



Board Agenda Item 25

DATE: April 14, 2020

TO: Board of Supervisors

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

SUBJECT: Agreement with E.J. Ward, Inc. for Fuel View Software System, Products, and Services

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute an Agreement with E.J. Ward, Inc. for maintenance and support of the Fuel View software system, effective upon execution, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$1,102,000.

There is no increase in Net County Cost associated with the recommended action. Approval of the recommended action will allow the Internal Services Department - Fleet Services Division (ISD-Fleet) to receive maintenance and support of E.J. Ward's Fuel View software system for fuel system monitoring. The system records transactions for fuel dispensed at various fuel sites, pulls mileage and vehicle information. 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 system to manage the various fuel sites throughout the County.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Costs associated with the recommended agreement will not exceed \$1,102,000 for the total possible five-year term and are recovered through charges to user departments. Sufficient appropriations and estimated revenues are included in the ISD-Fleet Org 8910 FY 2019-20 Adopted Budget and will be included in future budget requests.

DISCUSSION:

ISD-Fleet has used E.J. Ward's software system, Fuel View, for over 20 years. Fuel View is a fuel monitoring software system that allows ISD-Fleet to record transactions for fuel dispensed at various fuel sites, pull mileage and vehicle information through the system, and monitor County vehicles through its passive GPS tracking feature.

Pursuant to Chapter 4 of the County's Purchasing Manual, the County is able to join other public entities for collectively preparing solicitations, requesting and receiving quotations or proposals, and making an award to the lowest responsive, responsible bidder if the source selection method is otherwise in compliance with the requirements of the Purchasing Manual. Sourcewell, a contract buying group formerly known as National

Joint Powers Alliance, issued a Request for Proposal (RFP) for fleet management and related technology solutions in 2017. A contract was awarded to E.J. Ward in mid-2017.

ISD-Purchasing's review of Sourcewell's RFP process determined their procedures were consistent with the County's RFP process. Sourcewell's contract is set to expire on June 1, 2021. E.J. Ward has agreed to extend its pricing for the total potential five-year term of the County's recommended agreement, through 2025.

Approval of the recommended agreement will allow ISD-Fleet to acquire continued maintenance and support of the Fuel View software system, and provides the ability to purchase products and services from E.J. Ward. The recommended agreement also provides ISD-Fleet with the ability to obtain fuel site repair services from the vendor for repair and maintenance of its equipment at various fuel sites through the County.

The recommended agreement contains the standard insurance requirements with the exception of requiring the vendor to obtain other specific coverages. Risk Management recommends keeping this standard language in the agreement. However, the Department believes that the benefits of entering into the recommended agreement outweigh any associated risks, and recommends approval of the agreement by your Board, as a prudent business decision.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with E.J. Ward, Inc

CAO ANALYST:

Sonia M. De La Rosa