



ORIGINAL



## **PART V- COST PROPOSAL**

*AUGUSTA, GEORGIA*

Fleet Management Services

RFP Item #19-225

October 2018



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## PART V - COST PROPOSAL

### OVERVIEW

Selecting a Fleet Maintenance Contractor whose qualifications meet the unique requirements of diverse municipal fleets and operator demands is crucial to the delivery of quality vehicle maintenance and repairs. With over 35 years of fleet maintenance experience, we utilize trained maintenance professionals and best fleet practices to accomplish the fleet objectives of municipalities, which include improving fleet safety and availability, reducing maintenance costs, and improving customer satisfaction.

The key partnership benefits that you will receive through a continued public-private partnership include:

- **Capability:** We have the resources and experience to perform quality work
- **Reliability:** We have the expertise to consistently perform to the highest standards and do it right the first time
- **Consistency:** We have the integrity to follow-through with ideas and promises, including working with you on cost savings initiatives
- **Flexibility:** We have the ability to respond quickly and effectively in every situation
- **Security:** We are one of the largest fleet maintenance companies that can provide backup support from any of FirstGroup America's client locations in Georgia, South Carolina, and Florida, in the event of an emergency, employee absences, or time of need





- **Trust:** We provide a dedicated onsite management and maintenance team, fully supported by our region and corporate management
- **Cost Control:** We provide a Firm, Fixed Price which allows you to budget with confidence

Our proposal offers a practical plan for the delivery of world-class fleet services, which reflects a realistic expectation of all probable costs to provide these services. Our pricing approach is based on the information provided in the solicitation, along with our understanding of your unique fleet requirements. We are confident that you will find our proposal to provide the best value for Augusta-Richmond County.

## CONTRACT TERM

The term of the Contract will be for a period of three (3) years and may be extended by mutual agreement. It is understood that both Augusta-Richmond County and First Vehicle Services will have the option to terminate this Contract by providing written notice to the other party thirty (30) days prior to the anniversary date of the Contract.

Our pricing will be held firm for ninety (90) days from the bid submittal date to allow adequate time for your evaluation, clarification, and negotiations.

## LOCATION

All work will be performed at your maintenance facilities located at 1568 Broad Street and 2316 Tobacco Road. We agree to lease the facilities for a total fee of \$1.00 per year.

## TRANSITION/DELIVERY OF SERVICES

**As the incumbent service provider since 2003**, we have all of the resources in place to meet and exceed your fleet management requirements. **Therefore, only we can guarantee no interruption of ongoing services. We will continue our services without a phase-in period and no transition cost.**

We will also continue to maintain the Automotive Excellence (ASE) Blue Seal status achieved for Augusta-Richmond County in 2003 at each location.



## FIRM, FIXED PRICE STRUCTURE

Our Firm, Fixed Price is comprised of the following categories of expense:

- Labor (Direct and Indirect Personnel)
- Parts/Supplies/Outside Services
- Overhead Expenses
- Administrative Costs and Management Fees

## LABOR

Included here are:

- **Payroll:** Wages, salaries and incentives (ASE/EVT certifications) for all technicians, administrative, and supervisory personnel directly assigned to this project, including overtime
- **Payroll Taxes:** FICA, State, and Federal unemployment taxes

- **Benefits:** Employee medical, dental, life and workers' compensation insurance, and other normal employee benefits such as vacation, 11 paid holidays, sick leave, employee incentives, tuition reimbursement, and 401k plan

## PARTS, SUPPLIES, AND SUBLET SERVICES

Included here are our projected costs for all target repair parts and materials, bulk fluids (excluding fuel), lubricants, batteries, freight charges on parts, deposits, core credits, warranty credits, as well as the expected costs of outside services used to maintain the fleet. Sublet service cost is the cost of both parts and labor performed by vendors for such repairs as transmission rebuilding, major body, and glass repairs, etc.

**In an effort to bring maximum cost savings to this project,** we will utilize both local vendors and our Corporate Purchasing Agreements (CPAs) for many of the parts we supply, such as tires, batteries, filters, lubricants, etc. In most cases, we are able to purchase parts at discounts far below that available to most individual fleet owners and we pass those savings through to our customer.

Due to the volume of parts we purchase on a nationwide level, we have negotiated CPAs with major suppliers including Ford, Chrysler, General Motors, Cummins, Detroit Diesel, Freightliner, International/Navistar, Bridgestone, Firestone, Goodyear, Michelin, Bandag, AutoZone, Fleet Pride, NAPA, Barnes, Imperial Supplies and others that provide significant pricing advantages.

We also understand that, as your service partner, we will have a commitment to support the local business community. Therefore, we will also utilize local area vendors for parts and services, whenever it is advantageous and meets your needs.



## OUR COMMITMENT TO LSB PARTICIPATION

We are actively involved with business partners and others in the community, serving Augusta-Richmond County since 2003 in the provision of fleet management and maintenance services. We understand that the Local Small Business (LSB) goal for this procurement is **five percent (5%)**. Through our good faith efforts and outreach initiatives, First Vehicle Services will strive to meet or exceed the five percent (5%) LSB participation goal. First Vehicle Services works closely with diverse businesses including parts and supply vendors wherever possible to provide enhanced participation. We will provide the County with all reporting documentation of our LSB efforts.

## OVERHEAD COSTS

These costs include miscellaneous direct expenses that are incurred in the normal day-to-day operation of the maintenance shops and in the administration of the contract. Examples of these costs include, but are not limited to insurance, bonding, postage, office supplies, safety/environmental supplies, training, certifications, drug testing, background checks, recruitment, capital expenditures, and travel cost relating to the performance of the Contract.

## ADMINISTRATIVE COSTS AND MANAGEMENT FEES

This cost reflects our corporate overhead expenses (our cost of doing business) for general services such as accounts payable and receivable, human resources, employee benefits administration, and other corporate services that serve to support



this project and our onsite staff. The management fee is our charge for managing this project.

## FLEET MAINTENANCE – SUBLET REPAIR PRICING

We will use best efforts to perform work in-house utilizing our stringent quality programs. It is, however, sometimes advantageous and less costly to sublet certain highly specialized work such as (but not limited to) major body repair, glass, upholstery work, radiator work, machine shop work and similar tasks for which special skills or tools may be required. Sublet repair cost will be passed through with no markup.

## COST ADJUSTMENT FOR CHANGES IN FLEET SIZE

Cost adjustments may be made annually if the fleet counts increase or decrease by more than five percent (5%) in any vehicle class, based on the beginning fleet list.

## INVENTORY

**As your incumbent fleet services provider,** we already own the existing inventory of active parts and supplies. We will continue to manage its inventory and keep in stock what we need to support the maintenance process.

## PROPOSED PERFORMANCE STANDARDS

We agree to negotiate performance standards as outlined in the RFP (Section 2.4 Expectations). Using data from the CCG Faster MIS, we will measure each performance standard at the end of each month. If we perform above the acceptable standard, then you have received superior service. If we fail to meet the acceptable performance standard, then you will have cause to impose corrective measures.



While the actual performance standards and penalty figures shown in the table below are open to negotiation, we offer these as reasonable and attainable levels of performance.

AQR KPI Performance Measurement Criteria		Acceptable Range
I	<b>Vehicle Availability</b>	
	Heavy Equipment	94%
	ARC Sheriff's Department	97%
	Administrative Vehicles	96%
	Emergency Vehicles	97%
	Countywide Fleet	96%
II	<b>Turnaround Time – Preventive Maintenance</b>	
	PMs Completed to PMs Scheduled	98%
III	<b>Quick Fix Repairs</b>	
	Completed within 60 minutes	98%
IV	<b>Repair Rework</b>	
	Percentage of Work Orders requiring Re-repair	Less than 2%
V	<b>Road Calls</b>	
	Percentage of Road Calls dispatched/ on-site within thirty (30) minutes	98%

The following will be excluded from the vehicle repair and maintenance standards:


- **Accidents, Physical Damage, and Unanticipated Damage:** This type of Non-Target Repairs will be excluded from daily fleet availability standards due to the unpredictability of such Non-Target Repairs.



- **Directed Work:** Special directed Non-Target Repairs will be excluded from daily fleet availability standards due to the unpredictability of such Non-Target Repairs.
- **Emergency Situation:** In times of national or local crisis, we will be released from preventive maintenance and repair standards to permit all resources to be allocated for emergency work.
- **Quick Fix Repairs:** Vehicles out of service for quick fix repairs at the time of the count for the daily fleet availability calculation will be excluded.
- **Modifications/Alterations:** Vehicles out of service due to modification requests will be excluded from the daily fleet availability turnaround time calculations.
- **Parts Delay:** Units waiting for parts that are unavailable from the manufacturer and/or are unavailable locally.
- **Recalls:** Vehicles out of service due to manufacturer recall will be excluded from the daily fleet availability turnaround time calculations.
- **Vehicles Exempted:** In instances where you decide that it would be in the best interest to temporarily waive vehicle turnaround time and daily fleet availability performance standards for all or selected vehicles, we will be provided written notification of this decision including specification of the time period for which these standards will be relaxed.

## NON-TARGET WORK

Certain work requirements will arise during the Contract that is dependent on the actions or decisions of individuals other than us. This work is of such an unpredictable



nature that it cannot reasonably be estimated in advance and therefore, cannot be included in a fixed price Contract. These services are termed Non-Target Work.

We will perform Non-Target Services both on a vendor and in-house basis, as requested. We will seek signed authorization from the appointed representative for all Non-Target Work as outlined in the Augusta-Richmond County Non-Contract procedural guide. We will provide documentation, and invoice these costs monthly as they are incurred (as tasks are completed).

Examples of Non-Target Work include:

- **Accident, Theft, Vandalism, Misuse, Other than Fair Wear and Tear, and Acts of Nature:** Repair work costs incurred for unit repairs and towing necessitated repairing damage caused by unpredictable outside forces.
- **Capital Expenditures:** Capital expenditures reflect the purchase of existing major shop tools and equipment. When approved, in writing, we will purchase specified items of capital equipment for exclusive use on this Contract. We will invoice for these purchases on a monthly invoice according to a pre-agreed amortization schedule, until ownership passes to you.
- **Directed Work:** Work requested that is considered beyond the base Contract requirements, such as vehicle modifications, conversions, or alterations.
- **Emergency Work:** Services provided outside of normal shop hours, generally in support of a declared emergency such as inclement weather or natural disasters.
- **Glass Replacement:** This will be a Non-Target Expense, as this work is typically a result of accidents, vandalism, or abuse.

## OTHER NON-TARGET WORK

The following are examples of items that will be invoiced directly at the Non-Target

Labor Rate as work outside of our Firm, Fixed Price:

- **Rust/Corrosion:** Costs incurred by us to repair, replace, or refurbish non-mechanical components due to rust and corrosion of any unit.
- **Equipment Additions:** Costs incurred by us to repair, replace or maintain any vehicles or equipment that were not included in the solicitation fleet list.
- **Used Vehicle Additions:** Costs incurred for all initial applicable inspections and/or any repairs required to bring any used vehicles added during the course of the Contract, up to current Department of Transportation (DOT), or state and local standards, whichever is higher.

## NON-TARGET LABOR CHARGE

For work performed by our core in-house employees, we propose a \$24.84 hourly labor rate for Non-Target Work. Additionally, we propose a rate of \$45.00 as the overtime hourly labor rate. Parts and vendor work will be passed through to you at actual cost without mark-up.

As your service partner, if our core staff performs emergency services during normal working hours, no additional labor charge will be included unless such work extends beyond our normal shop hours. Labor associated with emergency support services after normal business hours will be invoiced at our quoted hourly labor rate.





## VEHICLE LIFECYCLE REPLACEMENT SCHEDULE

It is impractical to continue to repair and refurbish vehicles indefinitely. We will work within the Augusta established vehicle lifecycles which are specific to your operating environment and budgetary constraints.

If you choose to retain vehicles beyond their useful life, all work performed to extend the service life of a vehicle that is beyond its normal vehicle replacement cycle, as defined by the recommended vehicle lifecycle replacement schedule, will be subject to shared liability for repairs, as stated below.

Repairs, which would normally occur within the expected use of the vehicle such as preventive maintenance, brakes, etc., will continue to be performed under our Firm, Fixed Price. However, repairs, which are necessitated by excessive vehicle age/mileage, such as engine or transmission replacement, major component/system failure, complete air conditioning systems, complete brake systems, differentials, final drives, transfer cases, tracks and undercarriage, hydraulic systems, pumps on fire equipment, refuse lifting arms and packing assemblies on sanitation vehicles and frame and body erosion will be treated as a Non-Target Repair.

**We treat out-of-lifecycle repairs differently than most of our competitors.** We only exclude the items detailed above while many of our competitors will bill all maintenance, including PM's, tires, brakes pads, etc. as non-target activity. Our "above the board" approach mitigates your non-contract expenses when compared to our competitors. We ask you to consider this difference in your evaluation process. Below is a matrix that will illustrate our approach and allow you to make a fair comparison on this subject.



Over Lifecycles Repairs			
	First Vehicle Services	Competitor B	Competitor C
<b>PM Services</b>	Covered under Target Cost	?	?
<b>Belts &amp; Hoses</b>	Covered under Target Cost	?	?
<b>Brake Pads, shoes, drums, &amp; rotors</b>	Covered under Target Cost	?	?
<b>Tires</b>	Covered under Target Cost	?	?
<b>Batteries</b>	Covered under Target Cost	?	?
<b>Spark Plugs &amp; Wires</b>	Covered under Target Cost	?	?
<b>Lights</b>	Covered under Target Cost	?	?
<b>Wipers</b>	Covered under Target Cost	?	?

## SHARED SAVINGS INCENTIVE

We propose that all savings between our Firm, Fixed Price and our actual costs will be shared with you on a 50/50 split with fifty percent (50%) of the annual aggregate savings being returned to you and fifty percent (50%) retained by us.

## PRICING ASSUMPTIONS

Our pricing is based upon our understanding of the fleet maintenance requirements including our assumptions, as stated below. Because these assumptions may give rise



to issues of interpretation, they are also points for negotiation. Therefore, our proposal is based on the understanding that:

- Final terms and conditions of the resulting Contract will be negotiated to the mutual acceptance of both parties. Any changes in the agreement will be confirmed by written Contract amendment.
- Utilities such electricity, gas, heat, sewer, water, and local telephone will be provided at no cost.
- Networking and internet connection will be provided at no cost.
- It is our understanding that the operation is exempt from state and local sales taxes. Any taxes associated with this Contract will be passed through, as incurred. Should there be changes in state, local or federal laws, regulations, or other circumstances beyond our ability to anticipate or control, that increase our costs in fulfilling the terms of the Contract, and you will allow an equitable price adjustment to the Contract that will be mutually agreed upon by both parties.
- The pricing for the fourth and subsequent Contract years will be mutually agreed upon prior to the start of each Contract or option period.
- We recognize the right to require us to maintain a stock of required inventory to maintain essential vehicles. In turn, you agree to coordinate with us on all impending vehicle retirements, so that arrangements may be made in sufficient time to dispose of any parts in inventory that are unique to such vehicles and will become obsolete/unusable with the removal of the vehicle from the active fleet.



## BEYOND YOUR REQUIREMENTS

We want to **continue to be your partner** for your fleet management needs. Consider the value-added benefits that you will gain if you select us as your partner:

- **We have proven management expertise and fleet knowledge gained through over 35 years of providing professionally managed fleet services.**  
We pioneered outsourced fleet management for government-owned fleets.
- **We have more experience with the types of vehicles and equipment in your fleet** because we are maintaining these vehicles and equipment now, as well as many identical pieces at other contract locations across the country. Over the years, we have maintained virtually every type of vehicle and equipment from every manufacturer. More importantly, we recognize the uniqueness of your fleet and incorporate this into our maintenance approach. We understand your utilization of this equipment, your availability requirements and working conditions that impact your specific fleet maintenance needs.
- **We offer national account pricing and volume purchasing discount programs on parts.** In most cases, we are able to purchase parts at discounts far below those available to most municipal fleet owners and these savings are reflected in our parts pricing.
- **A defining hallmark of our service is an extensive preventive maintenance program designed to provide maximum fleet availability.** From this program, fewer costly breakdowns and longer vehicle life will positively affect your overall fleet ownership costs.



- **We deliver high quality services through our trademarked First Quality Management program.** This comprehensive quality monitoring process is a proactive approach to ensuring and guaranteeing quality service delivery to our clients.
- **We utilize our safety and environmental programs to comply with all government mandates and reduce and eliminate lost productive time due to accidents.**







ATTACHMENT

**PRICE SHEETS**



**ATTACHMENT F  
YEAR 2019 COST SUMMARY**

Respondents must complete the following Cost Section.

TO: The Augusta Commission, Augusta, Georgia

We, the undersigned, propose to furnish Fleet Management and Maintenance Services to the Augusta Commission, from the contract start date of January 1, 2019 at 12:00:01 A.M. until December 31, 2019 at 11:59:59 P.M., Mondays through Fridays, excepting legal holidays, pursuant to the Award of the Contract with the "Notice for Request for Proposal" for the amount specified below and as set out in the general categories below:

	<u>Vehicles &amp; Equipment</u>	
Labor Cost	\$ 1,871,294.38	
Parts and Supplies	\$ 460,514.70	
Other Direct Cost	\$ 182,234.27	
Subtotal Contract Cost	\$ 2,514,043.35	
Management Service Fee	\$ 310,724.00	
Management Service Percentage	11% % of Cost	% of Cost
<b>TOTAL CONTRACT COST</b>	<b>\$ 2,824,767.35</b>	

**PROPOSED LABOR RATE FOR NON-CONTRACT WORK** \$ 45.00 (PER HOUR)

The price shall be required to be firm for this Contract period. The Award of the Contract will be made to the most qualified and responsible respondent in accordance with criteria as outlined in Attachment C of this document to the Request for Proposal. A breakdown of all budgetary items will be attached to this attachment.

The undersigned agrees, should this proposal be accepted, to execute the form of the Contract and present the same to the Augusta Commission for approval within sixty (60) days after being notified of the awarding of the Contract.

RESPECTFULLY SUBMITTED,

PRINTED NAME Brian J. Beechem

Title Assistant Secretary

Company First Vehicle Services, Inc.

TO BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE, CLEARLY MARKED WITH  
VENDORS FIRM NAME AND LABELED "RFP 18-225" AUGUSTA FLEET SERVICES"

**ATTACHMENT G  
YEAR 2020 COST SUMMARY**

Respondents must complete the following Cost Section.

TO: The Augusta Commission, Augusta, Georgia

We, the undersigned, propose to furnish Fleet Management and Maintenance Services to the Augusta Commission, from the contract start date of January 1, 2020 at 12:00:01 A.M. until December 31, 2020 at 11:59:59 P.M., Mondays through Fridays, excepting legal holidays, pursuant to the Award of the Contract with the "Notice for Request for Proposal" for the amount specified below and as set out in the general categories below:

	<u>Vehicles &amp; Equipment</u>	
Labor Cost	\$ 1,919,021.93	
Parts and Supplies	\$ 469,724.99	
Other Direct Cost	\$ 185,881.07	
Subtotal Contract Cost	\$ 2,574,627.99	
Management Service Fee	\$ 318,212.00	
Management Service Percentage	11% % of Cost	% of Cost
<b>TOTAL CONTRACT COST</b>	<b>\$ 2,892,839.99</b>	

**PROPOSED LABOR RATE FOR NON-CONTRACT WORK** \$ 45.00 (PER HOUR)

The price shall be required to be firm for this Contract period. The Award of the Contract will be made to the most qualified and responsible respondent in accordance with criteria as outlined in **Attachment C** of this document to the Request for Proposal. A breakdown of all budgetary items will be attached to this attachment.

The undersigned agrees, should this proposal be accepted, to execute the form of the Contract and present the same to the Augusta Commission for approval within sixty (60) days after being notified of the awarding of the Contract.

RESPECTFULLY SUBMITTED,



PRINTED NAME Brian J. Beechem

Title Assistant Secretary

Company First Vehicle Services, Inc.

TO BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE, CLEARLY MARKED WITH  
VENDORS FIRM NAME AND LABELED "RFP 18-225" AUGUSTA FLEET SERVICES"

**ATTACHMENT H  
YEAR 2021 COST SUMMARY**

Respondents must complete the following Cost Section.

TO: The Augusta Commission, Augusta, Georgia

We, the undersigned, propose to furnish Fleet Management and Maintenance Services to the Augusta Commission, from the contract start date of January 1, 2021 at 12:00:01 A.M. until December 31, 2021 at 11:59:59 P.M., Mondays through Fridays, excepting legal holidays, pursuant to the Award of the Contract with the "Notice for Request for Proposal" for the amount specified below and as set out in the general categories below:

	<u>Vehicles &amp; Equipment</u>	
Labor Cost	\$ 1,968,165.58	
Parts and Supplies	\$ 479,119.49	
Other Direct Cost	\$ 189,507.27	
Subtotal Contract Cost	\$ 2,636,792.34	
Management Service Fee	\$ 325,896.00	
Management Service Percentage	11% % of Cost	% of Cost
<b>TOTAL CONTRACT COST</b>	<b>\$ 2,962,688.34</b>	

**PROPOSED LABOR RATE FOR NON-CONTRACT WORK** \$ 45.00 (PER HOUR)

The price shall be required to be firm for this Contract period. The Award of the Contract will be made to the most qualified and responsible respondent in accordance with criteria as outlined in **Attachment C** of this document to the Request for Proposal. A breakdown of all budgetary items will be attached to this attachment.

The undersigned agrees, should this proposal be accepted, to execute the form of the Contract and present the same to the Augusta Commission for approval within sixty (60) days after being notified of the awarding of the Contract.

RESPECTFULLY SUBMITTED,

  
PRINTED NAME Brian J. Beechem

Title Assistant Secretary

Company First Vehicle Services, Inc.

TO BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE, CLEARLY MARKED WITH  
VENDORS FIRM NAME AND LABELED "RFP 18-225" AUGUSTA FLEET SERVICES"



ATTACHMENT

**WAGE RATES**





## CURRENT STAFFING

10/11/2018

POSITION TITLE	SHOP	EMPLOYEE IN POSITION	Contract Number of Employees	Actual Number of Employees	Company Start Date	Location Start Date	Company Seniority in Years	Location Seniority in Years	Current Hourly Rate
<b>OFFICE POSITIONS</b>									
GENERAL MANAGER	BS	Bean, Matthew	1	1	11-Apr-05	1-Feb-09	13.51	9.69	\$48.63
OPERATIONS MANAGER	BS	Perdue, Terri	1	1	28-Dec-07	28-Dec-07	10.79	10.79	\$25.08
OFFICE/ MIS CLERKS I	BS	Reese, Paula A	1	1	1-Jul-97	1-Jul-97	21.29	21.29	\$18.96
OFFICE/ MIS CLERKS I	BS	Manuel, Teresa	1	1	22-Feb-00	22-Feb-00	18.64	18.64	\$16.01
OFFICE/ MIS CLERKS I	BS	Henderson, Jennifer (Renee)	1	1	7-May-01	7-May-01	17.44	17.44	\$14.14
		<b>Sub Total</b>	<b>5</b>	<b>5</b>					
<b>FLEET POSITIONS</b>									
FLEET OPERATIONS SPECIALIST	FLEET	Johnson, Felix	1	1	10-Apr-07	10-Apr-07	11.51	11.51	\$15.65
		<b>Sub Total</b>	<b>1</b>	<b>1</b>					
<b>SUPPLY POSITIONS</b>									
SUPPLY SPECIALIST I BR.	PARTS	Hague, Andrew	1	1	5-Nov-12	5-Nov-12	5.93	5.93	\$19.67
SUPPLY SPECIALIST I TR.	PARTS	Reddish, Thomas	1	1	12-Jun-06	12-Jun-06	12.34	12.34	\$18.03
SUPPLY SPECIALIST II TR.	PARTS	Thomas, Mary (Louise)	1	1	17-Jun-13	17-Jun-13	5.32	5.32	\$11.89
		<b>Sub Total</b>	<b>3</b>	<b>3</b>					
<b>BROAD STREET POSITIONS</b>									
SERVICE COORDINATOR BS.	BS	Wright, Robertson	1	1	3-Apr-01	3-Apr-01	17.53	17.53	\$20.03
PORTER BR.	BS	Collier, Donnie	1	1	4-Feb-15	4-Feb-15	3.68	3.68	\$9.76
LEAD TECH LV-WHEELED	BS	Anderson, Paul	1	1	29-Nov-04	29-Nov-04	13.87	13.87	\$25.69
TECH I WHEELED LV	BS	McDonald, James (Jerry)	1	1	5-Mar-09	5-Mar-09	9.61	9.61	\$25.36
TECH II WHEELED LV	BS	Binning, David (Chad)	1	1	19-Jun-14	19-Jun-14	4.31	4.31	\$19.98
TECH II WHEELED LV	BS	Crooks, James (Jimmy)	1	1	15-Apr-95	15-Apr-95	23.50	23.50	\$22.03
TECH II WHEELED LV	BS	Cummings, Curtis	1	1	29-Oct-10	29-Oct-10	7.95	7.95	\$20.28
TECH II WHEELED LV	BS	Jones, Derrick	1	1	13-Oct-02	13-Oct-02	16.00	16.00	\$19.49
TECH II WHEELED LV	BS	Wizorek, Joseph	1	1	15-Sep-10	31-May-12	8.07	6.36	\$29.18
TECH II WHEELED LV	BS	Gay, John	1	1	16-Feb-16	16-Feb-16	2.65	2.65	\$14.42
TECH II WHEELED LV / MOTORCYCL	BS	Clary, Charles (Chris)	1	1	4-Mar-13	4-Mar-13	5.61	5.61	\$22.50
		<b>Sub Total</b>	<b>11</b>	<b>11</b>					
<b>TOBACCO ROAD POSITIONS</b>									
SUPERVISOR TOBACCO RD.	OFFICE	Slaughter, James (Jim)	1	1	25-Apr-96	25-Apr-96	22.47	22.47	\$24.37
SERVICE COORDINATOR TR.	OFFICE	Grissett, Elaine	1	1	5-May-00	5-May-00	18.44	18.44	\$14.45
PORTER TR.	OFFICE	Germany, Curtis	1	1	17-Mar-03	17-Mar-03	15.58	15.58	\$12.08
TECH II TRACK & WHEELED	HEAVY	Sharp, Gene	1	1	12-Nov-15	12-Nov-15	2.91	2.91	\$20.59
TECH I TRACK & WHEELED	HEAVY	Collins, John	1	1	21-Feb-95	2-Jan-13	23.65	5.77	\$23.35
TECH I TRACK & WHEELED	HEAVY	Ray, Paul	1	1	06-Sep-18	06-Sep-18	0.09	0.09	\$19.00
TECH III TRACK & WHEELED	HEAVY	Breuer, Brandon A	1	1	5-Apr-18	5-Apr-18	0.52	0.52	\$14.00
LEAD TECH WHEELED M & HVY	TRUCK	Alton, Michael (Vince)	1	1	13-Oct-05	13-Oct-05	13.00	13.00	\$27.09
TECH I WHEELED M & HVY	TRUCK	Payne, William (Billy)	1	1	1-Oct-18	1-Oct-18	0.02	0.02	\$20.25
TECH II WHEELED M & HVY	TRUCK	Hogland, Thomas	1	1	23-Feb-09	23-Feb-09	9.63	9.63	\$20.82
TECH II WHEELED M & HVY	TRUCK	Parker, Michael (Mike)	1	1	25-Apr-96	25-Apr-96	22.47	22.47	\$17.18
SM ENGINE TECH I (Part-Time)	SMALL	Vacant	0.5	0			0.00	0.00	\$12.00
SM ENGINE TECH I	SMALL	Sexton, Jimmie	1	1	25-Apr-96	25-Apr-96	22.47	22.47	\$15.55
SM ENGINE TECH III	SMALL	Akin, Jerry	1	1	16-Aug-04	16-Aug-04	14.16	14.16	\$11.29
LEAD TECH SMALL EQUIPMENT	SMALL	Demps, Willie	1	1	25-Sep-95	25-Sep-95	23.06	23.06	\$18.16
		<b>Sub Total</b>	<b>14.5</b>	<b>14</b>					



## ATTACHMENT

### **DETAILED MONTHLY BUDGET (*12-MONTH PERIOD*)**



**Part V-Cost Example of a 12 month Budget**

	Q3	Q4	YearTotal
54111:54111 Oil	3,897	3,897	15,588
54211:54211 Tires	11,747	11,747	46,987
54221:54221 Repair_Part	26,688	26,688	106,750
54224:54224 Batteries	793	793	3,172
54352:54352 Towing_Chg	70	70	280
54354:54354 O/S_Repair_Expense	595	595	2,379
Total_Cost_of_Parts	43,789	43,789	175,156
53115:53115 Parts_Room_Support	8,160	8,160	32,542
Total_Warehouse_Dir_Labor	8,160	8,160	32,542
72110:72110 Adm_Salary	26,048	26,048	103,878
72130:72130 Clerical_PR	6,120	6,120	24,406
Total_Admin_Clerical	32,168	32,168	128,284
53113:53113 Shop_Tech_in_Chg	11,682	11,682	46,586
53117:53117 Shop_Technician	78,838	78,838	314,401
Total Shop Labor	90,520	90,520	360,987
53129:53129 Maint_OT_Wages	10,577	10,577	42,179
Total_OT_Maintenance	10,577	10,577	42,179
53220:53220 EmpITax_FICA	7,154	7,154	28,531
53240:53240 EmpITax_FUTA		297	297
53260:53260 EmpITax_SUTA		68	80
53610:53610 WC_Premium	4,376	4,376	17,449
72220:72220 Empl_Tax-FICA	2,027	2,027	8,082
72240:72240 Empl_Tax-FUTA		83	83
72260:72260 Empl_Tax-SUTA		9	13
72610:72610 WC-Premium	92	92	366
Total_Payroll_Taxes	13,648	14,106	54,903
53712:53712 Med_Chgs_Maint	12,462	13,085	50,470
53714:53714 Med_Deductions_Maint	-2,280	-2,394	-9,236
53722:53722 Dental_Chgs	349	367	1,415
53724:53724 Dental_Deductions	-285	-299	-1,154
53732:53732 Life/AD&D_Chgs_Maint	65	65	261
53734:53734 Life/AD&D_Ded_Maint	-5	-5	-20
53742:53742 Other_Benefits_Chgs_Maint	474	474	1,898
53744:53744 Other_Benefits_Ded_Maint	-114	-114	-455
53770:53770 Vacation_Expense	6,138	6,138	24,477
72722:72722 Dental-Chgs	117	122	472
72724:72724 Dental-Deductions	-96	-101	-390
72732:72732 Life_AD&D_Chgs	537	537	2,148
72734:72734 Life-AD&D-Ded	-234	-234	-937
72742:72742 Other_Benefit-Chgs	545	545	2,182
72770:72770 Admin_Vacation_Pay	245	245	976
Total_Benefits	17,918	18,431	72,108
72135:72135 Clerical_PR_OT_Prem	275	275	1,098
72810:72810 401K_Contributions	1,250	1,250	5,000
72744:72744 Other_Benefit_Deduct	-139	-139	-557
Total_Payroll_Costs_Other	1,386	1,386	5,541
Total_Payroll_Expense	174,377	175,348	696,543
53748:53748 Allowances_(Tools/Uniform/S	150	150	598
54331:54331 Uniform_Cleaning	679	679	2,714
Total_Uniform	828	828	3,312
61143:61143 Dep_Shop_Equip	197	197	789
61144:61144 Dep_IT_Equip	938	938	3,752
78410:78410 Office_Equip_(<\$1500)	171	171	685
Total_Tools_Equipment	1,307	1,307	5,226
74210:74210 T&E_Air_Travel	312	312	1,246
74310:74310 T&E_Room_Rent	305	305	1,219
74410:74410 T&E_Car_Rent	517	517	2,069
74510:74510 T&E_Pers_Car_Exp	60	60	238



**Part V-Cost Example of a 12 month Budget**

	Q3	Q4	YearTotal
74810:74810 T&E_Meals	161	161	643
Total_Travel_Expense	1,354	1,354	5,415
75110:75110 Safety_Misc	490	490	1,961
Total_Safety_Expense	490	490	1,961
75410:75410 Safety-Phys/Drug_Test	179	179	714
76100:76100 Recruit_Expense	188	188	750
76510:76510 Hire_Phys/Drug_Test	39	39	155
76520:76520 Hire_Backgr_Chk	115	115	458
Total_Recruit_Hire_Expense	519	519	2,077
78623:78623 Maint-Training/Seminar	244	244	977
Total_Maint_Training_Seminar	244	244	977
78624:78624 Employee_Welfare	104	104	416
Total_Employee_Welfare	104	104	416
78236:78236 ADP_Charges	134	134	534
78237:78237 Engineering_Testing			
78250:78250 Strata	480	480	1,919
Total_Prof_Services_Other	613	613	2,453
78131:78131 - Cellular - User Mobility	152	152	607
78145:78145 - Teleco - Svc/Maint Contract	155	155	618
54380:54380 Bus_Supplies	28	28	113
54332:54332 Freight_Parts/Supp/Credit	32	32	126
56110:56110 BIPD_Ins-Premium	4,522	4,522	18,089
57320:57320 Maint_Bldg/Grounds	460	460	1,840
57335:57335 Janitorial	152	152	606
58130:58130 License_Amort_Exp	692	692	2,767
58135:58135 Perf_Bond_Amort_Exp	1,250	1,250	4,998
58550:58550 Other_Tax	2,903	2,903	11,610
78110:78110 Tele_Exp_Local_Billing	802	802	3,208
78422:78422 Copier_Expense	82	82	327
78614:78614 MIS_Svc/Supplies	984	984	3,937
78616:78616 Stationary_& Supply	182	182	729
78617:78617 Postage	91	91	364
78618:78618 Postage_Express	148	148	590
78621:78621 Dues_& Subscript	42	42	166
78627:78627 Misc_Admin_Exp	281	281	1,125
78628:78628 Printing_Costs	22	22	88
78605:78605 Sales Tax Indirect Costs	188	188	750
78655:78655 365 Bus-Day Adjustment	526	526	2,103
Total_Operating_Expenses_Other	13,690	13,690	54,761
Total_Operating_Expenses	19,150	19,150	76,598
Total_Expenses	237,315	238,287	948,297
45130:45130 Administrative_Fee	19,807	19,807	79,229
45140:45140 Management_Fee	20,180	20,180	80,718

