THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY

DEPT: General Services Agency

BOARD AGENDA #: *B-3

AGENDA DATE: August 16, 2016

SUBJECT:

Approval to Negotiate and Execute an Expanded Agreement with AssetWORKS FLEETFocus for Vehicle Maintenance Software

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BOARD ACTION AS FOLLOWS:

No. 2016-413

On motion of Supervisor _Chiesa_____ , Seconded by Supervisor _Withrow_____
and approved by the following vote,
Ayes: Supervisors: _O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith_____
Noes: Supervisors: _____None_____
Excused or Absent: Supervisors: None _____
Abstaining: Supervisor: _____None_____

1) __X___ Approved as recommended
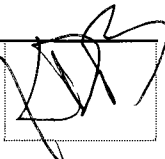2) _____ Denied
3) _____ Approved as amended
4) _____ Other:

MOTION:

ATTEST: ELIZABETH A. KING, Clerk of the Board of Supervisors   File No.

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM

DEPT: __General Services Agency__   BOARD AGENDA #: __*B-3__

Urgent O   Routine ◉   AGENDA DATE: __August 16, 2016__

CEO CONCURRENCE: _____   4/5 Vote Required: Yes O   No ◉

SUBJECT:

Approval to Negotiate and Execute an Expanded Agreement with AssetWORKS FLEETFocus for Vehicle Maintenance Software

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STAFF RECOMMENDATIONS:

1. Approve the Purchasing Agent to negotiate an expanded agreement with AssetWORKS FLEETFocus for vehicle maintenance software to be used in Public Works and General Services Agency – Fleet Services division.

2. Authorize the Purchasing Agent to execute the agreements and to sign any necessary documents, including any amendments to the agreements not to exceed 10% of the original estimated cost of $137,312.

3. Authorize the Purchasing Agent to take any appropriate action necessary to carry out the purpose and intent of these recommendations.

DISCUSSION:

The County is transitioning to the use of Global Positioning Systems (GPS) in County vehicles, which, in turn has made it necessary for General Services Agency – Fleet Services (GSA) to move to vehicle maintenance software that is capable of pairing with GPS technology. GSA currently uses FASTER software to track vehicle maintenance. That software, purchased in 1998, is not capable of interfacing with GPS technology.

GSA contacted Fleet Managers in the City and County of San Francisco, County of Alameda, and County of Sonoma to identify best practices in other Counties. Each County identified issues key to their successful adoption of GPS technology. Maintenance software interface was identified as a key indicator for success across all locations.

Locally, AssetWORKS FLEETFocus software is used by both County Public Works and City of Modesto. AssetWORKS was identified as software having the capability to work with GPS technology and used by multiple California cities and counties.

Due to the existing contract with County Public Works, it was not necessary to complete the Request for Proposal (RFP) process. This work is an extension of and in accordance with current use, which allows for an expansion of the existing contract rather than completion of a new competitive process. A review of AssetWORKS capabilities showed AssetWORKS software would meet the established criteria and improve cross-department communication

regarding vehicle maintenance by allowing both departments to see work previously performed on vehicles maintained by both Public Works and GSA.

Working with Public Works, appropriate AssetWORKS modules were identified and a cost sharing process was established for modules to be used by both departments. Each department will bear the cost of modules specific to that department, with common modules cost-shared on a "percentage of total vehicles maintained" basis. GSA, which maintains 1,062 vehicles, will absorb 75.6% of the cost for modules shared by both departments, and Public Works, which maintains 342 vehicles, will absorb 24.4% of the cost of shared modules. GSA will absorb 100% of the cost of modules that would be used exclusively by GSA, such as Motor Pool and Customer Access. There are no modules used exclusively by Public Works.

GSA, in conjunction with Public Works, recommends the AssetWORKS modules listed in Exhibit A. With approval, GSA anticipates the new software to be installed and operational by January 2017.

POLICY ISSUE:

Approval to expand the use of AssetWORKS to manage vehicle repairs in GSA will create the foundation necessary to move forward with Global Positioning System (GPS) equipment. GSA will return to the Board of Supervisors for approval to install GPS equipment on County-owned vehicles in a pilot program in Fiscal Year 2016 – 2017.

FISCAL IMPACT:

The total cost for identified modules is $137,312, including a credit to Public Works for costs already incurred. The cost is included in the Fiscal Year 2016 – 2017 Adopted Proposed Budget for General Services Agency – Fleet Services and Public Works – Morgan Shop.

Cost of recommended action:		$	154,112
Less credit for Public Works current use:		$	(16,800)
Net cost of recommended action:		$	137,312
Source(s) of Funding:			
Public Works-Morgan Shop Charges	$ 17,875		
GSA - Fleet Services Fund Balance	119,437		
Funding Total:		$	137,312
Net Cost to County General Fund		$	-

Fiscal Year:	FY 16/17
Budget Adjustment/Appropriations needed:	No

Fund Balance as of June 30, 2016
General Services Agency - Fleet Services $1,285,842

BOARD OF SUPERVISORS' PRIORITY:

The recommended action is consistent with the Board of Supervisors' priority of Efficient Delivery of Public Services by recognizing the importance of tracking vehicle maintenance and improved interdepartmental communication.

STAFFING IMPACT:

Existing GSA – Fleet Services and Public Works staff will implement and manage the contract and project with AssetWORKS.

CONTACT PERSON:

Keith D. Boggs, GSA Director/Purchasing Agent   Telephone: (209) 652-1514
Steven DeMass, GSA Fleet Manager   Telephone: (209) 558-3653
Matt Machado, Public Works Director   Telephone: (209) 525-4130

ATTACHMENT(S):

Exhibit A – AssetWORKS FleetFocus Software Costs

Exhibit B – AssetWORKS FleetFocus Software Estimate

EXHIBIT A
STANISLAUS COUNTY GENERAL SERVICES AGENCY AND PUBLIC WORKS DEPARTMENT
BREAKDOWN OF ASSETWORKS FLEETFOCUS SOFTWARE ESTIMATED COSTS
FISCAL YEAR 2016 - 2017

Module	GSA	%	Public Works	%	Total
Standard Unit Licenses - 1,400 maximum active units with 4,200 active components includes: Enterprise Portal Ad hoc Query Module Equipment Planning Replacement/Performance Modeling Billing Module	$44,477	75.6%	$14,323	24.4%	$58,800
Shop Activity Module	$4,448	75.6%	$1,432	24.4%	$5,880
Customer Access Module	$2,940	100.0%	$0	0.0%	$2,940
KPI/Dashboards	$2,224	75.6%	$716	24.4%	$2,940
Web Reporting Module (Powered by Crystal Reports)	$2,224	75.6%	$716	24.4%	$2,940
Motor Pool Module	$5,880	100.0%	$0	0.0%	$5,880
Motor Pool Reservations Module	$2,940	100.0%	$0	0.0%	$2,940
MaxQueue Integration Module	$2,224	75.6%	$716	24.4%	$2,940
Total FleetFocus FA Enterprise License Subtotal	$67,356		$17,904		$85,260
FleetFocus Information Center Reporting; Crystal 2008 Reports Server OEM Embedded Edition (for FA) - Includes one report writer	$2,194	75.6%	$706	24.4%	$2,900
Credit 400 base units	$0	0.0%	-$16,800	100.0%	-$16,800
Total Software Licenses	$69,550		$1,810		$71,360
Annual Software Maintenance and Support Program	$13,337	75.6%	$4,295	24.4%	$17,632
Annual Interface Development Maintenance & Support Program	$620	75.6%	$200	24.4%	$820
Annual Fees	$13,957		$4,495		$18,452
Services *(Estimates)*					
Software Installation Services	$1,725	75.6%	$555	24.4%	$2,280
Project Management Services	$2,481	75.6%	$799	24.4%	$3,280
System Set Up Services	$4,962	75.6%	$1,598	24.4%	$6,560
System Configuration Services	$2,481	75.6%	$799	24.4%	$3,280
Interface Development Services: Voyager - Automated Fuel & Networkfleet	$6,203	75.6%	$1,997	24.4%	$8,200
Data Conversion Services	$2,481	75.6%	$799	24.4%	$3,280
Training Services	$4,962	75.6%	$1,598	24.4%	$6,560
Production Roll Out Services	$4,962	75.6%	$1,598	24.4%	$6,560
Estimated Travel	$5,673	75.6%	$1,827	24.4%	$7,500
Services Sub total	$35,929		$11,571		$47,500

TOTAL COST		$119,437		$17,875		$137,312

	GSA	PW
Vehicles	1,042	240
Shared Vehicles PW/GSA	20	22
Components	-	80
Total	1,062	342
Percent of Total	75.6%	24.4%

AssetWORKS

County of Stanislaus

998 Old Eagle School Road
Suite 1215
Wayne, PA 19087

Date: 4-Jan-2016
Valid Until: 3-Apr-2016

To:
Steve Demass
Stanislaus County
domass@stancounty.com
209 558 3659

Telephone: Facsimile:

From:
Joe Keefe
AssetWorks LLC
720.633.3043
720.247.9001

Product: FleetFocus™ FA

Item		Qty	Unit Cost	Extension
FLEETFOCUS™ SOFTWARE	Unlimited Users, Web Browser Based System			
FleetFocus FA				
FleetFocus FA Standard Unit Licenses		1,400 Maximum Active Units		$ 58,800
		4,200 Active Components		included
FleetFocus FA Modules			Module Cost	
Enterprise Portal		1	Included	
Ad hoc Query Module		1	Included	
Equipment Planning		1	Included	
Replacement/Performance Modeling		1	included	
Billing Module		1	Included	
Shop Activity Module		1	$ 5,880	$ 5,880
Customer Access Module		1	$ 2,940	$ 2,940
KPI/Dashboards		1	$ 2,940	$ 2,940
Web Reporting Module (Powered by Crystal Reports)		1	$ 2,940	$ 2,940
Motor Pool Module		1	$ 5,880	$ 5,880
Motor Pool Reservations Module		1	$ 2,940	$ 2,940
MaxQueue Integration Module		1	$ 2,940	$ 2,940
Total, FleetFocusTM FA Enterprise License		1,400 Maximum Units		$ 85,260
FleetFocus™ Info Center Reporting				
Crystal 2008 Reports Server OEM Embedded Edition (for FA). - Includes one report writer		1	Embedded License	$ 2,900
Subtotal, InfoCenter Reporting Licenses				$ 2,900
	Credit -400 base units			$ (16,900)
Total FleetFocus™ Software Licenses		1,400 Maximum Units		$ 71,260
SOFTWARE/INTERFACE MAINTENANCE				
FleetFocus™ Maintenance & Support				
Annual Software Maintenance & Support Program	20% of license fees invoiced on contract execution			$ 17,832
Annual Interface Development Maintenance & Support Program	20% of interface development fees due upon contract execution			$ 820
Year Two Maintenance & support not to exceed a 5% increase over year one				
SERVICES (Estimates)				
Software Installation Services	12	Hours	$ 190	$ 2,280
Project Management Services	16	Hours	$ 205	$ 3,280
System Set Up Services	32	Hours	$ 205	$ 6,560
System Configuration Services	16	Hours	$ 205	$ 3,280
Interface Development Services	40	Hours	$ 205	$ 8,200
Voyager - Automated Fuel				
Networkfleet				
Data Conversion Services	16	Hours	$ 205	$ 3,280
Training Services	32	Hours	$ 205	$ 6,560
Production Roll Out Services	32	Hours	$ 205	$ 6,560
Estimated Travel	15	Days	$ 500	$ 7,500
Services Subtotal				$ 47,500
Networkfleet Hardware and Monthly Services				
Networkfleet 5500 Diagnostic GPS unit	Each		$80.00	$ -
Networkfleet 5200 GPS only Unit	Each		$80.00	$ -
Heavy Duty/Light Duty Harness	Each		$30.23	$ -
5500 Monthly Service (Includes AssetWorks Integration)	Each		$20.20	$ -
5200 Monthly Service (Includes AssetWorks Integration)	Each		$19.20	$ -
Total Hardware				$ -

Grand Total $ 137,312
Taxes not included
4% surcharge for credit card purchases

Assumptions
FleetFocus license is based on active units in fleet
Additional Components can be licensed at a rate of $5 per component
Crystal Reports Enterprise Required for FleetFocus Standard Reports
AssetWorks assumes that the client will install the required Oracle or SQL Server database licenses
All software licenses and the first year maintenance fees will be invoiced upon contract execution
All warranties conveyed by the manufacturer to AssetWorks are included.
Travel: All air and ground travel, lodging, and meal expenses will be reimbursed as incurred.
High level services estimates. Detailed statement of work and project plan can be provided upon request.
Data conversion services include batch load training and data load troubleshooting assistance for:
   Equipment Master Records
   Part Master Records
   Summary Cost History
Interface development services include design, build, test and install services
Training assumes train-the-trainer approach

AssetW⚙RKS

Software and Services Order Form
(Current Customer)

Date: August 24, 2016

County of Stanislaus

*This Order Schedule is issued pursuant to current License, Maintenance and Professional Services Agreement(s) between AssetWorks LLC (successor in interest to AssetWorks, Inc.) and the above named customer. Parties agree to be bound by those terms and conditions. Pricing below is valid provided this Order form is signed by customer on or by **November 24, 2016**.*

To:
Steve Demass
Stanislaus County
demass@stancounty.com
209 558 3659

Software Summary:

Item	Qty		Basis	Extension
FLEETFOCUS™ SOFTWARE		Unlimited Users, Web Browser Based System		
FleetFocus FA				
FleetFocus FA Standard Unit Licenses	1,400	Maximum Active Units		$ 58,800
	4,200	Active Components		included
FleetFocus FA Modules			**Module Cost**	
Enterprise Portal	1		included	
Ad hoc Query Module	1		included	
Equipment Planning	1		included	
Replacement/Performance Modeling	1		included	
Billing Module	1		included	
Shop Activity Module	1	$	5,880	$ 5,880
Customer Access Module	1	$	2,940	$ 2,940
KPI/Dashboards	1	$	2,940	$ 2,940
Web Reporting Module (Powered by Crystal Reports)	1	$	2,940	$ 2,940
Motor Pool Module	1	$	5,880	$ 5,880
Motor Pool Reservations Module	1	$	2,940	$ 2,940
MaxQueue Integration Module	1	$	2,940	$ 2,940
Total, FleetFocus TM FA Enterprise License	1,400	**Maximum Units**		$ 85,260
FleetFocus™ Info Center Reporting				
Crystal 2008 Reports Server OEM Embedded Edition (for FA), - includes one report writer	1	Embedded License		$ 2,900
Subtotal, InfoCenter Reporting Licenses				$ 2,900
Credit-400 base units				$ (16,800)
Total FleetFocus™ Software Licenses	1,400	**Maximum Units**		$ 71,360

Maintenance Summary:

SOFTWARE/INTERFACE MAINTENANCE
FleetFocus™ Maintenance & Support

Annual Software Maintenance & Support Program	20% of license fees invoiced on contract execution	$ 17,632
Annual Interface Development Maintenance & Support Program	20% of interface development fees due upon contract execution	$ 820

Year Two Maintenance & support not to exceed a 5% increase over year one

Professional Services Summary:

Item	Qty		Basis		Extension
SERVICES (Estimates)					
Software Installation Services	12	Hours	$	190	$ 2,280
Project Management Services	16	Hours	$	205	$ 3,280
System Set Up Services	32	Hours	$	205	$ 6,560
System Configuration Services	16	Hours	$	205	$ 3,280
Interface Development Services	40	Hours	$	205	$ 8,200
Voyager - Automated Fuel					
Networkfleet					
Data Conversion Services	16	Hours	$	205	$ 3,280
Training Services	32	Hours	$	205	$ 6,560
Production Roll Out Services	32	Hours	$	205	$ 6,560
Estimated Travel	15	Days	$	500	$ 7,500
Services Subtotal					$ 47,500

In the event Customer's business practices require that Customer issue a purchase order number prior to payment of any AssetWorks invoices issued under this Agreement, then such purchase order number must be entered below. Customer's execution of the Order Form without designating a purchase order number shall be deemed Customer's acknowledgement that no purchase order number is required for payment of invoices hereunder.

Purchase Order Number: _____   **Amount: $137,312.00**

The following general assumptions apply to this proposal for AssetWorks and its subcontractors:

1. The costs for this project are provided on a time and materials basis.

2. AssetWorks' consulting estimates do not include installation and/or configuration of any computer hardware and peripheral equipment. The end user will be responsible for installing and configuring computer hardware and peripheral equipment such as printers and bar code equipment (if applicable).

3. Customer will purchase all hardware and software necessary for implementation, either through the AssetWorks product purchase schedule or through other means.

4. Customer will have all of the necessary and appropriate personnel at all of the meetings for the purpose of defining the requirements of the system.

5. Customer is responsible for TCP/IP connectivity from all client workstations to the Customer's AssetWorks servers.

6. Customer will appoint a single point of contact for the duration of the project. This person should have project management responsibilities and decision-making authority. This person will be the focal point of contact for AssetWorks' Customer Support department.

7. Customer will make appropriate technical resources available to AssetWorks' consultants.

8. All training sessions will use standard application training materials.

9. This Proposal does not include any tailoring or customization of the GUI.

10. AssetWorks will perform as specified in the system documentation.

11. In the event the customer schedules on-site services and, due to circumstances within its control, AssetWorks' scheduled personnel are unable to perform such services, AssetWorks will be entitled to payment for each such scheduled personnel on the basis of an eight-hour day. AssetWorks provides on-site services on the basis of an eight-hour minimum per day per person.

12. AssetWorks will bill time for any travel over 8-hours (at $205.00 per hour)

13. All AssetWorks travel to be governed by the Stanislaus County Travel Policy and will utilize the per diem option.

Accepted by Customer:

_____
Signature
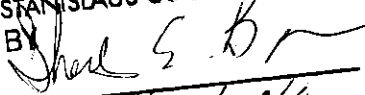
_____
Name

_____
Title   8-31-16

_____
Date

To expedite shipment and scheduling, please email or fax this signed document and your Purchase Order to Joe Keefe:

Tel: 720.633.3043
Fax: 720.247.9001
joseph.keefe@assetworks.com

via mail:
AssetWorks LLC
998 Old Eagle School Rd. - Suite 1215
Wayne, PA 19087
Attn.:   John H. Hines III
Division President

APPROVED AS TO FORM:
STANISLAUS COUNTY COUNSEL
BY _____
DATE: 8/30/2016