

NORTH KITSAP FIRE & RESCUE

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PROFESSIONAL SERVICE INTERLOCAL AGREEMENT FOR APPARATUS MAINTENANCE AND REPAIR

This Interlocal Agreement is entered into between **NORTH KITSAP FIRE & RESCUE** hereafter referred to as “**NKF&R**” and **East Jefferson Fire & Rescue** hereafter referred to as “**EJF&R**”.

1. PURPOSE

The purpose of this Agreement is to provide the necessary maintenance and repair of emergency vehicles owned and operated by **EJF&R**. Certified Vehicle Repair Technicians employed by **NKF&R** will perform these services.

2. DEFINITIONS

Annual Service: Includes the work listed on the Annual Vehicle Service and Maintenance Form SOG 710.5F. In addition, each pumper shall receive on annual pump test at an additional charge.

Emergency Repairs: Immediate repairs done on the road or for emergency call out after normal working hours of 07:00 – 17:00 Monday – Friday.

Periodic Preventative Maintenance: Maintenance provided either on location or at the NKF&R Maintenance Facility to include work listed on the Preventative Maintenance and Service Checklist. SOG 710.5F.

Non-Routine Repairs: Repairs not listed on SOG 710.5F. This may include valve repair, pump rebuild, minor body damage, engine repair or replacement.

Out Sourced Repairs or Maintenance: Repairs that are deemed by the Fleet Services Supervisor as repairs beyond the capacity of the NKF&R Maintenance Facility, manufacture warranty, and or time considerations for priority repairs. Examples: Heavy truck automatic transmission repairs, heavy truck major engine repairs. NKF&R will make every effort to avoid outsourcing work.

Flat Rate Annual Fee: An annual fee for apparatus maintenance and repair services provided by NKFR Fleet Maintenance Division personnel. Out sourced repairs shall be billed directly to EJF&R by the vender and shall not be included in the Flat Rate Base Fee.

Hourly Rate: A composite fee for reimbursement of wages of NKF&R Maintenance Division personnel for those services provided outside of "Routine Maintenance and Repair".

3. NKF&R MAINTENANCE RESPONSIBILITIES

NKF&R shall be responsible for routine maintenance and repair of the vehicles covered under the terms of this agreement. "Routine Maintenance and Repair" means the items of work identified on SOG 710.5F, attached as this agreement.

Significant modifications / fabrications to apparatus or equipment shall be performed only as shop capacity and scheduling permits. Modifications and or fabrications to apparatus or equipment not necessary to perform routine maintenance and repair shall be billed separately and not included in the Flat Rate Annual Fee.

NKF&R shall provide Garageman's Insurance for vehicles while in its shop.

EJF&R vehicles shall receive an annual service and inspection and one periodic service and inspection. In the event a significant expense (\$2,000.00) for any single repair order, the Fleet Services Supervisor shall notify the EJF&R designee of the specifics of the needed repair for the purpose of direction and courtesy.

NKF&R shall coordinate one annual pump test through a third party certified to conduct pump testing. The charges for the third party pump testing shall be billed directly from the service provider to EJF&R for payment. EJF&R reserves the option of self conducting annual pump testing.

The Fleet Services Supervisor will provide maintenance and repair reports to EJF&R monthly, annually, or as requested by EJF&R Fire Chief or his/her designee.

The following monthly reports shall be provided;

- Work Order Report
- Summary of parts and labor report
- Spreadsheet to assist EJF&R in preparing vouchers and accounting

The following Annual Report shall be provided;

- Annual Summary of parts and labor report

Out sourced work charges shall be directly billed to EJF&R.

EJF&R RESPONSIBILITIES

EJF&R shall assign a designee responsible to monitor the maintenance and repair of district owned apparatus and equipment. Repair orders shall be initiated using the NKF&R Emergency Reporting System.

EJF&R shall implement a procedure where employees monitor vehicle mileage in order to insure vehicles do not exceed the recommended mileage benchmarks for routine vehicle maintenance. When a vehicle is near or exceeds the posted mileage noted on the windshield maintenance sticker, (located drivers side windshield) EJF&R employees shall notify NKF&R Fleet Services the need for maintenance using the NKF&R Emergency Reporting System.

Every effort will be made to avoid transporting vehicles to the NKF&R Fleet Services Facility for routine maintenance. If transportation is necessary NKF&R Fleet Services will make every effort to provide such transportation. If NKF&R is unable to provide transportation, it is the responsibility of EJF&R to provide a driver or towing service at its own expense.

4. CHARGES

Flat Rate Annual Fee

The flat rate annual fee for this agreement shall be the following;

FY 2015	\$88,156.20
FY 2016	\$89,919.33
FY 2017	\$91,717.71

The flat rate annual fee covers the labor cost for apparatus maintenance and repair services provided by NKFR Fleet Maintenance Division personnel.

NKF&R shall purchase through EJF&R voucher system all parts and fluids used in the performance of routine maintenance and repair of the vehicles covered under the terms of this agreement. Parts and fluids shall be purchased and or billed at the actual established cost with no additional mark-up.

NKF&R shall bill other charges for services provided in addition to "Routine Maintenance & Repair" to EJF&R within one week of completion including hourly charges should they occur. Payment of all charges due NKF&R shall be made within 30 days of receipt of invoice.

The Hourly Rate for this agreement is **\$87.00** per hour

Routine Preventative Maintenance and Repair: Shall be provided during normal business hours of 07:00 to 17:00 Monday through Friday, except holidays. Service outside of normal business hours will be limited to emergency repairs and requires prior approval by the NKF&R Duty Battalion Chief and or the Fleet Services Supervisor.

Travel: If a vehicle must be taken to NKF&R for repair and/or maintenance, it is the responsibility of EJF&R to provide a driver or towing at its own expense. Every effort will be made to conduct maintenance and repair in EJF&R to avoid transport of vehicles to the NKF&R Maintenance Facility.

The hours estimate (s) listed below are for illustration purposes and are intended to facilitate budget estimation.

Ambulance / Aid Car: estimated 3 hours for periodic maintenance and 4 hours for annual service. Plus parts and fluids as needed.

Tender: estimated 4 hours for periodic maintenance and 8 hours for annual service. Plus parts and fluids as needed.

Staff Vehicles: estimate 2 hours periodic maintenance and 4 hours for annual service. Plus parts and fluids as needed.

Pumpers: estimated 4 hours for periodic maintenance and 8 hours for annual service. Plus parts and fluids as needed.

Ladder Truck: estimated 6 hours for periodic maintenance and 12 hours for annual service. Plus parts and fluids as needed.

Brush Engine: estimated 3 hours for periodic maintenance and 6 hours for annual service. Plus parts and fluids as needed.

Generators: estimated 2 hours. Plus parts and fluids as needed.

Washington State Sales Tax: Sales task shall be added to all fees for labor, parts and materials. Washington State sales tax is based on the current Kitsap County rates.

5. BILLING

NKF&R shall bill EJJ&R in quarterly installments pursuant to the NKF&R flat rate for labor as stated in Section 4 (Charges) of this agreement.

NKF&R shall invoice EJJ&R monthly for parts used from the NKF&R Maintenance Facility. Payments shall be made to NKF&R BY EJJ&R within 30 days of receipt of invoice.

NKF&R shall invoice EJJ&R for other charges for services provided in addition to "Routine Maintenance & Repair" to EJJ&R monthly following completion of work, to include hourly labor charges should they occur. Payments shall be made to NKF&R BY EJJ&R within 30 days of receipt of invoice.

6. SCHEDULES

Annual service: Shall be performed at the discretion of the Lead Mechanic based on need and priority concerns for apparatus in-service status. Generally, the months of July and August will be the time (s) when the annual service will be completed.

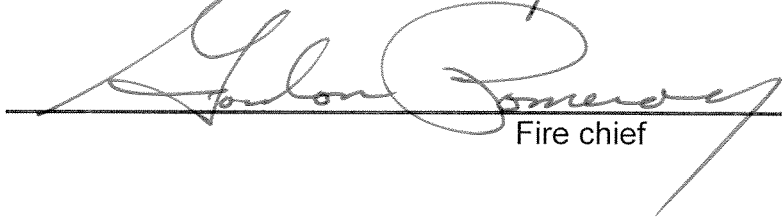
7. TERM OF AGREEMENT

This agreement shall be effective January 1, 2015 through December 31, 2017.

Termination of this agreement shall be in writing with ninety (90) days notice and can be made by either party. Deliberate non-compliance to vehicle safety recommendations by NKF&R Fleet Services Division shall cause NKF&R to terminate the maintenance and service agreement immediately.

East Jefferson Fire & Rescue

Dated this 18th day of September 2014



Fire chief

North Kitsap Fire & Rescue

Dated this 24 day of ^{23.} ~~Oct~~ Sept. 2014



Fire chief