

APPENDIX A TECHNICAL SPECIFICATIONS

JEA EQUIPMENT AND VEHICLE RENTALS

1. GENERAL

- 1.1 The terms “Equipment”, “Vehicles”, and “equipment and vehicles” and “equipment or vehicles” shall all be synonymous and shall mean the equipment and vehicles which covered under the applicable Purchase Order/Contract, unless the context specifically requires otherwise.
- 1.2 All dimensions specified will be considered minimum requirements unless otherwise stated.
- 1.3 When manufacturer names are given, Company must obtain prior approval by JEA Fleet Services for any equivalent equipment with a different manufacturer.
- 1.4 All products and services shall comply with applicable regulations and specifications including but not limited to Federal and State laws, OSHA regulations, DOT regulations, ANSI standards, and ASTM standards.
- 1.5 The Company(s) shall share JEA’s commitment for cost containment, quality, and continuous improvement.
- 1.6 All communications concerning the rental of any unity of Equipment and any Rental Agreement/Delivery Ticket (as defined in the Solicitation) shall be processed through JEA Fleet Services and any e-mail correspondence shall include fleet@jea.com.

2. RENTAL UNIT SPECIFICATIONS

- 2.1 The Company shall rent, deliver, and pick up, as required, all vehicles and equipment for various (daily, weekly and monthly) periods of time as requested by JEA. All equipment must be provided in good working condition, completely serviced, with full fuel tanks(s), and ready for operation.
- 2.2 All Vehicles (Trucks, Pickups, and Vans) shall be the latest model (five years or less and no more than 80,000 miles), clean, and dependable vehicles. All Equipment must be less than five (5) years old. The Company shall provide vehicles equipped with automatic transmission, power steering, power brakes, air conditioning, and AM/FM radio.
- 2.3 For medium and heavy trucks and semi-trailers, units must be capable of being loaded and unloaded at an industry standard dock that is forty-eight (48) inches high and equipped with a dock plate that is seventy-two (72) inches wide with a dock plate extension that is sixteen (16) inches long. There can be no extensions or other equipment that would preclude dock plate extensions from reaching a safe point inside the cargo box. There must be no obstacles that would prohibit rolling stock from being loaded and unloaded on and off the cargo box.

3. DELIVERY AND RETURN OF VEHICLES AND EQUIPMENT

- 3.1 The Company must provide vehicles and equipment within twenty-four (24) hours after a request for a vehicle or equipment is placed. All vehicles (or equipment that requires fuel) are to be delivered to the JEA site with a full tank of gas or appropriate fuel. The initial full tank of fuel is included in the rental rates of the vehicle or equipment. All rental rates must include unlimited mileage. For vehicles returned without a full fuel tank, Company may bill JEA the reasonable cost of fuel needed to fill the vehicle.
- 3.2 The Company must deliver vehicles or equipment to the requested JEA location before 8:30 AM if a request for early delivery is placed prior to 3:00 PM of the previous day. Vehicles or equipment ordered on Fridays for early Monday morning use must be coordinated through the JEA Fleet Services. In this instance, charges for the rental vehicle or equipment will not be incurred until the vehicle or equipment is

delivered and placed in actual use on Monday morning. The Company will be responsible for all pick-up and delivery of vehicles and equipment to JEA.

3.3. Upon delivery, and before taking possession of the vehicle or equipment, JEA and the Company shall inspect the vehicles for any damage. Should there be any damage, such damages shall be noted. Prior to taking delivery of a vehicle or equipment both the Company and the JEA representative must note on the Company's Rental Agreement/Delivery Ticket, any damage to the vehicle/equipment. Vehicles must be clean at the time of pick up or delivery (by the Company) and at the.

3.4 Upon Company delivery to JEA of the unit to the requested designated site, both a representative from JEA and one (1) from the Company shall inspect the vehicle or equipment is in good working condition. Any abnormalities to the vehicle or equipment shall be noted on the Rental Agreement/Delivery Ticket (as defined in the Solicitation) at the time of delivery. If any of these abnormalities or defect prevents JEA from safely and effectively using the unit for its intended purpose, the Company shall remove the vehicle or equipment from JEA's location and replace it with one of acceptable quality within twenty-four (24) hours at no additional cost to JEA.

3.5 Upon pick up of the vehicle or equipment by the Company, both a representative from JEA and one (1) from the Company shall inspect the vehicle or equipment and document that it is in proper working condition, clean, and generally in the same condition it was delivered in, except for normal, reasonable wear produced from use of the vehicle or equipment.

3.6 All Rental Agreements/Delivery Tickets must be electronically mailed to both the requester and to JEA Fleet Services at fleet@jea.com.

4. DAMAGE TO UNITS

4.1 The Company shall be responsible for filing, processing, and collecting damage claims.

4.2 JEA shall provide daily inspections including fuel, oil and other fluids. JEA shall be liable for damage such as glass breakage, bent metal or damaged parts caused by JEA. All claims by the Company for damage or repairs from JEA must be submitted to JEA within three (3) days of the date that the unit is returned to the Company.

4.3 In the event of a dispute regarding vehicle or equipment damage and responsibility, a JEA authorized appraiser contracted by JEA Risk Management shall make the final determination. For damages caused by misuse, accident or negligence by JEA, an appraiser under contract to JEA shall have the right to appraise the damage and obtain a price for these repairs at a shop of JEA's choice. JEA shall have the option to have the vehicle repaired at a shop of its choice, and pay this repairing facility directly. For the purpose of repairs and liability of damage incurred to rental vehicles and equipment, JEA is a self-insured entity. For damage covered under a manufacturer's warranty, the Company will make arrangements for the vehicle to be towed/transported to its service shop for repairs if necessary.

5. RENTAL RATES/UNIT PRICES

5.1 The Unit Prices/ rental rates for each class of vehicle and equipment shall include all applicable surcharges and fees including delivery and pick-up. Company may charge for fuel, if applicable; and damages, if applicable. Any other charges that are customarily charged by the Company must be included in the Unit Prices/rental rates as stated in Company's Response Rate Sheet, Appendix B, under additional fees. **The Unit Prices/rental rates must remain fixed for the duration of the initial Term as defined in Section 2 of the Solicitation.**

5.2 JEA shall rent vehicles and equipment on a daily, weekly, monthly or yearly basis. If a vehicle or equipment is retained longer than the previously agreed upon period of time, the next longest-term rate shall be applicable. i.e.: If JEA asks for a daily rate and keeps the vehicle for a week then the weekly rate is to be charged, provided it's a lower rate. The rates for each vehicle shall include unlimited mileage and hours.

5.3 Company must offer for rent a complete line of inventory of additional items related to the scope of goods and/or services, described in the Solicitation. Attach the list and rental rates for these additional items to the submitted Response. The “related items” are for information only and shall not be considered by JEA in making the assignment of the Company to the Qualified Renters List. Notwithstanding this Section 5.3, the rental rates for all vehicles and equipment should include the rental rates for all related items which are required for a unit of equipment or a vehicle to operate safely as intended.

6. FUEL

6.1 The Company shall provide vehicles and equipment with a full tank of fuel at no charge to JEA and JEA shall return the vehicle with a full tank of fuel. If JEA fails to return vehicle with a full tank of gas, the Company may charge JEA for the actual cost of the fuel with no markup. JEA shall not be charged for fuel if the vehicle or equipment is returned for unscheduled repair/maintenance which is not the result of JEA’s misuse, accident or negligence.

6.2 Fuel calculations shall be based on eighths of a tank of gasoline or diesel for determining the total fuel cost to be charge to JEA in the event a vehicle or equipment is returned without a full tank of fuel. The amount of fuel used shall be determined by the fuel gauge reading for the specific rental vehicle tank capacity.

7. DETAIL & SUMMARY OF RENTAL REPORTS AND QUARTERLY SERVICE LEVEL REVIEWS

7.1 Company shall be required to submit reports detailing the delivery status of every item ordered and the success or failure of meeting promised delivery dates, tracking delivery of Vehicles and Equipment as ordered (quality) , and the ability to invoice in accordance with contract requirements. The Company shall provide reports describing unit downtime, reactive repairs, and units replaced. The Supplier(s) also shall be required to proactively provide the status of delayed shipments.

7.2 The Company shall be required to provide reports to JEA’s Fleet Services, in Excel format (or another agreed upon format), of all open orders for all JEA sites and locations at least on a quarterly basis. Discussions will be scheduled with the Company as often as quarterly to discuss and review the Company’s overall performance and any open issues.

8. DEFINITE DELIVERY REQUIREMENTS

8.1 The Company must provide delivery of all Vehicles and Equipment to the JEA location specified by JEA. The approximate number of building locations that will require delivery in the JEA service area in Duval County is fifty-seven (57), but the Company must agree to deliver to additional locations without any increase in costs.

8.2 Company must deliver all vehicles and equipment listed on the Company’s Response Workbook within twenty-four (24) hours after issuance of JEA’s purchase order, or sooner if an emergency situation exists. If the Company is unable to meet JEA’s delivery date or other requirements, JEA Fleet Services shall contact the alternate supplier.

9. PERFORMANCE MEASUREMENTS

9.1 The Company shall meet minimum performance requirements in order to maintain compliance the Solicitation and remain in approved status of JEA’s Qualified Renters List. The following shall be measured and the minimum levels denoted shall be met by the Company:

- a. The monthly delivery performance shall not fall below ninety-five percent (95%). Delivery performance is defined as the percentage of times delivery is made within the required delivery interval as specified above in section - Definite Delivery Requirements. The minimum monthly performance rate will be calculated as follows:

Line items delivered on time

Line items delivered during month = Ninety-five percent (95%) minimum

b. Downtime of vehicles or equipment. The downtime of rented vehicles or equipment shall not hinder the ability of JEA to perform the required work. If downed vehicles or equipment are down longer than twenty-four (24) hours without a suitable replacement, the Company will be in violation of the contract and may be removed from the Qualified Renters List.

10. MAINTENANCE – REPLACEMENT VEHICLES AND EQUIPMENT

10.1 Maintenance required for vehicles and equipment must be available in Duval County by a manufacturer authorized maintenance facility. The Company shall provide all routine and regular maintenance and service, except those repairs or replacements of parts caused by misuse, accident, or negligence on the part of the JEA. Also, JEA encourages on-site maintenance for equipment. In the event regular or scheduled maintenance is necessary, a replacement (mutually acceptable) vehicle or equipment must be provided immediately, if requested by JEA.

10.2 In the event of any unscheduled repairs or a break down of a vehicle, the Company shall replace the vehicle within four (4) hours if the breakdown occurs between Monday - Friday 8:00 A.M. - 5:00 P.M., except JEA recognized holidays. The Company shall replace the vehicle within twenty-four (24) hours if the vehicle breaks down at other times. The Company is responsible for towing/transporting vehicle to their service shop, except for disability arising from accident, misuse or negligence by JEA. Company will provide JEA with a twenty-four (24) hour toll free number for ordering and for maintenance/break downs.

11. VENDOR PERFORMANCE & ACCOUNT MANAGER

11.1 To help insure contract compliance, a Vendor Performance Program shall be utilized by JEA. JEA employees shall be assigned as contract monitors for key locations throughout the JEA system. JEA Procurement, JEA Fleet Services, and the user organizations shall utilize the procedure. This Vendor Performance Program is an audit and feedback system. The Vendor Performance Program is a total quality management tool that empowers the hands-on users to monitor and assure contract compliance.

11.2 JEA expects the Company to provide an Account Manager to provide strategic direction and oversee day-to-day account management.

12. PURCHASE ORDERS ONLY - PURCHASING CARD/ CREDIT CARD RENTALS NOT ALLOWED

12.1 JEA employees must use Purchase Orders and come through JEA fleet services for all equipment and vehicle rentals. JEA employees may not use JEA Purchasing Cards or JEA Credit Cards. Company shall only accept Purchase Orders through JEA Procurement. If Company fails to adhere to this requirement, they will be removed from JEA's Qualified Renters List.

13. OBSOLETE PRODUCTS

13.1 The Company agrees to notify JEA Fleet Services if the Vehicles or Equipment listed in this Solicitation becomes obsolete. This obsolescence applies to any product that is replaced with another product or that has been discontinued and not replaced.

14. COMPANY LICENSE REQUIREMENT

14.1 The Company shall procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of its business. The Company shall keep fully informed of existing and future Federal, State, and Local laws, ordinances and regulations which in any manner affect the fulfillment of service to JEA.

15. PROTECTION OF THE ENVIRONMENT

15.1 Company shall bear full responsibility for the transportation, use and disposal of any hazardous or toxic substance under the Company's control during the performance of the Purchase Order/Contract.

16. EMERGENCY EVENT AVAILABILITY

16.1 In the event of an emergency event or severe storm, the Company must be capable of providing equipment and vehicles to JEA during the event. Payment terms shall be the same as those listed in the Contract; however rentals ordered during this period are entitled to a rate increase of ten percent (10%) to the rental rate. This increase will only apply to those rentals ordered during the emergency event or severe storm or natural disaster and may not be applied to rentals in JEA possession prior to the event.

17. RENTAL ITEMS NOT LISTED IN THIS SOLICITATION OR LISTED ITEMS UNAVAILABLE AT TIME OF RENTAL

17.1 In the event JEA may require items not listed on the Response Workbook, JEA shall attempt to use the Company or the alternate company. The Unit Price/rental rate and all other charges must be equal to the rates and charges in another competitively bid eligible governmental contract or the Company must provide the item at ninety percent (90%) - (10% discount) of the current Company retail rate (including all applicable charges). If the Company cannot provide the item through either of these options JEA shall seek additional competitive bids.