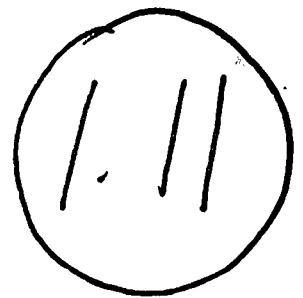




APPROVED  
BY THE CITY COUNCIL

MAR 9 1999

OFFICE OF THE  
CITY CLERK



DEPARTMENT OF  
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

5730 - 24TH STREET  
BUILDING FOUR  
SACRAMENTO, CA  
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March 1, 1999

PS:Admin:99012:RBH:DK:bd

*A699-042*

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: PURCHASE OF FLEET MANAGEMENT INFORMATION SYSTEM SOFTWARE  
UPGRADE AND TRAINING IN A TOTAL AMOUNT NOT TO EXCEED \$110,000.00**

**LOCATION AND COUNCIL DISTRICT:** City-wide; All districts

**RECOMMENDATION:**

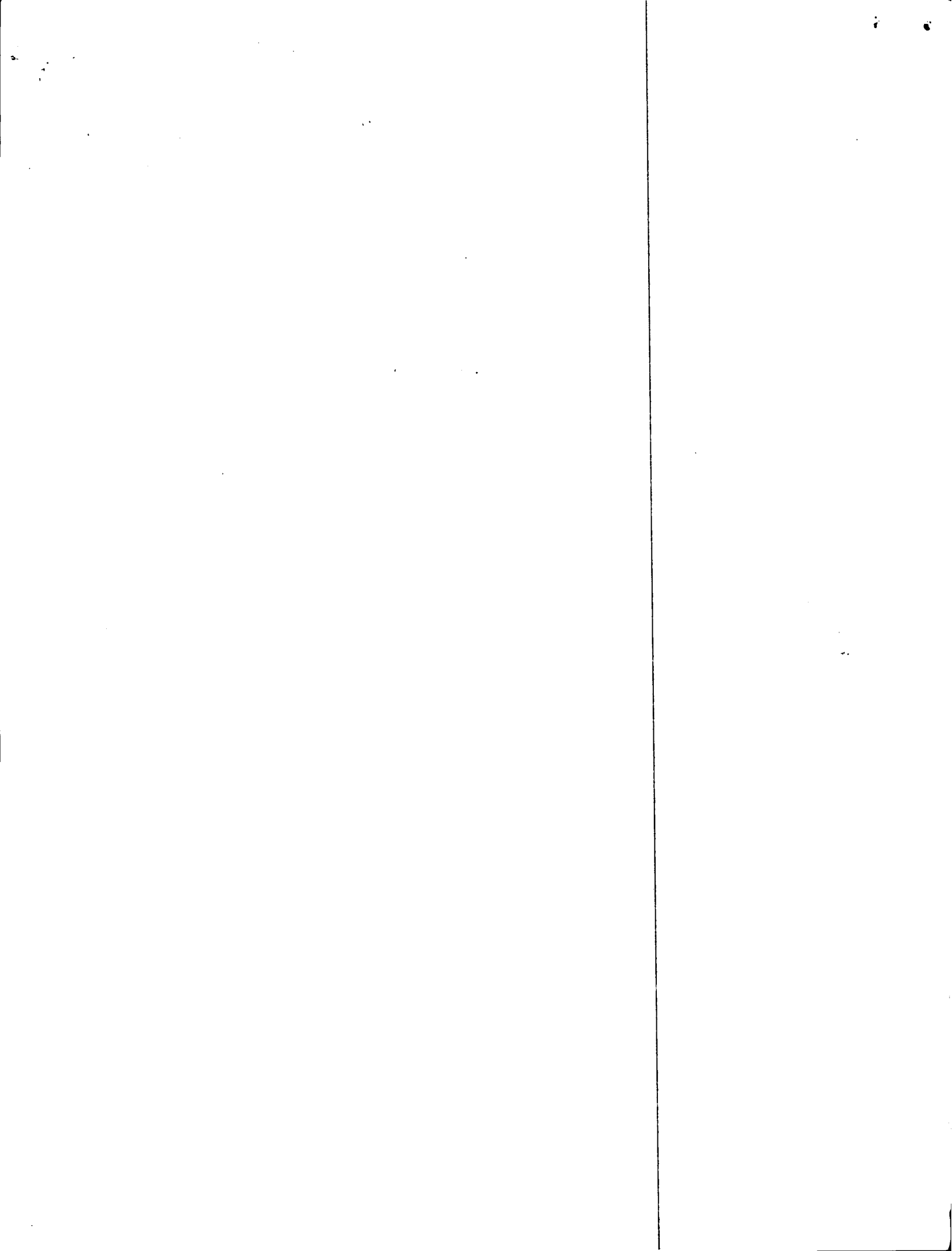
Staff recommends that the City Council adopt the attached Resolution which suspends formal competitive bidding for the purchase of a fleet management information system software upgrade and training. The Resolution also authorizes the City Manager to accept the results of a request for proposals and to execute the necessary purchase from Control Software, Inc., 998 Old Eagle School Road, Wayne, PA 19087, in a total amount not to exceed \$110,000.00.

**CONTACT PERSON:** Robert Summersett, Fleet Management Superintendent, 433-6309

**FOR THE COUNCIL MEETING OF:** March 9, 1999

**SUMMARY:**

The Maintenance Services Division (Fleet Operations) of the Department of Public Works has a requirement to upgrade the fleet management information system software program that is used to maintain inventories for and provide comprehensive information about the City's vehicle fleet. The system also provides fleet equipment usage billing, inventory-control support to Central Stores and some Department of Utilities operations. This report recommends that the City Council suspend formal competitive bidding for the purchase of the necessary software upgrade and accept the results of a request for proposals for the purchase of the upgrade and training from Control Systems, Inc., in a total amount not to exceed \$110,000.00.



**BACKGROUND:**

The Maintenance Services Division (Fleet Operations) currently uses fleet management information system software supplied by Control Software, Inc. The current system has been in place for about 16 years, and an upgrade is necessary to achieve both operational and reporting improvements and year 2000 compliance.

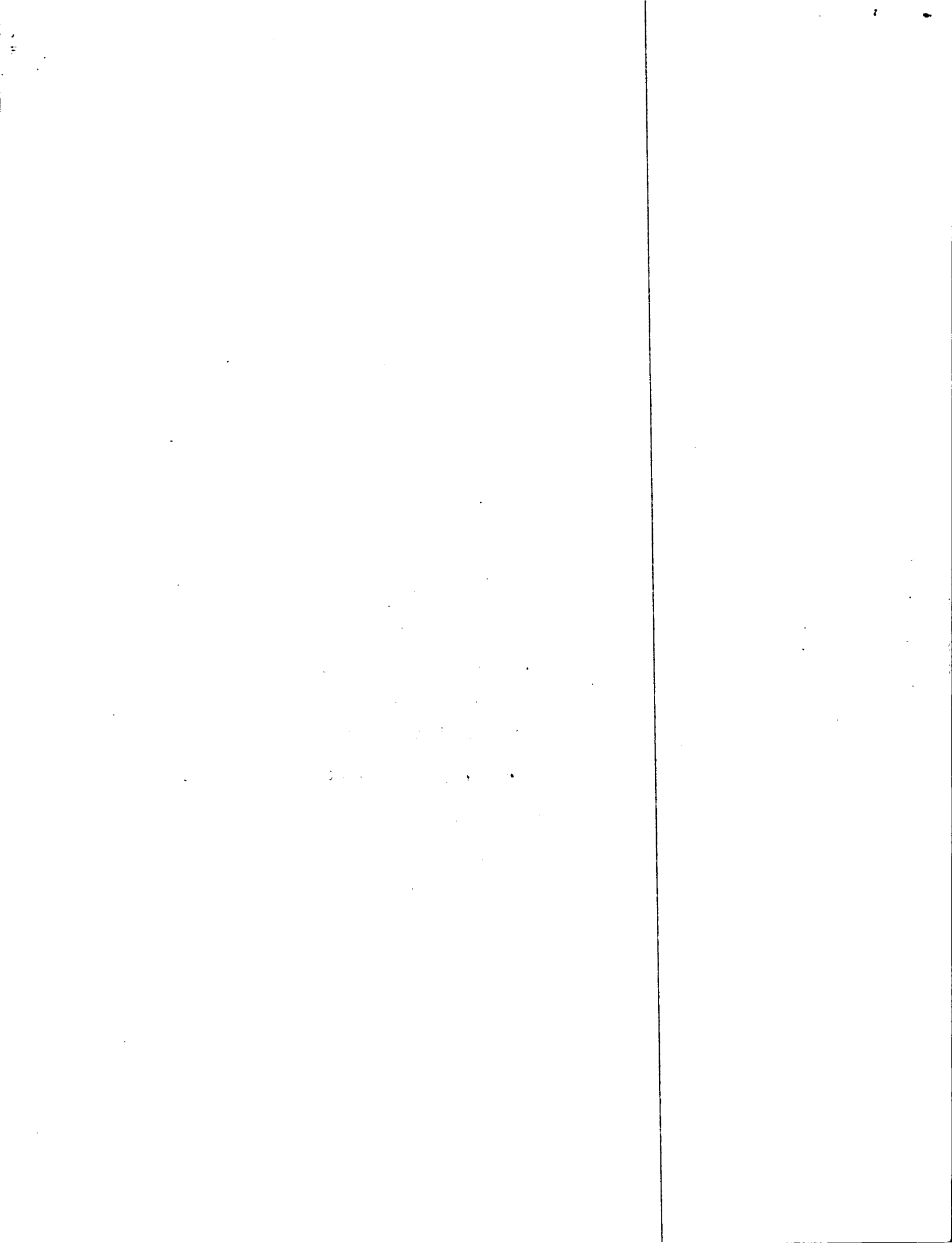
Fleet Operations sent a request for proposals to 21 prospective proposers in order to determine the current availability and capabilities of fleet management information software. Proposals were received from four firms. The responding firms are listed below, in order of their scoring rank following proposal evaluations:

<u>Rank</u>	<u>Vendor</u>	<u>Price</u>
1	Control Software, Inc. (M4)	\$101,550 (Upgrade of current system)
2	CCG, Inc. (Faster C/S)	\$97,600 plus conversion/interface costs
3	Prototype, Inc	\$171,445 plus interface costs
4	Paradigm America	\$180,000 plus \$130/hour for interface development and data conversion

The proposal by Control Software, Inc., offering an upgrade to the system currently in use by the City, was the only one in which the total costs were fully identified. Each of the other proposals called for costs in addition to the base price in order to accomplish conversion and/or interface with other City systems with which the fleet management system must communicate (e.g., the City's LGFS financial system). None of those proposals set forth dollar totals for such conversion/interface costs.

Staff recommends that the results of the request for proposals be accepted and that the purchase of a fleet management information system software upgrade from Control Software, Inc. be authorized. The recommendation is based on Control Software's proposal offering a complete product which is cost-competitive. The other proposals offered products with less-established track records and pricing structures that did not clearly define the City's ultimate costs. Additionally, the software product proposed by Control Software, Inc. is in use by the County of Sacramento and the University of California, Davis. The proximity of these other users offers the potential for mutual assistance in the areas of training, product improvement recommendations, and problem resolution. Finally, since the Control Software, Inc. proposal is for an upgrade to the current system, the potential for problems interfacing with other City systems is reduced, and the amount of user training required will be less than would be the case if a completely new system was installed.

Based on the above, staff recommends that Council adopt the attached Resolution which suspends formal competitive bidding for the purchase of fleet management information system software, and authorizes the City Manager to accept the results of a request for proposals and to execute the necessary purchase from Control Software, Inc., in a total amount not to exceed \$110,000.00. This amount will allow for purchase of the software upgrade and additional staff training if necessary.



**FINANCIAL CONSIDERATIONS:**

Sufficient funds are currently available for this purchase in the Fleet Management Computer Upgrades and Additions (CIP# AA61) Capital Improvement Project budget.

**ENVIRONMENTAL CONSIDERATIONS:**

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15783(b)(3).

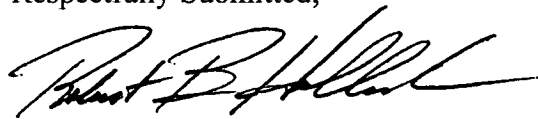
**POLICY CONSIDERATIONS:**

This recommendation is in accordance with the provisions of City Code Section 57.04.401(c), which authorizes suspension of formal competitive bidding upon a two-thirds vote of the City Council.

**MBE/WBE EFFORTS:**

Requests for proposals were sent to 21 prospective proposers, none of which was identified as a minority or woman business enterprise (M/WBE). No M/WBE firms were known which supply this specialized software. In addition to the direct solicitations, the RFP was advertised on the City's recorded Bid Announcement Line and on the City's InterNet Bid Page. Of the four proposals received, none was from an M/WBE firm.

Respectfully Submitted,



Robert B. Holbrook  
Procurement Services Manager

**RECOMMENDATION APPROVED:**



WILLIAM H. EDGAR  
City Manager

1 Attachment

1917

1917

APPROVED  
BY THE CITY COUNCIL

MAR 9 1999

OFFICE OF THE  
CITY CLERK

RESOLUTION NO. 99-110

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**A RESOLUTION SUSPENDING FORMAL COMPETITIVE BIDDING  
FOR THE PURCHASE FLEET MANAGEMENT INFORMATION SYSTEM SOFTWARE  
UPGRADE AND TRAINING IN A TOTAL AMOUNT NOT TO EXCEED \$110,000.00**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:**

1. In the best interest of the City of Sacramento, formal competitive bidding is hereby suspended for the purchase of fleet management information system software upgrade and training, and;
2. The City Manager is hereby authorized to accept the results of a request for proposals and to execute the necessary purchase of fleet management information system software upgrade and training from Control Software, Inc., 998 Old Eagle School Road, Wayne, PA 19087 in a total amount not to exceed \$110,000.00.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

