



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2024	2025	2026	2027	2028
<b>Capital Expenditures</b>					
<b>Operating Costs</b>	<u>\$65,943</u>	<u>\$262,303</u>	<u>\$278,041</u>	<u>\$294,724</u>	<u>\$312,407</u>
<b>External Revenues</b>	<u>(\$69,561)</u>	<u>(\$275,033)</u>	<u>(\$291,535)</u>	<u>(\$309,028)</u>	<u>(\$327,569)</u>
<b>Program Income (County)</b>	_____	_____	_____	_____	_____
<b>In-Kind Match (County)</b>	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>(\$3,618)</u>	<u>(\$12,730)</u>	<u>(\$13,494)</u>	<u>(\$14,304)</u>	<u>(\$15,162)</u>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____
<b>Is Item Included in Current Budget:</b>	Yes	<u>X</u>	No	_____	_____
<b>Is this item using Federal Funds:</b>	Yes	_____	No	<u>X</u>	_____
<b>Is this item using State Funds:</b>	Yes	_____	No	<u>X</u>	_____

Budget Account Fund 5000 Dept 410 Unit 7100 Revenue Source Various  
 No: Fund 5000 Dept 410 Unit 7220 Object Code Various


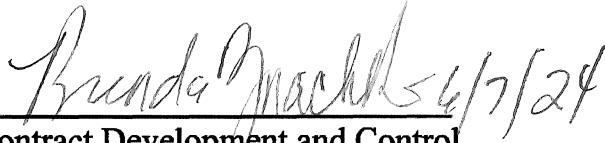
**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Services are provided on an as-needed basis and the expenditures/revenues above are estimated based on last year's estimates.

**C. Departmental Fiscal Review:** 

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development Comments:**

 OFMB <span style="float: right;">5/30/24</span>	 Contract Development and Control <span style="float: right;">5/6/24</span>
--	--

**B. Legal Sufficiency:**

  
 Assistant County Attorney 6/10/24

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**This summary is not to be used as a basis for payment.**

Health Care District/Fleet Agreement

**INTERLOCAL AGREEMENT**

**THIS INTERLOCAL AGREEMENT** (“Agreement”) is made and entered into on \_\_\_\_\_, by and between PALM BEACH COUNTY, a political subdivision of the State of Florida (“County”) and HEALTH CARE DISTRICT OF PALM BEACH COUNTY, an independent special taxing District created pursuant to Chapter 326-2003, Law of Florida, as amended; herein referred to as the (“District”).

**WITNESSETH**

**WHEREAS**, the County and the District are continually identifying more effective service delivery methods which result in overall savings to the taxpayers of the County and the District;

**WHEREAS**, the County and the District have determined it to be beneficial to both parties for the District to purchase fleet management services from the County;

**WHEREAS**, Section 163.01, Florida Statutes, permits public agencies to enter into Agreements to jointly exercise any power, privilege or authority which such agencies share in common and which each might exercise separately; and

**WHEREAS**, the County and the District have the ability to lawfully enter into this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

**SECTION 1: PURPOSE**

The purpose of this Agreement is to provide the terms and conditions by which the County will provide comprehensive fleet management to the District and the schedule and method of payment to the County for such services. Fleet management generally include: 1) preventative maintenance and corrective repairs to vehicles and equipment, 2) the management and operation of fueling sites, and/or 3) the sale of fuel.

The services that the District has elected to participate in are described in the sections below.

**SECTION 2: UNLEADED/DIESEL FUEL**

**2.01 Locations of Fueling Stations.** The County operates fueling stations at various locations throughout Palm Beach County. All the available fueling sites are listed in **Attachment 1** to this Agreement. The County will update **Attachment 1** and transmit same to the District annually.

**2.02 Fuel Cards.** Upon execution of this Agreement, the District will inform the County of the number of fuel cards required and the information necessary to code all District employees,

## Health Care District/Fleet Agreement

vehicles and equipment into the County's automated fuel management systems. Within twenty-one (21) days, the County will provide the District with the requested cards. Procedures for requesting additional new and replacement cards will be established after execution of this Agreement. It is the District's sole responsibility to ensure that the fuel cards are issued and used for authorized and lawful public purposes. The fuel cards will allow the District to fuel at any fuel site identified in **Attachment 1**.

**2.03 Monthly Invoicing; No Minimum Purchase Required.** The District will be invoiced monthly for fuel usage on a per gallon purchased basis. The per gallon cost will be calculated by adding the actual fuel price, the applicable taxes and the administrative mark-up. The administrative mark-up will be set annually by the County and take effect on October 1<sup>st</sup> each year. The County shall notify the District of the administrative mark-up prior to October 1<sup>st</sup>. The County agrees to charge the District the same administrative mark-up as it does County agencies. The District is not obligated to purchase a minimum amount of fuel pursuant to this Agreement.

**2.04 No Tax Refund to District.** The District will not be entitled to any portion of the taxes recovered pursuant to Florida Statute 206 and Florida Statute 212, Part II.

**2.05 County Responsibilities.** The County represents that its fueling stations are operated in compliance with all applicable environmental regulations and that the District assumes no responsibility for the proper management of these facilities pursuant to this Agreement.

**2.06 County Fueling Procedures.** The District agrees to provide each employee using a County fuel facility with procedures for proper use of the County's facility and ensure that its employees use the facility properly. The County reserves the right to deny fueling privileges to any District employee who fails to follow County procedures immediately upon notification to the District.

**2.07 No Privately Owned Vehicles.** Fuel may only be dispensed into vehicles owned by the District and operated by District employees. Fuel may not be dispensed into privately owned vehicles under any circumstances.

### **SECTION 3: PREVENTATIVE MAINTENANCE AND CORRECTIVE REPAIRS**

**3.01 Locations of Fleet Management Facilities.** The County operates fleet management maintenance & repair facilities at various locations throughout Palm Beach County. All the available locations and the dates/times such facilities are staffed and operated are listed in **Attachment 2** to this Agreement. The County will update **Attachment 2** and transmit the same to the District annually. The administrative offices are located at 2601 Vista Parkway, West Palm Beach, FL 33411.

**3.02 Fleet Preventative Maintenance.** The County will perform preventative maintenance according to the County's established program which includes the documentation of the maintenance. The preventative maintenance program includes the routine changing of lubricants and fluids as well as the inspection of components to identify corrective maintenance needs. By utilization of the County's preventative maintenance program, the District agrees to

## Health Care District/Fleet Agreement

adhere to the County's established maintenance intervals.

**3.03 Fleet Corrective Repairs.** The County shall perform corrective and commercial repairs as needed and requested by authorized District personnel.

**3.04 Fee Schedule.** Preventative maintenance and corrective repairs will be billed in accordance with **Attachment 3**.

**3.05 Updated Fee Schedule. Attachment 3** shall be revised annually and automatically incorporated into this Agreement on October 1<sup>st</sup> of each year. The County shall notify the District of the revised **Attachment 3** prior to October 1<sup>st</sup>. The County agrees to charge the District the same fee schedule as it does County agencies. The revised **Attachment 3** will identify the new fee schedule as well as provide budget documentation.

**3.06 Certified Technicians.** The County represents that all repairs will be performed by technicians holding certifications commonly available in the industry. If additional certification and/or training is required to accommodate specialized equipment and/or vehicles of the District, the County will provide the technicians with the necessary training at no additional cost to the District.

**3.07 Lock Out/Tag Out Policy.** The County utilizes a Lock Out/Tag Out program for securing vehicles and equipment which may be in unsafe condition. A copy of the Lock Out/Tag Out Procedures are included as **Attachment 4** of this Agreement. The District is responsible for ensuring that all District employees operating vehicles understand the County's program and how the District operators are to make the County aware of potentially unsafe conditions that they discover.

### **SECTION 4: RESERVED**

### **SECTION 5: JET A FUEL**

**5.01 Fuel Cards.** Upon execution of this Agreement, the District will provide the County with correspondence identifying the number of fuel cards required as well as the desired "ID" for each asset (for reporting purposes). Within ten days, the County will provide the District with the requested cards. Procedures for requesting additional new and replacement cards will be established after execution of this Agreement. It is the District's sole responsibility to ensure that the fuel cards are issued to, and utilized for, authorized and lawful public purposes. The fuel cards will allow the District to fuel at the Aviation Fuel Facility located at 4350 Southern Boulevard, immediately north of Palm Beach County Sheriff's District Aviation Unit Building.

**5.02 Monthly Invoicing; No Minimum Purchase Required.** The District will be invoiced monthly for fuel usage on a per gallon purchased basis. The per gallon cost will be calculated by adding the actual fuel price, the applicable taxes plus \$.52 per gallon administrative mark-up. The administrative mark-up may be adjusted by the County at any time during the term of this Agreement, however, the County agrees to charge the District the same administrative mark-up as it does County agencies. The District is not obligated to purchase a minimum amount

## Health Care District/Fleet Agreement

of fuel pursuant to this Agreement.

**5.03 County Responsibilities.** The County represents that its fueling stations are operated in compliance with all applicable environmental regulations and that the District assumes no responsibility for the proper management of these facilities pursuant to this Agreement.

**5.04 County Fueling Procedures.** The District agrees to provide each employee using a County fuel facility with procedures for use of the County's facility and ensure that its employees use the facility properly. The County reserves the right to deny fueling privileges to any District employee who fails to follow the procedures provided by County immediately upon notification of the District.

**5.05 Location of Jet Fueling.** A 20'x20' concrete pad is the only location where fueling of aircraft is to occur. The aircraft is to be ground transported or taxied to the location for fueling. If emergency fueling is required, the District is required to notify PBSO Aviation Unit by phone or radio and fueling must occur in the designated area on 20'x20' pad.

**5.06 Spill Procedures.** An emergency spill kit is available at the fuel tank for clean-up of any spilled fuel. The District is required to immediately report any spills to the Emergency Operations Center ("EOC") and adhere to clean-up procedures posted at the fuel facility.

**5.07 No Fueling During Lightning.** Fueling is prohibited when there are lightning or electrical discharges in the immediate vicinity of PBIA.

**5.08 Reporting Equipment Failures.** Any system or equipment failure must be immediately reported to EOC.

**5.09 Required Training.** Training is required for all operators to follow procedures for handling and dispensing fuel, safety and fire prevention.

**5.10 Site Cleanliness.** The fueling facility and site is to be maintained in a clean, operable condition and the District is responsible for implementing good housekeeping practices during its usage at the site.

## SECTION 6: BILLING SCHEDULE

**6.01 Detailed Monthly Invoice.** The County will prepare and transmit to the District monthly an invoice and detailed summary itemizing the costs associated with each service elected hereunder: 1) preventative maintenance and corrective repairs, and/or 2) fuel purchases. The District will immediately review the information and report any discrepancies to the County within ten (10) days of receipt. Payment will be due to the County within thirty (30) days of receipt of the invoice. Payments shall be sent to:

Board of County Commissioners  
Special Receivables Section - Finance  
P.O. Box 3977, Fund 5000

Health Care District/Fleet Agreement

West Palm Beach, FL 33402-3977

**6.02 Information.** At any time, the District may request information concerning its fleet management and/or fuel services from the Fleet Division of FDO.

**SECTION 7: LIABILITY**

Each party shall be liable for its own actions and negligence and, to the extent permitted by law, County shall indemnify, defend and hold harmless the District against any actions, claims or damages arising out of County' negligence in connection with this Agreement, and the District shall indemnify, defend and hold harmless County against any actions, claims, or damages arising out of the District's negligence in connection with this Agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in F.S. 768.28, nor shall the same be construed to constitute agreement by either party to indemnify the other party for such other party's negligent, willful or intentional acts or omissions.

**SECTION 7A: INSURANCE**

Without waiving the right to sovereign immunity as provided by section 768.28, Florida Statutes, (Statute), the District represents that it is self-insured with coverage subject to the limitations of the Statute, as may be amended.

If District is not self-insured, District shall, at its sole expense, purchase and maintain in full force and effect at all times during the life of this contract, insurance coverage at limits not less than those contained in the Statute.

Should District purchase excess liability coverage, District agrees to include County as an Additional Insured.

The District agrees to maintain or to be self-insured for Workers' Compensation insurance in accordance with Chapter 440, Florida Statutes.

Should District contract with a third-party (Contractor) to perform any service related to the Agreement, District shall require the Contractor to provide the following minimum insurance:

- Commercial General Liability insurance with minimum limits of \$1,000,000 combined single limit for property damage and bodily injury per occurrence and \$2,000,000 per aggregate. Such policy shall be endorsed to include District and County as Additional Insureds. District shall also require that the Contractor include a Waiver of Subrogation against County.
- Business Automobile Liability insurance with minimum limits of \$1,000,000 combined single limits for property damage and bodily injury per occurrence.
- Workers' Compensation insurance in compliance with Chapter 440, Florida Statutes, and which shall include coverage for Employer's Liability with minimum limits of \$1,000,000 each accident.

When requested, the District shall provide an affidavit or Certificate of Insurance evidencing

Health Care District/Fleet Agreement

insurance or self-insurance.

Compliance with the foregoing requirement shall not relieve the District of its liability and obligations under this Agreement.

**SECTION 8: TERM OF AGREEMENT**

**8.01 Initial Term.** The initial term of this Agreement is for five (5) years and shall commence immediately upon full execution of this Agreement.

**8.02 Renewals.** This Agreement may be renewed for two (2) additional terms of five (5) years each. At least eight (8) months prior to the expiration of this Agreement’s term, the District shall provide the County with a request to renew this Agreement. If agreed upon by the parties, within two (2) months of the receipt of the request, the County shall process an Amendment to this Agreement which shall be executed by both the District and the County.

**SECTION 9: AMENDMENTS TO THIS AGREEMENT**

This Agreement may be amended from time to time via written amendment executed by both the Board of County Commissioners and the District. Annual updates to the Attachments will not require the approval of the Board of County Commissioners or the District but will automatically become part of this Agreement when issued by the County and noticed to the District.

**SECTION 10: TERMINATION**

This Agreement may be terminated by either party, with or without cause. Any termination shall take effect sixty (60) days from the receipt of notice.

**SECTION 11: ANNUAL BUDGET APPROPRIATIONS**

Pursuant to state law, this Agreement is subject to the annual budget appropriations of the District and the County.

**SECTION 12: NOTICES**

Any notice given pursuant to the terms of this Agreement shall be in writing and done by Certified Mail, Return Receipt Requested. The effective date of such notice shall be the date of receipt, as evidenced by the Return Receipt. All notices shall be addressed to the following:

As to the County:

County Administrator  
301 North Olive Avenue  
West Palm Beach, FL 33401



Health Care District/Fleet Agreement

Director, Facilities Development & Operations  
2633 Vista Parkway  
West Palm Beach, FL 33411

With a copy to:

Director, Fleet Management Division  
2633 Vista Parkway  
West Palm Beach, FL 33411

County Attorney's Office  
301 North Olive Avenue  
West Palm Beach, FL 33401

As to the District:

Chief Executive Officer  
Health Care District of Palm Beach County  
1515 N Flagler Dr. Suite 101  
West Palm Beach, FL 33401-3429

With a copy to:

Director of Aeromedical Services  
Health Care District of Palm Beach County  
3800 Southern Boulevard, Suite 307  
West Palm Beach, FL 33406

General Counsel  
Health Care District of Palm Beach County  
1515 N. Flagler Dr., Suite 101  
West Palm Beach FL 33401-3429

Invoices to the District shall be sent to:

Chief Financial Officer  
Health Care District of Palm Beach County  
1515 N Flagler Dr. Suite 101  
West Palm Beach, FL 33401-3429

**SECTION 13: APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in a court of competent jurisdiction located in Palm Beach County, Florida.

Health Care District/Fleet Agreement

**SECTION 14: FILING**

A copy of this Agreement shall be filed with the Clerk & Comptroller of Palm Beach County.

**SECTION 15: DELEGATION OF DUTY**

Nothing contained herein shall be deemed to authorize the delegation of constitutional or statutory duties.

**SECTION 16: PALM BEACH COUNTY OFFICE OF THE INSPECTOR GENERAL  
AUDIT REQUIREMENTS**

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General is authorized with the power to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General's authority includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and to detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be a violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

**SECTION 17: NO THIRD PARTY BENEFICIARY**

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the County and/or District.

**SECTION 18: NON-DISCRIMINATION**

The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the District warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

**SECTION 19: ASSIGNMENT**

District may not assign, mortgage, pledge, or encumber this Agreement in whole or in part,

## Health Care District/Fleet Agreement

without prior written consent of County, which may be granted or withheld at the County's absolute discretion. This provision shall be construed to include a prohibition against an assignment, mortgage, pledge, encumbrance or sublease, by operation of law, legal process, receivership, bankruptcy, or otherwise, whether voluntary or involuntary.

### **SECTION 20: SEVERABILITY**

If any term of the Agreement or the application thereof to any person or circumstance shall be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement, or the application of such term to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term of the Agreement shall be valid and enforceable to the fullest extent permitted by law.

### **SECTION 21: COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

### **SECTION 22: EFFECTIVE DATE**

This Agreement is expressly contingent upon the approval of the Palm Beach County Board of County Commissioners and shall become effective only when signed by all Parties and approved by the Palm Beach County Board of County Commissioners.

### **SECTION 23: INDEPENDENT CONTRACTORS**

The relationship between the District and the County is that of independent contractors, and neither shall be considered a joint venturer, partner, employee, agent, representative or other relationship of the other for any purpose expressly or by implication.

### **SECTION 24: COMPLIANCE**

Each of the parties agrees to perform its responsibilities under this Contract in conformance with all laws, regulations and administrative instructions that relate to the parties' performance of this Contract. In the event that either party becomes aware of a possible violation of law, regulation or administrative instruction that might affect the validity or legality of the services provided under this Agreement, such party shall immediately notify the other party and the parties shall agree on appropriate corrective action.

### **SECTION 25: PALM BEACH COUNTY HEALTH CARE ACT**

The County acknowledges that the District is an independent special taxing district of the State of Florida subject to the terms of the Palm Beach County Health Care Act (2003 Fla. Laws. 326-2003) and other laws of the State of Florida and the United States of America now or hereafter enacted, as the same may be modified or amended from time to time. If any part of this Contract, or any obligations of HCD hereunder, are contrary to, prohibited by or deemed invalid under the

## Health Care District/Fleet Agreement

Palm Beach County Health Care Act or any other applicable law or regulation of the State of Florida or the United States of America, such provision or obligation shall be inapplicable and be deemed omitted to the extent so contrary prohibited or invalid, but the remainder hereof shall not be invalidated thereby and shall be given full force and effect so far as possible.

### **SECTION 26: E-VERIFY – EMPLOYMENT ELIGIBILITY**

**26.01** District warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of the District's contractors and subcontractors performing any duties and obligations under this Agreement are registered with and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

**26.02** County shall terminate this Agreement if it has a good faith belief that District has knowingly violated Section 448.09(1), Florida Statutes as may be amended.

(The remainder of the page is intentionally left blank)

Health Care District/Fleet Agreement

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed their authorized representatives, as of the day and year first above written.

ATTEST:

JOSEPH ABRUZZO  
CLERK & COMPTROLLER

PALM BEACH COUNTY, a political  
subdivision of the State of Florida

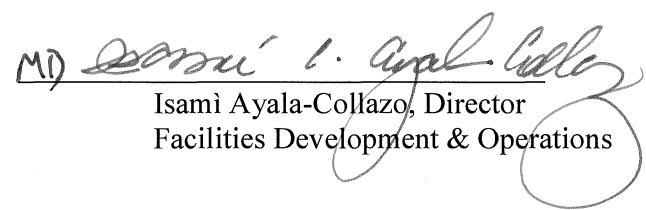
By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Maria Sachs, Mayor

APPROVED AS TO  
LEGAL SUFFICIENCY:

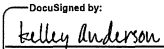
APPROVED AS TO TERMS AND  
CONDITIONS:

By:  \_\_\_\_\_  
Assistant County Attorney

By:  \_\_\_\_\_  
Isami Ayala-Collazo, Director  
Facilities Development & Operations

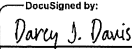
Health Care District/Fleet Agreement

**ATTEST:**

By:  \_\_\_\_\_  
Witness Signature

\_\_\_\_\_ Kelley Anderson  
Print Witness Name

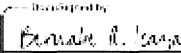
**DISTRICT:**

By:  \_\_\_\_\_  
Signature

By: Darcy J. Davis  
Printed Name

\_\_\_\_\_ CEO  
Title

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY**

By:  \_\_\_\_\_  
Bernabe A. Icaza, Esq.  
General Counsel

## Health Care District/Fleet Agreement

**ATTACHMENT 1**  
Palm Beach County  
Facilities Development & Operations  
Fleet Management Division  
**FUELING SITES**

Fuel Related Questions or Concerns, call 561-233-4556

<u>Location</u>	<u>Fuel Type</u>	<u>Hours of Operation</u>
Fleet Management 2633 Vista Parkway, WPB	Unleaded Diesel	24 Hours
PBIA 3700 Belvedere Rd, WPB	Unleaded Diesel	24 Hours
Criminal Justice Complex 3228 Gun Club Road, WPB	Unleaded	24 Hours
Sheriff Substation 17901 SR#7, Boca Raton	Unleaded	24 Hours
PBSO-Park Vista High School 7894 Jog Road, Lake Worth	Unleaded	24 Hours
South County Courthouse 345 S. Congress, Delray Beach	Unleaded Diesel	24 Hours
North County Complex 8130 Jog Road, WPB	Unleaded Diesel	24 Hours
Pahokee 580 State Market Rd., Pahokee	Unleaded Diesel	24 Hours
Mosquito Control 9011 Lantana Road, Lake Worth	Unleaded	24 Hours
South Region Utilities 13026 Jog Rd., Delray Beach	Unleaded Diesel	24 Hours
West County Gov't 38951 James Wheeler Way Belle Glade	Unleaded Diesel	24 Hours
John Prince Park 5020 S. Congress Ave Lake Worth	Unleaded Diesel	7:00AM-4:00PM Weekdays
Jupiter (@ SWA) 14185 N. Military Trail	Unleaded	7:00AM-5:00PM Weekdays
Central Water Utilities 8100 Forest Hill Blvd, Greenacres	Unleaded Diesel	7:00AM-5:00PM Weekdays

Health Care District/Fleet Agreement

**Attachment 2**  
Palm Beach County  
Fleet Management Maintenance & Repair Facilities

**SERVICE LOCATIONS**

**MAIN FACILITY**

2601 Vista Parkway  
West Palm Beach, FL 33411-5609  
561- 233-4550

**MAIN OFFICE**  
(Administration, billing questions)

Hours: 7:00-5:00 Monday - Friday\*

**LIGHT VEHICLE SHOP**  
(15,000 GVWR & under-cars, pickups,  
SUVs & Tire & Alignment Shop)

Hours: 6:30-5:00 Monday - Friday\*

**HEAVY EQUIPMENT SHOP**  
(15,000 GVWR & over, medium &  
heavy trucks and heavy equipment)

Hours: 6:30-5:00 Monday - Friday\*

**SPECIALIZED EQUIPMENT SHOP**  
(Small Eqpt. Fuel Cards, Body Work,  
New Vehicle Process)

Hours: 6:30-5:00 Monday - Friday\*

**CONTROL DESK**  
(Loaners, Towing, On-Road Tire Service,  
Vehicle Pickup)

Hours: 6:30-5:00 Monday - Friday\*

**SATELLITE SHOPS**

**PAHOKEE SHOP**  
580 State Market Road  
Pahokee, FL 33476  
561-996-1663

Hours: 6:30-5:00 Monday - Thursday\*

**SOUTH REGION SHOP**  
13026 Jog Road  
Delray Beach, FL 33484  
561-638-5031

Hours: 6:30-5:00 Monday - Friday\*

\* Excluding County Holidays; hours may be subject to change



Health Care District/Fleet Agreement

**ATTACHMENT 3  
 PREVENTATIVE MAINTENANCE AND CORRECTIVE REPAIRS FEE SCHEDULE  
 Palm Beach County  
 Facilities Development & Operations  
 Effective as of Fiscal Year 2021**

**FEE SCHEDULE – PREVENTATIVE MAINTENANCE**

<u>RATES</u>	<u>LABOR</u>	<u>PARTS</u>	<u>MISCELLANEOUS FEE</u>
	\$73 / Hour	Cost + 10%	\$2.65 / work order over \$50

**ESTIMATED ANNUAL COST/VEHICLE – CARS AND PICKUPS**

6 month/5,000 mile – Preventative Maintenance Program

Labor:	2 Visits/Year x 2.5 Hours/Visit @ \$73/Hour	\$365.00
Parts:	2 Visits/Years @ \$300 / Visit	<u>\$600.00</u>
Estimated Cost:		\$965.00

Note: Preventative Maintenance is based upon Flat Rate hours according to the type of vehicle plus parts.

**FEE SCHEDULE – CORRECTIVE REPAIRS**

<u>COUNTY REPAIRS</u>	<u>LABOR</u>	<u>PARTS</u>	<u>MISCELLANEOUS FEE</u>
Normal Hours	\$73 / Hour	Cost + 10%	\$2.65 / work order over \$50
Emergency or Overtime	\$73 / Hour	Cost + 10%	\$2.65 / work order over \$50

**COMMERCIAL REPAIRS** Cost +13%

Health Care District/Fleet Agreement

**Attachment 4**  
Palm Beach County  
**Lock Out/Tag Out Procedures**

**FACILITIES DEVELOPMENT & OPERATIONS DEPARTMENT**  
**FLEET MANAGEMENT DIVISION**

STANDARD PROCEDURE NO: **FMO-015**  
TITLE: **LOCKOUT/TAGOUT**  
ISSUED TO: Fleet Management Division  
WRITTEN BY: Fleet Management Division

Issue Date: 11/29/93      Effective Date: 11/29/93      Revised:04/09/18  
01/07/99, 12/01/08, 11/10/11

**PURPOSE:**

The Lock out/Tag out procedure is established to specify the guidelines which Fleet Management Division employees will follow for locking/tagging out vehicles/equipment in need of such for repair or safety reasons.

**POLICY**

It is the policy of Fleet Management to lock out/tag out (LOTO) any vehicle/equipment (asset) which is unsafe to operate or for which operation may compromise the integrity of the asset.

Annual training for this procedure will be held for all authorized employees.

**PROCEDURE**

1) For the purpose of this procedure, all Fleet Management shop employees are considered authorized employees.

2) Assets being serviced in a shop or in the field meeting the following criteria will be LOTO:

- a) An asset that is not currently being worked on for any reason (i.e. shift over, waiting for parts, etc.) where the asset could be damaged.
- b) An asset in for repair of safety related items but not currently being worked on (safety related items are any component that could cause damage or harm to people or property, i.e. brakes, steering, suspensions, fuel system, etc.).

## Health Care District/Fleet Agreement

c) An asset where damage could be done if started with any component or fluid missing or malfunctioning; i.e. low or no oil, no coolant, sentinel systems, equipment out of proper tolerance, etc.

d) If equipment/vehicle is physically in the shop and disassembled to the point of not being able to be operated, this would be considered locked out by this policy.

e) If an authorized employee is unsure whether an asset meets the criteria, the asset **MUST** be LOTO.

3) When an asset is determined to be in need of LOTO, an authorized employee will do the following:

a) Motorized asset – Place a “DO NOT OPERATE” plastic tag as close as possible to the area where the asset is started or operated.

b) Non-motorized asset (trailer, mower, etc.) – Place a “DO NOT OPERATE” plastic tag at the hitch or tongue to prevent the asset from being towed or moved.

c) All assets –

1) The “DO NOT OPERATE” tag is to be placed with a tightly wrapped plastic tie strap so that a tool must be used to remove it.

2) The employee number of the authorized employee and the related shop telephone number must be written on the tag.

3) The asset will be locked out by disabling it through the removal of the battery cable or other disablement and padlocking the effected areas with a hasp or lock box.

4) Another tag will be placed with the related lock.

d) All locks used for the LOTO procedure will be the same type and will be restricted for LOTO only. The locks will all be re-settable combination locks and combinations will be kept in a locked box in designated area.

4) After an asset has been LOTO:

a) Tags and lock out devices are never to be bypassed, ignored or otherwise defeated.

## Health Care District/Fleet Agreement

b) If another authorized employee works on the same asset on a repair not related to the first LOTO, that employee would place a lock next to the first lock following the same LOTO procedures.

### 5) Removal

a) Each LOTO device shall be removed by the authorized employee who installed the device after repairs have been completed. In the event that the employee who installed the device is not available to remove it, the device may be removed by another authorized employee with the approval of the Fleet Operations Supervisor or Equipment Analyst.

b) If the combination must be given to another authorized employee, the employee assigned to the lock will change the combination of all his/her locks and report the change to the Fleet Operations Supervisor.



Sara Burnam, Director