



## Legislation Text

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**File #:** 14-0089, **Version:** 1

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Recommendation to adopt resolution authorizing 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)

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.

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.

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.

Approve recommendation.

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

JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

PATRICK H. WEST  
CITY MANAGER