



Sole Source Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.

The General Services Department, Fleet Services Division (GSD-Fleet) is requesting to enter into an agreement with AssetWorks, Inc. (AssetWorks) for electric vehicle infrastructure installation and AssetWorks charging management system (CMS).

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

The vendor is AssetWorks, Inc. and the contacts are Tyler Beaty and Jessica Butler. Tyler can be reached by phone at 916-230-4459 and by email at tylerbeaty@assetworks.com. Jessica can be reached by email at jessica.butler@assetworks.com. AssetWorks is located at 998 Old Eagle School Road, Suite 1215, Wayne, PA 19087.

3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.

The total cost of the agreement is \$325,018. The total cost of the initial three-year term is \$314,030.

Should the first extension option be used the maximum compensation will increase by \$5,111.

Should the final extension option be used the maximum compensation will increase by an additional \$5,877.

4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.

AssetWorks is the owner, author, and Sole Source Provider of FleetFocus and CMS. AssetWorks CMS is an Open Charge Point Protocol (OCPP) solution provided only by AssetWorks that has real-time, two-way integration to FleetFocus. AssetWorks is the only company capable of supplying application hosting and maintenance support services and the proprietary parts and professional services for these systems. Only chargers purchased from AssetWorks come preconfigured and tested with AssetWorks CMS.

5. Explain why the unique qualities and/or capabilities described above are essential to your department.

GSD-Fleet has used AssetWorks Fleet Management System, Fleet Focus since 1996 to efficiently operate various fleet-related business processes. This includes enabling GSD-Fleet to accurately capture and quantify labor, parts, and outside vendor services, inventory tracking, motor pool utilization, fuel receipts, and other fleet-related transactions. GSD-Fleet will be installing zero-emission electric vehicle charging infrastructure, in efforts to comply with California Executive Order N-79-20, which mandates that County Fleets must be electrified by specific annual deadlines. GSD-Fleet received a quote from AssetWorks for installation of Zero-Emissions electric vehicle (ZEV) infrastructure installation and subscription to AssetWorks' CMS. AssetWorks' CMS was developed by them, and designed to integrate seamlessly with FleetFocus, allowing GSD-Fleet to manage all vehicles, electric or otherwise, under one system. Operating under one system is essential to the department as it allows for an efficient and streamlined process of fleet management.

6. Provide a comprehensive explanation of the research done to verify that there is only a sole vendor that is capable of providing the required service(s) and/or product(s). Include a list of all other vendors contacted with regard to providing the requested product(s) and/or service(s) and indicate their response.

Thorough research was completed and it was confirmed with AssetWorks, that they are the owner, author, and Sole Source Provider of FleetFocus and CMS.

kchristiansen 5/29/2025 8:48:41 AM

Requested By:

Fleet Division Manager

Title

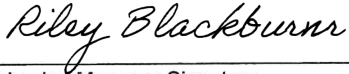
[\[✕ Sign\]](#) Double click!

I approve this request to sole source for the service(s) and/or product(s) identified herein.



Department Head Signature

[\[✕ Sign\]](#) Double click!



Purchasing Manager Signature

[\[✕ Sign\]](#) Double click!