

**SAINT PETERSBURG CITY COUNCIL**

**Consent Agenda**

**Meeting of September 3, 2009**

**To: The Honorable Jeff Danner, Chair and Members of City Council**

**Subject:** Accepting a proposal from AssetWorks, Inc., a sole source supplier, to upgrade the fleet management application software for the Fleet Management Department at a cost not to exceed \$322,840.

**Explanation:** The city received a proposal to upgrade the fleet maintenance management application system. This purchase is an upgrade from the current MCMS application to the latest version, FleetFocus M5.

The vendor will furnish, install and implement a vehicle equipment life-cycle management system, which includes applications for shop scheduling; warranty and claims management; preventative maintenance scheduling; accident repair tracking; work order management; and purchasing and parts inventory management. The system will also be used to track operations costs and provide long-range planning for all vehicle maintenance functions. They will also furnish seven touch-screen kiosks.

The vendor will also provide the software license; an annual maintenance and support program including 24/7 telephone support; and periodic upgrades for the system. In addition, the vendor will collaborate with city staff to develop a project plan; setup, configure and install the application; develop custom reports, develop and test interface with the Oracle financial system; perform final data conversions; and train technical staff and end-users.

Compatibility with existing software is of paramount concern, therefore a sole source procurement is recommended. AssetWorks, Inc. is the owner and manufacturer of the MCMS application and its latest version FleetFocus M5, therefore they are the only provider authorized to sell and implement this product.

The Purchasing Department in cooperation with the Fleet Management Department, recommends for award:

AssetWorks, Inc..... \$322,840



This purchase is made in accordance with Section 2-232 (d) of the Sole Source Procurement of the Procurement Code, which authorizes City Council to approve the purchase of a supply or service over \$100,000 without competitive bidding if it has been determined that the supply or service is available from only one source.

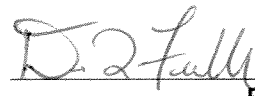
AssetWorks, Inc., a Wayne, Pennsylvania based company, has been in business since 1984. Hillsborough County and the cities of Austin, Texas; Oxnard, California and Portland, Oregon are among their current fleet customers.

**Cost/Funding/Assessment Information:** Funds have been appropriated in the Equipment Replacement Fund (5002), Fleet Maintenance (800), Fleet Mechanical Cost account (2527).

**Attachment:** Cost Summary  
Sole Source  
Resolution

**Approvals:**

  
\_\_\_\_\_  
Administrative  
BY: 

 8-14-09  
\_\_\_\_\_  
Budget

**Cost Summary - AssetWorks, Inc.**  
 920-45 FleetFocus Software

<b>Item</b>	<b>Qty.</b>	<b>UOM</b>	<b>Unit Cost</b>	<b>Cost</b>
Software Installation Services	3	DAYS	\$1,480	\$4,440
Project Management	25	DAYS	1,560	39,000
Training	16	DAYS	1,480	23,680
Data Conversion	296	HOURS	185	54,760
Interface Development	200	HOURS	185	37,000
Travel	37	DAYS	470	17,390
FleetFocus M5 Software	1	EA	50,000	50,000
InfoCenter Module Licenses	1	EA	22,050	22,050
Report Server Licenses	1	EA	10,920	10,920
Software Maintenance, Year One	1	YR	30,000	30,000
Hardware: DT 120MX 17" Kiosks	7	EA	4,800	33,600
<b>TOTAL</b>				<b>\$322,840</b>

**CITY OF ST. PETERSBURG**  
**REQUEST FOR SOLE SOURCE**

Department: **Fleet Management** \_\_\_\_\_ Requisition: \_\_\_\_\_

Sole Source  \_\_\_\_\_ Proprietary Specifications \_\_\_\_\_

Proposed Vendor: **AssetWorks, Inc.**


Estimated Total Cost **\$322,840.00**

**Description of Items (or Services) to be purchased:** Software, software installation, business process analysis and planning, system configuration, data conversion, custom interface development, and training.


Purpose or function of items: The FleetFocus M5 solution is needed to meet the Fleet Management Department's vehicle and equipment maintenance needs including but not limited to: repair, preventative maintenance work, work orders, tracking of operating expenses including fuel, oil, licensing, and reserve dollars, optimization of labor reporting, operational analysis and reporting. The software will be used to automatically track and provide notification when preventative maintenance is due. In addition, it will reduce the time required by management to conduct and oversee staffing. The software will facilitate improved operational communication, evaluation and will more efficiently distribute charges. This is an upgrade and will bring the City up-to-date on the most widely supported version of AssetWorks' applications.

**Justification for Sole Source or Proprietary specification:** FleetFocus is proprietary software that will be integrated with the City's existing RNI Fuel management Application and accommodates the City's current Chart of Accounts from the Oracle System. AssetWorks is the only vendor that provides a cost-effective upgrade path from the current IBM iSeries version on which the City is currently running. The City made a substantial investment in time and resources to assist in the development of FleetFocus M5 and will therefore be receiving a 65% discount off the market price for its participation.

I hereby certify that in accordance with Section 2-232(d) of the City of St. Petersburg Purchasing Code, I have conducted a good faith review of available sources and have determined that there is only one potential source for the required items per the above justification.

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

08-17-09  
Date

  
\_\_\_\_\_  
Administrator/Chief

8-17-09  
Date

BY:   
\_\_\_\_\_

A RESOLUTION DECLARING ASSETWORKS, INC. ("ASSETWORKS"), TO BE A SOLE SOURCE SUPPLIER; ACCEPTING THE PROPOSAL AND AWARDING A SOFTWARE LICENSE AND IMPLEMENTATION AGREEMENT TO ASSETWORKS TO UPGRADE THE FLEET MAINTENANCE MANAGEMENT APPLICATION SYSTEM FOR THE FLEET MANAGEMENT DEPARTMENT AT A TOTAL COST NOT TO EXCEED \$322,840; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City utilizes AssetWorks' MCMS application for its fleet maintenance management application system; and

WHEREAS, the City desires to upgrade its current MCMS application to the latest version, the FleetFocus M5; and

WHEREAS, compatibility with existing software is of paramount concern; and

WHEREAS, the City received a proposal from AssetWorks to upgrade the City's current fleet maintenance management application system to the latest version of the software; and

WHEREAS, Section 2-232(d) of the City Code provides requirements for sole source procurement; and

WHEREAS, the Purchasing Department, in cooperation with the Fleet Management Department, recommends acceptance of the proposal from AssetWorks, Inc. as a sole source supplier; and


WHEREAS, the Mayor or his designee has prepared a written statement to the City Council certifying the condition and circumstances for this sole source purchase.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that AssetWorks, Inc. is a sole source supplier; and

BE IT FURTHER RESOLVED that the proposal and award of a software license and implementation agreement to AssetWorks, Inc., to upgrade the fleet maintenance management application system for the Fleet Management Department at a total cost not to exceed \$322,840 is hereby approved and the Mayor or his designee is authorized to execute all necessary documents to effectuate this transaction.

This resolution shall become effective immediately upon its adoption.

Approved as to Form and Substance:

  
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City Attorney (Designee)