



2490 Bob Phillips Road  
PO Box 9005 • Drawer AS03  
Bartow, Florida 33831-9005

PHONE: 863-534-5660  
FAX: 863-534-0390  
[www.polk-county.net](http://www.polk-county.net)

**FLEET MANAGEMENT DIVISION**

**AGREEMENT TO EXTEND**

DATE: July 15, 2025

RE: EXTENSION OF MEMORANDUM OF UNDERSTANDING BETWEEN POLK COUNTY BOARD OF COUNTY COMMISSIONERS AND THE CITY OF LAKE WALES FOR FLEET MAINTENANCE SERVICES

VENDOR: Polk County Board of County Commissioners

As confirmation that The CITY OF LAKE WALES is interested in extending the MOU listed above to Polk County Board of County Commissioners, please complete this form and return all three copies to our office no later than August 15, 2025.

The undersigned agrees to extend the above referenced MOU, for the period October 1, 2025, through September 30, 2026, with the terms and conditions set forth in the Memorandum of Understanding with a price adjustment of \$60/hour and parts plus 8% as it pertains to charges incurred beyond the fixed rates as stated on the attached further revised Schedule of Rates (Exhibit A).

If you are not interested in extending the bid for the above-mentioned period, please note "not interested" on this letter and scan and email to [michaelchase@polk-county.net](mailto:michaelchase@polk-county.net) or fax back to (863) 534-0390, Attention Michael Chase. If you have any questions, please feel free to contact me at (863) 534-5660.

**POLK COUNTY**

By: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Attest: Stacy M. Butterfield, County Clerk**

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

\_\_\_\_\_  
Date

**CITY OF LAKE WALES**

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


Date: 8/19/25

2490 Bob Phillips Road  
PO Box 9005 • Drawer AS03  
Bartow, Florida 33831-9005



PHONE: 863-534-5660  
FAX: 863-534-0390  
[www.polk-county.net](http://www.polk-county.net)

**FLEET MANAGEMENT DIVISION**

**AGREEMENT TO EXTEND**

DATE: July 15, 2025

RE: EXTENSION OF MEMORANDUM OF UNDERSTANDING BETWEEN POLK COUNTY BOARD OF COUNTY COMMISSIONERS AND THE CITY OF LAKE WALES FOR FLEET MAINTENANCE SERVICES

VENDOR: Polk County Board of County Commissioners

As confirmation that The CITY OF LAKE WALES is interested in extending the MOU listed above to Polk County Board of County Commissioners, please complete this form and return all three copies to our office no later than August 15, 2025.

The undersigned agrees to extend the above referenced MOU, for the period October 1, 2025, through September 30, 2026, with the terms and conditions set forth in the Memorandum of Understanding with a price adjustment of \$60/hour and parts plus 8% as it pertains to charges incurred beyond the fixed rates as stated on the attached further revised Schedule of Rates (Exhibit A).

If you are not interested in extending the bid for the above-mentioned period, please note "not interested" on this letter and scan and email to [michaelchase@polk-county.net](mailto:michaelchase@polk-county.net) or fax back to (863) 534-0390, Attention Michael Chase. If you have any questions, please feel free to contact me at (863) 534-5660.

**POLK COUNTY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

**Attest: Stacy M. Butterfield, County Clerk**

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

**CITY OF LAKE WALES**

By: \_\_\_\_\_ Date: 8/19/25

2490 Bob Phillips Road  
PO Box 9005 • Drawer AS03  
Bartow, Florida 33831-9005



PHONE: 863-534-5660  
FAX: 863-534-0390  
[www.polk-county.net](http://www.polk-county.net)

**FLEET MANAGEMENT DIVISION****AGREEMENT TO EXTEND**

DATE: July 15, 2025

RE: EXTENSION OF MEMORANDUM OF UNDERSTANDING BETWEEN POLK COUNTY BOARD OF COUNTY COMMISSIONERS AND THE CITY OF LAKE WALES FOR FLEET MAINTENANCE SERVICES

VENDOR: Polk County Board of County Commissioners

As confirmation that The CITY OF LAKE WALES is interested in extending the MOU listed above to Polk County Board of County Commissioners, please complete this form and return all three copies to our office no later than August 15, 2025.

The undersigned agrees to extend the above referenced MOU, for the period **October 1, 2025**, through **September 30, 2026**, with the terms and conditions set forth in the Memorandum of Understanding with a price adjustment of \$60/hour and parts plus 8% as it pertains to charges incurred beyond the fixed rates as stated on the attached further revised Schedule of Rates (Exhibit A).

If you are not interested in extending the bid for the above-mentioned period, please note "not interested" on this letter and scan and email to [michaelchase@polk-county.net](mailto:michaelchase@polk-county.net) or fax back to (863) 534-0390, Attention Michael Chase. If you have any questions, please feel free to contact me at (863) 534-5660.

**POLK COUNTY**

By: \_\_\_\_\_ Date \_\_\_\_\_  
Chairman

**Attest: Stacy M. Butterfield, County Clerk**

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

**CITY OF LAKE WALES**

By: \_\_\_\_\_ Date: 8/19/25

## EXHIBIT A

EQ #	FY25/26 Fees	Department ID	Dept Name	Model Year	Manufacturer ID	Model ID
4110400	0	181000	CITY OF LAKE WALES	2007	JOHNSON	SWEEPER
4110420	0	181000	CITY OF LAKE WALES	2006	INTERNATIONAL	4300
4111308	183	181000	CITY OF LAKE WALES	2019	PETERBILT	337
3620424	0	181000	CITY OF LAKE WALES	2006	INTERNATIONAL	4300
3620708	410.34	181000	CITY OF LAKE WALES	2016	FREIGHTLINER	114SD
4111316	83.74	181000	CITY OF LAKE WALES	2019	FORD	F550
3620425	208.46	181000	CITY OF LAKE WALES	2006	FORD	F650
4110412	208.46	181000	CITY OF LAKE WALES	1995	FORD	F800
4110417	208.46	181000	CITY OF LAKE WALES	1996	GMC	KODIAK
4111305	139.56	181000	CITY OF LAKE WALES	2018	PETERBILT	337
2200401	0	181000	CITY OF LAKE WALES	1987	FORD	F800
1920312	124.68	181000	CITY OF LAKE WALES	1998	FORD	F150
2121340	189.53	181000	CITY OF LAKE WALES	2010	FORD	F150
2140402	189.53	181000	CITY OF LAKE WALES	2013	FORD	F150
2420305	145.87	181000	CITY OF LAKE WALES	2006	FORD	F150
3610502	84.47	181000	CITY OF LAKE WALES	2015	FORD	F150
3610503	84.47	181000	CITY OF LAKE WALES	2015	FORD	F150
3610504	84.47	181000	CITY OF LAKE WALES	2015	FORD	F150
3610505	84.47	181000	CITY OF LAKE WALES	2015	FORD	F150
4111303	84.47	181000	CITY OF LAKE WALES	2016	FORD	F150
4111304	84.47	181000	CITY OF LAKE WALES	2016	FORD	F150
5242001	84.47	181000	CITY OF LAKE WALES	2017	FORD	F150
5242002	84.47	181000	CITY OF LAKE WALES	2017	FORD	F150
5722001	84.47	181000	CITY OF LAKE WALES	2016	FORD	F150
7211306	84.47	181000	CITY OF LAKE WALES	2016	FORD	F150
7211308	84.47	181000	CITY OF LAKE WALES	2016	FORD	F150
21113410	189.53	181000	CITY OF LAKE WALES	2011	FORD	F150
21113412	189.53	181000	CITY OF LAKE WALES	2011	FORD	F150
21113417	189.53	181000	CITY OF LAKE WALES	2011	FORD	F150
2140469	114.53	181000	CITY OF LAKE WALES	2022	FORD	F150
3610511	81.41	181000	CITY OF LAKE WALES	2018	FORD	F150
3610517	114.53	181000	CITY OF LAKE WALES	2022	FORD	F150
3610519	100	181000	CITY OF LAKE WALES	2024	FORD	F150
7211313	81.41	181000	CITY OF LAKE WALES	2017	FORD	F150
2120341	254.52	181000	CITY OF LAKE WALES	2008	FORD	F150
2140403	254.52	181000	CITY OF LAKE WALES	2013	FORD	F150
3610510	76.41	181000	CITY OF LAKE WALES	2018	FORD	F150
3610514	76.41	181000	CITY OF LAKE WALES	2020	FORD	F150
3610515	76.41	181000	CITY OF LAKE WALES	2020	FORD	F150
3620715	76.41	181000	CITY OF LAKE WALES	2022	FORD	F150
3620716	76.41	181000	CITY OF LAKE WALES	2022	FORD	F150
3620721	100	181000	CITY OF LAKE WALES	2024	FORD	F150
3910710	76.41	181000	CITY OF LAKE WALES	2018	FORD	F150
3910714	76.41	181000	CITY OF LAKE WALES	2020	FORD	F150
4111309	76.41	181000	CITY OF LAKE WALES	2018	FORD	F150
4111315	76.41	181000	CITY OF LAKE WALES	2019	FORD	F150
5192001	76.41	181000	CITY OF LAKE WALES	2018	FORD	F150



5192002	76.41	181000	CITY OF LAKE WALES	2018	FORD	F150
5422005	76.41	181000	CITY OF LAKE WALES	2018	FORD	F150
5722003	76.41	181000	CITY OF LAKE WALES	2020	FORD	F150
7211320	76.41	181000	CITY OF LAKE WALES	2018	FORD	F150
7211321	76.41	181000	CITY OF LAKE WALES	2018	FORD	F150
7211322	76.41	181000	CITY OF LAKE WALES	2018	FORD	F150
7211325	76.41	181000	CITY OF LAKE WALES	2019	FORD	F150
7211326	76.41	181000	CITY OF LAKE WALES	2019	FORD	F150
7211329	76.41	181000	CITY OF LAKE WALES	2022	FORD	F150
7211337	100	181000	CITY OF LAKE WALES	2024	FORD	F150
3620707	122.34	181000	CITY OF LAKE WALES	2015	FORD	F250
5722008	100	181000	CITY OF LAKE WALES	2024	FORD	F250
3610419	167.67	181000	CITY OF LAKE WALES	1995	FORD	F350
3610422	167.67	181000	CITY OF LAKE WALES	2008	FORD	F350
7211339	100	181000	CITY OF LAKE WALES	2024	FORD	F350
1910401	168.07	181000	CITY OF LAKE WALES	2002	FORD	F350
3620426	168.07	181000	CITY OF LAKE WALES	2008	FORD	F350
4111306	124.08	181000	CITY OF LAKE WALES	2017	FORD	F250
3610518	176.67	181000	CITY OF LAKE WALES	2022	FORD	F350
3620339	176.67	181000	CITY OF LAKE WALES	2008	FORD	F250
21113408	381.71	181000	CITY OF LAKE WALES	2011	FORD	F250
21113409	381.71	181000	CITY OF LAKE WALES	2011	FORD	F250
3610513	220.33	181000	CITY OF LAKE WALES	2019	FORD	F350
3620712	175	181000	CITY OF LAKE WALES	2020	FORD	F350
7211319	99.13	181000	CITY OF LAKE WALES	2018	FORD	F250
2140420	263.87	181000	CITY OF LAKE WALES	2015	CHEVROLET	IMPALA
2140421	263.87	181000	CITY OF LAKE WALES	2015	CHEVROLET	IMPALA
2140427	263.87	181000	CITY OF LAKE WALES	2016	CHEVROLET	IMPALA
2140429	263.87	181000	CITY OF LAKE WALES	2016	CHEVROLET	IMPALA
2140430	263.87	181000	CITY OF LAKE WALES	2016	CHEVROLET	IMPALA
2120223	86.03	181000	CITY OF LAKE WALES	2015	FORD	FUSION
2140410	86.03	181000	CITY OF LAKE WALES	2014	FORD	FUSION
2200274	0	181000	CITY OF LAKE WALES	2006	FORD	CROWN VICTORIA
2200302	0	181000	CITY OF LAKE WALES	2014	FORD	ESCAPE
2410310	74.44	181000	CITY OF LAKE WALES	2017	FORD	ESCAPE
2410311	74.44	181000	CITY OF LAKE WALES	2017	FORD	ESCAPE
3640312	74.44	181000	CITY OF LAKE WALES	2015	FORD	ESCAPE
5396001	74.44	181000	CITY OF LAKE WALES	2016	FORD	ESCAPE
5422004	74.44	181000	CITY OF LAKE WALES	2017	FORD	ESCAPE
21122801	74.44	181000	CITY OF LAKE WALES	2012	FORD	ESCAPE
5123001	100	181000	CITY OF LAKE WALES	2025	FORD	EXPLORER
5121001	87.51	181000	CITY OF LAKE WALES	2018	FORD	EXPLORER
2140452	142.38	181000	CITY OF LAKE WALES	2020	CHEVROLET	TAHOE POLICE
2140453	142.38	181000	CITY OF LAKE WALES	2020	CHEVROLET	TAHOE POLICE
2140454	142.38	181000	CITY OF LAKE WALES	2020	CHEVROLET	TAHOE POLICE
2140455	142.38	181000	CITY OF LAKE WALES	2020	CHEVROLET	TAHOE POLICE
2140456	142.38	181000	CITY OF LAKE WALES	2020	CHEVROLET	TAHOE POLICE
2140457	142.38	181000	CITY OF LAKE WALES	2020	CHEVROLET	TAHOE POLICE
2140472	100	181000	CITY OF LAKE WALES	2023	CHEVROLET	TAHOE POLICE

[illegible]

1930001	74.44	181000	CITY OF LAKE WALES	2017	FORD	TRANSIT CONNECT
1930002	74.44	181000	CITY OF LAKE WALES	2017	FORD	TRANSIT CONNECT
2140447	74.44	181000	CITY OF LAKE WALES	2019	FORD	TRANSIT CONNECT
3910706	114.01	181000	CITY OF LAKE WALES	2017	FORD	TRANSIT
7211307	94.27	181000	CITY OF LAKE WALES	2016	FORD	T350
7260401	179.05	181000	CITY OF LAKE WALES	2006	FORD	E350
3620501	55.83	181000	CITY OF LAKE WALES	2008	LOUDO TRAILER	EE-7-20
7210725	688.85	181000	CITY OF LAKE WALES	2005	KAWASAKI	LOADER
7211314	422.03	181000	CITY OF LAKE WALES	2018	JOHN DEERE	624K II
2120501	0	181000	CITY OF LAKE WALES	2006	CARGO MATE	TRAILER
2120508	0	181000	CITY OF LAKE WALES	2005	LOAD TRAIL	TRAILER
2120509	55.83	181000	CITY OF LAKE WALES	2003	TAPCO	TRAILER
2120701	55.83	181000	CITY OF LAKE WALES	2005	HORTON HAULER	TRAILER
2120734	65.97	181000	CITY OF LAKE WALES	2005	WACKER	LIGHT TOWER
2120735	65.97	181000	CITY OF LAKE WALES	2007	MULTIQUIP	NIGHT HAWK LT12
2120736	65.97	181000	CITY OF LAKE WALES	2007	MULTIQUIP	NIGHT HAWK LT12
2120737	74.44	181000	CITY OF LAKE WALES	2010	POLARIS	570 RANGER
2140470	0	181000	CITY OF LAKE WALES	2023	YAMAHA	QUIE TECH
2140471	0	181000	CITY OF LAKE WALES	2023	YAMAHA	QUIE TECH
2140489	0	181000	CITY OF LAKE WALES	2025	FOREST RIVER	CARGO TRAILER
2711309	0	181000	CITY OF LAKE WALES	2017	CARRY-ON	7X12GWATV
3610500	0	181000	CITY OF LAKE WALES	2008	HOMEMADE	TRAILER
3610501	0	181000	CITY OF LAKE WALES	2008	LOUDO TRAILER	EE-7-20
3610506	0	181000	CITY OF LAKE WALES	2017	HUSTLER	MOWER
3610507	0	181000	CITY OF LAKE WALES	2017	HUSTLER	MOWER
3610508	0	181000	CITY OF LAKE WALES	2017	HUSTLER	MOWER
3610509	74.44	181000	CITY OF LAKE WALES	2018	VERMEER	LP373GT
3610512	55.83	181000	CITY OF LAKE WALES	2018	TOYOTA	FORKLIFT
3610516	0	181000	CITY OF LAKE WALES	2021	HUSTLER	MOWER
3610520	0	181000	CITY OF LAKE WALES	2025	ED TRAILERS	LOW SIDE
3610732	446.35	181000	CITY OF LAKE WALES	2006	CATERPILLAR	416E
3610734	169.92	181000	CITY OF LAKE WALES	2008	BOBCAT	X-430
3610735	90.87	181000	CITY OF LAKE WALES	2010	JOHN DEERE	X320
3620709	74.44	181000	CITY OF LAKE WALES	2016	KAWASAKI	MULE
3620710	0	181000	CITY OF LAKE WALES	2016	HUSTLER	MOWER
3620711	120.09	181000	CITY OF LAKE WALES	2017	KUBOTA	M5091D
3620713	0	181000	CITY OF LAKE WALES	2022	HAUL ABOUT	TRAILER
3620717	0	181000	CITY OF LAKE WALES	2023	WACKER	LIGHT TOWER
3620719	0	181000	CITY OF LAKE WALES	2022	YAMAHA	QUIE TECH
3620727	55.83	181000	CITY OF LAKE WALES	1995	ACME DYNAMICS	GP150
3620729	55.83	181000	CITY OF LAKE WALES	1999	ACME DYNAMICS	PUMP
3620730	0	181000	CITY OF LAKE WALES	2006	BALDOR	TS175
3620731	0	181000	CITY OF LAKE WALES	1999	KOHLER	150 KW
3620735	169.92	181000	CITY OF LAKE WALES	2008	BOBCAT	T-250
3620736	55.83	181000	CITY OF LAKE WALES	2008	GODWIN	GP150
3620737	55.83	181000	CITY OF LAKE WALES	2008	GODWIN	GP150
3620739	96.12	181000	CITY OF LAKE WALES	1999	HUSTLER	MOWER
3620740	90.87	181000	CITY OF LAKE WALES	2010	JOHN DEERE	X320
39100002	0	181000	CITY OF LAKE WALES	2004	JOHN DEERE	F725



3910500	0	181000	CITY OF LAKE WALES	2010	IMPERIAL	TRAILER
3910701	0	181000	CITY OF LAKE WALES	2016	JOHN DEERE	HPX GATOR
3910702	125	181000	CITY OF LAKE WALES	2015	JOHN DEERE	HPX GATOR
3910703	147.61	181000	CITY OF LAKE WALES	2016	GRASSHOPPER	325D
3910704	147.61	181000	CITY OF LAKE WALES	2016	GRASSHOPPER	325D
3910705	0	181000	CITY OF LAKE WALES	2017	IMPERIAL	TRAILER
3910708	147.61	181000	CITY OF LAKE WALES	2018	GRASSHOPPER	325D
3910709	74.44	181000	CITY OF LAKE WALES	2018	KAWASAKI	MULE
3910711	120.09	181000	CITY OF LAKE WALES	2018	KUBOTA	TRACTOR
3910715	100	181000	CITY OF LAKE WALES	2022	JOHN DEERE	HPX GATOR
3910716	0	181000	CITY OF LAKE WALES	1986	KUBOTA	BACKHOE
3910717	100	181000	CITY OF LAKE WALES	2024	GRASSHOPPER	325D
4110030	203.94	181000	CITY OF LAKE WALES	1995	JOHN DEERE	TRACTOR
4110031	198.99	181000	CITY OF LAKE WALES	2007	TORO	Z593D
4110032	281.41	181000	CITY OF LAKE WALES	2011	KUBOTA	MOWER
4110109	147.61	181000	CITY OF LAKE WALES	2013	SCAG	MOWER
4110500	55.83	181000	CITY OF LAKE WALES	2007	IMPERIAL	TRAILER
4110501	55.83	181000	CITY OF LAKE WALES	2008	EXPRESS	TRAILER
4111300	480.56	181000	CITY OF LAKE WALES	2013	JOHN DEERE	JD 997
4111307	147.61	181000	CITY OF LAKE WALES	2018	JOHN DEERE	Z997R
4111310	125	181000	CITY OF LAKE WALES	2019	JOHN DEERE	HPX GATOR
4111311	120.09	181000	CITY OF LAKE WALES	2019	JOHN DEERE	5055E
4111312	147.61	181000	CITY OF LAKE WALES	2019	GRASSHOPPER	325D
4111313	129.58	181000	CITY OF LAKE WALES	2019	JOHN DEERE	310SL
4111314	0	181000	CITY OF LAKE WALES	2020	FELLING	TRAILER
4111317	175	181000	CITY OF LAKE WALES	2022	CATERPILLAR	303E
4111318	0	181000	CITY OF LAKE WALES	2022	VER-MAC	1500LP
4111319	100	181000	CITY OF LAKE WALES	2023	GRASSHOPPER	325D
5422003	147.61	181000	CITY OF LAKE WALES	2017	JOHN DEERE	Z997R
5422006	120.09	181000	CITY OF LAKE WALES	2020	MASSEY	6713
5422007	0	181000	CITY OF LAKE WALES	2020	WOODS	BW15.70F
5422008	75	181000	CITY OF LAKE WALES	2022	JOHN DEERE	XUV855M
5422009	147.61	181000	CITY OF LAKE WALES	2023	JOHN DEERE	Z997R
5530700	0	181000	CITY OF LAKE WALES	1997	CLUB CAR	GOLFCART
5722002	120.09	181000	CITY OF LAKE WALES	2018	JOHN DEERE	4052R
5722004	0	181000	CITY OF LAKE WALES	2022	JOHN DEERE	Z355E
5722005	0	181000	CITY OF LAKE WALES	2024	PJ TRAILERS	UL214
5722006	0	181000	CITY OF LAKE WALES	2024	TRIMAX	S5
5722007	75	181000	CITY OF LAKE WALES	2024	JOHN DEERE	2020A
60104201	274.42	181000	CITY OF LAKE WALES	2010	CATERPILLAR	416E
7210017	0	181000	CITY OF LAKE WALES	1995	HARDE	MOWER
7210035	281.41	181000	CITY OF LAKE WALES	2000	KUBOTA	MOWER
7210503	55.83	181000	CITY OF LAKE WALES	2000	HOMEMADE	TRAILER
7210504	55.83	181000	CITY OF LAKE WALES	1996	TRIPLE CROWN	TRAILER
7210505	55.83	181000	CITY OF LAKE WALES	1994	EMERSON	TRAILER
7210506	55.83	181000	CITY OF LAKE WALES	2010	IMPERIAL	TRAILER
7210507	55.83	181000	CITY OF LAKE WALES	2010	IMPERIAL	TRAILER
7210719	0	181000	CITY OF LAKE WALES	1996	VERMEER	DISC
7210724	0	181000	CITY OF LAKE WALES	2024	TORO	44830



7211300	480.56	181000	CITY OF LAKE WALES	2013	JOHN DEERE	JD 997
7211301	480.56	181000	CITY OF LAKE WALES	2013	JOHN DEERE	JD 997
7211302	55.83	181000	CITY OF LAKE WALES	2014	TRIPLE CROWN	TRAILER
7211309	0	181000	CITY OF LAKE WALES	2016	CARRY-ON	7X12GWATV
7211310	0	181000	CITY OF LAKE WALES	2017	CARRY-ON	7X12GWATV
7211311	147.61	181000	CITY OF LAKE WALES	2017	JOHN DEERE	Z997R
7211312	147.61	181000	CITY OF LAKE WALES	2017	JOHN DEERE	Z997R
7211315	125	181000	CITY OF LAKE WALES	2018	JOHN DEERE	HPX GATOR
7211316	120.09	181000	CITY OF LAKE WALES	2018	JOHN DEERE	4052R
7211317	264.36	181000	CITY OF LAKE WALES	2018	JOHN DEERE	MX6
7211318	0	181000	CITY OF LAKE WALES	2018	BAUMALIGHT	3P24
7211323	125	181000	CITY OF LAKE WALES	2019	JOHN DEERE	HPX GATOR
7211324	0	181000	CITY OF LAKE WALES	2020	FELLING	TRAILER
7211327	147.61	181000	CITY OF LAKE WALES	2020	JOHN DEERE	Z997R
7211328	147.61	181000	CITY OF LAKE WALES	2020	JOHN DEERE	Z997R
7211330	100	181000	CITY OF LAKE WALES	2023	JOHN DEERE	5075E
7211331	100	181000	CITY OF LAKE WALES	2023	JOHN DEERE	5075E
7211332	100	181000	CITY OF LAKE WALES	2024	GRASSHOPPER	325D
7211333	0	181000	CITY OF LAKE WALES	2024	JOHN DEERE	RC10R
7211334	0	181000	CITY OF LAKE WALES	2024	JOHN DEERE	RC10R
7211335	100	181000	CITY OF LAKE WALES	2024	GRASSHOPPER	125V
7211336	100	181000	CITY OF LAKE WALES	2024	GRASSHOPPER	125V
7211338	0	181000	CITY OF LAKE WALES	2024	FRONTIER	SW2172
2200440	100	181000	CITY OF LAKE WALES	2024	FORD	F150
3610521	100	181000	CITY OF LAKE WALES	2024	FORD	F350
5192003	100	181000	CITY OF LAKE WALES	2024	FORD	F250
4111320	0	181000	CITY OF LAKE WALES	2025	ED TRAILERS	LOW SIDE
5422010	0	181000	CITY OF LAKE WALES	2009	FORD	F750
7211340	100	181000	CITY OF LAKE WALES	2025	JOHN DEERE	Z997R
7211341	100	181000	CITY OF LAKE WALES	2025	JOHN DEERE	Z997R

29169.01

**VEHICLE MAINTENANCE MEMORANDUM OF UNDERSTANDING (MOU)**  
**BETWEEN**  
**POLK COUNTY, FLORIDA AND THE CITY OF LAKE WALES**

This Memorandum of Understanding [MOU] is entered into between the Polk County Board of County Commissioners [BoCC] and the City of Lake Wales, Florida [CLW] to provide an agreement for a vehicle maintenance and/or service outline under which the parties agree to mutually conduct their operations. This Vehicle Maintenance MOU will be administered by the Polk County Fleet Management [PCFM] Division.

**Polk County Fleet Management Agrees to Provide:**

- All labor, parts and outsourced services related to routine, breakdown and/or preventative maintenance. Repairs related to accidents and/or abuse are included but are not within PCFM's basic rate structure.
- Management of accident and/or abuse related repairs in coordination with CLW management personnel.
- Tire maintenance, replacement and/or repairs.
- Service and/or breakdown support, 24 hours/day / 7 days/week.
- Repair and/or maintenance of allied tools, equipment and/or small engine machinery.
- Maintenance reporting thru the current PCFM automated Fleet Management Information System [FMIS].
- Access to and service from all PCFM's network of garage facilities Countywide.
- Repair and/or maintenance of CLW Fire Services, when requested.
- Repair and/or maintenance of CLW owned generators, when requested.
- Repairs to shop equipment owned by CLW if the failed equipment was rendered inoperative due to PCFM.

**City of Lake Wales Agrees to:**

- Fully support and encourage the efforts of PCFM among CLW staff.
- Make all vehicles and/or equipment available for routine and/or preventive maintenance.
- Take all necessary steps to protect the vehicles and/or equipment by assuring maintenance and/or repairs are approved in a timely manner.
- Hold employees accountable for unreasonable or unnecessary vehicle/equipment damage or abuse.
- Partner with PCFM in considering and acting on operational changes where such changes will enhance asset protection and/or lower total vehicle and/or equipment costs without compromising response times or services to citizens.
- Provide an adequately maintained, and funded garage facility (e.g. shop, shop equipment, electricity, water, etc.) at CLW's sole expense.
- Remit payment of PCFM invoices on a timely basis (30 days).

**Rates:**

PCFM has established an annual per vehicle fixed rate schedule to be applied to all vehicles/equipment covered by this agreement (attached as the "Schedule of Rates" (Exhibit A)). Monthly maintenance fees are calculated by dividing the actual total cost of maintenance for the previous eighteen (18) months by 12. This amount then becomes the monthly maintenance fee for the following fiscal year. The monthly maintenance fee is recalculated each fiscal year using the previous eighteen (18) months of data. The

monthly maintenance fees are provided as an annual amount but are divided by twelve (12) and invoiced to CLW monthly. The Schedule of Rates will cover all repairs and/or routine maintenance (including tires and/or towing) for vehicles and/or equipment with a monthly maintenance fee represented on the Schedule of Rates. The monthly maintenance fee will not cover accident damage repairs, repairs/replacement of windshields or other broken glass, repairs due to driver abuse, vandalism, or acts of God or the towing or tires associated with these types of damages. Charges relating to accident damage repairs, repairs/replacement of windshields or other broken glass, repairs due to driver abuse, vandalism, or acts of God are billed at \$85 per hour of labor and/or parts plus fifteen (15) percent. If an outside vendor is used, CLW will be charged at PCFM's actual cost plus fifteen (15) percent. If CLW opts to not pay a monthly maintenance fee on a specific vehicle or equipment, then all services will be billed at \$85 per hour of labor and/or parts plus fifteen (15) percent for that vehicle/equipment.

If CLW chooses to purchase used vehicles/equipment, PM's and any repairs will be charged on a pay as seen basis. This is because PCFM cannot validate the current condition or past maintenance of these vehicles and/or equipment. These items may be added to the fixed rate schedule at some future point.

Mutual fiscal accountability and stewardship are critical elements in the success of this City/County partnership. Because municipal fleets typically retain vehicles and/or equipment longer than County fleets, the assessment of a fixed monthly rate has inherent risks. PCFM cannot anticipate and subsequently establish rates high enough to cover the full spectrum of repairs that may occur on a mature vehicle whose market value is depressed due to age. CLW should actively participate in repair decisions where repair costs may exceed the vehicle/equipment's market or book value. CLW and PCFM agree to consult and mutually concur, in advance, on the most expeditious and financially responsible course of action when these cases arise. In these specific cases, should it be determined that repairing the vehicle/equipment is the most advantageous course of action for CLW, the repairs costs related to that specific instance will be CLW's responsibility and will be completed only with the prior approval of both of the repair and the cost by the appropriate CLW official.

**Personnel:**

Should CLW request additional personnel be added within the budget year, the payroll and related expenses will not be part of the fixed rates for the year. The unbudgeted expenses will be represented in the Monthly Expenses amount on the settlement statements and may contribute to any under billed amounts. The additional personnel will be added to the fixed rate calculations for the following budget year.

**Payment:**

CLW will remit payment to the County on a NET 30 day term. Both parties in advance of payment must mutually agree to any deduction.

**Quarterly True Up Settlement:**

After the initial period beginning 10/1/2024 thru 9/30/2025, and at the conclusion of each successive three (3) month period, PCFM will provide a detailed accounting of its fixed expenses as compared to the monthly maintenance fees assessed. If the fixed expenses incurred by PCFM exceed the monthly maintenance fees assessed to CLW, CLW will be billed for the difference. If the fixed expenses incurred by PCFM do not exceed the monthly maintenance fees assessed to CLW, resulting in a credit for the



quarter, this amount will be applied, if applicable, to the following quarter. The settlement represents fixed fee assets only. Charges assessed due to accident damage repairs, repairs/replacement of windshields or other broken glass, repairs due to driver abuse, vandalism, or acts of God or the towing or tires associated with these types of damages, are excluded.

**Year End Settlement:**

After the initial period beginning 10/1/2024 thru 9/30/2025, and at the conclusion of each successive twelve (12) month period, PCFM will provide a finalized accounting of its fixed expenses as compared to the monthly maintenance fees assessed. The settlement represents fixed fee assets only and is a recap of the previous quarterly true up statements. If the fixed expenses incurred by PCFM do not exceed the monthly maintenance fees assessed to CLW, resulting in a credit, PCFM will retain 5% of the charges to be returned to CLW. Charges assessed due to accident damage repairs, repairs/replacement of windshields or other broken glass, repairs due to driver abuse, vandalism, or acts of God or the towing or tires associated with these types of damages, are excluded.

**Reporting Relationships:**

- PCFM and CLW will maintain an open dialog at least one management tier above the foreman level utilizing the PCFM Director and a designated management level staff member from CLW.
- The PCFM Director or his designate will meet periodically with CLW senior management staff to promote open communication and assure service levels are satisfactory or better.

**Term:**

The initial term of this agreement is for twelve (12) months beginning 10/1/2024 and concluding 9/30/2025. Unless terminated as set forth below, this agreement will be updated with new dates and presented for approval annually.

**Termination:**

Either party may cancel this agreement by providing 60 days written notice of their desire to cancel, to the other party. Upon termination, any outstanding charges will be remitted to PCFM as agreed. PCFM will be allowed to retrieve any tools and/or equipment owned by PCFM. The tools and/or equipment owned by CLW will remain in the shop facility.

**Statement of Mutual Cooperation:**

Both parties agree this MOU represents a partnership between the CLW and PCFM and as such circumstances may arise that are not covered by this agreement. Should that occur, both parties agree to negotiate in good faith and in the spirit of mutual cooperation to resolve matter not provided in this MOU.

**Summary Statement of Commitment:**

PCFM and CLW fully understand the critical nature and spirit of this memorandum and realize this document is not designed to cover all situations that may occur. PCFM recognizes the critical nature and importance of the mission of the CLW and agrees to work diligently to assure that missions are not compromised by a lack of vehicle availability. CLW recognizes the importance of vehicles and equipment to the accomplishment of their mission and agrees to fully support PCFM in every

reasonable way to assure no impediments are intentionally placed in the way of Fleet's mission of service and support.

  
Chairman -- Board of County Commissioners

Date: 10/1/24 R21

  
Witness



  
City of Lake Wales

Date: 8/14/24

  
Witness