



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of February 26, 2019  
Action Item for the City Council Meeting of March 19, 2019

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**DATE:** February 26, 2019

**TO:** Keith Selman, Interim City Manager

**FROM:** Jim Davis, Director of Asset Management  
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<p><b>Service Agreement for Software Hosting, Maintenance and Support for the M5 FleetFocus System for Asset Management</b></p>
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### **CAPTION:**

Resolution authorizing a five-year service agreement for software hosting, maintenance and support for the M5 FleetFocus system with AssetWorks, LLC of Wayne, Pennsylvania, for an amount not to exceed \$437,337.88 and ratifying the agreement back to the effective date of January 1, 2018.

### **PURPOSE:**

The purpose of this agenda item is to enter into a new contract to continue the utilization of this fleet management software.

### **BACKGROUND AND FINDINGS:**

On August 12, 2014, City Council approved the Fleet Management Information System Replacement, M5 FleetFocus. This is currently a growth version of the M4 FleetFocus maintenance and management system, which has been used by this department since 2000. The M5 FleetFocus system is a sophisticated, comprehensive system, which allows Fleet Management to track information in exceptional detail and consequently, permits informed management decisions dealing with vehicles from cradle to grave.

AssetWorks, LLC will perform hosting, maintenance and support of the software for this application as stated above. It should be pointed out that the M4 and M5 system has been virtually trouble-free. The system has a long history of permitting Fleet Maintenance to properly manage the City's 1,840 vehicle fleet.

Fleet Maintenance staff are pleased with the performance of the software and recommend entering into a new five-year agreement to continue the service as a sole source purchase.

**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:**

Asset Management

**FINANCIAL IMPACT:**

☐ Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$258,395.90	\$275,635.53	\$534,031.43
Encumbered / Expended Amount	\$21,607.44	\$0.00	\$21,607.44
This item	\$161,702.35	\$275,635.53	\$437,337.88
BALANCE	\$75,086.11	\$0.00	\$75,086.11

Fund(s):

**Comments:** This agreement is for an amount not to exceed \$437,337.88, of which \$161,702.35 is required for the prior fiscal year and the remainder of FY 2018-2019.

**RECOMMENDATION:**

Staff recommends approval of the resolution as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Resolution  
Agreements (4)