010 - ZAP - VAN	0.00	0.00	15.0	Good	Light Truck	Recreation	ZAP	VAN	2010	Electric Van

79	0079 - 2006 - FORD - Ranger	183871.00	0.00	37.4	Good	Light Truck	Recreation	FORD	Ranger	2006	
821	0821 - 2009 - Ford - Explorer	90300.00	0.00	14.0	Good	Light Truck	Senior Center	Ford	Explorer	2009	Ford Expolrer
1801	1801 - 2018 - Chevrolet - Silverado 1500	40541.00	0.00	8.1	New	Light Truck	Waste Water	Chevrolet	Silverado 1500	2018	
1305	1305 - 2006 - FORD - TRUCK	180680.00	0.00	29.1	Good	Light Truck	Waste Water	FORD	TRUCK	2006	Crew Vehicle
754	0754 - 2008 - FORD - RANGER	183871.00	0.00	35.4	Good	Light Truck	Waste Water	FORD	RANGER	2008	
559	0559 - 1997 - FORD - F250	32680.00	0.00	34.3	Needs Replaced	Light Truck	Waste Water	FORD	F250	1997	
558	0558 - 2001 - FORD - F150 XL	111475.00	0.00	36.1	Fair	Light Truck	Waste Water	FORD	F150 XL	2001	
1802	1802 - 2018 Ford - F150	29100.00	0.00	6.9	New	Light Truck	Water	Ford	F-150	2018	1802
1304	1304 - 2005 - FORD - TRUCK	181796.00	0.00	29.2	Good	Light Truck	Water	FORD	TRUCK	2005	
1011	1011 - 2012 - FORD - F-250	180282.00	5777.00	32.3	Good	Light Truck	Water	FORD	F-250	2012	
1010	1010 - 2012 - GMC - SIERRA 1500	156427.00	0.00	28.6	Good	Light Truck	Water	GMC	SIERRA 1500	2012	
1004	1004 - 2009 - FORD - F150	156427.00	0.00	31.6	Good	Light Truck	Water	FORD	F150	2009	
939	0939 - 2005 - FORD - Ranger XLT FX4	180054.00	0.00	38.0	Good	Light Truck	Water	FORD	Ranger XLT FX4	2005	Robert's Truck
875	0875 - 1998 - FORD - RANGER	156427.00	0.00	43.6	Fair	Light Truck	Water	FORD	RANGER	1998	
590	0590 - 1999 - Chevrolet - S10	171600.00	0.00	44.2	Fair	Light Truck	Water	Chevrolet	S10	1999	Utility Director
421	0421 - 2000 - FORD - RANGER PICKUP	117852.00	0.00	36.8	Good	Light Truck	Water	FORD	RANGER PICKUP	2000	

Total Records: 69

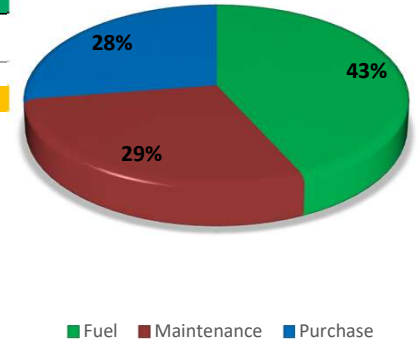
7/7/2020

City of Rifle - Fleet Planning Analysis

Current Fleet	76	Fleet Growth	0.00%	Proposed Fleet	76
Current Cycle	19.00	Annual Miles	8,000	Proposed Cycle	4.96
Current Maint.	\$125.00			Proposed Maint.	\$38.57
Maint. Cents Per Mile	\$0.19	Current MPG	10	Price/Gallon	\$2.75

Fleet Costs Analysis

Fleet Mix							Fleet Cost				Annual	
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	76	4.0	76	0	106,311	0			114,000	167,200	387,511	0
'20	76	17	59	17	0	94,711	-8,500		96,368	153,175	335,754	51,756
'21	76	16	43	33	0	178,472	-32,000		79,774	139,975	366,221	21,290
'22	76	16	27	49	0	262,717	-56,000		63,179	126,775	396,672	-9,161
'23	76	16	11	65	0	353,117	-104,000		46,585	113,575	409,277	-21,767
'24	76	11	0	76	0	420,715	-93,500	-228,646	35,176	104,500	238,245	149,266
'25	76	18	0	76	0	420,715		-181,363	35,176	104,500	379,029	8,482
'26	76	16	0	76	0	420,715		-160,194	35,176	104,500	400,197	-12,687
'27	76	16	0	76	0	420,715		-177,435	35,176	104,500	382,956	4,554
'28	76	16	0	76	0	420,715		-154,979	35,176	104,500	405,413	-17,902
'29	76	11	0	76	0	420,715		-219,648	35,176	104,500	340,743	46,767
									10 Year Savings			\$220,598



Current Fleet Equity Analysis

YEAR	2020	2021	2022	2023	2024	Under-Utilized
QTY	17	16	16	16	11	0
Est \$	\$500	\$2,000	\$3,500	\$6,500	\$8,500	\$0
TOTAL	\$8,500	\$32,000	\$56,000	\$104,000	\$93,500	\$0
Estimated Current Fleet Equity**					\$294,000	

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen"

and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

Lower average age of the fleet

66% of the current light and medium duty fleet is over 10 years old

Resale of the aging fleet is significantly reduced

Reduce operating costs

Newer vehicles have a significantly lower maintenance expense

Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded

Confidential

2/19/2020

enterprise
FLEET MANAGEMENT

City of Rifle - Fleet Profile

Fleet Profile

Fleet Replacement Schedule

Replacement Criteria

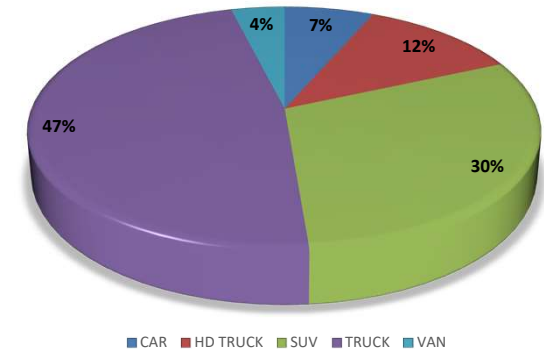
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage
Mid-size Sedan	1	9.1	7,500
Full-size Sedan	4	12.6	7,500
Minivan-Cargo	1	16.2	7,500
Full-size Van-Passenger	1	8.1	22,000
3/4 Ton Van Cargo	1	14.2	7,500
Compact SUV 4x4	6	11.1	7,500
Mid Size SUV 4x2	4	14.2	7,500
Mid Size SUV 4x4	11	7.0	7,600
Full Size SUV 4x4	2	7.0	9,400
Compact Pickup Reg 4x4	1	20.3	7,500
Compact Pickup Ext 4x4	7	14.3	7,500
1/2 Ton Pickup Reg 4x4	2	5.0	7,500
1/2 Ton Pickup Ext 4x4	9	9.0	8,000
1/2 Ton Pickup Quad 4x4	17	21.1	7,000
3/4 Ton Pickup Reg 4x2	2	19.3	7,500
3/4 Ton Pickup Reg 4x4	2	8.1	7,500
3/4 Ton Pickup Ext 4x4	3	14.8	7,500
3/4 Ton Pickup Quad 4x4	1	1.0	12,000
1 Ton Cab Chassis	1	13.2	27,300
Totals/Averages	76	13.1	8,000

2020	2021	2022	2023	2024	Under-Utilized
0	0	0	1	0	0
0	1	2	1	0	0
0	1	0	0	0	0
0	0	0	1	0	0
1	0	0	0	0	0
0	1	2	3	0	0
0	2	2	0	0	0
0	0	2	4	5	0
0	0	0	1	1	0
1	0	0	0	0	0
1	4	2	0	0	0
0	0	0	1	1	0
0	2	3	1	3	0
12	3	1	1	0	0
2	0	0	0	0	0
0	0	0	2	0	0
0	2	1	0	0	0
0	0	0	0	1	0
0	0	1	0	0	0
17	16	16	16	11	0

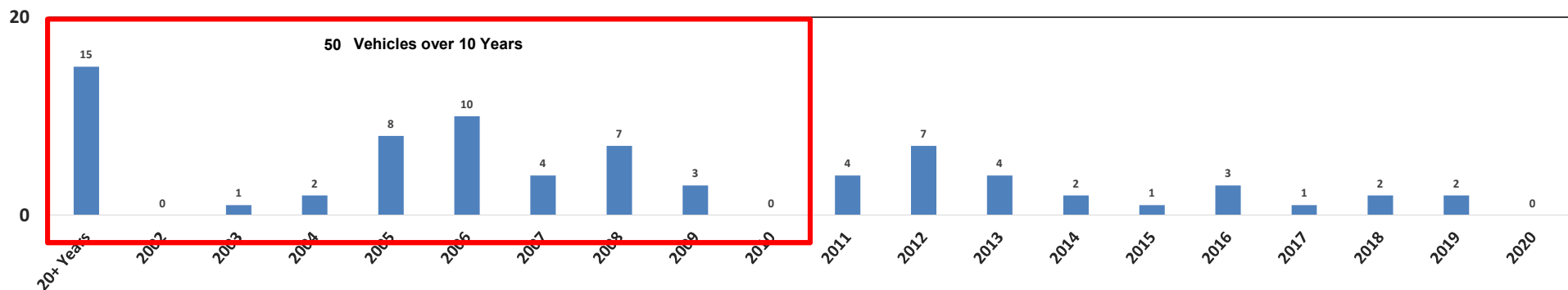
Phase in by Model Year

* Underutilized = Annual Mileage less than 2,500

Vehicle Types



Model Year Analysis





FLEET MANAGEMENT



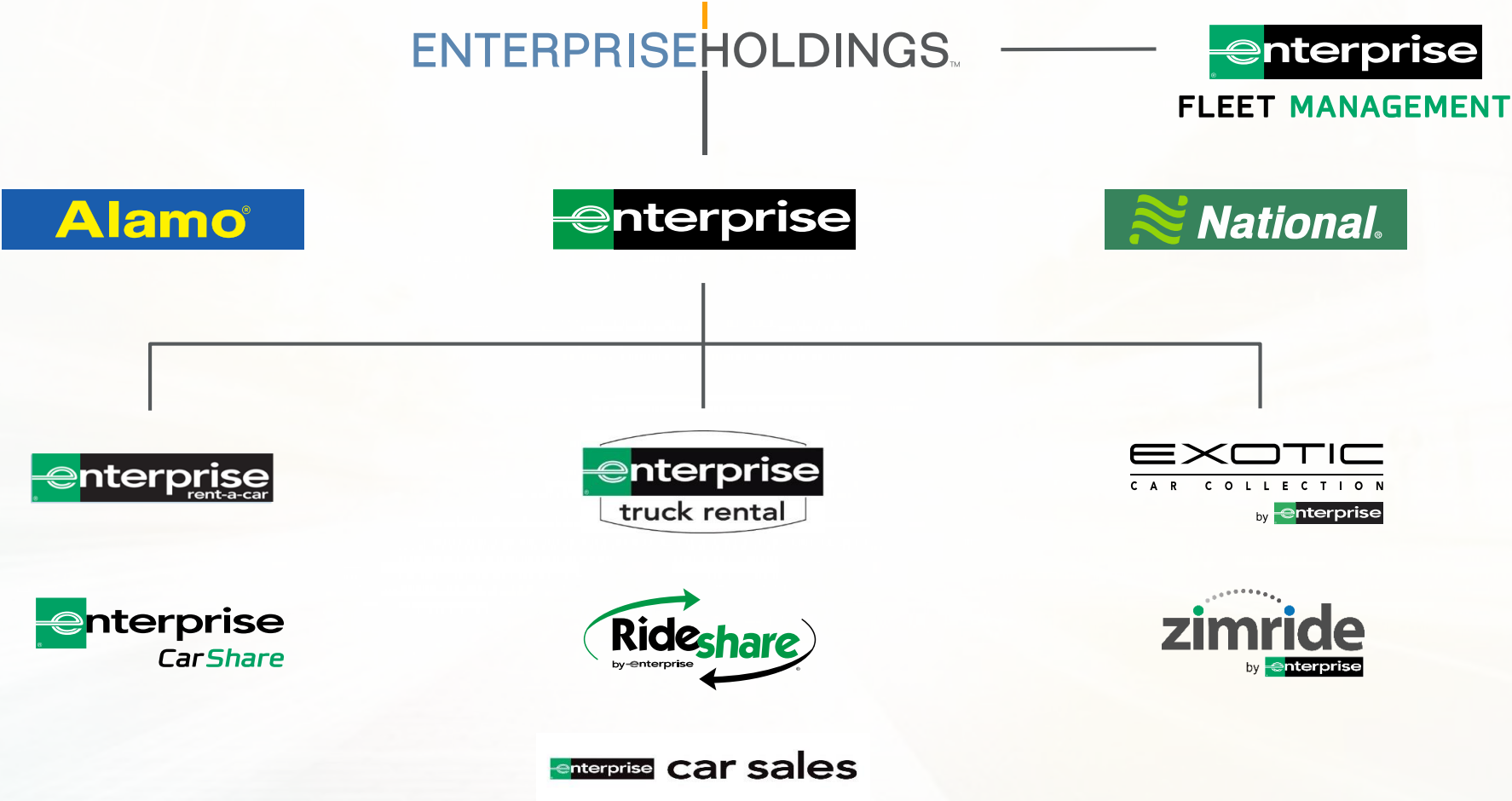
City of Rifle

February 21, 2020

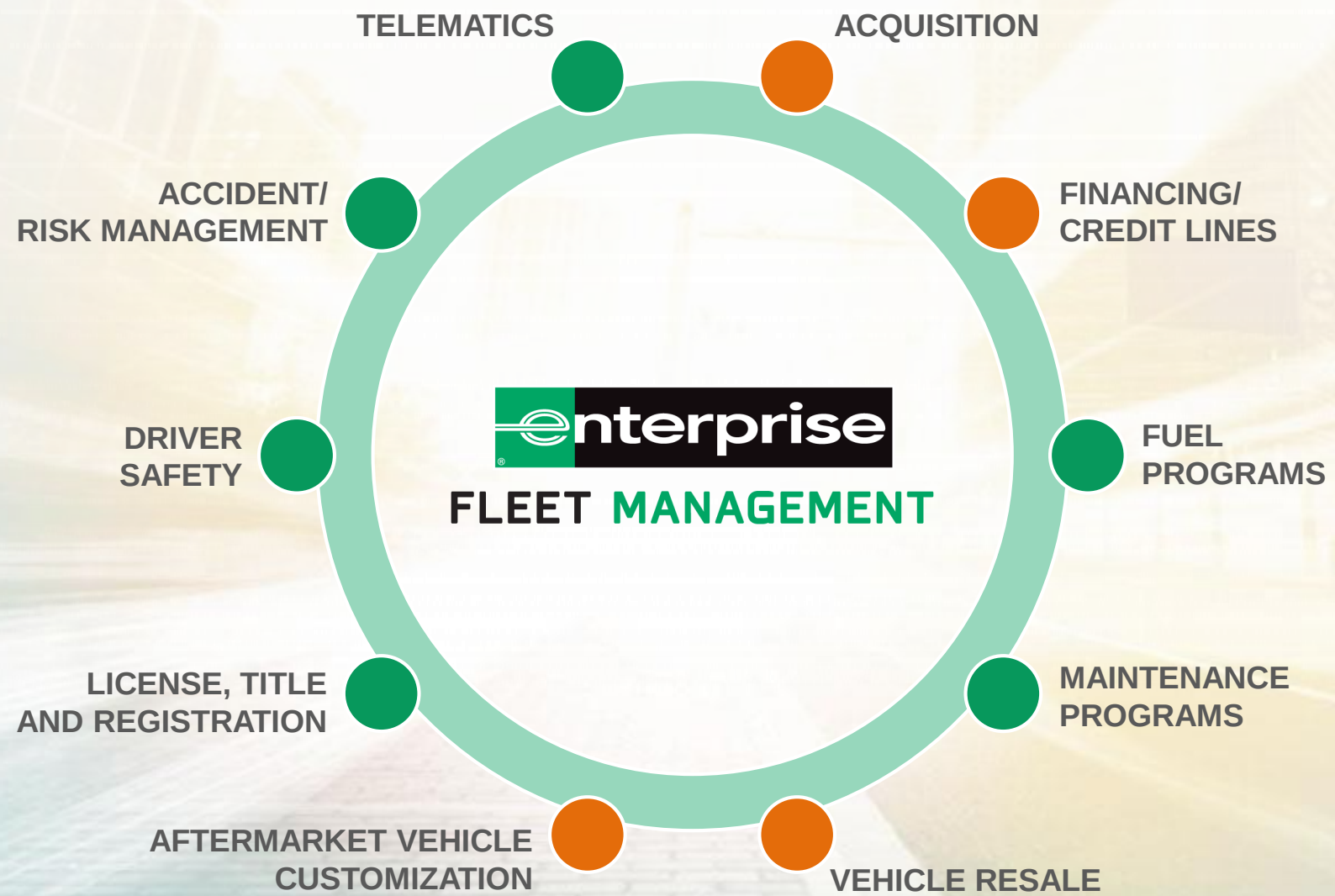
AGENDA

- **Company overview**
- **Value proposition**
 - **Do more with less capital**
 - **Streamline vehicle procurement process**
 - **Cash flow**
 - **Vehicle resale and disposal**
- **City of Rifle Analysis**
- **Local Account Management team**

ENTERPRISE HOLDINGS OVERVIEW

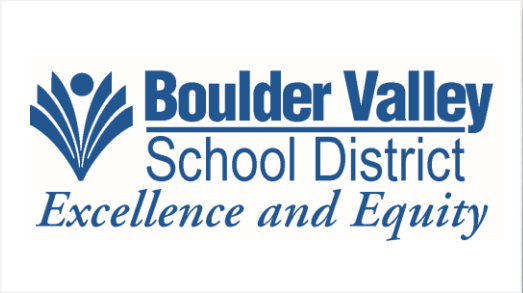


DELIVERING SOLUTIONS. DRIVING RESULTS.

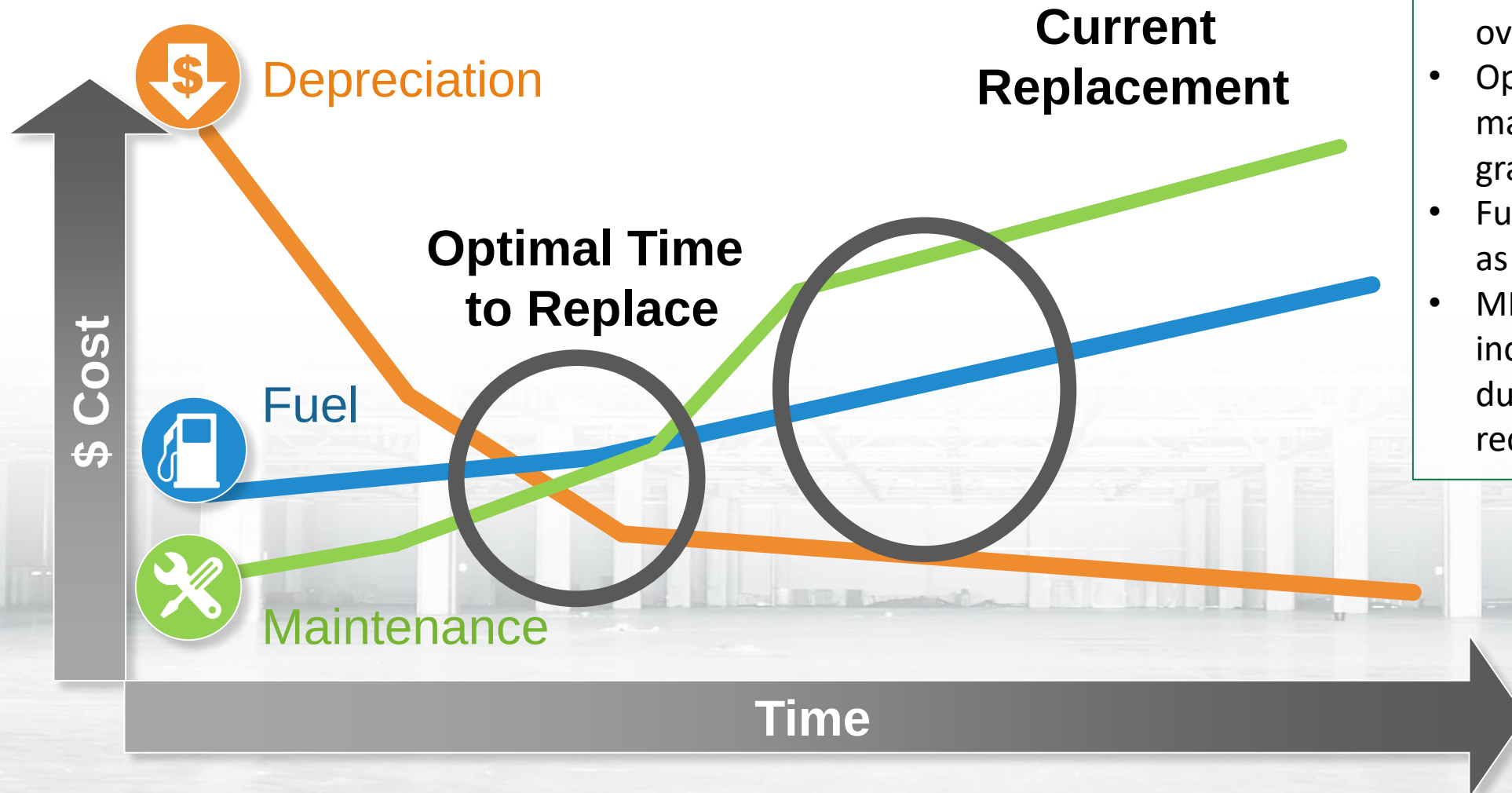


REFERENCES

LOCAL REFERENCES



EFFECTIVE VEHICLE LIFECYCLE ANALYSIS



Key Observations

- Depreciation/year declines over time
- Operating costs of fuel and maintenance increase gradually over time
- Fuel efficiency decreases as a vehicle ages
- MPG on newer models increase year over year due to mandated CAFÉ requirements

Vehicle Selection

- Utilize one channel to source all makes and models
- Ongoing analysis to determine best in class vehicles
- Lowest cent per mile option

Factory Order & Stock

- Enterprise can place orders prior to next fiscal year
- Place one order, do not need to issue multiple PO's
- Use all manufacturers
- Ability to source vehicles locally

Vehicle Logistics

- EFM handles logistics/aftermarket
- Coordination with all aftermarket vendors
- Delivery vehicle turn-key

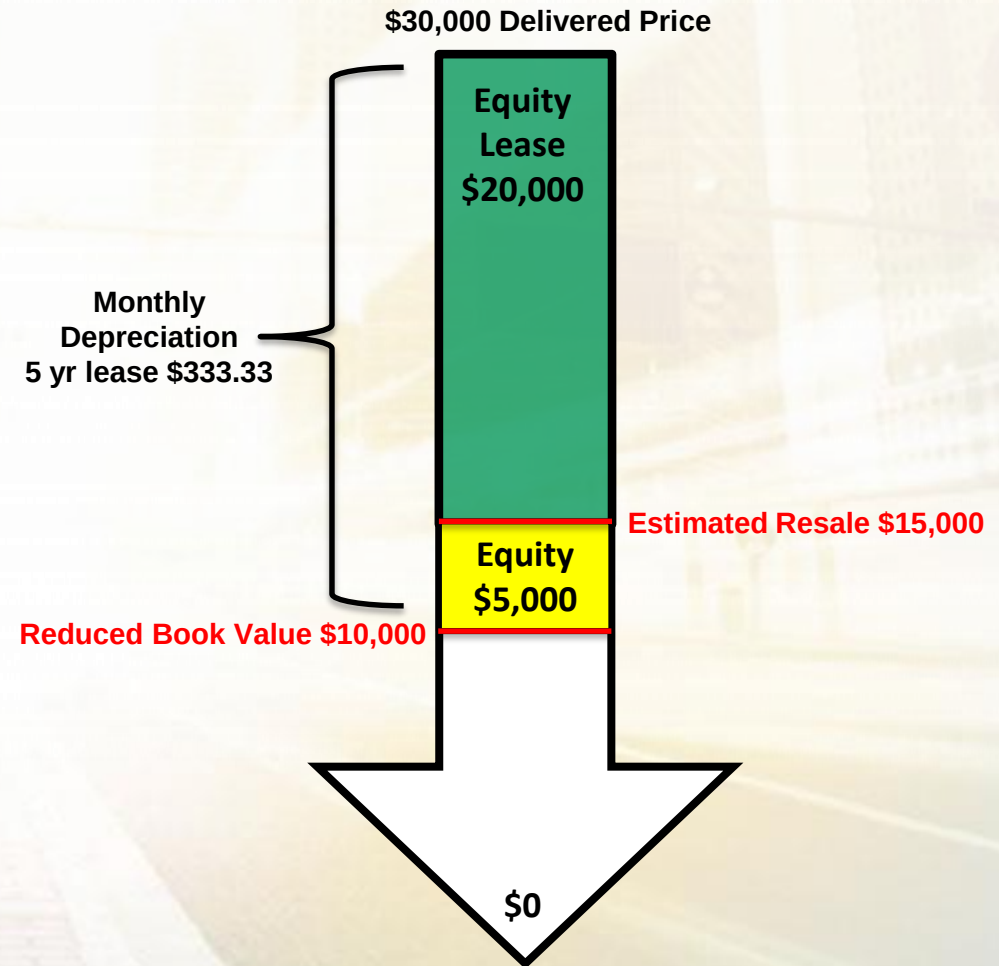
Vehicle Price Increases Within Model Years

Throughout the model year, invoice prices can increase up to four times.



OPEN-ENDED (EQUITY) LEASE STRUCTURE

- Improve cash flow
- No mileage restrictions or wear and tear charges
- Customized terms for use and type of vehicle
- Flexibility of ownership



Flexible Financing Options



Municipal Lease

- Equity lease
- Flexible term
- No mileage restrictions
- No abnormal wear and tear clauses
- Lessee responsible for book value at term
- Lessee keeps vehicle equity at term



100% Capital

- Ideal for clients with strong cash position
- No mileage restrictions
- No abnormal wear and tear clauses
- EFM is title holder until term for vehicle management services



Closed-End Lease

- Walk-a-way lease (Dealer Lease)
- Fixed term
- No responsibility for vehicle resale at term
- Most appropriate for cars and SUV's and mileage predictability

Current Fleet Situation

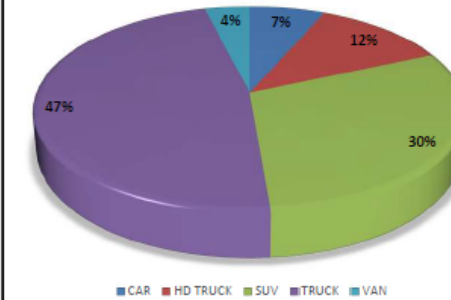
City of Rifle - Fleet Profile

Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2020	2021	2022	2023	2024	Under-Utilized	Phase In by Model Year
Mid-size Sedan	1	9.1	7,500	0	0	0	1	0	0	
Full-size Sedan	4	12.6	7,500	0	1	2	1	0	0	
Minivan-Cargo	1	16.2	7,500	0	1	0	0	0	0	
Full-size Van-Passenger	1	8.1	22,000	0	0	0	1	0	0	
3/4 Ton Van Cargo	1	14.2	7,500	1	0	0	0	0	0	
Compact SUV 4x4	6	11.1	7,500	0	1	2	3	0	0	
Mid Size SUV 4x2	4	14.2	7,500	0	2	2	0	0	0	
Mid Size SUV 4x4	11	7.0	7,600	0	0	2	4	5	0	
Full Size SUV 4x4	2	7.0	9,400	0	0	0	1	1	0	
Compact Pickup Reg 4x4	1	20.3	7,500	1	0	0	0	0	0	
Compact Pickup Ext 4x4	7	14.3	7,500	1	4	2	0	0	0	
1/2 Ton Pickup Reg 4x4	2	5.0	7,500	0	0	0	1	1	0	
1/2 Ton Pickup Ext 4x4	9	9.0	8,000	0	2	3	1	3	0	
1/2 Ton Pickup Quad 4x4	17	21.1	7,000	12	3	1	1	0	0	
3/4 Ton Pickup Reg 4x2	2	19.3	7,500	2	0	0	0	0	0	
3/4 Ton Pickup Reg 4x4	2	8.1	7,500	0	0	0	2	0	0	
3/4 Ton Pickup Ext 4x4	3	14.8	7,500	0	2	1	0	0	0	
3/4 Ton Pickup Quad 4x4	1	1.0	12,000	0	0	0	0	1	0	
1 Ton Cab Chassis	1	13.2	27,300	0	0	1	0	0	0	
Totals/Averages	76	13.1	8,000	17	16	16	16	11	0	

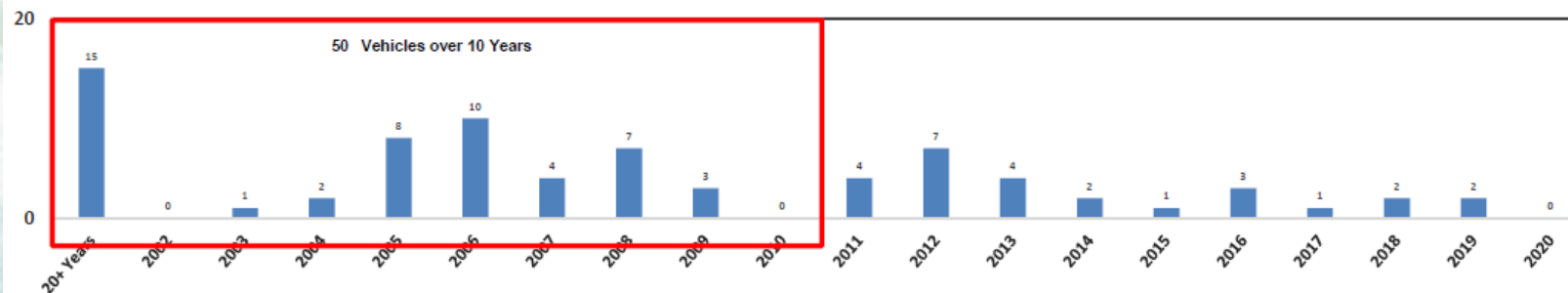
Phase In by Model Year

* Underutilized = Annual Mileage less than 2,500

Vehicle Types



Model Year Analysis



Confidential

2/19/2020

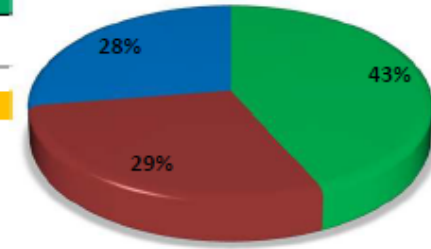
enterprise
FLEET MANAGEMENT

Plan for the Board

City of Rifle - Fleet Planning Analysis

Current Fleet	76	Fleet Growth	0.00%	Proposed Fleet	76
Current Cycle	19.00	Annual Miles	8,000	Proposed Cycle	4.96
Current Maint.	\$125.00			Proposed Maint.	\$38.57
Maint. Cents Per Mile	\$0.19	Current MPG	10	Price/Gallon	\$2.75

Fleet Costs Analysis



Fleet Mix			Fleet Cost						Annual			
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	76	4.0	76	0	106,311	0			114,000	167,200	387,511	0
'20	76	17	59	17	0	94,711	-8,500		96,368	153,175	335,754	51,756
'21	76	16	43	33	0	178,472	-32,000		79,774	139,975	366,221	21,290
'22	76	16	27	49	0	262,717	-56,000		63,179	126,775	396,672	-9,161
'23	76	16	11	65	0	353,117	-104,000		46,585	113,575	409,277	-21,767
'24	76	11	0	76	0	420,715	-93,500	-228,646	35,176	104,500	238,245	149,266
'25	76	18	0	76	0	420,715		-181,363	35,176	104,500	379,029	8,482
'26	76	16	0	76	0	420,715		-160,194	35,176	104,500	400,197	-12,687
'27	76	16	0	76	0	420,715		-177,435	35,176	104,500	382,956	4,554
'28	76	16	0	76	0	420,715		-154,979	35,176	104,500	405,413	-17,902
'29	76	11	0	76	0	420,715		-219,648	35,176	104,500	340,743	46,767

10 Year Savings

\$220,598

Avg. Sustainable Savings

\$5,843

Current Fleet Equity Analysis

YEAR	2020	2021	2022	2023	2024	Under-Utilized
QTY	17	16	16	16	11	0
Est \$	\$500	\$2,000	\$3,500	\$6,500	\$8,500	\$0
TOTAL	\$8,500	\$32,000	\$56,000	\$104,000	\$93,500	\$0
Estimated Current Fleet Equity**					\$294,000	

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

Lower average age of the fleet

88% of the current light and medium duty fleet is over 10 years old

Resale of the aging fleet is significantly reduced

Reduce operating costs

Newer vehicles have a significantly lower maintenance expense

Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded

Confidential

2/19/2020

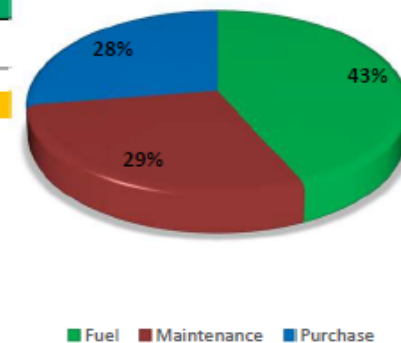
enterprise
FLEET MANAGEMENT

Model- 12 month cycle on ½ ton trucks

City of Rifle - Fleet Planning Analysis

Current Fleet	76	Fleet Growth	0.00%	Proposed Fleet	76
Current Cycle	19.00	Annual Miles	8,000	Proposed Cycle	3.07
Current Maint.	\$125.00			Proposed Maint.	\$40.40
Maint. Cents Per Mile	\$0.19	Current MPG	10	Price/Gallon	\$2.75

Fleet Costs Analysis



		Fleet Mix			Fleet Cost					Annual		
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	76	4.0	76	0	106,311	0			114,000	167,200	387,511	0
'20	76	17	59	17	0	100,224	-8,500	-70,136	96,741	153,175	271,504	116,006
'21	76	30	43	33	0	205,250	-32,000	-115,312	80,498	139,975	278,411	109,100
'22	76	39	27	49	0	291,266	-56,000	-145,417	64,254	126,775	280,878	106,632
'23	76	45	11	65	0	382,648	-104,000	-164,007	48,010	113,575	276,225	111,285
'24	76	43	0	76	0	435,091	-93,500	-234,676	36,843	104,500	248,257	139,253
'25	76	40	0	76	0	435,091		-256,037	36,843	104,500	320,396	67,114
'26	76	43	0	76	0	435,091		-273,475	36,843	104,500	302,958	84,552
'27	76	46	0	76	0	435,091		-309,742	36,843	104,500	266,692	120,819
'28	76	49	0	76	0	435,091		-275,962	36,843	104,500	300,472	87,038
'29	76	43	0	76	0	435,091		-225,678	36,843	104,500	350,756	36,754
10 Year Savings											\$978,554	
Avg. Sustainable Savings											\$79,255	

Current Fleet Equity Analysis

YEAR	2020	2021	2022	2023	2024	Under-Utilized
QTY	17	16	16	16	11	0
Est \$	\$500	\$2,000	\$3,500	\$6,500	\$8,500	\$0
TOTAL	\$8,500	\$32,000	\$56,000	\$104,000	\$93,500	\$0
Estimated Current Fleet Equity**					\$294,000	

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

Lower average age of the fleet
66% of the current light and medium duty fleet is over 10 years old
Resale of the aging fleet is significantly reduced

Reduce operating costs
Newer vehicles have a significantly lower maintenance expense
Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget
Challenged by inconsistent yearly budgets
Currently vehicle budget is underfunded

Confidential

2/19/2020

enterprise
FLEET MANAGEMENT

Vehicle Disposal

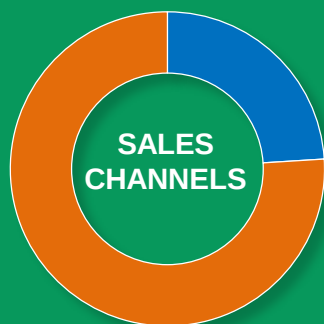
700 DEDICATED
REMARKETING EMPLOYEES
35 in South Florida



150 REMARKETING
LOTS IN NORTH AMERICA

IN 2019, ENTERPRISE
SOLD OVER
1,200,000
VEHICLES.

COMMERCIAL SALES
EXCEEDED AT AN
AVERAGE OF
110.6%
OVER
BLACK BOOK (CVI).



■ AUCTION **15%**
■ DIRECT
TO
DEALER **85%**

19,000+
UNIQUE BUYERS



City of Lake City 9/26/2017 1 (31309)

Replacement Analyses: In Progress Completed Delete Create New

Last Edited: 09-26-2017

Modified By: MADHURI KENLON

Vehicles to Cycle

Vehicles to Cycle

Current Fleet



Lease Term Considered



Show Approved Vehicles

Group By

Vehicle Type

Manage Columns

Replacement Guidelines

Customer's Fleet

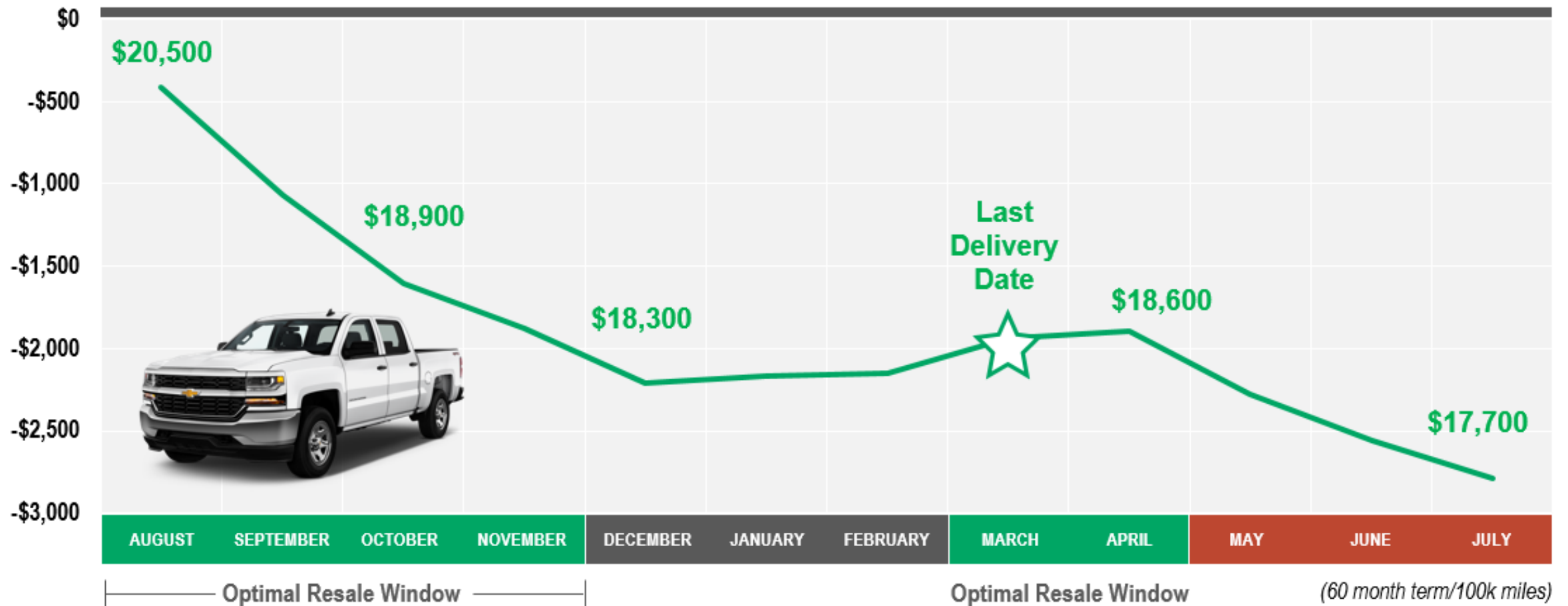
Export

FRG Flag	Year	Make	Model	als	Current Equity Position	12 Month Equity Position	Contract Odometer	Annual Contract Odometer	Contract Odometer Benchmark	Last Known Odometer	Last Known Odometer Date	Projected Current Odometer	Driving Distance Per Day	Estimated Annual Odometer	Driving Distance Per Day (Short Term Trend)	Estimated Annual Odometer (Short Term Trend)	Driving Distance Per Day (Long Term Trend)
1/2 Ton Pickup																	
☒	2013	Ford	F-150		\$8,346.90	\$5,035.11	70,000	14,000	67,672	18,069	4/21/2017	20,339	10	3,643	10	3,643	10
☒	2013	Ford	F-150		\$5,484.40	\$4,250.11	70,000	14,000	67,672	56,125	4/6/2017	67,015	45	16,391	45	16,391	45
☒	2014	Ford	F-150		\$11,665.93	\$9,326.65	75,000	15,000	53,755	23,900	11/21/2017	24,173	21	7,649	21	7,649	21
☒	2014	Ford	F-150		\$7,569.54	\$4,584.18	70,000	14,000	50,172	9,666	4/17/2017	12,207	11	4,007	11	4,007	11
☒	2014	Ford	F-150		\$7,231.79	\$4,719.05	70,000	14,000	50,172	16,702	4/26/2017	20,920	19	6,921	19	6,921	19

Our technology will allow us to predict and plan for future years and vehicle values

TIME'S IMPACT ON RESALE

4 Year Old Vehicle: Value Difference Over The Model Year



ANNUAL CLIENT REVIEW

INDUSTRY OUTLOOK



Vehicle Industry Outlook

- **Safety Improvements in Vehicles**
 - Important considerations for resale/residual value
 - **Safety/Accident Prevention** ranks highest among: Connectivity, Comfort/Convenience, Driver Assistance & Fuel Efficiency
 - Rear backup cameras mandatory in May 2018.
- **Recalls Increasing Across all Manufacturers**
 - Advances in technology & complexity
 - Precautionary to curb lawsuits & avoid harsh penalties
- **Café Standards**
 - 54.5mpg target across portfolio won't be achieved
 - Technology slowing down
 - Consumer preferences impacting target mpg



CUSTOMER OWNED VEHICLE DISPOSAL



**53 Client XYZ
Owned Vehicles
Sold in 2016**



**Average Mileage
122,171
Average Sale price
\$9,550**



**Repair vs.
Replace**

Vehicle	2012 Ford E-250	2013 Acura MDX
Cost of Engine Repair	\$6,975.39	\$9,329.28
Undamaged Wholesale	\$8,000-\$9,000	\$17,000-\$18,000
Sale Price	\$7,180	\$17,000

Vehicle Type	# of Vehicles	Avg. Year	Avg. Mileage	Avg. Sale Price
¾ Ton Cargo	40	2011	122,987	\$9,094
SUV	8	2013	119,289	\$12,560
Sedan	1	2009	116,470	\$5,500
Compact Cargo	1	2013	105,075	\$6,335
1 Ton Cargo	1	2011	133,495	\$7,000
Pickup Truck	2	2011	123,111	\$11,528

KEY HIGHLIGHTS



Aftermarket Partnership

Brought Auto Truck Group partnership to Client XYZ and helped negotiate the cost for aftermarket up fit on Transit-250.



Vehicle Storage Solution

3 consignment units held at Enterprise lot for 60 days to allow for flexibility if a large maintenance issue arises.



Buyout

Buyout of **104** units creating a cash influx to Client XYZ as well as operational efficiencies and better reporting capabilities.



2016 maintenance savings of

\$33,365

including warranty, goodwill, and tech advice.



Total buyout check to
Client XYZ

\$842,131



2018 MODEL YEAR STRATEGY



- 2017 Model Year Cutoff – **May 5th**
- 2018 Model Year Order Banks Open – **June 12th**
 - 1st production starts August 28th
- Order vehicles in Fall for Spring delivery
 - stagger deliveries, as needed
 - take advantage of higher resale market in the spring

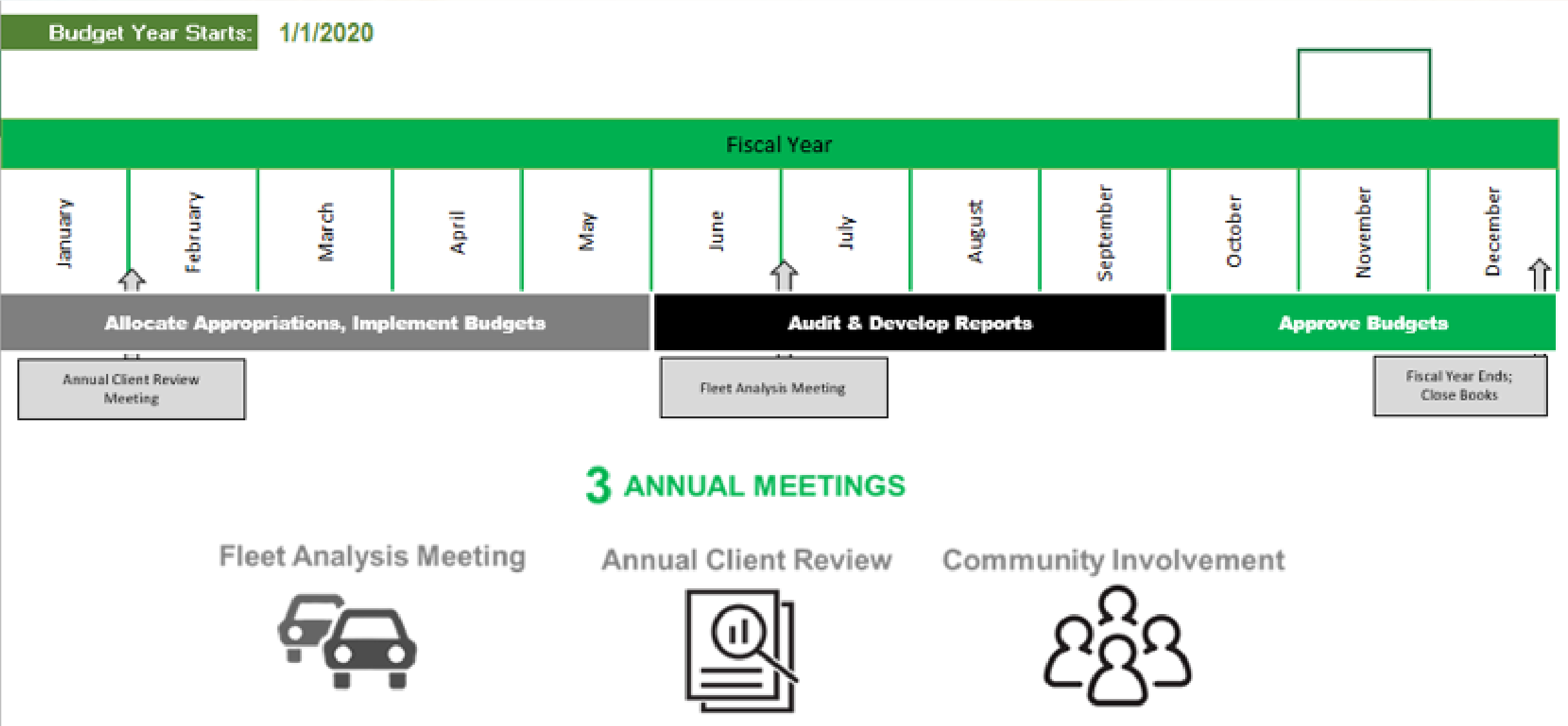


- Replace all units at 120,000 miles in 12 months
 - 57 units
- Order expected growth/new hire units
- Replace units with maintenance problems



- Replace all units at 150,000 miles in 12 months
 - 11 units
- Order expected growth/new hire units
- Replace units with maintenance problems

Government Budget Review



NEXT STEPS/RECAP

- Questions?
- Discuss current budget-FY2020
- Discuss decision making and due diligence process
- Schedule follow up meeting and next steps



FLEET MANAGEMENT

Troy Richard
303-947-2842

Troy.R.Richard@efleets.com



Agenda Item #3.a.

Agenda Item Name:

Citizen Comments/Instructions to participate

Presenter:

Item Description:

Citizen Comments - for items not listed as public hearings on the agenda.

Please limit comments to 3 minutes. Please see instructions below.

Electronic Meeting Participation:

Please click the link below to join the webinar:

[Click here to join electronic meeting](http://www.rifleco.org/ElectronicMeetings) or (www.rifleco.org/ElectronicMeetings)

Password: 929942

Participate by phone:

Dial: 1 301 715 8592 or 1 312 626 6799 / Webinar ID: 416 406 740

If you are participating electronically and would like to make a citizen comment during the City Council Meeting, please raise your hand on Zoom we will call on you during that portion of the meeting. During the meeting, you will be asked to state your name and if you live in the city limits of Rifle.

Recommended Action:

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

None

Executive Summary:

Notification Requirements:

None

Prepared By:

Kristy Doll, CMC, City Clerk

Attachments:

None



Agenda Item #4.a.

Agenda Item Name:

Fermented Malt Beverage Liquor License Application Renewal for Dillon Companies, LLC dba City Market #43

Presenter:

Item Description:

Liquor License Application Renewal for Dillon Companies, LLC dba City Market #43

Recommended Action:

I move to approve the Liquor License Renewal application for Dillon Companies, LLC dba City Market #43

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

Executive Summary:

Dillon Companies, LLC dba City Market #43 located at 1320 Railroad Avenue, Rifle, CO has submitted a Fermented Malt Beverage Liquor License Renewal Application.

The following criteria have been met by the applicant:

- * The application is complete
- * The fees have been paid

I recommend approval of the Fermented Malt Beverage Liquor License Renewal Application for Dillon Companies, LLC dba City Market #43

Notification Requirements:**Prepared By:**

Misty Williams, Administrative Assistant

Attachments:

1. City Market Liquor Renewal Application_Redacted

DR 8400 (07/24/19)

COLORADO DEPARTMENT OF REVENUE

Liquor Enforcement Division

Submit to Local Licensing Authority

Fees Due	
Renewal Fee	96.25
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$ 96.25

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application**Please verify & update all information below****Return to city or county licensing authority by due date**

Licensee Name DILLON COMPANIES, LLC		Doing Business As Name (DBA) CITY MARKET #43		
Liquor License # 01-10779-0175	License Type FERMENTED MALT BEVERAGE OFF (CITY)	Sales Tax License # 01107790175	Expiration Date 08/27/2020	Due Date 07/13/2020
Business Address 1320 RAILROAD AVE RIFLE, CO 81650-3326			Phone Number (970) 625-3080	
Mailing Address PO BOX 305103 NASHVILLE, TN 37230-5103			Email business.license@kroger.com	
Operating Manager AMY MCCAIN	Date of Birth	Home Address	Phone Number	
1. Do you have legal possession of the premises at the street address above? ☒ Yes ☐ No Are the premises owned or rented? ☒ Owned ☐ Rented* *If rented, expiration date of lease _____				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. ☐ Yes ☒ No				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? ☐ Yes ☒ No				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? ☐ Yes ☒ No				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. ☐ Yes ☒ No				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. ☐ Yes ☒ No				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. ☒ Yes ☐ No				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☒ Yes ☐ No				

DR 8400 (07/24/19)

COLORADO DEPARTMENT OF REVENUE

Liquor Enforcement Division

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business CHRISTINE WHEATLEY	Title VICE PRESIDENT & SECRETARY
Signature DocuSigned by: <i>Christine Wheatley</i>	Date 7/9/2020

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For	Date
Signature	Title
	Attest

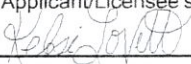
Tax Check Authorization, Waiver, and Request to Release Information

I, KELSI LOVETT - BUSINESS LICENSE ANALYST am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of DILLON COMPANIES, LLC (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) DILLON COMPANIES, LLC		Social Security Number/Tax Identification Number 48-0196590	
Address 1320 RAILROAD AVE.			
City GARFIELD		State CO	Zip 81650
Home Phone Number (970) 625-3080		Business/Work Phone Number (615) 232-9557	
Printed name of person signing on behalf of the Applicant/Licensee KELSI LOVETT - BUSINESS LICENSE ANALYST			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) 			Date signed 7/9/2020

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



Agenda Item #4.b.

Agenda Item Name:

Consider Right of Way Vacation for 201-205 Railroad Avenue - Ordinance No. 7, Series of 2020 - 2nd Reading

Presenter:

Brian Rusche, Planner II

Item Description:

Consider ROW vacation for 201-205 Railroad Avenue (Rifle House)

Recommended Action:

Move to approve Ordinance No. 7, Series of 2020 on second reading.

Fiscal Impact:

None.

Operational Impact:

Prior Board Motions:

Council approved Ordinance No. 7, Series of 2020 on 1st Reading on July 15, 2020.

Background Information:

Executive Summary:

KMLJ, LLC (John Savage) has prepared an Amended Plat to eliminate an apparent conflict between the location of the Rifle House, built in 1890, and the right-of-way (ROW) for Railroad Avenue, shown on maps of the Original Townsite of Rifle.

Based on current survey data, the building encroaches into the mapped ROW by 1.4 to 1.7 feet. Rather than pursuing an encroachment permit, it was deemed prudent to simply match the ROW line to the building.

No utilities are impacted by the proposed vacation, nor are any other lots impacted by this request.

The City Engineer has reviewed the request and expressed no concern.

The proposed right-of-way vacation is not presently needed for transportation purposes nor will it need to be used by the City or the public.

Notification Requirements:

Prepared By:

Brian Rusche, Planner II

Attachments:

1. 07a- FINAL STAFF REPORT_CC 7-15-20 MTG_2020-011_RIFLE HOUSE ROW VACATE
2. 07b- PLAT MAP DRAFT _ORG TOWNSHIP OF RIFLE (RIFLE HOUSE)_201-205 RAILROAD AVE_AMEND PLAT
3. 07c- Ordinance No. 7-ROW Vacation-201 Railroad Avenue

DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6491



MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Brian Rusche, Planner II

DATE: July 6, 2020

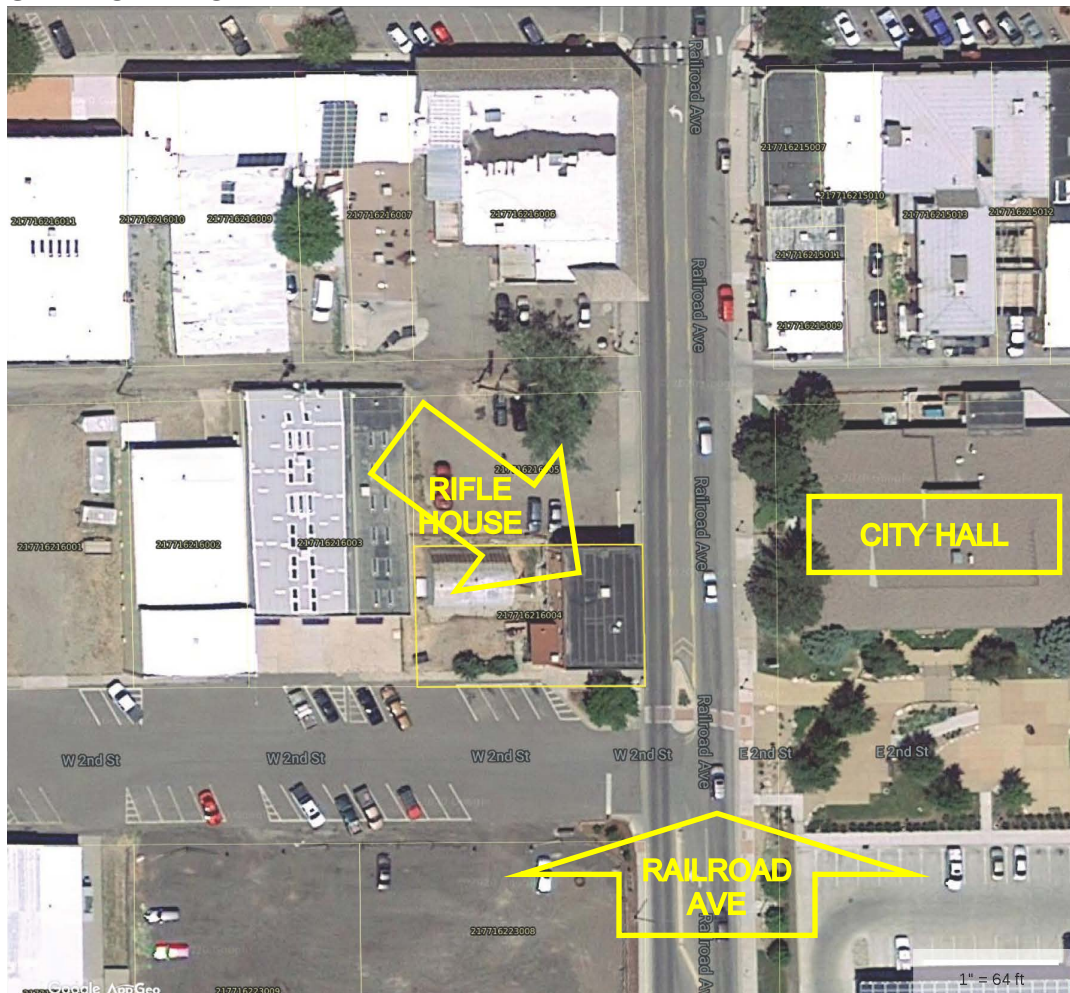
SUBJECT: RIGHT-OF-WAY (ROW) VACATION
CASE: 2020-011

LOCATION: 201-205 Railroad Avenue

APPLICANT: KMLJ, LLC (John Savage)

REQUEST:
Vacate Railroad Avenue ROW to match the location of the Rifle House

SITE LOCATION:







Vicinity Map
Scale: 1"=100'

PLAT NOTES

1.) MINERAL RIGHTS: OWNED BY APPLICANT AND UNLEASED.

TITLE CERTIFICATE

I, _____, AN AGENT AUTHORIZED BY A TITLE INSURANCE COMPANY, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE TITLE TO ALL LANDS SHOWN UPON THIS PLAT AND THAT TITLE TO SUCH LANDS IS VESTED IN _____ FREE AND CLEAR OF ALL LIENS AND ENCUMBRANCES (INCLUDING MORTGAGES, DEEDS OF TRUST, JUDGMENTS, EASEMENTS, CONTRACTS AND AGREEMENTS OF RECORD AFFECTING THE REAL PROPERTY IN THIS PLAT), EXCEPT AS FOLLOWS:

DATED THIS _____ DAY OF _____, A.D. 20____.

TITLE COMPANY: _____

AGENT _____

SURVEYOR NOTES

1.) DATE OF SURVEY WAS FEBRUARY 2020.

2.) BASIS OF BEARINGS FOR THIS SURVEY IS A BEARING OF S89°17'14"E ALONG THE NORTH LINE OF LOTS 9-12, BLOCK M, TOWN (NOW CITY) OF RIFLE, BETWEEN A FOUND #5 REBAR AND A FOUND #5 REBAR AND 1-1/4" RED PLASTIC CAP STAMPED "LS 13501" AS SHOWN HEREBON.

3.) THIS PLAT IS BASED ON:

a. TOWN (NOW CITY) OF RIFLE ORIGINAL PLAT

b. RESEARCH FOR RIGHTS-OF-WAY AND EASEMENTS OF RECORD ARE BASED ON _____

c. MONUMENTS FOUND IN PLACE AS INDICATED HEREBON.

4.) ALL DIMENSIONS SHOWN HEREBON ARE RECORD AND AS-MEASURED UNLESS OTHERWISE INDICATED.

5.) ALL FOUND OR SET MONUMENTS ARE FLUSH WITH GROUND EXCEPT AS NOTED HEREBON.

6.) THE LINEAL UNIT USED IN THE PREPARATION OF THIS PLAT IS THE U.S. SURVEY FOOT AS DEFINED BY THE UNITED STATES DEPARTMENT OF COMMERCE, NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY.

7.) ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREBON.

SURVEYOR'S CERTIFICATE

I MICHAEL J. LANGHORNE, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR LICENSED UNDER THE LAWS OF THE STATE OF COLORADO, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE AMENDED FINAL PLAT OF RIFLE HOUSE, THE SOUTH 56' OF LOTS 9, 10, 11 AND 12, TOWN (NOW CITY) OF RIFLE LAID OUT, PLATTED, DEDICATED AND SHOWN HEREBON, THAT SUCH PLAT ACCURATELY REPRESENTS A SURVEY, PERFORMED BY ME OR UNDER MY SUPERVISION, IS BASED ON MY KNOWLEDGE, INFORMATION AND BELIEF, AND THAT IT CONFORMS WITH THE CURRENT "STANDARDS FOR LAND SURVEYS" OF THE COLORADO AESS BOARD OF LICENSURE, AS WELL AS WITH RELATED SURVEY REQUIREMENTS OF CURRENT VERSIONS OF THE COLORADO REVISED STATUTES AND THE COUNTY OF GARFIELD REGULATIONS. THIS CERTIFICATE IS NOT INTENDED TO BE AN EXPRESS OR IMPLIED WARRANTY OR GUARANTEE OF ANY MATTERS EXCEPT THOSE STATED IN THE PRECEDING SENTENCE AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF THE LOTS, EASEMENTS AND STREETS OF THE AMENDED FINAL PLAT OF RIFLE HOUSE, THE SOUTH 56' OF LOTS 9, 10, 11 AND 12, TOWN (NOW CITY) OF RIFLE AS THE SAME ARE STAKED UPON THE GROUND IN COMPLIANCE WITH APPLICABLE REGULATIONS GOVERNING THE SUBDIVISION OF LAND.

IN WITNESS WHEREOF I HAVE SET MY HAND AND SEAL

DATE: _____

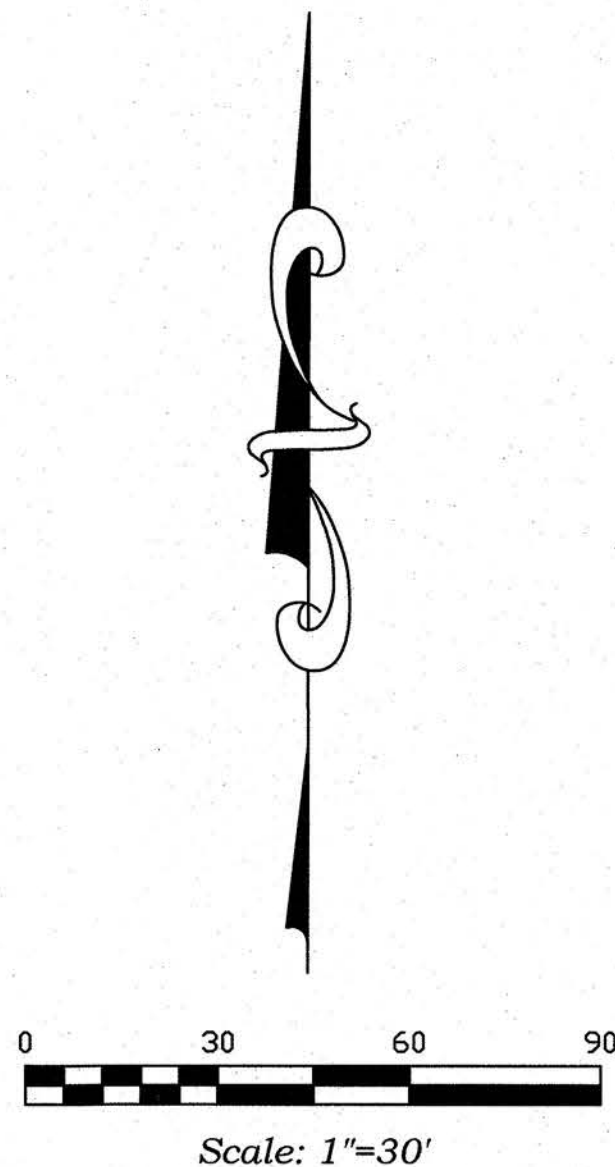
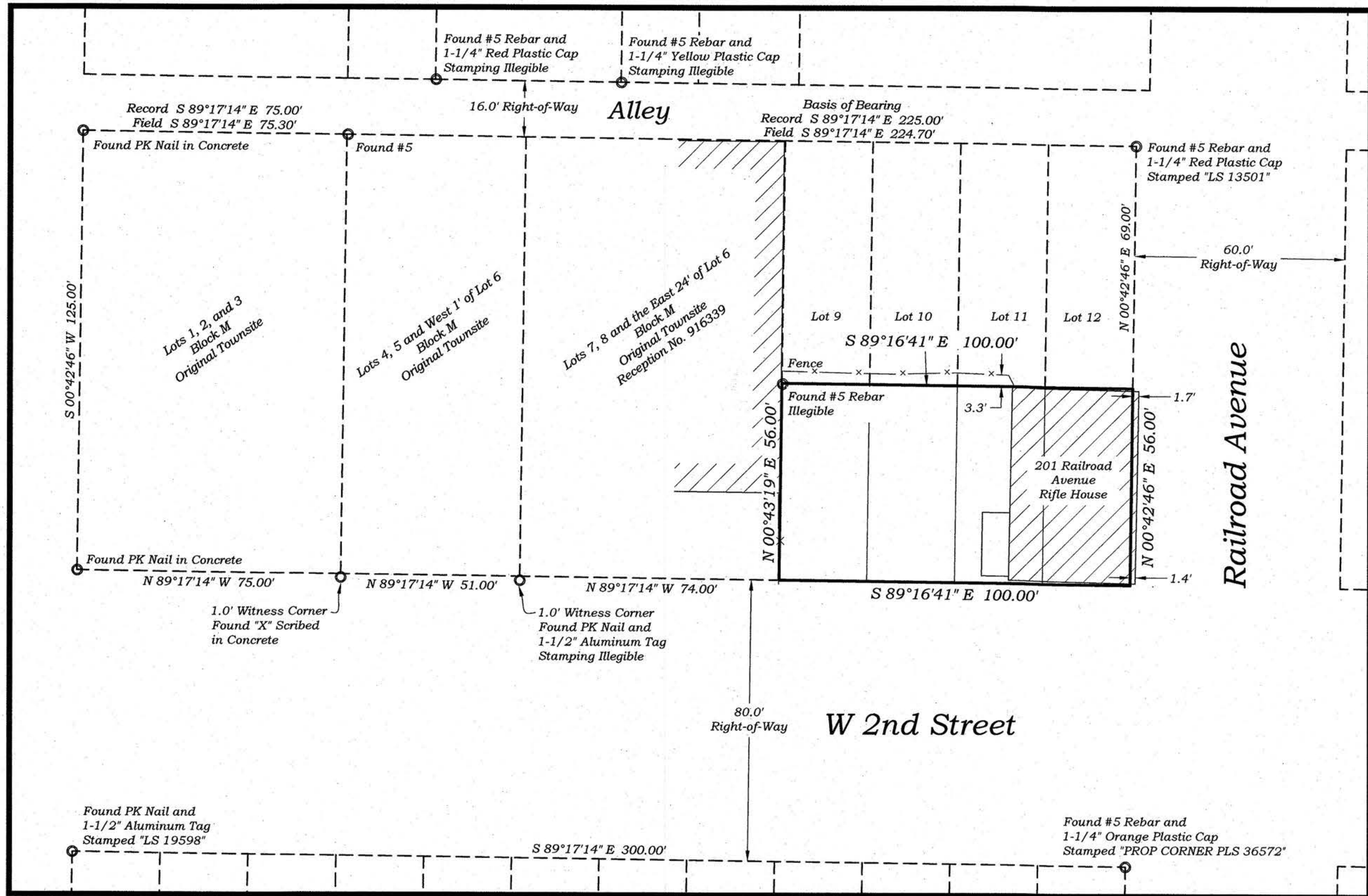
MICHAEL J. LANGHORNE, P.L.S. #36572

REVIEW

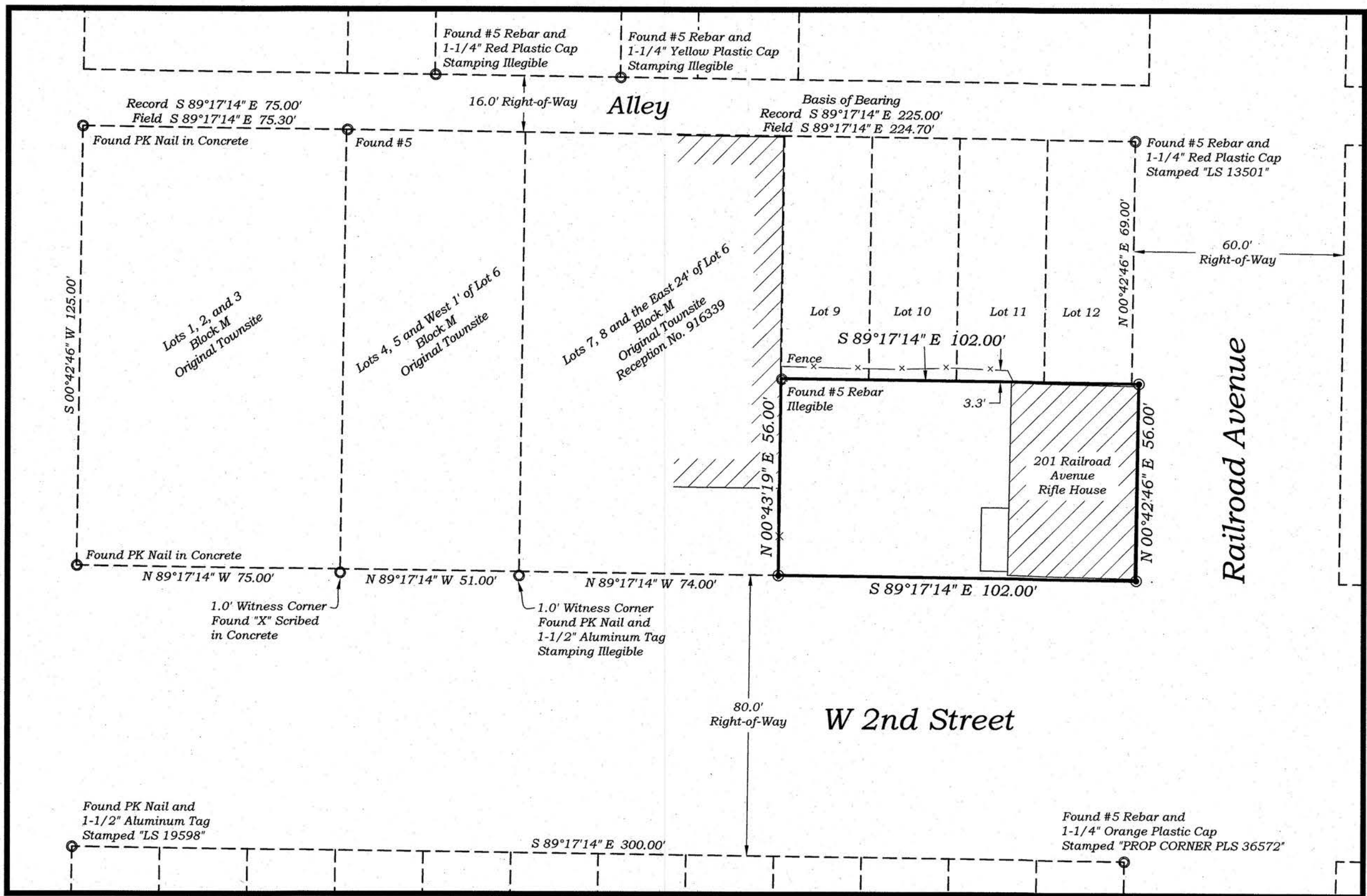
Amended Final Plat RIFLE HOUSE

The South 56' of Lots 9, 10, 11 and 12, Block M, Town (Now City) of Rifle
Parcels of Land Situate in the NW1/4 of Section 16, Township 6 South, Range 93 West of the 6th P.M.
City of Rifle, County of Garfield, State of Colorado

As Platted



As Amended



CERTIFICATE OF DEDICATION AND OWNERSHIP

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED, BEING SOLE OWNER IN FEE SIMPLE OF ALL THAT REAL PROPERTY SITUATED IN GARFIELD COUNTY, COLORADO, DESCRIBED AS FOLLOWS:

SPECIAL WARRANTY DEED RECEPTION NO. 887645:
THE SOUTH 56 FEET OF LOTS 9, 10, 11 AND 12, BLOCK M,
TOWN (NOW CITY) OF RIFLE

HAVE BY THESE PRESENTS, LAID OUT AND PLATTED THE SAME INTO LOTS AND BLOCKS AS SHOWN HEREBON AND DESIGNATE THE SAME AS AMENDED FINAL PLAT

EXECUTED THIS _____ DAY OF _____, A.D., 20____.

AUTHORIZED AGENT
KMLJ LLC
PO BOX 1926
RIFLE, CO 81650

STATE OF COLORADO)
Set Nail and) SS
COUNTY OF GARFIELD)

THE FOREGOING CERTIFICATE OF DEDICATION AND OWNERSHIP WAS ACKNOWLEDGED BEFORE ME
THIS _____ DAY OF _____, A.D., 20____, BY _____

MY COMMISSION EXPIRES: _____

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC _____

CITY OF RIFLE PUBLIC WORKS DIRECTOR CERTIFICATE OF APPROVAL

THIS PLAT APPROVED BY RIFLE CITY PLANNING DIRECTOR PURSUANT TO RIFLE MUNICIPAL CODE SECTION 16-5-140-(D)
THIS _____ DAY OF _____, A.D., 20____.

BRIAN PRUNTY

CLERK AND RECORDER'S CERTIFICATE

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER OF GARFIELD COUNTY, COLORADO, AT _____ O'CLOCK _____, ON THIS _____ DAY OF _____, A.D., 20____, AND IS DULY RECORDED AS RECEPTION NO. _____.

ATTEST: _____
CLERK AND RECORDER

BY: _____
DEPUTY

REVISION

BOOKCLIFF
Survey Services, Inc.

126 East 3rd Street
Rifle, Colorado 81650
Ph: (970) 605-1300
Fax: (970) 605-2773

AMENDED FINAL PLAT

JOHN SAVAGE
201 RAILROAD AVENUE
RIFLE, CO 81650

FILE: AMD PLAT
DFT: TL
CK: M.J.L.
DATE: 3/26/20
PROJECT NO.
19099-01
SHEET 1
OF 1

**CITY OF RIFLE, COLORADO
ORDINANCE NO. 7
SERIES OF 2020**

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO, APPROVING THE
VACATION OF A PORTION OF RIGHT OF WAY ADJACENT TO 201
RAILROAD AVENUE IN THE CITY.

WHEREAS, KMLJ, LLC (hereinafter “Owner”) owns certain real property located at 201 Railroad Avenue within the City of Rifle (hereinafter the “Property”) developed with a building known as the Rifle House; and

WHEREAS, the Rifle House was built in 1890 and current survey data shows it encroaching 1.4 to 1.7 feet into the Railroad Avenue right-of-way; and

WHEREAS, Owner filed a Petition with the City of Rifle, Colorado, requesting that it vacate the right-of-way adjacent to the Property as shown on the Amended Final Plat, Rifle House depicted on Exhibit A attached hereto and incorporated herein by this reference (hereinafter “right-of-way vacation”), which right-of-way vacation serves no public transportation purpose; and

WHEREAS, the City shall not vacate any easement, right-of-way or roadway if doing so would jeopardize the rights of the public, or any public utility; however, in this case, the proposed right-of-way vacation would not jeopardize the public, any public utility, or deny any owner of access to their property; and

WHEREAS, pursuant to C.R.S. §43-2-303(1)(a), the City Council may vacate any roadway or part thereof located within the corporate limits of the City subject to any provision of the City Charter, the Constitution and the Statutes of the State of Colorado; and

WHEREAS, the City Council finds and determines that the right-of-way vacation is not presently needed for transportation purposes nor will it need to be used by the City or the public.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF RIFLE, COLORADO, ORDAINS THAT:

1. Incorporation. The Rifle City Council adopts the foregoing recitals and conclusions as facts and determinations and incorporates them by reference as if set forth in full herein.

2. Vacation and Merger. The right-of-way adjacent to the Property as shown on the Amended Final Plat, Rifle House depicted on Exhibit A is hereby vacated, and this vacated right-of-way shall merge with the adjacent property as provided by C.R.S. §42-3-302.

3. Recordation. The right-of-way vacation provided for herein shall not become effective until this Ordinance is recorded with the Office of the Clerk and Recorder of Garfield County by the City.

4. Cost Reimbursement. Owner shall reimburse the City for all legal and engineering fees, expenses, and costs incurred in connection with this right-of-way vacation and Ordinance.

5. Waiver of Defects. In executing this document, Owner waives all objections it may have over the final disposition of the right-of-way vacation and its merger pursuant to state statute, defects, if any, in the form of this document, the formalities for execution, or over the procedure, substance, and form of the ordinances or resolutions adopting this document.

INTRODUCED on July 15, 2020, read by title, passed on first reading without amendment, and ordered published as required by the Charter.

INTRODUCED a second time at a regular meeting of the Council of the City of Rifle, Colorado, held on August 5, 2020, passed without amendment, approved and ordered published in full as required by Charter.

Dated this ____ day of _____, 2020.

CITY OF RIFLE, COLORADO

By: _____
Mayor

ATTEST:

City Clerk

OWNER:
KMLJ, LLC

John W. Savage, Authorized Representative



Agenda Item #4.c.

Agenda Item Name:

Consider City Manager Employment Agreement

Presenter:

Item Description:

City Manager Employment Agreement

Recommended Action:

Move to approve the City Manager Employment Agreement

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

Executive Summary:

The Employment Agreement for the City Manager is up for renewal. Following the City Council's review of the City Manager at its last meeting, enclosed is an updated Employment Agreement for another 2-year term with substantially the same provisions as the existing Agreement.

Notification Requirements:

Prepared By:

Kristy Doll, CMC, City Clerk

Attachments:

1. Rifle City Manager Contract-Legal-20200805

**EMPLOYMENT AGREEMENT
CITY MANAGER OF THE CITY OF RIFLE, COLORADO**

THIS AGREEMENT is made and entered into between the CITY OF RIFLE, COLORADO ("Employer" or the "City"), and SCOTT A. HAHN ("Employee" or "City Manager") effective the 23rd day of July 2020.

RECITALS

WHEREAS, Employer is a Colorado home rule municipal corporation and is desirous of appointing Employee to serve as City Manager pursuant to Section 6.2 of the City of Rifle Home Rule Charter; (the "Charter"); and

WHEREAS, Employee is qualified to serve as City Manager and desires to enter into this Agreement on the terms and conditions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

TERMS & CONDITIONS

SECTION ONE – EMPLOYMENT

1.1 Employer hereby agrees to employ Employee as City Manager, and Employee hereby accepts and agrees to such employment, subject to the general supervision and pursuant to the orders, advice, and direction of Employer.

1.2 Employee's employment as City Manager under this Agreement shall commence July 23, 2020. Pursuant to Article 6 of the Charter and Chapter 2, Article 3 of the City of Rifle Municipal Code (the "Code"), the City Manager serves as the chief administrative officer of the City and is directly responsible to the City Council for the administration of the City. All City Council direction to the City shall be through the City Manager. The City Manager shall report to and serve at the pleasure of City Council.

1.3 Employee shall perform all duties required of the City Manager by Section 6.4 of the Charter, the City Code, City Personnel Manual, and as requested by City Council. Employee shall also be responsible for performance of duties set forth in Section Two below and such other legally permissible and proper duties and functions as may be assigned from time to time by the City Council.

1.4 Employee is an exempt employee without set hours of work, but is expected to be available at all times and to engage in those hours of work that are necessary to fulfill the obligations of the City Manager's position. Employee may engage in such activities as teaching, writing and professional consultation, so long as the activity does not conflict with the interests of the City.

SECTION TWO – DUTIES

Employee shall have the power and duties set forth in Section 6.4 of the Charter and such other powers and duties as are now or may hereafter be prescribed by state law, the Charter, and the ordinances of the City. Such duties shall include, but not be limited to, the following:

- (A) Those duties specifically enumerated in Section 6.4 of the Charter.
- (B) Efficient day-to-day administration and operation of the City, including supervision and control over all City departments.
- (C) Provide for the sound financial operation of the City, and the preparation and presentation to the City Council of an annual budget, as well as the provision of regular updates to the City Council as to the financial condition of the City.
- (D) Develop and maintain good relationships with other municipal, county, state, and other governmental jurisdictions, local businesses, educational institutions, and local non-profit organizations supporting the City's mission and purpose.
- (E) Acting as spokesperson for the City's positions and policies to media representatives, elected officials, and the public at large.
- (F) Enforce all terms and conditions imposed in favor of the City or its inhabitants in the Charter, Code, adopted ordinances, contracts, or public utility franchises, and upon knowledge of any violation thereof, report the same to the City Council for such action and proceedings as may be necessary.
- (G) Attend City Council meetings and participate in discussions with the City Council in an advisory capacity.
- (H) Perform all additional duties as may be reasonably designated by the City Council.

SECTION THREE – TERM OF EMPLOYMENT

3.1 The term of this Agreement shall be for 24 months from July 23, 2020, to July 22, 2022, subject to annual appropriation in the City's normal budget process at the salary stated in Section Four, below. Employee's work performance shall be reviewed annually.

3.2 Employee agrees to remain in the exclusive employment of Employer during the initial term of this Agreement and any additional terms unless prior written permission is granted by Employer. Employee shall devote all of Employee's professional time, attention, knowledge, and skills solely to the business and interest of Employer. Employer shall be entitled to all of the benefits arising from or incident to all work, services, and advice of Employee, and Employee shall not, during the term of this Agreement, maintain other employment.

SECTION FOUR – SALARY AND BENEFITS

4.1 Compensation. City agrees to pay Employee for services rendered pursuant hereto, an annual base salary of \$144,759.16 per calendar year, payable in installments at the same time as other employees of the City are paid. Compensation shall be reviewed annually with the City's normal budget cycle. Employee acknowledges and agrees that the total compensation to Employee may not exceed 105% of the average of the total compensation paid to City Managers of the approximate population of the City.

4.2 Reserved.

4.3 Benefits. Employer shall provide Employee with health, retirement, paid leave and other employment benefits offered to its full-time supervisory employees as set forth in its Personnel Manual that have completed 15 years of service with the City, as such manual may be amended by City Council from time to time.

4.4 Equipment: The City agrees to budget and pay for a cell phone and laptop computer for the Employee. Equipment shall be used primarily for business purposes, but may be used for personal use. The Employee agrees to provide the corresponding contact number to all Council members, department heads, and Employee's office staff. The Employee agrees to provide calendar information to the Employee's office staff.

4.5 Reimbursement expenses: The City shall reimburse, or may pay in advance, reasonable job-related expenses Employee incurs while performing City Manager duties as budgeted.

SECTION FIVE – TERMINATION AND SEVERANCE PAY

5.1 For the purpose of this provision, termination shall occur whenever the majority of the City Council votes to terminate Employee at a duly authorized City Council meeting.

5.2 In the event Employee is terminated by Employer prior to the end of the contract term without cause and Employee is willing and able to satisfactorily perform the duties of City Manager at the time of termination, City shall pay Employee a sum equal to three times the Employee's monthly gross salary, plus all accrued and unused vacation time at the current rate of pay, plus a sum equal to three months of COBRA coverage comparable to the insurance benefits provided to Employee at the time of termination.

5.3 Any severance pay to be paid under the terms of this Agreement shall be paid in monthly installments or as a lump sum, at Employee's discretion.

5.4 Any severance payment made under any provision of this Agreement shall be contingent on Employee's execution of a full and complete waiver and release of claims or actions arising out of Employee's employment, or termination thereof. No severance payments shall be made under this Agreement until after expiration of any statutory period of revocation to which Employee might be entitled.

5.5 If Employee is terminated for cause, Employer is not obligated to pay severance under this Section. For purposes of this Agreement, the following shall constitute “cause” termination: (1) conviction associated with the commission of a crime of moral turpitude such as an act of fraud or a crime of dishonesty; (2) any felony conviction; (3) willful violation of City policy; (4) negligence or willful malfeasance of Employee’s duties and responsibilities required under this Agreement; or (5) Employee’s prolonged unexcused absence from employment (other than by reason of disability due to physical or mental illness).

5.6 Nothing in this Agreement shall prevent, limit, or otherwise interfere with the Employee’s power to resign at any time from this position. If Employee resigns, Employer is not obligated to pay severance. In the event Employee desires to resign from the City Manager position, Employee shall give the City 30 days’ written notice in advance, unless the City Council otherwise agrees.

SECTION SIX – PROFESSIONAL DEVELOPMENT

Subject to such amounts as may be budgeted and appropriated by the City in its sole discretion, the City agrees to pay the dues, registration fees, travel, and subsistence expenses of Employee for professional and official memberships, travel, meetings, and occasions adequate to continue the professional development of Employee and to pursue necessary official and other functions for the City as may be determined and approved by the City.

SECTION SEVEN – RESIDENCY

Pursuant to Section 6.2 of the Charter, Employee shall reside within the corporate limits of the City, as they exist from time to time.

SECTION EIGHT – ADDITIONAL PROVISIONS

8.1 The text herein shall constitute the entire Agreement between the Parties and supersedes all prior agreements.

8.2 The Agreement is personal to each of the Parties hereto and neither Party may assign nor delegate and of its rights or obligations hereunder without first obtaining written consent of the other Party.

8.3 Any promises or covenants of the City pursuant to this Agreement requiring the payment or disbursement of any money by the City shall be subject to annual budgeting and appropriation.

8.4 If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

8.5 This Agreement shall be governed and construed in accordance with the laws of the State of Colorado.

8.6 Any dispute between the Parties arising out of this Agreement shall be resolved by the filing of an action in Garfield County, the Parties waiving their right to trial by jury and to appeal the determination of the trial judge other than for judicial misconduct. The prevailing party in such action shall be entitled to an award of all costs, fees and expenses, including attorneys' fees.

IN WITNESS WHEREOF, the Parties have agreed to and executed this Agreement to be effective the day and year first written above.

EMPLOYER:
CITY OF RIFLE, COLORADO

Barbara Clifton, Mayor

ATTEST:

City Clerk

EMPLOYEE:

By: _____
Scott A. Hahn



Agenda Item #5.a.

Agenda Item Name:

Public Hearing for a designation of the former Fulton Garage building at 127-131 W. 3rd St. as a local historic landmark - Ordinance No. 9, Series of 2020 - 1st Reading.

Presenter:

Brian Rusche, Planner II

Item Description:

Consider a request for designation of the former Fulton Garage building, located at 127-131 W. 3rd St., as a local historic landmark.

Recommended Action:

I move to approve Ordinance No. 9, Series of 2020 on first reading.

Fiscal Impact:

None.

Operational Impact:

None.

Prior Board Motions:

None.

Background Information:

The Planning Commission acts as the Historic Preservation Board in order to recommend to the City Council properties that request certification as a Local Historic Landmark. Local certification allows properties to be eligible for State funds for historic preservation.

The City Council will review the petition upon completion of the Historic Preservation Board's recommendation; the Board forwards a unanimous approval recommendation from their June 30, 2020 meeting.

The City Clerk shall record all ordinances designating historic landmarks.

Executive Summary:

The applicant, Mark Dyson (d/b/a DYCO Holdings LLC), requests a Historic Landmark Designation of the former Fulton Garage building, located at 127, 129, and 131 W. 3rd Street. The building was constructed in

1928 and consists of 8,250 square feet. The applicant purchased the building in December of 2019 and has already made some internal improvements to the apartments on the second floor. A local historic designation allows the property owner to become eligible for state funding to improve the building. The building is located within the Historic Core subdistrict of the Central Business (CB) zone district.

The applicant has submitted evidence of the building's historical role to the City of Rifle, specifically citing its "cultural, economic, and social heritage" contribution to the community as one of the first three automobile sales and service properties to come to Rifle, which created an "auto-row" and facilitated Rifle's 20th Century change to the movement of people and goods by automobile.

More detailed descriptions of the building and its context are found in the application. Also attached are a letter of support from the Downtown Development Authority (DDA) and additional background from Alan Lambert.

The Planning Commission, acting as the Historic Preservation Board, unanimously approved a recommendation for local historic designation at their June 30, 2020 meeting.

Notification Requirements:

Per RMC Section 16-5-420(e), the Council will conduct a public hearing; except that in noticing such hearing, the requirement for notices to be sent by certified mail shall not apply. A public notice was published in the Citizen-Telegram on July 23, 2020 and the property has been posted with same notice.

Prepared By:

Brian Rusche, Planner II

Attachments:

1. Letter to Planning Dept, Local Historic Landmark
2. APPLICATION_Fulton Garage Historic Designation
3. RE_Historic Designation - 127-131 W. 3rd Street
4. Ordinance No. 8-Fulton Garage Historic Landmark



**DOWNTOWN
DEVELOPMENT
AUTHORITY**

RIFLE, COLORADO

June 10, 2020

City of Rifle Planning Department
202 Railroad Ave.
Rifle, Colorado 81650

RE: Local Historic Landmark Designation

Dear City of Rifle Planning Department,

The Rifle Downtown Development Authority, at the June 9th meeting, voted to recommend the City move forward on designating the Fulton Garage Building, at 127, 129, and 131 W. 3rd Street, Parcel Number R361879 in downtown Rifle, with Local Historic Landmark Designation.

The anticipated restoration back to its original storefront design will add improvements to W. 3rd Street along with desirability to rent the space, improving property tax as well as a sales tax.

The owner, Mark Dyson, seems to have the vision and experience to improve the building and see the restoration through.

We ask the Planning and Zoning Commission to consider approving this Local Landmark Designation which allows the owner to pursue ways of offsetting the cost of renovation through grants and tax incentives.

Thank you for your attention to this matter as we all strive to improve the downtown area.

Sincerely,

11 JUNE 2020

Randy Winkler, Chair
Rifle Downtown Development Authority

DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6491

**LAND USE APPLICATION FORM****Application Type** (check all that apply):

- | | | |
|---|--|---|
| ☐ Amended Plat | ☐ Lot line Rearrangement | ☐ Site Plan |
| ☐ Annexation | ☐ Minor Subdivision Sketch Plan | ☐ Text Amendment |
| ☐ Conditional Use | ☐ Outside City Water/Sewer | ☐ Vacation – Easement / Right-of-Way |
| ☐ Final Plat | ☐ Preliminary Subdivision Plan | ☐ Zoning Variance |
| ☐ Floodplain Development | ☐ Sketch Subdivision Plan | ☐ Zoning Map Amendment |
| ☐ Lot line dissolution | ☐ Sketch – Preliminary Subdivision Plan | ☐ GIS System Integration |
| | | ☐ Other |

Brief Description of Application(s)

I am nominating the former Fulton Garage (later became Montgomery Ward building) to be one of Rifle's local historic landmarks. The building was constructed in 1928 for automotive sales and service use. Throughout the 1930s and 1940s, most major automotive sales and service structures as well as a filling station were along West 3rd Street. The subject property was a significant part of that auto-row and Rifle's twentieth-century change to movement of people and goods by automobiles. As automotive sales and service moved off 3rd street, the property became the Montgomery Ward department store. Both of these uses had significant impact on many Rifle residents.

Property InformationAddress: 127, 129 and 131 West 3rd Street, Rifle, COParcel ID number: R361879Legal Description (attach additional sheet if necessary): Original Townsite, Blk M, L 19, 20 & W3' of L 18Access to Property: Contact Mark Dyson 303-810-6805**Instructions for Submittal**

- Original applications with original signatures must be provided.
- In addition to this application, all information on the supplemental checklist must be submitted.
- Incomplete applications will not be accepted and will delay processing.
- Initially, one copy of each document may be submitted to the Planning Department for review. When the documents are deemed adequate, additional copies as required by the Planning Department shall be submitted.
- All documents, plans, plats, etc. shall be no larger than 8 1/2" x 14" in size or folded to that or a smaller size.
- The property owner must fill out the Owner Affidavit in presence of notary.

STAFF USE ONLY

Pre-app conference: _____ (date) Application received: _____ (date)

Application complete: _____ (date) Case Number: _____

Fees: _____ Case Name: _____

Deposits: _____

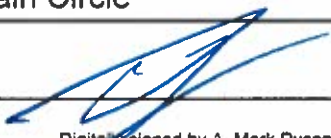
Paid: _____ (date) Referrals sent _____ (date)

Project Team Information (fill in all that apply) (add additional sheets if needed):

Property Owner(s) Name: Mark Dyson Phone: 3038106805
Company: DYCO Holdings LLC Fax: None
Address 79 Lookout Mountain Circle, Golden, CO 80401 Email: mdyson@dycodiv.com
Authorized Rep. Name: same as above Phone: _____
Company- Managing Member: same as above Fax: None
Address same as above Email: NA
Engineer/Designer(s) Name: None Phone: NA
Company: Not applicable (NA) Fax: NA
Address: NA Email: _____
Billable party: ☒ Owner ☐ Representative ☐ Engineer

Billable Party

The Billable Party, by signing below, hereby agrees to reimburse the City the actual costs to the City for engineering, surveying, and legal services rendered in connection with the review of the Application. The Billable Party shall also reimburse the City for the cost of making any corrections or additions to the master copy of the official City map and for any fees for recording any plats and accompanying documents with the County Clerk and Recorder of Garfield County. The Billable Party agrees that interest shall be imposed at rate of 1.5% per month on all balances not paid within thirty (30) days of the date of the statement. In addition to any and all remedies available to the City and in the event the City is forced to pursue collection of any amounts due and unpaid, the City shall be entitled to collect attorney's fees and costs incurred in said collection efforts in addition to the amount due and unpaid.

DYCO Holdings LLC
Company (printed)
79 Lookout Mountain Circle
Address
303-810-6805
Phone
A. Mark Dyson
Signature

Digitally signed by A. Mark Dyson
Date: 2020.04.29 13:41:13 -06'00'

Mark Dyson
Contact Name (printed)
mdyson@dycodiv.com
Email
None
Fax

Driver License
Type of Identification
County of Jefferson
State of Colorado

Sworn to and subscribed before me this 30 day
of April, 2020
(fill in month) (fill in year)

By A. Mark Dyson
(Contact name printed)

Witness my hand and official seal.

Notary Public
My Commission expires 01/10/2023

OSCAR MEDRANO
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20194001295
MY COMMISSION EXPIRES 01/10/2023

Office Use Only

Disclosure of Property Ownership

- ☐ If owner is an individual, indicate name exactly as it appears on the deed.
- ☒ If owner is a corporation, partnership, limited partnership, or other business entity, name principals on a separate page. Please include the articles of organization, partnership agreement, etc., as applicable.
- ☐ If owner is a land trust, name beneficiaries on a separate page.
- ☐ If applicant is a lessee, indicate the owner(s) on a separate page.
- ☐ If applicant is a contract purchaser, attach a copy of the contract, and indicate the owner(s) on a separate page.

Please provide the name(s), mailing address(es), street address(es), and phone number(s) for all owners.

Property Owner Affidavit

I/We, A. Mark Dyson, being first duly sworn, depose and state under penalties of perjury that I am (we are) the owner(s) of the property described herein and which is the subject of the application and proposed hearings; that all answers provided to the questions in this application, and all sketches, data, and all other supplementary matter attached hereto and made part of this application, are honest and true to the best of my (our) knowledge and belief. I (we) understand that this application must be complete and accurate prior to a hearing being scheduled. I (we) authorize City staff to visit the site as necessary for proper review of this application. I (we) further acknowledge that until paid, ALL LAND USE APPLICATION FEES, INCLUDING FEES FOR PROFESSIONAL REVIEW SERVICES, SHALL BECOME AND REMAIN A FIRST AND PERPETUAL LIEN ON OR AGAINST THE SUBJECT PREMISES PURSUANT TO RMC §16-1-60(e).

(If there are any special conditions such as guard dogs, locked gates, restricted hours, etc., please give the name and phone number of the person(s) who can provide access to the site.)

Mark Dyson

Name (printed)

79 Lookout Mountain Circle

Golden, CO 80401

Address

3038106805

Phone

None

Fax

A. Mark Dyson

Digitally signed by A. Mark Dyson
Date: 2020.04.29 13:44:04 -06'00'

Signature

Driver License

Type of Identification

County of **Jefferson**

State of **Colorado**

Sworn to and subscribed before me this **30** day of **April**, **2020**
(fill in month) (fill in year)

By **Andrew Mark Dyson**
(name printed)

Witness my hand and official seal.

Notary Public

Name (printed)

Address

Phone

Fax

Signature

SS

OSCAR MEDRANO
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20194001295
MY COMMISSION EXPIRES 01/10/2023

Authorized Representative

I/We permit Mark Dyson (Authorized Representative name) to act as my/our representative in any manner regarding this application, to answer questions and to represent me/us at any meeting and public hearing(s) which may be held on this application.

NOTE: All correspondence will be sent to the authorized representative. It will be the representative's responsibility to keep the owner(s) adequately informed as to the status of the application.

Same as Authorized person

Property Owners Name (printed)

Address

Phone

Fax

Signature

Type of Identification

County of _____)

SS

State of _____)

Sworn to and subscribed before me this _____ day of _____, _____
(fill in month) (fill in year)

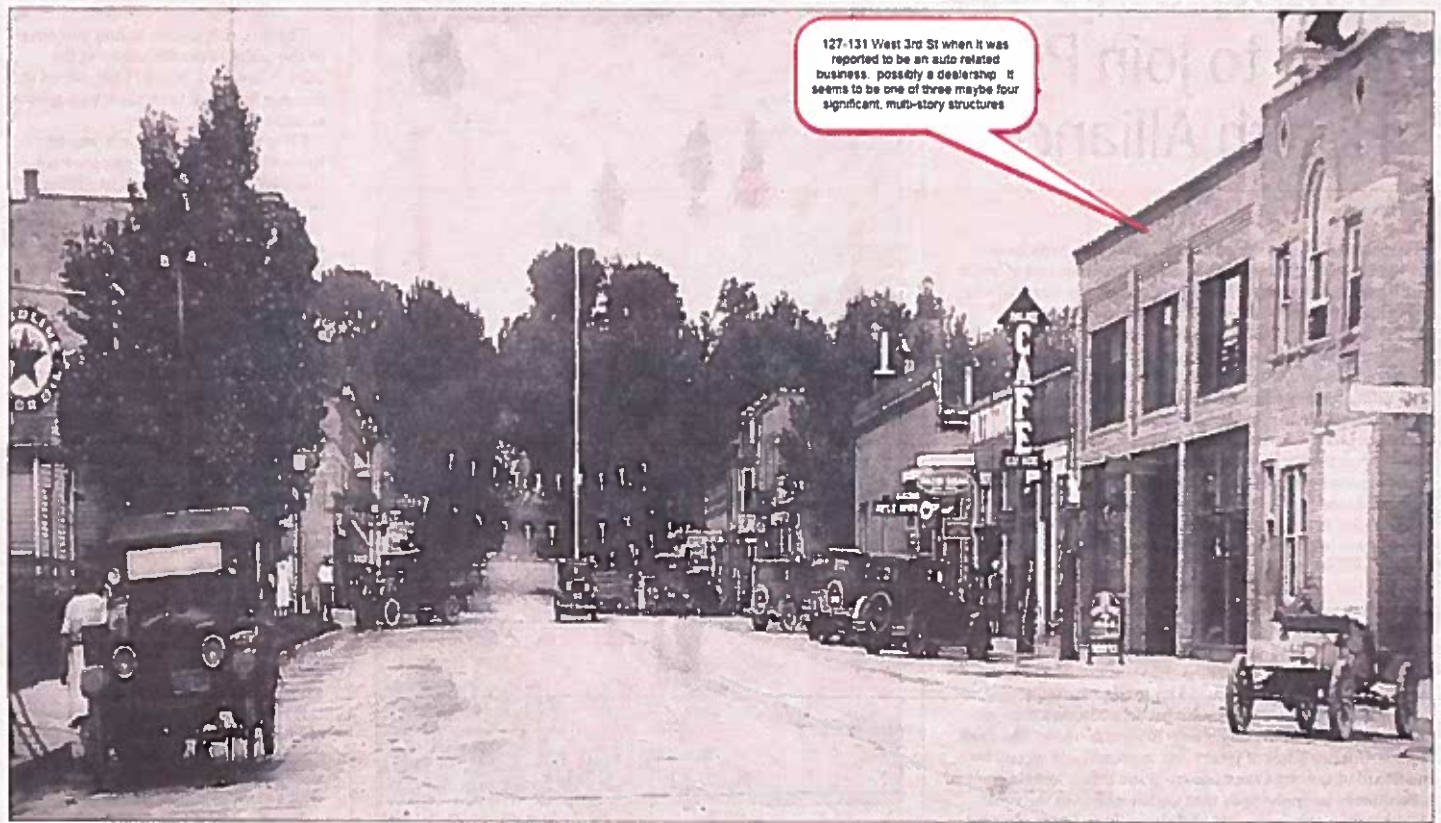
By _____
(name printed)

Witness my hand and official seal.

Notary Public

My Commission expires _____

Registry of Historic Properties Nomination Form



Nomination Information		Date of Application: May 4, 2020	
Name of Property:	None at this time	Historic Name or Also Known As:	The Fulton Garage and later known as Montgomery Wards
Property Address:	127, 129 & 131 West 3 rd Street, Rifle, CO	Category of Nomination:	☒ Structure ☐ Site (may include multiple structures on one site) ☐ District (requires boundary description of all properties located in the proposed district)
Lot/Block Subdivision Or Parcel Number: The west 3 feet of Lot 18, All of lots 19 & 20, Block M, Town (now city) of Rifle, CO		Existing Designation?	☐ Individual ☐ District ☐ Local ☐ State ☐ Nat'l
☒ I am the owner of the property I am nominating ☐ I am not the property owner, but have obtained the property owner's approval as referenced by signature below ☐ I am not the property owner and have not been able to obtain the owner's approval for this nomination		This property /district currently holds the following historic designation: (check all that apply)	Date designated: NA ☒ Original location ☐ Property moved Date moved:
Historic use description: Original use was for automotive sales and repair Current use description: When purchased by DYCO in December 2019 the property was a partially renovated structure. At-grade, store-front commercial suites 127, 129 and 131 had been renovated. Much of the remainder of the building was vacant and uninhabitable. Since purchase all three dwellings on second level have been renovated to include ¾ bathrooms versus a "mish mash" of fixtures and a single common hallway shower. The bowstring truss building in the rear remains uninhabitable with evidence of a fire in the roof and many water leaks. We have bids up to \$75,000 to replace the roof. It is on our schedule for a summer 2020 replacement and we would like that project exempt from review by the Historic Preservation Board, Rifle Historic Society or related entity before permitting is granted.			Year of original construction: 1928 +/- per Assessor records

Registry of Historic Properties Nomination Form cont.

Property Significance: (Select all that apply)

☐ <u>Architectural</u> Distinctive characteristics of a type, period, method of construction, or artisan	☒ <u>Social/Historic</u> Associated with events or persons that have made a significant contribution to history	☐ <u>Geographic</u> Property has geographic importance	☐ <u>Archeological/Subsurface</u> Demonstrable potential of important discoveries related to history or pre-history
--	--	--	---

Number of contributing and non-contributing structures: 1 Contributing Non-Contributing

(for districts only - see definitions in information packet)

Property Owner Name: DYCO Holdings LLC	Owner Contact Information:	Address: 79 Lookout Mountain Circle, Golden, CO 80401
		Phone: 303-810-6805
		E-mail: mdyson@dycodiv.com
Applicant Name: Mark Dyson	Applicant Contact Information:	Address: 795 McIntyre Street, Suite 205, Golden, CO 80401
Representing: DYCO Holdings LLC (company)		Phone: 303-810-6805
I submit request as noted on application for historic designation of this property. I affirm all information on this application is true and correct to the best of my knowledge by my signature affixed hereto:		☒ As owner of the property shown on application above, I give permission for this applicant to pursue historic designation for my property. OR (for district nominations): ☐ A sheet has been attached with the signatures of at least 51% of the owners of all properties within the proposed district.
 Signature of Applicant:		 Signature of owner:

Submittal Attachments

The following information accompanies this application for consideration.

<i>Requirement</i>	<i>Description</i>
☒ Nomination Questionnaire	See attached
☒ Site Map	See attached Improvement Location Certificate
☒ Photo Log	See prior historic photos as well as those of condition at purchase and in-renovation
☐ Boundary Description (for districts only)	Not applicable (NA)
☐ Ownership Permission Sheet (for districts only)	NA

Nomination Questionnaire

Respond to each of the questions below in the "insert response" box. If responding digitally, please delete the "insert response" prior to typing your answer without changing the font and color settings as demonstrated below.

1. Provide a history of the property requesting nomination.

Insert Response: The property first appears on the May 1939 Sanborns map and is labeled as Auto Sales and Service. There are no Sanborns maps between August 1914 and May 1939, possibly because the Town opted out of paying for Sanborns' service during this time. The County Assessor shows the subject property's year of construction as 1928. Because it was designed for auto sales and service, there was a drive-thru door fronting 3rd Street in the middle of the building providing access to the rear bowstring truss building for maintenance.

No expansions of the building are apparent anywhere. The second level of the 3rd Street fronting portion of the structure was originally office use, but was later converted to residential dwellings.

2. Which of the following categories are met by the property or district being nominated?

(Check all of the following that apply, and respond to each criteria as applicable.)

☐ 1) Architectural category

☐ Exemplifies specific distinguishing characteristics of an architectural period of style.

Insert Response:

☐ Is an example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally or locally.

Insert Response:

☐ Demonstrates superior craftsmanship or high artistic value.

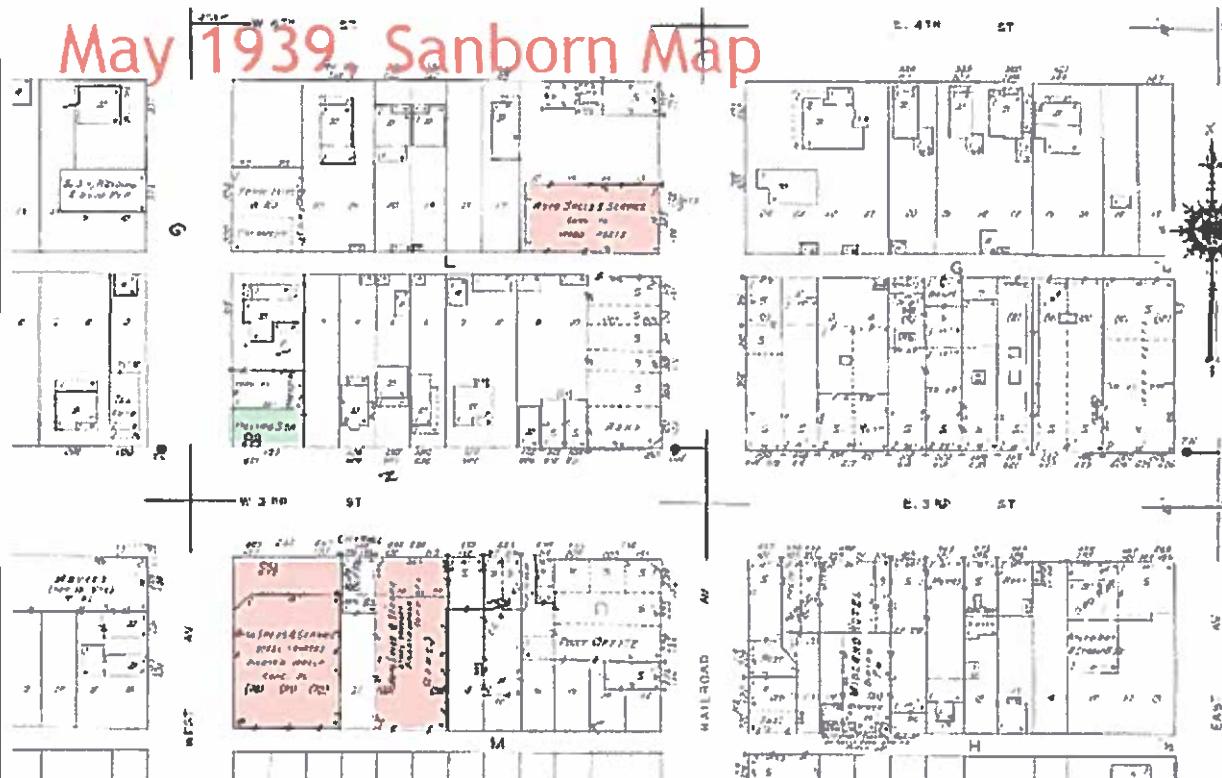
Insert Response:

☐ Contains elements of architectural design, detail, materials, constructions or craftsmanship which represent as significant innovation.

Insert Response:

Evidences a style particularly associated with the Rifle area.
Insert Response:
☒ 2) Social and historic category
☐ Is the site of an historic event that had an effect upon society?
Insert Response:
☒ Exemplifies cultural, political, economic or social heritage of the community.
Insert Response: The property was one of Rifle's first three auto sales and service properties when automobiles changed society and business forever. It was known as Fulton Garage and Plymouth Dealership. It was significant enough that in the book by Betty J. Clifford, Rifle Vignettes devotes three pages to discuss Bill Fulton, the Fulton Garage and how her father, grandfather and many high school boys worked there as mechanics. The second story of the property seems to have housed the Town's sole dentist for over 20 years, although that time span cannot be proven. Many a long time Rifle resident remembers their first trip to the dentist, Dr. Royal Smith (later owned the building with Raymond E. Monahan). Cecil Waldron specifically remembers the long walk upstairs to have his first tooth pulled in the early 1950s. He moved to Rifle in 1947 and still resides there. After auto service and sales business moved off 3rd Street, the at-grade and rear space of the subject property became the Montgomery Ward's department store and anchored the west end of Downtown's 3rd Street. J.C. Penny was at the east end of 3rd Street. Jason Shoup remembers going to the Montgomery Ward store with his dad to get his first new bicycle. He says "Seeing the row of new bicycles in the showroom was amazing and then we drove round back to this big warehouse to pick mine up". The property has housed many uses that had lasting impact and contributions to the local economy and society.
☐ Represents a built environment of a group of people in an era of history.
Insert Response:
☒ Has significant character, interest or value, as part of the development, heritage or cultural characteristics of the City, State or Nation.
Insert Response: The property was one of downtown Rifle's three auto sales and service buildings (Fultons at 127 W. 3rd St.; unknown sales & service at 139 W. 3rd St. that became Reagan's Chevrolet; and unknown sales & service at the corner of W. 4th St. & Railroad that was later Shoup's Garage) during the 1930s, 40s & 50s. At that time, West 3rd Street was the "auto row" of Rifle with two sales and service buildings (subject property and 139 W. 3rd St., the building immediately west of the former Town hall) and one filling station (see following map). History.com indicates "The automobile

has been a key force for change in twentieth-century America. During the 1920s this industry became the backbone of a new consumer goods-oriented society. By the mid-1920s the automotive industry ranked first in value of product." The subject property was a significant part of Rifle's twentieth-century change in movement of people and goods



☒ Has an association with a notable person or the work of a notable person.

Insert Response: As mentioned earlier, the book Rifle Vignettes by Betty J. Clifford devotes two or three pages to discuss the Fulton Garage run by Bill Fulton.

After his discharge in World War I, Bill became partners with the already existing auto sales and service business owner and had many a Rifle resident as customer and employee. Bill never owned the property, always leasing from Arthur Bunn of Rifle. It is unknown if Arthur was Bill's original business partner in automotive sales and service, but may well have been.



Waverly Willis "Bill" Fulton

BIRTH	21 Oct 1895 Livingston County, Illinois, USA
DEATH	19 Nov 1983 (aged 88) Rifle, Garfield County, Colorado, USA
BURIAL	Rose Hill Cemetery Rifle, Garfield County, Colorado, USA

Inscription

Fulton
Waverly Willis Fulton
US ARMY
WORLD WAR I
Oct. 21, 1895 - Nov. 19, 1983
Mattie Gibson
Married July 12, 1936
Dec. 10, 1910 - Feb. 22, 1989

Gravesite Details Always known as "Bill" ran the Fulton Garage in Rifle, CO

☐ 3) Geographic and environmental category

Insert Response:

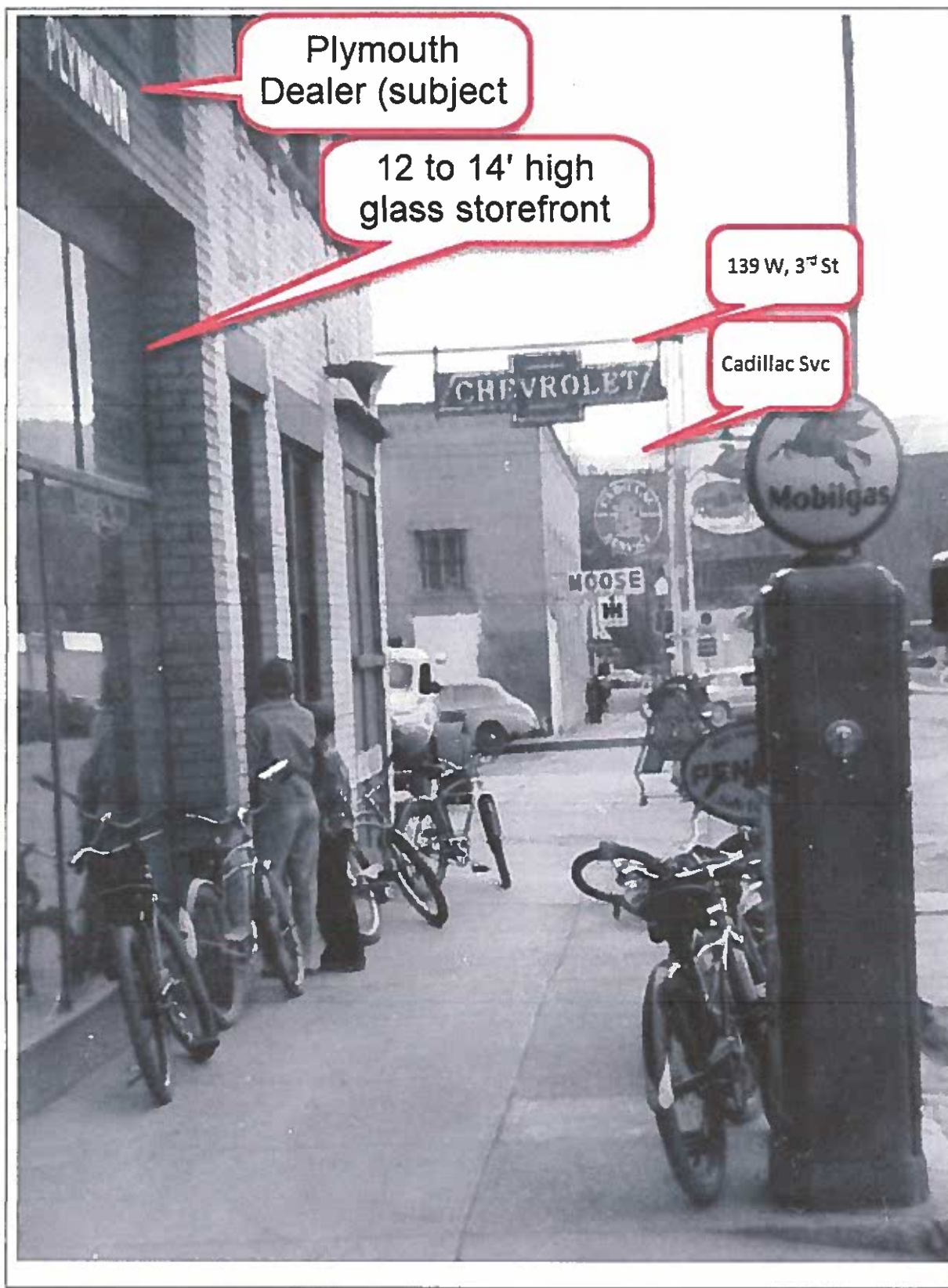
☒ Enhances a sense of identity of the community

Insert Response: See prior discussion of memories of fathers and grandfathers working as mechanics at Fultons, having a first tooth pull at by Dr. Smith, and buying their first new bicycle at Montgomery Wards.

☐ By being a part of, or related to, a square, park or other distinctive area which should be developed or preserved according to a plan based on an historic, cultural or architectural motif.

Insert Response:

☐ Is unique in its location of singular physical characteristics.
<i>Insert Response:</i>
☐ Possesses unique and notable historic, cultural or architectural motifs
<i>Insert Response:</i>
☐ Is an established and familiar mutual setting or visual feature of the community
<i>Insert Response:</i>
3. Has the property been remodeled or changed since its original construction? If so, please describe (or attach), in as much detail as possible, a chronological list of all alterations made to the subject property or district.
<i>Insert Response:</i> Changes since original construction are primarily use. The middle store front was originally a drive-in door from 3rd Street, leading down a ramp into the rear, attached bow-string truss built auto maintenance part of the larger structure. Possibly when Montgomery ward went into the building the 3rd Street curb cut was removed and the entry door replaced with store front. The rear door and ramp to the lower level maintenance structure was also blocked off. Store front glass was removed sometime in the past 50 to 60 years and replaced with brick. The following picture from the 1950s shows full height, store front glass remained at that time. Seemingly sometime in the past 20 years the second story office space was converted to three residential dwellings. They had in-dwelling plumbing from the dentist days as well as a common toilet and shower in hallway.



Plymouth
Dealer (subject

12 to 14' high
glass storefront

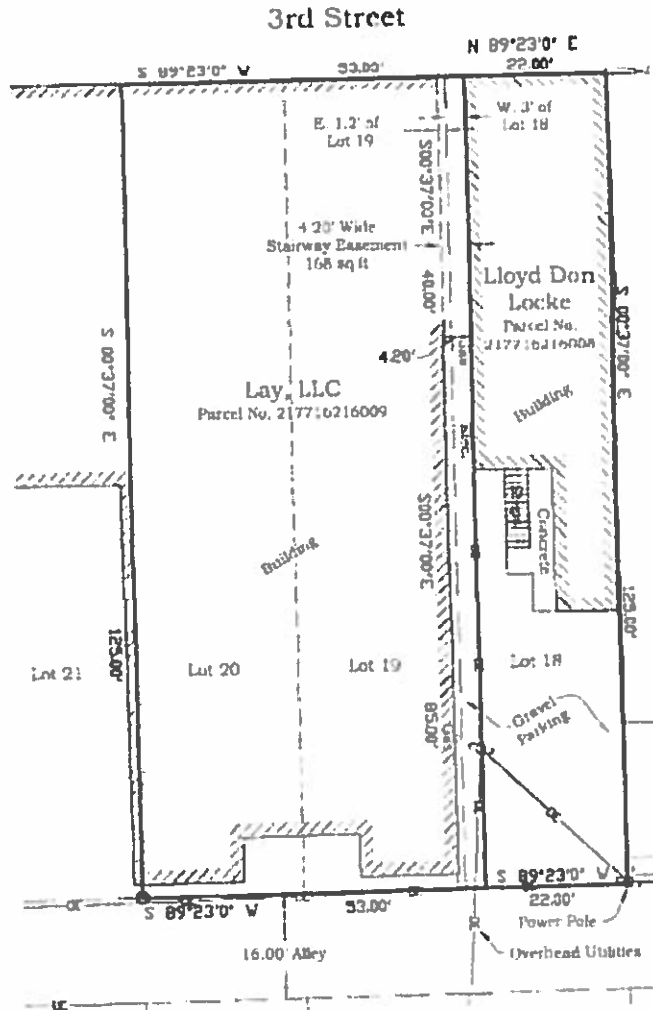
139 W, 3rd St

Cadillac Svc

4. If this application is for the nomination of a district, please additionally answer the following questions below:
a) How is the boundary of the proposed district defined? In other words, how was the proposed boundary determined to be appropriate?
<i>Insert Response:</i>
b) Provide a list below (or attached) indicating the properties within the district, and their contribution to the district as a: noncontributing; contributing; historically significant; or an exceptionally significant resource. <i>Note: this should also be demonstrated visually on the Boundary Description Map submittal item.</i>
<i>Insert Response:</i>
c) Have you had any communication with the district property owners whom have NOT consented to the nomination? If so, please provide a list of those persons, their property, and a general summary of the communication exchange.
<i>Insert Response:</i>
5. Provide a bibliography referencing all materials used in this document to justify the designation. Please include all books, articles, web sites, and other sources used in responding to this questionnaire.
<i>Insert Response:</i> Sanborns map, Betty Clifford's book and conversations with Don Fulton (adopted son of Bill Fulton), Jason Shoup, Cecil Waldron, and Bob Rensbury (worked as a real estate broker for Meisner's Rifle Realty).
6. Is there any additional information regarding the nomination that you would like to communicate? If so, please provide it in the space below.
<i>Insert Response:</i> The owner's goal is to renovate the building so that each apartment is more energy efficient, has a ¾ bathroom and a contemporary kitchen; the apartment units' common exterior entry is more secure and energy efficient, and the warehouse is again habitable. Ultimately restoration of the store front glass would be desirable. Once again this building should anchor the west end of Downtown 3 rd street.

EXHIBIT "A"

NON-EXCLUSIVE STAIRWAY EASEMENT



RECEIVED
2/23/19
4:01 PM
RIFLE CO. 81650
4:01 PM
RIFLE CO. 81650



EASEMENT DESCRIPTION

A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS OVER AND ALONG A STAIRWAY BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE WEST 3.00 FEET OF THE NORTH 40.00 FEET OF LOT 18 &
THE EAST 1.20 FEET OF THE NORTH 40.00 FEET OF LOT 19, BLOCK M,
IN THE CITY OF RIFLE, COUNTY OF GARFIELD, STATE OF COLORADO

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMPLY WITH ANY LOCAL
ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS
AFTER YOU FIRST KNOW OR SHOULD HAVE KNOWN OF SUCH DEFECT. NO ACTION
BASED UPON ANY DEFECT IN THIS SURVEY IS COMMANDED MORE
THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SIGNATURE HEREON

2

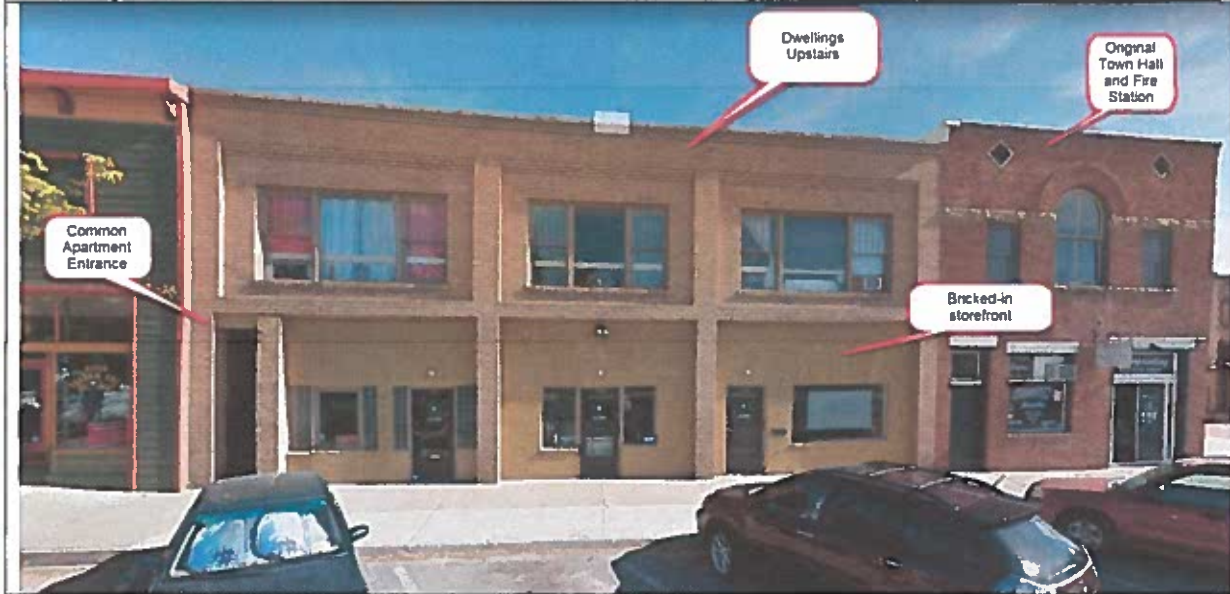


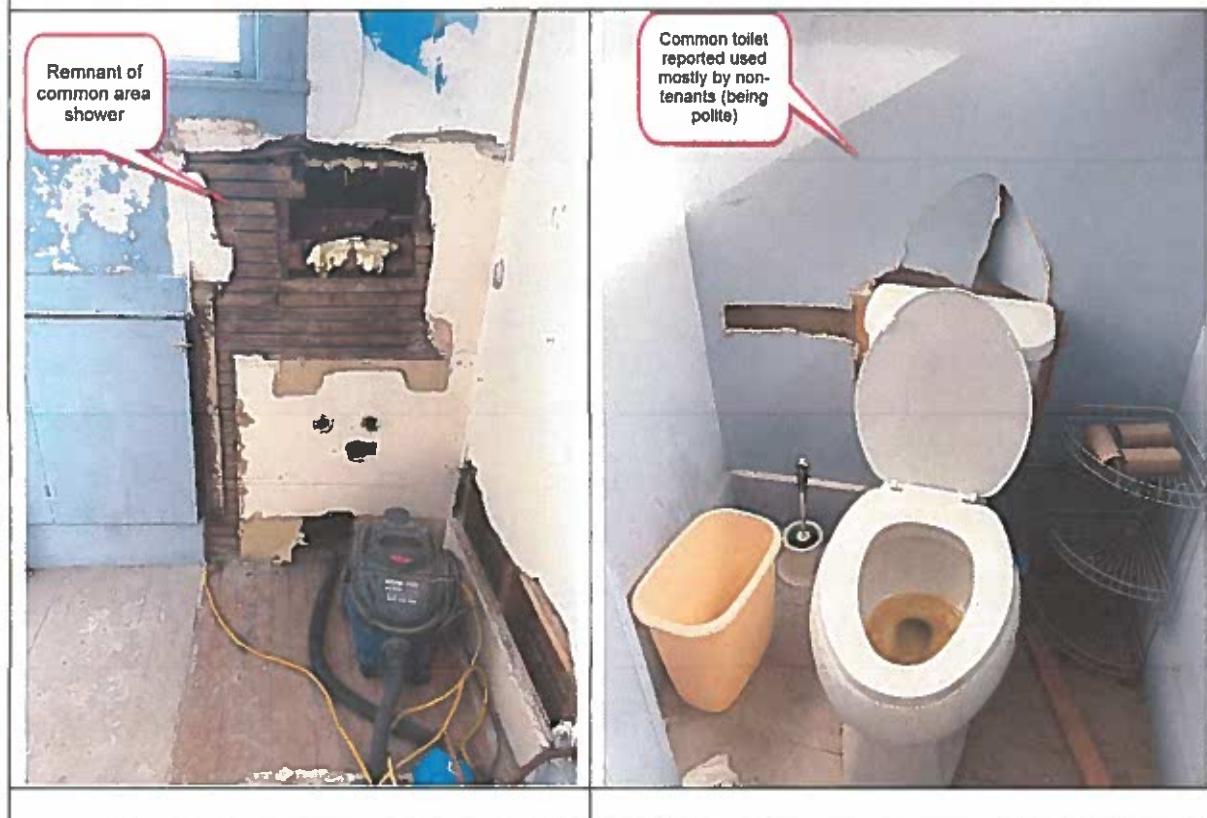
DATE: 2/23/19

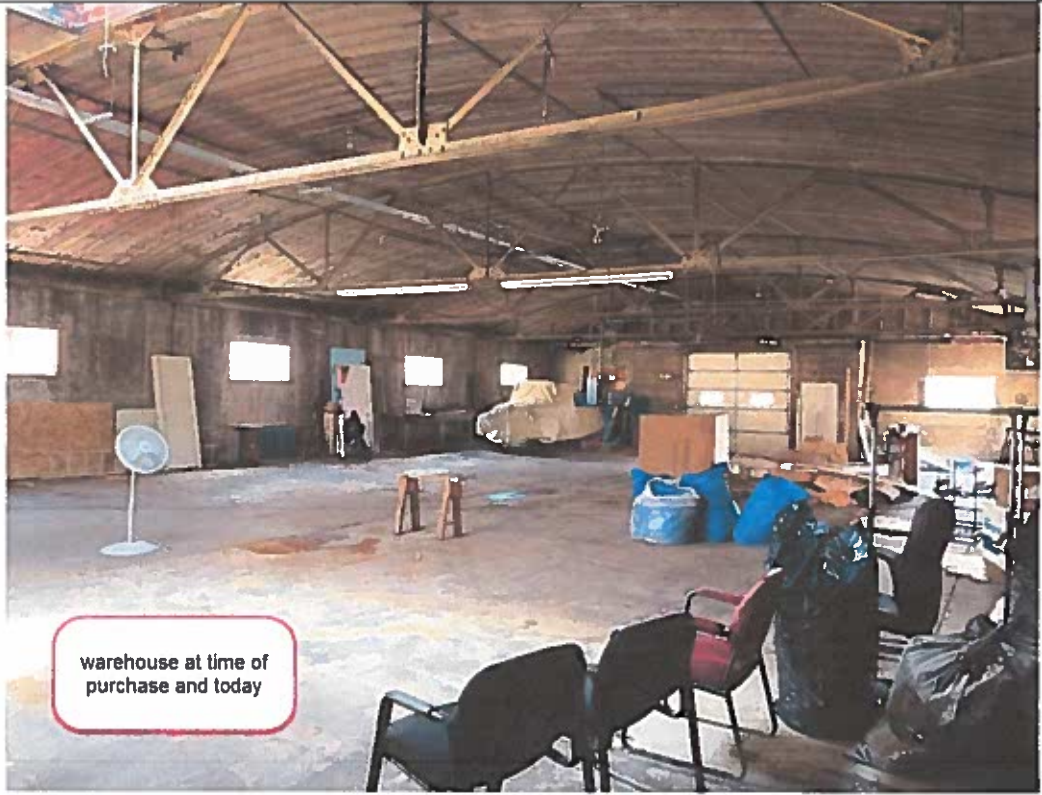
JOB NO 18014 EASE

Photo Log

Existing December 2019 (Month of Purchase)











From: [Alan Lambert](#)
To: [Brian Rusche](#)
Subject: RE: Historic Designation - 127-131 W. 3rd Street
Date: Monday, June 08, 2020 3:00:42 PM
Attachments: [2\) 1912 Ford advertisement on 3rd St. in Rifle. Garrison photo \(002\).jpg](#)

Brian,

Thank you for the opportunity to read over the historic building application for the old Fulton's Garage. Mr. Dyson did a very good job of researching info on its history as there is not a lot written down about that property. I even learned a couple of things reading it. I really have nothing to add concerning that building except it will be nice to have it, once again, become a significant part of Rifle's downtown.

As an FYI, there were once three early auto dealers on East Third St. in Rifle starting around 1912. The building where the Whistle Pig restaurant is was once an auto showroom, which was the reason for the big windows and the glass bricks above that. The Enterprise Building on the north side of East Third St. was also auto sales showroom. It still has the concrete ramp on the back side where the autos were brought in from the alley. The brick building one door down E. 3rd from Whiteriver Ave. was a dealer and garage for Essex Cars.

Thanks again!

Alan Lambert
Community Service Officer
Rifle Police Department
201 E. 18th St. Rifle, CO 81650
(970) 625-8095 Dispatch
alambert@rifleco.org

"We endeavor to promote the peace, safety and well-being of our community through interaction, education and enforcement of the law."

From: Brian Rusche <brusche@rifleco.org>
Sent: Friday, June 5, 2020 10:55 AM
To: Alan Lambert <alambert@rifleco.org>
Subject: Historic Designation - 127-131 W. 3rd Street

Alan,

Mark Dyson made a formal application for local historic designation of the Fulton Garage (later Montgomery Ward) building at 127-131 W. 3rd St.

Attached is the application [for your review](#).

Please provide any [supplemental information](#) by June 19th so that I can include in my staff report.

Thanks !

Brian Rusche
Planner II
City of Rifle, CO
970-665-6497
brusche@rifleco.org

**CITY OF RIFLE, COLORADO
ORDINANCE NO. 8
SERIES OF 2020**

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO DEISGNATING
THE FULTON GARAGE BUILDING AS A HISTORIC LANDMARK.

WHEREAS, the City of Rifle (“Rifle” or the “City”) is a home-rule municipality organized pursuant to Article XX of the Colorado Constitution and with the authority of the Rifle Home Rule Charter; and

WHEREAS, the City Council finds that protection of the City’s historic and cultural heritage enhances property values, stabilizes historic neighborhoods, increases economic and financial benefits through the attraction to tourists, and provides educational opportunities; and

WHEREAS, Chapter 16, Article XIV of the City of Rifle Municipal Code (the “Code”) provides for the designation of historic landmarks withing the City upon fulfillment of certain criteria contained therein; and

WHEREAS, the owner of the Fulton Garage property has petitioned for and supports the designation of the building as a Historic Landmark; and

WHEREAS, the City’s Downtown Development Authority has recommended designation by the City Council of the Fulton Garage Building as a Historic Landmark; and

WHEREAS, pursuant to Code Section 16-14-20, on June 30, 2020 the Planning Commission acting as the City Historic Preservation recommended designation by the City Council of the Fulton Garage Building as a Historic Landmark; and

WHEREAS, the City Council finds and determines that designation of the Fulton Garage Building as a Historic Landmark is in the best interest of the public health, safety and welfare of the citizens of Rifle.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF RIFLE, COLORADO, ORDAINS THAT:

1. The foregoing recitals are incorporated by reference as findings and determinations of the City Council.

2. The City Council hereby designates the Fulton Garage Building, located at 127, 129, and 131 W. 3rd Street, Rifle, Colorado, Parcel No. R361879 as a Historic Landmark pursuant to Chapter 16, Article 14 of the Rifle Municipal Code.

INTRODUCED on August 5, 2020 read by title, passed on first reading, and ordered

published as required by the Charter.

INTRODUCED a second time at a regular meeting of the Council of the City of Rifle, Colorado on August 19, 2020, passed without amendment, approved, and ordered published in full as required by the Charter.

DATED this _____ day of _____, 2020.

CITY OF RIFLE, COLORADO

By _____
Mayor

ATTEST:

City Clerk



Agenda Item #6.a.

Agenda Item Name:

Consider appointing Clint Hostettler to the vacant City Council Seat

Presenter:

Item Description:

Consider appointing Clint Hostettler to the vacant City Council Seat.

Recommended Action:

I move to appoint Clint Hostettler to City Council to serve as City Council member until the next Rifle Municipal Election in November of 2021 .

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

City Council member Joe Elliott resigned from his position as City Councilor effective July 31, 2020 because he is no longer a resident of the City of Rifle.

City Council vacancies are addressed in Rifle Municipal Charter 2.7 and 3.4.

RMC 2.7 - VACANCIES

A Councilman's office shall become vacant whenever he is recalled, dies, becomes incapacitated, removes from or becomes a nonresident of the City. A vacancy which occurs more than ninety days before the next regular City election shall be filled by a majority vote of the remaining Councilmen within thirty days after such vacancy occurs. Vacancies which occur within ninety days before any regular City election shall not be filled by the Council, but shall be filled at such regular election. The term of the appointment shall be until a successor is elected and qualified at the next regular City election. If three or more vacancies exist at any one time, the remaining Councilmen shall call a special election to elect members to fill out the unexpired terms of the offices so vacant, provided there will not be a regular City election within ninety days, (see Section 3.4). A

Councilman's office shall become vacant when he fails to attend three consecutive regular unexcused meetings.

3.4 - TERMS OF OFFICE

...In the event of vacancies, additional Councilmen shall be elected to fill any unexpired terms created by a vacancy. At each election when there are vacancies, those who receive the highest number of votes shall be elected for the three or four, four year terms. The next highest vote, or votes, shall be elected to fill the vacancy, or vacancies. (See Section 2.7)

Executive Summary:

Based on the Rifle Municipal Charter the recent vacancy on City Council created by the resignation of Joe Elliot shall be filled by a majority vote of the remaining Council member. The term of the appointed Council member shall be until the next Rifle Municipal Election in November of 2021.

Notification Requirements:

Prepared By:

Kristy Doll, CMC, City Clerk

Attachments:

None



Agenda Item #6.b.

Agenda Item Name:

Consider appointment of Victor Zerbi as Rifle Municipal Judge and Amanda Maurer as Assistant Municipal Judge for another two-year term - Resolution No. 13, Series of 2020 -.

Presenter:

James S. Neu, City Attorney

Item Description:

Appoint Victor Zerbi as Rifle Municipal Judge and Amanda Maurer as Assistant Municipal Judge for another two-year term - Resolution No. 13, Series of 2020

Recommended Action:

Move to approve the appointment of Victor Zerbi as Rifle Municipal Judge and Amanda Maurer as Assistant Municipal Judge for another two-year term - Resolution No. 13, Series of 2020

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

Executive Summary:

Pursuant to Section 2-4-40 of the Rifle Municipal Code, the term of office of all Municipal Judges appointed shall be for a period of two (2) years, and shall begin on the first day of September of each even-numbered year. The City Council held a workshop on the Municipal Court earlier in the year, indicated it was happy with the current organization of the Court and supported reappointing Victor Zerbi as Rifle Municipal Judge and Amanda Maurer as Assistant Municipal Judge for another two-year term. Resolution No. 13, Series of 2020 makes that appointment.

Notification Requirements:

Prepared By:

Kristy Doll, CMC, City Clerk

Attachments:

1. Resolution No. 13-Appointment of Municipal Judges-Council Memo-Legal-20200805
2. Resolution No. 13-Appointment of Municipal Judge-Legal-20200805

Glenwood Springs – Main Office
201 14th Street, Suite 200
P. O. Drawer 2030
Glenwood Springs, CO 81602

Aspen
323 W. Main Street
Suite 301
Aspen, CO 81611

Montrose
1544 Oxbow Drive
Suite 224
Montrose, CO 81402

James S. Neu
Partner/Shareholder

jsn@mountainlawfirm.com

Direct: 970.928.2121

Office: 970.945.2261

Fax: 970.945.7336

**Direct Mail to Glenwood Springs*

TO: Rifle City Council

FROM: Karp Neu Hanlon, P.C.

RE: Resolution No. 13, Series of 2020 – Appointment of Municipal Judges

DATE: July 27, 2020

Pursuant to Section 2-4-40 of the Rifle Municipal Code, the term of office of all Municipal Judges appointed shall be for a period of two (2) years, and shall begin on the first day of September of each even-numbered year. The City Council held a workshop on the Municipal Court earlier in the year, indicated it was happy with the current organization of the Court and supported reappointing Victor Zerbi as Rifle Municipal Judge and Amanda Maurer as Assistant Municipal Judge for another two-year term. Resolution No. 13, Series of 2020 makes that appointment.

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 13
SERIES OF 2020**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE,
COLORADO, APPOINTING THE RIFLE MUNICIPAL JUDGE AND
ASSISTANT MUNICIPAL JUDGE.

WHEREAS, Section 8.5 of the Rifle Municipal Charter authorizes the City Council to appoint one or more municipal judges; and

WHEREAS, pursuant to Section 2-4-40 of the Rifle Municipal Code, the term of office of all Municipal Judges appointed shall be for a period of two (2) years, and shall begin on the first day of September of each even-numbered year; and

WHEREAS, the City Council desires to reappoint Victor Zerbi as Rifle Municipal Judge and Amanda Maurer as Assistant Municipal Judge for another two-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIFLE THAT:

1. The above recitals are hereby incorporated as findings by the City of Rifle.
2. The City Council hereby reappoints Victor Zerbi as Rifle Municipal Judge and Amanda Maurer as Assistant Municipal Judge for a two-year term through August 31, 2022.

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 5th day of August 2020.

CITY OF RIFLE, COLORADO

By _____
Mayor

ATTEST:

City Clerk



Agenda Item #6.c.

Agenda Item Name:

Consider appointment of Rebecca Rivera-Trent to Public Safety Citizen Advisory Board

Presenter:

Tommy Klein, Chief of Police

Item Description:

consider approving Rebecca Rivera-Trent, a citizen of Rifle, to the Public Safety Citizen Advisory Board for 2 full terms.

Recommended Action:

We recommend approving the appointment of Rebecca Rivera-Trent to the Public Safety Citizen Advisory Board for a period of 2 full terms.

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

The Public Safety Citizen Advisory Board is defined in Section 2-5-40 of the Rifle Municipal Code. The code reads in part:

It shall be the responsibility of the Public Safety Citizen Advisory Board to perform the following duties:

To review and provide a community perspective and recommendations concerning procedures, programs and the effectiveness of the police service to the City Manager, City Council and Chief of Police.

To enhance police-community relations.

To promote public awareness of the City's police services and programs.

To hold public meetings from time to time to solicit public input regarding police services and programs.

To review and make recommendations concerning Police Department policies, procedures, training and programs.

To serve as liaison between the Police Department and the community.

To apprise the City Council, City Manager and Chief of Police of the community's needs for police services.

To review and make recommendations concerning such other and further matters as may be referred to the Public Safety Citizen Advisory Board from time to time by the City Council, City Manager or Chief of Police.

To make an annual report to the City Council regarding its activities.

Executive Summary:

The Police Department requests Council's consideration in approving Rebecca Rivera-Trent, a citizen of Rifle, to the Public Safety Citizen Advisory Board for 2 full terms. If approved, her position on the board would expire on March 1, 2022. Ms. Rivera-Trent has been acting as a liaison between the Police Department and other citizens in our community and she has expressed an interest in the policy and practices of our agency.

Notification Requirements:

Prepared By:

Tommy Klein, Chief of Police

Attachments:

None



MEMORANDUM

**TO: HONORABLE CITY COUNCIL
CITY MANAGER SCOTT HAHN**
FROM: CHIEF TOMMY KLEIN
DATE: 07-21-2020
RE: PURCHASE OF 2021 EXPLORER WITH LIGHTS

The Police Department respectfully requests Council's approval to purchase a 2021 Ford Explorer at a cost of \$34,704.96 from Columbine Ford. The cost reflects the state contract price, and if approved, will be paid from the Fleet fund.

We estimate that the cost to up fit will be at least \$12,417.71 from our current low bid provider. While this vendor has been very slow, and it is taking approximately 4 months to outfit a car, the cost of an up fit from a different company will be approximately \$16,000.00. Given the price difference, I cannot justify using a different vendor. We are submitting 2019 estimates from 2 vendors because they have yet to reply to our request for quotes.

The cost to install decals on the vehicle will be \$1,068.50.

The total cost of the vehicle will be \$48,191.17. We are asking for approval to spend up to \$49,000 in case there are unforeseen costs.



CNGP530

VEHICLE ORDER CONFIRMATION

VIRTG1DP V4.58 5432 EN

07/17/20 12:11:40

Dealer: F56493

Page: 1 of 2

2021 EXPLORER 4-DOOR

Order No: 0001 Priority: J5 Ord FIN: QF467 Order Type: 5B Price Level: 115

Ord Code: 500A Cust/Flt Name: CITY

PO Number:

RETAIL
K8A 4DR AWD POLICE \$40615
.119" WHEELBASE
UM AGATE BLACK
9 CLTH BKTS/VNL R
6 EBONY
500A EQUIP GRP
.AM/FM STEREO
99B 3.3L V6 TI-VCT (3530)
44U 10SPD AUTO TRAN NC
67U ULTIMATE WR KIT 560
.GRILL WIRING
.RR MOUNT PLATE
17T CARGO DOME LAMP 50
425 50 STATE EMISS NC
43D COURTESY DISABL 25

RETAIL
51V SPTLMP LED DUAL \$665
52T T/TOW CLASS III 80
549 PWR MIRR HTD 60
55F KEYLESS - 4 FOB 340
67V CONNECTOR KIT 185
.WIRING KIT-RR
.WIRING KIT-FRT
76D DEFLECTOR PLATE 335

TOTAL BASE AND OPTIONS 40775

TOTAL 40775

THIS IS NOT AN INVOICE

* MORE ORDER INFO NEXT PAGE *

F8=Next

F3/F12=Veh Ord Menu

F1=Help F2=Return to Order
F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QC02434

V1DP0586

2,6

#34,704.96

~~each~~
each.

Thank you.
Josh Bowen
Columbiana Ford.
Rifle.

CNGP530

VEHICLE ORDER CONFIRMATION

07/17/20 12:11:57

==>

Dealer: F56493

2021 EXPLORER 4-DOOR

Page: 2 of 2

Order No: 0001 Priority: J5 Ord FIN: QF467 Order Type: 5B Price Level: 115

Ord Code: 500A Cust/Flt Name: CITY

PO Number:

RETAIL

RETAIL

86T RR TAILLAMP HSG \$60

92R SOLAR TINT 2ND 85

FLEX-FUEL

153 FRT LICENSE BKT NC

SP FLT ACCT CR

FUEL CHARGE

DEST AND DELIV 1245

TOTAL BASE AND OPTIONS 40775

TOTAL 40775

THIS IS NOT AN INVOICE

F1=Help

F2=Return to Order

F7=Prev

F4=Submit

F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QC02434

V1DP0586

2,6



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Columbine Ford	

2.	Vendor Address
	2728 Railroad Ave.
	Rifle, CO 81650

3.	For the Purchase of (description)
	A 2021 Police Interceptor Ford Explorer and Emergency Equipment

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$50,000	\$48,000	

5.	Dept. Name	General Ledger Acct #
	Fleet	610-4900-400-742

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☒ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☐ Professional Services
	☐ Utilities (includes equipment installation)
	☐ Land, easements, ROW

7.	Purchasing Process Required
	☐ Cooperative Purchasing
	☐ Open Market
	☐ Comparative Pricing
	☐ Request for Proposal (attach bid tab)
	☐ Formal Bid (attach bid tab and advertisement)
	☒ Single Source (attach an explanation) State Contract Price

8.	Authorization Required
	☒ City Manager
	☒ City Council

9.	Signatures		
	Position	Signature	Date
	Department Director		07-16-2020
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

General summary of purchasing ordinance (Section 4, Art. III)

TYPE OF CONTRACT	ESTIMATED AMOUNT	PROCESS	Purchase Order? Purchase Request?	CITY COUNCIL APPROVAL REQUIRED?
Capital Construction	< \$5,000	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO	Yes if over \$20,000 or for any amount from Capital Fund.
	\$5,000-\$20,000	Comparative Pricing (solicit quotes from 3) vendors/suppliers)	Purchase Request	
	\$20,001-\$100,000	Competitive Bid (see Code Sec 4-3-40)		
	> \$100,000	Bonded Competitive Bid		
Capital Construction Change orders	< = 10% of approved contract	When total change orders to date are < 10% - Dept Head or City Manager Approval	Purchase Request	Yes if total change orders to date are greater than 10%
	> 10% of approved contract			
Capital Equipment	< \$5,000	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO	Yes if over \$20,000 or for any amount from Capital Fund.
	\$5,000-\$20,000	Comparative Pricing (solicit quotes from 3 vendors/suppliers)	Purchase Request	
	> \$20,000	Competitive Bid (see Code Sec 4-3-40)		
Plant Equipment Replacement (purchases necessary for replacement of existing equipment that is component part of any water, wastewater, or physical plant)	< \$7,500	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO >= \$5,000 - Purchase Request	Yes if over \$75,000
	\$7,500-\$75,000	Comparative Pricing (solicit quotes from 3 vendors/suppliers)	Purchase Request	
	>\$75,000	Competitive Bid (see Code Sec 4-3-40)		
Materials, Supplies, Non- Professional Services and Technical Services (including software/hardware maintenance technical services)	< \$10,000	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO >= \$5,000 - Purchase Request	Yes if over \$20,000
	>\$10,000	Comparative Pricing (solicit quotes from 3 vendors/suppliers)	Purchase Request	
Professional Services (note- process for appointed positions such as auditor, attorney, engineer, or municipal judge to be determined by Council)	< \$25,000	Open Market (informal evaluation by purchasing agent)	All - Purchase Request	Yes if anticipated to exceed \$25,000 per year to a single vendor
	> = \$25,000	Written requests for written proposals must be sent to at least 3 firms or individuals		
Utilities including installation of equipment (purchases to secure utility services such as natural gas, electricity, local telephone, water, or sewer)	any amount	Single Source (negotiations, where appropriate, after good faith determination that only one viable source exists in relevant supply area - keep records for one year)	> \$5,000 - PO >= \$5,000 - Purchase Request	No
Real Property Interest (including easements and rights of way)	any amount	Single Source (see above)	> \$5,000 - PO >= \$5,000 - Purchase Request	Yes if over \$5,000.



10%

20%

30%

40%

50%

60%

70%

Option 1
20%



RIFLE POLICE and rifle graphic printed 20% black on 3M reflective vinyl - \$772 for both sides

4" RIFLE POLICE printed 20% black on 3M reflective vinyl for the back - \$65

3" Unit #s (x2) and 1.5" EMERGENCY 911(x2) printed 20% black on 3M white vinyl - \$44

Instal- 2.5 hrs @ \$75 = \$187.50

Total for 1 vecicle is \$1068.50



Customer Information	Ship To
RIFLE POLICE DEPT P.O. BOX 1908 201 E. 18TH STREET RIFLE, CO 81650	1221 E. CENTENNIAL PKWY RIFLE, CO 81650

ESTIMATE

Date	Estimate #
07/20/20	16516

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Rep	Tag #	Vehicle / Info	PO# / POINT OF CONTACT
DM		2020 FORD INT SUV FULL CAGE	

ITEM	DESCRIPTION	LOCATION	QTY	PRICE	Total
	2020 FORD INTERCEPTOR UTILIITY PATROL OEM 86P / DUAL SPOTLIGHTS / REAR TINT UNIT: 4VXX VIN: MILES: PLATE: CUSTOMER SUPPLIED PARTS: - MOTOROLA XTL REMOTE DTR RADIO - RADAR INSTALL NOTES: RIFLE MOUNTS TO ACCEPT GUNS WITH OPTICS AND QUAD RAILS				
SOUND OFF SIGN...	SOUND OFF SIGNAL NFORCE LED DUO COLOR LIGHTBAR. RED/AMBER BLUE AMBER REAR TRAFFIC ADVISOR. RED/CLEAR - BLUE CLEAR TO FRONT. ENFLBS1248	NFORCE LB	1	1,775.00	1,775.00

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2. LAWS ACCEPTS RESPONSIBILITY FOR ALL STORED VEHICLES AND CUSTOMER SUPPLIED PARTS.
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7. LIKE ITEMS MAY BE SUBSTITUTED ON AN AS NEEDED BASIS.

Signature

Sales tax (0.0%)

TOTAL



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RIFLE POLICE DEPT P.O. BOX 1908 201 E. 18TH STREET RIFLE, CO 81650	1221 E. CENTENNIAL PKWY RIFLE, CO 81650

ESTIMATE

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Rep	Tag #	Vehicle / Info	PO# / POINT OF CONTACT
DM		2020 FORD INT SUV FULL CAGE	

ITEM	DESCRIPTION	LOCATION	QTY	PRICE	Total
SOUND OFF BLUE...	SOUND OFF SIGNAL BLUE PRINT BUNDLE INCLUDES THE FOLLOWING ITEMS: -SOUND OFF - 400 SERIES CONTROL PANEL. -100 AMP CENTRAL CONTROLLER. -CENTRAL HARNESS KIT. -REMOTE NODE MODULE. -REMOTE HARNESS KIT. -BLUE PRINT 200W HIGH OUTPUT DUAL SIREN AMPLIFIER. -REMOTE HARNESS KIT SYSTEM INCLUDES H/L FLASHER, BRAKE FLASHER. AND ISS FUNCTIONS ENGSA07152/ENGCC01241/ENGCP18001/ENGHNK01/RNGHNK02/ENGD04101	DUAL SIREN	1	1,499.00	1,499.00
SOUND OFF ETSS...	SOUND OFF SIGNAL 100 WATT SIREN SPEAKER. ETSS100N	SIREN SPEAKER	2	162.005	324.01
LAWS TRIO R/B/C...	LAWS BLUEPRINT LED TRIO LIGHT. RED/BLUE/WHITE. MUST BE CONFIGURED WITH BLUEPRINT / CANTROL. LAWSTRBCD	MIRRORS / LICENSE PLATE	4	124.00	496.00
SOUND OFF MPO...	SOUND OFF MPOWER 3" STUD MOUNT FOR FORD PI UTILITY HOLE PATTERN. RED / WHITE EMPS1020D	DRIVER GRILLE	1	124.00	124.00
SOUND OFF MPO...	SOUND OFF MPOWER 3" STUD MOUNT FOR FORD PI UTILITY HOLE PATTERN. BLUE / WHITE EMPS1020E	PASS GRILLE	1	124.00	124.00

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Signature

Sales tax (0.0%)

TOTAL



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RIFLE POLICE DEPT P.O. BOX 1908 201 E. 18TH STREET RIFLE, CO 81650	1221 E. CENTENNIAL PKWY RIFLE, CO 81650

ESTIMATE

Date	Estimate #
07/20/20	16516

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Rep	Tag #	Vehicle / Info	PO# / POINT OF CONTACT
DM		2020 FORD INT SUV FULL CAGE	

ITEM	DESCRIPTION	LOCATION	QTY	PRICE	Total
LAWS LED INSR...	LAWS LED INSERT 8LED SPLIT COLOR RED / CLEAR WITH SYNC AND 28 FLASH PATTERNS. LAWS-LEDINSRC	DRIVER 86P	1	86.40	86.40
LAWS LED INSR...	LED INSERT 8 LED SPLIT COLOR BLUE / CLEAR LAWS81ABC	PASS 86P	1	86.40	86.40
LAWS LED BULB 7...	HIGH INTENSITY 7443/7440 REVERSE & FOG LIGHT LED BULB - WHITE (EACH). 80 WATT OUTPUT. LAWS7443-W	REAR REVERSE	2	25.50	51.00
LAWS VERSA 60" ...	60" LED WARNING STRIP RED & BLUE. 180 SMLED / IP66 WATERPROOF HOUSING / WITH FLASHER YD-SMD3528-120-R/B	RUNNER LIGHTS	2	294.00	588.00
LAWS WARNING ...	LAWS DUO WARNING BAR / TRAFFIC ADVISOR. FEATURING DUO COLOR TECHNOLOGY. 28" LONG 8 LED MODULES. RED/BLUE OR AMBER FLASH IN WARNING WITH 2 WIRE AMBER TRAFFIC DIRECTION. LAWS-LED DUOTA	REAR TRAFFIC ADVISOR	1	530.00	530.00
LS3 STD 1DR (IN...	LS3 INDUSTRIES STORAGE VAULT FOR MID-SIZE STORAGE COMPARTMENTS. -SINGLE DRAWER. -SINGLE KEY LOCKING PADDLE LATCH - 38" W 24" D 14"T - ALLOWS FOR FULL SIZE SPARE TIRE ACCESS IN EXPLORER AND INTERCEPTOR SUV LS3-STD-INT-UT-1DR-PL	VAULT	1	1,195.00	1,195.00

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Signature

Sales tax (0.0%)

TOTAL



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RIFLE POLICE DEPT P.O. BOX 1908 201 E. 18TH STREET RIFLE, CO 81650	1221 E. CENTENNIAL PKWY RIFLE, CO 81650

ESTIMATE

Date	Estimate #
07/20/20	16516

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Rep	Tag #	Vehicle / Info	PO# / POINT OF CONTACT
DM		2020 FORD INT SUV FULL CAGE	

ITEM	DESCRIPTION	LOCATION	QTY	PRICE	Total
LAWS FAB INT SU...	45" LS3 INSTALLATION BRACKET FOR FORD INTERCEPTOR SUV (WITHOUT ANGINA REAR PRISONER SYSTEM)	VAULT MT BRACKET	1	39.80	39.80
JOTTO DESK FOR...	JOTTO DESK COUNTOUR CONSOLE FOR 2020+ FORD PI UTILITY. 20" OF STORAGE SPACE AND INCLUDES EQUIPMENT SPECIFIC FACEPLATES. 425-6505	CONSOLE	1	342.72	342.72
JOTTO 425-3704	ABS DUAL CUP HOLDER FACE PLATE MOUNT REQUIRES 4" OF MOUNTING SPACE 425-3704	DUAL CUP HOLDER	1	42.43	42.43
LAWS ARMREST	LAWS NEOPRENE PADDED ARM REST WITH MOUNT BRACKET. L-ARM-1	ARM REST	1	67.50	67.50
MAGNETIC MIC	JOTTO DESK MAGNETIC MIC HOLDER. 425-3817	MAG MIC	1	42.50	42.50
SETINA PB 400 U...	SETINA PB 400 ALUMINUM PUSH BUMPER FOR 2020+ PI UTILITY. BK0534ITU20	PUSH BUMPER	1	401.04	401.04
SETINA 10VS-RP ...	SETINA 10 SERIES PRISONER PARTITION WITH UNCOATED POLY WINDOW AND TALL MAN BRACKETS FOR 2020+ PI UTILITY. PK0439ITU20TM	STD CAGE	1	749.39	749.39
SETINA TRANS SE...	SETINA PRISONER TRANSPORT REPLACEMENT SEAT WITH 12VS EXP WITH CENTER PULL SEAT BELTS FOR 2020 PI UTILITY. QK0635ITU20	SEAT / REAR CAGE	1	1,087.92	1,087.92

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Signature

Sales tax (0.0%)

TOTAL



Customer Information	Ship To
RIFLE POLICE DEPT P.O. BOX 1908 201 E. 18TH STREET RIFLE, CO 81650	1221 E. CENTENNIAL PKWY RIFLE, CO 81650

ESTIMATE

Date	Estimate #
07/20/20	16516

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Rep	Tag #	Vehicle / Info	PO# / POINT OF CONTACT
DM		2020 FORD INT SUV FULL CAGE	

ITEM	DESCRIPTION	LOCATION	QTY	PRICE	Total
SETINA POLY WIN...	SETINA POLY WINDOW GUARDS FOR PI UTILITY 2020+ WK0595ITU20	WINDOW GUARDS	1	265.00	265.00
SANTA CRUZ SC6	SANTA CRUZ UNIVERSAL HANDCUFF STYLE GUN LOCK XTRA LARGE WITH HANDCUFF KEY OVERRIDE. SC5XL-H	GUN LOCK	2	132.00	264.00
SANTA CRUZ 18" ...	SANTA CRUZ 18" LONG FLAT BAR FOR ADJUSTABLE GUN LOCKS SC-502	GUN LOCK ADJ BAR	1	23.10	23.10
SANTA CRUZ SC-...	SANTA CRUZ SQUARE BUTT PLATE BRACKET.	BUTT PLATE BRACKET	2	24.75	49.50
ANTENNA KIT 7/8...	LAWS 7-800 ANTENNA KIT FOR DTR MOBILE RADIOS. -LARSEN ANTENNA 698-906/1710-2500 MHz SLPT698-2170NMOHF -LARSEN HF NMO CABLE NMOKHFUD -LAIRD MINI UHF MALE CONNECTOR CRIMP ON FOR RG/58. CMUHF58	MOTO APX6500 REMOTE HEAD	1	95.00	95.00
LAWS - FAB - 20	LAWS EQUIPMENT STORAGE CENTER. BLACK METAL WITH LID BLACK COATED. LAWS FAB 20	equipment storage	1	195.00	195.00
SHOP SUPPLIES (...	SHOP SUPPLIES AND MISC CONSUMABLE PARTS. (BLUEPRINT) -INCLUDES 100A RESET BREAKER / MISC WIRE AND CONNECTIONS. -INCLUDES BLUEPRINT HARNESS SYSTEM.	MISC SHOP	1	295.00	295.00

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Signature
Sales tax (0.0%)
TOTAL



Customer Information	Ship To
RIFLE POLICE DEPT P.O. BOX 1908 201 E. 18TH STREET RIFLE, CO 81650	1221 E. CENTENNIAL PKWY RIFLE, CO 81650

ESTIMATE

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Rep	Tag #	Vehicle / Info	PO# / POINT OF CONTACT
DM		2020 FORD INT SUV FULL CAGE	

ITEM	DESCRIPTION	LOCATION	QTY	PRICE	Total
LABOR	INSTALLATION LABOR SERVICE. (EVT Certified Installer)	INSTALL	1	1,450.00	1,450.00
AVITAL 2101L	AVITAL KEYLESS ENTRY WITH 2 REMOTES AVITAL 2101L	KEYLESS ENTRY	1	129.00	129.00

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Signature	
Sales tax (0.0%)	\$0.00
TOTAL	\$12,417.71

Sales, Service & Installation By:

Sales Order

12851 WEST 43RD DRIVE
UNIT 1
GOLDEN, CO 80403
(303) 288-0313

Sold To:

RIFLE POLICE DEPARTMENT
PO BOX 1908
RIFLE, CO 81650

Confirm To:

Tommy (970)665-6500

Order Number: 0083179**Order Date:** 5/20/2019**Salesperson:** BBI**Customer Number:** 10-RIF1002**Ship To:**

RIFLE POLICE DEPARTMENT
202 RAILROAD AVENUE
RIFLE, CO 81650

Customer P.O.	Ship VIA	F.O.B.	Terms	VIN		
Full Cage			NET 30 DAYS			
Item Number	Description	Product Line	Ordered	Unit	Price	Amount
<i>2020 Ford Explorer Utility Full Cage</i>						
<i>Lights and Exterior Equipment</i>						
BK2019ITU20	PB450L4 Push Bumper with 4 Whelen IONS, 2020+ Interceptor Utility	SET	1.000	EACH	929.000	743.20
SA315P	SIRENSPEAKER	WHL	1.000	EACH	328.000	164.00
<i>Mounted Behind Grill driver side</i>						
SAK52	SA315P BRKT, Ford Utility, 13+, Driver Side, Lower Grille Mount	WHL	1.000	EACH	41.000	20.50
LINV2B	LINZ V-Series light, blue w/ puddle light	WHL	1.000	EACH	235.000	141.00
<i>Mounted on passenger side Mirror</i>						
LINV2R	LINZ V-Series light, Red w/ puddle light	WHL	1.000	EACH	235.000	141.00
<i>Mounted on Driver side mirror</i>						
LSVBKT34	Ford Utility Mirror Mount Kit for LINSV (lights sold seperate)	WHL	1.000	EACH	24.500	14.70
GB2SP3J	Legacy DUO LED Lightbar 54" front/side Red/White Blue/White, Rear F	WHL	1.000	EACH	1,800.000	1,800.00
MK83	Strap Kit, Explorer / Utility Interceptor 2013-2017+	WHL	1.000	EACH	0.000	0.00
<i>Included with Lightbar</i>						
PL-RWO	AVT DOME -LED DOMELIGHT, RED/WHITE	AVT	1.000	EACH	43.000	43.00
FLUSH MNT SPK	Radio speaker, flush mount	MSC	1.000	EACH	50.000	50.00
3SRCCDCR	12V White/Red 3" Compartment Light	WHL	1.000	EACH	82.000	49.20
TCRHT5	Tracer Trio 5-Lamp Assy.	WHL	2.000	EACH	1,387.000	1,664.40
<i>Mounted on running board on driver and passenger side</i>						
TCRB34	Tracer mounting kit Ford Utility for 5 lamp tracer	WHL	2.000	EACH	40.000	48.00
IS348	RST, 2012+ Utility, Upper Rear Housing for 8 or 10 Modules	WHL	1.000	EACH	0.000	0.00
<i>Mounted in upper rear back window</i>						
ITRAYW8	RST Wecad Inner Edge, 8 Duo LED tray, (add vehicle kit seperately)	WHL	1.000	EACH	1,119.000	671.40

Sales, Service & Installation By:

Sales Order



12851 WEST 43RD DRIVE
UNIT 1
GOLDEN, CO 80403
(303) 288-0313

Sold To:
RIFLE POLICE DEPARTMENT
PO BOX 1908
RIFLE, CO 81650
Confirm To:
Tommy (970)665-6500

Order Number: 0083179
Order Date: 5/20/2019

Salesperson: BBI
Customer Number: 10-RIF1002

Ship To:
RIFLE POLICE DEPARTMENT
202 RAILROAD AVENUE
RIFLE, CO 81650

Customer P.O.	Ship VIA	F.O.B.	Terms	VIN		
Full Cage			NET 30 DAYS			
Item Number	Description	Product Line	Ordered	Unit	Price	Amount
TLI2E	ION T-Series, DUO, blue/White Surface mount, Thin LED <i>Mounted in passenger side rearmost window</i>	WHL	1.000	EACH	157.000	78.50
TLI2D	ION T-Series, DUO, Red/White Surface mount, Thin LED <i>Mounted in driver side rearmost window</i>	WHL	1.000	EACH	157.000	78.50
TIONBKT1	L-Bracket for T- Series ION	WHL	2.000	EACH	14.000	16.80
TLIJ	ION T-Series, Red/blue, Surface Mount, <i>Mounted on liftgate</i>	WHL	2.000	EACH	135.000	135.00
TLI2E	ION T-Series, DUO, blue/White Surface mount, Thin LED <i>Surface Mounted by licesen plate</i>	WHL	1.000	EACH	157.000	78.50
TLI2D	ION T-Series, DUO, Red/White Surface mount, Thin LED <i>Surface Mounted by licesen plate</i>	WHL	1.000	EACH	157.000	78.50
VTX609C	VERTEX LED HIDEAWAY <i>Mounted in rear tail lights</i>	WHL	2.000	EACH	113.000	113.00
/FACTORY EQUIP	Items on vehicle from Factory <i>66A Option Headlight Flashers</i>		2.000		0.000	0.00
/FACTORY EQUIP	Items on vehicle from Factory <i>51V Spotlights</i>		2.000		0.000	0.00
/FACTORY EQUIP	Items on vehicle from Factory <i>66A Option Code IONE, IOND</i>		2.000		0.000	0.00
<i>Console and Accessory Equipment</i>						
7170-0735-01	Console Kit with Cup Holder and Side Mount Armrest, '20+ Interceptor I	GAM	1.000	EACH	707.000	565.60
7160-0321	Faceplate, 3", Motorola Remote head radios: APX 1500/4500/5500/650	GAM	1.000	EACH	36.000	28.80
7160-0220	MONGOOSE 9" SLIDE LOCKING ARM WITH 360 DEGREE CLEVIS	GAM	1.000	EACH	354.000	283.20
7160-0339	Faceplate, 4", Whelen Cencorn, Whelen Control, Whelen 295SDA, Sol	GAM	1.000	EACH	26.000	20.80

Sales, Service & Installation By:

Sales Order

12851 WEST 43RD DRIVE

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Order Number: 0083179**Order Date:** 5/20/2019**Salesperson:** BBI**Customer Number:** 10-RIF1002**Ship To:**

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RIFLE, CO 81650

Customer P.O.	Ship VIA	F.O.B.	Terms	VIN		
Full Cage			NET 30 DAYS			
Item Number	Description	Product Line	Ordered	Unit	Price	Amount
15082	Filler plate w/ 3x rocker switch, and 3x 12v knockouts. 2"	GAM	1.000	EACH	26.000	20.80
14.0570	SINGLE ACCESSORY OUTLET	ABL	3.000	EACH	11.560	34.68
091-219-5	DUAL USB PORT, 2x 2.4amp outlets, 5amp max output	KUSM	1.000	EACH	75.000	75.00
425-3816	Magnetic Mic Clip	JOT	2.000	EACH	34.950	69.90
CCSRNT5	CenCom Carbide Siren w/ CANport and Traffic Advisor Module	WHL	1.000	EACH	1,945.000	972.50
CC5K1	Canport for Ford	WHL	1.000	EACH	0.000	0.00
CANCTL7	CanTrol Siren Control Head Onl	WHL	1.000	EACH	476.000	476.00
CANEM16	Control / Carbid Expansion module	WHL	1.000	EACH	232.000	139.20
/CUSTOMER SUPP	Items Supplied by the customer		1.000		0.000	0.00
	<i>MDT Stand</i>					
/CUSTOMER SUPP	Items Supplied by the customer		1.000		0.000	0.00
	<i>Motorola Radio 2 piece</i>					
/CUSTOMER SUPP	Items Supplied by the customer		1.000		0.000	0.00
	<i>Radar unit and antenna</i>					
GK10271UHKSSCAX	Single Weapon T-Rail Mount Gun Rack, Universal XL Lock, Handcuff K	SET	1.000	EACH	309.000	247.20
PK0355ITU20TM	#10VS-RP "Tall-Man" Partition with Coated Polycarbonate Window and	SET	1.000	EACH	879.000	703.20
QK0635ITU20	REPLACEMENT Transport seat and Center pull seatbelts w/ 12VS Exp	SET	1.000	EACH	1,308.000	1,046.40
WK0514ITU20	Window Barrier, Vertical Steel Bars, '20+ Interceptor Utility	SET	1.000	EACH	236.000	188.80
AP-CG-A-S22-BL	CELL/GPS Combo Antenna, Permanent Adhesive Mount, SIERRA GX4	ANP	1.000	EACH	115.000	115.00
MB8U	17' Antenna Cable RG58/U	LAI	1.000	EACH	16.950	16.95
RFU600-1	RFU-600-1 MINI UHF CRIMP CONN.	RFI	1.000	EACH	3.960	3.96
QW800	QUARTER WAVE ANTENNA	LAI	1.000	EACH	14.000	14.00
CB185-150	HI-AMP CIRCUIT BREAKER 150 AMP	BUS	1.000	EACH	64.990	64.99

Sales, Service & Installation By:

Sales Order



12851 WEST 43RD DRIVE
UNIT 1
GOLDEN, CO 80403
(303) 288-0313

Order Number: 0083179
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RIFLE, CO 81650

Customer P.O.	Ship VIA	F.O.B.	Terms	VIN		
Full Cage			NET 30 DAYS			
Item Number	Description	Product Line	Ordered	Unit	Price	Amount
PD-B12	Protector Fuse Panel, 100 Amp, 12 Outputs, Screw Terminal	MNS	2.000	EACH	92.000	184.00
/WIRE-CARBIDE	AVT WIRE HARNESS FOR BUILDING USING CENCOM CARBIDE FC		1.000	EACH	650.000	650.00
CG-X	Chargeguard, Universal, Control Module	HVS	1.000	EACH	101.970	81.58
/LABOR	LABOR CHARGE		50.000	EACH	90.000	3,825.00
/MISCMATINST	MISC MATERIAL INSTALL		50.000	EACH	9.000	382.50

Customer Signature _____ Date _____

Av-Tech Electronics, Inc will not be liable for any direct, indirect, consequential, or incidental loss or damage arising out of the installation, use or inability to use the product selected. Av-Tech Electronics, Inc is not responsible for the selection of appropriate equipment or product type required for a particular application or service.

Terms: Net 30 days from invoice date, unless otherwise specified. 1-1/2% interest per month will be charged on balances past due.

Returns: Merchandise returns will not be accepted without authorization and will be subject to a 25% restocking fee. Returns must be made within 30 days of invoice. Special designs or customized work cannot be returned for credit.

Net Order:	16,339.26
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	16,339.26

Do not pay from this Sales Order! You will be sent an invoice!

RECREATIONAL ELECTRICAL

205 12th ST SW - Loveland, CO. 80537
970-292-8526

DATE: 6/3/2019

Expires

7/3/2019

Name / Address

RIFLE POLICE DEPARTMENT
TOMMY KLEIN
201 E. 18TH ST
RIFLE, CO 81650

Estimate # 3241

Project

FULL CAGE

Item	Description	Qty	U/M	Rate	Item Used for	Total
RIFLE POLICE DEPARTMENT 2020 FORD UTILITY INTERCEPTOR FULL CAGE - PATROL						
CUSTOMER SUPPLIED						
- RADIO						
- RADAR EQUIPMENT						
- TELEPOLE						
- MOTION MOUNT FOR DOCK						
ADD GRAPHICS WITH 4 WHITE WRAPPED DOORS						
VALR51S-TX2	LIGHTING FEDERAL SIGNAL VALOR, 51" LED LIGHTBAR. RW/BW FRONT, RA/BA, REAR, FULL FLOOD MODE TO FRONT, AMBE... hook kit, for ford utility	1		2,145.00	OVERHEAD LTBAR W/FLOOD	2,145.00
HKB-FPIU13B FS-LB-INSTALL	INSTALL KIT FOR FEDERAL SIGNAL LIGHTBARS, INCLUDES HEATSHRINK, JACK TO JACK ADAPTER, AND SEALCON FITTING Intermotive Upfitter Interface Module, for Ford Utility, F-150 - F-550	1		0.00	HOOK KIT	0.00
		1		22.00	LTBAR INSTALL KIT	22.00
B-UIMS02-B	FEDERAL SIGNAL SMART SIREN PLATINUM.	1		241.00	INTERFACE MODULE	241.00
SSP3000B	FEDERAL SIGNAL SIREN PLATINUM.	1		840.00	LT/SIREN CONTROL	840.00
ES100C	FEDERAL SIGNAL ES100 SIREN SPEAKER, COMPOSITE	1		170.00	SIREN SPEAKER ON PUSH	170.00
MPS620U-RW	FEDERAL SIGNAL MICROPULSE ULTRA, RED/WHITE DUAL COLOR WITH 2 INPUTS, 6 LED	1		91.00	BUMPER D.S. FRONT	91.00
MPS620U-BW	FEDERAL SIGNAL MICROPULSE ULTRA LED LIGHT, DUAL COLOR, BLUE/WHITE	1		91.00	P.S. FRONT PUSH BUMPER	91.00
MPS620U-RW	FEDERAL SIGNAL MICROPULSE ULTRA, RED/WHITE DUAL COLOR WITH 2 INPUTS, 6 LED	1		91.00	D.S. SIDE PUSH BUMPER	91.00
MPS620U-BW	FEDERAL SIGNAL MICROPULSE ULTRA LED LIGHT, DUAL COLOR, BLUE/WHITE	1		91.00	P.S. SIDE PUSH BUMPER	91.00

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Item	Description	Qty	U/M	Rate	Item Used for	Total
MPS620U-RW	FEDERAL SIGNAL MICROPULSE ULTRA, RED/WHITE DUAL COLOR WITH 2 INPUTS, 6 LED	1		91.00	D.S. HEADLIGHT	91.00
MPS620U-BW	FEDERAL SIGNAL MICROPULSE ULTRA LED LIGHT, DUAL COLOR, BLUE/WHITE	1		91.00	P.S. HEADLIGHT	91.00
FHL-CHG	VEHICLE SPECIFIC HEADLIGHT FLASHER, DODGE CHARGER 2006-UP	1		51.00	HEADLIGHT FLASHER	51.00
CUSTOMERSU...	VEHICLE TO COME WITH LOWER LIGHTING FOG AREA - WE NEED TO HOOK THEM UP ON D.S. AND P.S.	1		0.00		0.00
ENT2B3D	SOUND OFF INTERSECTOR LIGHT, RED/WHITE	1		207.00	D.S. MIRROR LIGHT	207.00
ENT2B3E	SOUND OFF INTERSECTOR, BLUE WHITE. UNDER MIRROR MOUNT	1		207.00	P.S. MIRROR LIGHT	207.00
FN-0216-RB-40	FENIEX FUSION SINGLE COLOR LED LIGHT STICK, RED, BLUE WITH 40 DEGREE OPTICS	2		114.00	SIDE REAR WINDOW LTS	228.00
H-2209-RV	FENIEX CANNON HIDEAWAY LED RED/WHITE	1		65.00	D.S. TAILLIGHT	65.00
H-2209-BW	FENIEX CANNON HIDEAWAY LED BLUE/WHITE	1		65.00	P.S. TAILLIGHT	65.00
FN-0616D-RA,B...	FENIEX FUSION DUAL COLOR LED LIGHT STICK, RED/AMBER, BLUE/AMBER WITH 180 DEGREE OPTICS.	1		405.00	REAR DIRECTIONAL STICK	405.00
H-2209-RB	FENIEX CANNON HIDEAWAY LED RED/BLUE	4		65.00	REAR LIFTGATE LIGHTS	260.00
FWRB-INTU	FIREWIRE FORD INTERCEPTOR ROCKER SAFETY LIGHTS	1		576.00	ROCKER LIGHTS	576.00
C-VS-1308-INUT	CONSOLE 21" vehicle specific console for 2013-2016 Ford standard interior Police Interceptor Utility veh...	1		357.00	FULL CONSOLE	357.00
C-CUP2-I	Internal cup holder, 4" console space, 2 cups	1		36.00	CUP HOLDER	36.00
C-AP-0325	3" Accessory Pocket, 2.5" Deep	1		39.00	ACCESSORY POCKET	39.00
C-ARM-103	Armrest For Top Mount, Console, Large Pad	1		100.00	ARMREST	100.00
C-EB40-SSP-1P	BRKT, EQUIP, 1PC, 4MS, SP	1		0.00	LT/SIREN	0.00
C-EB25-XTL-1P	FACEPLATE, MOTOROLA XTL2500, 5000-05, APX 6500, APX 7500 BRKT, EQUIP, 1PC, 2.5MS, SP,	1		0.00	FACEPLATE RADIO	0.00

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Expires

7/3/2019



205 12th ST SW - Loveland, CO. 80537
970-292-8526

Estimate # 3241

Project

FULL CAGE

Name / Address
RIFL E POLICE DEPARTMENT
TOMMY KLEIN
201 E. 18TH ST
RIFL E, CO 81650

Item	Description	Qty	U/M	Rate	Item Used for	Total
C-FP-25 C-FP-3 CUSTOMERSU... CUSTOMERSU...	HAVIS FILLER PLATE, 2.5" 3" FILLER PLATE CUSTOMER SUPPLIED C-HDM-202 TELEPOLE CUSTOMER SUPPLIED C-MD-112 MOTION MOUNT Shipping Costs	1 1 1 1 1		0.00 0.00 0.00 0.00 65.00	FILLER PLATE FILLER PLATE TELEPOLE MOTION MOUNT FOR DOCK FREIGHT FOR CONSOLE	0.00 0.00 0.00 0.00 65.00
Freight						
PA714UJNT13A	PRISONER CAGE / WEAPON MOUNT Polycarbonate Center Slider Window with Expanded Metal Insert	1		745.00	FULL PARTITION	745.00
RP47UJNT13	Recessed Panel (Space Saver), FORD UTILITY	1		89.00	RECESSED PANEL	89.00
S4702UJNT13OSB	2013 P1 Utility Prisoner Transport Seat/ Cargo Barrier/Outboard Seat Belts... Polycarbonate Cargo...	1		1,356.00	PLASTIC SEAT W/BARRIER	1,356.00
DP47UJNT13	Pair, Black ABS, Rear Door Panels	1		115.00	DOOR SKINS	115.00
WB47UJNT13	Pair, Steel Window Barrier (for use with DP47UJNT13 Rear Door Panels only)	1		193.00	WINDOW GUARDS	193.00
FP47UJNT13	- CUSTOMER WANTS BARS --- NOT POLY --- Charcoal Grey ABS, Floor Pan - USE FLOOR DRAINS THAT COME WITH FLOOR PAN	1		163.00	FLOOR PAN	163.00
RLF-CW12SMD	LED PUCK LIGHT, RECESSED, COOL WHITE	2		16.00	PRISONER LIGHTS	32.00
Freight	Shipping Costs	1		150.00	FREIGHT FOR PRISONER	150.00
SC-6 - #2	SANTA CRUZ STANDARD UNIVERSAL GUNLOCK #2 KEY	1		125.00	GUN LOCK	125.00
SC-1900	ADJUSTABLE STEEL BUTT PLATE	1		25.00	BUTT PLATE	25.00
SC-9903	SQUARE BUTT PLATE BRACKET	1		25.00	BUTT PLATE BRACKET	25.00
GLP-FB18-316S...	FLATBAR WITH MOUNTING HOLES. 18" LENGTH. FLAT BLACK. 3/16 STEEL	1		16.00	MOUNTING FLATBAR	16.00
	PUSH BUMPER					

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Date: 6/5/2019

Expires

7/3/2019



205 12th ST SW - Loveland, CO. 80537
970-292-8526

Estimate # 3241

Name / Address

RIFLE POLICE DEPARTMENT
TOMMY K. LEIN
201 E. 18TH ST
RIFLE, CO 81650

Project

FULL CAGE

Item	Description	Qty	U/M	Rate	Item Used for	Total
PBX05	WESTIN PUSH BUMPER, 2016 FORD UTILITY INTERCEPTOR	1		240.00	PUSH BUMPER	240.00
PBX-TC2L-3	TWO-LIGHT TOP CHANNEL FOR UTILITY/CHARGER TO USE WITH MPS620U LIGHTS	1		20.00	TOP LIGHT CHANNEL	20.00
PBX-WC1	WIRE COVERS FOR USE WITH PBX05 BUMPER FOR UTILITY	1		25.00	WIRE COVERS	25.00
Freight	Shipping Costs	1		45.00	FREIGHT FOR BUMPER	45.00
081445	TRICKFIT FRONT BUMPER HARNESS	1		120.00	FRONT BUMPER HARNESS	120.00
TF2-FPIU-FB-W...	TRICKFIT TAILGATE HARNESS	1		130.00	LIFTGATE HARNESS	130.00
TF2-FPIU-TG-10...	TRICKFIT ENGINE COMPARTMENT HARNESS	1		90.00	ENGINE CMPT HARNESS	90.00
TF2-FPIU-ECH...	TRICKFIT UNDER STEERING WHEEL HARNESS	1		90.00	UNDER STEERING WHEEL HARN	90.00
TF2-FPIU-USW...	TRICKFIT INTERIOR OVERHEAD HARNESS	1		24.00	INTERIOR OVERHEAD HARNESS	24.00
TF2-FPIU-IO-6A...	TRICKFIT MAIN HARNESS	1		900.00	MAIN HARNESS	900.00
MH-1CP-8A10A...	PIGTAIL FOR ISOLATED WIG WAG FLASHER	1		5.00	WIG WAG HARNESS	5.00
TF-PT-WWAG-4...	INSIDE MOUNT	1		9.00	DIODE ASSEMBLY	9.00
TF-DA-6SA-3B	DIODE ASSEMBLY, 3 IN, 3 OUT, NEGATIVE IN 1,3,5, NEGATIVE OUT AND 2,4,6	1		9.00	DIODE ASSEMBLY	9.00
TF-DA-3SA-2B	DIODE ASSEMBLY, 2 IN, 1 OUT, NEGATIVE IN 2, NEGATIVE OUT 1 AND 3	1		37.00	ASSEMBLY RELAY MODULE	37.00
46095	EATON's Bussmann Series Power Relay Module, 70A, 2 J-Case Fuse Positions	1		6.00	RELAYS	24.00
75736	5 POLE RELAY, FOR FUSE BLOCK (35A/20A 14VDC)	4		2.00	JCASE FUSES	4.00
FMX-60A	60-AMP JCASE Cartridge Style Fuse, Littelfuse 0495060	2				

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patrick@recreationalelectrical.com

Phone #

970-292-8526

Total



RECREATIONAL ELECTRICAL

205 12th ST SW - Loveland, CO, 80537
970-292-8526

Date: 6/3/2019

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201 E. 18TH ST
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Project

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Item	Description	Qty	U/M	Rate	Item Used for	Total
FPIU-BCUT TF-PT-4LTBRC-...	FPIU UTILITY HARNESS GROUP, WITH BUMPER. PATROL WITH SSP	1		12.00	BRAKE CUT HARNESS	12.00
75735	PIGTAIL FOR 4 LIGHT BRAKE CUT ASSEMBLY. 5 POLE RELAY, FOR FUSE BLOCK (35A/20A 14VDC)	4		6.00	RELAYS	24.00
Labor 85	Labor	0.75		86.66667	LABOR FOR BRAKE CUT	65.00
6001	BRAKE CUT OPTION FOR FORD POLICE INTERCEPTOR UTILITY WITH BIG FUSE BLOCK INSTALLED. WILL WORK ON MAIN HARNESSES WITH THE DESIGNATION (X)/A/B/C. WILL NOT WORK WITH D OR HIGHER. INCLUDES PIGTAIL, RELAYS NEEDED, AND INSTALLATION COST COPELAND ENGINEERING VOLTAGE AND TIMER MODULE. SENSE LOW VOLT CONDITIONS AND SHUTS OFF AUX LOADS...	1		157.00	ELECTRONICS TIMER	157.00
ETRAB8063	antenna, "sharkfin" low profile, ..Product Description..806-866 Phantom Ant, Black	1		39.00	800 RADIO ANTENNA	39.00
459439	Pulse / Larsen - 0-6000 MHz, 3/4" Mount, RG58A/U, No Connector	1		16.00	ANTENNA NMO MOUNT	16.00
MMSU-1 TA6FD00-08	MAGNETIC MIC MOUNTING CLIP 8 OHM 10 WATT SPEAKER, 2.5 INCH SQUARE, 1.5 DEEP.	1		30.00	MAG MIC RADIO SPEAKER	30.00
GEN-PRLSPK1...	RECELECT SPEAKER PLATE FOR PEERLESS 8 OHM MINI SPEAKER. SINGLE SPEAKER WITH ADAPTER PLATE	1		20.00	IN HEADLINER RADIO SPEAKER COVER	20.00
FPIU - INSTALL ... FPIU-HLB	HEADLIGHT BRACKET TO MOUNT FED SIG MICROPULSE 620U TO FORD INTERCEPTOR UTILITY WITH HEADLIGHT OPTION	2		8.00	HEADLIGHT LT BRACKETS	16.00
FPIU-MSB	MERC SWITCH MOUNTING BRACKET FOR LIFTGATE ALAR MERC SWITCH	1		9.00	REAR LIFTGATE MERC SW BRACKET	9.00

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7/3/2019



205 12th ST SW - Loveland, CO. 80537
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RIFLE, CO 81650

Item	Description	Qty	U/M	Rate	Item Used for	Total
FPIU-PDC-DS	MOUNTING PLATE FOR ELECTRONICS USED IN SPARE TIRE AREA OF FORD POLICE INTERCEPTOR. DRIVER SIDE PLATE ONLY.	1		25.00	D.S. REAR MOUNT PLATE	25.00
FPIU-PDC-PS	MOUNTING PLATE FOR ELECTRONICS USED IN SPARE TIRE AREA OF FORD POLICE INTERCEPTOR. PASSENGER SIDE PLATE ONLY.	1		25.00	P.S. REAR MOUNT PLATE	25.00
FPIU-RLST-DS	REAR LIGHT STICK BRACKET, FOR DRIVER SIDE, TO MOUNT FENIEX FUSION STICK TO REAR WINDOW	1		11.00	REAR STICK MOUNT D.S.	11.00
FPIU-RLST-PS	REAR LIGHT STICK BRACKET, FOR PASSENGER SIDE, TO MOUNT FENIEX FUSION STICK TO REAR WINDOW	1		10.00	REAR STICK MOUNT P.S.	10.00
FPIU-SIRSPKR-...	SPEAKER MOUNT FOR FENIEX TRITON OR ES100C SPEAKER ON FPIU 16+	1		46.00	SIREN SPEAKER MOUNT	46.00
FPIU-UDSFUSE...	UNDER DRIVER SEAT FUSE BLOCK, FOR BIG FUSE BLOCK, WITH BACK BLOCKING PLATE.	1		38.00	FUSE BLOCK MOUNT PLATE	38.00
FPIU-RSWLB-F...	UTILITY REAR SIDE WINDOW MOUNT BRACKET, FITS FENIEX FUSION LIGHTSTICK.	2		10.00	REAR SIDE WINDOW BRACKETS	20.00
060-852	2 NEEDED PER CAR Mercury Tilt Switch COMMON MOUNTING BRACKETS NEEDED FOR UPFITTING OF FORD POLICE INTERCEPTOR UTILITES	1		15.00	MERC SWITCH	15.00
MISC ITEMS	MISC ITEM CHARGE. USED FOR NON-INVENTORY ITEMS LIKE SHOP CONSUMABLES, ADMINISTRATION FEES, ETC	1		100.00	MISC SHOP SUPPLIES	100.00
LABOR 2300	INSTALL LABOR	1		2,400.00	LABOR	2,400.00
GRAPHICS	3M WHITE VINYL WRAP - WHITE WRAP FOR 4 DOORS	1		900.00	WHITE WRAP ON 4 DOORS	900.00
GRAPHICS	RIFLE POLICE GRAPHICS PACKAGE	1		500.00	GRAPHICS	500.00

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Agenda Item #6.e.

Agenda Item Name:

Consider Change Order No. 1 to the Fravert and 5th Street Improvements for water line replacement

Presenter:

Brian Prunty, Public Works Director
Craig Spaulding, Civil Engineer

Item Description:

Change Order No. 1 for the replacement of water line discovered in road bed not conforming to current City of Rifle standards for water transport.

Recommended Action:

Approval of Change Order No. 1 to the Frontier Paving contract for the Fravert and 5th St. Improvements in the amount of \$87,500.00

Fiscal Impact:

Reduced risk of annual expenditure of maintenance costs.

Operational Impact:

Replacement of this water main, provides for reduces maintenance of this line segment for years. It addresses the replacement of a pipeline material that no longer conforms to City of Rifle standards.

Prior Board Motions:

Background Information:

This change order is the result of new knowledge as to the material of the water distribution pipelines beneath the surface of our Capital Improvement Project currently under construction, that is, Fravert and 5th Street Improvements. Since the material is AC (asbestos/concrete), as opposed to C-900 PVC, the policy to replace out-of-date pipe beneath rebuilt roadways came into play.

Executive Summary:

This is a necessary investment to preserve the surface of our newly rebuilt street and to insure safe, reliable water service to residents in west Rifle.

Notification Requirements:

Prepared By:

Brian Prunty, Public Works Director

Attachments:

1. Memo to SHahn re CO 1 to Fravert_5th St Contract
2. Purchase Req - FPI - Water Repl on 5th St_bgp
3. W. 5th Waterline Memo
4. CO 1 - FPI - waterline replacement - Fraver_5th



TO: Scott Hahn, City Manager
FROM: Brian Prunty, Public Works Director
CC: Robert Burns, Utility Director
DATE: July 29, 2020
RE: Change Order No. 1 – Water line replacement

Below is a breakdown of costs associated with Change Order No. 1 which amounts to a 14% contract change:

1) 556 LF of 8" C-900, installed, complete at \$112/LF	\$62,500
2) 4 days potholing, includes backfill at \$5,100/day	20,400
3) As-built survey	2,500
4) (1) Additional valve at contract unit price, \$2,350	<u>2,350</u>
Total:	\$87,500

This is a constructed price and includes testing, concrete reaction blocks, and tie-ins to existing infrastructure. The only costs not included is additional soil compaction testing estimated to be \$600.

We consider this to be a reasonable proposal and matches our own estimates.





**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Frontier Paving, Inc.	

2.	Vendor Address
	P.O. Box 1167
	Silt, CO 81652

3.	For the Purchase of (description)
	Construction Services & Materials for
	construction of new water line in W. 5th St.

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$87,500.00	\$50,000.00	

5.	Dept. Name	General Ledger Acct #
	Utilities	310-4333-400-721 (Bal. of Amount Request to 310-4333-400-739)

6.	Type of Purchase
	☐ Capital Construction
	☒ Capital Construction – Change Order
	☐ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☐ Professional Services
	☐ Utilities (includes equipment installation)
	☐ Land, easements, ROW

7.	Purchasing Process Required
	☐ Cooperative Purchasing
	☐ Open Market
	☐ Comparative Pricing
	☐ Request for Proposal (attach bid tab)
	☐ Formal Bid (attach bid tab and advertisement)
	☐ Single Source (attach an explanation)

8.	Authorization Required
	☒ City Manager
	☒ City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Brian Prunty</i>	7/29/2020
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

General summary of purchasing ordinance (Section 4, Art. III)

TYPE OF CONTRACT	ESTIMATED AMOUNT	PROCESS	Purchase Order? Purchase Request?	CITY COUNCIL APPROVAL REQUIRED?
Capital Construction	< \$5,000	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO	Yes if over \$20,000 or for any amount from Capital Fund.
	\$5,000-\$20,000	Comparative Pricing (solicit quotes from 3) vendors/suppliers)	Purchase Request	
	\$20,001-\$100,000	Competitive Bid (see Code Sec 4-3-40)		
	> \$100,000	Bonded Competitive Bid		
Capital Construction Change orders	< = 10% of approved contract	When total change orders to date are < 10% - Dept Head or City Manager Approval	Purchase Request	Yes if total change orders to date are greater than 10%
	> 10% of approved contract			
Capital Equipment	< \$5,000	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO	Yes if over \$20,000 or for any amount from Capital Fund.
	\$5,000-\$20,000	Comparative Pricing (solicit quotes from 3 vendors/suppliers)	Purchase Request	
	> \$20,000	Competitive Bid (see Code Sec 4-3-40)		
Plant Equipment Replacement (purchases necessary for replacement of existing equipment that is component part of any water, wastewater, or physical plant)	< \$7,500	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO >= \$5,000 - Purchase Request	Yes if over \$75,000
	\$7,500-\$75,000	Comparative Pricing (solicit quotes from 3 vendors/suppliers)	Purchase Request	
	>\$75,000	Competitive Bid (see Code Sec 4-3-40)		
Materials, Supplies, Non- Professional Services and Technical Services (including software/hardware maintenance technical services)	< \$10,000	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO >= \$5,000 - Purchase Request	Yes if over \$20,000
	>\$10,000	Comparative Pricing (solicit quotes from 3 vendors/suppliers)	Purchase Request	
Professional Services (note- process for appointed positions such as auditor, attorney, engineer, or municipal judge to be determined by Council)	< \$25,000	Open Market (informal evaluation by purchasing agent)	All - Purchase Request	Yes if anticipated to exceed \$25,000 per year to a single vendor
	> = \$25,000	Written requests for written proposals must be sent to at least 3 firms or individuals		
Utilities including installation of equipment (purchases to secure utility services such as natural gas, electricity, local telephone, water, or sewer)	any amount	Single Source (negotiations, where appropriate, after good faith determination that only one viable source exists in relevant supply area - keep records for one year)	> \$5,000 - PO >= \$5,000 - Purchase Request	No
Real Property Interest (including easements and rights of way)	any amount	Single Source (see above)	> \$5,000 - PO >= \$5,000 - Purchase Request	Yes if over \$5,000.



City of Rifle, Colorado
Utility Department
W. 5th Waterline

To: Scott Hahn, City Manager
Cc: Brian Prunty, Public Works Director
From: Robert Burns, Utility Director
Re: Waterline replacement West 5th

Mr. Hahn,

It was discovered that the waterline located in the work area on West 5th Street is AC (asbestos cement) pipe instead of PVC which was located further west during previous phase of the West 5th projects.

Utility staff would like to see this section of AC pipe replace with PVC. AC pipe is prone to breakage, especially as it surpasses 50 years old as we believe to be the case with this pipeline and since there are asbestos fibers in the pipe, it does present hazards when repairs are made.

It would be prudent of us to replace the line at this point as the road is being improved and we would not want to dig up new asphalt to repair a line that we acknowledge has surpassed its useful life and will be prone to leaks in the future.

The water fund has \$50,000 that was budgeted for plant automation (310.4333.400.721) related to the Beaver Creek Water Tank that can be use as that project cannot happen this year as a result of COVID delays in other projects that are required as precursory work.

There are monies in GL 310.4333.400.739 (Water Main Capital Improvements) that can be used as well.

Thank you for your understanding in this matter.

Robert P. Burns

Robert P. Burns

Utility Director
City of Rifle – Utility Department

Change Order

Order No.: 1

Date: 7/29/2020

Agreement Date: 13 MAY 2020

NAME OF PROJECT: Fravert and 5th Street Improvements

OWNER: City of Rifle

CONTRACTOR: Frontier Paving, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS: addition of work and related costs to replace an old AC water line, previously undiscovered, with C-900 PVC in W. 5th Street

Justification: Replacement of old pipe which fails to comply with operational and specification standards.

Change to CONTRACT PRICE: \$ 87,500.00

Original CONTRACT PRICE: \$622,454.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER(s) No.(s) \$622,454.00

The CONTRACT PRICE due to this CHANGE ORDER will be (increased)(~~decreased~~) by: \$ 87,500.00

The new CONTRACT PRICE, including this CHANGE ORDER, will be: \$709,954.00

Change to CONTRACT TIME:

The CONTRACT TIME will be (increased)(~~decreased~~) by 18 calendar days.

The date for completion of all WORK will be October 20, 2020

Approvals Required:

To be effective, this ORDER must be approved by the Federal Agency (if applicable), if it changes scope or objective of the WORK, or as may otherwise be required by the Owner.

I hereby accept this order, both as work to be performed and prices on which payment is to be based.

Contractor Representative: _____
Signature Date

Recommended by: _____
Signature Date

Authorized by Owner's
Project Engineer: _____
Signature Date

Approved by Owner
Public Works Director: _____
Signature Date

Federal Agency Approval (where applicable) _____
Signature Date



Agenda Item #6.f.

Agenda Item Name:

Consider contract for Leasing services with Enterprise Fleet Management.

Presenter:

Brian Prunty, Public Works Director

Item Description:

Entering in to contract with Enterprise Fleet Management for the leasing of 13 vehicles, that is (2) Police patrol vehicles, and (11) white fleet vehicles for various departments.

Recommended Action:

Motion to approve entering into contract with Enterprise Fleet Management for procurement services for the leasing of 13 vehicles at the estimated cost to the 2021 City Budget of \$102,000.

Fiscal Impact:

Annual lease costs over 5 years for the white fleet and 4 years on the Police Department vehicles. Reduces annual maintenance costs and operational costs by providing more fuel efficient and safety for personnel.

Operational Impact:

Leasing vehicles which provides for a newer fleet frees the Fleet Mechanics time for other vehicles; new lease vehicles provide for more operation time by users and raises reliability.

Prior Board Motions:

Background Information:

This agenda item was presented at the May 20, 2020 meeting. There were many questions by Council which caused it to be tabled for further discussion. Much of what caused the delay was cost of the lease and what might be alternative an alternative approach to procurement.

Further effort has been accomplished for re-presentation to City Council.

Executive Summary:

As I laid out in the May 20, 2020 meeting, the City's current investment in Fleet Procurement and management is rather minimal, that is, I provide Fleet Management and we employ one Fleet Mechanic. I see utilization of Enterprise Fleet Management for fleet procurement as a way to expand our management at a low cost. Along with that, we are able to provide replacement of worn out vehicles while providing up-to-date reliable, safe,

fuel efficient vehicles which enhance our service to our community.

Notification Requirements:

Prepared By:

Brian Prunty, Public Works Director

Attachments:

1. Memo - SHahn re lease prog for Fleet_updated 7-29-20
2. Purch Req - Sourcewell - Fleet Lease Program_bgp
3. Updated City of Rifle menu pricing
4. Srcwll-RFP 060618 Fleet Management_1
5. Srcwll-Combined Ads-060618-Fleet Management_1
6. Srcwll-Enterprise Contract 060618
7. Srcwll-FormG-Fleet Mgmt 060618_1



TO: Scott Hahn, City Manager
FROM: Brian G. Prunty
CC: Michelle Duran, Finance Director
DATE: May 11, 2020
RE: Leasing Program for Fleet Vehicles *UPDATED 7/29/2020*

Early this year Michelle Duran and I were introduced to the notion of leasing for our fleet vehicle replacement. Personally, I had never considered it, as was the case for Michelle. Troy Richard, a sales representative for Enterprise Fleet Management provided a short introduction to what it could look like. It had appeal from a multitude of angles.

Fleet management is an area in which we do not invest a lot of effort, but nevertheless requires thoughtful and timely consideration. Over the past year, I have invested more time and effort to fleet management, because it became apparent that this facet was overlooked. We have stepped up our Fleet Management by going all in our electronic record keeping with iWorQ, including an iWorQ module for requesting fleet service. The goal has been to be able to look at any vehicle at any time and get a sense of its condition and cost of ownership. For the purposes of this memo, we will only consider the light-duty wheeled vehicles of and 1-ton and lighter, or about 65 vehicles.

Over the past six months I have gained a better picture of our fleet status and condition. This has been a combination of observation, user input, and data in our fleet management program (iWorQ). What has become apparent is that we have an aged fleet and our rate of replacement is slower than necessary to provide a reliable and safe fleet.

To accomplish the goal of a newer and efficient fleet, I propose a plan of replacement using a Lease Program. In the following, I will lay out an overview of the plan, the proposed Fleet Management vendor, the Sourcewell connection, what funding looks like, the proposed vehicles for replacement, and disposal of replaced fleet vehicles. Ultimately, I ask for your recommendation to City Council to go forward with the plan and begin a steady push to upgrade our fleet.



The Fleet Replacement Management Plan (FRMP)

With 65 light wheeled vehicles in regular use, the challenge is to balance the replacement of the vehicles in an optimum way so as to minimize the cost of ownership while providing a modern, safe, and reliable fleet, which well represents the City of Rifle. I believe a fleet leasing plan can accomplish this goal. First, it provides for regular turnover of vehicles, which ensures reliability and ensures low mileage at time of replacement. Second, due in part to low mileage, it maximizes monies obtained from the sale of replaced vehicles. Third, it demonstrates fiscal responsibility by obtaining efficient, low maintenance, reliable and fuel-efficient vehicles. Fourth, it lowers the cost of maintenance since the fleet would be newer vehicles. Fifth, it provides the latest in equipment for driver safety.

The highlights of the plan are as follows:

- a. Approximately 12 vehicles per year would be replaced.
- b. There would be a goal of replacing the entire fleet (with a handful of exceptions) every five years.
- c. Annually, at budget time departments can request replacement vehicles and plan for leasing costs.
- d. Vehicle maintenance (tires, brakes, fluid changes, etc.) costs would be maintained by the City.
- e. Each Fall at budget time, we would meet with the Fleet Management Vendor (FMV), to determine next year's lease requirements.

To achieve this plan, the following must occur: selection of a good fleet management vendor, having a solid approach to funding (mainly a consideration for this year), and diligent fleet management on the part of the Fleet Manager. The reality is that without a plan like what we have outlined above, we would not see complete fleet replacement for 16 years (estimated) while constantly supporting an ever-aging fleet. In this scenario and depending how aggressive we were in replacement; the average age of the fleet would certainly go up.

Fleet Management Vendor

The Fleet Management Vendor (FMV) choice for our program is **Enterprise Fleet Management (EFM)**. Michelle Duran and I, we have spoken with three government agencies which utilize this vendor for their leasing requirements: Mesa County Sheriff Matt Lewis, Carl Christian – City of Fountain Electric Dept. Superintendent, and Sheryl Carstens –City of Commerce City CFO. All have provided solid recommendations due to their experience with EFM. There are many reasons for my selection of them for our FRMP: an excellent plan for implementation, a wide variety of services which can be

Memo – Scott Hahn
May 11, 2020

selected on an annual basis, and they are already under contract with Sourcewell for cooperative buying.

As to **Sourcewell**, prior to this connection I knew nothing about them. They are, as closely as I can describe them, the Purchasing Agent's agent. They provide an alternative to the conventional bidding process, i.e. vetting the vendors, soliciting bids, evaluating proposals, and then negotiating a contract with a bidder. With Sourcewell, they have already gone through that process, leaving the agency with the specifics of what they want and issuing a Purchase Request. As a Sourcewell member, we have access to that work, and can secure a vendor (Enterprise Fleet Management, in this case) and have confidence that it conforms to national procurement standards. I know there is much to understand about using such an agency (they are actually a government agency of the State of Minnesota), but I have come to the conclusion it is a great way to expedite purchases. I have included information on EFM's contract with Sourcewell and the assurance that we have indeed secured a competitive contract through Sourcewell.

Funding

Our current approach funding vehicles procurement is to have each department indicates their intent to acquire a vehicle(s) during the budget development. Money for these purchases is "borrowed" from the Fleet Capital Fund. It is then paid back to the Fund over four years. Therefore, in any given year we can afford to purchase up to four vehicles with the notion that these vehicles cost \$30,000 each (approx. average). With the four vehicles per year (\$120,000), we are looking at 16 years for complete turnover of the light-wheeled fleet.

With the lease program, the leasing company becomes the finance company and we would lease 12-14 vehicles per year for the same \$120,000. In that scenario, we could turn over the entire fleet in 5 years $\pm$. Departments would budget for their lease payments every year, which creates stability in budgeting. Therefore, with a current Fleet Fund Balance of approximately \$800,000, at least \$200,000 could be spent to purchase vehicles in any given year; with funds being continually replenished through 'repayment' from the department responsible. The Fleet fund balance could then be available for much larger purchases, or where leasing is not the best option.

Proposed Vehicles

Included in the packet are PDF's which show vehicles and approximate configuration. It also shows projected costs, Estimated Fair Market value, recouped from their sale.

Memo – Scott Hahn
May 11, 2020

Vehicle Disposal

Part of the economics of this leasing plan relies on the sale of the old fleet vehicles or Estimated Fair Market Value. One of the Optional features of our contract with EFM

would be the disposal of the vehicles that we are replacing. Per the plan I am recommending, each vehicle that we would choose to dispose of would cost a \$300 handling fee.

The remainder of the funds would be placed back into the leasing money requirements for the next year. Year after year, my intent is to replace the older vehicles so that we would have a progressively younger fleet as the program matures. By the time, we reach five years, we are trading in newer vehicles with much more value.

The above is based on a four-year turnover of the Police Department vehicles, which average 15,000 miles per year. For all other fleet, we would have a five-year turnover given the average mileage of 8000 miles per year.

Conclusion

This is a new paradigm for us in our vehicle procurement. It is a program which delivers safe, reliable, and fuel-efficient vehicles which require less maintenance. At the current rate of turnover, within a year or so, we will need to hire additional mechanic help. It may be that a part-time mechanic would be sufficient, but I currently anticipate needing a full-time staff mechanic. Edward has been doing a great job inputting time requirements and parts necessary for repairs and maintenance, so we are building a body of data to help justify that decision as it needs to be made.

An aspect that I have not addressed is the aesthetics of a newer fleet. One of the references I spoke with gave an unsolicited opinion that he saw vehicles as a “traveling billboard”. Such projects professionalism and pride in our City. An additional benefit of that would be retention and hiring better qualified personnel.

For this year, we have already budgeted the funds to start the leasing program, so I am not seeking additional funds. With that, I would ask that you seek City Council’s approval to enter contract with Enterprise Fleet Management for 2020 to lease thirteen vehicles for sum of \$102,000.



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Enterprise Fleet Management, Inc.	

2.	Vendor Address
	7201 S. Fulton St.
	Centennial, CO 80112-3725

3.	For the Purchase of (description)
	For a lease agreement
	leading to leasing six vehicles

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$65,000	\$80,000	

5.	Dept. Name	General Ledger Acct #
	Fleet	610-4900-400-742

6.	Type of Purchase
	Capital Construction
	Capital Construction – Change Order
	Capital Equipment
	Plant Equipment
	Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☒ Professional Services
	Utilities (includes equipment installation)
	Land, easements, ROW

7.	Purchasing Process Required
	Cooperative Purchasing
	Open Market
	Comparative Pricing
	Request for Proposal (attach bid tab)
	☒ Formal Bid (attach bid tab and advertisement) - Sourcewell Contract No. 060618-EFM
	Single Source (attach an explanation)

8.	Authorization Required
	City Manager City of Rifle Sourcewell Membership No. 69942
	☒ City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Brian Prunty</i>	5/13/2020
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

General summary of purchasing ordinance (Section 4, Art. III)

TYPE OF CONTRACT	ESTIMATED AMOUNT	PROCESS	Purchase Order? Purchase Request?	CITY COUNCIL APPROVAL REQUIRED?
Capital Construction	< \$5,000	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO	Yes if over \$20,000 or for any amount from Capital Fund.
	\$5,000-\$20,000	Comparative Pricing (solicit quotes from 3) vendors/suppliers)	Purchase Request	
	\$20,001-\$100,000	Competitive Bid (see Code Sec 4-3-40)		
	> \$100,000	Bonded Competitive Bid		
Capital Construction Change orders	< = 10% of approved contract	When total change orders to date are < 10% - Dept Head or City Manager Approval	Purchase Request	Yes if total change orders to date are greater than 10%
	> 10% of approved contract			
Capital Equipment	< \$5,000	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO	Yes if over \$20,000 or for any amount from Capital Fund.
	\$5,000-\$20,000	Comparative Pricing (solicit quotes from 3 vendors/suppliers)	Purchase Request	
	> \$20,000	Competitive Bid (see Code Sec 4-3-40)		
Plant Equipment Replacement (purchases necessary for replacement of existing equipment that is component part of any water, wastewater, or physical plant)	< \$7,500	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO >= \$5,000 - Purchase Request	Yes if over \$75,000
	\$7,500-\$75,000	Comparative Pricing (solicit quotes from 3 vendors/suppliers)	Purchase Request	
	>\$75,000	Competitive Bid (see Code Sec 4-3-40)		
Materials, Supplies, Non- Professional Services and Technical Services (including software/hardware maintenance technical services)	< \$10,000	Open Market (informal evaluation by purchasing agent)	> \$5,000 - PO >= \$5,000 - Purchase Request	Yes if over \$20,000
	>\$10,000	Comparative Pricing (solicit quotes from 3 vendors/suppliers)	Purchase Request	
Professional Services (note- process for appointed positions such as auditor, attorney, engineer, or municipal judge to be determined by Council)	< \$25,000	Open Market (informal evaluation by purchasing agent)	All - Purchase Request	Yes if anticipated to exceed \$25,000 per year to a single vendor
	> = \$25,000	Written requests for written proposals must be sent to at least 3 firms or individuals		
Utilities including installation of equipment (purchases to secure utility services such as natural gas, electricity, local telephone, water, or sewer)	any amount	Single Source (negotiations, where appropriate, after good faith determination that only one viable source exists in relevant supply area - keep records for one year)	> \$5,000 - PO >= \$5,000 - Purchase Request	No
Real Property Interest (including easements and rights of way)	any amount	Single Source (see above)	> \$5,000 - PO >= \$5,000 - Purchase Request	Yes if over \$5,000.

Menu Pricing - City of Rifle

Total Annual Cost without Maintenance	\$98,190.84
Total Annual One Time Aftermarket Cost	\$16,189.50
Estimated Fair Market Value	\$13,000.00
\$101,380.34	

Equity Lease Menu Pricing

Vehicle Type	Year	Make	Model	Quantity	Term	Estimated Annual Mileage	Monthly Cost (Lease Rate)*	Annual Cost without Maintenance	Annual Cost without Maintenance by Quantity	Aftermarket Added	Cost of Aftermarket Per Vehicle	One time Down Payment (Per Vehicle)	One time Down Payment (total quantity)	Residual
Compact SUV	2020	Chevy	Equinox LS AWD	0	60	8000	\$393.62	\$4,723.44	\$0.00	none	\$0.00	\$0.00	\$0.00	\$4,556
Compact SUV	2020	Jeep	Cherokee Latitude 4x4	0	60	8000	\$399.57	\$4,794.84	\$0.00	none	\$0.00	\$0.00	\$0.00	\$4,621
Compact SUV	2020	Nissan	Rogue Sport S AWD	2	60	8000	\$339.19	\$4,070.28	\$8,140.56	none	\$0.00	\$0.00	\$0.00	\$3,957
Mid Size SUV	2020	Jeep	Grand Cherokee Laredo 4x4	1	60	8000	\$454.51	\$5,454.12	\$5,454.12	none	\$0.00	\$0.00	\$0.00	\$5,229
Mid Size SUV	2020	Ford	Explorer Base 4x4	0	60	8000	\$497.91	\$5,974.92	\$0.00	none	\$0.00	\$0.00	\$0.00	\$5,777
Mid Size SUV	2020	Dodge	Durango	0	60	8000	\$457.84	\$5,494.08	\$0.00	none	\$0.00	\$0.00	\$0.00	\$5,282
Compact Truck	2020	Nissan	Frontier S trim king cab 4x4	0	60	8000	\$423.43	\$5,081.16	\$0.00	none	\$0.00	\$0.00	\$0.00	\$4,943
Police SUV	2020	Ford	Police Interceptor Utility	2	48	15000	\$1,011.68	\$12,140.16	\$24,280.32	Police Upfit	\$13,688.15	\$6,844.75	\$13,689.50	\$1,783
3/4 Ton Truck- Crew Cab	2020	RAM	2500 Tradesman Crew 4x4 long box	4	60	8000	\$655.50	\$7,866.00	\$31,464.00	none	\$0.00	\$0.00	\$0.00	\$5,887
3/4 Ton Truck- Crew Cab	2020	Ford	F-250 XL Crew Cab 4x4 long box	0	60	8000	\$543.70	\$6,524.40	\$0.00	none	\$0.00	\$0.00	\$0.00	\$6,272
1 Ton Crew Cab	2020	RAM	3500 Cab Chassis Gas Engine	0	60	8000	\$766.69	\$9,200.28	\$0.00	Utility Bed	\$9,860.20	\$2,500.00	\$0.00	\$400
1 Ton Crew Cab	2020	Ford	F-350 XL Chassis Crew Cab 4x4 Diesel Engine	1	60	8000	\$1,001.08	\$12,012.96	\$12,012.96	Utility Bed	\$9,860.20	\$2,500.00	\$2,500.00	\$524

Cargo Van	2020	Nissan	NV200 Cargo S trim
Cargo Van	2020	Nissan	NV1500 Cargo SV trim
1/2 ton truck	2020	Chevy	1/2 ton Double Cab 4x4 V6 6.6' Box
Minivan 8 Passenger	2020	Toyota	Sienna LE

0	60	8000	\$303.08	\$3,636.96	\$0.00	none	\$0.00	\$0.00	\$0.00	\$3,534
0	60	8000	\$438.41	\$5,260.92	\$0.00	none	\$0.00	\$0.00	\$0.00	\$5,118
2	60	6000	\$447.04	\$5,364.48	\$10,728.96	TBD	\$0.00	\$0.00	\$0.00	\$4,973
				\$0.00					\$0.00	
1	60	8000	\$509.16	\$6,109.92	\$6,109.92	none	\$0.00	\$0.00	\$0.00	\$5,946
13					\$98,190.84		\$47,096.70	\$18,689.50		

Lease rates based on 2020 factory order pricing
Maintenance is not included
Pricing does not include plates, registration or applicable taxes
Pricing does not include expected return on equity at end of lease
2020 pricing is estimated based off of 2019 pricing and may be subject to change
2020 Toyota Sienna factory order cutoff is 4/10/2020



National Joint Powers Alliance®
REQUEST FOR PROPOSAL
for the procurement of
FLEET MANAGEMENT SERVICES

RFP Opening

JUNE 7, 2018

8:30 a.m. Central Time

At the offices of the

National Joint Powers Alliance®

202 12th Street Northeast, Staples, MN 56479

RFP #060618

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #060618 FLEET MANAGEMENT SERVICES. Details of this RFP are available beginning April 26, 2018. Details may be obtained by letter of request to James Voelker, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 6, 2018 at 4:30 p.m. Central Time at the above address and opened June 7, 2018 at 8:30 a.m. Central Time.

RFP Timeline

April 26, 2018	Publication of RFP in the print and online version of <i>USA Today</i> , in the print and online version of the <i>Salt Lake News</i> within the State of Utah, in the print and online version of the <i>Daily Journal of Commerce</i> within the State of Oregon (note: OR entities this pertains to: http://www.njpacoop.org/oregon-advertising and also RFP Appendix B), in the print and online version of <i>The State</i> within the State of South Carolina, the NJPA website, MERX, PublicPurchase.com, Biddingo, and Onvia.
May 16, 2018 10:00 a.m. CT	Pre-Proposal Conference (the webcast/conference call). The connection information will be sent to all inquirers two business days before the conference.
May 30, 2018	Deadline for RFP questions.
June 6, 2018 4:30 p.m. CT	Deadline for Submission of Proposals. Late responses will be returned unopened.
June 7, 2018 8:30 a.m. CT	Public Opening of Proposals.

Direct questions regarding this RFP to: James Voelker at james.voelker@njpacoop.org or (218) 895-4191.

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1 DEFINITIONS

A. CONTRACT

Contract means this RFP, current pricing information, fully executed Forms C, D, F, & P from the Proposer's response pursuant to this RFP, and a fully executed Form E ("Acceptance and Award") with final terms and conditions. Form E will be executed after a formal award and will provide final clarification of terms and conditions of the award.

B. PROPOSER

A Proposer is a company, person, or entity delivering a timely response to this RFP. This RFP may also use the terms "respondent" or "proposed Vendor," which is interchangeable with Proposer as the context allows.

C. SOURCED GOOD or OPEN MARKET ITEM

A Sourced Good or Open Market Item is a product within the RFP's scope 1) that is not currently available under the Vendor's NJPA contract, 2) that a member wants to buy under contract from an awarded Vendor, and 3) that is generally deemed incidental to the total transaction or purchase of contract items.

D. VENDOR

A Proposer whose response has been awarded a contract pursuant to this RFP.

2 ADVERTISEMENT OF RFP

2.1 NJPA advertises this solicitation: 1) in the hard copy print and online editions of the USA Today; 2) once each in Oregon's Daily Journal of Commerce, South Carolina's The State and Utah's Salt Lake Tribune; 3) on NJPA's website; and 4) on other third-party websites deemed appropriate by NJPA. Other third-party advertisers may include Onvia, PublicPurchase.com, MERX, and Biddingo.

2.2 NJPA also notifies and provides solicitation documentation to each state-level procurement departments for possible re-posting of the solicitation within their systems and at their option for future use and to meet specific state requirements.

3 INTRODUCTION

A. ABOUT NJPA

3.1 The National Joint Powers Alliance® (NJPA) is a public agency serving as a national municipal contracting agency established under the Service Cooperative statute by Minnesota Legislative Statute §123A.21 with the authority to develop and offer, among other services, cooperative procurement services to its membership. Eligible membership and participation includes states, cities, counties, all government agencies, both public and non-public educational agencies, colleges, universities and non-profit organizations.

3.2 Under the authority of Minnesota state laws and enabling legislation, NJPA facilitates a competitive solicitation and contracting process on behalf of the needs of itself and the needs of current and potential member agencies nationally. This process results in national procurement contracts with various Vendors of products/equipment and services which NJPA Member agencies desire to procure. These procurement contracts are created in compliance with applicable Minnesota Municipal Contracting Laws. A complete listing of NJPA cooperative procurement contracts can be found at www.njpacoop.org.

3.3 NJPA is a public agency governed by publicly elected officials that serve as the NJPA Board of Directors. NJPA's Board of Directors oversees and authorizes the calls for all new proposals and holds those resulting Contracts for the benefit of its own and its Members use.

3.4 NJPA currently serves over 50,000 member agencies nationally. Both membership and utilization of NJPA contracts continue to expand, due in part to the increasing acceptance of Cooperative Purchasing throughout the government and education communities nationally.

B. JOINT EXERCISE OF POWERS LAWS

3.5 NJPA cooperatively shares those contracts with its Members nationwide through various Joint Exercise of Powers Laws or Cooperative Purchasing Statutes established in Minnesota, other states and Canadian provinces. The Minnesota Joint Exercise of Powers Law is Minnesota Statute §471.59 which states "Two or more governmental units...may jointly or cooperatively exercise any power common to the contracting parties..." This Minnesota Statute allows NJPA to serve Member agencies located in all other states. Municipal agencies nationally can participate in cooperative purchasing activities under their own state law. These laws can be found on our website at <http://www.njpacoop.org/national-cooperative-contract-solutions/legal-authority/>.

3.5.1 For Members within the Commonwealth of Virginia, this RFP is intended to be a "joint procurement agreement" as described in Vir. Code § 2.2-4304(A), and those Virginia Members identified in Appendix C may agree to be a Joint Purchaser under this RFP.

3.5.2 For Members within Canada, this RFP is intended to include municipalities and publicly-funded academic institutions, schools boards, health authorities, and social services (MASH

sectors). In addition this RFP is intended to include current and potential Members of the Rural Municipalities of Alberta (RMA), and their represented Associations (SARM, SUMA and AMM).

C. WHY RESPOND TO A NATIONAL COOPERATIVE PROCUREMENT CONTRACT

3.6 National Cooperative Procurement Contracts create value for Municipal and Public Agencies, as well as for Vendors of products/equipment and services in a variety of ways:

3.6.1 National cooperative contracts potentially save time and effort for municipal and public agencies, who otherwise would have to solicit vendor responses to individual RFPs, resulting in individual contracts, to meet the procurement needs of their respective agencies. Considerable time and effort is also potentially saved by the Vendors who would have had to otherwise respond to each of those individual RFPs. A single, nationally advertised RFP, resulting in a single, national cooperative contract can potentially replace thousands of individual RFPs for the same equipment/products/services that might have been otherwise advertised by individual NJPA member agencies.

3.6.2 NJPA contracts offer our Members nationally leveraged volume purchasing discounts. Our contract terms and conditions offer the opportunity for Vendors to recognize individual member procurement volume commitment through additional volume based contract discounts.

3.7 State laws that permit or encourage cooperative purchasing contracts do so with the belief that cooperative efficiencies will result in lower prices, better overall value, and considerable time savings.

3.8 The collective purchasing power of thousands of NJPA Member agencies nationwide offers the opportunity for volume pricing discounts. Although no sales or sales volume is guaranteed by an NJPA Contract resulting from this RFP, substantial volume is anticipated and volume pricing is requested and justified.

3.9 NJPA and its Members desire the best value for their procurement dollar as well as a competitive price. Vendors have the opportunity to display and highlight value-added attributes of their company, equipment/products and services without constraints of a typical individual proposal process.

D. THE INTENT OF THIS RFP

3.10. National contract awarded by NJPA: NJPA seeks the most responsive and responsible Vendor relationship(s) to reflect the best interests of NJPA and its Member agencies. Through a competitive proposal and evaluation process, the NJPA Proposal Evaluation Committee recommends vendors for a national contract awarded by the action of the NJPA Chief Procurement Officer. NJPA's primary intent is to establish and provide a national cooperative procurement contract that offer opportunities for NJPA and our current and potential Member agencies throughout the United States and Canada to procure quality product/equipment and services as desired and needed. The contracts will be marketed nationally through a cooperative effort between the awarded vendor(s) and NJPA. Contracts are expected to offer price levels reflective of the potential and collective volume of NJPA and the nationally established NJPA membership base.

3.11 Beyond our primary intent, NJPA further desires to:

3.11.1 Award a four-year contract with a fifth-year contract option resulting from this RFP. Any fifth-year extension is exercised at NJPA's discretion and results from NJPA's contracting needs or from Member requests; this extension is not intended merely to accommodate an awarded Vendor's request. If NJPA grants a fifth-year extension, it may also terminate the contract (or cause it to expire) within the fifth year if the extended contract is replaced by

a resolicited or newly solicited contract. In exigent circumstances, NJPA may petition NJPA's Board of Directors to extend the contract term beyond five years. This rarely used procedure should be employed only to avoid a gap in contract coverage while a replacement contract is being solicited;

3.11.2 Offer and apply any applicable technological advances throughout the term of a contract resulting from this RFP;

3.11.3 Deliver "Value Added" aspects of the company, equipment/products and services as defined in the "Proposer's Response";

3.11.4 Deliver a wide spectrum of solutions to meet the needs and requirements of NJPA and NJPA Member agencies; and

3.11.5 Award an exclusive contract to the most responsive and responsible vendor when it is deemed to be in the best interest of NJPA and the NJPA Member agencies.

3.12 Exclusive or Multiple Awards: Based on the scope of this RFP and on the responses received, NJPA may award either an exclusive contract or multiple contracts. In some circumstances, a single national supplier may best meet the needs of NJPA Members; in other situations, multiple vendors may be in the best interests of NJPA and the NJPA Members and preferred by NJPA to provide the widest array of solutions to meet the member agency's needs. NJPA retains sole discretion to determine which approach is in the best interests of NJPA Member agencies.

3.13 Non-Manufacturer Awards: NJPA reserves the right to make an award under this RFP to a non-manufacturer or dealer/distributor if such action is in the best interests of NJPA and its Members.

3.14 Manufacturer as a Proposer: If the Proposer is a manufacturer or wholesale distributor, the response received will be evaluated on the basis of a response made in conjunction with that manufacturer's authorized dealer network. Unless stated otherwise, a manufacturer or wholesale distributor Proposer is assumed to have a documented relationship with their dealer network where that dealer network is informed of, and authorized to accept, purchase orders pursuant to any Contract resulting from this RFP on behalf of the manufacturer or wholesale distributor Proposer. Any such dealer will be considered a sub-contractor of the Proposer/Vendor. The relationship between the manufacturer and wholesale distributor Proposer and its dealer network may be proposed at the time of the submission if that fact is properly identified.

3.15 Dealer/Reseller as a Proposer: If the Proposer is a dealer or reseller of the products and/or services being proposed, the response will be evaluated based on the Proposer's authorization to provide those products and services from their manufacturer. When requested by NJPA, Proposers must document their authority to offer those products and/or services.

E. SCOPE OF THIS RFP

3.16 Scope: The scope of this RFP is to award a contract to a qualifying vendor defined as a manufacturer, provider, or dealer/distributor, established as a Proposer, and deemed responsive and responsible through our open and competitive proposal process. Vendors will be awarded contracts based on the proposal and responders demonstrated ability to meet the expectations of the RFP and demonstrate the overall highest valued solutions which meet and/or exceed the current and future needs and requirements of NJPA and its Member agencies nationally within the scope of FLEET MANAGEMENT SERVICES. **Respondents must be able to provide on-road assets through leasing options.**

3.17 Additional Scope Definitions: In addition to FLEET MANAGEMENT SERVICES, this solicitation should be read to include, but not to be limited to:

3.17.1 Fleet Management Services covering the acquisition (by lease or financing) of a wide range of on-road vehicle types spanning all weight classes and vehicle classifications including, but not limited to:

1. Conventional internal combustion vehicles;
2. Battery electric vehicles;
3. Plug-in hybrid vehicles;
4. EPA- (or CARB-) certified, OEM-approved (e.g. QVM, SVM) natural gas vehicles (dedicated or bi-fuel);
5. EPA- (or CARB-) certified, OEM-approved (e.g. QVM, SVM) propane autogas vehicles (dedicated or bi-fuel);
6. Flex fuel vehicles;
7. Other on-road vehicle assets;

3.17.1.1 New vehicle service and preparation for the above vehicles (e.g. safety inspection, installation of all parts, fluid level and tire pressure service, charge EV battery if applicable, apply vehicle markings).

3.17.1.2 The provision of preventative maintenance plans, maintenance and repairs in accordance with OEM recommendations, meeting allowable downtime standards.

3.17.2 NJPA reserves the right to limit the scope of this solicitation for NJPA, current and potential NJPA member agencies.

3.17.2.1 All related solutions must be complementary to a Proposer's offering of FLEET MANAGEMENT SERVICES and the activities described in Section 3.17.1 above. Examples may include, but are not limited to::

1. Short-term rental programs;
2. Upfitting of after-market products;
3. Fleet management information technologies: telematics, fleet monitoring, fuel management, fuel tank management and motorpool/fleet sharing software and systems;
4. Roadside assistance including towing, emergency charging, mechanical repair and other repairs necessary to return vehicles and equipment to safe operation;
5. Installation, operation and maintenance of dedicated charging and fueling stations;
6. Battery longevity monitoring and replacement plans

3.18 Overlap of Scope: When considering equipment/products/services, or groups of equipment/products/services submitted as a part of your response, and whether inclusion of such will fall within a "Scope of Proposal," please consider the validity of an inverse statement.

3.18.1 For example, pencils and post-it-notes can generally be classified as office supplies and office supplies generally include pencils and post-it-notes.

3.18.2 In contrast, computers (PCs and peripherals) can generally be considered office supplies; however, the scope of office supplies does not generally include computer servers and infrastructure.

3.18.3 In conclusion: With this in mind, individual products and services must be examined individually by NJPA, from time to time and in its sole discretion, to determine their compliance and fall within the original "Scope" as intended by NJPA.

3.19 Best and Most Responsive – Responsible Proposer: It is the intent of NJPA to award a Contract to the best and most responsible and responsive Proposer(s) offering the best overall quality and selection of equipment/products and services meeting the commonly requested specifications of the NJPA and NJPA Members, provided the Proposer's Response has been submitted in accordance with the requirements of this RFP. Qualifying Proposers who are able to anticipate the current and future needs and requirements of NJPA and NJPA member agencies; demonstrate the knowledge of any and all applicable industry standards, laws and regulations; and possess the willingness and ability to distribute, market to and service NJPA Members in all 50 states are preferred. NJPA requests proposers submit their entire product line as it applies and relates to the scope of this RFP.

3.20 Sealed Proposals: NJPA will receive sealed proposal responses to this RFP in accordance with accepted standards set forth in the Minnesota Procurement Code and Uniform Municipal Contracting Law. Awards may be made to responsible and responsive Proposers whose proposals are determined in writing to be the most advantageous to NJPA and its current or qualifying future NJPA Member agencies.

3.21 Use of Contract: Any Contract resulting from this solicitation shall be awarded with the understanding that it is for the sole convenience of NJPA and its Members. NJPA and/or its members reserve the right to obtain like equipment/products and services solely from this contract or from another contract source of their choice or from a contract resulting from their own procurement process.

3.22 Awarded Vendor's interest in a contract resulting from this RFP: Awarded Vendors will be able to offer to NJPA, and current and potential NJPA Members, only those products/equipment and services specifically awarded on their NJPA Awarded Contract(s). Awarded Vendors may not offer as "contract compliant," products/equipment and services which are not specifically identified and priced in their NJPA Awarded Contract.

3.23 Sole Source of Responsibility- NJPA desires a "Sole Source of Responsibility" Vendor. This means that the Vendor will take sole responsibility for the performance of delivered equipment/products/ services. NJPA also desires sole responsibility with regard to:

3.23.1 Scope of Equipment/Products/Services: NJPA desires a provider for the broadest possible scope of products/equipment and services being proposed over the largest possible geographic area and to the largest possible cross-section of NJPA current and potential Members.

3.23.2 Vendor use of sub-contractors in sourcing or delivering equipment/product/services: NJPA desires a single source of responsibility for equipment/products and services proposed. Proposers are assumed to have sub-contractor relationships with all organizations and individuals whom are external to the Proposer and are involved in providing or delivering the equipment/products/services being proposed. Vendor assumes all responsibility for the equipment/products/services and actions of any such Sub-Contractor. Suggested Solutions Options include:

3.23.3 Multiple solutions to the needs of NJPA and NJPA Members are possible. Examples could include:

3.23.3.1 Equipment/Products Only Solution: Equipment/Products Only Solution may be appropriate for situations where NJPA or NJPA Members possess the ability, either in-house or through local third party contractors, to properly install and bring to operation those equipment/products being proposed.

3.23.3.2 Turn-Key Solutions: A Turn-Key Solution is a combination of equipment/products and services that provides a single price for equipment/products, delivery, and installation to a properly operating status. Generally this is the most desirable solution because NJPA and NJPA Members may not possess, or desire to engage,

personnel with the necessary expertise to complete these tasks internally or through other independent contractors

3.23.3.3 Good, Better, Best: Where appropriate and properly identified, Proposers may offer the choice “of good, better, best” multiple-grade solutions to meet NJPA Members’ needs.

3.23.3.4 Proven – Accepted – Leading-Edge Technology: Where appropriate and properly identified, Proposers may provide a spectrum of technology solutions to complement or enhance the proposed solutions to meet NJPA Members’ needs.

3.23.4 If applicable, Contracts will be awarded to Proposer(s) able to deliver a proposal meeting the entire needs of NJPA and its Members within the scope of this RFP. NJPA prefers Proposers submit their complete product line of products and services described in the scope of this RFP. NJPA reserves the right to reject individual, or groupings of specific equipment/products and services proposals as a part of the award.

3.24 Geographic Area to be Proposed: This RFP invites proposals to provide FLEET MANAGEMENT SERVICES to NJPA and NJPA Members throughout the entire United States and possibly internationally. Proposers will be expected to express willingness to explore service to NJPA Members located abroad; however the lack of ability to serve Members outside of the United States will not be cause for non-award. The ability and willingness to serve Canada, for instance, will be viewed as a value-added attribute.

3.25 Contract Term: At NJPA’s option, a Contract resulting from this RFP will become effective either on the date awarded by the NJPA Board of Directors or on the day following the expiration date of an existing NJPA procurement contract for the same or similar product/equipment and services.

3.25.1 NJPA is seeking a Contract base term of four years as allowed by Minnesota Contracting Law. Full term is expected. However, one additional one-year renewal/extension may be offered by NJPA to Vendor beyond the original four year term if NJPA deems such action to be in the best interests of NJPA and its Members. NJPA reserves the right to conduct periodic business reviews throughout the term of the contract.

3.26 Minimum Contract Value: NJPA anticipates considerable activity resulting from this RFP and subsequent award; however, no commitment of any kind is made concerning actual quantities to be acquired. NJPA does not guarantee usage. Usage will depend on the actual needs of the NJPA Members and the value of the awarded contract.

3.27 [This section is intentionally blank.]

3.28 Contract Availability: This Contract must be available to all current and potential NJPA Members who choose to utilize this NJPA Contract to include all governmental and public agencies, public and private primary and secondary education agencies, and all non-profit organizations nationally.

3.28.1 With respect to Members within the Commonwealth of Virginia, this RFP is intended to be a “joint procurement agreement” as described in Vir. Code § 2.2-4304(A), and those Virginia Members identified in Appendix C must be allowed to use this Contract as a Joint Purchaser.

3.28.2 For Members within Canada, this RFP is intended to include municipalities and publicly-funded academic institutions, schools boards, health authorities, and social services (MASH sectors). In addition this RFP is intended to include current and potential Members of the Rural Municipalities of Alberta (RMA), and their represented Associations (SARM, SUMA and AMM).

3.29 Proposer's Commitment Period: In order to allow NJPA the opportunity to evaluate each proposal thoroughly, NJPA requires any response to this solicitation be valid and irrevocable for ninety (90) days after the date proposals are opened.

F. EXPECTATIONS FOR EQUIPMENT/PRODUCTS AND SERVICES BEING PROPOSED

3.30 Industry Standards: Except as contained herein, the specifications or solutions for this RFP shall be those accepted guidelines set forth by the FLEET MANAGEMENT SERVICES industry, as they are generally understood and accepted within that industry across the nation. Submitted products/equipment, related services and accessories, and their warranties and assurances are required to meet and/or exceed all current, traditional and anticipated standards, needs, expectations, and requirements of NJPA and its Members.

3.30.1 Deviations from industry standards must be identified by the Proposer and explained how, in their opinion, the equipment/products and services they propose will render equivalent functionality, coverage, performance, and/or related services. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire proposal.

3.30.2 Technical Descriptions/Specifications. Excessive technical descriptions and specifications that unduly enlarge the proposal response may cause NJPA to reduce the evaluation points awarded on Form G. Proposers must supply sufficient information to:

3.30.2.1 demonstrate the Proposer's knowledge of industry standards and Member agency needs and expectations;

3.30.2.2 Identify the equipment/products and services being proposed as applicable to the needs and expectations of NJPA Member agencies; and

3.30.2.3 differentiate equipment/products and services from other industry manufacturers and providers.

3.31 New Current Model Equipment/Products: Proposals submitted shall be for new, current model equipment/products and services with the exception of certain close-out products allowed to be offered on the Proposer's "Hot List" described herein.

3.32 Compliance with laws and standards: All items supplied on this Contract shall comply with any current applicable safety or regulatory standards or codes.

3.33 Delivered and operational: Products/equipment offered herein are to be proposed based upon being delivered and operational at the NJPA Member's site. Exceptions to "delivered and operational" must be clearly disclosed in the "Total Cost of Acquisition" section of the proposal.

3.34 Warranty: The Proposer warrants that all products, equipment, supplies, and services delivered under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Proposer has the primary responsibility to submit product specific warranty as required and accepted by industry standards. Dealer/Distributors agree to assist the purchaser in reaching a solution in a dispute over warranty's terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the warranty will be passed on to the NJPA member. Failure to submit a minimum warranty may result in non-award.

3.35 Additional Warrants: The Proposer warrants that all products/equipment and related services furnished hereunder will be free from liens and encumbrances; defects in design, materials, and workmanship; and will conform in all respects to the terms of this RFP including any specifications or

standards. In addition, Proposer/Vendor warrants the products/equipment and related services are suitable for and will perform in accordance with the ordinary use for which they are intended.

G. SOLUTIONS-BASED SOLICITATION

3.36 The NJPA solicitation and contract award process is not based on detailed specifications. Instead, this RFP is a “Solutions-Based Solicitation.” NJPA expects respondents to understand and anticipate the current and future needs of NJPA and its members—within the scope of this RFP—and to propose solutions that are commonly desired or required by law or industry standards. Proposal will be evaluated in part on your demonstrated ability to meet or exceed the needs and requirements of NJPA and our member agencies within the defined scope of this RFP.

3.37 While NJPA does not typically provide product and service specifications, the RFP may contain scope refinements and industry-specific questions. Where specific items are specified, those items should be considered the minimum required, which the proposal can exceed in order to meet Members’ needs. NJPA may award all of the respondent’s proposal or may limit the award to a subset of the proposal.

3 INSTRUCTIONS FOR PREPARING YOUR PROPOSAL

A. INQUIRY PERIOD

4.1 The inquiry period begins on the date of first advertisement and continues until to the Deadline for Submission.” RFP packages will be distributed to potential Vendors during the inquiry period.

B. PRE-PROPOSAL CONFERENCE

4.2 A pre-proposal conference will be held at the date and time specified in the timeline on page one of this RFP. Conference information will be sent to all potential Proposers, and attendance is optional. The purpose of this conference is to allow potential Proposers to ask questions regarding this RFP and NJPA’s competitive contracting process. Only answers issued in writing by NJPA to questions asked before or during the pre-proposal conference are binding on the parties to an awarded contract.

C. IDENTIFICATION OF KEY PERSONNEL

4.3 Awarded Vendors will designate one senior staff member to represent the Vendor to NJPA. This contact person will correspond with members for technical assistance, questions, or concerns that may arise, including instructions regarding different contacts for different geographical areas or product lines.

4.4 These designated individuals should also act as the primary contact for marketing, sales, and any other area deemed essential by the Proposer and NJPA.

D. PROPOSER’S EXCEPTIONS TO TERMS AND CONDITIONS

4.5 Any exceptions, deviations, or contingencies regarding this RFP that a Proposer requests must be documented on Form C, Exceptions To Proposal, Terms, Conditions And Solutions Request.

4.6 Exceptions, deviations or contingencies requested in the Proposer’s response, while possibly necessary in the view of the Proposer, may result in lower scoring or disqualification of a proposal.

E. PROPOSAL FORMAT

4.7 All Proposers must examine the entire RFP package to seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal.

4.8 All proposals must be properly labeled and sent to “The National Joint Powers Alliance, 202 12th Street NE Staples, MN 56479.”

4.9 All proposals must be physically delivered to NJPA at the above address with all required hard copy documents and signature forms/pages inserted as loose pages at the front of the Vendor’s response. The proposal must include these items.

4.9.1 Hard copy original of completed, signed, and dated Forms C, D, F; hard copy of the signed signature-page only from Forms A and P from this RFP;

4.9.2 Signed hard copies of all addenda issued for the RFP;

4.9.3 Hard copy of Certificate of Insurance verifying the coverage identified in this RFP; and

4.9.4 A complete copy of your response on a flash drive (or other approved electronic means). The electronic copy must contain completed Forms A, B, C, D, F, and P, your statement of products and pricing (including apparent discount), and all appropriate attachments. In order to ensure that your full response is evaluated, you must provide an electronic version of any material that you provide in a hard copy format.

As a public agency, NJPA’s proposals, responses, and awarded contracts are a matter of public record, except for such data that is classified as nonpublic. Accordingly, public data is available for review through a properly submitted public records request. To redact nonpublic information from your proposal (under Minnesota Statute §13.37), you must make your request within thirty (30) days of the contract award or non-award date.

4.10 All Proposal forms must be submitted in English and must be legible. All appropriate forms must be executed by an authorized signatory of the Proposer. Blue ink is preferred for signatures.

4.11 Proposal submissions should be submitted using the electronic forms provided. Proposers that use alternative documents are responsible for ensuring that the content is substantially similar to the NJPA form and that the document is readable by NJPA.

4.12 The Proposer must ensure that the proposal is in the physical possession of NJPA before the submission deadline.

4.12.1 Proposals must be submitted in a sealed envelope or box properly addressed to NJPA and prominently identifying the proposal number, proposal category name, the message “**Hold for Proposal Opening,**” and the deadline for proposal submission. NJPA is not responsible for untimely proposals. Proposals received by the deadline for proposal submission will be opened and the name of each Proposer and other appropriate information will be publicly read.

4.13 Proposers are responsible for checking directly with the NJPA website for any addendums to this RFP. Addendums to this RFP can change the terms and conditions of the RFP, including the proposal submission deadline.

F. QUESTIONS AND ANSWERS ABOUT THIS RFP

4.14 Upon examination of this RFP document, Proposer should promptly notify NJPA of any ambiguity, inconsistency, or error they may discover. Interpretations, corrections, and changes to this RFP will be considered by NJPA through a written addendum. Interpretations, corrections, or changes that are made in any other manner are not binding, and Proposers must not rely on them.

4.15 Submit all questions about this RFP, in writing, referencing FLEET MANAGEMENT SERVICES to James Voelker at NJPA 202 12th Street NE, Staples, MN 56479 or to RFP@njpacoop.org. You may also

call James Voelker at (218) 895-4191. NJPA urges potential Proposers to communicate all concerns well in advance of the submission deadline to avoid misunderstandings. Questions received within seven (7) days before the submission deadline generally cannot be answered. NJPA may, however, field purely procedural questions, questions about NJPA-issued addenda, or questions involving a Proposer withdrawing its response before the RFP submission deadline.

4.16 If NJPA deems that its answer to a question has a material impact on other potential Proposers or on the RFP itself, NJPA will create an addendum to this RFP.

4.17 If NJPA deems that its answer to a question merely clarifies the existing terms and conditions and does not have a material impact on other potential Proposers or the RFP itself, no further documentation of that question is required.

4.18 Addenda are written instruments issued by NJPA that modify or interpret the RFP. All addenda issued by NJPA become a part of the RFP. Addenda will be delivered to all Potential Proposers using the same method of delivery of the original RFP material. NJPA accepts no liability in connection with the delivery of any addenda. Copies of addenda will also be made available on the NJPA website at www.njpacoop.org (under “Current and Pending Solicitations”) and from the NJPA offices. All Proposers must acknowledge their receipt of all addenda in their proposal response.

4.19 Any amendment to a submitted proposal must be in writing and must be delivered to NJPA by the RFP submission deadline.

4.20 through 4.21 [These sections are intentionally blank.]

G. MODIFICATION OR WITHDRAWAL OF A SUBMITTED PROPOSAL

4.22 A submitted proposal must not be modified, withdrawn, or cancelled by the Proposer for a period of ninety (90) days following the date proposals were opened. Before the deadline for submission of proposals, any proposal submitted may be modified or withdrawn by notice to the NJPA Procurement Manager. Such notice must be submitted in writing and must include the signature of the Proposer. The notice must be delivered to NJPA before the deadline for submission of proposals and must be so worded as not to reveal the content of the original proposal. The original proposal will not be physically returned to the potential Proposer until after the official proposal opening. Withdrawn proposals may be resubmitted up to the time designated for the receipt of the proposals if they fully conform with the proposal instructions.

H. PROPOSAL OPENING PROCEDURE

4.23 Sealed and properly identified responses for this RFP entitled FLEET MANAGEMENT SERVICES will be received by Chris Robinson, Procurement Manager, at NJPA Offices, 202 12th Street NE, Staples, MN 56479 until the deadline identified on page one of this RFP. All Proposal responses must be submitted in a sealed package. The outside of the package must plainly identify FLEET MANAGEMENT SERVICES and the RFP number. To avoid premature opening, the Proposer must label the Proposal response properly. **NJPA documents the receipt of proposals by immediately time- and date-stamping them.** At the time of the public opening, the NJPA Director of Procurement or a representative from the NJPA Proposal Evaluation Committee will read the Proposer’s names aloud and will determine whether each submission has met Level-1 responsiveness.

I. NJPA’S RIGHTS RESERVED

4.24 NJPA may exercise the following rights with regard to the RFP.

4.24.1 Reject any and all proposals received in response to this RFP;

4.24.2 Disqualify any Proposer whose conduct or proposal fails to conform to the requirements of this RFP;

4.24.3 Duplicate without limitation all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the proposal;

4.24.4 Consider and accept for evaluation a late modification of a proposal if 1) the proposal itself was submitted on time, 2) the modifications were requested by NJPA, and 3) the modifications make the terms of the proposal more favorable to NJPA or its members;

4.24.5 Waive any non-material deviations from the requirements and procedures of this RFP;

4.24.6 Extend the Contract, in increments determined by NJPA, not to exceed a total Contract term of five years;

4.24.7 Cancel the Request for Proposal at any time and for any reason with no cost or penalty to NJPA;

4.24.8 Correct or amend the RFP at any time with no cost or penalty to NJPA. If NJPA corrects or amends any segment of the RFP after submission of proposals and before the announcement of the awarded Vendor, all proposers will be afforded a reasonable opportunity to revise their proposals in order to accommodate the RFP amendment and the new submission dates. NJPA will not be liable for any errors in the RFP or other responses related to the RFP; and

4.24.9 Extend proposal due dates.

5 **PRICING**

5.1 NJPA requests that potential Proposers respond to this RFP only if they are able to offer a wide array of products and services at lower prices and with better value than what they would ordinarily offer to a single government agency, a school district, or a regional cooperative.

5.2 This RFP requests pricing for an indefinite quantity of products or related services with potential national sales distribution and service. While most RFP categories represent significant sales opportunities, NJPA makes no guarantees about the quantity of products or services that members will purchase. **The estimated annual value of this contract is \$20 Million.**

Vendors are expected to anticipate additional volume through potential government, educational, and not-for-profit agencies that would find value in a national contract awarded by NJPA.

5.3 Regardless of the payment method selected by NJPA or an NJPA member, the total cost associated with any purchase option of the products and services must always be disclosed in the proposal and at the time of purchase.

5.4 All proposers must submit “Primary Pricing” in the form of either “Line-Item Pricing,” or “Percentage Discount from Catalog Pricing,” or a combination of these pricing strategies. Proposers are also encouraged to offer optional pricing strategies such as “Hot List,” “Sourced Products,” and “Volume Discounts,” as well as financing options such as leasing. All pricing documents should include a clear effective date.

A. LINE-ITEM PRICING

5.5 Line-item pricing is a pricing format in which individual products or services are offered at specific Contract prices. Products or services are individually priced and described by characteristics such as manufacture name, stock or part number, size, or functionality. This method of pricing may offer the least amount of confusion, but Proposers with a large number of items may find this method cumbersome. In

these situations, a percentage discount from catalog or category pricing model may make more sense and may increase the clarity of the contract pricing format.

5.6 All line-item pricing items must be numbered, organized, sectioned (including SKUs, when applicable), and prepared to be easily understood by the Evaluation Committee and members.

5.7 Submit Line-Item Pricing items in an Excel spreadsheet format and include all appropriate identification information necessary to discern the line item from other line items in each Responder's proposal.

5.8 Line-item pricing must be submitted to NJPA in a searchable spreadsheet format (e.g., Microsoft® Excel®) in order to facilitate quickly finding any particular item of interest. For that reason, Proposers are responsible for providing the appropriate product and service identification information along with the pricing information that is typically found on an invoice or price quote for such product or services.

5.9 All products or services typically appearing on an invoice or price quote must be individually priced and identified on the line-item price sheet, including any and all ancillary costs.

5.10 Proposers should provide both a published "List Price" as well as a "Proposed Contract Price" in their pricing matrix. Published List Price will be the standard "quantity of one" price currently available to government and educational customers, excluding cooperative and volume discounts.

B. PERCENTAGE DISCOUNT FROM CATALOG OR CATEGORY

5.11 This pricing model involves a specific percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services being proposed.

5.12 Individualized percentage discounts can be applied to any number of defined product groupings.

5.13 A percentage discount from MSRP may be applied to all elements identified in MSRP, including all manufacturer options applicable to the products or services.

5.14 When a Proposer elects to use "Percentage Discount from Catalog or Category," Proposer will be responsible for providing and maintaining current published MSRP with NJPA, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.

C. COST PLUS A PERCENTAGE OF COST

5.15 "Cost plus a percentage of cost" as a primary pricing mechanism is not desirable. It is, however, acceptable for pricing sourced goods or services.

D. HOT LIST PRICING

5.16 Where applicable, a Vendor may opt to offer a specific selection of products or services, defined as "Hot List" pricing, at greater discounts than those listed in the standard Contract pricing. All product and service pricing, including the Hot List Pricing, must be submitted electronically in a format that is acceptable to NJPA. Hot List pricing must be submitted in a line-item format. Products and services may be added or removed from the Hot List at any time through an NJPA Price and Product Change Form.

5.17 Hot List program and pricing may also be used to discount and liquidate close-out and discontinued products and services as long as those close-out and discontinued items are clearly labeled as such. Current ordering process and administrative fees apply. This option must be published and made available to all NJPA Members.

E. CEILING PRICE

5.18 Proposal pricing is to be established as a ceiling price. At no time may the proposed products or services be offered under this Contract at prices above this ceiling price without a specific request and approval by NJPA. Contract prices may be reduced at any time, for example, to reflect volume discounts or to meet the needs of an NJPA Member.

5.19 [This section is intentionally blank.]

F. VOLUME PRICE DISCOUNTS / ADDITIONAL QUANTITIES

5.20 through 5.23 [These sections are intentionally blank.]

G. TOTAL COST OF ACQUISITION

5.24 The Total Cost of Acquisition for the equipment/products and related services being proposed, including those payable by NJPA Members to either the Proposer or a third party, is the cost of the proposed equipment/products product/equipment and related services delivered and operational for its intended purpose in the end-user's location. For example, if you are proposing equipment/products FOB Proposer's dock, your proposal should reflect that the contract pricing does not provide for delivery beyond Proposer's dock, nor any set-up activities or costs associated with those delivery or set-up activities. Any additional costs for delivery and set-up should be clearly disclosed. In contrast, a proposal could state that there are no additional costs of acquisition if the product is delivered to and operational at the end-user's location.

H. SOURCED GOOD or OPEN MARKET ITEM

5.25 A Sourced Good or an Open Market Item is a product that a member wants to buy under contract that is not currently available under the Vendor's NJPA contract. This method of procurement can be satisfied through a contract sourcing process. Sourcing options serve to provide a more complete contract solution to meet our members' needs. Sourced items are generally deemed incidental to the total transaction or purchase of contract items.

5.26 NJPA or NJPA Members may request products, equipment, and related services that are within the related scope of this RFP, even if they are not included in an awarded Vendor's line-item price list or catalog. These items are known as Sourced Goods or Open Market Items.

5.27 An awarded Vendor may source such items to the extent that the items are identified as "Sourced Products/Equipment" or "Open Market Items" on any quotation issued in reference to an NJPA awarded contract, and that this information is provided to either NJPA or an NJPA Member. NJPA is not responsible for determining whether a Sourced Good is an incidental portion of the overall purchase or whether a Member is able to consider a Sourced Good a purchase under an NJPA contract.

5.28 "Cost plus a percentage" pricing is an acceptable option in pricing of Sourced Goods.

I. PRODUCT & PRICE CHANGES

5.29 Awarded Vendors may request product or service changes, additions, or deletions at any time throughout the contract term. All requests must be made in written format by completing the NJPA Price and Product Change Request Form (located at the end of this RFP and on the NJPA website), signed by an authorized Vendor representative. All changes are subject to review and approval by NJPA. Submit your requests through email to your assigned Contract Manager and to PandP@njpacoop.org.

5.30 NJPA will determine whether the request is both within the scope of the original RFP and in the best interests of NJPA and NJPA Members. Approved Price and Product Change Request Forms will be returned to the Vendor contact through email.

5.31 The Vendor must 1) complete this change request form and individually list or attach all items subject to change, 2) provide a sufficiently detailed explanation and documentation for the change, and 3) include a complete restatement of pricing document in appropriate format (preferably Excel). The pricing document must identify all products and services being offered and must conform to the following NJPA product and price change naming convention: (Vendor Name) (NJPA Contract #) (effective pricing date); for example, “COMPANY 012411-CPY effective 02-12-2016.”

5.32 The new pricing restatement must include *all* products and services offered, even for those items whose pricing remains unchanged, and must include a new effective date on the pricing documents. This requirement reduces confusion by providing a single, current pricing sheet for each vendor and creates a historical record of pricing.

5.33 ADDITIONS. New products and related services may be added to a Contract resulting from this RFP at any time during that Contract term to the extent that those products and related services are within the scope of this RFP. Allowable new products and related services generally include updated models of products and enhanced services that reflect new technology and improved functionality.

5.34 DELETIONS. New products and related services may be deleted from a contract if an item is no longer available.

5.35 PRICE CHANGES. A Vendor may request pricing changes by providing reasonable justification for the change. For example, a request for a 3% increase in a product line that relies heavily on petroleum products may be reasonable if the raw cost of required petroleum products has increased substantially. Conversely, a request for a 3% increase in prices based only on a 3% increase in a cost-of-living index may be considered unreasonable. Although NJPA is sensitive to the possibility of fluctuations in raw material costs, prospective Vendors should make every reasonable attempt to account for normal cost changes by proposing pricing that will be effective throughout the duration of the four-year Contract.

5.35.1 *Price decreases:* NJPA expects Vendors to propose their very best prices and anticipates price reductions that are due to advancement in technology and marketplace efficiencies.

5.35.2 *Price increases:* A Vendor must include reasonable documentation for price-increase requests, along with both current and proposed pricing. Appropriate documentation should be attached to the Price and Product Change Request Form, including letters from suppliers announcing price increases. Price increases must not exceed the industry standard.

5.36 through 5.37 [These sections are intentionally blank.]

5.38 Proposers representing multiple manufacturers, or carrying multiple related product lines may also request the addition of new manufacturers or product lines to their Contract to the extent they remain within the scope of this RFP.

5.39 through 5.43 [These sections are intentionally blank.]

K. SALES TAX

5.44 Sales and other taxes should not be included in the prices quoted. The Vendor will charge state and local sales and other applicable taxes on items for which a valid tax-exemption certification has not been provided. Each NJPA Member is responsible for providing verification of tax-exempt status to the Vendor. When ordering, NJPA Members must indicate that they are tax-exempt entities. Except as set forth herein, no party is responsible for taxes imposed on another party as a result of or arising from the transactions under a Contract resulting from this RFP.

L. SHIPPING

5.45 Shipping costs can constitute a significant portion of the overall cost of procurement. Consequently, significant weight will be given to the quality of a prospective Vendor's shipping program. Shipping charges should reasonably reflect the actual cost of shipping. NJPA understands that Vendors may use other shipping cost methods for simplicity or for transparency. But to the extent that shipping costs are determined to disproportionately increase a Vendor's profit, NJPA may reduce the points awarded in the "Pricing" criteria.

5.46 through 5.47 [These sections are intentionally blank.]

5.48 All shipping and restocking fees must be identified in the price program. Certain industries providing made-to-order products may not allow returns. Proposals will be evaluated not only on the actual costs of shipping, but on the relative flexibility extended to NJPA Members relating to restocking fees, shipping errors, customized shipping requirements, the process for rejecting damaged or delayed shipments, and similar subjects.

5.49 through 5.50 [These sections are intentionally blank.]

5.51 Delivered products must be properly packaged. Damaged products may be rejected. If the damage is not readily apparent at the time of delivery, the Vendor must permit the products to be returned within a reasonable time at no cost to NJPA or NJPA Member. NJPA and NJPA Members reserve the right to inspect the products at a reasonable time subsequent to delivery where circumstances or conditions prevent effective inspection of the products at the time of delivery.

5.52 The Vendor must deliver Contract-conforming products in each shipment and may not substitute products without the express approval from NJPA or the NJPA Member.

5.53 NJPA reserves the right to declare a breach of Contract if the Vendor intentionally delivers substandard or inferior products that are not under Contract and described in its paper or electronic price lists or sourced upon request of any Member under this Contract. In the event of the delivery of nonconforming products, the NJPA Member will notify the Vendor as soon as possible and the Vendor will replace nonconforming products with conforming products that are acceptable to the NJPA member.

5.54 Throughout the term of the Contract, Proposer agrees to pay for return shipment on products that arrive in a defective or inoperable condition. Proposer must arrange for the return shipment of the damaged products.

6 EVALUATION OF PROPOSALS

A. PROPOSAL EVALUATION PROCESS

6.1 The NJPA proposal evaluation committee will evaluate proposals received based on a 1,000 point evaluation system. The committee establishes both the evaluation criteria and designates the relative weight of each criterion by assigning possible scores for each category on Form G of this RFP. The committee may adjust the relative weight of the criteria for each RFP. (For example, if the "Warranty" criterion does not apply to a particular RFP, the points normally awarded under "Warranty" may be used to increase the number of potential points in another evaluation category or categories.) The "Pricing" criterion will contain at least a plurality of points for every RFP.

6.2 NJPA uses a scoring system that gives primary importance to "Pricing." But pricing includes more than just the absolute lowest initial cost of purchasing, for example, a particular product. Other considerations include the total cost of the acquisition and whether the Proposer's offering represents the best value. The

evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting NJPA Members' needs. Pricing points may be awarded based on pricing clarity and ease of use. NJPA may also award points based on whether a response contains exceptions, exclusions, or limitations of liabilities.

6.3 The NJPA Board of Directors will consider making awards to the selected Proposer(s) based on the recommendations of the proposal evaluation committee. To qualify for the final evaluation, a Proposer must have been deemed responsive as a result of the criteria set forth under "Proposer Responsiveness," found just below.

B. PROPOSER RESPONSIVENESS

6.4 All responses are evaluated for Level-One and Level-Two Responsiveness. If a response does not substantially conform to substantially all of the terms and conditions in the solicitation, or if it requires unreasonable exceptions, it may be considered nonresponsive.

6.5 All proposals must contain suitable responses to the questions in the proposal forms. The following requirements must be satisfied in order to meet Level-One Responsiveness, which is typically ascertained on the proposal opening date. If these standards are not met, your response may be disqualified as nonresponsive.

6.6 Level-One Responsiveness means that the response

- 6.6.1** is received before the deadline for submission or it will be returned unopened;
- 6.6.2** is properly addressed and identified as a sealed proposal with a specific RFP number and an opening date and time;
- 6.6.3** contains a pricing document (with apparent discounts) and all other forms fully completed, even if "not applicable" is the answer;
- 6.6.4** includes the original (hard copy) completed, dated, and signed RFP forms C, D, and F. In addition, the response must include the hard-copy signed signature page only from RFP Forms A and P and, if applicable, all signed addenda that have been issued in relation to this RFP;
- 6.6.5** contains an electronic (CD, flash drive, or other suitable) copy of the entire response; and

6.7 Level-Two Responsiveness (including whether the response is within the RFP's scope) is determined while evaluating the remaining items listed under Proposal Evaluation Criteria below. These items are not arranged in order of importance. Each item draws from multiple questions, and a Proposer's responses may affect scoring in multiple evaluation criteria. For example, the answers to Industry-Specific Questions may help determine scoring relative to a Proposer's marketplace success, ability to sell and service nationwide, and financial strength. Any questions not answered without an explanation will likely result in a loss of points and may lead to a nonaward if the proposal evaluation committee cannot effectively review your response.

C. PROPOSAL EVALUATION CRITERIA

6.8 Forms A and P include a series of questions that address the following categories:

- 6.8.1** Company Information and Financial Strength
- 6.8.2** Industry Requirements and Marketplace Success
- 6.8.3** Ability to Sell and Deliver Service Nationwide

- 6.8.4** Marketing Plan
- 6.8.5** Other Cooperative Procurement Contracts
- 6.8.6** Value-Added Attributes
- 6.8.7** Payment Terms and Financing Options
- 6.8.8** Warranty
- 6.8.9** Equipment/Products/Services
- 6.8.10** Pricing and Delivery
- 6.8.11** Industry-Specific Questions

6.9 [This section is intentionally blank.]

D. OTHER CONSIDERATIONS

6.10 In evaluating RFP responses, NJPA has no obligation to consider information that is not provided in the Proposer's response. NJPA may, however, consider additional information outside the Proposer's response. This research may include such sources as the Proposer's website, industry publications, listed references, and user interviews.

6.11 NJPA may organize RFP responses into separate classes or subcategories, depending on the range of responses. For example, NJPA might receive numerous submissions for "Widgets and Related Products and Services." NJPA may organize these responses into subcategories, such as manufacturers of fully operational Widgets, manufacturers of component parts for Widgets, and providers of parts and service for Widgets. NJPA reserves the right to award Proposers in some or all of such subcategories without regard to the evaluation score given to Proposers in another subcategory. This specifically allows NJPA to award Vendors that might not have, for instance, the breadth of products of Proposers in another subcategory, but that nonetheless meet a substantial and articulated need of NJPA Members.

6.12 [This section is intentionally blank.]

6.13 NJPA reserves the right to request and test equipment/products and related services and to seek clarification from Proposers. Before the Contract award, the Proposer must furnish the requested information within three (3) days (or within another agreed-to time frame) or provide an explanation for the delay along with a requested time frame for providing the requested information. Proposers must make reasonable efforts to supply test products promptly. All Proposer products remain the property of the Proposer, and NJPA will return such products after the evaluation process. NJPA may make provisional contract awards, subject to a Proposer's proper response to a request for information or products.

6.14 A Proposer's past performance under previously awarded contracts to schools, governmental agencies, and not-for-profit entities is relevant in evaluating a Proposer's current response. Past performance includes the Proposer's record of conforming to published specifications and to standards of good workmanship, as well as the Proposer's history for reasonable and cooperative behavior and for commitment to Member satisfaction. Incumbency as an awarded Vendor does not, by itself, merit positive consideration for a future Contract award.

6.15 NJPA reserves the right to reject any or all proposals.

E. COST COMPARISON

6.16 NJPA may use a variety of evaluation methods, including cost comparisons of specific products. NJPA reserves the right to use this process when the proposal evaluation committee determines that this will help to make a final determination.

6.17 This direct cost comparison process will award points for being low to high Proposer for each cost evaluation item selected. A “Market Basket” of identical (or substantially similar) equipment/products and related services may be selected by the proposal evaluation committee, and the unit cost will be used as a basis for determining the point value. NJPA will select the “Market Basket” from all appropriate product categories as determined by NJPA.

F. MARKETING PLAN

6.18 A Proposer’s marketing plan is a critical component of the RFP response. An awarded Vendor’s sales force will likely be the primary source of communication with NJPA Members and will directly affect the contract’s success. Marketing success depends on communicating the contract’s value, knowing the contract thoroughly, and communicating the proper use of contracted products and services to the end user. Much of the success and sales reward is a direct result of the commitment to the contract by the awarded Vendor’s sales teams. NJPA reserves the right to deem a Proposer Level-Two nonresponsive or not to award a contract based on an unacceptable or incomplete marketing plan.

6.19 NJPA marketing expectations include the following components.

6.19.1 An awarded Vendor must demonstrate the ability to deploy a national sales force or dealer network. The best RFP responses demonstrate the ability to sell, deliver, and service products through acceptable distribution channels to NJPA members in all 50 states. Proposers’ responses should fully demonstrate their sales and service capabilities, should outline their national sales force network (both numerically geographically), and should describe their method of distribution of the offered products and related services. Service may be independent of the product sales pricing, but NJPA encourages related services to be a part of Proposers’ response. Despite its preference for awarding contracts to Vendors that demonstrate nationwide sales and service, NJPA reserves the right to award contracts that meet specific Member needs locally or regionally.

6.19.2 Proposers are invited to demonstrate their ability to successfully market, promote, and communicate the benefits of an NJPA contract to current and potential Members nationwide. NJPA desires a marketing plan that communicates the value of the contract to as many Members as possible.

6.19.3 Proposers are expected to be receptive to NJPA trainings. Awarded Vendors must provide an appropriate training venue for both management and the sales force. NJPA commits to providing training on all aspects of communicating the value of the awarded contract, including the authority of NJPA to offer the contract to its Members, the value and utility the contract delivers to NJPA Members, the scope of NJPA Membership, the authority of Members to use NJPA procurement contracts, the preferred marketing and sales methods, and the successful use of specific business sector strategies.

6.19.4 Awarded Vendors are expected to demonstrate a commitment to fully embrace the NJPA contract. Proposers should identify both the appropriate levels of sales management and sales force that will need to understand the value of the NJPA contract, as well as the internal procedures needed to deliver the appropriate messaging to NJPA Members. NJPA will provide a general schedule and a variety of methods describing when and how those individuals should be trained.

6.19.5 Proposers should outline their proposed involvement in promoting an NJPA contract through applicable industry trade show exhibits and related customer meetings. Proposers are encouraged to consider participation with NJPA at NJPA-endorsed national trade shows.

6.19.6 Proposers must exhibit the willingness and ability to actively market and develop contract-specific marketing materials including the following items.

6.19.6.1 Complete Marketing Plan. Proposers must submit a marketing plan outlining how they will launch the NJPA contract to current and potential NJPA Members. NJPA requires awarded Vendors to embrace and actively promote the contract in cooperation with the NJPA.

6.19.6.2 Printed Marketing Materials. Awarded Vendors will produce and maintain full color print advertisements in camera-ready electronic format, including company logos and contact information to be used in the NJPA directory and other approved marketing publications.

6.19.6.3 Contract announcements and advertisements. Proposers should outline in the marketing plan their anticipated contract announcements, advertisements in industry periodicals, and other direct or indirect marketing activities promoting the awarded NJPA contract.

6.19.6.4 Proposer's Website. Proposers should identify how an awarded Contract will be displayed and linked on the Proposer's website. An online shopping experience for NJPA Members is desired whenever possible.

6.19.7 An NJPA Vendor contract launch will be scheduled during a reasonable time frame after the award and held at the NJPA office in Staples, MN unless the Vendor and NJPA agree to a different location.

6.20 Proposer shall identify their commitment to develop a sales/communication process to facilitate NJPA membership and establish status of current and potential agencies/members. Proposer should further express their commitment to capturing sufficient member information as is deemed necessary by NJPA.

G. CERTIFICATE OF INSURANCE

6.21 Proposers must provide evidence of liability insurance coverage identified below in the form of a Certificate of Insurance (COI) or an ACORD binder form with their proposal. Upon an award issued under this RFP and before the execution of any commerce relating to such award, the awarded Vendor must provide verification, in the form of a Certificate of Insurance, identifying the coverage required below and identifying NJPA as a "Certificate Holder." The Vendor must maintain such insurance coverage at its own expense throughout the term of any contract resulting from this solicitation.

6.22 Any exceptions or assumptions to the insurance requirements must be identified on Form C of this RFP. Exceptions and assumptions will be considered as part of the evaluation process. Any exceptions or assumptions that Proposers submit must be specific. If a Proposer does not include specific exceptions or assumptions when submitting the proposal, NJPA will typically not consider any additional exceptions or assumptions during the evaluation process. Upon contract award, the awarded Vendor must provide the Certificate of Insurance identifying the coverage as specified.

6.23 Insurance Liability Limits. The awarded Vendor must maintain, for the duration of its contract, \$1.5 million in general liability insurance coverage or general liability insurance in conjunction with an umbrella for a total combined coverage of \$1.5 million. Work on the Contract will not begin until after the awarded Vendor has submitted acceptable evidence of the required insurance coverage. Failure to maintain any required insurance coverage or an acceptable alternative method of insurance will be deemed a breach of contract.

6.23.1 Minimum Scope and Limits of Insurance. An awarded Vendor must provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

6.23.1.1 Commercial General Liability—Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability and XCU coverage.

6.23.1.2 Each Occurrence

\$1,500,000

6.24 Insurance Requirements: The limits listed in this RFP are minimum requirements for this Contract and in no way limit any indemnity covenants contained in this Contract. NJPA does not warrant that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the performance of the work under this Contract by the Vendor, its agents, representatives, employees, or subcontractors, and the Vendor is free to purchase additional insurance as may be determined necessary.

6.25 Acceptability of Insurers: Insurance is to be placed with insurers duly licensed or authorized to do business in the State of Minnesota and with an “A.M. Best” rating of not less than A- VII. NJPA does not warrant that the above required minimum insurer rating is sufficient to protect the Vendor from potential insurer solvency.

6.26 Subcontractors: Vendors’ certificate(s) must include all subcontractors as additional insureds under its policies, or the Vendor must furnish to NJPA separate certificates for each subcontractor. All coverage for subcontractors are be subject to the minimum requirements identified above.

H. ORDER PROCESS AND/OR FUNDS FLOW

6.27 NJPA Members typically issue a purchase order directly to a Vendor under a Contract resulting from this RFP. Alternatively, a separate contract may be created to facilitate acquiring products or services offered in response to this RFP. Nothing in this Contract restricts the Member and Vendor from agreeing to add terms or conditions to a purchase order or a separate contract provided that such terms or conditions must not be less favorable to NJPA’s Members.

6.28 [This section is intentionally blank.]

I. ADMINISTRATIVE FEES

6.29 Vendors will pay to NJPA an administrative fee in exchange for NJPA facilitating this Contract with its current and potential Members. NJPA may grant a conditional contract award to a Proposer if the proposed administrative fee is unclear, inadequate, or unduly burdensome for NJPA to administer. Sales under this Contract should not be processed until the parties resolve the administrative fee issue.

6.29.1 The administrative fee is typically calculated as a percentage of the dollar volume of all products and services by NJPA Members under this Contract, including anything represented to NJPA Members as falling under this Contract.

6.29.2 The administrative fee is included in, and not added to, the pricing included in Proposer’s response to the RFP. Awarded Vendors must not charge NJPA Members more than permitted in the then current price list in order to offset the administrative fee.

6.29.3 The administrative fee is designed to cover the costs of NJPA’s involvement in contract management, facilitating marketing efforts, Vendor training, and any order processing tasks relating to the Contract. Administrative fees may also be used for other purposes as allowed by Minnesota law.

6.29.4 The administrative fee under this Contract can be expressed as a percentage of total contract sales or as a per-unit amount. While NJPA does not dictate the particular fee percentage, we require that the Proposer articulate a specific fee in its response. For example, merely stating that “we agree

to pay an administrative fee” is considered nonresponsive. NJPA acknowledges that the administrative fee percentage may differ between vendors, industries, and responses.

6.29.5 NJPA awarded Vendors are responsible for paying the administrative fee at least quarterly and for generating all related reporting. Vendors agree to cooperate with NJPA in auditing these reports to ensure that the administrative fee is paid on all items purchased under the Contract.

6.29.6 Notwithstanding Sections 6.29.1 and 6.29.4 above, for Members within the State of Texas, pursuant to Texas Stat. §2301, the administrative fee to be proposed shall be a flat fee applicable to each purchase order irrespective of the quantity specified in the purchase order. A typical administrative fee in such cases is \$600.00 per purchase order. The fee is to be levied on and paid by the Member.

6.30 through 6.32 [This section is intentionally blank.]

J. VALUE-ADDED ATTRIBUTES

6.33 Desirability of Value-Added Attributes: Value-added attributes in an RFP response will be given positive consideration in NJPA’s evaluation process. Such attributes may increase the benefit of a product or service by improving functionality, performance, maintenance, manufacturing, delivery, energy efficiency, ordering, or other items while remaining within the scope of this RFP.

6.34 Women and Minority Business Enterprise (WMBE), Small Business, and Other Favored Businesses: Some NJPA Members give formal preference to certain types of vendors or contractors. Proposers should document WMBE (or other) status for both their organization and for any affiliates (e.g., supplier networks) involved in fulfilling the terms of this RFP. The ability of a Proposer to provide preferred business entity “credits” to NJPA and NJPA Members under a Contract will be evaluated positively by NJPA and reflected in the “value added” area of the evaluation.

6.35 Environmentally Preferred Purchasing Opportunities: Many NJPA Members consider the environmental impact of the products and services they purchase. “Green” characteristics demonstrated by Proposers will be evaluated positively by NJPA and reflected in the “value added” area of the evaluation. Please identify any green characteristics of any offering in your proposal and identify the sanctioning body determining that characteristic. Where appropriate, please indicate which products have been certified as green and by which certifying agency.

6.36 Online Requisitioning Systems: When applicable, online requisitioning systems will be viewed as a value-added characteristic. Proposers should demonstrate how their system makes online ordering easier for NJPA Members, including how Members could integrate their current e-Procurement or enterprise resource planning (ERP) systems into the Proposer’s ordering process.

6.37 Financing: The ability of the Proposer to provide financing solutions to Members for the products and services being proposed will be viewed as a value-added attribute.

6.38 Technology: Technological advances that appreciably improve the proposed products or services will be considered value-added attributes.

K. WAIVER OF FORMALITIES

6.39 NJPA reserves the right to waive minor formalities (or to accept minor irregularities) in any proposal, when it determines that considering the proposal may be in the best interest of its Members.

A. SUBSEQUENT AGREEMENTS

7.1 Purchase Order. Purchase orders for products and services may be executed between NJPA Members and the awarded Vendor (or Vendor's sub-contractors) under this Contract. NJPA Members and Vendors must indicate on the face of such purchase orders that "This purchase order is issued under NJPA contract #XXXXXX" (insert the relevant contract number). Purchase order flow and procedure will be developed jointly between NJPA and an awarded Vendor after an award is made.

7.2 Governing Law. Purchase orders must be construed in accordance with, and governed by, the laws of a competent jurisdiction with respect to the Member. (See also Section 8.5 of this RFP.) All provisions required by law to be included in the purchase order should be read and enforced as if they were included. If through mistake or otherwise any such provision is not included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction. The venue for any litigation arising out of disputes related to purchase order will be a court of competent jurisdiction with respect to the Member.

7.3 Additional Terms and Conditions. Additional terms and conditions to a purchase order may be proposed by NJPA, NJPA Members, or Vendors. Acceptance of these additional terms and conditions is optional to all parties to the purchase order. One purpose of these additional terms and conditions is to address job- or industry-specific requirements of law such as prevailing wage legislation. Additional terms and conditions may also include specific local policy requirements and standard business practices of the issuing Member or the Vendor. Such additional terms and conditions are not considered valid to the extent that they interfere with the general purpose, intent, or currently established terms and conditions contain in this RFP document. For example, a Vendor and Member may agree to add a "net 30" payment requirement to the purchase order instead of applying a "net 10" requirement. But the added terms and conditions must not be less favorable to the Member unless NJPA, the Member, and the Vendor agree to a Contract amendment or similar modification.

7.4 Specialized Service Requirements. In the event that the NJPA Member desires service requirements or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in the Contract resulting from this RFP, the NJPA Member and the Vendor may enter into a separate, standalone agreement, apart from a Contract resulting from this RFP. Any proposed service requirements or specialized performance requirements require pre-approval by the Vendor. Any separate agreement developed to address these specialized service or performance requirements is exclusively between the NJPA Member and Vendor. NJPA, its agents, and employees shall not be made a party to any claim for breach of such agreement. Product sourcing is not considered a service. NJPA Members will need to conduct procurements for any specialized services not identified as a part of or within the scope of the awarded Contract.

7.5 Performance Bond. At the request of the Member, a Vendor will provide all performance bonds typically and customarily required in their industry. These bonds will be issued pursuant to the requirements of purchase orders for products and services. If a purchase order is cancelled for lack of a required performance bond by the member agency, NJPA recommends that the current pending purchase order be canceled. Each Member has the final decision on purchase order continuation. Any performance bonding required by the Member, the Member's state laws, or by local policy is to be mutually agreed upon and secured between the Vendor and the Member.

7.6 Asset Management Contracts: Asset Management-type Contracts can be initiated under a Contract resulting from this RFP at any time during the term of this Contract. Such a contract could involve, for example, picking up, storing, repairing, inventorying, salvaging, and delivery products falling within the scope of this Contract. The intention in using Asset Management Contracts is to promote the long-term efficiency of NJPA's contracts by (among other things) extending the use and re-use of products. Asset Management Contracts cannot be created under this Contract unless they are executed within the authorized

term of a Contract resulting from this RFP. The actual term of the Asset Management Contract may, however, extend beyond the expiration date of this Contract.

B. NJPA MEMBER SIGN-UP PROCEDURE

7.7 Awarded Vendors are responsible for familiarizing their sales and service forces with the various forms of NJPA membership documentation and will encourage and assist potential Members in establishing membership with NJPA. NJPA membership is available at no cost, obligation, or liability to the Member or the Vendor.

C. REPORTING OF SALES ACTIVITY

7.8 Awarded Vendors must report at least quarterly the total gross dollar volume of all products and services purchased by NJPA Members as it applies to this RFP and Contract. This report must include the name and address of the purchasing agency, Member number, amount of purchase, and a description of the items purchased.

7.8.1 Zero sales reports: Awarded Vendors must provide a quarterly Contract sales report regardless of the amount of sales.

D. AUDITS

7.9 NJPA relies substantially on the reasonable auditing efforts of both Members and awarded Vendors to ensure that Members are obtaining the products, services, pricing, and other benefits under all NJPA contracts. Nonetheless, the Vendor must retain and make available to NJPA all order and invoicing documentation related to purchases that Members make from the Vendor under the awarded Contract. NJPA must not request such information more than once per calendar year, and NJPA must make such requests in writing with at least fourteen (14) days' notice. NJPA may employ an independent auditor at its own expense or conduct an audit on its own. In either event, the Vendor agrees to cooperate fully with NJPA or its agents in order to ensure compliance with this Contract.

E. HUB PARTNER

7.10 Hub Partner: NJPA Members may request special services through a "Hub Partner" for the purpose of complying with a law, regulation, or rule that an NJPA Member deems to apply in its jurisdiction. Hub Partners may bring value to the proposed transactions through consultancy, through qualifying for disadvantaged business entity credits, or through other means.

7.11 Hub Partner Fees: NJPA Members are responsible for any transaction fees, costs, or expenses that arise under this Contract for special service provided by the Hub Partner. The fees, costs, or expenses levied by the Hub Vendor must be clearly itemized in the transaction documentation. To the extent that the Vendor stands in the chain of title during a transaction resulting from this RFP, the documentation must clearly indicate that the transaction is "Executed for the Benefit of [NJPA Member name]."

F. TRADE-INS

7.12 The value in US Dollars for Trade-ins will be negotiated between NJPA or an NJPA Member, and an Awarded Vendor. That identified "Trade-In" value shall be viewed as a down payment and credited in full against the NJPA purchase price identified in a purchase order issued pursuant to any Awarded NJPA procurement contract. The full value of the trade-in will be consideration.

G. OUT OF STOCK NOTIFICATION

7.13 The Vendor must immediately notify NJPA Members when they order an out-of-stock item. The Vendor must also tell the Member when the item will be available and whether there are equivalent

substitutes. The Member must have the option of accepting the suggested substitute or canceling the item from the order. Under no circumstance may the Vendor make unauthorized substitutions. Unfilled or substituted items must be indicated on the packing list.

H. CONTRACT TERMINATION FOR CAUSE AND WITHOUT CAUSE

7.14 NJPA reserves the right to cancel all or any part of this Contract if the Vendor fails to fulfill any material obligation, term, or condition as described in the following procedure. Before any such termination for cause, the NJPA will provide written notice to the Vendor, an opportunity to respond, and a reasonable opportunity to cure the breach. The following are some examples of material breaches.

7.14.1 The Vendor provides products or services that do not meet reasonable quality standards and that are not remedied under the warranty;

7.14.2 The Vendor fails to ship the products or to provide the services within a reasonable amount of time;

7.14.3 NJPA reasonably believes that the Vendor will not or cannot perform to the requirements or expectations of the Contract, NJPA issues a request for assurance, and the Vendor fails to respond;

7.14.4 The Vendor fails to fulfill any of the material terms and conditions of the Contract;

7.14.5 The Vendor fails to follow the established procedure for purchase orders, invoices, or receipt of funds as established by NJPA and the Vendor;

7.14.6 The Vendor fails to properly report quarterly sales;

7.14.7 The Vendor fails to actively market this Contract within the guidelines provided in this RFP and defined in the NJPA contract launch.

7.15 Upon receipt of the written notice of breach, the Vendor will have ten (10) business days to provide a satisfactory response to NJPA. If the Vendor fails to reasonably address all issues in the written notice, NJPA may terminate the Contract immediately. If NJPA allows the Vendor more time to remedy the breach, such forbearance does not limit NJPA's authority to immediately terminate the Contract for continued breaches for which notice was given to the Vendor. Termination of the Contract for cause does not relieve either party of the financial, product, or service obligations incurred before the termination.

7.16 NJPA may terminate the Contract if the Vendor files for bankruptcy protection or is acquired by an independent third party. The Vendor must disclose to NJPA any litigation, bankruptcy, or suspensions/disbarments that occur during the Contract period. Failure to disclose such information authorizes NJPA to immediately terminate the Contract.

7.17 NJPA may terminate the Contract without cause by giving the Vendor sixty (60) days' written notice of termination. Termination of the Contract without cause does not relieve either party of the financial, product, or service obligations incurred before the termination.

7.18 NJPA may immediately terminate any Contract without further obligation if any NJPA employee significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of NJPA has colluded with any Proposer for personal gain. NJPA may also immediately cancel a Contract if it finds that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Vendor or any agent or representative of the Vendor, to any employee of NJPA. Such terminations are effective upon written notice from NJPA or at a later date designated in the notice. Termination of the Contract does not relieve either party of the financial, product, or service obligations incurred before the termination.

8 GENERAL TERMS AND CONDITIONS

8. ADVERTISING A CONTRACT RESULTING FROM THIS RFP

8.1 Proposer/Vendor must not advertise or publish information concerning this Contract before the award is announced by NJPA. Once the award is made, a Vendor is expected to advertise the awarded Contract to both current and potential NJPA Members.

B. APPLICABLE LAW

8.2 [This section is intentionally blank.]

8.3 NJPA Compliance with Minnesota Procurement Law: NJPA has designed its procurement process to comply with best practices in the State of Minnesota. NJPA's solicitation methods are also created to comply with many of the various requirements that our Members must satisfy in their own procurement processes. But these requirements may differ considerably and may change from time to time. So each NJPA Member must make its own determination whether NJPA's solicitation process satisfies the procurement rules in the Member's jurisdiction.

8.4 Governing law with respect to delivery and acceptance: All applicable portions of the Minnesota Uniform Commercial Code, all other applicable Minnesota laws, and the applicable laws and rules of delivery and inspection of the Federal Acquisition Regulations (FAR) laws will govern NJPA contracts resulting from this solicitation.

8.5 Jurisdiction: Any claims that arise against NJPA pertaining to this RFP, and any resulting contract that develops between NJPA and any other party, must be brought only in courts in Todd County in the State of Minnesota unless otherwise agreed to.

8.5.1 Purchase orders or other agreements created pursuant to a contract resulting from this solicitation must be construed in accordance with, and governed by, the laws of the issuing Member. Any claim arising from such a purchase order or agreement must be filed and venued in a court of competent jurisdiction of the Member unless otherwise agreed to.

8.6 through 8.7 [This section is intentionally blank.]

8.8 Indemnification: Each party is responsible for its own acts and is not responsible for the acts of the other party and the results thereof. NJPA's liability is governed by the Minnesota Tort Claims Act (Minn. Stat. §3.736) and other applicable law.

8.9 Prevailing wage: The Vendor must comply with applicable prevailing wage legislation in effect in the jurisdiction of the NJPA Member. The Vendor must monitor the prevailing wage rates as established by the appropriate federal governmental entity during the term of this Contract and adjust wage rates accordingly.

8.10 Patent and copyright infringement: The Vendor agrees to indemnify and hold harmless NJPA and NJPA Members against any and all suits, claims, judgments, and costs instituted or recovered against the Vendor, NJPA, or NJPA Members by any person on account of the use or sale of any articles by NJPA or NJPA Members if the Vendor supplied such articles in violation of applicable patent or copyright laws.

C. ASSIGNMENT OF CONTRACT

8.11 No right or interest in this Contract may be assigned or transferred by the Vendor without prior written permission by the NJPA. No delegation of any duty of the Vendor under this Contract may be made without prior written permission of the NJPA. NJPA will notify Members by posting approved assignments on the NJPA website (www.njpacoop.org).

8.12 If the original Vendor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor-in-interest must perform all obligations under this Contract. NJPA reserves the right to reject the acquiring entity as a Vendor. A change of name agreement will not change the contractual obligations of the Vendor.

D. LIST OF PROPOSERS

8.13 NJPA will not maintain a list of interested proposers, nor will it automatically send RFPs to them. All interested proposers must request the RFP as a result of NJPA's national solicitation advertisements. Because of the wide scope of the potential Members and qualified national suppliers, NJPA has determined this to be the best method of fairly soliciting proposals.

E. CAPTIONS, HEADINGS, AND ILLUSTRATIONS

8.14 The captions, illustrations, headings, and subheadings in this RFP are for convenience and ease of understanding and in no way define or limit the scope or intent of this request.

F. DATA PRACTICES

8.15 All materials submitted in response to this RFP become NJPA's property and become public records (under Minn. Stat. §13.591) after the evaluation process is completed. If the Proposer submits information in response to this RFP that it requests to be classified as nonpublic information (as defined by the Minnesota Government Data Practices Act, Minn. Stat. §13.37), the Proposer must meet the following requirements.

8.15.1 The Proposer must make the request within thirty (30) days of the award/nonaward notification, and include the appropriate statutory justification. Pricing, marketing plans, and financial information is generally not redactable. The NJPA Legal Department will review the request to determine whether the information can be withheld or redacted. If NJPA determines that it must disclose the information upon a proper request for such information, NJPA will inform the Proposer of such determination.

8.15.2 The Proposer must defend any action seeking release of the materials that it believes to be nonpublic information, and it must indemnify and hold harmless NJPA, its agents, and employees, from any judgments or damages awarded against NJPA in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the term of any contract awarded under this RFP. In submitting a response to this RFP, the Proposer agrees that this indemnification survives as long as NJPA possesses the confidential information.

8.16 [This section is intentionally blank.]

G. ENTIRE AGREEMENT

8.17 This Contract, as defined herein, constitutes the entire agreement between the parties to this Contract. A Contract resulting from this RFP is formed when the NJPA Board of Directors approves and signs the applicable Contract Award & Acceptance document (Form E).

H. FORCE MAJEURE

8.18 Except for payments of sums due, neither party is liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented due to force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence including, but not limited to, the following: acts of God, acts of the public enemy, war, riots, strikes, mobilization, labor disputes, civil disorders, fire, flood, snow,

earthquakes, tornadoes or violent wind, tsunamis, wind shears, squalls, Chinooks, blizzards, hail storms, volcanic eruptions, meteor strikes, famine, sink holes, avalanches, lockouts, injunctions-intervention-acts, terrorist events or failures or refusals to act by government authority and/or other similar occurrences where such party is unable to prevent by exercising reasonable diligence. The force majeure is deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and is deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with a Contract resulting from this RFP. Force majeure does not include late deliveries of products and services caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or other similar occurrences. If either party is delayed at any time by force majeure, then the delayed party must (if possible) notify the other party of such delay within forty-eight (48) hours.

8.19 through 8.20 [These sections are intentionally blank.]

I. LICENSES

8.21 The Vendor must maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with NJPA and NJPA Members.

8.22 All responding Proposers must be licensed (where required) and must have the authority to sell and distribute the offered products and services to NJPA and NJPA Members. Documentation of the required licenses and authorities, if applicable, should be included in the Proposer's response to this RFP.

J. MATERIAL SUPPLIERS AND SUB-CONTRACTORS

8.23 The awarded Vendor must supply the names and addresses of sourcing suppliers and sub-contractors as a part of the purchase order when requested by NJPA or an NJPA Member.

K. NON-WAIVER OF RIGHTS

8.24 No failure of either party to exercise any power given to it hereunder, nor a failure to insist upon strict compliance by the other party with its obligations hereunder, nor a custom or practice of the parties at variance with the terms hereof, nor any payment under a Contract resulting from this RFP constitutes a waiver of either party's right to demand exact compliance with the terms hereof. Failure by NJPA to take action or to assert any right hereunder does not constitute a waiver of such right.

L. PROTESTS OF AWARDS MADE

8.25 And protests must be filed with NJPA's Executive Director and must be resolved in accordance with appropriate Minnesota rules. Protests will only be accepted from Proposers. A protest of an award or nonaward must be filed in writing with NJPA within ten (10) calendar days after the public notice or announcement of the award or nonaward. A protest must include the following items.

8.25.1 The name, address, and telephone number of the protester;

8.25.2 The original signature of the protester or its representative (you must document the authority of the representative);

8.25.3 Identification of the solicitation by RFP number;

8.25.4 Identification of the statute or procedure that is alleged to have been violated;

8.25.5 A precise statement of the relevant facts;

8.25.6 Identification of the issues to be resolved;

8.25.7 The aggrieved party's argument and supporting documentation;

8.25.8 The aggrieved party's statement of potential financial damages; and

8.25.9 A protest bond in the name of NJPA and in the amount of 10% of the aggrieved party's statement of potential financial damages.

M. SUSPENSION OR DISBARMENT STATUS

8.26 If within the past five (5) years, any firm, business, person or Proposer responding to an NJPA solicitation has been lawfully terminated, suspended, or precluded from participating in any public procurement activity with a federal, state, or local government or education agency, the Proposer must include a letter with its response setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to disclose pertinent information may result in the termination of a Contract. By signing the proposal affidavit, the Proposer certifies that no current suspension or debarment exists.

N. AFFIRMATIVE ACTION AND IMMIGRATION STATUS CERTIFICATION

8.27 An Affirmative Action Plan, Certificate of Affirmative Action, or other documentation regarding Affirmative Action may be required by NJPA or NJPA Members relating to a transaction from this RFP. Vendors must comply with any such requirements or requests.

8.28 Immigration Status Certification may be required by NJPA or NJPA Members relating to a transaction from this RFP. Vendors must comply with any such requirements or requests.

O. SEVERABILITY

8.29 In the event that any of the terms of a Contract resulting from this RFP are in conflict with any rule, law, or statutory provision, or are otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms will be deemed stricken from the Contract, but such invalidity or unenforceability shall not invalidate any of the other terms of an awarded Contract resulting from this RFP.

P. RELATIONSHIP OF PARTIES

8.30 No Contract resulting from this RFP may be considered a contract of employment. The relationship between NJPA and an awarded Vendor is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. The parties neither intend the proposed Contract to create, nor is to be construed as creating, a partnership, joint venture, master-servant, principal-agent, or any other, relationship. Except as provided elsewhere in this RFP, neither party may be held liable for acts of omission or commission of the other party and neither party is authorized or has the power to obligate the other party by contract, agreement, warranty, representation, or otherwise in any manner whatsoever except as may be expressly provided herein.

Q. PROVISIONS FOR NON-FEDERAL ENTITY PROCUREMENTS UNDER FEDERAL AWARDS OR OTHER AWARDS

8.31 Procurements by NJPA or NJPA Members utilizing funds under a federal grant or contract may be subject to specific federal laws, regulations, and requirements in addition to those under state and local laws. Applicable law may include, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR Part 200 (also referred to as the "Uniform Guidance" or "EDGAR"). The terms included in this section express Proposers willingness and ability to comply with certain requirements which may be applicable to specific

NJPA Member purchases using federal grant or contract dollars. NJPA Members may also require Proposers to enter into ancillary agreements, in addition to the NJPA contract's general terms and conditions, to address the Member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts. NJPA reserves the right at any time within a contract term to require an awarded Vendor to reaffirm or resubmit proper documentation relating to these requirements. The numbering and identification contained within this section is only for reference purposes and does not identify any actual Federal designation or location of the rule. Rules are located in 2 CFR Part 200.

8.32 Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

National Joint Powers Alliance reserves all rights and privileges under the applicable laws and regulations with respect to this procurement process in the event of breach of contract by either party.

8.33 Contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

National Joint Powers Alliance reserves the right to terminate any agreement resulting from this procurement process pursuant to National Joint Powers Alliance RFP sections 7.13 and 7.17. Prior to any termination for cause, the NJPA will provide written notice to the Proposer, opportunity to respond and opportunity to cure. National Joint Powers Alliance reserves the right to terminate any agreement resulting from this procurement process without cause with a required 60-day written notice of termination. Termination of Contract shall not relieve either party of financial, product or service obligations incurred or accrued prior to termination.

8.34 Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." This provision is hereby incorporated by reference into all applicable contracts.

The equal opportunity clause is incorporated by reference herein.

8.35 Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up

any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Proposer shall be in compliance with all applicable Davis-Bacon Act provisions.

8.36 Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into all applicable contracts.

Proposer certifies that during the term of an award for all contracts by National Joint Powers Alliance resulting from this procurement process, Proposer shall comply with applicable requirements as referenced above.

8.37 Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Proposer certifies that during the term of an award for all contracts by National Joint Powers Alliance resulting from this procurement process, Proposer shall comply with applicable requirements as referenced above.

8.38 Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Proposer certifies that during the term of an award for all contracts by National Joint Powers Alliance resulting from this procurement process, Proposer shall comply with applicable requirements as referenced above.

8.39 Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Proposer nor its principals shall be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

8.40 Byrd Anti-Lobbying Amendment, as amended (31 U.S.C. 1352). Proposers shall file any required certifications. Proposers shall not have used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Proposers shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Proposers shall file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

8.41 Record Retention Requirements. To the extent applicable, Proposer shall comply with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

8.42 Energy Policy and Conservation Act Compliance. To the extent applicable, Proposer shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

8.43 Buy American Provisions Compliance. To the extent applicable, Proposer shall comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act shall follow the applicable procurement rules calling for free and open competition.

8.44 Access to Records (2 CFR § 200.336). Proposer agrees that duly authorized representatives of an Agency shall have access to any books, documents, papers and records of Proposer that are directly pertinent to Proposer's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Proposer's personnel for the purpose of interview and discussion relating to such documents.

9 **FORMS**

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PROPOSER QUESTIONNAIRE- General Business Information
*(Products, Pricing, Sector Specific, Services, Terms and Warranty are addressed on **Form P**)*

Proposer Name: _____ Questionnaire completed by: _____

Please identify the person NJPA should correspond with from now through the Award process:

Name: _____ E-Mail address: _____

Please answer the questions below using the Microsoft Word® version of this document. This allows NJPA evaluators to cut and paste your answers into a separate worksheet. Place your answer directly below each question. NJPA prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark “NA” if the question does not apply to you (preferably with an explanation). Please create a response that is easy to read and understand. For example, you may consider using a different font and color to distinguish your answer from the questions.

Company Information & Financial Strength

- 1) Provide the full legal name, mailing and email addresses, tax identification number, and telephone number for your business.
- 2) Provide a brief history of your company, including your company’s core values, business philosophy, and longevity in the FLEET MANAGEMENT SERVICES industry.
- 3) Provide a detailed description of the products and services that you are offering in your proposal.
- 4) What are your company’s expectations in the event of an award?
- 5) Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters.
- 6) What is your US market share for the solutions that you are proposing? What is your Canadian market share, if any?
- 7) Has your business ever petitioned for bankruptcy protection? Please explain in detail.
- 8) How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.
 - a) If your company is best described as a distributor/dealer/reseller (or similar entity), please provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?
 - b) If your company is best described as a manufacturer or service provider, please describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?
- 9) If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.
- 10) Provide all “Suspension or Disbarment” information that has applied to your organization during the past ten years.
- 11) Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.

Industry Recognition & Marketplace Success

- 12) Describe any relevant industry awards or recognition that your company has received in the past five years.
- 13) Supply three references/testimonials from your customers who are eligible for NJPA membership. At a minimum, please include the entity's name, contact person, and phone number.
- 14) Provide a list of your top five governmental or educational customers (entity name is optional), including entity type, the state the entity is located in, scope of the projects, size of transactions, and dollar volumes from the past three years.
- 15) Indicate separately what percentages of your sales are to the government and education sectors in the past three years?
- 16) List any state or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?
- 17) List any GSA contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?

Proposer's Ability to Sell and Deliver Service Nationwide

- 18) Describe your company's capability to meet NJPA Member's needs across the country. Your response should address at least the following areas.
 - a) Sales force.
 - b) Dealer network or other distribution methods.
 - c) Service force.Please include details, such as the locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employers (or employees of a third party), and any overlap between the sales and service functions.
- 19) Describe in detail the process and procedure of your customer service program, if applicable. Please include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.
- 20)
 - a) Identify any geographic areas of the United States that you will NOT be fully serving through the proposed contract.
 - b) Identify any NJPA Member sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Please explain your answer. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?
- 21) Define any specific contract requirements or restrictions that would apply to our Members in Hawaii and Alaska and in US Territories.

Marketing Plan

- 22) If you are awarded a contract, how will you train your sales management, dealer network, and direct sales teams (whichever apply) to ensure maximum impact? Please include how you will communicate your NJPA pricing and other contract detail to your sales force nationally.
- 23) Describe your marketing strategy for promoting this contract opportunity. Please include representative samples of your marketing materials in electronic format.
- 24) Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.

- 25) In your view, what is NJPA’s role in promoting contracts arising out of this RFP? How will you integrate an NJPA-awarded contract into your sales process?
- 26) Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.

Value-Added Attributes

- 27) Describe any product, equipment, maintenance, or operator training programs that you offer to NJPA Members. Please include details, such as whether training is standard or optional, who provides training, and any costs that apply.
- 28) Describe any technological advances that your proposed products or services offer.
- 29) Describe any “green” initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.
- 30) Describe any Women or Minority Business Entity (WMBE) or Small Business Entity (SBE) accreditations that your company or hub partners have obtained.
- 31) What unique attributes does your company, your products, or your services offer to NJPA Members? What makes your proposed solutions unique in your industry as it applies to NJPA members?
- 32) Identify your ability and willingness to provide your products and services to NJPA member agencies in Canada.
- 33) NJPA Members may intend to use funds from a federal grant or contract under the Federal Emergency Management Agency (FEMA). In that event, state your ability and willingness to complete, execute, and provide the “Required FEMA Terms and Conditions Certification” form attached as Appendix D to the RFP.

NOTE: Questions regarding Payment Terms, Warranty, Products/Equipment/Services, Pricing and Delivery, and Industry Specific Items are addressed on Form P.

Signature: _____ Date: _____



PROPOSER INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Toll-Free Number: _____ E-mail: _____

Website Address: _____

COMPANY PERSONNEL CONTACTS

Authorized signer for your organization

Name: _____

Email: _____ Phone: _____

The person identified here must have proper signing authority to sign the “Proposer’s Assurance of Compliance” on behalf of the Proposer.

Who prepared your RFP response?

Name: _____ Title: _____

Email: _____ Phone: _____

Who is your company’s primary contact person for this proposal?

Name: _____ Title: _____

Email: _____ Phone: _____

Other important contact information

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,
AND SOLUTIONS REQUEST**



Company Name: _____

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA or included in the final contract. NJPA will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	NJPA ACCEPTS

Proposer's Signature: _____ Date: _____

NJPA's clarification on exceptions listed above:

Contract Award
RFP #060618

FORM D



Formal Offering of Proposal
(To be completed only by the Proposer)

FLEET MANAGEMENT SERVICES

In compliance with the Request for Proposal (RFP) for FLEET MANAGEMENT SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: _____ Date: _____

Company Address: _____

City: _____ State: _____ Zip: _____

CAGE Code/DUNS: _____

Contact Person: _____ Title: _____

Authorized Signature: _____
(Name printed or typed)



Contract Acceptance and Award

(To be completed only by NJPA)

NJPA #060618 _____

Proposer's full legal name

Your proposal is hereby accepted, and a Contract is awarded. As an awarded Proposer, you are now bound to provide the defined products and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your response, and any exceptions accepted by NJPA.

The effective start date of the Contract will be _____, 20____ and continue until-_____
(no later than the later of four years from the expiration date of the currently awarded contract or four years from the NJPA Board's contract award date). This contract may be extended for a fifth year at NJPA's discretion.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: _____
NJPA Executive Director (Name printed or typed)

Awarded this _____ day of _____, 20____ **NJPA Contract Number** #060618

NJPA Authorized signature: _____
NJPA Board Member (Name printed or typed)

Executed this _____ day of _____, 20____ **NJPA Contract Number** #060618

The Proposer hereby accepts this Contract award, including all accepted exceptions and NJPA clarifications.

Vendor Name _____

Vendor Authorized signature: _____
(Name printed or typed)

Title: _____

Executed this _____ day of _____, 20____ **NJPA Contract Number** #060618

PROPOSER ASSURANCE OF COMPLIANCE



Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to NJPA members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of NJPA, or any person, firm, or corporation under contract with NJPA, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to NJPA Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to NJPA Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to NJPA Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that NJPA will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify NJPA for reasonable measures that NJPA takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

E-mail Address: _____

Authorized Signature: _____

Authorized Name (printed): _____

Title: _____

Date: _____

Notarized

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public in and for the County of _____ State of _____

My commission expires: _____

Signature: _____



OVERALL EVALUATION AND CRITERIA

For the Proposed Subject FLEET MANAGEMENT SERVICES

Conformance to RFP Terms and Conditions	50	
Financial Viability and Marketplace Success	75	
Ability to Sell and Deliver Service Nationwide	100	
Marketing Plan	50	
Value-Added Attributes	75	
Warranty	50	
Depth and Breadth of Offered Products and Related Services	200	
Pricing	400	
TOTAL POINTS	1000	

Reviewed by: _____ Its _____

_____ Its _____

Form P



PROPOSER QUESTIONNAIRE

Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: _____

Questionnaire completed by: _____

Payment Terms and Financing Options

- 1) What are your payment terms (e.g., net 10, net 30)?
- 2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?.
- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to NJPA. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the NJPA Members' purchase orders.
- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to NJPA Members for using this process?

Warranty

- 5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.
 - Do your warranties cover all products, parts, and labor?
 - Do your warranties impose usage restrictions or other limitations that adversely affect coverage?
 - Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?
 - Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will NJPA Members in these regions be provided service for warranty repair?
 - Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?
 - What are your proposed exchange and return programs and policies?
- 6) Describe any service contract options for the items included in your proposal.

Pricing, Delivery, Audits, and Administrative Fee

- 7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.
- 8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the NJPA discounted price) on all of the items that you want NJPA to consider as part of your RFP response. Provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.) Complete the attachment shown below in Excel format and submit as part of your pricing response. The workbook is included as part of the forms package and is titled "Pricing Grid."

Pricing Grid			
	Type	Charged / Percentage	Details
Acquisition			
Interest Rate Index Used			
Basis Points(addor)			
Factory Order Vehicles	Domestic		
Factory Order Vehicles	Foreign		
Dealer Stock Vehicles	Domestic		
Dealer Stock Vehicles	Foreign		
% Incentives Passed to Customer			
Federal Tax Incentives			
State Tax Incentives			
Manufacture Incentives			
Maintenance			
Fixed Maintenance			
Occurance Maintenance			
Fees			
Management Fee			
Service Charge			
Lease Termination Fee			
Interim Interest	Yes / No		How is it calculated?
Resale Fee			
Provide fees not listed + rate			

- 9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.
- 10) The pricing offered in this proposal is
- _____ a. the same as the Proposer typically offers to an individual municipality, university, or school district.
 - _____ b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
 - _____ c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
 - _____ d. other than what the Proposer typically offers (please describe).
- 11) Describe any quantity or volume discounts or rebate programs that you offer.
- 12) Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.
- 13) Identify any total cost of acquisition costs that are **NOT** included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list

costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.

- 14) If delivery or shipping is an additional cost to the NJPA Member, describe in detail the complete shipping and delivery program.
- 15) Specifically describe those shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.
- 16) Describe any unique distribution and/or delivery methods or options offered in your proposal.
- 17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with NJPA. This process includes ensuring that NJPA Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to NJPA.
- 18) Identify a proposed administrative fee that you will pay to NJPA for facilitating, managing, and promoting the NJPA Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

Industry-Specific Questions

- 19) Describe your available vehicle maintenance program(s).
- 20) Describe any vehicle (or other) rental program complementary to the service offerings that your company has in place.
- 21) Please provide current battery electric vehicles and plug-in hybrid electric vehicles your company can provide through this contract understanding that future models can be added.
- 22) Describe the process by which your company will ensure that all natural gas vehicles and propane autogas vehicles leased under this contract will mirror OEM maintenance and warranty provisions and that downtime is minimized.

Signature: _____ Date: _____



10 PRE-SUBMISSION CHECKLIST

Check when Completed	Contents of Your Bid Proposal	Hard Copy Required Signed and Dated	Electronic Copy Required - CD or Flash Drive
	Form A: Proposer Questionnaire with all questions answered completely	X - signature page only	X
	Form B: Proposer Information		X
	Form C: Exceptions to Proposal, Terms, Conditions, and Solutions Request	X	X
	Form D: Formal Offering of Proposal	X	X
	Form E. Contract Acceptance and Award		X
	Form F: Proposers Assurance of Compliance	X	X
	Form P: Proposer Questionnaire with all questions answered completely	X-signature page only	X
	Certificate of Insurance with \$1.5 million coverage	X	X
	Copy of all RFP Addendums issued by NJPA	X	X
	Pricing for all Products/Equipment/Services within the RFP being proposed		X
	Entire Proposal submittal including signed documents and forms.		X
	All forms in the Hard Copy Required Signed and Dated should be inserted in the front of the submitted response, unbound.		
	Package containing your proposal labeled and sealed with the following language: "Competitive Proposal Enclosed, Hold for Public Opening XX-XX-XXXX"		
	Response Package mailed and delivered prior to deadline to: NJPA, 202 12th St NE, Staples, MN 56479		

11 NJPA VENDOR PRICE AND PRODUCT CHANGE REQUEST FORM

Section 1. Instructions for Vendor

Requests for product or service changes, additions, or deletions will be considered at any time throughout the awarded contract term. All requests must be made in writing by completing sections 2, 3, and 4 of this NJPA Price and Product Change Request Form and signed by an authorized Vendor representative in section 5. All changes are subject to review by the NJPA Contracts & Compliance Manager and to approval by NJPA's Chief Procurement Officer. Submit request through email to your assigned NJPA Contract Administrator.

NJPA will determine whether the request is 1) within the scope of the original RFP, and 2) in the best interests of NJPA and NJPA Members. Approved Price and Product Change Request Forms will be signed and emailed to the Vendor contact.

The Vendor must complete this change request form and individually list or attach all items or services subject to change, must provide sufficiently detailed explanation and documentation for the change, and must include a complete restatement of pricing documentation in an appropriate format (preferably Microsoft® Excel®). The pricing document must identify all products and services being offered and must conform to the following NJPA product/price change naming convention: (Vendor Name) (NJPA Contract #) (effective pricing date); for example, "Acme Widget Company #012416-AWC eff. 01-01-2017."

NOTE: New pricing restatements must include all products and services offered regardless of whether their prices have changed and must include a new "effective date" on the pricing documents. This requirement reduces confusion by providing a single, current pricing sheet for each Vendor and creates a historical record of pricing.

ADDITIONS. New products and related services may be added to a contract if such additions are within the scope of the original RFP.

DELETIONS. New products and related services may be deleted from a contract if, for example, they are no longer available or have been modified to a point where they are outside the scope of the RFP.

PRICE CHANGES: Vendors may request price changes if they provide sufficient rationale for the change. For example, a Vendor that manufactures products that require substantial petroleum-related material might request a 3% price increase because of a 20% increase in petroleum costs.

Price decreases: NJPA expects Vendors to propose their very best prices and anticipates that price reductions might occur because of improved technologies or marketplace efficiencies.

Price increases: Acceptable price increases typically result from specific Vendor cost increases. The Vendor must include reasonable justification for the price increase and must not, for example, offer merely generalized statements about an increase in a cost-of-living index. Appropriate documentation should be attached to this form, including such items as letters from suppliers announcing price increases.

Refer to the RFP for complete "Pricing" details.

Section 2. Vendor Name and Type of Change Request

CHECK ALL CHANGES THAT APPLY:

AWARDED VENDOR NAME:

- ☐ Adding Products/Services
- ☐ Deleting Products/Services
- ☐ Price Increase
- ☐ Price Decrease

NJPA CONTRACT NUMBER:

Section 3. Detailed Explanation of Need for Changes

List the products and/or services that are changing or being added or deleted from the previous contract price list, along with the percentage change for each item or category. (Attach a separate, detailed document if changing more than 10 items.)

--

Provide a general statement and documentation explaining the reasons for these price and/or product changes.

EXAMPLES: 1) "All pricing for paper products and services are increased 5% because of increased raw material and transportation costs (see attached documentation of fuel and raw materials increase)." 2) "The 6400 series floor polisher is being added to the product list as a new model, replacing the 5400 series. The 6400 series 3% increase reflects technological changes that improve the polisher's efficiency and useful life. The 5400 series is now included in the "Hot List" at a 20% discount from the previous pricing until the remaining inventory is liquidated."

--

If adding products, state how these are within the scope of the original RFP.

--

If changing prices or adding products or services, state how the pricing is consistent with existing NJPA contract pricing.

--

Section 4. Complete Restatement of Pricing Submitted

A COMPLETE restatement of the pricing, including all new and existing products and services is attached and has been emailed to the Vendor's Contract Administrator.

☐ Yes ☐ No

Section 5. Signatures

Vendor Authorized Signature _____
Date

Print Name and Title of Authorized Signer

Jeremy Schwartz, NJPA Director of Cooperative Contracts and Procurement/CPO _____
Date



Appendix A

NJPA The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential Member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal governmental, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution.

For your reference, the links below include some, but not all, of the entities included in this proposal.

http://www.usa.gov/Agencies/Local_Government/Cities.shtml

<http://nces.ed.gov/globallocator/>

https://www.census.gov/2010census/partners/pdf/FIPS_StateCounty_Code.pdf

<http://nccs.urban.org/sites/all/nccs-archive/html//PubApps/search.php>

<https://www.usa.gov/tribes#item-37647>

<http://www.usa.gov/Agencies/State-and-Territories.shtml>

[Oregon](#)

[Hawaii](#)

[Washington](#)



Appendix B - Political Subdivision List
for HI, ID, OR, SC, UT, WA

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
County	County	County	County	County	County
Hawaii County	Ada County	Baker County	Abbeville County	Beaver County	Adams County
Kauai County	Adams County	Benton County	Aiken County	Box Elder County	Asotin County
Nuui County	Bannock County	Central Oregon Intergovernmental Council	Allendale County	Cache County	Benton County
Municipality	Bear Lake County	Clackamas County	Anderson County	Carbon County	Chelan County
City and County of Honolulu	Benewah County	Clackamas County Service District No. 1	Bamberg County	Daggett County	Clallam County
Higher Education	Bingham County	Clatsop County	Barnwell County	Davis County	Clark County
Hawaii Community College	Blaine County	Columbia County	Beaufort County	Duchesne County	Columbia County
Honolulu Community College	Boise County	Coos County	Berkeley County	Duchesne County Special Service District No. 2	Cowlitz County
University of Hawaii	Bonner County	Crook County	Calhoun County	Emery County	Douglas County
University of Hawaii Research Corporation	Bonneville County	Curry County	Catawba Regional Council of Governments	Five County Association of Governments	Ferry County
Windward Community College	Boundary County	Deschutes County	Central Midlands Council of Governments	Garfield County	Franklin County
Education (K-12)	Butte County	Douglas County	Charleston County	Grand County	Garfield County
Hanalei Schools	Camas County	Gilliam County	Cherokee County	Iron County	Grant County
Kamehameha Schools	Canyon County	Grant County	Chester County	Juab County	Grays Harbor County
Special District	Caribou County	Harney County	Chesterfield County	Kane County	Island County
Hawaii Community Development Authority	Cassia County	Hood River County	Clarendon County	Millard County	Jefferson County
Hawaii Public Housing Authority	Clark County	Jackson County	Colleton County	Morgan County	King County
Hawaii Tourism Authority	Clearwater County	Jefferson County	Darlington County	Plute County	King County Directors' Association
Honolulu Authority for Rapid Transportation	Elmore County	Josephine County	Dillon County	Rich County	Kitsap County
Natural Energy Laboratory of Hawaii Authority	Franklin County	Klamath County	Dorchester County	Salt Lake County	Kittitas County
State	Fremont County	Lake County	Edgefield County	San Juan County	Klickitat County
Hawaii Department of Accounting and General Serv	Gem County	Lane Council of Governments	Fairfield County	Sanpete County	Lewis County
Hawaii Department of Finance and Administration	Gooding County	Lane County	Florence County	Sevier County	Lincoln County
Hawaii Department of Health	Idaho County	Lincoln County	Georgetown County	Summit County	Mason County
Hawaii Employer-Union Health Benefits Trust Fund	Jefferson County	Linn County	Greenville County	Tooele County	Okanogan County
Hawaii Health Systems Corporation	Jerome County	Malheur County	Greenwood County	Utah County	Pacific County
State Of Hawaii	Kootenai County	Marion County	Hampton County	Wasatch County	Pend Oreille County
	Latah County	Marion County Housing Authority	Horry County	Washington County	Pierce County
	Lemhi County	Morrow County	Jasper County	Wayne County	San Juan County
	Lewis County	Multnomah County	Kershaw County	Weber County	Skagit County
	Lincoln County	Polk County	Lancaster County		Skamania County
	Madison County	Sherman County	Laurens County	Municipality	Snohomish County
	Minidoka County	Tillamook County	Lee County	Centerfield City	Spokane County
	Nex Perce County	Umatilla County	Lexington County	City of Alpine City	Stevens County
	Oneida County	Union County	Lower Savannah Council of Governments	City of American Fork	Thurston County
	Owyhee County	Wallawa County	Marion County	City of Aurora	Thurston Regional Planning Council
	Payette County	Wasco County	Marlboro County	City of Ballard	Wahkiakum County
	Power County	Washington County	McCormick County	City of Beaver	Walla Walla County
	Shoshone County	Wheeler County	Newberry County	City of Blanding	Whatcom County
	Teton County	Yamhill County	Oconee County	City of Bluffdale	Whitman County
	Twin Falls County	Municipality	Orangeburg County	City of Bountiful	Yakima County
	Valley County	City of Adair Village	Pickens County	City of Brigham	Yakima County Public Services
	Washington County	City of Adrian	Richland County	City of Castle Dale	Yakima Valley Conference of Governments
Municipality	City of Albion	City of Albany	Saluda County	City of Cedar City	Municipality
City of Aberdeen	City of Amity	City of Amity	Spartanburg County	City of Cedar Hills	City of Aberdeen
City of Albion	City of Arlington	City of Arlington	Sumter County	City of Centerville	City of Airway Heights
City of American Falls	City of Ashland	City of Ashland	Union County	City of Clearfield	City of Algona
City of Ammon	City of Astoria	City of Astoria	Williamsburg County	City of Clinton	City of Anacortes
City of Arco	City of Athens	City of Athens	York County	City of Coalville	City of Arlington
City of Arimo	City of Aumsville	City of Aumsville	Municipality	City of Colorado City	City of Asotin
City of Ashton	City of Aurora	City of Aurora	City of Abbeville	City of Corinne City	City of Auburn
City of Athol	City of Baker City	City of Baker City	City of Aiken	City of Cottonwood Heights	City of Bainbridge Island
City of Atomic City	City of Bandon	City of Bandon	City of Anderson	City of Delta	City of Battle Ground
City of Bancroft	City of Banks	City of Banks	City of Barnwell	City of Draper	City of Bellevue
City of Bellevue	City of Bay City	City of Bay City	City of Beaufort	City of Duchesne	City of Bellingham
City of Blackfoot	City of Beaverton	City of Beaverton	City of Belton	City of East Carbon	City of Benton City
City of Bliss	City of Bend	City of Bend	City of Bennettsville	City of Elk Ridge	City of Bingen
City of Bloomington	City of Boardman	City of Boardman	City of Bishopville	City of Elmo	City of Black Diamond
City of Boise	City of Brookings	City of Brookings	City of Camden	City of Enoch	City of Blaine
City of Bonners Ferry	City of Brownsville	City of Brownsville	City of Cayce	City of Enterprise	City of Bonney Lake
City of Bovill	City of Burns	City of Burns	City of Charleston	City of Ephraim	City of Bothell
City of Buhl	City of Canby	City of Canby	City of Chesnee	City of Escalante	City of Bremerton
City of Burley	City of Cannon Beach	City of Cannon Beach	City of Chester	City of Eureka	City of Brewster
City of Caldwell	City of Canyonville	City of Canyonville	City of Clemson	City of Fairview	City of Bridgeport
City of Cambridge	City of Carlton	City of Carlton	City of Clinton	City of Farmington	City of Brier
City of Carey	City of Cascade Locks	City of Cascade Locks	City of Columbia	City of Farr West	City of Buckley
City of Cascade	City of Cave Junction	City of Cave Junction	City of Conway	City of Ferron	City of Burien
City of Castleford	City of Central Point	City of Central Point	City of Darlington	City of Fillmore	City of Burlington
City of Challis	City of Chiloquin	City of Chiloquin	City of Denmark	City of Fountain Green	City of Camas
City of Chubbuck	City of Clatskanie	City of Clatskanie	City of Dillon	City of Fruit Heights	City of Carnation
City of Clayton	City of Coburg	City of Coburg	City of Easley	City of Garland	City of Cashmere
City of Clifton	City of Columbia City	City of Columbia City	City of Florence	City of Grantsville	City of Castle Rock
City of Clifton	City of Condon	City of Condon	City of Folly Beach	City of Green River	City of Centralia
City of Coeur d'Alene	City of Coos Bay	City of Coos Bay	City of Forest Acres	City of Gunnison	City of Chehalis
City of Council	City of Coquille	City of Coquille	City of Fountain Inn	City of Harrisville	City of Chelan
City of Craigmont	City of Cornelius	City of Cornelius	City of Gaffney	City of Heber City	City of Cheney
City of Crouch	City of Corvallis	City of Corvallis	City of Georgetown	City of Helper City	City of Chewelah
City of Culdesac	City of Cottage Grove	City of Cottage Grove	City of Goose Creek	City of Herriman	City of Clarkston
City of Dalton Gardens	City of Cove	City of Cove	City of Greenville	City of Highland	City of Cle Elum
City of Dayton	City of Creswell	City of Creswell	City of Greenwood	City of Hildale	City of Clyde Hill
City of Deary	City of Culver	City of Culver	City of Greer	City of Holladay	City of Colfax
City of Dietrich	City of Dallas	City of Dallas	City of Hanahan	City of Honeyville	City of College Place
City of Donnelly	City of Damascus	City of Damascus	City of Hardeeville	City of Hooper	City of Colville

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
	City of Dover	City of Dayton	City of Hartsville	City of Huntington	City of Connell
	City of Downey	City of Dayville	City of Inman	City of Hurricane	City of Cosmopolis
	City of Driggs	City of Depoe Bay	City of Isle of Palms	City of Hyde Park	City of Covington
	City of Dubois	City of Detroit	City of Johnsonville	City of Hyrum	City of Davenport
	City of Eagle	City of Donald	City of Lake City	City of Inns	City of Dayton
	City of Eden	City of Drain	City of Lancaster	City of Kamas	City of Deer Park
	City of Elk River	City of Dundee	City of Landrum	City of Kanab	City of Des Moines
	City of Emmett	City of Dunes City	City of Laurens	City of Kaysville	City of DuPont
	City of Fairfield	City of Durham	City of Liberty	City of La Verkin	City of Duval
	City of Fernan Lake Village	City of Eagle Point	City of Loris	City of Layton	City of East Wenatchee
	City of Filer	City of Echo	City of Manning	City of Lehi	City of Edgewood
	City of Firth	City of Elgin	City of Marion	City of Lewiston	City of Edmonds
	City of Franklin	City of Enterprise	City of Mauldin	City of Lindon	City of Electric City
	City of Fruitland	City of Estacada	City of Mullins	City of Logan	City of Ellensburg
	City of Garden City	City of Eugene	City of Myrtle Beach	City of Manti	City of Elma
	City of Genesee	City of Fairview	City of New Ellenton	City of Mapleton	City of Entiat
	City of Georgetown	City of Falls City	City of Newberry	City of Marriott-Slaterville	City of Enumclaw
	City of Glens Ferry	City of Florence	City of North Augusta	City of Mendon	City of Ephrata
	City of Gooding	City of Forest Grove	City of North Charleston	City of Midvale	City of Everett
	City of Grace	City of Fossil	City of North Myrtle Beach	City of Midway	City of Everson
	City of Grand View	City of Garibaldi	City of Orangeburg	City of Millford	City of Federal Way
	City of Grangeville	City of Gaston	City of Pickens	City of Millville	City of Ferndale
	City of Greenleaf	City of Gates	City of Rock Hill	City of Moab	City of Fife
	City of Hagerman	City of Gearhart	City of Seneca	City of Mona	City of Fircrest
	City of Hailey	City of Gervais	City of Simpsonville	City of Monroe	City of Forks
	City of Hansen	City of Gladstone	City of Spartanburg	City of Monticello	City of George
	City of Harrison	City of Glendale	City of Sumter	City of Morgan	City of Gig Harbor
	City of Hayden	City of Gold Beach	City of Tega Cay	City of Moroni	City of Gold Bar
	City of Hazelton	City of Gold Hill	City of Travelers Rest	City of Mt. Pleasant City	City of Goldendale
	City of Heyburn	City of Grants Pass	City of Union	City of Murray	City of Grand Coulee
	City of Hollister	City of Greenhorn	City of Walhalla	City of Myton	City of Grandview
	City of Homedale	City of Gresham	City of Walterboro	City of Naples	City of Granger
	City of Hope	City of Haines	City of Wellford	City of Nephi	City of Granite Falls
	City of Horseshoe Bend	City of Halfway	City of West Columbia	City of Nibley	City of Harrington
	City of Huettner	City of Halsey	City of Westminster	City of North Logan	City of Hoquiam
	City of Idaho City	City of Happy Valley	City of Woodruff	City of North Ogden	City of Ilwaco
	City of Idaho Falls	City of Harrisburg	City of York	City of North Salt Lake	City of Issaquah
	City of Inkom	City of Helix	Town of Allendale	City of Oakley	City of Kahlstus
	City of Island Park	City of Heppner	Town of Andrews	City of Ogden	City of Kalama
	City of Jerome	City of Hermiston	Town of Atlantic Beach	City of Orangeville	City of Kelso
	City of Juliaetta	City of Hillsboro	Town of Awendaw	City of Orem	City of Kenmore
	City of Kamiah	City of Hines	Town of Aynor	City of Panguitch	City of Kennewick
	City of Kellogg	City of Hood River	Town of Batesburg-Leesville	City of Park City	City of Kent
	City of Kendrick	City of Hubbard	Town of Bethune	City of Parowan	City of Kettle Falls
	City of Ketchum	City of Huntington	Town of Blacksburg	City of Payson	City of Kittland
	City of Kimberly	City of Idanha	Town of Blacksville	City of Perry	City of Kittitas
	City of Kootenai	City of Imbler	Town of Blenheim	City of Plain City	City of La Center
	City of Kuna	City of Independence	Town of Bluffton	City of Pleasant Grove	City of Lacey
	City of Lapwai	City of Irrigon	Town of Blythewood	City of Pleasant View	City of Lake Forest Park
	City of Lava Hot Springs	City of Island City	Town of Bowman	City of Price	City of Lake Stevens
	City of Lewiston	City of Jacksonville	Town of Branchville	City of Providence	City of Lakewood
	City of Mackay	City of Jefferson	Town of Briarcliffe Acres	City of Provo	City of Langley
	City of Malad City	City of John Day	Town of Brunson	City of Richfield	City of Leavenworth
	City of Marsing	City of Johnson City	Town of Calhoun Falls	City of Richmond	City of Liberty Lake
	City of McCall	City of Joseph	Town of Cameron	City of River Heights	City of Long Beach
	City of McCammon	City of Junction City	Town of Campobello	City of Riverdale	City of Longview
	City of Melba	City of Keizer	Town of Central	City of Riverton	City of Lynden
	City of Menan	City of King City	Town of Chapin	City of Roosevelt	City of Lynnwood
	City of Meridian	City of Klamath Falls	Town of Cheraw	City of Roy	City of Mabton
	City of Middleton	City of La Grande	Town of Chesterfield	City of Salem	City of Maple Valley
	City of Midvale	City of La Pine	Town of Clio	City of Salina	City of Marysville
	City of Moscow	City of Lafayette	Town of Clover	City of Salt Lake City	City of Mattawa
	City of Mountain Home	City of Lake Oswego	Town of Cottageville	City of Sandy	City of McCleary
	City of Mullan	City of Lakeside	Town of Coward	City of Santa Clara	City of Medical Lake
	City of Murtaugh	City of Lebanon	Town of Cowpens	City of Santaquin	City of Medina
	City of Nampa	City of Lincoln City	Town of Denmark	City of Saratoga Springs	City of Mercer Island
	City of New Meadows	City of Lonerock	Town of Donalds	City of Smithfield City	City of Mesa
	City of New Plymouth	City of Lostine	Town of Due West	City of South Jordan	City of Mill Creek
	City of Newdale	City of Lowell	Town of Duncan	City of South Ogden	City of Milton
	City of Newport	City of Lyons	Town of Eastover	City of South Salt Lake City	City of Monroe
	City of Notus	City of Madras	Town of Edgfield	City of South Weber	City of Montezano
	City of Orofino	City of Malin	Town of Edisto Beach	City of Spanish Fork	City of Morton
	City of Osburn	City of Manzanita	Town of Ehrhardt	City of Spring City	City of Moses Lake
	City of Parker	City of Maupin	Town of Elgin	City of Springville	City of Mossyrock
	City of Parma	City of McMinnville	Town of Ellore	City of St. George	City of Mountlake Terrace
	City of Paul	City of Medford	Town of Estill	City of Sunnyside	City of Moxee
	City of Payette	City of Metolius	Town of Eutawville	City of Sunset	City of Mt. Vernon
	City of Pierce	City of Mill City	Town of Fairfax	City of Syracuse	City of Mukilteo
	City of Pinehurst	City of Millersburg	Town of F. Mill	City of Taylorsville	City of Napavine
	City of Plummer	City of Milton-Freewater	Town of Furman	City of Tooele	City of Newcastle
	City of Pocatello	City of Milwaukie	Town of Gaston	City of Toquerville	City of Newport
	City of Ponderay	City of Molalla	Town of Gifford	City of Tremonton	City of Nooksack
	City of Post Falls	City of Monmouth	Town of Gilbert	City of Tropic	City of Normandy Park
	City of Potlatch	City of Monroe	Town of Govan	City of Uintah	City of North Bend
	City of Preston	City of Monument	Town of Gray Court	City of Vernal	City of North Bonneville
	City of Priest River	City of Moro	Town of Great Falls	City of Washington	City of Oak Harbor
	City of Rathdrum	City of Mosier	Town of Greeleyville	City of Washington Terrace	City of Oakville
	City of Reubens	City of Mt. Angel	Town of Hampton	City of Wellington	City of Ocean Shores
	City of Reuburg	City of Mt. Vernon	Town of Harleysville	City of Wellsville	City of Okanogan
	City of Richfield	City of Myrtle Creek	Town of Heath Springs	City of Wendover	City of Olympia
	City of Rigby	City of Myrtle Point	Town of Hemmingway	City of West Bountiful	City of Omak
	City of Riggins	City of Nehalem	Town of Hilda	City of West Haven City	City of Oroville
	City of Ririe	City of Newberg	Town of Hilton Head Island	City of West Jordan	City of Orting
	City of Roberts	City of Newport	Town of Hodges	City of West Point	City of Othello

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
	City of Rockland City of Rupert City of Salmon City of Sandpoint City of Shelley City of Shoshone City of Smelterville City of Soda Springs City of Spirit Lake City of St. Anthony City of St. Charles City of Stanley City of Star City of Stites City of Sugar City City of Sun Valley City of Tensed City of Tetonia City of Troy City of Twin Falls City of Ucon City of Victor City of Wallace City of Weippe City of Weiser City of Wendell City of Weston City of White Bird City of Wilder City of Winchester Higher Education Boise State University College of Southern Idaho College of Western Idaho Eastern Idaho Technical College Idaho Division of Professional Technical Education Idaho State University Lewis Clark State College North Idaho College University of Idaho Education (K-12) Aberdeen School District No. 58 Arbon Elementary School District No. 383 Avery School District Basin School District No. 72 Bear Lake County School District No. 33 Bear Lake School District No. 33 Blackfoot School District No. 55 Blaine County School District No. 61 Bliss Joint School District No. 234 Bonneville Joint School District No. 93 Boundary County School District No. 101 Bruneau-Grand View Joint School District Buhl Joint School District No. 412 Butte County Joint School District No. 111 Caldwell School District No. 132 Camas County School District No. 121 Cambridge School District Cascade School District No. 422 Cassia County Joint School District No. 151 Castleford Joint School District No. 417 Challis Joint School District No. 181 Clark County School District No. 161 Coeur d'Alene School District No. 271 Cottonwood Joint School District No. 242 Council School District No. 13 Culdesac Joint School District No. 342 Dietrich School District No. 314 Emmett Independent School District No. 221 Filer School District No. 413 Firth School District No. 59 Fremont County School District No. 215 Fruitland School District No. 373 Garden Valley School District Genesee Joint School District No. 282 Glenns Ferry Joint School District No. 192 Gooding Joint School District No. 231 Grace Joint School District No. 148 Hagerman Joint School District No. 233 Hansen School District No. 415 Highland Joint School District No. 305 Homedale School District No. 370 Horseshoe Bend School District No. 73 Idaho Falls School District No. 91 Independent School District of Boise City Jefferson County School District No. 251 Jerome Joint School District No. 261 Joint School District No. 2 Kamiah School District No. 304 Kellogg Joint School District 391 Kendrick Joint School District No. 283 Kimberly School District No. 414 Kootenai School District No. 274 Kuna Joint School District No. 3	City of North Bend City of North Plains City of North Powder City of Nyssa City of Oakland City of Oakridge City of Ontario City of Oregon City City of Paisley City of Pendleton City of Philomath City of Phoenix City of Pilot Rock City of Port Orford City of Portland City of Powers City of Prairie City City of Prineville City of Rainier City of Redmond City of Reedsport City of Richland City of Riddle City of Rockaway Beach City of Rogue River City of Roseburg City of Rufus City of Salem City of Sandy City of Scappoose City of Scio City of Scotts Mills City of Seaside City of Seneca City of Shady Cove City of Sheridan City of Sherwood City of Siletz City of Silverton City of Sisters City of Sodaville City of Spray City of Springfield City of St. Helens City of St. Paul City of Stanfield City of Stayton City of Sublimity City of Sumpter City of Sutherlin City of Sweet Home City of Talent City of Tangent City of The Dalles City of Tigard City of Tillamook City of Toledo City of Troutdale City of Tualatin City of Turner City of Ukiah City of Umatilla City of Union City of Unity City of Vale City of Veneta City of Vernonia City of Waldport City of Wallowa City of Warrenton City of Wasco City of West Linn City of Westfir City of Weston City of Wheeler City of Willamina City of Wilsonville City of Winston City of Wood Village City of Woodburn City of Yachats City of Yamhill City of Yoncalla Town of Bonanza Town of Butte Falls Town of Canyon City Town of Lakeview Town of Lexington Higher Education Blue Mountain Community College Central Oregon Community College Chemeketa Community College Clackamas Community College Clatsop Community College	Town of Holly Hill Town of Hollywood Town of Honea Path Town of Irmo Town of Iva Town of Jackson Town of James Island Town of Jamestown Town of Jefferson Town of Jenkinsville Town of Johnston Town of Jonesville Town of Kershaw Town of Kiawah Island Town of Kingstree Town of Lake View Town of Lamar South Carolina Town of Lane Town of Latta Town of Lexington Town of Lincolnville Town of Little Mountain Town of Lockhart Town of Lyman Town of Lynchburg Town of Mayesville Town of McBee Town of McClellanville Town of McCall Town of McCormick Town of Meggett Town of Moncks Corner Town of Mt. Pleasant Town of Neeses Town of New Ellenton Town of Nichols Town of Ninety Six Town of Norris Town of North Town of Norway Town of Olanda Town of Pacolet Town of Pageland Town of Pamplico Town of Patrick Town of Pawleys Island Town of Pelton Town of Pelzer Town of Pendleton Town of Perry Town of Port Royal Town of Prosperity Town of Ravenel Town of Reidsville Town of Ridge Spring Town of Ridgeland Town of Ridgeville Town of Ridgeway Town of Saint Matthews Town of Saint Stephen Town of Salem Town of Salley Town of Saluda Town of Santee Town of Scranton Town of Seabrook Island Town of Sellers Town of Sharon Town of Six Mile Town of Snelling Town of Society Hill Town of South Congaree Town of Springdale Town of St. George Town of St. Matthews Town of Stuckey Town of Sullivans Island Town of Summerton Town of Summerville Town of Summit Town of Surfside Beach Town of Swansea Town of Timmonsville Town of Trenton Town of Turbeville Town of Ulmer Town of Varnville Town of Wagners Town of Ward Town of Ware Shoals Town of West Pelzer Town of West Union Town of Whitmire Town of Williamston	City of West Valley City City of Willard City of Woodland Hills City of Woods Cross Town of Alta Town of Altamont Town of Alton Town of Amalgam Town of Annabella Town of Antimony Town of Apple Valley Town of Ballard Town of Bear River City Town of Bicknell Town of Big Water Town of Boulder Town of Brian Head Town of Bryce Canyon City Town of Latta Town of Cannonville Town of Cedar Fort Town of Centerfield Town of Central Valley Town of Circleville Town of Clarkston Town of Clawson Town of Cleveland Town of Cornish Town of Daniel Town of Deweyville Town of Eagle Mountain Town of Elmo Town of Elsinore Town of Elwood Town of Emery Town of Fairfield Town of Francis Town of Garden City Town of Genola Town of Glendale Town of Glenwood Town of Goshen Town of Hanksville Town of Hatch Town of Henefer Town of Henrieville Town of Hideout Town of Hinckley Town of Holden Town of Howell Town of Huntsville Town of Joseph Town of Junction Town of Kanarraville Town of Kanosh Town of Kingston Town of Kooshareem Town of Leeds Town of Levan Town of Loa Town of Manila Town of Mantua Town of Marysville Town of Meadow Town of Minersville Town of New Harmony Town of Newton Town of Ophir Town of Orderville Town of Paradise Town of Paragonah Town of Portage Utah Town of Randolph Town of Redmond Town of Rockville Town of Rocky Ridge Town of Rush Valley Town of Scipio Town of Seckville Town of Sigurd Town of Springdale Town of Stockton Town of Toquerville Town of Torrey Town of Trenton Town of Ulmer Town of Utricht Town of Verron Town of Vineyard Town of Virgin Town of Wales Town of Wallsburg Uintah Basin Association of Governments Higher Education	City of Pacific City of Palouse City of Pasco City of Pateros City of Pomeroy City of Port Angeles City of Port Orchard City of Port Townsend City of Poulbo City of Prosser City of Pullman City of Puyallup City of Quincy City of Rainier City of Raymond City of Redmond City of Renton City of Republic City of Richland City of Richfield City of Riverville City of Rock Island City of Roslyn City of Roy City of Royal City City of Sammamish City of SeaTac City of Seattle City of Sedro-Woolley City of Selah City of Sequim City of Shelton City of Shoreline City of Snohomish City of Snoqualmie City of Soap Lake City of South Bend City of Spokane City of Spokane Valley City of Sprague City of Stanwood City of Stevenson City of Sultan City of Sumas City of Sumner City of Sunnyvale City of Tacoma City of Tekoa City of Tenino City of Tieton City of Toledo City of Tonasket City of Toppenish City of Tukwila City of Tumwater City of Union Gap City of University Place City of Vader City of Vancouver City of Waitsburg City of Walla Walla City of Wapato City of Warden City of Washougal City of Wenatchee City of West Richland City of Westport City of White Salmon City of Winlock City of Woodinville City of Woodland City of Yakima/Yakima County City of Yelm City of Zillah Consolidated Borough of Quil Ceda Village Grays Harbor Council of Governments Town of Almira Town of Beaux Arts Village Town of Bucoda Town of Carbonado Town of Cathlamet Town of Clyde Hill Town of Colton Town of Conconully Town of Concrete Town of Coulee City Town of Coulee Dam Town of Coupeville Town of Creston Town of Cusick Town of Darrington Town of Eastonville Town of Elmer City Town of Endicott

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
	Lake Pend Oreille School District No. 84 Lakeland School District No. 272 Lawwai School District No. 341 Lewiston Independent School District No. 1 Mackay School District No. 182 Madison School District No. 321 Marsh Valley Joint School District No. 21 Marsing Joint School District No. 363 McCall-Donnelly Joint School District No. 421 Meadows Valley School District No. 11 Melba School District No. 136 Middleton School District No. 134 Middlevale School District No. 483 Minidoka County School District No. 331 Moscow School District No. 281 Mountain Home School District No. 193 Mountain View School District No. 244 Mullan School District 392 Murtaugh Joint School District No. 418 Nampa Christian Schools Inc. Nampa School District No. 131 New Plymouth School District Nez Perce Joint School District No. 302 North Gem School District No. 149 Notus School District Oneida County School District No. 351 Orofino Joint School District No. 171 Parma School District No. 137 Payette School District No. 371 Plummer-Worley Joint School District No. 44 Pocatello-Chubbuck School District No. 25 Post Falls School District No. 273 Potlatch School District No. 285 Preston Joint School District No. 201 Richfield School District No. 316 Ririe Joint School District No. 252 Rockland School District No. 382 Salmon River Joint School District No. 243 Salmon School District No. 291 Shelley School District No. 60 Shoshone Joint School District No. 312 Snake River School District Soda Springs Joint School District No. 150 South Lemhi School District No. 292 St. Maries Joint School District No. 41 Sugar-Salem Joint District No. 322 Swan Valley Elementary School District No. 33 Swan Valley School District No. 92 Teton County School District No. 401 Three Creek Joint School District No. 416 Troy School District No. 287 Twin Falls School District No. 411 Valley School District No. 262 Vallivue School District No. 139 Vision Charter School District # 463 Wallace School District No. 393 Weiser School District No. 431 Wendell School District No. 232 West Bonner County School District No. 83 West Jefferson School District No. 253 West Side School District No. 202 Whitpaine Joint School District No. 288 Wildor School District No. 153	Columbia Gorge Community College Eastern Oregon University Klamath Community College District Lane Community College Linn-Benton Community College Mt. Hood Community College Oregon Coast Community College Oregon Department of Community Colleges and Workforce Development Oregon Health and Science University Oregon Institute of Technology Oregon State University Oregon State University, Oregon Agricultural Experiment Station Oregon University System Portland Community College Portland State University Reed College Rogue Community College Southern Oregon University Southern Oregon University Family Housing Southwestern Oregon Community College Tillamook Bay Community College Treasure Valley Community College Umpqua Community College University of Oregon Western Oregon University Education (K-12) Adel School District 21 Adrian School District Alsea School District No. 7J Amity School District 4J Annex School District 29 Arlington School District No. 3 Arocl School District No. 81 Ashland School District No. 5 Ashwood School District Astoria School District No. 1C Athena-Weston School District No. 299J Baker School District No. 5J Bandon School District Banks School District No. 13 Beaverton School District No. 48 Bend-La Pine Public Schools Bethel School District No. 52 Blachly School District Blachly School District 90 Brookings Harbor School District Canas Valley School District Canby School District No. 86 Cascade School District No. 5 Centennial School District No. 28J Central Curry School District No. 1 Central Linn School District Central Point School District No. 6 Central School District No. 13J Clackamas Education Service District Clatskanie School District No. 6J Colton School District No. 53 Columbia Gorge Education Service District Condon School District No. 25J Coos Bay School District No. 9 Coquille School District No. 8 Corbett School District No. 39 Corvallis School District No. 509J Cove School District No. 15 Crane Elementary School District Creswell School District No. 40 Crook County School District Crow-Applegate-Lorane School District No. 66 Culver School District No. 4 Dallas School District No. 2 David Douglas School District No. 40 Dayton School District No. 8 Dayville School District No. 16J Douglas County School District Douglas County School District No. 4 Douglas Education Service District Dufur School District No. 29 Eagle Point School District No. 9 Echo School District No. 5 Elgin School District Elkton School District No. 34 Enterprise School District No. 21 Estacada School District No. 108 Eugene School District No. 4J Falls City School District Fern Ridge School District No. 28J Forest Grove School District Fossil School District 21J Gaston School District 511 J Gervais School District Gladstone School District Glendale School District No. 77 Glide School District Grant County Education Service District	Town of Williston Town of Winnsboro Town of Yemassee Higher Education Aiken Technical College Beaufort Jasper Higher Education Commission Central Carolina Technical College Clemson University Coastal Carolina University College of Charleston Denmark Technical College Florence-Darlington Technical College Francis Marion University Greenville Technical College Horry-Georgetown Technical College Lander University Medical University of South Carolina Midlands Technical College Northeastern Technical College Orangeburg-Calhoun Technical College Piedmont Technical College South Carolina State Board for Technical and Comprehensive Education South Carolina State University South Carolina Technical College System Spartanburg Community College Technical College of the Lowcountry The Citadel Tri-County Technical College Trident Technical College University of South Carolina University of South Carolina, Aiken University of South Carolina, Upstate Williamsburg Technical College Winthrop University York Technical College Education (K-12) Abbeville County School District Aiken County Public Schools Allendale County School District Anderson County School Districts 1 and 2 Career and Technology Center Anderson School District No. 1 Anderson School District No. 2 Anderson School District No. 3 Anderson School District No. 4 Anderson School District No. 5 Bamberg School District No. 1 Bamberg School District No. 2 Barnwell School District No. 45 Beaufort County School District Berkeley County School District Blackville-Hilda Public Schools Calhoun County School District Charleston County School District Cherokee County School District Chester County School District Chesterfield County School District Clarendon County School District No. 1 Clarendon County School District No. 2 Clarendon County School District No. 3 Clover School District No. 2 Colleton County School District Darlington County School District Delta R-V School District Dillon County School District No. 1 Dillon County School District No. 2 Dillon County School District No. 3 Dillon County School District No. 4 Diocese Of Charleston Schools Dorchester School District No. 2 Dorchester School District No. 4 Edgefield County Schools Fairfield County School District Florence County School District No. 1 Florence County School District No. 2 Florence County School District No. 3 Florence County School District No. 4 Florence County School District No. 5 Ft. Mill School District No. 4 Georgetown County School District Greenville County School District Greenwood School District No. 50 Greenwood School District No. 52 Hampton County School District No. 2 Hampton School District No. 1 Horry County Schools Jasper County School District John de la Howe School District Kershaw County School District Lancaster County School District Laurens County School District No. 55 Laurens County School District No. 56 Lee County School District Legacy Charter Schools Lexington County School District No. 1	College of Eastern Utah Davis Applied Technology College Dixie Applied Technology College Dixie State University Mountainland Applied Technology College Rocky Mountain University of Health Professions Salt Lake Community College Snow College Southern Utah University Tooele Applied Technology College Uintah Basin Applied Technology College University of Utah University of Utah Hospitals and Clinics Utah State University Utah System of Higher Education Utah Valley University Weber State University Education (K-12) Alpine School District Beaver County School District Beehive School District Boulder School District Cache County School District Canyons School District Carbond School District Centro De La Familia De Utah Head Start Program School District Daggett School District Davis School District Duchesne County School District Emery County School District Freedom Preparatory Academy School District Garfield County School District Grand County School District Granite School District Iron County School District Jordan School District Juab School District Kane County School District Kane County School District Millard School District Morgan School District Mountainland Head Start Program School District Office Murray City School District Nebo School District North Sanpete County School District North Sanpete School District North Sanpete School District Ogden City School District Park City School District Piute County School District Provo City School District Rich County School District Rich School District Rural Utah Child Development Head Start Program School District Office Salt Lake City School District San Juan School District Sevier School District South Sanpete School District South Summit School District Suu Head Start Program School District Thomas Edison Charter Schools Tintic School District Tooele County School District Uintah School District Wasatch County School District Washington County School District Wayne County School District Weber School District Special District Ash Creek Special Service District Ashley Valley Water and Sewer Improvement District Ballpark and Sewer Improvement District Bear Lake Special Service District Bear River Water Conservancy District Benchland Water District Benson Culinary Water Improvement District Bona Vista Water Improvement District Cache Mosquito Abatement District Cache Valley Transit District Canyonlands Health Care Special Service District Carbon County Housing Authority Carbon County Municipal Building Authority Carbon County Recreation Transportation Special Service District Carbon Water Conservancy District Castle Valley Special Service District Cedar City Housing Authority Cedar Mountain Fire Protection District Cedarview-Montwell Special Service District Central Davis County Sewer District Central Iron County Water Conservancy District Central Utah Water Conservancy District Central Weber Sewer Improvement District Charleston Water Conservancy District Copperton Improvement District Cottonwood Improvement District	Town of Fairfield Town of Farmington Town of Friday Harbor Town of Garfield Town of Hamilton Town of Harrah Town of Hatton Town of Hunts Point Town of Index Town of Ione Town of La Conner Town of LaCrosse Town of Lamont Town of Latah Town of Lind Town of Lyman Town of Malden Town of Mansfield Town of Marcus Town of Metairie Town of Millwood Town of Naches Town of Nespelem Town of Northport Town of Oakesdale Town of Odessa Town of Pe Ell Town of Prescott Town of Reardan Town of Riverside Town of Rockford Town of Rosalia Town of Ruston Town of Skykomish Town of South Cle Elum Town of South Prairie Town of Spangle Town of Springdale Town of St. John Town of Steilacoom Town of Twisp Town of Uniontown Town of Washtucna Town of Waterville Town of Waverly Town of Wilbur Town of Wilkeson Town of Wilson Creek Town of Winthrop Town of Woodway Town of Yacolt Town of Yarrow Point Higher Education Bates Technical College Bellevue Community College Bellingham Technical College Big Bend Community College Cascadia Community College Central Washington University Centralia College Clark College Clover Park Technical College Columbia Basin Community College Community Colleges of Spokane Eastern Washington University Edmonds Community College Everett Community College Evergreen State College Grays Harbor College Green River Community College Highline Community College Lake Washington Institute of Technology Lower Columbia College Northwest Indian College Olympic College Peninsula College Pierce College Renton Technical College Seattle Community College District VI Shoreline Community College Skagit Valley College South Puget Sound Community College Tacoma Community College University of Washington Walla Walla Community College Washington State Board for Community and Technical Colleges Washington State Higher Education Facilities Authority Washington State Student Achievement Council Washington State University Washington State University, Vancouver Wenatchee Valley College Western Washington University Whatcom Community College Yakima Valley Community College

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
	Cascade Rural Fire District	Grant School District No. 3	Lexington County School District No. 2	Davis Community Housing Authority	Education (K-12)
	Castleford Rural Fire District	Grants Pass School District No. 7	Lexington County School District No. 3	Davis County Housing Authority	Aberdeen School District No. 5
	Central Fire District	Greater Albany Public School District 8J	Lexington County School District No. 4	Davis-Salt Lake Aerial Spray Authority	Adna School District No. 226
	Central Orchards Sewer District	Gresham-Berlew School District	Lexington-Richland Upper County Water Improvement District	Duchesne County Upper County Water Improvement District	Almira School District No. 17
	Central Shoshone County Water District	Harney County School District No. 3	Marion County School District	Duchesne County Water Conservancy District	Anacortes School District No. 103
	Clark County District Library	Harney Education Service District	Marion County School District No. 7	Emery County Housing Authority	Arlington Public Schools
	Clarkia Free Library District	Harper School District No. 66	Mariboro County School District	Emery County Municipal Building Authority	Asotin-Anatone School District
	Clarkia Highway District	Harrisburg School District No. 7	McCormick County School District	Emery County Special Service District No. 1	Auburn School District No. 408
	Clearwater Free Library District	Helix School District No. 1-R	Newberry County School District	Emery Water Conservancy District	Bainbridge Island School District No. 303
	Clearwater Highway District	Hermiston School District	Oconee County School District	Emigration Improvement District	Battle Ground School District No. 119
	Clearwater Soil and Water Conservation District	High Desert Education Service District	Orangeburg Consolidated School District Four	Fruitland Special Service District	Belleveue Christian School District
	Clearwater Water District	Hillburo School District No. 1J	Orangeburg County Consolidated School District No. 3	Garden City Fire District	Belleveue School District No. 405
	Consolidated Free Library District	Hood River County School District	Orangeburg County Consolidated School District No. 5	Grand County Housing Authority	Bellingham School District No. 301
	Cottonwood Highway District	Huntington School District No. 16J	Pickens County School District	Granger-Hunter Improvement District	Benge School District No. 122
	Custer Soil and Water Conservation District	Imbler School District No. 11	Richland County School District No. 1	Heber Valley Special Service District	Bethel School District No. 403
	Dietrich Fire District	InterMountain Education Service District	Richland County School District No. 2	Hooper Water Improvement District	Bickleton School District
	Dietrich Highway District	Ione School District R2	Rock Hill School District No. 3	Jensen Water Improvement District	Blaine School District No. 503
	Doumeq Highway District	Jackson County School District No. 9	Saluda School District No. 1	Johnson Water Improvement District	Boistfort School District No. 234
	Downey Swan Lake Highway District	Jackson Education Service District	South Carolina Public Charter School District	Jordan Valley Water Conservancy District	Bremerton School District
	Dry Creek Cemetery Maintenance District	Jefferson County School District No. 509-J	Spartanburg County School District No. 1	Jordanville Special Service District	Brewster School District No. 111
	Eagle Fire Protection District	Jefferson School District	Spartanburg County School District No. 2	Joab Special Service Fire District	Bridgport School District No. 75
	Eagle Sewer District	Jewell School District No. 8	Spartanburg County School District No. 3	Kane County Water Conservancy District	Brimson School District No. 46
	East Bonner County Free Library District	John Day School District No. 3	Spartanburg County School District No. 4	Kearns Improvement District	Burlington-Edison School District No. 100
	East Bonner County Library District	Jordan Valley School District No. 3	Spartanburg County School District No. 5	Lake Point Improvement District	Camas School District
	East Greenacres Irrigation District	Joseph School District No. 6	Spartanburg County School District No. 6	Logan-Cache Airport Authority	Cape Flattery School District No. 401
	Eastern Idaho Public Health District	Junction City School District No. 69	Spartanburg County School District No. 7	Maeser Water and Sewer Improvement District	Capital Region Educational Service District No. 113
	Eastern Idaho Regional Wastewater Authority	Klamath County School District	Sumter School District	Magna Mosquito Abatement District	Carbonado Historical School District No. 19
	Elk River Free Library District	Klamath Falls City Schools	Sumter School District No. 17	Magna Water District	Cascade Christian Schools
	Elmore Soil and Water Conservation District	Knappa School District	Sumter School District No. 2	Metropolitan Water District of Salt Lake and Sandy	Cascade School District No. 228
	Elm Highway District	La Grande School District No. 1	Union County School District	Midvalley Improvement District	Cashmere School District No. 222
	Ferdinand Highway District	Lake County School District No. 7	Ware Shoals School District No. 51	Midway Sanitation District	Castle Rock School District No. 401
	Fish Haven Mosquito Abatement District	Lake Ed Service District	Williamsburg County Schools	Milford Area Healthcare Service District	Central Kitsap School District No. 401
	Fremont County District Library	Lake Oswego School District No. 7J	Williston School District No. 29	Moab Mosquito Abatement District	Central Valley School District No. 356
	Friedman Memorial Airport Authority	Lakeview School District No. 7	York School District No. 1	Moab Valley Fire Protection District	Centralia School District No. 401
	Garden Valley District Library	Lane Education Service District	Special District	Mountain Green Sewer Improvement District	Chehalis School District No. 302
	Garden Valley Fire Protection District	Lebanon Community School District No. 9	Abbeville Housing Authority	Mountain Regional Water Special Service District	Cheney School District No. 360
	Garden Valley Recreation District	Lincoln County School District	Alken Housing Authority	Mountain View Special Service District	Chewelah School District No. 36
	Gateway Fire Protection District	Linn-Benton-Lincoln Education Service District	Anderson Housing Authority	Mt. Olympus Improvement District	Chief Leschi School System
	Gem County Fire Protection District	Long Creek School District No. 17	Atlantic Beach Housing Authority	North Davis County Sewer District	Chimacum School District No. 49
	Gem County Mosquito Abatement District	Lowell School District No. 71	Beaufort Housing Authority	North Davis Fire District	Clarkston School District No. 1250-185
	Glenns Ferry Highway District	Mapleton School District No. 32	Beaufort-Jasper Water and Sewer Authority	North Emery Water Users Special Service District	Cle Elum-Roslyn School District
	Golden Gate Highway District No. 3	Marcola School District No. 79J	Beech Island Rural Community Water District	North Fork Special Services District	Clover Park School District No. 400
	Gooding County Memorial Hospital District	McKenzie School District	Belton-Honea Path Water Authority	North Pointe Solid Waste Special Service District	Colfax School District No. 300
	Grace District Library	McMinnville School District No. 40	Bennettsville Housing Authority	North Summit Fire District	College Place School District No. 250
	Grangeville Highway District	Medford School District No. 549C	Berea Public Service District	North Tooele County Fire Protection District	Colton School District No. 306
	Greater Bendier Water and Sewer District	Milton-Freewater School District No. 7	Berkeley County Water and Sanitation Authority	North Utah Water Conservancy District	Columbia School District No. 206
	Greater Boise Auditorium District	Mitchell School District No. 55	Big Creek Water and Sewerage District	North View Fire District	Columbia School District No. 206, Stevens County
	Greater Middleton Parks and Recreation District	Molalla River School District	Bluffton Township Fire District	Ogden Housing Authority	Columbia School District No. 400
	Greater Swan Valley Fire Protection District No. 2	Monument School District	Boiling Springs Fire District, Greenville County	Ouray Park Water Improvement District	Colville School District No. 115
	Groveland Water and Sewer District	Morrow County School District	Broad Creek Public Service District	Park City Fire Service District	Concrete School District No. 11
	Harbor View Estates Water and Sewer District	Mt. Angel School District	Buffalo-Mt. Pisgah Fire Protection District	Price River Water Improvement District	Conway Consolidated School District No. 317
	Hayden Lake Irrigation District	Multnomah Education Service District Consortium	Burton Fire District	Provo Housing Authority	Cosmopolis School District
	Hayden Lake Recreational Water and Sewer District	Myrtle Point School District	Central Midlands Regional Transit Authority	Rockville/Springdale Fire Protection District	Coulee-Hartline School District No. 151
	Hillsdale Highway District	Neah-Kah-Nie School District No. 56	Charleston Area Regional Transportation Authority	Roosevelt City Housing Authority	Cougville School District No. 204
	Homedale Highway District	Nestucka Valley School District No. 101	Charleston County Aviation Authority	Salt Lake City Housing Authority	Crescent School District
	Hoo Doo Water and Sewer District	New Hope Christian Schools	Charleston County Housing and Redevelopment Authority	Salt Lake City Mosquito Abatement District	Creston School District No. 73
	Horseshoe Bend Fire Protection District	Newberg School District No. 29J	Charleston Housing Authority	Salt Lake County Housing Authority	Curlew School District No-50
	Idaho Soil and Water Conservation District	North Bend School District No. 13	Charleston Naval Complex Redevelopment Authority	Sandy Suburban Improvement District	Cusick School District
	Indian Valley Rural Fire District	North Central Education Service District	Charleston Soil and Water Conservation District	Scofield Reservoir Special Service District	Darrington School District No. 330
	Iona-Bonneville Sewer District	North Clackamas School District No. 12	Cheraw Housing Authority	Sevier County Special Service District No. 1	Davenport School District No. 207
	Island Park Fire District	North Douglas School District No. 22	Chester Housing Authority	Skyline Mountain Special Service District	Dayton School District No. 2
	Jerome Highway District	North Lake School District	Chester Metropolitan District	Snyderville Basin Special Recreation District	Deer Park School District No. 414
	Jerome Recreation District	North Marion School District No. 15	Chester Sewer District	Snyderville Basin Water Reclamation District	Dieringer School District
	Jerome Rural Fire District No. 1	North Santiam School District No. 29	Coast Regional Transportation Authority	Solid Waste Special Service District No. 1	Divie School District
	Kamiah Fire Protection District	North Wasco County School District No. 21	Columbia Housing Authority	South Davis Sewer District	East Valley School District No. 361
	Kamiah Highway District	Northwest Regional Education Service District	Conway Housing Authority	South Davis Water District	East Valley School District No. 361, Spokane County
	Ketchum Rural Fire Protection District	Nyssa School District No. 26	Daniel Morgan Water District	South Ogden Conservation District	East Valley School District No. 90, Yakima County
	Kidder Harris Highway District	Oakland School District	Darlington County Fire District	South Salt Lake Valley Mosquito Abatement District	Eastmont School District No. 206
	Kingston Water District	Oakridge School District No. 76	Darlington County Water and Sewer Authority	South Summit Fire Protection District	Eatonville School District No. 404
	Kootenai County Water District No. 1	Ontario School District No. 86	Darlington Housing Authority	South Utah Valley Solid Waste District	Edmonds School District No. 15
	Kootenai-Ponderay Water District	Oregon City School District No. 62	Donalds-Due West Water and Sewer Authority	South Valley Sewer District	Educational Service District No. 112
	Kootenai-Shoshone Soil and Water Conservation Distr	Oregon Trail School District No. 46	Dorchester County Sales Tax Transportation Authority	Southeastern Utah Housing Authority	Ellensburg School District No. 401
	Kuna Library District	Paisley School District No. 11	Dorchester County Water Authority	Spanish Valley Water and Sewer Improvement District	Elma School District No. 68
	Laclede Water District	Parkrose School District No. 3	Duncan Chapel Fire District	St. George Housing Authority	Endicott School District No. 308
	Lakes Highway District	Pendleton School District No. 16	Easley Housing Authority	Stansbury Park Improvement District	Entiat School District No. 127
	Latah County Library District	Perrydale School District No. 21J	Easley-Central Water District	Strawberry Electric Service District	Enumclaw School District No. 216
	Latah Soil and Water Conservation District	Philomath School District No. 17J	East Richland County Public Service District	Sugar House Park Authority	Ephrata School District No. 165
	Lemhi Soil and Water Conservation District	Phoenix-Talent School District	Edgefield County Water and Sewer Authority	Tabby Valley Park Special Service District	Evaline School District No. 36
	Lewiston Orchards Irrigation District	Pilot Rock School District No. 2	Florence Housing Authority	Taylorville Water Improvement District	Everett School District No. 2
	Lewiston-Nez Perce County Regional Airport Authority	Pine Eagle School District No. 61	Fort Mill Housing Authority	Thompson Special Service District	Evergreen School District No. 114, Clark County
	Lincoln County Recreation District	Pinehurst School District	Fripp Island Public Service District	Timpaganos Special Service District	Evergreen School District No. 205
	Little Blacktail Ranch Water District	Pleasant Hill School District	Gaffney Housing Authority	Tooele County Housing Authority	Federal Way Public Schools
	Little Wood River Library District	Plush School District 18	Gaston Rural Community Water District	Tooele County Recreation Special Service District	Ferndale School District No. 502
	Lizard Butte Library District	Port Orford-Langlois School District No. 2CJ	Georgetown County Water and Sewer District	Tridell-Lapoint Water Improvement District	File School District No. 417
	Lost River Highway District	Portland Public School District No. 1	Georgetown Housing Authority	Uintah Animal Control and Shelter Special Service District	Finley School District
	M&T Water and Sewer District	Powers School District No. 31	Gilbert-Summit Rural Water District	Uintah County Municipal Building Authority	Franklin Pierce School District No. 402
	MacKay Free Library District	Prairie City School District No. 13	Grand Strand Water and Sewer Authority	Uintah Fire Suppression Special Service District	Freeman School District No. 358
	Madison Library District	Prospect School District	Greenville Arena District	Uintah Health Care Special Service District	Garfield School District No. 302
	Marsing Rural Fire District	Rainier School District No. 43	Greenville County Recreation District	Uintah Highlands Water and Sewer Improvement District	Glenwood School District
	McCall Fire Protection District	Redmond School District No. 2J	Greenville County Redevelopment Authority	Uintah Mosquito Abatement District	Goldendale School District
	McCall Memorial Hospital District	Reedsport School District No. 105	Greenville Transit Authority	Uintah Recreation District	Grand Coulee Dam School District
	Meridian Cemetery Maintenance District	Region 9 Education Service District	Reynolds School District No. 7	Uintah Transportation Special Service District	Grandview School District No. 200
	Meridian Library District	Riddle School District No. 70	Greewood Metropolitan District	Uintah Water Conservancy District	Granger School District No. 204
	Meridian Rural Fire Protection District		Greer Housing Authority	Unified Fire Authority	Granite Falls School District No. 332

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Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
	Wilderness Ranch Fire Protection District	Colton Fire District	Township		Pateros School District
	Winona Highway District	Colton Water District	Township of Grand Meadow		Paterson School District No. 50
	Worley Fire District	Columbia Corridor Drainage Districts Joint Contracting Authority	Tribal		Pe Ell School District No. 301
	Worley Highway District	Columbia Health District	Catawba Indian Nation		Peninsula School District
State		Columbia Improvement District			Pioneer School District No. 402
	Idaho Department of Administration	Columbia River People's Utility District			Pomeroy School District No. 110
	Idaho Department of Health and Welfare	Columbia Soil and Water Conservation District			Port Angeles School District No. 121
	State Of Idaho	Coos County Airport District			Port Townsend School District No. 50
Tribal		Coos County Library Service District			Prescott School District No. 402-37
	Coeur d'Alene Tribe	Coquille Indian Housing Authority			Pride Prep Schools
	Kootenai Tribe of Idaho	Coquille Valley Hospital District			Prosser School District No. 116
	Nez Perce Tribal Enterprises	Corbett Water District			Puget Sound Educational Service District
	Nez Perce Tribe	Corvallis Rural Fire Protection District			Pullman School District No. 267
	Shoshone-Bannock Tribes	Cove Rural Fire Protection District			Puyallup School District No. 3
		Crooked River Ranch Rural Fire Protection District			Queets-Clearwater School District No. 20
		Crooked River Ranch Special Road District			Quilcene School District No. 48
		Curry Health District			Quillayute Valley School District No. 402
		Curry Public Library District			Quincy School District No. 144
		Dallas Cemetery District No. 4			Rainier School District No. 307
		Dean Minard Water District			Raymond School District No. 116
		Dee Rural Fire Protection District			Reardan-Edwall School District
		Deschutes County 911 Service District			Renton School District No. 403
		Deschutes County Rural Fire District No. 1			Republic School District
		Deschutes Valley Water District			Richland School District No. 400
		Devils Lake Water Improvement District			Ridgefield School District No. 122
		Dexter Rural Fire Protection District			Ritzville School District
		Douglas County Fire District No. 2			Riverside School District
		Douglas County Housing Authority			Riverview School District No. 407
		Douglas Soil and Water Conservation District			Rochester School District
		Drakes Crossing Rural Fire Protection District			Rosalia School District No. 320
		Dufur Recreation District			Royal School District
		Eagle Valley Soil and Water Conservation District			San Juan Island School District No. 149
		East Fork Irrigation District			Satsop School District No. 104
		East Multnomah Soil and Water Conservation District			Seattle Public Schools
		East Umatilla County Health District			Sedro-Woolley School District No. 101
		East Valley Water District			Selah School District No. 119
		Echo Rural Fire District			Selkirk School District No. 70
		Elsie-Vinemaple Rural Fire Protection District No. 11			Sequim School District No. 323
		Emerald People's Utility District			Shaw Island School District No. 10
		Estacada Rural Fire District No. 69			Shelton School District No. 309
		Fairview Water District			Shoreline School District No. 412
		Falcon Cove Beach Water District			Skykomish School District
		Farmers Irrigation District			Snohomish School District No. 201
		Gardiner Sanitary District			Snoqualmie Valley School District No. 410
		Gaston Rural Fire District			Soap Lake School District No. 156
		Gates Rural Fire Protection District			South Bend School District No. 118
		Gearhart Rural Fire Protection District			South Kitsap School District No. 402
		Glendale Rural Fire Protection District			South Whidbey School District No. 206
		Gleneden Sanitary District			Southside School District
		Goshen Fire District			Spokane Public Schools
		Government Camp Sanitary District			Sprague School District
		Grand Ronde Sanitary District			St. John School District No. 322
		Grant County Transportation District			Stanwood-Camano School District No. 401
		Grant Soil and Water Conservation District			Steilacoom Historical School District No. 1
		Grants Pass Irrigation District			Steptoe School District No. 304
		Green Sanitary District			Stevenson-Carson School District No. 303
		Hahlen Road Special District			Sultan School District No. 311
		Halsey-Shedd Rural Fire Protection District			Summit Valley School District 202
		Hamlet Rural Fire Protection District			Summer School District No. 320
		Harbor Sanitary District			Sunnyside School District No. 201
		Harbor Water Public Utility District			Tacoma School District No. 10
		Harney District Hospital			Taholah School District No. 77
		Harney Soil and Water Conservation District			Tahoma School District No. 409
		Harriman Rural Fire Protection District			Tekoa School District No. 265
		Hazeldell Rural Fire Protection District			Tenino School District No. 402
		Hebo Joint Water and Sewer Authority			Thorp School District No. 400
		Heceta Water District			Toledo School District No. 237
		Hermiston Cemetery District			Tonasnot School District
		Hermiston Fire and Emergency Services District			Toppenish School District No. 202
		Hermiston Irrigation District			Touchet School District No. 300
		Hood River County Library District			Toulie Lake School District No. 130
		Hood River County Transportation District			Trout Lake School District No. R-400
		Hood River Valley Parks and Recreation District			Tukwila School District No. 406
		Hoodland Fire District No. 74			Tumwater School District No. 33
		Hubbard Rural Fire Protection District			Union Gap School District No. 2
		Ice Fountain Water District			University Place School District No. 83
		Illinois Valley Rural Fire Protection District			Valley School District
		Ione Rural Fire Protection District			Valley School District No. 70
		Irrigon Community Park and Recreation Maintenance District			Vancouver School District No. 37
		Jackson County Airport Authority			Vashon Island School District No. 402
		Jackson County Fire District No. 3			Wahkiakum School District No. 200
		Jackson County Fire District No. 5			Wahluke School District No. 73
		Jackson County Housing Authority			Waitsburg School District
		Jackson County Library District			Walla Walla School District No. 140
		Jackson County Vector Control District			Wapato School District No. 207
		Jackson Soil and Water Conservation District			Warden School District No. 146-161
		Jefferson Rural Fire Protection District			Washington Schools Risk Management Pool
		John Day/Canyon City Parks and Recreation District			Washington State Educational Service District
		Junction City Rural Fire Protection District			Washougal School District
		Juniper Flat Rural Fire Protection District			Washtucna School District
		Keating Soil and Water Conservation District			Waterville School District No. 209
		Keizer Rural Fire Protection District			Wellpinit School District
		Keno Fire Protection District			Wenatchee School District No. 246
		Kernville-Gleneden Beach-Lincoln Beach Water District			West Valley School District No. 208, Yakima County

Idaho	Oregon	South Carolina	Utah	Washington
	Klamath County Fire District No. 1 Klamath County Library Service District Klamath Housing Authority Klamath Irrigation District Klamath Vector Control District La Grande Rural Fire Protection District La Pine Park and Recreation District La Pine Rural Fire Protection District La Pine Water District Lake District Hospital Lake Grove Water District Lakeside Fire District No. 4 Lane County Fire District No. 1 Lane Library District Lane Transit District Langlois Water District LaPine Special Sewer District Lebanon Aquatic District Lebanon Fire District Lewis and Clark Rural Fire Protection District Libby Drainage District Linn Benton Housing Authority Lookingglass Rural Fire District Lorane Rural Fire Protection District Lowell Rural Fire Protection District Lower Umpqua Hospital District Lusted Water District Madras Aquatic Center District Malheur County Housing Authority Malin Rural Fire Protection District Mapleton Water District Marion County Fire District No. 1 Marion Soil and Water Conservation District Medford Irrigation District Merrill Rural Fire Protection District Mid-County Cemetery Maintenance District Middle Fork Irrigation District Miles Crossing Sanitary Sewer District Mill City Rural Fire Protection District Milton-Freewater Water Control District Mist-Birkenfeld Rural Fire Protection District Mohawk Valley Rural Fire District Molalla River Improvement District Molalla Rural Fire Protection District No. 73 Monroe Rural Fire Protection District Morrow County Health District Mountain View Hospital District Mt. Angel Fire District Multnomah County Drainage District No. 1 Multnomah County Rural Fire Protection District No. 10 Multnomah County Rural Fire Protection District No. 14 Nesika Beach-Ophir Water District Neskowin Regional Sanitary Authority Neskowin Regional Water District Nestucca Rural Fire Protection District Netarts Oceanside Sanitary District Netarts-Oceanside Rural Fire Protection District North Bay Rural Protection Fire District North Bend City/Cosco-Curry Housing Authority North Central Public Health District North Clackamas Parks and Recreation District North County Recreation District North Gilliam Cemetery District North Gilliam County Rural Fire Protection District North Lincoln Fire and Rescue District No. 1 North Powder Rural Fire Protection District North Sherman County Rural Fire Protection District North Unit Irrigation District Northeast Oregon Housing Authority Northern Wasco County Park and Recreation District Northern Wasco County People's Utility District Northwest Oregon Housing Authority Nyssa Road Assessment District No. 2 Nyssa Rural Fire Protection District Oak Hill Sanitary District Oak Lodge Sanitary District Oak Lodge Water District Oceanside Water District Ochoco West Sanitary District Odell Sanitary District Ontario Library District Oregon Fire Districts Association Oregon Infrastructure Finance Authority Oregon Trail Library District Oregon Water Wonderland Unit II Sanitary District Owyhee Irrigation District Pacific City Joint Water Sanitary Authority Pacific Communities Health District Palatine Hill Water District Peninsula Drainage District No. 1 Peninsula Drainage District No. 2 Pilot Rock Fire Protection District Pine Grove Rural Fire Protection District Pleasant Hill Rural Fire Protection District	West Valley School District No. 363, Spokane County White Pass School District No. 303 White River School District No. 416 White Salmon Valley School District No. 405-17 Wilbur School District No. 200 Willapa Valley School District No. 160 Wilson Creek School District Winlock School District No. 232 Wishkah Valley School District No. 117 Woodland School District No. 404 Yakima School District No. 7 Yelm Community School District No. 2 Zillah School District No. 205	Special District Acme Water District No. 18 Adams County Fire Protection District No. 1 Adams County Mosquito Control District Aeneas Lake Irrigation District Alderwood Water and Wastewater District Alpine Water District Anacortes Housing Authority Annapolis Water District Asotin County Cemetery District No. 1 Asotin County Conservation District Asotin County Fire District No. 1 Asotin County Housing Authority Asotin County Public Utility District No. 1 Badger Mountain Irrigation District Bainbridge Island Metropolitan Park and Recreation District Basin City Water/Sewer District Bayview Beach Water District Beacon Hill Water and Sewer District Beehive Irrigation District Belfair Water District No. 1 Bellevue Convention Center Authority Bellingham Housing Authority Bellingham Public Development Authority Benton County Diking District No. 1 Benton County Fire Protection District No. 1 Benton County Fire Protection District No. 2 Benton County Fire Protection District No. 4 Benton County Fire Protection District No. 5 Benton County Fire Protection District No. 6 Benton County Mosquito Control District Benton County Public Utility District No. 1 Benton Irrigation District Benton-Franklin Health District Beverly Water District Birch Bay Water and Sewer District Black Diamond Water District Bremerton Housing Authority Buckhannon-Upshur County Airport Authority Burbank Irrigation District No. 4 Carnhope Irrigation District No. 7 Cascadia Conservation District Cedar River Water and Sewer District Central Klickitat County Park and Recreation District Central Pierce Fire and Rescue District No. 6 Central Puget Sound Regional Transit Authority Central Valley Ambulance Authority Chelan County Fire District No. 1 Chelan County Fire District No. 3 Chelan County Fire District No. 5 Chelan County Fire District No. 6 Chelan County Fire District No. 7 Chelan County Fire District No. 8 Chelan County Fire District No. 9 Chelan County Public Hospital District No. 1 Chelan County Public Utility District No. 1 Chelan County/Wenatchee Housing Authority Chelan-Douglas Health District Chinook Water District Chuckanut Community Forest Park District Clallam Conservation District Clallam County Fire District No. 2 Clallam County Fire District No. 5 Clallam County Fire District No. 6 Clallam County Fire Protection District No. 1 Clallam County Fire Protection District No. 3 Clallam County Fire Protection District No. 4 Clallam County Hospital District No. 1 Clallam County Housing Authority Clallam County Parks and Recreation District No. 1 Clallam County Public Hospital District No. 2 Clallam County Public Utility District No. 1 Clark County Fire District No. 10 Clark County Fire District No. 11 Clark County Fire District No. 13 Clark County Fire District No. 5 Clark County Fire Protection District No. 3 Clark County Fire Protection District No. 6 Clark County Public Utility District No. 1 Clark Regional Wastewater District Cline Irrigation District	

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
		Pleasant Home Water District Polk County Fire District No- 1 Polk County Housing Authority Polk Soil and Water Conservation District Portland Metropolitan Area Water District Public Procurement Authority Rainbow Water District Raleigh Water District Redmond Area Park and Recreation District Riddle Rural Fire District River Forest Acres Special Road District River Road Park and Recreation District Rivergrove Water District Roads End Sanitary District Roberts Creek Water District Rockwood Water People's Utility District Rogue River Cemetary Maintenance District Rogue Valley Transportation District Roseburg Urban Sanitary Authority Sable Drive Road District Salem Area Mass Transit District Salem Housing Authority Salem-Keizer Transit District Santa Clara Rural Fire Protection District Santiam Water Control District Scappoose Rural Fire District Scio Rural Fire District Scottsburg Rural Fire District Seal Rock Fire District Seal Rock Water District Shangi-La Water District Shasta View Irrigation District Siletz Rural Fire Protection District Silverton Fire District Sisters-Camp Sherman Rural Fire Protection District Siuslaw Public Library District South Clackamas Transportation District South Suburban Sanitary District Southern Curry Cemetary Maintenance District Southwest Lincoln County Water District Spring River Special Road District Springfield Utility District Stanfield Fire District No. 7-402 Stayton Fire District Suburban East Salem Water District Sunrise Water Authority Sunset Empire Transportation District Swalley Irrigation District Sweet Home Fire and Ambulance District Talent Irrigation District Terrebonne Domestic Water District Three Sisters Irrigation District Tillamook County Transportation District Tillamook People's Utility District Tiller Rural Fire District Toledo Rural Fire Protection District Tri City Rural Fire District No. 4 Tri City Water District Tri-City Service District Tri-County Metropolitan Transportation District Tualatan Hills Park and Recreation District Tualatin Hills Park and Recreation District Tualatin Valley Irrigation District Tualatin Valley Water District Tumalo Irrigation District Twin Rocks Sanitary District Umatilla County Housing Authority Umatilla Hospital District Umatilla Land Redevelopment Authority Umatilla Morrow Radio and Data District Umatilla Reservation Housing Authority Umatilla Rural Fire Protection District Union Cemetary District Vale Oregon Irrigation District Valley View Water District Vandevert Acres Special Road District Vineyard Mountain Water and Improvement District Walla Walla River Irrigation District Wallowa County Health Care District Wamic Water and Sanitary Authority Warm Springs Housing Authority Wasco County Soil and Water Conservation District Washington County Fire District No. 2 Washington County Housing Authority Water Wonderland Improvement District Wedderburn Sanitary District West Slope Water District West Valley Housing Authority Western Lane Ambulance District Westport Wauna Rural Fire Protection District Westwood Hills Road District Wiard Memorial Park District Wickiup Water District Willamalane Park and Recreation District		Clinton Water District Clinton Water District Coal Creek Utility District Columbia Conservation District Columbia County Fire District No. 3 Columbia County Public Hospital District No. 1 Columbia County Rural Library District Columbia Irrigation District Columbia Valley Water District Colville Indian Housing Authority Consolidated Irrigation District No. 14 Covington Water District Cowlitz Sewer District Cowlitz County Cemetery District No. 2 Cowlitz County Fire District No. 6 Cowlitz County Public Utility District No. 1 Cowlitz Transit Authority Cross Valley Water District Dallesport Water District Douglas County Fire District No. 2 Douglas County Fire Protection District No. 5 Douglas County Public Utility District No. 1 Douglas County Sewer District No. 1 Douglas-Okanogan County Fire District No. 15 East Columbia Basin Irrigation District East Gig Harbor Water District East Lewis County Public Development Authority East Pierce Fire and Rescue District No. 22 East Spokane Water District No. 1 East Wenatchee Water District Eastmont Metropolitan Park District Eastsound Sewer and Water District Edmonds Public Facilities District Ellensburg Business Development Authority Enterprise Cemetery District No. 7 Entiat Irrigation District Everett Housing Authority Everett Public Facilities District Evergreen Water-Sewer District No. 19 Fall City Water District Ferry County Public Utility District No. 1 Ferry/Okanogan County Fire Protection District No. 13 Fisherman Bay Sewer District Foster Creek Conservation District Four Lakes Water District No. 10 Franklin Conservation District Franklin County Cemetery District No. 2 Franklin County Fire District No. 1 Franklin County Fire Protection District No. 3 Franklin County Irrigation District No. 1 Franklin County Public Utility District No. 1 Freeland Water and Sewer District Ft. Worden Public Development Authority Gardena Farms Irrigation District No. 13 Goforth Special Utility District Grand Coulee Project Hydroelectric Authority Grandview Irrigation District Grant County Airport District No. 1 Grant County Fire District No. 10 Grant County Fire District No. 11 Grant County Fire District No. 3 Grant County Fire District No. 4 Grant County Fire District No. 7 Grant County Fire Protection District No. 5 Grant County Housing Authority Grant County Mosquito Control District No. 1 Grant County Mosquito District No. 2 Grant County Port District No. 4 Grant County Port District No. 6 Grant County Port District No. 7 Grant County Public Hospital District No. 1 Grant County Public Hospital District No. 2 Grant County Public Hospital District No. 3 Grant County Public Hospital District No. 4 Grant County Public Utility District No. 2 Grant Transit Authority Grays Harbor Conservation District Grays Harbor County Fire Protection District No. 1 Grays Harbor County Fire Protection District No. 12 Grays Harbor County Fire Protection District No. 14 Grays Harbor County Fire Protection District No. 2 Grays Harbor County Fire Protection District No. 7 Grays Harbor County Housing Authority Grays Harbor County Water District No. 1 Grays Harbor County Water District No. 2 Grays Harbor Drainage District No. 1 Grays Harbor Fire District No. 10 Grays Harbor Historical Seaport Authority Grays Harbor Public Utility District No. 1 Grays Harbor Transportation Authority Greater Wenatchee Irrigation District Greater Wenatchee Regional Events Center Public Facilities District Green Tank Irrigation District No. 11 Hartstene Pointe Water-Sewer District Highland Water District	

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
		Williams Rural Fire Protection District Willow Creek Park District Winchester Bay Sanitary District Winston-Dillard Fire District Winston-Dillard Water District Woodburn Rural Fire Protection District Yamhill County Housing Authority Yamhill Fire Protection District Youngs River-Lewis and Clark Water District State Oregon Department of Administrative Services Oregon Department of Revenue Oregon Health Licensing Agency Oregon Higher Education Coordinating Commission Oregon Secretary of State Oregon State Board of Nursing State of Oregon Tribal Burns Paiute Tribe Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians Confederated Tribes of Grand Ronde Community Confederated Tribes of Siletz Indians Confederated Tribes of the Umatilla Indian Reservation Confederated Tribes of the Warm Springs Coquille Indian Tribe Klamath Tribes			Highlands Sewer District Highline Water District Historic Seattle Preservation and Development Authority Holmes Harbor Sewer District Hunters Water District Hydro Irrigation District No. 9 Icicle Irrigation District Inchellum Water District Irvin Water District No. 6 Island County Fire District No. 3 Island County Fire Protection District No. 1 Island County Housing Authority Jefferson County Conservation District Jefferson County Fire District No. 5 Jefferson County Fire Protection District No. 1 Jefferson County Fire Protection District No. 3 Jefferson County Public Utility District No. 1 Jefferson County Water District No. 3 Jefferson Transit Authority Juniper Beach Water District Kapowsin Water District Kelso Housing Authority Kennewick Housing Authority Kennewick Irrigation District Kennewick Public Facilities District Kennewick Public Hospital District Kent Fire Department Regional Fire Authority Key Peninsula Metro Parks District King County Airport District No. 1 King County Ferry District King County Fire Protection District No. 16 King County Fire Protection District No. 2 King County Fire Protection District No. 20 King County Fire Protection District No. 25 King County Fire Protection District No. 27 King County Fire Protection District No. 28 King County Fire Protection District No. 34 King County Fire Protection District No. 37 King County Fire Protection District No. 40 King County Fire Protection District No. 43 King County Fire Protection District No. 44 King County Fire Protection District No. 45 King County Fire Protection District No. 47 King County Fire Protection District No. 50 King County Flood Control District King County Hospital District No. 4 King County Housing Authority King County Public Hospital District No. 1 King County Public Hospital District No. 2 King County Water District No. 1 King County Water District No. 111 King County Water District No. 117 King County Water District No. 119 King County Water District No. 125 King County Water District No. 19 King County Water District No. 20 King County Water District No. 45 King County Water District No. 49 King County Water District No. 54 King County Water District No. 90 Kitsap Conservation District Kitsap County Consolidated Housing Authority Kitsap County Fire District No. 18 Kitsap County Public Utility District No. 1 Kitsap County Rural Library District Kitsap Public Health District Kittitas County Conservation District Kittitas County Fire District No. 2 Kittitas County Fire Protection District No. 7 Kittitas County Hospital District No. 2 Kittitas County Housing Authority Kittitas County Public Utility District No. 1 Kittitas County Water District No. 5 Kittitas County Water District No. 6 Kittitas County Water District No. 7 Klickitat County Fire District No. 14 Klickitat County Fire District No. 15 Klickitat County Fire District No. 1 Klickitat County Fire Protection District No. 4 Klickitat County Fire Protection District No. 5 Klickitat County Port District No. 1 Klickitat County Public Hospital District No. 1 Klickitat County Public Hospital District No. 2 Klickitat County Public Utility District No. 1 Lacey Fire District 3 Lake Chelan Reclamation District Lake Chelan Sewer District Lake Forest Park Water District Lake Stevens Sewer District Lake Wenatchee Water District Lake Whatcom Water and Sewer District Lakehaven Utility District Lakewood Water District Lenora Water and Sewer District

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
					Lewis County Conservation District Lewis County Fire District No. 1 Lewis County Fire District No. 11 Lewis County Fire District No. 13 Lewis County Fire District No. 18 Lewis County Fire District No. 9 Lewis County Fire Protection District No. 14 Lewis County Fire Protection District No. 16 Lewis County Fire Protection District No. 2 Lewis County Fire Protection District No. 5 Lewis County Fire Protection District No. 6 Lewis County Fire Protection District No. 8 Lewis County Hospital District No. 1 Lewis County Public Facilities District Lewis County Public Utility District No. 1 Lewis County Water District No. 1 Lewis County Water District No. 3 Lewis Public Transportation Benefit Area Authority Liberty Lake Sewer and Water District Lincoln County Fire District No. 1 Lincoln County Fire District No. 4 Lincoln County Fire Protection District No. 5 Lincoln County Fire Protection District No. 6 Lincoln County Fire Protection District No. 8 Lincoln County Hospital District No. 3 Lincoln-Adams County Fire Protection District No. 3 Longview Housing Authority Lopez Island Library District Lower Elwha Housing Authority Lower Squilchuck Irrigation District Lummi Housing Authority Lummi Tribal Sewer and Water District Makah Housing Authority Malaga Water District Manchester Water District Manson Park and Recreation District Marshland Flood Control District Marysville Fire District Mason Conservation District Mason County Fire District No. 13 Mason County Fire District No. 17 Mason County Fire District No. 2 Mason County Fire District No. 4 Mason County Fire Protection District No. 5 Mason County Fire Protection District No. 8 Mason County Housing Authority Mason County Public Hospital District No. 1 Mason County Public Utility District No. 1 Mason County Public Utility District No. 3 Mason County Transit Authority Methow Valley Irrigation District Mid-Columbia Library District Midway Sewer District Moab Irrigation District No. 20 Moses Lake Irrigation and Rehabilitation District Mukilteo Water and Wastewater District Naches-Selah Irrigation District North Beach Water District North Central Washington Economic Development District North City Water District North County Regional Fire Authority North Highline Fire District North Perry Avenue Water District North Whidbey Park and Recreation District Northeast Sammamish Sewer and Water District Northshore Utility District Northwest Park and Recreation District No. 2 Okanogan Conservation District Okanogan County Cemetery District No. 4 Okanogan County Fire District No. 6 Okanogan County Fire Protection District No. 11 Okanogan County Housing Authority Okanogan County Public Hospital District No. 3 Okanogan County Public Hospital District No. 4 Okanogan County Public Utility District No. 1 Okanogan Fire Protection District No. 16 Okanogan Irrigation District Olympic View Water and Sewer District Olympus Terrace Sewer District Orcas Island Library District Orchard Avenue Irrigation District No. 6 Oroville Housing Authority Oroville-Tonasket Irrigation District Othello Housing Authority Pacific Conservation District Pacific County Fire District No. 2 Pacific County Fire Protection District No. 1 Pacific County Fire Protection District No. 3 Pacific County Public Healthcare Services District No. 3 Pacific County Public Utility District No. 2 Pacific Hospital Preservation and Development Authority Palouse Conservation District Pasco/Franklin County Housing Authority Pend Oreille County Fire District No. 2

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
					Pend Oreille County Fire District No. 4 Pend Oreille County Fire District No. 5 Pend Oreille County Library District Pend Oreille County Public Hospital District No. 1 Pend Oreille County Public Utility District No. 1 Peninsula Housing Authority Peninsula Metropolitan Park District Peshastin Irrigation District Peshastin Water District Pierce Conservation District Pierce County Fire District No. 13 Pierce County Fire District No. 16 Pierce County Fire District No. 18 Pierce County Fire District No. 23 Pierce County Fire District No. 27 Pierce County Fire District No. 3 Pierce County Fire District No. 5 Pierce County Fire District No. 8 Pierce County Fire Protection District No. 14 Pierce County Fire Protection District No. 2 Pierce County Fire Protection District No. 21 Pierce County Housing Authority Pike Place Market Preservation and Development Authority Point Roberts Water District No. 4 Ponderay Shores Water and Sewer District Port Ludlow Drainage District Prescott Joint Parks and Recreation District Prosser Fire District No. 3 Prosser Public Hospital District Public Hospital District No. 1 Public Hospital District No. 3 Public Utility District No-1 Puyallup Tribal Health Authority Quileute Housing Authority Quinalt Housing Authority Quincy-Columbia Basin Irrigation District Renton Housing Authority Richland Housing Authority Richland Public Facilities District Ronald Wastewater District Roza Irrigation District Sacheen Lake Sewer and Water District Sammamish Plateau Water and Sewer District San Juan Island Library District Saratoga Water District Scatchet Head Water District Seattle Chinatown International District Preservation and Development Author Seattle Housing Authority Seattle Southside Regional Tourism Authority Selah-Moxee Irrigation District Si View Metropolitan Park District Silver Lake Flood Control District Silver Lake Water And Sewer District Silverdale Water District Skagit Conservation District Skagit County Cemetery District No. 2 Skagit County Fire District No. 10 Skagit County Fire District No. 11 Skagit County Fire District No. 15 Skagit County Fire District No. 9 Skagit County Fire Protection District No. 13 Skagit County Fire Protection District No. 14 Skagit County Fire Protection District No. 2 Skagit County Fire Protection District No. 3 Skagit County Fire Protection District No. 4 Skagit County Fire Protection District No. 5 Skagit County Fire Protection District No. 8 Skagit County Housing Authority Skagit County Public Hospital District No. 1 Skagit County Public Hospital District No. 2 Skagit County Public Hospital District No. 304 Skagit County Public Utility District No. 1 Skagit County Sewer District No. 1 Skagit County Sewer District No. 2 Skagit Valley Public Hospital District No. 1 Skamania County Fire District No. 1 Skamania County Fire District No. 4 Skamania County Public Hospital District No. 1 Skamania County Public Utility District No. 1 Skamokawa Water and Sewer District Skyway Water and Sewer District Snohomish County Fire District No. 15 Snohomish County Fire District No. 16 Snohomish County Fire District No. 19 Snohomish County Fire District No. 26 Snohomish County Fire District No. 5 Snohomish County Fire Protection District No. 1 Snohomish County Fire Protection District No. 17 Snohomish County Fire Protection District No. 21 Snohomish County Fire Protection District No. 22 Snohomish County Fire Protection District No. 25 Snohomish County Fire Protection District No. 28 Snohomish County Fire Protection District No. 3 Snohomish County Fire Protection District No. 7

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
					Snohomish County Housing Authority Snohomish County Public Hospital District No. 1 Snohomish County Public Hospital District No. 2 Snohomish County Public Utility District No. 1 Snohomish Health District Snohomish River Regional Water Authority Snoqualmie Valley Hospital District South Columbia Basin Irrigation District South Correctional Entity Public Development Authority South Naches Irrigation District South Whatcom Fire Authority South Whidbey Parks and Recreation District South Yakima Conservation District Southwest Suburban Sewer District Spokane Conservation District Spokane County Fire District No. 12 Spokane County Fire District No. 2 Spokane County Fire District No. 4 Spokane County Fire Protection District No. 10 Spokane County Fire Protection District No. 11 Spokane County Fire Protection District No. 13 Spokane County Fire Protection District No. 3 Spokane County Fire Protection District No. 5 Spokane County Fire Protection District No. 8 Spokane County Fire Protection District No. 9 Spokane County Library District Spokane County Water District No. 3 Spokane Housing Authority Spokane Indian Housing Authority Spokane Public Facilities District Spokane Regional Health District Spokane Transit Authority Startup Water District Steptoe Sewer District No. 1 Stevens County Fire District No. 2 Stevens County Fire District No. 6 Stevens County Fire Protection District No. 1 Stevens County Fire Protection District No. 10 Stevens County Fire Protection District No. 12 Stevens County Fire Protection District No. 5 Stevens County Public Utility District No. 1 Stevens County Rural Library District Stevens Pass Sewer District Sun Harbor Water District No. 3 Sunnyside Housing Authority Sunnyside Valley Irrigation District Sunnyslope Water District Swinomish Housing Authority Tacoma Community Redevelopment Authority Tacoma Housing Authority Tacoma Metropolitan Park District Terrace Heights Sewer District Thea Foss Waterway Development Authority Three Rivers Regional Wastewater Authority Thurston Conservation District Thurston County Fire District No. 12 Thurston County Fire District No. 4 Thurston County Fire District No. 9 Thurston County Fire Protection District No. 3 Thurston County Fire Protection District No. 5 Thurston County Fire Protection District No. 6 Thurston County Fire Protection District No. 8 Thurston County Housing Authority Thurston County Public Utility District No. 1 Tri-County Economic Development District Tukwila Metropolitan Park District Underwood Conservation District Union Gap Irrigation District Val Vue Sewer District Valley Regional Fire Authority Valley View Sewer District Valley Water District Vancouver Housing Authority Vashon Park District Wahkiakum County Public Utility District No. 1 Wahkiakum Fire Protection District No. 1 Wahkiakum Port District No. 1 Walla Walla County Fire Protection District No. 1 Walla Walla County Fire Protection District No. 3 Walla Walla County Fire Protection District No. 4 Walla Walla County Fire Protection District No. 5 Walla Walla County Fire Protection District No. 8 Walla Walla County Rural Library District Walla Walla Housing Authority Wallula Water District No. 1 Washington State Convention Center Public Facilities District Washington State Major League Baseball Stadium Public Facilities District Washington State Tobacco Settlement Authority Water District 19 Wells Ranch Irrigation District Wenatchee Reclamation District Wenatchee-Chiwawa Irrigation District West Sound Utility District Whatcom Conservation District

Hawaii	Idaho	Oregon	South Carolina	Utah	Washington
					Whatcom County Fire District No. 1 Whatcom County Fire District No. 11 Whatcom County Fire District No. 14 Whatcom County Fire District No. 16 Whatcom County Fire District No. 17 Whatcom County Fire District No. 4 Whatcom County Fire District No. 5 Whatcom County Fire District No. 7 Whatcom County Fire District No. 8 Whatcom County Public Utility District No. 1 Whatcom County Water District No. 12 Whatcom County Water District No. 13 Whatcom County Water District No. 2 Whatcom County Water District No. 7 Whatcom Transportation Authority Whidbey Island Public Hospital District Whitestone Reclamation District Whitman County Fire District No. 11 Whitman County Fire Protection District No. 12 Whitman County Fire Protection District No. 14 Whitman County Fire Protection District No. 7 Whitman County Public Hospital District No. 3 Whitman County Rural Library District Whitworth Water District No. 2 Willapa Valley Water District William Shore Memorial Pool District Williams Lake Sewer District No. 2 Wine Science Center Development Authority Wollochet Harbor Sewer District Woodinville Water District Yakima County Fire District No. 1 Yakima County Fire District No. 3 Yakima County Fire District No. 4 Yakima County Fire District No. 5 Yakima County Fire District No. 6 Yakima County Fire Protection District No. 12 Yakima County Fire Protection District No. 14 Yakima County Mosquito Control District Yakima Housing Authority Yakima Regional Clean Air Authority Yakima Rural County Library District Yakima-Tieton Irrigation District
					State North Seattle Community College Seattle Colleges State Of Washington Washington State Department of Enterprise Services Washington State Department of Health Washington State Department of Social and Health Services Washington State Health Care Authority
					Tribal Columbia River Inter-Tribal Fish Commission Confederated Tribes of the Chehalis Reservation Confederated Tribes of the Colville Reservation Confederated Tribes of the Yakama Nation Cowlitz Indian Tribe Hoh Indian Tribe Jamestown S'Klallam Tribe Kalispel Tribe of Indians Lower Elwha Klallam Tribe Lummi Indian Nation Makah Tribe Muckleshoot Indian Tribe Nisqually Indian Tribe Nooksack Indian Tribe Port Gamble S'Klallam Tribe Puyallup Tribe of Indians Quileute Indian Tribe Quinalt Indian Nation Samish Indian Nation Sauk-Suiattle Indian Tribe Skokomish Indian Tribe Snoqualmie Indian Tribe Spokane Tribe Squaxin Island Tribe Stillaguamish Tribe of Indians Suquamish Tribe Swinomish Indian Tribal Community Tulalip Tribes Upper Skagit Indian Tribe Yakama Nation Land Enterprise



Appendix C - Political Subdivision List for Virginia

City/Town	Special Districts	Public K-12	County	Public Higher Education	State	Townships
City of Alexandria	Acomack-Norhampton Transportation District	Acomack County Public Schools	Acomack County	Blue Ridge Community College	State of Virginia	
City of Bristol	Albemarle County Service Authority	Albemarle County Public Schools	Albemarle County	Central Virginia Community College	Virginia Department of Behavioral Health and Developmental Services	Township of Green, Ross County
City of Buena Vista	Albemarle-Charlottesville Regional Jail Authority	Alexandria City Public Schools	Alleghany County	Christopher Newport University	Virginia Department of General Services	
City of Charlottesville	Alexandria Redevelopment and Housing Authority	Alexandria County Public Schools	Alleghany County	College of William and Mary	Virginia Department of Health	
City of Chesapeake	Appomattox River Water Authority	Amelia County Public Schools	Amherst County	Dabney S. Lancaster Community College	Virginia Department of Health Professions	
City of Colonial Heights	Bath County Airport Authority	Amherst County Public Schools	Appomattox County	Danville Community College	Virginia Department of Public Works	
City of Covington	Bedford County Economic Development Authority	Appomattox County Public Schools	Arlington County	Eastern Shore Community College		
City of Danville	Bedford Regional Water Authority	Arlington Public Schools	Augusta County	Eastern Virginia Medical School		
City of Emporia	Big Stone Gap Redevelopment and Housing Authority	Atlantic Shores Christian Schools	Bath County	George Mason University		
City of Fairfax	Blacksburg-Christiansburg-VPI Water Authority	Augusta County Public Schools	Bedford County	Germanna Community College		
City of Falls Church	Blacksburg-Virginia Polytechnic Institute Sanitation Authority	Bath County Public Schools	Bedford County Public Service Authority	J. Sargeant Reynolds Community College		
City of Franklin	Blue Ridge Airport Authority	Bedford County Public Schools	Bland County	James Madison University		
City of Fredericksburg	Blue Ridge Crossroads Economic Development Authority	Bland County Public Schools	Botetourt County	John Tyler Community College		
City of Galax	Blue Ridge Regional Jail Authority	Botetourt County Public Schools	Brunswick County	Longwood University		
City of Hampton	Blue Ridge Soil and Water Conservation District	Bristol Virginia Public Schools	Buchanan County	Lord Fairfax Community College		
City of Harrisonburg	Bristol Redevelopment and Housing Authority	Brunswick County Public Schools	Buchanan County Public Service Authority	Massanutten Technical Center		
City of Hopewell	Brookneal-Campbell County Airport Authority	Buchanan County Schools	Buckingham County	Mountain Empire Community College		
City of Lexington	Brunswick County Industrial Development Authority	Buckingham County Public Schools	Buckingham County Board of Supervisors	New College Institute		
City of Lynchburg	Buchanan County Industrial Development Authority	Buena Vista City Public Schools	Campbell County	New River Community College		
City of Manassas	Buena Vista Public Service Authority	Campbell County Public Schools	Caroline County	Norfolk State University		
City of Manassas Park	Campbell County Utilities and Service Authority	Caroline County Public Schools	Carroll County	Northern Virginia Community College		
City of Martinsville	Carroll County Industrial Development Authority	Carroll County Public Schools	Carroll County Public Service Authority	Old Dominion University		
City of Newport News	Carroll-Grayson-Galax Solid Waste Authority	Charles City County School District	Charles City County	Patrick Henry Community College		
City of Norfolk	Castewood Water and Sewage Authority	Charlottesville City Schools	Charlottesville County	Paul D. Camp Community College		
City of Norton	Central Shenandoah Planning District Commission	Chesapeake Public Schools	Chesterfield County	Piedmont Virginia Community College		
City of Petersburg	Central Virginia Regional Jail Authority	Chesterfield County Public Schools	Clarke County	Radford University		
City of Poquoson	Central Virginia Waste Management Authority	Clarke County School District	Craig County	Rappahannock Community College		
City of Portsmouth	Charlottesville Redevelopment and Housing Authority	Colonial Beach Schools	Culpeper County	Richard Bland College		
City of Radford	Charlottesville-Albemarle Airport Authority	Colonial Heights Public Schools	Cumberland County	Rowanty Technical Center		
City of Richmond	Chesapeake Airport Authority	Copper River School District	Dickenson County	Southern Virginia Higher Education Center		
City of Roanoke	Chesapeake Bay Bridge and Tunnel District	Covington City Public Schools	Dinwiddie County	Southside Virginia Community College		
City of Salem	Chesapeake Hospital Authority	Craig County Public Schools	Essex County	Southwest Virginia Community College		
City of Staunton	Chesapeake Redevelopment and Housing Authority	Culpeper County Public Schools	Fairfax County	State Council of Higher Education for Virginia		
City of Suffolk	Coeburn-Norton-Wise Regional Wastewater Authority	Culpeper County Public Schools	Fauquier County	Tidewater Community College		
City of Virginia Beach	Craig-New Castle Solid Waste Authority	Cumberland County Public Schools	Fluvanna County	University of Mary Washington		
City of Waynesboro	Crater District Area Agency on Aging/Foster Grandparent Program, Inc.	Danville Public Schools	Franklin County	University of Virginia		
City of Williamsburg	Culpeper Soil and Water Conservation District	Dickenson County Public Schools	Frederick County	University of Virginia Foundation		
City of Winchester	Cumberland Plateau Planning District Commission	Dinwiddie County Public Schools	Giles County	University of Virginia Health System		
Town of Abingdon	Cumberland Plateau Regional Housing Authority	Fairfax County Public Schools	Gloucester County	University of Virginia, Wise		
Town of Alberta	Cumberland Plateau Regional Waste Management Authority	Falls Church City Public Schools	Goochland County	Virginia College Savings Plan		
Town of Altavista	Danville Redevelopment and Housing Authority	Fauquier County Public Schools	Grayson County	Virginia Commonwealth University		
Town of Amherst	Danville-Pittsylvania County Regional Industrial Facilities Authority	Floyd County Public Schools	Greene County	Virginia Community College System		
Town of Appalachia	Dickenson County Industrial Development Authority	Fluvanna County Public Schools	Greensville County	Virginia Highlands Community College		
Town of Appomattox	Dickenson County Public Service Authority	Franklin City Schools	Halifax County	Virginia Military Institute		
Town of Ashland	Dinwiddie Airport and Industrial Authority	Frederick County Public Schools	Hanover County	Virginia Polytechnic Institute and State University		
Town of Bedford	Dinwiddie County Water Authority	Fredericksburg City Public Schools	Henrico County	Virginia State University		
Town of Berryville	District Three Governmental Cooperative	Galax City Public Schools	Henry County	Virginia Western Community College		
Town of Big Stone Gap	Dryden Water Authority	Gloucester County Public Schools	Henry County Public Service Authority	Wytheville Community College		
Town of Blacksburg	Eastern Shore of Virginia Broadband Authority	Goochland County Public Schools	Highland County			
Town of Bluefield	Essex County Industrial Development Authority	Grayson County Public Schools	Isle of Wight County			
Town of Boones Mill	Fairfax County Economic Development Authority	Greene County Schools	James City County			
Town of Bowling Green	Fairfax County Park Authority	Greensville County Public Schools	King and Queen County			
Town of Boyce	Fairfax County Redevelopment and Housing Authority	Halifax County Public Schools	King George County			
Town of Boydton	Fairfax County Water Authority	Hampton City Schools	King George County Service Authority			
Town of Bridgewater	Fauquier County Water and Sanitation Authority	Hanover County Public Schools	Lancaster County			
Town of Broadway	Floyd County Economic Development Authority	Harrisonburg City Public Schools	Lee County			
Town of Brodnax	Floyd-Floyd County Public Service Authority	Henrico County Public Schools	Loudoun County			
Town of Brookneal	Franklin Redevelopment and Housing Authority	Henry County Public Schools	Louisia County			
Town of Buchanan	Frederick County Sanitation Authority	Highland County Public Schools	Lunenburg County			
Town of Burkeville	Fredericksburg Stafford Park Authority	Hopewell Public Schools	Madison County			
Town of Cape Charles	Frederick-Winchester Service Authority	Imagine Schools	Mathews County			
Town of Cedar Bluff	Front Royal-Warren County Economic Development Authority	Isle of Wight County Schools	Mecklenburg County			
Town of Charlotte Court House	Ft. Monroe Authority	King and Queen County Public Schools	Middlesex County			
Town of Chase City	Giles County Public Service Authority	King George County Public Schools	Montgomery County			
Town of Chatham	Greensville County Water and Sewer Authority	King William County Public Schools	Nelson County			
Town of Cheriton	Halifax County Industrial Development Authority	Lancaster County Public School System	New Kent County			
Town of Chilhowie	Halifax County Service Authority	Lee County Public Schools	Northampton County			
Town of Chincoteague	Hampton Redevelopment and Housing Authority	Lexington City Schools	Northumberland County			
Town of Christiansburg	Hampton Roads Planning District Commission	Loudoun County Public Schools	Nottoway County			
Town of Caremont	Hampton Roads Regional Jail Authority	Louisa County Public Schools	Orange County			
Town of Clarksville	Hampton Roads Sanitation District	Lynchburg City Schools	Page County			
Town of Clifton	Harrisonburg Redevelopment and Housing Authority	Madison County Public Schools	Patrick County			
Town of Clifton Forge	Harrisonburg-Rockingham Regional Sewer Authority	Manassas City Public Schools	Pittsylvania County			
Town of Clinchco	Headwaters Soil and Water Conservation District	Manassas Park City Schools	Pittsylvania County Service Authority			
Town of Clintwood	Hopewell Redevelopment and Housing Authority	Martinsville Public Schools	Powhatan County			
Town of Coeburn	James River Water Authority	Mathews County School District	Prince Edward County			
Town of Colonial Beach	John Flannagan Water Authority	Mecklenburg County Public Schools	Prince George County			
Town of Columbia	Joint Public Service Authority	Middlesex County Public Schools	Prince William County			
Town of Courtland	Lee County Industrial Development Authority	Montgomery County Public Schools	Prince William County Service Authority			
Town of Courtland	Lee County Public Service Authority	Nelson County Public Schools	Pulaski County			
Town of Crewe	LENOWISCO Planning District Commission	New Kent County Schools	Rappahannock County			
Town of Culpeper	Lord Fairfax Soil and Water Conservation District	Newport News Public Schools	Richmond County			
Town of Damascus	Loudoun County Sanitation Authority	Norfolk Public Schools	Roanoke County			
Town of Dayton	Louisa County Water Authority	Northampton County School District	Rockbridge County			
Town of Dendron	Lynchburg Redevelopment and Housing Authority	Northumberland County Public Schools	Rockbridge County Public Service Authority			
Town of Dilwyn	Marion Redevelopment and Housing Authority	Norton City Public Schools	Rockingham County			
Town of Drakes Branch	Maury Service Authority	Nottoway County Public Schools	Russell County			
Town of Dublin	Mecklenburg-Brunswick Regional Airport Authority	Orange County Public Schools				
Town of Dumfries	Meherrin River Regional Jail Authority					
Town of Dungsannon	Middle Peninsula Regional Airport Authority					

City/Town

Town of Elkton
 Town of Exmore
 Town of Farmville
 Town of Fincastle
 Town of Floyd
 Town of Fries
 Town of Front Royal
 Town of Gate City
 Town of Glade Spring
 Town of Glasgow
 Town of Glen Lyn
 Town of Gordonsville
 Town of Goshen
 Town of Gretna
 Town of Grotoes
 Town of Halifax
 Town of Hamilton
 Town of Haymarket
 Town of Hayti
 Town of Herndon
 Town of Hillsville
 Town of Honaker
 Town of Hurt
 Town of Independence
 Town of Iron Gate
 Town of Irvington
 Town of Jonesville
 Town of Kenbridge
 Town of Keyville
 Town of Kilmarnock
 Town of La Crosse
 Town of Lawrenceville
 Town of Leesburg
 Town of Louisa
 Town of Lovettsville
 Town of Luray
 Town of Marion
 Town of Middleburg
 Town of Middletown
 Town of Mineral
 Town of Monterey
 Town of Montross
 Town of Mt. Jackson
 Town of Narrows
 Town of New Castle
 Town of New Market
 Town of Nickelsville
 Town of Occoquan
 Town of Onancock
 Town of Orange
 Town of Pamplin City
 Town of Parkley
 Town of Pearisburg
 Town of Pembroke
 Town of Pennington Gap
 Town of Phenix
 Town of Pocahontas
 Town of Pound
 Town of Pulaski
 Town of Purcellville
 Town of Quantico
 Town of Remington
 Town of Rich Creek
 Town of Richlands
 Town of Ridgeway
 Town of Rocky Mount
 Town of Round Hill
 Town of Rural Retreat
 Town of Saltville
 Town of Scottsville
 Town of Shenandoah
 Town of Smithfield
 Town of South Boston
 Town of South Hill
 Town of St. Paul
 Town of Stanley
 Town of Stephens City
 Town of Strasburg
 Town of Stuart
 Town of Tangier
 Town of Tappahannock
 Town of Tazewell
 Town of Timberville
 Town of Troutville
 Town of Urbanna
 Town of Victoria
 Town of Vienna
 Town of Vinton
 Town of Wakefield
 Town of Warrenton
 Town of Warsaw
 Town of Washington
 Town of Waverly
 Town of West Point
 Town of White Stone
 Town of Windsor
 Town of Wise
 Town of Woodstock
 Town of Wytheville

Special Districts

Montgomery County Public Service Authority
 Montgomery Regional Solid Waste Authority
 Mt. Rogers Planning District Commission
 New River Regional Water Authority
 New River Resource Authority
 New River Valley Planning District Commission
 New River Valley Regional Jail Authority
 Newport News Redevelopment and Housing Authority
 Nicholas County Solid Waste Authority
 Norfolk Airport Authority
 Norfolk Economic Development Authority
 Norfolk Redevelopment and Housing Authority
 Northern Neck Planning District Commission
 Northern Virginia Regional Park Authority
 Northern Virginia Transportation Authority
 Northwestern Regional Jail Authority
 NRV Regional Water Authority
 Pamunkey Regional Jail Authority
 Patrick County Economic Development Authority
 Pepper's Ferry Regional Wastewater Treatment Authority
 Petersburg Redevelopment and Housing Authority
 Peumansend Creek Regional Jail Authority
 Piedmont Soil and Water Conservation District
 Planning District One Behavioral Health Services
 Portsmouth Redevelopment and Housing Authority
 Prince William County Park Authority
 Pulaski County Public Service Authority
 Pulaski County Sewerage Authority
 Radford Industrial Development Authority
 Randolph County Water, Sewer and Fire Protection Authority
 Rapidan Service Authority
 Rappahannock Regional Jail Authority
 Rappahannock-Shenandoah-Warren Regional Jail Authority
 Region 2000 Services Authority
 Richmond Behavioral Health Authority
 Richmond Hospital Authority
 Richmond Metropolitan Authority
 Richmond Redevelopment and Housing Authority
 Richmond Regional Planning District Commission
 Rivanna Solid Waste Authority
 Rivanna Water and Sewer Authority
 Riverside Regional Jail Authority
 Roanoke Redevelopment and Housing Authority
 Roanoke River Service Authority
 Roanoke Valley Broadband Authority
 Roanoke Valley Resource Authority
 Robert E. Lee Soil and Water Conservation District
 Rockbridge Area Network Authority
 Rockbridge County Solid Waste Authority
 Russell County Industrial Development Authority
 Russell County Public Service Authority
 Scott County Economic Development Authority
 Scott County Redevelopment and Housing Authority
 Shenandoah Valley Soil and Water Conservation District
 Smyth County Industrial Development Authority
 Smyth Washington Regional Industrial Facilities Authority
 South Central Wastewater Authority
 Southeastern Public Service Authority
 Southside Planning District
 Southside Regional Jail Authority
 Southwest Regional Recreation Authority
 Southwest Virginia Regional Jail Authority
 Suffolk Redevelopment and Housing Authority
 Tappahannock Essex County Airport Authority
 Tazewell County Airport Authority
 Tazewell County Industrial Development Authority
 Tazewell County Public Service Authority
 Tazewell County Public Service Authority
 Thomas Jefferson Planning District Commission
 Thomas Jefferson Soil and Water Conservation District
 Toms Brook-Mauertown Sanitary District
 Upper Occoquan Service Authority
 Valley Municipal Utility District No. 2
 Vint Hill Economic Development Authority
 Virginia Beach Development Authority
 Virginia Commercial Space Flight Authority
 Virginia Highlands Airport Authority
 Virginia Housing Development Authority
 Virginia Peninsulas Public Service Authority
 Virginia Port Authority
 Virginia Resources Authority
 Virginia Tech/Montgomery Regional Airport Authority
 Virginia/Carolina Water Authority
 Virginia's First Regional Industrial Facility Authority
 Washington County Industrial Development Authority
 Washington County Service Authority
 Waynesboro Economic Development Authority
 Waynesboro Redevelopment and Housing Authority
 West Piedmont Planning District
 Western Virginia Water Authority
 Williamsburg Area Transit Authority
 Winchester Regional Airport Authority
 Wined Road Authority
 Wise County Public Service Authority
 Wise County Redevelopment and Housing Authority
 Woodway Water and Sewer Authority
 Wytheville Redevelopment and Housing Authority

Public K-12

Page County Public Schools
 Patrick County Public Schools
 Petersburg City Public Schools
 Pittsylvania County School District
 Poquoson City Public Schools
 Portsmouth Public Schools
 Powhatan County Public Schools
 Prince Edward County Schools
 Prince George County Public Schools
 Prince William County Schools
 Pulaski County Public Schools
 Radford City Schools
 Rappahannock County Public Schools
 Richmond City Public Schools
 Richmond County Public Schools
 Roanoke City Public Schools
 Roanoke County Public Schools
 Rockbridge County Schools
 Rockingham County Public Schools
 Russell County Public Schools
 Salem City Schools
 Scott County Public Schools
 Shenandoah County Public Schools
 Smyth County Public Schools
 Southampton County Public Schools
 Spotsylvania County Public Schools
 Stafford County Public Schools
 Staunton City Schools
 Suffolk Public Schools
 Surry County Public Schools
 Sussex County Public Schools
 Tazewell County Public Schools
 Virginia Beach City Public Schools
 Warren County Public Schools
 Washington County School District
 Waynesboro Public Schools
 West Point Public Schools
 Westmoreland County Public Schools
 Williamsburg-James City County Public Schools
 Winchester Public Schools
 Wise County Public Schools
 Wythe County Public Schools
 York County Public Schools

County

Scott County Public Service Authority
 Shenandoah County
 Smyth County
 Southampton County
 Spotsylvania County
 Stafford County
 Surry County
 Sussex County
 Tazewell County
 Tri-County Lake Administrative Commission
 Warren County
 Washington County
 Westmoreland County
 Wise County
 Wythe County
 York County

Public Higher Education**State****Townships**

NATIONAL JOINT POWERS ALLIANCE (NJPA) AWARDED VENDOR

REQUIRED FEMA TERMS AND CONDITIONS CERTIFICATION

Procurements by National Joint Powers Alliance (NJPA) or NJPA Members utilizing funds under a federal grant or contract funded all or in part by the Federal Emergency Management Agency (FEMA) may be subject to specific federal laws, regulations, and requirements in addition to those under other federal, state and local laws. This may include, but is not limited to, the procurement standards of the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Title 44 of the Code of Federal Regulations, Part 13 (44 CFR Part 13).

The terms included in this section express Vendors willingness and ability to comply with certain requirements which may be applicable to specific NJPA Member purchases using FEMA grant or contract dollars. NJPA Members may also require Proposers to enter into ancillary agreements, in addition to the NJPA contract's general terms and conditions, to address a Member's specific contractual needs, including contract requirements for a procurement using FEMA grants or contracts. NJPA reserves the right at any time within a contract term to require an awarded Vendor to reaffirm or resubmit proper documentation relating to these requirements.

Note: The numbering and identification contained within this section is only for reference purposes and does not identify any actual Federal designation or location of the rule. Rules are located in 44 CFR Part 13.

(A) Pursuant to 44 CFR 13.36(i)(1), NJPA is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Vendor's compliance with the terms of the request for proposal and contract award, including but not limited to those remedies set forth at 44 CFR 13.43.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(B) Pursuant to 44 CFR 13.36(i)(2), NJPA may terminate the contract award for cause or convenience in accordance with the procedures set forth in the request for proposal and contract award and those provided by 44 CFR 13.44.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(C) Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Vendor shall comply with the following federal laws during the term of an award for this contract by NJPA:

- a. Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor ("DOL") regulations (41 CFR Ch. 60);
- b. Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
- c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
- d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by DOL regulations (29 CFR Part 5);
- e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and

f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(D) Pursuant to 44 CFR 13.36(i)(7), Vendor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(E) Pursuant to 44 CFR 13.36(i)(8), Vendor agrees to the following provisions regarding patents:

a. During the term of an award for this contract by NJPA, all rights to inventions and/or discoveries that arise or are developed, in the course of or under this request for proposal and contract award, shall belong to the NJPA Member and be disposed of in accordance with their policy. NJPA and NJPA members, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(F) Pursuant to 44 CFR 13.36(i)(9), Vendor agrees to the following provisions, regarding copyrights:

a. During the term of an award for this contract by NJPA, any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:

- (1) The copyright in any work developed under a grant or contract; and
- (2) Any rights of copyright to which a grantee or a contactor purchases ownership with grant support.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(G) Pursuant to 44 CFR 13.36(i)(10), Vendor shall maintain any books, documents, papers, and records of the Vendor which are directly pertinent to this request for proposal and contract award. At any time during normal business hours and as often as NJPA or NJPA Members deems necessary, Vendor shall permit NJPA or NJPA Member, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(H) Pursuant to 44 CFR 13.36(i)(11), Vendor shall retain all required records for three years after FEMA or NJPA or NJPA Members makes final payments and all other pending matters are closed. In addition, Vendor shall comply with record retention requirements set forth in 44 CFR 13.42

Vendor Agrees (YES or NO)

Initials of Authorized Representative

Vendor agrees to comply with federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that Vendor certifies compliance with provisions, laws, acts, regulations, etc. as noted above.

This certification shall be effective through the term of the Vendor's NJPA awarded contract.

Vendor: _____

Contract number: _____

Category: _____

Maturity date: _____

Address: _____

City, state, zip code: _____

Phone number: _____

Printed name and title of
authorized representative: _____

Signature of authorized
representative: _____

Date: _____

[Home](#) > [List of Bids](#) > [Bid Information](#)
Bid Information
 Pending Biddingo Approval
Bid Information for 060618

Bid Number	060618	Bid Name	Fleet Management Services
Published By	National Joint Powers Alliance	Solicitation Type	Open to all suppliers
Contract Type	RFP	Procurement Name	Procurement
Published Date	04/26/2018	Closing Date	06/06/2018 04:30:00 PM CT
Country & Province/State	Ontario, Canada	Region & City	,
Bid Type	Goods, Services	Group	
Estimated Contract Amount	\$0.00		
Remind Notice Date	Not Applicable	Publish Option	
NIGP Code		Value Range	Not Applicable
Client Departments			
Accept questions	Not Applicable	Tender Area	

Requirements

NDA Requirement	Not Applicable
NOI Date	Not Applicable
Site Meetings	Not Applicable

Bid Advertisement**Fleet Management Services****060618****Closing Date:** 06/06/2018 04:30:00 PM CT**Detail:**

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #060618 FLEET MANAGEMENT SERVICES. Details of this RFP are available beginning April 26, 2018. Details may be obtained by letter of request to James Voelker, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 6, 2018 at 4:30 p.m. Central Time at the above address and opened June 7, 2018 at 8:30 a.m. Central Time.

Bid Document**No Bid Document Selected****Selected Categories (Biddingo Category)**

 Unclassified Categories	Miscellaneous items
Miscellaneous	Bids located within this category are not classified in the existing Biddingo categories.
Automotive Services	Repairs and maintenance of automobiles , storage of autos, towing, trucking services, leasing, rentals, car washes/cleaning, stabilization system, wheel balancing, etc

Attached Bid Documents

Seq.	Name	Description	Size	Page	NDA Required	Preview Document
------	------	-------------	------	------	--------------	------------------

No File Attached

Invited Bidders

	Name / Email	Address	Phone	Fax
No Bidder Invited				

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[[SUPPORT](#) (Download Training Manuals) ]

AFFIDAVIT OF PUBLICATION

DJC



921 S.W. Washington St. Suite 210 / Portland, OR 97205-2810
(503) 226-1311

STATE OF OREGON, COUNTY OF MULTNOMAH--ss.

I, **Michelle Ropp**, being first duly sworn, depose and say that I am a **Principal Clerk** of the **Daily Journal of Commerce**, a newspaper of general circulation in the counties of CLACKAMAS, MULTNOMAH, and WASHINGTON as defined by ORS 193.010 and 193.020; published at Portland in the aforesaid County and State; that I know from my personal knowledge that the Goods and Services notice described as

Case Number: NOT PROVIDED

#060618 FLEET MANAGEMENT SERVICES

National Joint Powers Alliance; Bid Location Staples, MN, Todd County; Due 06/06/2018 at 04:30 PM

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time(s) in the following issues:

4/27/2018

State of Oregon
County of Multnomah

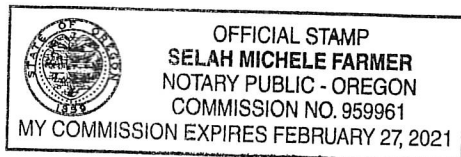
SIGNED OR ATTESTED BEFORE ME
ON THE 27th DAY OF April, 2018



Michelle Ropp



Notary Public-State of Oregon



NATIONAL JOINT POWERS ALLIANCE

FLEET MANAGEMENT SERVICES

Proposals Due 4:30 pm, June 6, 2018
REQUEST FOR PROPOSAL

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #060618 FLEET MANAGEMENT SERVICES. Details of this RFP are available beginning April 26, 2018. Details may be obtained by letter of request to James Voelker, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 6, 2018 at 4:30 p.m. Central Time at the above address and opened June 7, 2018 at 8:30 a.m. Central Time. Please see who this pertains to here: <http://www.njpacoop.org/oregon-advertising>.
Published Apr. 27, 2018. 11543842

Carol Jackson
National Joint Powers Alliance
202 12th St NE
Staples, MN 56479-2438

Order No.: 11543842
Client Reference No:

Notice

Basic Information

Estimated Contract Value (CAD)	\$999,999,999.00 (Not shown to suppliers)
Reference Number	0000086685
Issuing Organization	National Joint Powers Alliance
Owner Organization	
Solicitation Type	RFP - Request for Proposal
Solicitation Number	060618
Title	Fleet Management Services
Source ID	PP.CO.USA.868485.C88455

Details

Region	All of Canada, All of Canada
Purchase Type	Term: 2018/07/25 12:00:00 AM CDT - 2022/07/25 12:00:00 AM CDT
Description	The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #060618 FLEET MANAGEMENT SERVICES. Details of this RFP are available beginning April 26, 2018. Proposals will be received until June 6, 2018 at 4:30 p.m. Central Time at the above address and opened June 7, 2018 at 8:30 a.m. Central Time.

Dates

Publication	2018/04/26 09:58:36 AM CDT
Question Acceptance Deadline	2018/05/30 04:30:00 PM CDT
Questions are submitted online	No
Bid Intent	Optional
Bid Intent Deadline	2018/06/06 04:30:00 PM CDT
Notify Solicitation Owner	No (Not shown to suppliers in the abstract)
Closing Date	2018/06/06 04:30:00 PM CDT

Contact Information

Procurement Department
218-894-1930
rfp@njpacoop.org

Bid Submission Process

Bid Submission Type	Physical Bid Submission
----------------------------	-------------------------

Documents

Documents

Document	Size	Uploaded Date	Language
Merx RFP File.docx [docx]	13 Kb	2018/04/26 09:56:37 AM CDT	English

Categories

Selected Categories

GSIN (51)		
S	Services Services	
W	Lease and/or Rental of Equipment Lease and/or Rental of Equipment	
W	Lease and Rental of Equipment Lease and Rental of Equipment	
L	Financial and Related Services Financial and Related Services	
L	Financial and Related Services FINANCIAL AND RELATED SERVICES	
L001A	GOVERNMENT HEALTH INSURANCE PROGRAMS GOVERNMENT HEALTH INSURANCE PROGRAMS	
L004A	ACTUARIAL SERVICES Actuarial Services - formerly SQ551	
L004B	INSURANCE ASSOCIATED RISK MANAGEMENT INSURANCE ASSOCIATED RISK MANAGEMENT	
L004BA	INSURANCE ASSOCIATED RISK MANAGEMENT INSURANCE ASSOCIATED RISK MANAGEMENT	
L004C	INSURANCE SERVICES INSURANCE SERVICES	
L004CA	ACCIDENT INSURANCE ON A GROUP BASIS ACCIDENT INSURANCE ON A GROUP BASIS	
L004CB	AIRCRAFT INSURANCE AIRCRAFT INSURANCE	
L004CC	AIRPORT LIABILITY INSURANCE AIRPORT LIABILITY INSURANCE	
L004CD	AUTOMOBILE FLEET INSURANCE AUTOMOBILE FLEET INSURANCE	
L004CE	BOILER AND MACHINERY INSURANCE BOILER AND MACHINERY INSURANCE	
L004CF	COMPREHENSIVE GENERAL LIABILITY INSURANCE COMPREHENSIVE GENERAL LIABILITY INSURANCE	
L004CG	CONSTRUCTION RISKS INSURANCE CONSTRUCTION RISKS INSURANCE	
L004CH	ELECTRONIC DATA PROCESSING EQUIPMENT INSURANCE ELECTRONIC DATA PROCESSING EQUIPMENT INSURANCE	
L004CI	EXHIBITION FLOATERS INSURANCE EXHIBITION FLOATERS INSURANCE	
L004CJ	FIDELITY INSURANCE AND CRIME COVERAGES INCLUDING BONDS FIDELITY INSURANCE AND CRIME COVERAGES INCLUDING BONDS	
L004CK	FINE ARTS INSURANCE FINE ARTS INSURANCE	
L004CL	INSURANCE FOR HOUSEHOLD GOODS IN TRANSIT OR IN STORAGE INSURANCE FOR HOUSEHOLD GOODS IN TRANSIT OR IN STORAGE	DOMESTICALLY DOMESTICALLY
L004CM	INSURANCE FOR HOUSEHOLD GOODS IN TRANSIT OR IN STORAGE INSURANCE FOR HOUSEHOLD GOODS IN TRANSIT OR IN STORAGE	OVERSEAS OVERSEAS
L004CN	INTERNATIONAL INSURANCE INTERNATIONAL INSURANCE	
L004CO	MARINE INSURANCE FOR BUILDER'S RISKS MARINE INSURANCE FOR BUILDER'S RISKS	

GSIN (51)		
L004CP	MARINE INSURANCE FOR OCEAN CARGO MARINE INSURANCE FOR OCEAN CARGO	
L004CQ	MARINE INSURANCE: COMMERCIAL HULLS MARINE INSURANCE: COMMERCIAL HULLS	
L004CR	MARINE INSURANCE: PROTECTION AND INDEMNITY (INCLUDING MARINE INSURANCE: PROTECTION AND INDEMNITY (INCLUDING	POLLUTION LIABILITY) POLLUTION LIABILITY)
L004CS	MISCELLANEOUS PROPERTY INSURANCE MISCELLANEOUS PROPERTY INSURANCE	
L004CT	INSURANCE FOR MOBILE HOMES IN TRANSIT DOMESTICALLY INSURANCE FOR MOBILE HOMES IN TRANSIT DOMESTICALLY	
L004CU	SPECIAL EVENTS LIABILITY INSURANCE SPECIAL EVENTS LIABILITY INSURANCE	
L004CV	CLAIMS ADMINISTRATION/PROCESSING (INSURANCE PLANS) CLAIMS ADMINISTRATION/PROCESSING (INSURANCE PLANS)	
L005A	CREDIT REPORTING: COMMERCIAL Credit Reporting - formerly S32250	
L006A	BANKING AND TRUST CO. SERVICES Banking and Trust Company Services - formerly SR100	
L007A	COLLECTION AGENCY SERVICES Collection Agency Services - formerly S32100	
L099A	FINANCIAL AND RELATED SERVICES, N.E.S. FINANCIAL AND RELATED SERVICES, N.E.S.	
L099B	FINANCIAL MANAGEMENT Financial Management - formerly S31100	
L099BA	ACCOUNTING-GENERAL (FINANCIAL MANAGEMENT) ACCOUNTING-GENERAL (FINANCIAL MANAGEMENT)	
L099BB	COST ACCOUNTING (FINANCIAL MANAGEMENT) COST ACCOUNTING (FINANCIAL MANAGEMENT)	
L099BC	FINANCIAL ANALYSIS (FINANCIAL MANAGEMENT) FINANCIAL ANALYSIS (FINANCIAL MANAGEMENT)	
L099BD	FINANCIAL SERVICES (FINANCIAL MANAGEMENT) FINANCIAL SERVICES (FINANCIAL MANAGEMENT)	
L099BE	FINANCIAL SYSTEMS (FINANCIAL MANAGEMENT) FINANCIAL SYSTEMS (FINANCIAL MANAGEMENT)	
L099BF	NATIONAL FINANCIAL INSTITUTIONS,BANKING SERVICES NATIONAL FINANCIAL INSTITUTIONS,BANKING SERVICES	
L099BG	NATIONAL FINANCIAL INSTITUTION,PAYMENT SERVICES NATIONAL FINANCIAL INSTITUTION,PAYMENT SERVICES	
L099BH	NATIONAL FINANCIAL INSTITUTIONS,DEPOSIT SERVICES NATIONAL FINANCIAL INSTITUTIONS,DEPOSIT SERVICES	
L099BI	NATIONAL FINANCIAL INSTITUTIONS,BANKING SERVICES OTHER THAN DEPOSIT SERVICES NATIONAL FINANCIAL INSTITUTIONS,BANKING SERVICES OTHER THAN DEPOSIT SERVICES	PAYMENT AND PAYMENT AND
L099BXXX	FINANCIAL MANAGEMENT FINANCIAL MANAGEMENT	
L099C	CUSTOMS BROKERAGE SERVICES Customs Brokerage Services - formerly S31910	
L099CXXX	CUSTOMS BROKERAGE SERVICES CUSTOMS BROKERAGE SERVICES	
L099D	FINANCIAL ACCOUNTING SERVICES Financial Accounting Services - formerly S32280	
L099F	CLAIMS PROCESSING SERVICES CLAIMS PROCESSING SERVICES	

GSIN (51)		
L099G	Financial Transaction Processing Services - Electronic Commerce	Financial Transaction Processing Services - Electronic Commerce
L099H	FINANCIAL RELATED RISK MANAGEMENT SERVICES	FINANCIAL RELATED RISK MANAGEMENT SERVICES
L099J	FINANCIAL ADVISORY/INVESTMENT BANKING SERVICES	FINANCIAL ADVISORY/INVESTMENT BANKING SERVICES
MERX Categories (2)		
N	Services	Services
N18	Lease and Rental of Equipment	Lease and Rental of Equipment
U	Other	Other
U	Undefined	Undefined

Document Request List

Document Request List

Organization Name	Main Contact	Download Date	City	Province/State
No document has been requested yet.				

PROOF OF PUBLICATION CUSTOMER'S COPY

CUSTOMER NAME AND ADDRESS		ACCOUNT NUMBER	
NATIONAL JOINT POWERS ALLIANCE, Accounting Dept PO BOX 219		9001496962	
STAPLES MN 56479		DATE 4/26/2018	
ACCOUNT NAME			
NATIONAL JOINT POWERS ALLIANCE,			
TELEPHONE	ORDER # / INVOICE NUMBER		
2188945483	0001205270 /		
PUBLICATION SCHEDULE			
START 04/26/2018 END 04/26/2018			
CUSTOMER REFERENCE NUMBER			
RFP - Fleet Management			
CAPTION			
REQUEST FOR PROPOSALS The National Joint Powers Alliance (NJPA), on behalf of N			
SIZE			
36 LINES 1 COLUMN(S)			
TIMES		TOTAL COST	
3		83.12	

REQUEST FOR PROPOSALS

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #060618 FLEET MANAGEMENT SERVICES. Details of this RFP are available beginning April 26, 2018. Details may be obtained by letter of request to James Voelker, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacorp.org. Proposals will be received until June 6, 2018 at 4:30 p.m. Central Time at the above address and opened June 7, 2018 at 8:30 a.m. Central Time.
1205270 UPXLP

AFFIDAVIT OF PUBLICATION

AS NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP LEGAL BOOKER, I CERTIFY THAT THE ATTACHED ADVERTISEMENT OF **REQUEST FOR PROPOSALS The National Joint Powers Alliance (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all government** FOR **NATIONAL JOINT POWERS ALLIANCE**, WAS PUBLISHED BY THE NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP, AGENT FOR DESERET NEWS AND THE SALT LAKE TRIBUNE, DAILY NEWSPAPERS PRINTED IN THE ENGLISH LANGUAGE WITH GENERAL CIRCULATION IN UTAH, AND PUBLISHED IN SALT LAKE CITY, SALT LAKE COUNTY IN THE STATE OF UTAH. NOTICE IS ALSO POSTED ON UTAHLEGALS.COM ON THE SAME DAY AS THE FIRST NEWSPAPER PUBLICATION DATE AND REMAINS ON UTAHLEGALS.COM INDEFINITELY. COMPLIES WITH UTAH DIGITAL SIGNATURE ACT UTAH CODE 46-2-101; 46-3-104.

PUBLISHED ON Start 04/26/2018 End 04/26/2018

DATE 4/26/2018

SIGNATURE *Jae Levi*

STATE OF UTAH)

COUNTY OF SALT LAKE)

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS 26TH DAY OF APRIL IN THE YEAR 2018

BY JAE LEVI



Loraine Marie Gudmundson
NOTARY PUBLIC SIGNATURE

RECEIVED MAY 07 2018



Bid RFP #060618 - Fleet Management Services

[\[Switch to Vendor View\]](#)

Bid Type	RFP	Access Reports View reports on who has been notified of the bid or accessed it. [Notification report] [Access report] Questions 0 Questions 0 Unanswered [View/Ask Questions] Edit Bid [Create Addendum]
Bid Number	060618	
Title	Fleet Management Services	
Start Date	Apr 26, 2018 10:19:00 AM CDT	
End Date	Jun 6, 2018 4:30:00 PM CDT	
Agency	NJPA	
Bid Contact	Chris Robinson (218) 895-4168 rfp@njpacoop.org 202 12th Street NE P.O. Box 219 Staples, MN 56479-0219	

Description

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #060618 FLEET MANAGEMENT SERVICES. Details of this RFP are available beginning April 26, 2018. Details may be obtained by letter of request to James Voelker, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 6, 2018 at 4:30 p.m. Central Time at the above address and opened June 7, 2018 at 8:30 a.m. Central Time.

Delivery Information

James Voelker, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479

Pre-Bid Conference

Date **May 16, 2018 10:00:00 AM CDT**
Location **Web Conference**

Notes **Pre-Proposal login information will be sent by email two days prior.**

Documents

No Documents for this bid

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PENDING

Fleet Management Services

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #060618 FLEET MANAGEMENT SERVICES. Details of this RFP are available beginning April 26, 2018. Details may be obtained by letter of request to James Voelker, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 6, 2018 at 4:30 p.m. Central Time at the above address and opened June 7, 2018 at 8:30 a.m. Central Time.

Pre-Proposal Conference: May 16, 2018 at 10:00 a.m. CT

Sealed proposals due: June 6, 2018 at 4:30 p.m. CT

Proposals will be publicly opened: June 7, 2018 at 8:30 a.m. CT

NJPA reserves the right to reject any and all proposals.

To Obtain RFP documents do **one** of the following:

1. E-mail rfp@njpacoop.org, an email will be sent back to you with the documents
2. Send a letter of request to
National Joint Powers Alliance:
Attn: Procurement Department
202 12th Street NE, Staples, MN 56479
3. Complete the RFP Document Request Form below, this will redirect you to a page where you can get the documents immediately.

This RFP is now closed

AFFIDAVIT OF PUBLICATION

Account #	Ad Number	Identification
327043	0003630605	Request For Proposals The National Joint Powers Alliance (NJPA), on b

Attention: Carol Jackson

NATIONAL JOINT POWERS ALLIANCE
PO BOX 219
STAPLES, MN 56479

Request For Proposals

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #060618 FLEET MANAGEMENT SERVICES. Details of this RFP are available beginning April 26, 2018. Details may be obtained by letter of request to James Voelker, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 6, 2018 at 4:30 p.m. Central Time at the above address and opened June 7, 2018 at 8:30 a.m. Central Time.
3630605

State of South Carolina

County of Richland

Personally appeared before me, Lauren Libet, VP of Advertising of THE STATE, and makes oath that the advertisement, was inserted in The State, a daily newspaper of general circulation published in the City of Columbia, State and County aforesaid, in the issue(s) of

1 Insertions

Published On:
April 26, 2018



Lauren Libet
VP of Advertising

Subscribed and sworn to before me on this 30th day of April in the year of 2018



Allison Branham
Notary Public

My Commission Expires:
5/8/2027

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PUBLIC NOTICES

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of

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Proposals will be received until June 6, 2018 at 4:30 p.m. Central Time at the above address and opened June 7, 2018 at 8:30 a.m. Central Time.

Form C**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,
AND SOLUTIONS REQUEST**Company Name: Enterprise Fleet Management

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA or included in the final contract. NJPA will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	NJPA ACCEPTS
3.17.2.1	5. Installation, operation and maintenance of dedicated charging and fueling stations;	Delete this number 5 in its entirety	August 9, 2018 Sourcewell* accepts
3.23.2	Vendor use of sub-contractors in sourcing or delivering equipment/product/services:	NJPA desires a single source of responsibility for equipment/products and services proposed. Proposers are assumed to have sub-contractor relationships with all organizations and individuals whom are external to the Proposer and are involved in providing or delivering the equipment/products/services being proposed. Suggested Solutions Options include:	August 9, 2018 Sourcewell* accepts
3.24	Geographic Area to be Proposed:	Refer to Enterprise Response #20.	August 9, 2018 Sourcewell* accepts
3.30.1	Deviations from industry standards	Delete this section in its entirety – all industry standard deviations is too broad and cannot be defined	August 9, 2018 Sourcewell* accepts
3.34	Warranty:	Delete this section in its entirety - All warranties made by any supplier, vendor and/or manufacturer of a Vehicle will be assigned by Lessor to Lessee for the applicable Term and Lessee's only remedy, if any, is against the supplier, vendor or manufacturer of the Vehicle.	August 9, 2018 Sourcewell* accepts
3.35	Additional Warrants:	Delete this section in its entirety - All warranties made by any supplier, vendor and/or manufacturer of a Vehicle will be assigned by Lessor to Lessee for the applicable Term and Lessee's only	August 9, 2018 Sourcewell* accepts

		remedy, if any, is against the supplier, vendor or manufacturer of the Vehicle.	
5.31	Price Changes	Delete this section in its entirety and replace with the following language - Lease rates may vary based on factors such as manufacturer pricing, market conditions, interest indexes and vehicle availability.	August 9, 2018 Sourcewell* accepts
5.32	Price Changes	Delete this section in its entirety and replace with the following language - Lease rates may vary based on factors such as manufacturer pricing, market conditions, interest indexes and vehicle availability.	August 9, 2018 Sourcewell* accepts
5.35	Price Changes	Delete this section in its entirety and replace with the following language - Lease rates may vary based on factors such as manufacturer pricing, aftermarket pricing, product pricing, market conditions, interest indexes and availability.	August 9, 2018 Sourcewell* accepts
5.44	SALES TAX	Delete the following two sentences: "Sales and other taxes should not be included in the prices quoted." "Except as set forth herein, no party is responsible for taxes imposed on another party as a result of or arising from the transactions under a Contract resulting from this RFP."	August 9, 2018 Sourcewell* accepts
5.53	Shipping	Delete this section in its entirety	August 9, 2018 Sourcewell* accepts
6.19.6.2	Printed Marketing Materials	Some EFM confidential materials may only be submitted after awarded to EFM.	August 9, 2018 Sourcewell* accepts
6.19.6.3	Contract announcements and advertisements.	Some EFM materials may only be submitted after awarded to EFM.	August 9, 2018 Sourcewell* accepts
6.26	Subcontractors:	Delete this section in its entirety – not applicable	August 9, 2018 Sourcewell* accepts
7.A 7.1 – 7.6	POST-AWARD OPERATING ISSUES A. SUBSEQUENT AGREEMENTS	This section is deleted in its entirety. A Master Lease Agreement will be executed between Enterprise FM Trust and NJPA Members.	August 9, 2018 Sourcewell* accepts

7.E 7.10 - 7.11	HUB PARTNER	Utilizing a HUB partner is at the discretion of Enterprise.	August 9, 2018 Sourcewell* accepts
7.F 7.12	TRADE-INS	Delete Trade-Ins section in its entirety and replace with the below language: CONSIGNMENT. Enterprise will sell Lessee's vehicles consigned to Enterprise by a Lessee as requested and with an executed Enterprise Consignment Agreement (attached to this RFP with Enterprise Lease Agreements). Additional forms may be required for California, Arizona and Canada.	August 9, 2018 Sourcewell* accepts
7.H 7.14 – 7.18	CONTRACT TERMINATION FOR CAUSE AND WITHOUT CAUSE	Delete this section in its entirety and replace with the following language - Either party may terminate this Agreement for any reason (convenience) by delivering not less than ninety (90) calendar days prior written notice thereof to the other party. Termination of the Contract without cause does not relieve either party of the financial, product, or service obligations incurred before the termination.	August 9, 2018 Sourcewell* accepts
7.C 7.8	REPORTING OF SALES ACTIVITY	Refer to Sample Reporting-Sourcewell spreadsheet provided by Enterprise on August 6, 2018.	August 9, 2018 Sourcewell* accepts
8.C 8.12	ASSIGNMENT OF CONTRACT	Delete this section 8.12 in its entirety	August 9, 2018 Sourcewell* accepts
8.H 8.18	FORCE MAJEURE	Delete this section 8.18 in its entirety and replace with the following language - Neither Sourcewell nor Enterprise Fleet Management will be held responsible for delay or default caused by fire, riot, acts of God and/or war that are beyond that party's reasonable control. Sourcewell or Enterprise Fleet Management defaulting under this provision must provide the other party prompt written notice of the default.	August 9, 2018 Sourcewell* accepts
8.J 8.23	MATERIAL SUPPLIERS AND SUB-CONTRACTORS	Delete this section 8.23 in its entirety	August 9, 2018 Sourcewell* accepts

8.Q 8.32 – 8.33	Acquisition Threshold and Termination for Cause and for Convenience	Delete these sections 8.32 – 8.33 in their entirety – Not applicable	August 9, 2018 Sourcewell* accepts
8.Q 8.35 – 8.38	Construction Contracts; Employment of Mechanics or Laborers; Clean Air Act and the Federal Water Pollution Control Act	Delete these sections 8.35 – 8.38 in their entirety – Not applicable	August 9, 2018 Sourcewell* accepts
8.Q 8.42 – 8.43	Energy Policy and Conservation Act Compliance and Buy American Provisions Compliance	Delete these sections 8.42 - 8.43 in their entirety – Not applicable	August 9, 2018 Sourcewell* accepts

Proposer's Signature: _____

Date: 8-7-2018

NJPA's clarification on exceptions listed above:

*On June 6, 2018, National Joint Powers Alliance changed its name to Sourcewell.





Formal Offering of Proposal
(To be completed only by the Proposer)

FLEET MANAGEMENT SERVICES

In compliance with the Request for Proposal (RFP) for FLEET MANAGEMENT SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: Enterprise Fleet ManagementDate: 6-5-2018Company Address: 600 Corporate Park DriveCity: St. LouisState: MissouriZip: 63105CAGE Code/DUNS: 6Q1F8Contact Person: Dain GiesieTitle: AVP of Fleet Management

Authorized Signature: _____

Dain Giesie
(Name printed or typed)

FORM E**CONTRACT ACCEPTANCE AND AWARD**

(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract # 060618-EFM

Proposer's full legal name: Enterprise Fleet Management, Inc. *8-27-18*

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be July 24, 2018 and will expire on July 24, 2022 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

Sourcewell Authorized Signatures:

DocuSigned by:

Jeremy Schwartz

7814AD620E88ME3

SOURCEWELL DIRECTOR OF COOPERATIVE CONTRACTS
AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)

DocuSigned by:

Chad Coquette

3F75ED28A547448

SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on 07/23/2018

Sourcewell Contract # 060618-EFM

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Enterprise Fleet Management, Inc. *8-27-18*

Authorized Signatory's Title Assistant Vice President

[Signature]
VENDOR AUTHORIZED SIGNATURE

Alvin Giersie
(NAME PRINTED OR TYPED)

Executed on Aug 14th, 2018

Sourcewell Contract # 060618-EFM

PROPOSER ASSURANCE OF COMPLIANCE

Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to NJPA members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of NJPA, or any person, firm, or corporation under contract with NJPA, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to NJPA Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to NJPA Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to NJPA Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that NJPA will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify NJPA for reasonable measures that NJPA takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: Enterprise Fleet Management, Inc.

Address: 600 Corporate Park Drive

City/State/Zip: St. Louis, Missouri, 63105

Telephone Number: 877-233-5338

E-mail Address: Dain.E.Giesie@efleets.com

Authorized Signature: _____

Authorized Name (printed): Dain Giesie

Title: AVP of Fleet Management

Date: 6-5-2018

Notarized

Subscribed and sworn to before me this 5th day of June, 2018

Notary Public in and for the County of St. Louis State of Missouri

My commission expires: 4-30-2022

Signature: _____



DENISE A. GODAR
My Commission Expires
April 30, 2022
St. Louis County
Commission #14436199



PROPOSER QUESTIONNAIRE
Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: Enterprise Fleet Management

Questionnaire completed by: Dain Giesie, AVP of Fleet Management

Payment Terms and Financing Options

1) What are your payment terms (e.g., net 10, net 30)?

Payment terms are Net 30.

2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?

Yes. Enterprise Fleet Management offers a variety of customizable leasing and financing options. We will work with each NJPA member to find the most cost-effective option for each vehicle application and situation.

Open-Ended Lease

Many educational and governmental agencies have difficulties funding a healthy vehicle life cycle. Enterprise Fleet Management features an Open-Ended Lease product to help bridge any funding gaps. Our Open-Ended Lease is characterized by:

- Improved cash flow
- No mileage restrictions or wear-and-tear charges
- Flexible financing options
- Customized terms for use and type of vehicle
- Retention of ownership rights

In most programs, a vehicle would be purchased outright from the capital budget and kept in-fleet until a specified time when it was sold. However, to increase flexibility, our Open-Ended Lease allows for funding of only the time the vehicle is used. This approach allows our customers to pay the minimum amount for the use of the vehicle on a monthly basis, improving cash flow.

The mechanics of this lease involve financing the difference between the vehicle's purchase price and a conservative Reduced Book Value (RBV), which is based upon the anticipated market value in consideration of the vehicle's age and application.

Closed-End Lease

- Fixed monthly costs convenient to budget
- No resale responsibilities
- Predetermined lease term and mileage (can still be customized to each vehicle contract)
- Over-mileage and abnormal wear and tear charges may apply
- Generally used for one- to three-year terms
- Vehicles are turned in at end of lease term



Form P — PROPOSER QUESTIONNAIRE cont.

- **Prepaid Lease:** allows the lessee to take advantage of discounted interest rates by paying all rent up front.
- **Lease to own Finance:** allows the customer to take ownership of the vehicle at the end of the financed/lease term.

Lease Terms

Enterprise Fleet Management can offer lease terms as short as 12 months and as long as 60 months, or at any six-month interval in between. While we do not offer initial lease terms beyond 60 months, our Open-Ended Leases can be structured with a Reduced Book Value at 60 months that can be paid off or extended for an additional 12 or 24 months, or continue month to month until the Reduced Book Value has been completely paid off.

Form P — PROPOSER QUESTIONNAIRE cont.

- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to NJPA. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the NJPA Members' purchase orders.**

As the largest purchaser of vehicles in North America, Enterprise has the ability to acquire vehicles from nearly any manufacturer. We can also offer both new and used vehicles from existing inventory.

Enterprise Fleet Management has a dedicated ordering team at our corporate office in St. Louis to place factory orders for each manufacturer. We have developed system tools and a database that allow us to transmit orders from department to department electronically. Our ordering team has access to many of the manufacturer systems, ordering guides, and assigned contacts for any ordering, scheduling, and tracking questions.

The local account manager will perform a cost analysis to make sure we are ordering and cycling vehicles at the proper time. We will also do a side-by-side vehicle comparison to verify that each member agency is using the most cost-efficient vehicles for their needs. We will work with each member to make sure drivers are getting the correct vehicle for their application, and within the boundaries set by the member.

We track orders with the manufacturers throughout the process. Drivers can also check their vehicle status through our website or through the Enterprise mobile app. Once the vehicles arrive, the Account Fleet Coordinator will work with each driver to coordinate the most convenient method of pickup or delivery for the driver team.

Quarterly, we will review deliveries that have been placed and delivered through the NJPA program to ensure compliance and accuracy. We will provide a detailed breakdown to NJPA monthly or quarterly for review depending on preference.

- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to NJPA Members for using this process?**

At this time, Enterprise Fleet Management does not accept the P-Card as payment. Enterprise can accept both EFT and ACH payments from our customers.



Warranty

- 5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.**

Warranty repairs are honored by dealerships on behalf of the vehicle manufacturers. When warranty opportunities arise, Enterprise's National Service Department (NSD) weighs in and consults with the customer on the savings and benefits of getting work covered under warranty versus lost downtime to transport the vehicle to another service location if it is not currently at a dealer.

Enterprise maintains a strong working relationship with our manufacturer partners, and at times we will request goodwill assistance based on the nature of the repair, prior maintenance history, and current vehicle age and mileage. Our technicians proactively monitor repair estimates for possible warranty opportunities as well. There is no additional charge for this service.

- **Do your warranties cover all products, parts, and labor?**

Warranties vary by manufacturer, vehicle type, make and model, etc.

- **Do your warranties impose usage restrictions or other limitations that adversely affect coverage?**

Warranty details — including any mileage limits or other restrictions — vary by manufacturer, vehicle type, make and model, etc. We will advise and advocate on behalf of our customers when needed as well. Because we maintain strong relationships with vehicle manufacturers and our dealer partners, we can often work directly with them to help recuperate warranty costs for our customers on a case-by-case basis.

- **Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?**

Most standard vehicle warranties do not cover these expenses.

- **Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will NJPA Members in these regions be provided service for warranty repair?**

This will depend on the manufacturer's dealer network.

When needed, Enterprise's NSD will work with the drivers to find an approved shop for warranty services that is close to their location. Because of the vast network of dealers that our company utilizes, we are able to easily manage these situations for our customers.

- **Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?**

All warranty coverages are provided by the applicable manufacturer.

Form P — PROPOSER QUESTIONNAIRE cont.

- **What are your proposed exchange and return programs and policies?**

In most cases, Enterprise will acquire vehicles that are new from the factory and under the manufacturer warranty. We will also proactively plan with each member to ensure they are ordering the specific vehicles that are needed, including make/model, available options, any additional equipment or up-fitting required, etc.

The local account manager will perform a lifecycle cost analysis to make sure vehicles are being cycled and replaced at the proper time. We will also conduct a side-by-side vehicle comparison to verify that each member agency is using the most cost-efficient vehicles for their needs.

When determining lifecycle costs, we consider all core operating costs, including maintenance, fuel, and depreciation, and look for opportunities to improve. Often, a thorough investigation into later-life maintenance costs and diminishing resale values can offer insight on a more effective lifecycle.

Our local, full-time Fleet Strategy Manager also keeps us abreast of resale market conditions and auction peaks and valleys. We want to ensure that our clients' vehicles are coming off lease just as demand is high in the used car markets. We are always looking to take advantage of peaks to help reduce our clients' total cost of ownership.

6) Describe any service contract options for the items included in your proposal.

Enterprise offers several maintenance programs designed to fit the needs of the member.

Please see Page 12 for details on our maintenance program options.

Form P — PROPOSER QUESTIONNAIRE cont.

Pricing, Delivery, Audits, and Administrative Fee

7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.

Enterprise Fleet Management leverages our relationships with manufacturers, dealers, maintenance/repair shops, and our company's own built-in infrastructure to provide the best solution for our customers. We work with nearly every manufacturer to source vehicles that are cost-effective, comfortable, and meet the needs of our customers in various industries across the nation. We also have relationships both locally and nationwide for any needed aftermarket equipment or up-fitting services.

Our experience with managing vehicles and our success in the educational / government sectors has allowed Enterprise to lead the industry in this space. When combined with our affiliate Enterprise Holdings, our companies manage a fleet of 1.9 million vehicles, and we use this knowledge and experience to help our fleet customers build best-in-class fleet programs.

Enterprise Fleet Management can provide a wide range of vehicles from nearly any manufacturer, up to and including medium-duty vehicle classes. At this time we do not lease heavy-duty vehicles.

Enterprise Approach

Our goal as a fleet management company is to work with our clients to develop a long-term, sustainable fleet program that will lower their total cost of ownership. We accomplish this through our localized, hands-on approach to account management, industry-leading products and services, technology, and 60 years of experience managing vehicles. As the awarded vendor, Enterprise Fleet Management will work directly with each NJPA member agency to proactively create, implement and manage a cost-effective total transportation solution.

Work Plan

Enterprise will develop a strategic replacement schedule based on each member's current fleet data. After analyzing the fleet (year, make, model, maintenance spend, fuel spend and odometer reading of the vehicles) we will develop a replacement strategy designed to drive down total costs. We take a number of factors into consideration when making our replacement recommendations, such as age of the vehicle, current odometer reading, average maintenance spend, current fuel economy, estimated resale value, etc.

We look at the total cost to hold each depreciating asset in fleet and make recommendations based on the most cost-effective time to replace a vehicle. The Fleet Replacement Schedule is then used to benchmark and forecast future costs of vehicle replacement.

Enterprise will execute the agreed-upon plan by providing a local, dedicated account management team to ensure the success and efficiency of the program, including consultation and creation, implementation and ongoing management. This role is pivotal to the core value proposition that Enterprise Fleet Management provides because it gives our customers a local point of contact for all fleet-related needs.

Enterprise Fleet Management will provide a lowest cost of ownership program by managing a fleet replacement schedule, providing ancillary services that control operating expenses, and monitoring and reviewing the efficiency of the program and relationship. Our goal is to provide a consistently high level of customer satisfaction and to exceed expectations.

Remarketing

Remarketing is one of the single most important components of our program. Subsequently, we pride ourselves on having our fingers on the pulse of the used car market at all times. The used car market is a constantly moving target, and the local Fleet Strategy Manager and Account Manager work closely to pinpoint trends that can impact our clients' resale values.

Examples include over-mileage, market strengthening/softening of a certain vehicle type, seasonal trends, dealer preferences, etc. Regarding the sale of our clients' vehicles, we prefer to sell directly to dealers. While there are times when a car may perform better at an auction, more often than not we find that we can sell that vehicle directly to the dealer for the same money, which allows us to avoid several hundred dollars in fees from the auction and we pass those savings along to our clients.



Form P — PROPOSER QUESTIONNAIRE cont.

- 8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the NJPA discounted price) on all of the items that you want NJPA to consider as part of your RFP response. Provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.) Complete the attachment shown below in Excel format and submit as part of your pricing response. The workbook is included as part of the forms package and is titled "Pricing Grid."

We provide our customers with fleet management services that address all fleet holding costs — from acquisition to disposal. This includes maintenance, fuel, insurance, registration, delivery, and reporting.

Please see the completed pricing grids for the U.S. and Canada on the following pages.

Pricing Grid

	Type	Charged / Percentage	Details
Acquisition			
Interest Rate Index Used			
Basis Points(adder)			
Factory Order Vehicles	Domestic		
Factory Order Vehicles	Foreign		
Dealer Stock Vehicles	Domestic		
Dealer Stock Vehicles	Foreign		
% Incentives Passed to Customer			
Federal Tax Incentives			
State Tax Incentives			
Manufacture Incentives			
Maintenance			
Fixed Maintenance			
Occurance Maintenance			
Fees			
Management Fee			
Service Charge			
Lease Termination Fee			
Interim Interest	Yes / No		How is it calculated?
Resale Fee			
Provide fees not listed + rate			

Form P — PROPOSER QUESTIONNAIRE cont.

Pricing Grid - U.S.

	Type	Charged / Percentage	Details
Acquisition			
Interest Rate Index Used	3 Year T-Bill		
Basis Points(adder)		+ 350 Basis Points	
Factory Order Vehicles	Domestic		Manufacturer Published Invoice Less Applicable Incentives Less Applicable Advertising plus \$60 acquisition fee plus courtesey delivery fee (variable \$150-\$450 depending on location)
Factory Order Vehicles	Foreign		Manufacturer Published Invoice Less Applicable Incentives Less Applicable Advertising plus \$60 acquisition fee plus courtesey delivery fee (variable \$150-\$450 depending on location)
Dealer Stock Vehicles	Domestic		Dealer Provided Invoice Less Applicable Incentives plus courtesey delivery fee plus \$60 acquisition fee, subject to dealer availability
Dealer Stock Vehicles	Foreign		Dealer Provided Invoice Less Applicable Incentives plus courtesey delivery fee plus \$60 acquisition fee, subject to dealer availability
% Incentives Passed to Customer			
Federal Tax Incentives		100%	of end user eligible incentives are passed to the member
State Tax Incentives		100%	of end user eligible incentives are passed to the member
Manufacture Incentives		100%	of end user eligible incentives are passed to the member
Maintenance			
Fixed Maintenance			Pricing based on vehicle type and anticipated miles driven over term, the pricing can also be modified to include or exclude brakes and tires depending on what is the best interest of the member.
Occurance Maintenance		\$6 per month card fee per vehicle plus cost of service and parts	
Fees			
Management Fee		0.10% for Factory Ordered Vehicles / 0.15% for Dealer Stock Vehicles	
Service Charge		\$400	
Lease Termination Fee		\$0 Termination Fee for Equity Leases, refer to Section 3 of Master Lease Agreement for settlement process.	
		Termination Fees for Net Leases are listed in Section 3 of Walkaway Lease Agreement.	
Interim Interest	Yes / No	How is it calculated?	
	NO		
Resale Fee			For each Vehicle sold, the End User "Member" shall pay Enterprise a fee of \$395.00 CAD ("Service Fee") plus towing at prevailing rates, applies to member owned/non-leased units
Provide fees not listed + rate			
Fuel Program:		\$2 per month per card	
Physical Damage:		\$1000 deductible, average quoted \$40 per month per vehicle but is based on underwriting and approval	
Accident Management:		\$100 per occurrence	
Maintenance Management:		\$6 per vehicle per month	
Full Maintenance:		Pricing based on vehicle type and anticipated miles driven over term	
GeoTab Telematics:		\$26 per month for Base Mode or \$29 per month for Pro Mode + tax + \$49 per unit (one time charge)	
Registration Fees:		All applicable charges related to vehicle registration will be passed to the member, including any service fees that are charged from dealers to process, plus \$25 processing fee	



Form P — PROPOSER QUESTIONNAIRE cont.

Pricing Grid - U.S.

	Type	Charged / Percentage	Details
Acquisition			
Interest Rate Index Used	3 Year T-Bill		
Basis Points(ador)		+ 350 Basis Points	
Factory Order Vehicles	Domestic	Manufacturer Published Invoice Less Applicable Incentives Less Applicable Advertising plus \$60 acquisition fee plus coutesey delivery fee (variable \$150-\$450 depending on location)	
Factory Order Vehicles	Foreign	Manufacturer Published Invoice Less Applicable Incentives Less Applicable Advertising plus \$60 acquisition fee plus coutesey delivery fee (variable \$150-\$450 depending on location)	
Dealer Stock Vehicles	Domestic	Dealer Provided Invoice Less Applicable Incentives plus courtesy delivery fee plus \$60 acquisition fee, subject to dealer availability	
Dealer Stock Vehicles	Foreign	Dealer Provided Invoice Less Applicable Incentives plus courtesy delivery fee plus \$60 acquisition fee, subject to dealer availability	
% Incentives Passed to Customer			
Federal Tax Incentives		100% of end user eligible incentives are passed to the member	
State Tax Incentives		100% of end user eligible incentives are passed to the member	
Manufacture Incentives		100% of end user eligible incentives are passed to the member	
Maintenance			
Fixed Maintenance		Pricing based on vehicle type and anticipated miles driven over term, the pricing can also be modified to include or exclude brakes and tires depending on what is the best interest of the member.	
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		Termination Fees for Net Leases are listed in Section 3 of Walkaway Lease Agreement.	
Interim Interest	Yes / No	How is it calculated?	
	NO		
Resale Fee		For each Vehicle sold, the End User "Member" shall pay Enterprise a fee of \$395.00 CAD ("Service Fee") plus towing at prevailing rates, applies to member owned/non-leased units	
Provide fees not listed + rate			
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Full Maintenance:		Pricing based on vehicle type and anticipated miles driven over term	
GeoTab Telematics:		\$26 per month for Base Mode or \$29 per month for Pro Mode + tax + \$49 per unit (one time charge)	
Registration Fees:		All applicable charges related to vehicle registration will be passed to the member, including any service fees that are charged from dealers to process, plus \$25 processing fee	

Form P — PROPOSER QUESTIONNAIRE cont.

- 9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

Vehicles are priced at invoice vs. MSRP. Members will receive the Manufacturer or Dealer published invoice less 100% of applicable incentives.

10) The pricing offered in this proposal is

- _____ a. the same as the Proposer typically offers to an individual municipality, university, or school district.
- _____ X b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- _____ c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- _____ d. other than what the Proposer typically offers (please describe).

11) Describe any quantity or volume discounts or rebate programs that you offer.

Through a team of incentive analysts at our operations headquarters, partnerships with manufacturers, and relationships with dealers, we work to get the best incentives available for our customers. The team tracks a wide range of retail incentives and enters those in our database, which compares them to the standard fleet, association, and up-fit incentives that may be applicable. Through our relationships with manufacturers and zone representatives, we work to obtain and maximize any special or client-specific incentives available. Manufacturers sometimes provide us with special incentives that are not available through other avenues and we use those as needed.

For ancillary programs such as Full Maintenance and Maintenance Management, additional discounts on parts and labor are passed through to our customers.

Form P — PROPOSER QUESTIONNAIRE cont.

- 12) Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.**

Enterprise will provide a quote for each sourced product that will include any discounts that Enterprise receives. We do not mark-up any quotes or charge for coordinating supply or installation — this is a part of Enterprise’s standard service. Some geographical limitations may apply.

Enterprise Fleet Management will coordinate the up-fit of any needed aftermarket equipment. We have established relationships with local and national vendors that supply these items and will deliver the equipment in a work-ready state.

Enterprise will plan ahead with vendors to have equipment ready for installation once the ordered vehicles are delivered to ensure that the vehicles are ready for service as soon as possible. Enterprise will negotiate on behalf of the member agency to leverage volume discounts and deliver the lowest possible price on any needed equipment.

The equipment can be billed up front or capitalized as a part of the lease structure, subject to credit worthiness. In both scenarios, the member will own the equipment at the conclusion or termination of the lease.

Enterprise is able to sell customer-owned units as an additional benefit if the end user signs our consignment agreement. We have included a sample consignment agreement.

- 13) Identify any total cost of acquisition costs that are NOT included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.**

Costs for registering a vehicle are passed through directly to the end user. All other costs are addressed throughout this response.

- 14) If delivery or shipping is an additional cost to the NJPA Member, describe in detail the complete shipping and delivery program.**

For a majority of our deliveries, vehicles will be sent to the dealer that is closest to the end user so they can pick up the unit directly. We can also coordinate with the dealer or our own employees to deliver the vehicles. Certain charges may apply based on distance to the driver and other factors.

- 15) Specifically describe those shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.**

Enterprise has a large network of dealerships throughout these regions that can assist with vehicle logistics and delivery. Along with our dealer network, we have a large number of employees within these regions — either through an Enterprise Fleet Management office or an affiliate rental location — who are available to assist with vehicle delivery and pick-up.

Form P — PROPOSER QUESTIONNAIRE cont.

16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

Enterprise employs one of the largest teams of drivers in the industry. This allows us to quickly and easily manage vehicle logistics for our fleet customers.

Because we own and operate 1.9 million units worldwide, together with affiliate Enterprise Holdings, we are constantly picking up, delivering, and moving our own fleets units, which gives us an inherent understanding and ability to navigate these situations quickly and efficiently for our fleet customers.

17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with NJPA. This process includes ensuring that NJPA Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to NJPA.

Enterprise will set a pricing plan up for the NJPA program within our system. This pricing plan will be hard-coded for all NJPA members and cannot be deviated from by any sales or support team member.

Quarterly, we will review deliveries that have been placed and delivered through the NJPA program to ensure compliance and accuracy. We will provide a detailed breakdown to NJPA monthly or quarterly for review depending on preference.

18) Identify a proposed administrative fee that you will pay to NJPA for facilitating, managing, and promoting the NJPA Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

Enterprise will offer NJPA and your members access to our fleet management program and pay NJPA a quarterly marketing fee ("Quarterly Incentive") based upon the volume of Combined New Deliveries generated as defined below.

The Quarterly Incentive will be based on the Combined New Deliveries to Qualified Members, and will be paid quarterly.

Deliveries to Qualified Members (August 1 to July 31)	\$100 per delivery
---	--------------------

Qualified Members are eligible members who utilize the Agreement between NJPA and Enterprise Fleet Management as an approved means to satisfy their proper due diligence and competitive requirements. Enterprise Fleet Management retains the right to offer discounted promotional pricing on a market-by-market basis.



Industry-Specific Questions

19) Describe your available vehicle maintenance program(s).

Full Maintenance

Enterprise's Full Maintenance program covers lessees nationwide and is available for most makes and models. The program is completely managed by Enterprise and will not require any internal approval of repairs or review of monthly invoices. Cost is based on vehicle type and driving pattern.



- Monthly cost is fixed for the term of the vehicle
- Coverage is available up to 100,000 miles
- Covers all routine services recommended by the manufacturer
- Covers all unexpected repairs (not related to damage or neglect)
- 24/7 roadside assistance and towing is included
- Brakes, tires, and loaner vehicles can be included
- Windshield repair, fueling service, and other miscellaneous items are available
- The organization can setup and send automatic service reminders through Enterprise's website

The Enterprise Full Maintenance Program facilitates greater overall cost control for our customers, eliminating unexpected repair costs, the hassle of budgeting for repairs, and expense reporting for the driver. The program is comprehensive and will not change due to inflation.

Maintenance Management

With the Maintenance Management program, Enterprise's team of Automotive Service Excellence (ASE) certified technicians facilitate maintenance and repairs to ensure that proper, quality work is completed at a fair and competitive price. This is our pass-through maintenance program, which allows us to fully manage, track and consult on maintenance services for a flat monthly fee.

Please see Page 11 for further details.

Form P — PROPOSER QUESTIONNAIRE cont.

20) Describe any vehicle (or other) rental program complementary to the service offerings that your company has in place.

Enterprise Fleet Management, together with our affiliate company Enterprise Holdings, is a total transportation solution for many of our customers. With divisions in fleet management, daily rental and business rental, truck rental, vanpooling, car sharing, and car sales, Enterprise is capable of servicing all your transportation needs under one company. More information on these unique business lines can be provided.



Rental Services

Through our affiliate rental brands Enterprise Rent-A-Car and National Car Rental, we can easily set up and manage rentals for our fleet customers. This can be included in our Full Maintenance pricing, or billed as needed with our Maintenance Management program.

21) Please provide current battery electric vehicles and plug-in hybrid electric vehicles your company can provide through this contract understanding that future models can be added.

Enterprise can acquire nearly any commercially available battery electric vehicle or plug-in hybrid vehicle through our dealer network or through factory ordering when available. Our expertise can help your members make smart decisions about when and where to deploy new engine technologies.

Please see pages 37 through 39 for more details on our sustainability programs.

22) Describe the process by which your company will ensure that all natural gas vehicles and propane autogas vehicles leased under this contract will mirror OEM maintenance and warranty provisions and that downtime is minimized.

Enterprise follows the manufacturer-specific maintenance schedule in order to maintain vehicle warranty. Our maintenance program can be customized depending on the situation and vehicle usage, including natural gas vehicles and propane vehicles when available.

Signature: [Signature] Date: 6-5-2018



Form G
FLEET MANAGEMENT SERVICES



Possible Points		Acme Auto Leasing	AutoFlex AFV, Inc. DBA Clean Cities Leasing	Automotive Rentals, Inc. (ARI)	Commercial Vehicle Leasing, LP DBA D&M Leasing	Enterprise Fleet Management	Merchants Fleet Management
Conformance to Terms/ Conditions to Include Documentation	50	34	33	43	39	36	43
Pricing	400	247	296	319	305	327	353
Financial, Industry and Marketplace Successes	75	62	58	62	64	68	58
Bidder's Ability to Sell/ Service Contract Nationally	100	71	73	85	80	94	80
Bidder's Marketing Plan	50	38	37	45	42	44	41
Value Added Attributes	75	61	61	67	66	67	57
Warranty Coverages and Information	50	41	36	42	42	44	42
Selection and Variety of Products and Services Offered	200	151	133	172	164	174	169
Total Points	1000	705	727	835	802	854	843
Rank Order		6	5	3	4	1	2

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Chris Robinson, Sourcewell

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James Voelker, Sourcewell

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Michael Munoz, Sourcewell

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Heather Pickett, Sourcewell



Agenda Item #6.g.

Agenda Item Name:

Review proposed budget for CARES Act spending

Presenter:

Nathan Lindquist, Planning Director

Item Description:

Please see attached staff's proposed budget for CARES Act spending. Several of these items may not be in the 2020 budget, so we want to ensure that Council is in favor of staff moving forward with purchases.

Recommended Action:

None is required, unless Council would prefer to vote on this item.

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

Executive Summary:

Notification Requirements:

Prepared By:

Nathan Lindquist, Planning Director

Attachments:

1. CARES ACT budget

SPENDING CATEGORY		AMOUNT
Total CARES ACT allocated to City of Rifle		\$ 818,370.24
ALREADY SPENT as of 7/8		
business grants/loans		194,000
	RREDC	157,000
	parklets	34,947
general City expenses (PPE, tech)		16,500
SUBTOTAL SPENT as of 7/8		210,500
Amount available 7/8 to 12/30		607,870
FUTURE - OUTSIDE CITY EXPENSES July 8 - Dec 30		
business grants/loans (future)		200,000
non-profit grants/loans		50,000
shop local program		50,000
FUTURE - IN-CITY EXPENSES July 8 - Dec 30		
Technology		10,000
	cell phone, personal equipment stipend	5,000
	(IT) laptops, zoom subscription etc	5,000
additional parket improvements		70,000
PPE (masks, cleaning, materials for public area improvements)		20,000
Personnel reassignments to COVID related issues		127,000
	ute staff	12,000
	communications staff	5000
	planning/grit staff	5,000
	police	5000
	unbudgeted overtime due to quarantine	50000
	city admin	10000
	city attorney	40,000
Parks cleaning equipment and materials		50,000
Utility Relief (to non-profit)		10,000
Unidentified city expenses contingency		20,870
FUTURE EXPENSES		607,870

a few more parklet bills

movable bollards comp;

lift up food distribution,
 covid public info
 kim burner assist with r
 enforcing stay at home
 TBD
 city manager/asst city n
 jim neu time