



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 29, 2014
Action Item for the City Council Meeting of August 12, 2014

DATE: July 29, 2014

TO: Ronald L. Olson, City Manager

FROM: Christela Morales, Procurement Manager
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Upgrade to Fleet Management Information System (FMIS)

CAPTION:

Motion approving a professional service agreement with Mercury Associates, Inc., Gaithersburg, Maryland to upgrade the Fleet Management Information System (FMIS) in accordance with the State of Texas Cooperative Purchasing Program for a total expenditure of \$298,600.76. Funds have been budgeted by the Fleet Maintenance Services in FY 2013- 2014.

PURPOSE:

Mercury Associates, Inc. will provide professional services to assist General Services to install the FleetFocus M5 software package.

BACKGROUND AND FINDINGS:

The General Services Division has been using the FleetFocus M4 FMIS for the past 12 years. While the M4 FMIS continues to be recognized as a capable information system in base function, there are improvements in core functionality and advances in modern technology that are available through upgrading to the current version of the application; FleetFocus M5. General Services Division will realize immediate benefits from an upgrade through increased efficiencies in data collection, analysis and reporting.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Fleet Maintenance Services

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$299,629.00		\$299,629.00
Encumbered / Expended Amount		\$0.00		\$0.00
This item		\$298,600.76		\$298,600.76
BALANCE		\$1,028.24		\$1,028.24

Fund(s): Fleet Maintenance Services

Comments:

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Price Sheet
Service Agreement