



Board Agenda Item 50

DATE: December 10, 2019

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Agreement with AssetWorks LLC

RECOMMENDED ACTION(S):

1. **Make a finding that it is in the best interest of the County to waive the competitive bid process consistent with Administrative Policy No. 34 for unusual or extraordinary circumstances, as AssetWorks LLC is the sole provider of the FleetFocus and FuelFocus software; and**
2. **Approve and authorize the Chairman to execute an Agreement with AssetWorks LLC for maintenance and support of FleetFocus and FuelFocus, effective January 1, 2020, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$575,000.**

Approval of the recommended actions will allow the Internal Services Department - Fleet Services Division (ISD-Fleet) to continue to use and receive maintenance and support of AssetWorks LLC's fleet and fuel management software to carry out daily activities and functions within ISD-Fleet. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, ISD-Fleet would need to acquire and implement a new fleet and fuel management software system.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

The request to waive the competitive bidding process is consistent with Administrative Policy No. 34, as FleetFocus and FuelFocus are proprietary software only available for purchase directly through AssetWorks LLC. The County has used both systems since 1996 to effectively manage all operational and billing aspects of ISD-Fleet. The Internal Services Department -Purchasing concurs with the Department's request to suspend the competitive bidding process.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs associated with the recommended Agreement will not exceed \$575,000 for the total possible five-year term and are recovered through charges to user departments. Sufficient appropriations and estimated revenues are included in the FY 2019-20 Internal Services Department - Fleet Services Division Org 8910 Adopted Budget. Ongoing costs for the remaining term of the recommended agreement will be included in future budget requests.

DISCUSSION:

On December 2, 2014, the Board approved Agreement No. 14-689 with AssetWorks LLC (AssetWorks) to provide software and hardware maintenance and support services for AssetWork's fleet management system, FleetFocus and FuelFocus. Both systems allow for the collection, management, and reporting of all fleet-related components, including fuel, asset management, parts inventory, labor, motor pool operations, service writing, and billing. These features are essential for ISD-Fleet to conduct and manage business operations, functions, and processes. The County's current agreement with AssetWorks expires on December 31, 2019, and a new agreement needs to be in place for ISD-Fleet to continue utilizing both systems.

Most recently, FleetFocus was upgraded to obtain additional features to help improve ISD-Fleet user functionality and customer service. Also, an assessment was conducted by AssetWorks to evaluate and make recommendations for ISD-Fleet to maximize utilization and efficiency of the system. Approval of the recommended Agreement will allow ISD-Fleet to acquire maintenance and support of AssetWorks' software systems, and move forward in maximizing business process efficiencies and improvements.

The recommended Agreement differs from County standard in that AssetWorks' liability is capped at \$1,000,000 for indemnification obligation claims. Additionally, the recommended Agreement has a limitation on liability, limiting AssetWorks' liability to fees paid to AssetWorks in the 12 months preceding the date a claim arises. Risk Management recommends removing this language. However, the Department believes that the benefits of entering into this Agreement outweigh any associated risks.

REFERENCE MATERIAL:

BAI #42, December 2, 2014

ATTACHMENTS INCLUDED AND/OR ON FILE:

Sole Source Acquisition Request Form
On file with Clerk - Agreement

CAO ANALYST:

Yussel Zalapa