



Office of the City Manager

CONSENT CALENDAR  
January 16, 2024

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Kevin Fong, Director, Information Technology  
Subject: Contract No. 32100080-1 Amendment: Assetworks LLC Software Modules and Professional Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 32100080 with AssetWorks, LLC to provide additional software modules and professional services extending the term of the contract through December 31, 2028, increasing the amount by \$270,000, for a total not-to-exceed amount of \$757,249.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the additional modules and professional services are available in the Department of Public Works’ Fleet Management Tech Services – Software Maintenance Fund, as itemized below. Any future expenditures are subject to Council approval of the proposed citywide budget and Annual Appropriations Ordinances.

\$157,564	<b>FY 2024 - FY 2029: Software Maintenance – Public Works</b> Fund 672 – Public Works Department Tech Services – Equipment Maint
\$112,436	<b>FY 2024 - FY 2029: Professional Services – Public Works</b> Fund 672 – Public Works Department Professional Services

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**\$270,000 Total Software Maintenance & Professional Services**

CURRENT SITUATION AND ITS EFFECTS

The department of Public Works is currently in the process of implementing a new fleet management software, called AssetWorks. As staff progressed through the Discovery phase of the implementation, staff identified a Motor Pool module along with a telematics and EV (Electric Vehicle) integration service that would streamline City operations and increase vehicle safety. These critical features are additions to the scope of the new fleet management system that add significant value to the City.

This AssetWorks implementation is consistent with the City's strategic goal to "Provide state-of-art, well maintained infrastructure, amenities, and facilities."

### BACKGROUND

The City has approximately 700 vehicles and equipment which receive routine maintenance and repair. The Equipment Maintenance division intakes and processes approximately 800 work orders every month. To manage this work, City staff use the Sungard Public Sector solution (FUND\$) as the fleet management solution, originally put in place in 1991. The SunGard system (FUND\$) runs on an IBM iSeries server and utilizes a legacy 5250 green screen user interface. The system is keyed entry menus compared to modern point and click software. Beyond its interface impediments, FUND\$ lacks many of the advanced processing, reporting, data analysis, and granular security features that are readily available in newer software packages. The City has made 2,000 customizations to the Sungard product. As such, it requires heavy support from Information Technology staff to maintain the system.

On October 19, 2018, the City issued Request for Proposals (RFP) #19-11260-C for an improved Fleet Management Software & Implementation Services. The City received three (3) responses to the RFP by the December 18, 2018 deadline. A committee of seven staff members from the Public Works and Information Technology departments conducted a comprehensive evaluation process that included proposal reviews, vendor demonstrations, and reference calls. Staff selected Assetworks as presenting the most comprehensive, user responsive, and effective solution for the City's current and future fleet management needs.

In 2020, with Council's approval, the City entered into a contract agreement (No. 32100080) with AssetWorks, LLC to provide new fleet management software. In March 2021, the implementation started.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

A modern and computerized fleet management system with a mobile application will greatly reduce the City's use of paper. This supports the reduction of carbon footprint and the goals of the City's Climate Action Plan.

### RATIONALE FOR RECOMMENDATION

The addition of the Motor Pool module will centralize management of the City's pool of shared vehicles. This will provide a portal for staff to more efficiently reserve vehicles with automated confirmation. Additionally, the electric vehicle integration will allow for accurate electric usage and billing. Lastly, the telematics integration notifies the Fleet division of vehicle errors or warning signs which allow staff to take proactive steps to ensure the City's fleet is in optimal and safe operational condition.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered completing the project without the Motor Pool module and EV and telematics integrations. However, doing so would lead to an inefficient allocation of staff resources and less than optimal operational condition of the City's fleet vehicles.

CONTACT PERSON

Kevin Fong, Director, Information Technology, 510-981-6541

Attachment:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32100080-1 AMENDMENT: ASSETWORKS, LLC FOR SOFTWARE  
MODULES AND PROFESSIONAL SERVICES

WHEREAS, the current Fleet Management system is a module within the antiquated FUND\$ system that cannot meet the current business requirements of the organization; and

WHEREAS, the City of Berkeley desires to procure a Commercial Off-the-Shelf “Turnkey” system to handle fleet management; and

WHEREAS, on October 19, 2018, the City of Berkeley issued Request for Proposal No. 19-11260-C for an improved fleet management software & implementation services and received 3 responding bidders; and

WHEREAS, in response to the City’s Request for Proposal, Assetworks responded with a proposal that was rated higher than responses submitted by competing vendors; and

WHEREAS, on July 23, by Resolution No. 69,043 - N.S., the Council approved a contract (No. 32100080) with AssetWorks for a Fleet Management software and related implementation services, for an amount not to exceed \$487,249 for the projected period commencing on July 24, 2019 through June 30, 2024; and

WHEREAS, the City seeks to implement the MotorPool and additional integration services to optimize staff resourcing and ensure vehicle safety; and

WHEREAS, funds for this additional module and professional services are available in the Department of Public Works’ Fleet Management Tech Services – Software Maintenance Fund.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 32100080 with AssetWorks, LLC to provide additional software module, training and professional services, increasing the amount by \$270,000, for a total not-to-exceed amount of \$757,249 and extending the term of the contract through December 31, 2028.