

THE OAKVILLE PUBLIC LIBRARY BOARD AND THE TOWN OF OAKVILLE

MEMORANDUM OF UNDERSTANDING

SCHEDULE G - FLEET SERVICES AGREEMENT

WHEREAS *Schedule G – Fleet Services* forms part of *The Oakville Public Library Board and the Town of Oakville – Memorandum of Understanding* (MOU) agreement. The MOU agrees to services provided by the Town of Oakville (Town) to the Oakville Public Library Board (Library) and acknowledges each party's role and relationship as it pertains to the delivery of library services under the *Public Libraries Act*.

NOW THEREFORE THE LIBRARY AND THE TOWN HEREBY STATE AS FOLLOWS:

1. General Agreement

- a. The Town will provide the Library with the following services to assist the Library in the delivery of library services: fleet maintenance, repair and services for the Library vehicle(s); and regulatory compliance and driver training.
- b. The Library is the owner of the Library vehicle(s).
- c. The Town will designate a main contact person for fleet services. The position is the Manager - Fleet Operations, Fleet Operations Roads & Works Operations. The Library will designate a main contact person responsible for overseeing all fleet services and communicating business needs to the Town. That position is the Manager – Customer Experience & Service Delivery.
- d. The service level requirements will be decided on collaboratively between Roads and Works and the OPL and reviewed as needed or at a minimum as part of the MOU review.

2. The Town will provide the Library with fleet related services as follows:

The following fleet maintenance, repair and services are covered under this agreement:

- a. Provide scheduled maintenance and repair to the Library vehicle(s).
- b. Provide estimates and timelines to the Library regarding schedule maintenance and repairs.
- c. Provide monthly maintenance schedules to the Library.
- d. Maintenance and repairs include but are not limited to:
 - i. PMCVI (Annual Safety Inspections)
 - ii. PM Inspections (A, B, C)
 - iii. HVAC Systems
 - iv. Brake Repairs
 - v. Electrical Repairs (Lighting, Battery, Alternator, etc.)
 - vi. Cooling System Repairs
 - vii. Engine Repairs
 - viii. Transmission Repairs
 - ix. Air System Repairs
 - x. Fuel System Repairs
 - xi. Tire repair and replacement
 - xii. Bodywork Repairs

Other services offered include:

- a. Roadside service, towing and recovery.
- b. Lock out services and key replacement.
- c. Fuel supply
- d. Regulatory compliance & driver training including but not limited to:
 - i. Noting where additional training is required.
 - ii. Provide any refresher training as requested.
 - iii. Provide new hire circle-check/fueling demonstrations.
 - iv. Administer all driver abstract functions.
 - v. Report all reviews and any concerns to the Library on a timely basis.

The Town will provide a standard of service comparable to that of Town departments and agencies served. Where library service is detrimentally impacted, the Town will make best efforts sustain optimal Library service operations. The town will provide clear and timely communication on any identified impacts to service to allow OPL to make alternative plans as needed.

Joint Responsibilities:

- a. Coordination of location and times for vehicle service and repair.
- b. Ensure annual inspections as well as preventative maintenance is performed when triggered.
- c. Clear and timely communication between the Library and Roads & Works department.

Funding and Licensing

The Library shall be solely responsible for funding the purchase of vehicles. Annual vehicle licensing and commercial vehicle operation registration services will be provided by the Town, provided however that the Library will reimburse the Town for sums paid by the Town.

3. Acquisitions and Dispositions:

Acquisition, disposal and discontinuance of use of any Library vehicle(s) shall be at the Library's sole discretion and the Library alone shall fund acquisitions and shall be entitled to full proceeds of disposition of vehicles to which it has title.

Upon request by the Library, and at the Town's discretion, the Town may assist the Library in the following manner:

- a. Provide advice, guidance, evaluation and recommendation to assist in decisions for acquiring new or replacement vehicles and equipment inclusive of capital budget estimates and for dispositions of vehicles;
- b. Provide for the disposition of vehicles and Other Equipment through trade-ins, auctions or other appropriate means.

4. Location:

Work will be performed at the Town's Central Operations Facility at 1140 South Service Road West, Oakville, Ontario (the "Facility"). From time to time, the Town may use off-site or contracted service

operations. The Library's vehicle drivers and other appropriate staff shall be given access to the Facility or subsequent locations.

5. Insurance:

The Library is responsible for ensuring that any required vehicle insurance is acquired and maintained through OPL's and Town of Oakville's joint insurance provider.

6. Financial Responsibilities:

The Library is responsible to include an annual budget for fleet related services. The Town shall review with the Library a breakdown of its operating budget estimates for all work, services and supplies, fuel, licensing and registrations contemplated by this agreement. Such review by the Library shall be coordinated with the Town's annual budget preparation process.

Expenses will be charged directly to the Library's operating budget with respect to the services to be provided and the materials to be supplied by the Town in fulfilling its obligations under this agreement based on most current rates and costs.