STATE OF TEXAS   §

§

COUNTY OF FORT BEND   §

AGREEMENT FOR SOFTWARE LICENSING AND SERVICES

THIS AGREEMENT is made and entered into by and between Fort Bend County, (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and Ron Turley Associates, Inc., (hereinafter "Contractor"), a company authorized to conduct business in the State of Texas.

WITNESSETH

WHEREAS, County desires that Contractor provide certain fleet management software licensing and services (hereinafter "Services") pursuant to RFP 14-055; and

WHEREAS, Contractor represents that it is qualified and desires to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

AGREEMENT

Section 1. Scope of Services

Contractor shall render Services to County as defined in the Scope of Services (attached hereto as Exhibit A).

Section 2. Personnel

2.1   Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the Scope of Services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of County, to perform the Scope of Services when and as required and without delays.

2.2   All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of County, is incompetent or by his conduct becomes detrimental to the project shall, upon request of County, immediately be removed from association with the project.

8/4/14   original returned to Norma at Purchasing

Section 3. Compensation and Payment

3.1   Contractor's fees shall be calculated at the rates set forth in the attached Exhibit A. The Maximum Compensation for the performance of Services within the Scope of Services described in Exhibit A is seventy-nine thousand five hundred and fifty dollars and no/100 ($79,550).   In no case shall the amount paid by County under this Agreement exceed the Maximum Compensation without an approved change order.

3.2   All performance of the Scope of Services by Contractor including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by County.

3.3   County will pay Contractor based on the following procedures: Upon completion of the tasks identified in the Scope of Services, Contractor shall submit to County two (2) original copies of invoices showing the amounts due for services performed in a form acceptable to County. County shall review such invoices and approve them within 30 calendar days with such modifications as are consistent with this Agreement and forward same to the Auditor for processing. County shall pay each such approved invoice within thirty (30) calendar days. County reserves the right to withhold payment pending verification of satisfactory work performed.

Section 4. Limit of Appropriation

4.1   Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of seventy-nine thousand five hundred and fifty dollars and no/100 ($79,550), specifically allocated to fully discharge any and all liabilities County may incur.

4.2   Contractor does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Contractor may become entitled to and the total maximum sum that County may become liable to pay to Contractor shall not under any conditions, circumstances, or interpretations thereof exceed seventy-nine thousand five hundred and fifty dollars and no/100 ($79,550).

Section 5. Term

5.1   The Services shall be performed within the time set forth in the attached Exhibit A.

5.2   The software licenses and the support services described in the Scope of Services shall be in effect for one (1) year from the date the software is delivered to County.

Section 6. Modifications and Waivers

6.1 The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.

6.2 No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition.

6.3 The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.

Section 7. Termination

7.1 Termination for Convenience

7.1.1 County may terminate this Agreement at any time upon thirty (30) days written notice.

7.2 Termination for Default

7.2.1 County may terminate the whole or any part of this Agreement for cause in the following circumstances:

7.2.1.1 If Contractor fails to perform services within the time specified in the Scope of Services or any extension thereof granted by the County in writing;

7.2.1.2 If Contractor materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.

7.2.2 If, after termination, it is determined for any reason whatsoever that Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with Section 7.1 above.

7.3 Upon termination of this Agreement, County shall compensate Contractor in accordance with Section 3, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. Contractor's final invoice for said services will be presented to and paid by County in the same manner set forth in Section 3 above.

7.4   If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Contractor.

Section 8. Ownership and Reuse of Documents

All documents, data, reports, research, graphic presentation materials, etc., developed by Contractor as a part of its work under this Agreement, shall become the property of County upon completion of this Agreement, or in the event of termination or cancellation thereof, at the time of payment under Section 3 for work performed. Contractor shall promptly furnish all such data and material to County on request.

Section 9. Inspection of Books and Records

Contractor will permit County, or any duly authorized agent of County, to inspect and examine the books and records of Contractor for the purpose of verifying the amount of work performed under the Scope of Services. County's right to inspect survives the termination of this Agreement for a period of four years.

Section 10. Insurance

10.1   Prior to commencement of the Services, Contractor shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Contractor shall provide certified copies of insurance endorsements and/or policies if requested by County. Contractor shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Contractor shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:

10.1.1 Workers' Compensation insurance.   Substitutes to genuine Workers' Compensation Insurance will not be allowed. Employers' Liability insurance with limits of not less than $1,000,000 per injury by accident, $1,000,000 per injury by disease, and $1,000,000 per bodily injury by disease.

10.1.2 Commercial general liability insurance with a limit of not less than $1,000,000 each occurrence and $2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.

10.1.3 Business Automobile Liability insurance with a combined Bodily Injury/Property Damage limit of not less than $1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

10.1.4 Professional Liability insurance with limits not less than $1,000,000.

10.2   County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation. All Liability policies including Workers' Compensation written on behalf of Contractor shall contain a waiver of subrogation in favor of County and members of Commissioners Court.

10.3   If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time that work under the Agreement is completed.

Section 11. Indemnity

CONTRACTOR SHALL INDEMNIFY AND DEFEND COUNTY AGAINST ALL LOSSES, LIABILITIES, CLAIMS, CAUSES OF ACTION, AND OTHER EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF CONTRACTOR, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS, SERVANTS OR EMPLOYEES.

Section 12. Confidential and Proprietary Information

12.1   Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Contractor or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Contractor shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Contractor) publicly known or is contained in a publicly available document; (b) is rightfully in Contractor's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Contractor who can be shown to have had no access to the Confidential Information.

12.2   Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor shall use its best

efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Contractor shall advise County immediately in the event Contractor learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Contractor will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Contractor against any such person. Contractor agrees that, except as directed by County, Contractor will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at County's request, Contractor will promptly turn over to County all documents, papers, and other matter in Contractor's possession which embody Confidential Information.

12.3   Contractor acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.

12.4   Contractor in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.

12.5   Contractor expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Consultant shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.

Section 13. Independent Contractor

13.1   In the performance of work or services hereunder, Contractor shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of contractor or, where permitted, of its subcontractors.

13.2   Contractor and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.

Section 14. Notices

14.1   Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).

14.2   Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County:	Fort Bend County Information Technology Department 500 Liberty Street Richmond, Texas 77469
With a copy to:	Fort Bend County Attn: County Judge 401 Jackson Street Richmond, Texas 77469
Contractor:	Ron Turley Associates, Inc. 17437 N. 71st Drive Glendale, Arizona 85308

14.3   A Notice is effective only if the party giving or making the Notice has complied with subsections 14.1 and 14.2 and if the addressee has received the Notice. A Notice is deemed received as follows:

14.3.1 If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.

14.3.2 If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

Section 15. Compliance with Laws

Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation,

Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, Contractor shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

Section 16. Performance Warranty

16.1 Contractor warrants to County that Contractor has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and Contractor will apply that skill and knowledge with care and diligence to ensure that the Services provided hereunder will be performed and delivered in accordance with the highest professional standards.

16.2 Contractor warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in the attached Exhibit A.

Section 17. Assignment and Delegation

17.1 Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights are prohibited under this subsection, whether they are voluntarily or involuntarily, by merger, consolidation, dissolution, operation of law, or any other manner.

17.2 Neither party may delegate any performance under this Agreement.

17.3 Any purported assignment of rights or delegation of performance in violation of this Section is void.

Section 18. Applicable Law

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity.

Section 19. Successors and Assigns

County and Contractor bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.

Section 20. Third Party Beneficiaries

This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

Section 21. Severability

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

Section 22. Publicity

Contact with citizens of Fort Bend County, media outlets, or governmental agencies shall be the sole responsibility of County. Under no circumstances whatsoever, shall Contractor release any material or information developed or received in the performance of the Services hereunder without the express written permission of County, except where required to do so by law.

Section 23. Captions
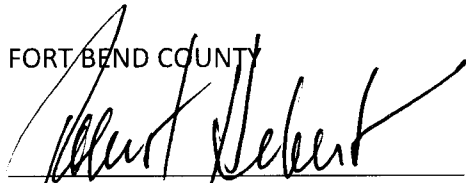
The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

Section 24. Conflict

In the event there is a conflict between this Agreement and the attached exhibit, this Agreement controls.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the __22__ day of __July__, 2014.

FORT BEND COUNTY

(signature)

Robert E. Hebert, County Judge

7-31-2014

Date _Approved by Commissioners Court on 7-22-2014_

ATTEST:

(signature)

Dianne Wilson, County Clerk

RON TURLEY ASSOCIATES, INC.

(signature)

Authorized Agent- Signature

Bill Kriff

Authorized Agent- Printed Name

President

Title

7/16/2014

Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of $ 79,550.00 to accomplish and pay the obligation of Fort Bend County under this contract.

(signature)

Robert Edward Sturdivant, County Auditor

EXHIBIT A

Executive Summary

For over thirty five years, Ron Turley Associates (RTA) has been a prominent leader in **maintenance operations technology,** developing a software support tool that offers comprehensiveness unique to every industry and fleet. We understand that technology is a support tool and should never overwhelm users with complex procedures and time consuming navigation. We strive to provid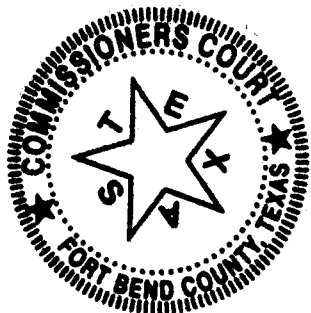e our clients with a system that seamlessly integrates with the capabilities unique to your staff and shop workflow, enabling efficient performance measures that **reduce shop costs** and **extend asset life cycles.**

Interfacing RTA with other applications; such as accounting, financial, and fueling software; provides you with a maintenance component that directly targets operational costs and shop inefficiencies that are impacting your bottom line.

Training, Project Management, and **Implementation** are included with your system purchase. We offer a variety of individual and ongoing training forums to help ensure every client successfully integrates RTA, attaining management goals and the objectives for your fleet.

PLEASE NOTE: When stated "A" by category identifier, the criteria stated within the contents of bid have been met. When any point is not fully met or adhered to by RTA, a clarification or exception is noted.

Ron Turley Associates

Ron Turley Associates has established an ongoing process of critically assessing the fit of our product to prospect needs. In reviewing the documentation listed in San Luis Obispo Transit RFP, we are confident that our current product and recommended modules will provide your location with a long term fit, and unlike most product offerings, can be developed with the greatest of user efficiency to your location.

For over thirty years we have been offering RTA and our programming development expertise to maintenance operations. Our tech support is staffed with fleet and parts managers. Not only are they knowledgeable in RTA, they understand the complexities and workflow within unique organizations. This is a key differentiator between RTA and other offerings.

RTA strives to maintain long term partnerships with our clients. One aspect of our internal culture that separates RTA is our recognition that fleet operations are not one size fits all. This enables RTA to develop these functions with consideration for ideal client workflow and efficiency. We do not expect our client's internal protocol and operations to change to fit Ron Turley Associates, we support your ideal operations environment and our legacy continues as we approach our 36th year of providing a fleet maintenance software solution that supports establishing maintenance excellence.

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Executive Summary

Ron Turley Associates is committed to improving your overall operations and as part of that commitment, focuses on increasing workflow efficiency and improving asset management life cycle costing. This effort will identify opportunities to streamline processes and utilize cost efficient solutions to maximize performance and safety within your fleet operations.

This Ron Turley Associates proposal is intended to cover the procurement of Fleet Management Solutions that support Maintenance Management Software. We submit our recommended solutions as "Best of Class" to support management of all activities related to fleet motor vehicles and variable assets, including, but not limited to, maintenance, fuel management, labor productivity and the health and safety management for your staff and related customers.

Our solution establishes opportunities to improve fleet maintenance management processes and provides a total cost solution for the procurement of fleet maintenance management software designed for your long-term objectives.

Ron Turley Associates supports the following goals and objectives:

- Maximize savings by leveraging processes and technology with a nationally preferred supplier.
- Procure high quality services that increase your ability to scope and spec implementation and continuing workflow
- Streamline processes for timely and cost-effective delivery
- Employ technology for enhanced performance
- Provide metrics related to vehicle maintenance operations
- Improve communications and level of information provided to customers
- Track Lifecycle costing
- Track Technician Productivity
- Provide an intuitive product that supports cost efficiencies in warranty and consumables
- Schedule Preventative Maintenance
- Schedule Predictive Maintenance
- Provide Customer Communication (Repair Status)
- Identify Active vs Inactive units (Fleet reduction)
- Provide tools for forecasting and replacement

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Critical Differentiators that Support Ron Turley Associates

Critically recognized as one of the top three providers of fleet maintenance management technology, RTA has over five thousand users, currently monitors over 400,000 assets and is the preferred software tool for clients that are looking to support fleets of over 50 units. Our fleets range in size from 25 units to over 43 thousand assets. Currently serving over two thousand clients and several thousand users, our customers cross industries, from county, government, municipalities, and school systems to Sysco Foods, Waste Connections and Veolia Transportation-the largest fleet maintenance service providers to municipal and county fleets. We offer our clients thorough cost reporting, repair history and documentation on all assets (vehicles and equipment).

RTA Deliverables

- ◆ Comprehensive software solution that offers custom user defined capabilities
- ◆ System installation assistance
- ◆ System implementation web conferencing
- ◆ IT friendly solution that offers custom interfacing capability
- ◆ Ongoing and In-depth training, user guides and online help listings to support power users.
- ◆ Yearly user conference and educational forums
- ◆ In-house, unlimited tech support with industry experienced staff
- ◆ Commitment to long-term partnership with a 96% client retention rate.
- ◆ Your purchase includes software enhancements and updates with continuing unlimited tech support for the first year

RTA Solution Overview and Investment Return

In consideration of your location, studies indicate five critical costing components that are significantly impacting asset productivity and life cycle. RTA provides a software tool designed specifically to support asset management and shop workflow efficiency with the key objective of impacting your bottom line in these 5 major costing areas-accurate and reliable real time data, inventory, labor productivity, fueling, pm and repair workflow. We incorporate thousands of features and hundreds of system switches that enable our clients to integrate RTA into their operations and protocols. Our focus on "ease of use" supports time efficient methods of documentation and analysis.

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Requirements Form

Fort Bend County
Fleet Maintenance Software Requirements

Instructions: Enter a Response Code for every requirement listed below. Include comments when requested or when necessary to provide additional details.

Response Codes:
A - Current release of the software supports this specification; feature is currently installed and in successful operation at one or more of the vendor's customer sites.
B - Specification is supported, but not exactly as stated; explanation provided in the comment section.
C - Specification is not currently in operation at a customer site, but will be included as a customized option as a result of this RFP. Indicate in the comments section if this would be a no cost or additional cost customization. Customization cost must be included in the cost summary section of the response.
D - Specification is not currently supported. The necessary modifications required to meet the specification will be provided at no cost to the County. Comments must be included to indicate the time frame required to provide the modification.
E - Specification is not currently supported. The necessary modifications required to meet the specification will be provided at an additional cost to the County. Comments must be included to indicate the cost and time frame required to provided the modification. Modification costs must also be included in the cost summary section of the response.
X - This specification is not supported and no modifications will be provided.

Item #	Requirements	Response code	Comments
	System Features		
SF-1	**On-Line Help.** The software must have context sensitive help that can be easily accessed using a function key. This must include comprehensive documentation that includes reports, data entry and display screens.	A	
SF-2	**Print Feature.** The software must have the capability of viewing all reports on the screen, then choosing or not choosing to print the report. The user must be able to view the entire report by either condensing the size of the print on the screen or by using designated keystrokes to move up/down, right/left.	A	
SF-3	**User Security.** The software must have a security system by user ID and password. Each user ID has access to functions in the system they are given rights to.	A	
SF-4	**Management Security.** The software must incorporate management level security which protect purge functions and system parameter options from general access.	A	
	System Parameters		
SP-1	The software must have a number of system parameters designed to allow the administrator to define certain features and to determine if a number of these features will be used. The following parameters should be included:	A	
SP-2	**Facility.** The administrator can define up to 999 different facilities/companies with separate parts inventories, mechanics, and cost reports. User security can be defined per facility, with administrator access to all facilities to run various fleet assessment reports.	A	
SP-3	**Customer Billing.** Option allows customers to have their own labor, tires, and parts markups, and tax rates	A	

Item #	Requirements	Response code	Comments
SP-4	**Work Order Reason Codes.** Option allows the user to track the reason a work order is opened; user definable up to 99 codes.	A	
SP-5	**Shop Codes on WO's.** Option allowing the user to assign shop numbers on a work order.	A	
SP-6	**Part Pick List.** Option compiles a list of parts needed for preventative maintenance and other repairs that will print with the work order.	A	
	Vehicle Inventory		
VI-1	At least an 8 Character Alphanumeric Vehicle (Unit) Number	A	
VI-2	At least a 4 Character Alphanumeric Department Field	A	
VI-3	Yr., Make, Model Fields	A	
VI-4	Vehicle Size Classifications: L=Light , M=Medium, H=Heavy, T=Trailer, O=Other	A	
VI-5	Location – at least a 20 Digit Alphanumeric Field	A	
VI-6	Registration Number	A	
VI-7	Serial Number (VIN)	A	
VI-8	Operator	A	
VI-9	Main Odometer Unit Selection of: Miles, Hours, Units, Kilometers, or Gallons	A	
VI-10	Each vehicle can be assigned up to 4 alternate meters.	A	
VI-11	Purchase Date	A	
VI-12	In-Service Date	A	
VI-13	Engine Make	A	
VI-14	Engine Model	A	
VI-15	Transmission Make	A	
VI-16	Transmission Model	A	
VI-17	Rear End Cap	A	
VI-18	Tons	A	
VI-19	Front Axle	A	
VI-20	Wheel Size	A	
VI-21	Tire size	A	
VI-22	Tire, ply, etc.	A	
VI-23	PSI	A	
VI-24	State of Inspection	A	
VI-25	Unit GVW	A	
VI-26	Wheel Base	A	
VI-27	Alternator Make, Alternator Amps	A	
VI-28	Brake Specs	A	
VI-29	Steering Type (hydraulic, electric assist, etc.)	A	
VI-30	Spec Body Make, Spec Body Model, Spec Equipment	A	

Item #	Requirements	Response code	Comments
VI-31	Purchase Price, Current Value, Trade in Value	A	
VI-32	Licensing, Insurance, and Depreciation fixed cost fields	A	
VI-33	License Expiration – Period	A	
VI-34	System shall carry unlimited user defined designated fields for unit and class that also offer non access security read.	A	
VI-35	Oil Part Number and Quart Capacity	A	
VI-36	Transmission Fluid Part Number and Quart Capacity	A	
VI-37	Tire Count/Max	A	
VI-38	Service Notes: Minimum of 60 Characters to print on PM Due Report	A	
VI-39	Tank Capacity, Vehicle Average MPG	A	
VI-40	Highway Tax	A	
VI-41	Assigned Driver - 15 digit alphanumeric field	A	
VI-42	PM scheduling for over 100 types of PM's specific to each vehicle	A	
VI-43	PM scheduling by time and/or miles, hours, kilometers, units, gallons and alternate meters	A	
VI-44	PM part kit identification number for each PM	A	
VI-45	The ability to include 1 PM or more within another (nesting).	A	
VI-46	State Inspection Scheduling	A	
VI-47	The ability to assign unlimited pieces of equipment to a vehicle. For example CB Radios, Wheel Chair Lifts, ect.	A	
VI-48	Unlimited notes attached to each vehicle	A	
VI-49	The ability to track fuel taxes on a vehicle	A	
VI-50	The ability to display the vehicle/equipment master record by vehicle number, VIN number, registration number or license plate number.	A	
VI-51	A vehicle's facility, department, number, class, or location can be changed at any time. All history must be transferred with the vehicle.	A	
VI-52	A vehicle's customer number may be changed at any time. All repair history must remain with the customer assigned at the time the repair is done.	A	
VI-53	Any vehicle master record can be copied to another so only information that is different will need to be entered.	A	
VI-54	A vehicle warranty system must be available to track bumper-to-bumper warranties.	A	
VI-55	The vehicle warranty system must also track component warranties by VMRS code, for original equipment warranties, dealer extended warranties, or repairs done by outside vendors. Enter hours/miles and/or months of warranties.	A	
VI-56	The vehicle warranty system must integrate with the system's work order process by immediately flagging warranty repairs.	A	
VI-57	The system must have an odometer change routine that is used when an odometer breaks or rolls over. This routine allows the system to track the life miles of a vehicle even if the odometer reading is different.	A	
VI-58	The odometer change routine automatically adjusts and updates the preventative maintenance schedule for a vehicle.	A	

Item #	Requirements	Response Code	Comments
VI-59	Preventative maintenance due reports can sort on vehicle number, vehicle location, and vehicle department fields.	A	
VI-60	Preventative maintenance reports can be selected to print or view PM's due within a specified date range.	A	
VI-61	Preventative maintenance reports can be selected to print all PM levels due or a single PM level.	A	
VI-62	Preventative maintenance due reports can be selected on: past due, now due, due with the next "X" days, and/or next X miles, hours, or gallons.	A	
VI-63	The system can print and e-mail preventative maintenance notification cards.	A	
VI-64	PM completion is automatically posted through the Work Order Module and/or by a special posting routine.	A	
	Vehicle Cost Reports		
VCR-1	Repair history reports are available that can be sorted by department or vehicle and by a range of repair codes and dates. It will print major repair categories and list detail repair data that includes the description, parts and labor costs, for each vehicle.	A	
VCR-2	The repair history report will summarize parts and labor cost totals and percentages of expenditure for each major repair category. It will also print the cost per mile of each major repair code for the current period, year-to-date, or life-to-date of the vehicle.	A	
VCR-3	Cost per mile/hour reports are available by dept., vehicle, or make/yr. Prints period, year-to-date, life-to-date figures. Prints cost per mile/hour for tires, maintenance, miles per quart of oil. Prints license, insurance, depreciation expenses and fixed cost per mile, miles/hours per gallon.	A	
VCR-4	The cost per mile/hour reports produce totals for the range of vehicles specified and sub-totals for each department.	A	
VCR-5	**Total Cost Reports.** Sorts by department, and/or vehicle. Prints period, year-to-date, life-to-date figures. Prints miles driven, gallons of fuel consumed, oil usage, tire cost, labor hours and cost, outside repairs, total repair costs, total maintenance cost, breakdowns, and utilization. Can group costs by repair reason or type.	A	
VCR-6	**Fleet Cost Reporting.** Calculates burdened hourly shop labor rate using data collected such as direct labor hours plus user-defined data of other costs.	A	
	Fuel Interface Module		
FIM-1	**Fuel Entry.** Input miles/hours, gallons, date, state, days utilized, cost of fuel if outside vendor, quarts of oil. Automatically relieves fuel inventory, updates odometer readings and PM schedules.	A	
FIM-2	**Pumps and Tanks.** System includes a complete fuel inventory module to record stick readings, pump readings, identify variances in inventory, accept fuel deliveries, and execute pump to tank transfers.	A	
FIM-3	**Revenue/Misc Cost Entry.** Ability to enter total revenues and miscellaneous costs per vehicle one time per period.	A	

Item #	Requirement(s)	Response Code	Comments
FIM-4	**Fuel Tax Reporting.** State tax rates are entered. System accumulates and reports on state taxes by vehicle and state.	A	
FIM-5	**Electronic Fuel Interface.** Software shall accept data from the FuelMaster Electronic Fueling system and use this data to update associated files.	A	
	Parts Inventory		
PI-1	Fully integrates with work orders.	A	
PI-2	At least a 20 character alpha-numeric part number.	A	
PI-3	Minimum of 10 vendors for each part with corresponding cross-reference numbers, manufacturer, and last price paid.	A	
PI-4	At least a 6 character alpha-numeric bin location.	A	
PI-5	Average price costing method with the ability to use LIFO or FIFO.	A	WE PREFER COST AVERAGE FIFO
PI-6	Ability to mark up average price by user-defined percentage for an individual part.	A	
PI-7	Ability to lock in part price charged to a vehicle regardless of the average price.	A	
PI-8	Ability to mark up non-inventory parts by a user-defined percentage.	A	
PI-9	Ability to flag a part as either a stocking or non-stocking part.	A	
PI-10	Ability to assign up to eight, four-character fits codes for each part. This allows the user to print a list of parts that fit on a vehicle type.	A	
PI-11	Up to 5 stocking locations per facility.	A	
PI-12	Tracks accumulated parts usage per period and year to date.	A	
PI-13	The option of user-defined reorder points and quantities or system-adjusted reorder points and quantities on a part-by-part basis.	A	
PI-14	The system allows for 8 price/stocking levels to define maximum quantities of inventory parts. These figures are used in the calculation of system-adjusted reorder points.	A	
PI-15	System displays the current on-order quantity	A	
PI-16	Back order quantity.	A	
PI-17	Last invoice number and date.	A	
PI-18	Part types: part, oil, tire, fuel, antifreeze, ntfr	A	
PI-19	Tracks part warranties by miles/hours and/or months.	A	
PI-20	Tracks component failure statistics by miles/hours and/or months.	A	
PI-21	Part renumber utility.	A	
PI-22	Part kits: up to 100 parts with associated quantities.	A	
PI-23	Ability to take inventory using barcoding and a handheld data collection device. Data collected can be downloaded into parts inventory, compared to quantities-on-hand and adjusted simultaneously.	A	
PI-24	Ability to adjust parts inventory or back out a transaction.	A	
PI-25	Ability to print regular or barcode tags for parts or bins.	A	
PI-26	Ability to read vendor barcodes.	A	

Item #	Requirements	Response code	Comments
PI-27	If specific bar code readers and/or printers are recommended or required, include details in the Comments section.	A	
	Purchase Orders		
PO-1	Automatic parts requisitioning when inventory falls below reorder point. User has option of min/max method or reorder quantity method of reordering.	A	
PO-2	Parts on requisition can be edited to change vendor, price and quantity.	A	
PO-3	Purchase orders can be automatically created from edited or non-edited requisitions for all vendors or a specific vendor.	A	
PO-4	Blanket PO's are available, with up to 999 extensions, budget, budget used, running balance, current extension, first extension, PO start and expiration dates, prior blanket PO for vendor.	A	
PO-5	Ability to create purchase orders for non-stock parts and non-file parts.	A	
PO-6	Ability to add a part record on the fly in purchase orders.	A	
PO-7	Ability to receive purchase order quantities on a line-by-line basis or in total.	A	
PO-8	Ability to post to back order partially received purchase orders.	A	
PO-9	Part record is automatically updated if price received is different from order price.	A	
PO-10	On Order/Back Order List is available.	A	
PO-11	Purchase order summary report is available by purchase order number or by vendor. Report lists purchase order number, create date, received date, shiptime, order from facility, order for facility, vendor number and abbreviation, purchase order cost, and status.	A	
	Part Inventory Reports		
PIR-1	By Part Number.	A	
PIR-2	By Fit Code.	A	
PIR-3	By Cross Reference Part Number.	A	
PIR-4	By Vendor.	A	
PIR-5	Non-Stock Parts	A	
PIR-6	By Bin Location.	A	
PIR-7	By Part Name.	A	
PIR-8	Part-Kit List.	A	
PIR-9	Distribution List: For inventory purposes; Prints by bin location, all parts or just stocking parts, print with quantity-on-hand or with blank quantities, with or without barcodes.	A	
	Parts Management Reports		
PMR-1	Low use report prints parts on file with 1-13 consecutive periods of zero use.	A	

Item #	Requirements	Response code	Comments
PMR-2	Low use report prints parts on file by last 1-13 consecutive periods of zero use.	A	
PMR-3	General use report by vendor or part number. Report lists quantities used per part per period.	A	
PMR-4	Inventory Balance Report.	AA	
PMR-5	Parts adjustment report.	A	
PMR-6	Purchase order transaction report by part number or date. This report prints the part number, purchase date, part description, vendor, quantity purchased, purchase order number, part cost, and extended total.	A	
PMR-7	Parts usage by work order. This report lists for a single parts or all parts, the repair order, vehicle, part number, repair code, transaction date, quantity, price and total charged to a work order.	A	
PMR-8	Part failure analysis. Prints where in the life cycle each trackable/warranty part fails by miles and/or months, for the period, year, and life-to-date.	A	
PMR-9	Warranty reporting by part or vehicle number.	A	
PMR-10	Reorder parts report based on defined reorder points and quantities on a part-by-part basis.	A	
	Vendor Information		
VNI-1	Vendor Number (minimum 6 numeric digits).	A	
VNI-2	Vendor Abbreviation (minimum 6 alpha).	A	
VNI-3	Name, Address, City, State, Zip.	AA	
VNI-4	Vendor Phone Number, Contact.	AA	
VNI-5	Vendor Terms.	AA	
VNI-6	Pay Due Dates.	AA	
VNI-7	Discount Due Dates.	AA	
VNI-8	Discount Percentage.	A	
VNI-9	Ships Via, Total Ship Days.	A	
VNI-10	Tax ID#, F.O.B. Point.	AA	
VNI-11	Legal Status.	A	
VNI-12	Disadvantages Business?	A	
VNI-13	Certified Disadvantaged Business?	AA	
VNI-14	Type Disadvantaged Business.	A	
VNI-15	Last Purchase Date.	A	
VNI-16	Year-to-date purchases.	AA	
VNI-17	Total PO's.	AA	
VNI-18	Annual (blanket) PO# and Extension.	A	
VNI-19	PO Budget, PO Budget Used, PO Running Balance.	A	
VNI-20	Oldest Open Extension.	A	
VNI-21	Annual (blanket) PO Expiration Date.	AA	
VNI-22	Prior Blanket PO Number.	AA	

Item #	Requirements	Response code	Comments
VNI-23	Fax Number.	A	
VNI-24	Average Ship Days (accumulated by system).	A	
	Driver Reporting		
DR-1	The software must include a Driver Input feature for reporting vehicle deficiencies.	A	
DR-2	The software must come pre-loaded with component, condition and location codes which can be customized by the user.	A	
DR-3	Within an individual component description, the system must allow for numerous subsets for the condition and location, which are used to help describe and locate the problems reported by drivers	A	
DR-4	This feature must include drop down lists for each of the following components or area where a problem might be reported:	A	
DR-5	**Type of Inspection:** i.e. (Pre Trip, Post Trip)	A	
DR-6	Component Codes	A	
DR-7	Condition	A	
DR-8	Location	A	
DR-9	**Status:** i.e. (Operable, Inoperable)	A	
DR-10	Notes		
DR-11	Each inspection must represent a single vehicle deficiency submitted by a driver and allow for several reported items.	A	
DR-12	The software must include a feature to create auto-generating work orders from the vehicle deficiency reports.	A	
DR-13	The review feature must include the following options:		
DR-14	Display a list of vehicle deficiency report defect inspections	A	
DR-15	Get previous/next inspection	A	
DR-16	Edit / view a defect	A	
DR-17	Create /assign work orders to defects.	A	
DR-18	Display the work order assigned to the defects.	A	
DR-19	Close a defect.	A	
DR-20	The software must display a color on the screen during the review to represent Status. The Status color signifies the severity of the problem:	A	
DR-21	A **RED** status represents an *Inoperable* status, which is usually related to safety and drivability of the vehicle.	A	
DR-22	A **YELLOW** status represents an *Operable* status, in which case the vehicle is still considered safe to operate but the driver is bringing attention to a defect.	A	
DR-23	The software must have the ability to set the following Default Work Order Codes. These defaults will be used when the work order is generated within the Driver Reports module:	A	
DR-24	**Priority Codes:** Priority codes determine the importance of a work order¾the lower the priority number, the higher the priority.	A	

Item #	Requirements	Response code	Comments
DR-25	**Reason Code:** Reason codes are used to indicate the source of the repair request such as driver reports, PMs, breakdowns, etc.	A	
DR-26	**Repair Type Code:** Repair type codes indicate what type of work is to be performed by mechanics (e.g. check, repair, replace).	A	
DR-27	The software must include the ability to "learn" and remember VMRS codes for particular vehicle problems, so the second time the same problem is reported, whether it's for the same or different vehicle, the system recalls the previously assigned VMRS code and automatically uses it when generating the work order.	A	
DR-28	The software must include the ability to search open work orders for the vehicle to see if there is an open line for assigned repair code. If a work order is found for this vehicle that addresses the reported item the duplicate vehicle deficiency report is linked to the existing work order without creating a new work order.	A	
DR-29	The software must include the ability to view work order details for pending or completed items.	A	
DR-30	Once the work order is completed, the software must automatically update the vehicle deficiency report status code to closed.	A	
DR-31	When closing the vehicle deficiency report defect line the software must prompt for a "Reason for Closing" and allow the user to select the reason from a pulldown:	A	
DR-32	Defect need not be repaired for safe operation	A	
DR-33	Invalid or incomplete component/condition information reported	A	
DR-34	Driver responsibility	A	
DR-35	Defect repaired	A	
DR-36	Quick repair	A	
	Work Orders		
WO-1	The software must use VMRS format to specify labor codes. The software has the capability of defining difficulty factors that allow the user to designate a up to 5 different time estimates for a single labor code depending on how difficult a task is on a specific vehicle or vehicle class.	A	
WO-2	Capability of processing work orders in both real time or batch mode.	A	
WO-3	Use of VMRS Repair Codes, 3 digit, 6 digit, or 9 digit level.	A	
WO-4	Easy access to vehicle master file from work order processing.	A	
WO-5	Job related repair history displays when building or processing a work order.	A	
WO-6	Access to all repair history on file when building or processing a work order.	A	
WO-7	PM's due will display when building a work order.	A	
WO-8	VMRS, vehicle, customer, vendor, mechanics, parts look-up help screens throughout.	A	
WO-9	Tracks outside repairs including vendor, purchase order number, outside parts, and outside labor.	A	

Item #	Requirements	Response Code	Comments
WO-10	Ability to create template work orders to use over and over again with a unlimited checklist.	A	
WO-11	Optional repair order priority codes – minimum 9 user defined.	A	
WO-12	Optional work order reason codes – minimum 99 user defined.	A	
WO-13	Optional work order accomplished codes – minimum 20 user defined.	A	
WO-14	Optional work order line cause codes – minimum 15 user defined.	A	
WO-15	Work description codes – minimum 10 user defined.	A	
WO-16	Indirect Labor codes – minimum 10 user defined.	A	
WO-17	Shop codes.	A	
WO-18	Ability to edit codes once entered.	A	
WO-19	Ability to change work order post date.	A	
WO-20	Up to 99 repair lines per work order.	A	
WO-21	Up to 5 lines (300 characters) notes per each work order line.	A	
WO-22	Up to 3 lines (180 characters) master notes when closing work order.	A	
WO-23	Ability to add part record on-the-fly.	A	
WO-24	Fully integrated parts module, automatic depletion of inventory when part is posted.	A	
WO-25	Parts and labor warranty credits can be entered.	A	
WO-26	User has the option of accepting the current odometer reading of a vehicle when creating a work order or requiring entry of an odometer reading.	A	
WO-27	User has option of system sequentially numbering work orders or assigning their own.	A	
WO-28	User has the option to allow the override of the mechanic's labor rate, part cost or tire cost during work order post routine.	A	
WO-29	Work order post routine updates vehicle history, cost reports, mechanic productivity, and repair order transaction files.	A	
WO-30	Open work order line report is available by work order priority code or create date. This report prints each open work order line, when it was last updated, the posted parts amount, labor amount and labor hours.	A	
WO-31	A work order scheduling report is available by shop code, open work orders (yes or no). This report sorts by priority code, and prints the work order number, vehicle, customer, create date, number of jobs scheduled, number or jobs complete, and scheduled hours.	A	
WO-32	The system can print, sort, and total work order by number, date, or customer, and select open, closed, or both.	A	
	Paperless Shop		
PS-1	Paperless Shop uses computer workstations in a real-time mode on the shop floor.	A	
PS-2	Mechanics clock on and off assigned jobs and indirect jobs such as fueling vehicles, or cleaning shop floor, at the mechanic workstation.	A	
PS-3	An unlimited number of jobs can be assigned to each mechanic.	A	

Item #	Requirements	Response Code	Comments
PS-4	The system calculates the actual time spent on a job, tracking the mechanic's entire work day.	A	
PS-5	The mechanic can clock off a job prior to its completion, start another job, then clock back on a previous job. The system will accumulate the total time spent.	A	
PS-6	Mechanics and/or parts personnel can be given the rights to post parts used on a job, including tires.	A	
PS-7	Mechanics and/or parts personnel can use a barcode reader to post parts on a work order in paperless shop.	A	
PS-8	Management personnel can add, delete, and reprioritize jobs assigned to a mechanic throughout the workday.	A	
PS-9	The system is tracking the actual time spent on the job versus the estimated time. The program is keeping all records up-to-date and accurate in a real-time mode.	A	
	Tires		
TM-1	Software shall supply a tire record file for each tire owned or leased by the user, indicating:		
TM-2	Tire number.	A	
TM-3	Vehicle mounted on.	A	
TM-4	Tire position.	A	
TM-5	Number of caps.	A	
TM-6	Manufacturer.	A	
TM-7	Capper number.	A	
TM-8	Tire size.	A	
TM-9	Tire type.	A	
TM-10	Current value.	A	
TM-11	Casing value.	A	
TM-12	Total cost.	A	
TM-13	Mounted odometer.	A	
TM-14	Date mounted on current vehicle.	A	
TM-15	Casing miles.	A	
TM-16	Tire life miles.	A	
TM-17	Tread depth.	A	
TM-18	Months in use.	A	
TM-19	Tread type.	A	
TM-20	Ply rating.	A	
TM-21	Current vehicle odometer.	A	
TM-22	Tire location on vehicle	A	
TM-23	Tire condition.	A	
TM-24	Lease tire?	A	

Item #	Requirements	Response code	Comments
	Tire Reporting		
TR-1	Software provides a report to project the number of tires due to fail over a specified number of periods based on the tire's mileage and wear characteristics.	A	
TR-2	Software provides manufacturer and cappers cost and performance reports.	A	
TR-3	Software provides tire life transaction reports by all transactions or a particular type of transaction such as send capper.	A	
TR-4	Software provides inventory lists by tire or vehicle.	A	
	Motor Pool Module		
MP-1	The software must include a Motor Pool feature to assist in tracking the usage of vehicles in several different areas.	A	
MP-2	Status of all Motor Pool Vehicles – available, reserved, checked-out, due back	A	
MP-3	Vehicle and Customer rental history	A	
MP-4	Billing reports by customer/department	A	
MP-5	The Motor Pool must contain various parameters that control how the system will handle certain situations. These features can be turned on or off to meet specific needs:	A	
MP-6	Facility Specific Rates	A	
MP-7	Partial Rates	A	
MP-8	Grace Period Rates	A	
MP-9	Validation of drivers license during checkout procedure	A	
MP-10	The software must allow for flexible rates that will allow charges for a variety of situations. These rates must be tied to a Rate Code and a Customer rate level. This allows for charging different rates for different customers and their specific requirement for each individual rental.	A	
MP-11	The flexibility of rates must allow for:		
MP-12	Easy 4 digit, alphanumeric field	A	
MP-13	One digit pricing group	A	
MP-14	Long distance or local travel	A	
MP-15	Multiple day rental	A	
MP-16	Discounted rates	A	
MP-17	Rate Categories – hourly, ½ day, daily, weekly, monthly, yearly rates	A	
MP-18	Alternate Rates	A	
MP-19	Per Mile Rates	A	
MP-20	Rates by vehicle type – van, car, truck	A	
MP-21	User-Definable Rates	A	
MP-22	Additional Charges:	A	

Item #	Requirements	Response code	Comments
MP-23	Minimum charge	A	
MP-24	Miscellaneous charges – pre-trip maintenance, tire chains, car seats, vehicle washes, etc	A	
MP-25	The Motor Pool feature must use the customer (driver) file from the Fleet Management Software to determine which default rate code will be used when creating a rental reservation. The software must allow for a default rate code in the customer file.	A	
MP-26	The software must allow for vehicles to be classified so that similar types can be charged similar rental rates, and you can use the type code to reduce the number of available vehicles to view. The software should allow a sort by vehicle types into a variety of codes	A	
MP-27	Vans (minivan, 8 passenger, 16 passenger)	A	
MP-28	Trucks	A	
MP-29	Cars (compact, mid-size, sedans)	A	
MP-30	Bus	A	
MP-31	Equipment (back hoes, tractors)	A	
MP-32	Motor pool information comes directly from the vehicle file in maintenance program. Vehicle numbers are the same in Motor Pool as they are in the maintenance program. A vehicle must exist in the maintenance program before it can be added as a Motor Pool vehicle.	A	
MP-33	Vehicles are easily added – easy lookup lists for assistance in choosing vehicles	A	
MP-34	Type Codes and Rate Codes are applied when added to the Motor Pool	A	
MP-35	Reservations are created to make sure a vehicle of a particular type is available during the requested timeframe. The reservation contains information about the customer/department requesting the vehicle. The rate to be charged for the use of the vehicle is determined at this time. Any additional charges to be billed to the customer can be created at this time. The actual vehicle assigned to the reservation will be determined from the list of available vehicles in the requested type. The reservation will also include:	A	
MP-36	Reservation Number	A	
MP-37	Pickup/Return Times and Locations, Cancel by date	A	
MP-38	Vehicle Number and Type	A	
MP-39	Customer Number, Requested by, Phone number, Account Number	A	
MP-40	Rental Rate and Travel Area	A	
MP-41	The software must have the ability to create template reservations for the repetitive rentals. When the templates are used, all the necessary fields must be filled in automatically on the new reservations.	A	
MP-42	The "check out" procedure must allow the user to verify the information that was entered during the reservation process and make any necessary changes.	A	
MP-43	The software must prompt to verify:		

Item #	Requirements	Response Code	Comments
MP-44	Picked up by vs. Reserved by	✓	
MP-45	Drivers License number and expiration	✓	
MP-46	Odometer		
MP-47	During the "check in" process the software must allow the user one final step to verify rates, additional and miscellaneous charges, and odometer readings.		
MP-48	The software must allow for Recurring Reservations when vehicles are rented for long periods of time.	✓	
MP-49	The system must allow for creation of recurring reservation groups used to categorize or group rentals that are alike (e.g. weekly, monthly, yearly) using the following options:	✓	
MP-50	User defined recurring reservation groups	✓	
MP-51	Simultaneously checks in and then checks out recurring reservations	✓	
MP-52	Eliminate the need for repetitive data entry		
MP-53	Creates necessary data for department/customer billing	✓	
MP-54	The software must include the following built in reports for the Motor Pool activity:		
MP-55	Billing Report	✓	
MP-56	Detailed by Transaction by Customer	✓	
MP-57	Checked In/Out dates	✓	
MP-58	Vehicle number	✓	
MP-59	Odometers In/Out	✓	
MP-60	Invoice Totals and Grand Totals	✓	
MP-61	Individual Invoices	✓	
MP-62	Detailed Transaction by Vehicle	✓	
MP-63	Vehicle Status Report	✓	
MP-64	Unit number, Vehicle Type, Plate	✓	
MP-65	Available	✓	
MP-66	Reserved	✓	
MP-67	Customer # who has it reserved	✓	
MP-68	Checked out date, due to check in date	✓	
	Image Viewer		
IV-1	The software must have the ability to attach and view from within the software any electronic document or file.	✓	
IV-2	At a minimum, the image viewer can be used to attach files to the following areas of the software:	✓	
IV-3	**Parts:** MSDS sheets, schematics, warranties, etc.	✓	
IV-4	**Vehicles:** Photo, accident damage picture, accident report, original specs, etc.	✓	

Item #	Requirements	Response code	Comments
IV-5	Vendors: Warranties, return policies, location, product lines, pricing structure, etc.	A	
IV-6	Facilities: Photo, map/directions, shop and building layout, etc.	A	
IV-7	Customers: Contracts, payment history, capitalization approvals, etc.	A	
IV-8	Departments: Building layouts and schematics, correspondence, contracts, etc.	A	
IV-9	Purchase Orders: Signed receipts, invoices, credit slips, etc.	A	
IV-10	Work Orders: Damage photos and reports, modification approvals, old part pictures, etc.	A	
IV-11	Estimate Work Orders: Photos, signed agreement, additional notes, etc.	A	
IV-12	Tools: Photo, schematics, warranty, etc.	A	
IV-13	Tires: Warranty, photo, etc.	A	
IV-14	Employees: Application, certificates, drivers license, insurance, etc.	A	
IV-15	Mounted Equipment: Photo installed, schematics, warranty, etc.	A	
IV-16	Fuel Pumps & Tanks: UST information, pressure tests, certifications, schematics	A	
IV-17	Motor Pool Reservations: Accident damages, photos, signed contracts, drivers license, insurance	A	
	Messaging Module		
MM-1	The software must allow the user to send and receive messages to and from other employees within the software. The Messaging module must not require a MAPI mail system—it should be local only to the Fleet Maintenance application so the user does not need to setup each of the employees with internet e-mail capabilities.	A	
MM-2	Messages sent to an employee will notify the user upon logging into the Fleet Maintenance software system, and/or returning to the main menu.	A	
MM-3	Once read the message can be replied to and/or deleted.	A	
MM-4	This option also must allow the user to send a message to an individual or a group of users	A	
	Bar Coding		
BC-1	The software must accept bar coded entry for unit related entries, parts, inventory, PO parts received, and allow for bin location.	A	
BC-2	Software supports label printing when receiving parts.	A	
BC-3	Parts can be scanned to WO	A	
BC-4	When receiving a part, the system auto-creates an audit trail to support accurate inventory analysis and work order posting.	A	
BC-5	Bar codes can be uniquely created for equipment and personnel identification.	A	
	Dashboard		

Item#	Requirements	Response Code	Comments
D-1	Software supports user dashboards that highlight realtime data for preventive maintenance stats, work order line entries, purchase orders, vehicle status, labor hour and other monitoring widgets.	A	
	Report Writing		
RW-1	Data can be sorted in any order based on any field or any combination of up to nine different fields.	A	
RW-2	**Formatting**	A	For all functions سپورٹ کرتا ہے
RW-3	User can control every position on every line, so that reports can be tailored to the exact format requirement.	A	REPORT writing RM supports
RW-4	Reporting on subtotals and/or totals without detail is possible.	A	ANY THIRD PARTY REPORT writer
RW-5	Subtotal and/or total information can be directed to one output device or method while detail is sent to another.	A	
RW-6	Nested subtotals are supported to nine levels automatically.	A	
RW-7	Multiple records per line or multiple lines per record are supported.	A	
RW-8	Page lengths, headings, footers are supported.	A	
RW-9	Field editing can be defaulted or custom designed with edit masks (templates).	A	
RW-10	System constants (date, time, page and records counters, etc.) are available for inclusion in reports.	A	
RW-11	**Output**		
RW-12	Output can be directed to printers or screens in the same report.	A	
RW-13	Output can be directed to character separated files for exporting	A	
	Technical		
T-1	Real-time application, thus updating all files as the transactions occur, not in batch mode. However, electronic fuel transfers from the County's FuelMaster system will operate in batch mode.	A	
T-2	Fully integrated application, thus no data will be entered separately into two different software modules.	A	
T-3	Data from the existing fleet maintenance database will be converted into the new product. Include limitations and any related notes in the Comments section.	A	
T-4	Incorporates optional GPS technology for vehicles as a software module or as a solution provided by an established business partner. If solution is from a business partner, include name of company and related details in the Comments section.	X	WE HAVE DONE THIS ou کا few HOW TO RED clustomary طرح کا YOUR DESCR اس کے لیے
T-5	Incorporates optional RFID technology for vehicles as a software module or as a solution provided by an established business partner. If solution is from a business partner, include name of company and related details in the Comments section.	X	WE HAVE NOW THKE DO ایک BUSINESS clue سائنس BUTTH کے ساتھ DISCUSS
	Support		

Item	Requirements	Response Code	Comments
S-1	Maintain a toll free number and a web portal for initiating and monitoring support issues. Indicate the hours of operation and emergency support guidelines in the Comments section.	X	WE Do OFFER 800 AND EMAIL SUPPORT 97% CALLS ANSWERED WITHIN 4 HRS, OTHER USED, 10 MINS AVERAGE CALL BACK WAIT.
S-2	Support staff must have knowledge of all proposed software and have knowledge of fleet operations.	A	
S-3	Vendor will issue, at least one time per year, enhancements to the software, many of which must be a direct result of customer requests/feedback.	A	

Cost Summary

Please see following documentation.

RON TURLEY ASSOCIATES, INC.
FLEET MANAGEMENT SOFTWARE & SUPPORT SERVICES
Phone: 800-279-0549 (USA) • 800-473-5338 (CN) • 623-581-2447 (Worldwide)
Website: www.rtafleet.com   Email: rta@rtafleet.com • sales@rtafleet.com • tech@rtafleet.com

Fort Bend County

Thank you for the opportunity to quote the RTA Fleet Management System, as a solution for your equipment information needs. We are confident that our software, expertise and experience will be an asset to your operation.

Quoted Software: SQL

Base System - (3200 Units) w Imager Viewer as Gift..	$ 52,000.00
*VEHICLES *FUELING *WORK ORDERS *TIRES *PARTS *BAR CODING	
This Price Includes:	
Installation Guide	
RTA Comprehensive Users Manual	
15 User License...	$ 3,000.00
Fuel Master Interface..	$ 3,500.00
Auto Load...	$ 2,000.00
Asset Data Conversions........................2,200.00	
Parts/Vendors Data Conversions............ 1,650.00	
WO/Repair History Data Conversions.......1,650.00	
Employee File....................................1,250.00	
Paperless Shop (w RTA Messenger as a Gift)...	$ 3,300.00
Driver Reporting..	$ 2,500.00
Motor Pool..	$ 1,600.00
TOTAL...	**$ 74,650.00**
3 day Onsite Training........$4,900.00	
Total with onsite training..	$79,550.00+

*Annual Maintenance Fees: (15% of Software Purchase Price **After the First Year**) does not include data conversion. $10,185.

Other Add-On Options:

Tool Checkout Module...	$ 300.00
Stationary Bar Code Reader (with Laser)..	**$ 595.00+**
LT54 Tricoder Portable Bar Code Reader (with Integrated Laser).........	**$ 1,295.00+**
Citizen Bar Code Printer..	**$ 1,495.00+**
25 Vehicle Upgrade..	$ 375.00
+ *Plus Shipping*	

This quote pricing is valid until December 1, 2014.

Training Options:

Full System Training in Phoenix 3 days........(Per Person)...	$ 500.00
Report Writer Training in Phoenix 1 day.........(Per Person)...	$ 200.00
3 Days On-Site Training / Installation Consulting...	**$ 4,900.00**

Support and Updates:

Ron Turley Associates (RTA) maintains an 800 support line for its customers with technicians available from 5:00am until 5:00pm daily during the workweek. RTA also maintains a programming department, which averages two major updates a year. These updates are released throughout the year and are included free of charge with your annual support fee.

RTA has been providing maintenance software to the fleet industry for over thirty years. We sincerely want to earn your business and feel our program is comprehensive and our support after the sale is excellent. If you have any questions, please feel free to call me at 1-877.460.0833.

Sincerely,

Christine Kane
Account Manager

Technical Requirements

The following describes only the bare minimum to support running one instance of the RTA program. We highly recommend going above and beyond these criteria with the latest standard available on the market to ensure RTA runs smoothly. We also require you to consult Microsoft's specs for the various products you will be using. RTA can run on 32 bit or 64 bit Operating Systems. RTA supports virtualization as well, but we recommend you consult briefly with RTA if you plan on running in a virtual environment.

The following list describes the minimum hardware requirements for the client portion of the RTA Fleet Management software (multi-user applications, MS/SQL Backend):

- Windows 98 SE OS or Newer (XP, Vista, Windows 7)
- Pentium 233-megahertz (MHz) processor or faster (> 1 GHz recommended)
- At least 64 megabytes (MB) of RAM (512 MB or more is recommended)
- At least 100 megabytes (MB) of available space on the hard disk
- CD ROM drive (CD-RW or DVD-RW drive recommended)
- Keyboard and a Microsoft Mouse or some other compatible pointing device
- Video adapter and monitor with 800 x 600 or higher resolution
- 100 Mbps NIC (Wireless G and N supported with exceptions, contact tech support) (1 Gbps connection recommended)
- SQL 2000 Connectivity Tools installed (Required for Windows 2000 or Older OS's Only)
- MDAC 2.8 SP1 installed (installed by default on Windows XP SP2 and Newer)

The following list describes the minimum hardware requirements for the server installation of the RTA Fleet Management software (multi-user applications, MS/SQL backend):

- Windows XP SP2 or Newer (Windows Server 2000, 2003, 2008)
- Pentium 233-megahertz (MHz) processor or faster (> 1 GHz/multi processor recommended)
- At least 512 megabytes (MB) of RAM (1 GB or more is recommended)
- At least 1.5 gigabytes (GB) of available space on the hard disk (Initial space is 100mb, allow room for data growth)
- Installation directory for RTA must be Shared for access by network users
- Optical drive recommended (CD ROM, CDRW or DVDRW), but not required
- Keyboard and a Microsoft Mouse or some other compatible pointing device
- Video adapter and monitor with 800 x 600 or higher resolution
- 100 Mbps NIC (1 Gbps connection recommended)
- SQL Server 2000, 2005, or 2008 (Express 2005/2008 version supported, not recommended for medium or large fleets)(MSDE not supported)

Implementation Plan

Please refer to the following documents.

Kim Turley
Chief Executive Officer

Bill Kiff
President and COO

Christine Kane
Account Manager

Doug Hicks
Implementation Manager

Josh Turley
SR. Project Manager

Manny Lopes
Programming
General Manager

- Purchase
- Shipment
- Installation
- Data Emailed

- Data Conversions authorized and put into Queue

- 3 Implementation Web Conferences Scheduled

- OnSite Training

- Go Live!

PHASE I PURCHASE – 60 DAYS

Installation

Assemble Teams/ for 3

Implementation
Meetings

Set System switches
and security

Initial Data Entry

System Shipment   Bill Kiff

Installation Assistance
RTA TECH SUPPORT

Schedule

Implementation Web

Conferences   Doug Hicks

PHASE II 30 – 90 DAYS

Installation

Data Emailed

Implementation/
System Set Up

Training

Implementation/Web
Conferences Doug Hicks

Training TECH SUPPORT

PHASE II 90-120 DAYS

Go Live

WELCOME
ABOARD!!

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7-8	Wk 8-9	Wk 9-12
Shipment Licensing, shipping of system and hardware									
Installation Fort Bend County with RTA assistance									
Data Conversions — Files uploaded by Fort Bend County, assisted by RTA technical support, submitted to RTA		x	x						
Data Conversions — RTA review and corrections as established and emailed to Fort Bend County			x						
Data Conversions — Fort Bend corrections submitted to RTA			x	x					
Data Conversions — Development approval-enters RTA queue / development				x	x				
Implementation Schedule meeting for setting system switches					x	x	x	x	x
Implementation Fort Bend County team review of Expressway Pamphlet for meeting preparation					░	░			
Implementation (3) 1-1.5 hour implementation call for system switch (s) settings					░	░	░		
Training Scheduled following month after purchase/training week outline will vary according to purchase dates and data completion									░

Software License Agreement

CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THIS LEGAL AGREEMENT BETWEEN YOU AND **RON TURLEY ASSOCIATES, INC.** PRIOR TO INSTALLING THIS SOFTWARE PACKAGE. OPENING THIS MEDIA PACKAGE, INSTALLING, OR OTHERWISE USING THE RTA FLEET MANAGEMENT SOFTWARE AND ADD-ON PROGRAMS FOR THE FLEET MANAGEMENT SOFTWARE INDICATES YOUR ACCEPTANCE OF ALL TERMS AND CONDITIONS. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, PROMPTLY RETURN THE UNOPENED AND UNINSTALLED SOFTWARE PACKAGE, DOCUMENTATION, AND THE OTHER COMPONENTS OF THIS PRODUCT TO RON TURLEY ASSOCIATES, INC. FOR A REFUND. REFUNDS WILL NOT BE GIVEN FOR PRODUCTS THAT HAVE MISSING COMPONENTS.

1. **LICENSE OF SOFTWARE PROGRAM.** Ron Turley Associates, Inc. ("Licensor") hereby grants to you a non-exclusive and non-transferable right and license to use the RTA Fleet Management Software and add-on programs for the RTA Fleet Management Software ("Software") on the Computer System (as hereinafter defined) and the related documentation ("Documentation") in connection with use of the Software. The term "Computer System" means either (i) single-user platform; (ii) multi-user hardware platform or (iii) network with not more than the number of nodes, as described on the invoice issued by Licensor to you for the Software. The use of the Software on a multi-user hardware platform or in a network other than as licensed herein will require a new License Agreement. This would include multiple installations of the Software on the same server/network. You may transfer the Software and Documentation only if the receiving party agrees to accept the terms and conditions of this License Agreement, and upon written consent of the Licensor. Installation of multiple copies of the Software is prohibited, unless prior written permission is received from the Licensor.

2. **EXCEPTIONS TO LICENSE.** The Licensor recognizes the need for backup/archival copies of the Software. You are hereby granted the right to make copies of the Software for archival purposes only. You are also granted the right to make copies of the Documentation for use with the Software within your organization without prior written consent of Licensor. Licensor may revoke this right at any time without prior written notice.

3. **TERM.** The license is effective until terminated. The license will automatically terminate if you fail to comply with any of the terms or conditions of this Agreement or fail to pay all the monies due for the rights and licenses granted herein. You agree upon such termination to destroy or return to the Licensor, all copies of the Software and Documentation. You must also uninstall and remove all related Software and Documentation files from the Computer System.

4. **PROPRIETARY PROPERTY.** You understand and agree that the Software and Documentation constitute confidential information and proprietary property of the Licensor. The Software and Documentation are also protected by copyrights owned by Licensor. You may not copy or make available to any person the Software or Documentation in whole or in part, for any purpose other than for purposes specifically related to the use of the Software by you on the Computer System, without prior written permission from the Licensor, except as noted in paragraph 2.

5. **RESTRICTIONS.** You agree that you'll not engage in or permit others to engage in any of the following: copying the Software or Documentation, except as specifically permitted herein; providing use of the Software in a network, multiple Computer System, multiple user or timesharing agreement; disassembling or reverse engineering or decompiling of the Software; sublicensing, assigning, renting, leasing, selling, or otherwise transferring the Software except as specifically permitted herein; or creating any derivative works or translations based upon the Software or Documentation. Copying the system to another directory, folder, server, or network is strictly prohibited. Installing the RTA system, or any portion thereof, on another computer, network, server, or into a secondary folder/directory is strictly prohibited.

6. **DISCLAIMER OF WARRANTIES.** The Software is licensed "as is" without warranties, including without limitation, the implied warranties of merchantability or fitness for a particular purpose.

7. **LIABILITY.** In no event will Licensor be liable for direct, indirect, special, incidental, or consequential damages, including loss of profits, arising out of the use or inability to use the Software or Documentation, even if the exclusive remedy set forth in paragraph 7 fails in its essential purpose.

RON TURLEY ASSOCIATES, Inc.
Fleet Management
Software & Support Services   *800-279-0549*   *USA*
                                  623-582-1747   *Fax*
                                  WWW.rtafleet.com   *Website*

RTA SUPPORT AGREEMENT

1. During the Agreement Term, (one year unless otherwise set forth) RTA shall render the following services in support of the Licensed Program subject to the compensation for each type of service in RTA's rate schedule set forth in the RTA price list.

   a. RTA shall maintain a telephone hotline that allows the Customer to report system problems and seek assistance in use of the Licensed Program. This hotline is available from 6:00 AM to 6:00 PM MST (except during special circumstances such as Users Conference or Phone outages), Monday through Friday (Excluding most US Holidays). USA 800-279-0549, other: 623-581-2447.

   b. RTA shall maintain a trained staff capable of rendering the services set forth in this Agreement.

   c. RTA shall be responsible for using all reasonable diligence in correcting verifiable and reproducible errors when reported to RTA. RTA shall, within 1 working day of verifying that such an error is present, initiate work in a diligent manner toward development of an error correction. Errors will be classified as High, Medium and Low and will take precedence based on classification. Following completion of the error correction, RTA shall provide the error correction through a "temporary fix" consisting of sufficient programming and/or operating instructions to implement the error correction, and RTA shall include the error correction in all subsequent releases of the Licensed Program. RTA shall not be responsible for correcting errors in any version of the Licensed Program other than the most recent release of the Licensed Program, provided that RTA shall continue to support prior releases superseded by recent releases for a reasonable period sufficient to allow Customer to implement the newest release, not to exceed 90 days.

   d. RTA will, from time to time, issue new releases of the Licensed Program to its customers, generally containing error corrections, minor enhancements, and, in certain instances if RTA so elects, major enhancements. RTA shall provide the Customer with one copy of each new release, without additional charge. RTA shall provide reasonable assistance to help Customer install and operate each new release, provided that such assistance, if required to be provided at Customer's facility, shall be subject to the supplemental charges.

   e. RTA publishes a semi-annual newsletter designed to keep its customers generally informed about the use and operation of the Licensed Program, features of new releases and enhancements, and current additional support and training offerings. The Customer will receive an annual subscription for the newsletter for the period this agreement is in force.

f. RTA shall consider and evaluate the development of enhancements for the specific use of the Customer and shall respond to the Customer's requests for additional services pertaining to the Licensed Program (including, without limitation, data conversion and report-formatting assistance), provided that such assistance, if agreed to be provided, shall be subject to supplemental charges mutually agreed to by RTA and its Customer.

2. Term of the Agreement:

a. This agreement will commence on the RTA software purchase date and will terminate on the purchase anniversary date each year unless payment for the succeeding year is received. Each year the Customer will be invoiced for the following year of technical support.

b. If a Customer chooses not to renew the support agreement, support services will be provided on a time/materials rate basis.

Agreed to by:_____ on _____
             Representative   Date

_____

Agreed to by:_____ on 7/16/2014
             Representative   Date
             Ron Turley Associates, Inc

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/8/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:			
PAYCHEX INSURANCE AGENCY INC	PHONE (A/C, No, Ext):		FAX (A/C, No): (888) 443-6112	
210705 P: F:(888) 443-6112	E-MAIL ADDRESS:			
PO BOX 33015	INSURER(S) AFFORDING COVERAGE			NAIC#
SAN ANTONIO TX 78265	INSURER A: Hartford Casualty Insurance Co			14397

INSURED	
	INSURER B:
	INSURER C:
RON TURLEY ASSOCIATES	INSURER D:
17437 N 71ST DR STE 110	INSURER E:
GLENDALE AZ 85308	INSURER F:

COVERAGES   CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	76 WEG LS3255	06/01/2014	06/01/2015	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$100,000 $100,000 $500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Fort Bend County 301 JACKSON ST STE 201 RICHMOND, TX 77469	AUTHORIZED REPRESENTATIVE *[signature]*

ACORD 25 (2014/01)

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/02/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: GORDON GAISFORD		
GAISFORD INSURANCE AGENCY 6832 N. 24TH DRIVE #3	PHONE (A/C, No, Ext): (602) 242-6188		FAX (A/C, No): (602) 242-6115
	E-MAIL ADDRESS: gaisins@hotmail.com		
PHOENIX AZ 85015-	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :CNA		
INSURED RON TURLEY ASSOCIATES, INC	INSURER B :BEAZLEY INS CO		
17437 N 71ST DRIVE STE 110	INSURER C :		
	INSURER D :		
	INSURER E :		
GLENDALE AZ 85308-	INSURER F :		

COVERAGES   CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	Y	Y	B2090658905	06/06/2014	06/06/2015	EACH OCCURRENCE	$ 1,000,000
	X COMMERCIAL GENERAL LIABILITY				/ /	/ /	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
	CLAIMS-MADE X OCCUR				/ /	/ /	MED EXP (Any one person)	$ 10,000
					/ /	/ /	PERSONAL & ADV INJURY	$ 1,000,000
					/ /	/ /	GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				/ /	/ /	PRODUCTS - COMP/OP AGG	$ 2,000,000
	POLICY PRO-JECT LOC				/ /	/ /		$
A	AUTOMOBILE LIABILITY	Y	Y	B2090658905	06/06/2014	06/06/2015	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO				/ /	/ /	BODILY INJURY (Per person)	$
	ALL OWNED AUTOS SCHEDULED AUTOS				/ /	/ /	BODILY INJURY (Per accident)	$
	X HIRED AUTOS X NON-OWNED AUTOS				/ /	/ /	PROPERTY DAMAGE (Per accident)	$
					/ /	/ /		$
A	UMBRELLA LIAB X OCCUR			B2095591229	06/06/2014	06/06/2015	EACH OCCURRENCE	$ 3,000,000
	EXCESS LIAB CLAIMS-MADE				/ /	/ /	AGGREGATE	$ 3,000,000
	DED RETENTION $				/ /	/ /		$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N		N/A		/ /	/ /	WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)				/ /	/ /	E.L. EACH ACCIDENT	$
					/ /	/ /	E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below				/ /	/ /	E.L. DISEASE - POLICY LIMIT	$
B	PROFESSIONAL LIABILITY			V10B55140501	06/03/2014	06/03/2015	PER CLAIM	1,000,000
					/ /	/ /	AGGREGATE	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
ADDITIONAL INSURED - FORT BEND COUNTY AND ITS MEMBERS OF COMMISSIONERS COURT.

CERTIFICATE HOLDER	CANCELLATION
(281) 341-8640 (281) 341-8645 ATTN: NORMA WEAVER FORT BEND COUNTY 301 JACKSON SUITE 201 RICHMOND TX 77469-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE *Gordon L. Gaisford*

ACORD 25 (2010/05)

INS025 (201005).01

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