



Administrative Report

H.15., File # 22-4774

Meeting Date: 10/4/2022

To: MAYOR AND CITY COUNCIL
From: TED SEMAAN, DIRECTOR OF PUBLIC WORKS

TITLE

APPROVE AN AMENDMENT TO THE AGREEMENT WITH E.J. WARD, INC. AND SIMPLYFUEL SOLUTIONS, LLC. FOR FUEL VIEW SOFTWARE FOR A ONE-TIME COST OF \$35,209.54 AND AN ANNUAL COST OF \$8,268 FOR A NEW NOT TO EXCEED AMOUNT OF \$108,109.29 FOR THE TERM OCTOBER 4, 2022 TO JANUARY 2, 2026 WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL YEARS

EXECUTIVE SUMMARY

Approve an amendment to the existing agreement with E.J. Ward, Inc. (E.J. Ward) and Simplyfuel Solutions, LLC. (Simplyfuel) to upgrade the fuel management hardware and software systems and improve the effectiveness of the fuel management program at the City Yard. The services will include ongoing support for software, hardware, terminal and all other system parts for a three-year period with the option to extend for an additional two years. In anticipation of this need the City Council approved additional funding in the FY 2022-23 Adopted Budget per Decision Package #34 - Vehicle Fleet Software Updates.

BACKGROUND

The City Yard uses a fuel management system to track the amount of fuel used per vehicle and provide data to assist with the scheduling of preventative maintenance of each vehicle. The fuel management system works in concert with the City's fleet management system by capturing fuel usage at the pump and transmitting it to the fleet database. This information allows Fleet Services staff to track all fuel usage and unit by unit vehicle operating costs. It is also a key tool for managing, monitoring and billing for fuel usage in the City.

At this time City staff is recommending a planned upgrade of the E.J. Ward and Simplyfuel hardware and supporting software outlined in the amendment. The recommended purchase would be acquired through the City's regular purchasing procedures. If approved, the Sourcewell Cooperative Purchasing Program will be used for this purchase through Awarded Contract #092920-EJW.

Cooperative purchasing programs provide valuable benefits to state and local governments. By attaching to national or regional cooperatives, an agency has immediate access to solicited contract and guaranteed pricing and delivery options. If approved staff will begin work on the installation and transition to the new system. It is anticipated the project will be completed and ready for year one services of the amended agreement no later than January 2, 2023. Year One services of this amendment will begin when the transition to the new operating system is complete and the year one

invoice is received, no later than January 2, 2023.

There is a one-time cost for hardware and software installation and implementation of \$35,209.54. In addition, there is an annual cost of \$8,268 for hosting and support services for the first three years of this amendment and \$8,681 for a possible two additional years.

The amendment increases the existing agreement not to exceed amount of \$31,225 to a new not to exceed amount of \$108,109.29. The amendment also extends the term until January 2, 2026 with an option to extend for two additional years.

COORDINATION

Public Works has coordinated this report with the I.T. and Finance Departments.

FISCAL IMPACT

Funding for the one-time costs of the amendment is available in the FY 2022-23 Approved Budget via Decision Package #34 - Vehicle Fleet Software Upgrades. Funding for ongoing system support costs is available in the annual Fleet maintenance and operations budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - First Amendment - E.J. Ward Inc. and Simplyfuel, LLC. and Certificate of Insurance
- Agmt -E.J. Ward, Inc., March 28, 2019