

CITY OF LONG BEACH

FINANCIAL MANAGEMENT DEPARTMENT

R-15

333 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-6200

February 4, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt the attached Resolution authorizing the City Manager to execute a contract and any amendments thereto with AssetWorks, Inc., of Wayne, PA (not an MBE, WBE, SBE or Local), on a sole source basis, for the purchase of software upgrades, installation, design, setup and training services to the M4 Fleet Management System, in a total amount not to exceed \$254,400. (Citywide)

DISCUSSION

City Council approval is being requested to authorize the City Manager to execute a contract with AssetWorks, Inc. AssetWorks, Inc. holds all rights to the licensing, sales, distribution, implementation, development, maintenance, and support services to the M4 Fleet Management System (M4) and, therefore, is the only organization able to provide upgrades to the M4 system.

The Department of Financial Management, Fleet Services has been utilizing the AssetWorks M4 Fleet Management System since 2000. The M4 software system provides complete vehicle maintenance and billing functions for approximately 2,100 Fleet managed vehicles and equipment for various City departments. The last M4 upgrade was in 2005. The upgrade to the M5 system will provide for essential enhancements such as user friendly ad hoc reporting capabilities for performance tracking, web-based access for user departments to view billing and equipment data, and improved audit tracking. The proposed agreement includes the process for setup, installation, and training of the upgraded system.

City Charter Section 1801 requires that contracts for City purchases be awarded to the lowest responsible bidder after a competitive bid process, but allows for awards without a competitive bid process if accompanied by a resolution adopted by City Council.

This matter was reviewed by Deputy City Attorney Amy R. Webber on January 9, 2014 and by Budget Management Officer Victoria Bell on January 17, 2014.

TIMING CONSIDERATIONS

City Council action to adopt the attached Resolution and approve this contract concurrently is requested on February 4, 2014, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The cost of this contract, in an amount not to exceed \$254,400, is budgeted in the Fleet Services Fund (IS 386) in the Financial Management Department (FM). Costs will be recovered from the user departments through Fleet Memorandum of Understanding (MOU) charges over a three-year period.

During FY 14 Budget Adoption on September 3, 2013, the City Council allocated \$131,000 in one-time funding for upgrades to Fleet's software application used to manage fleet maintenance activities. These one-time funds were intended to cover the portion of the fleet management system costs that would have been charged to the General Fund through the Fleet MOU. Due to this one-time allocation, the General Fund will not be charged for project costs through the Fleet MOU. The remaining amount, or \$123,400, will be charged to other funds through the Fleet MOUs in FY 14, FY 15, and FY 16. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,




JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

JG:DS
K:\Exec\Council Letters\FleetServices\02-04-14 ccl - FM AssetWorks.docx

ATTACHMENT



PATRICK H. WEST
CITY MANAGER

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH ASSETWORKS INC., WITHOUT ADVERTISING FOR BIDS, FOR THE PURCHASE OF SOFTWARE UPGRADES, INSTALLATION, DESIGN, SETUP AND TRAINING SERVICES FOR THE M4 FLEET MANAGEMENT SYSTEM IN AN AMOUNT NOT TO EXCEED \$254,400

WHEREAS, the Department of Financial Management, Fleet Services Bureau, has been utilizing the FleetFocus Enterprise Asset Management System (M4) since 2000; and

WHEREAS, the City currently utilizes the M4 System for approximately 2100 Fleet managed vehicles in the City for various City departments; and

WHEREAS, the Fleet Services Bureau plans to upgrade to the M5 system which will provide for essential enhancements such as user friendly ad hoc reporting capabilities for performance tracking, web based access for user departments to view billing and equipment data, and improved audit tracking; and

WHEREAS, AssetWorks Inc. is the sole provider of the existing FleetFocus Enterprise Asset Management System; and

WHEREAS, as a result, no useful purpose would be served by advertising for bids and to do so would constitute an idle and useless act and an unnecessary expenditure of public funds because AssetWorks Inc. is the only corporation, firm or individual that could or would bid for the furnishing of these software upgrades, installation, design, setup and training services to the City;

NOW, THEREFORE, the City Council of the City of Long Beach resolves as

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 follows:

2 Section 1. The City Manager is hereby authorized to enter a contract
3 with Assetworks Inc. without advertising for bids for the purchase of software upgrades,
4 installation, design, setup and training services to the M5 Fleet Management System in
5 an amount not to exceed \$254,400, including tax. If the sole source status of Assetworks
6 Inc. changes, City shall publicly bid instead of extending the contract.

7 Section 2. This resolution shall take effect immediately upon its adoption
8 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

9 I hereby certify that the foregoing resolution was adopted by the City
10 Council of the City of Long Beach at its meeting of _____, 20__ by the
11 following vote:

12
13 Ayes: Councilmembers: _____
14 _____
15 _____
16 _____

17 Noes: Councilmembers: _____
18 _____

19 Absent: Councilmembers: _____
20 _____

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23 _____
24 City Clerk

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