



ADMINISTRATIVE REPORT

Report Date: May 19, 2017
Contact: Nick Kassam
Contact No.: 604.829.2097
RTS No.: 11857
VanRIMS No.: 08-2000-20
Meeting Date: May 30, 2017

TO: Standing Committee on Policy and Strategic Priorities
FROM: General Manager of Engineering Services and Chief Purchasing Official
SUBJECT: Contract Award for Supply of a Fleet Management Information System

RECOMMENDATION

- A. THAT Council authorize City staff to negotiate to the satisfaction of the City's General Manager of Engineering Services, City's Director of Legal Services, and the City's Chief Purchasing Official and enter into a contract with AssetWorks LLC, for the Supply of a Fleet Management Information System, for a term of 5 years, with the option to extend for 5 additional one-year terms, with an estimated contract value of \$1,610,000 plus applicable taxes over the initial five-year term, to be funded through the approved Multi Year Capital Project Budget.
- B. THAT the Director of Legal Services, Chief Purchasing Official and General Manager of Engineering Services be authorized to execute on behalf of the City the contract contemplated by Recommendation A.
- C. THAT no legal rights or obligations will be created by Council's adoption of Recommendations A and B above unless and until such contract is executed by the authorized signatories of the City as set out in these Recommendations.

REPORT SUMMARY

The City issued a Request for Proposal number PS20161295 in August 2016 for the Supply of Fleet Management Information System. The RFP was advertised on City of Vancouver website and BC Bid, and the work was called in accordance with the terms and condition of the City's Procurement Policy AF-015-01. City staff on the RFP evaluation committee and, subsequently, the Bid Committee, have considered the responses received and on that basis recommend that the City negotiate and if such negotiations are successful enter into a contract as describe above with AssetWorks LLC.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

The City's Procurement Policy AF-015-01 requires that contracts with values over \$2 million or contract term longer than five years (including all options to extend or rights of renewal) must be approved by Council following review and recommendations by the Bid Committee. The Bid Committee has considered, and recommended AssetWorks LLC as the successful proponent.

REPORT

Background/Context

The City's Department of Engineering Services requires Supply of a Fleet Management Information System. The current Fleet & Equipment Management system (FASTER/CCG) is used by over 200 EQS, Warehouse & Fire employees to support approximately 4800 fleet and equipment assets, which are used to provide critical City services.

The central technology component of the current solution is over 16 years old, lacks vendor support and is reaching end-of-life. In the event of a system failure, the City may be exposed to many negative impacts including lower service quality, longer turnaround time and a risk of losing City's Commercial Vehicle Inspection License. More than just a system replacement exercise, this project is the catalyst to significantly improve business processes which were otherwise hampered by the outdated system. Engineering Equipment Services (EQS) will take advantage of this implementation process along with a leading Fleet management platform to:

1. Perform a comprehensive re-evaluation of existing processes
2. Take advantage of industry best practices
3. Streamline and automate processes in operations, planning and scheduling
4. Improve financial analytics, modelling and reporting
5. Upgrade the integration with City's related systems
6. Enhance customer service
7. Enhance inventory and material management efficiencies

The purpose of the RFP was to identify suppliers with a demonstrated capability to supply the City's estimated demand over the term of the contract with competitive pricing and meets the City's service requirements.

Strategic Analysis

The RFP was issued in the accordance with City's Procurement Policy AF-015-01. The City received responses from five (5) firms in response to the RFP: AssetWorks LLC, BPD Zenith (Canada) Limited, BrightOrder, Inc., Chevin Fleet Solutions LLC and FASTER Asset Solutions. The responses were evaluated through the work of an evaluation team comprised of representatives from Engineering Services, Vancouver Fire & Rescue Services, Parks, Warehouse & Inventory Ops, EQS, Finance, IT Services, Financial Planning & Analysis and Legal Services under the stewardship of Supply Chain Management to ascertain if the responses offered good overall value to the City, both quantitative and qualitative factors were evaluated.

Some of the Criteria considered in the overall evaluation process included:

- Qualifications, Capabilities & Experience;
- Functional & Technical;
- Sustainability;
- Financial; and,
- System Demonstration.

Based on the overall evaluation, the team concluded that the proposal submitted by AssetWorks LLC, best met the City's requirements and provided best overall value to the City.

Financial Implications

Finance has reviewed and confirmed that funding is available through the Multi Year Capital Project Budget. As a result of the RFP process, the City is able to achieve cost certainty for the course of the 5-year initial contract term.

Legal

The City's Procurement Policy requires that all contracts that have been awarded by Bid Committee plus Council will be signed by the Director of legal Services.

CONCLUSION

In summary, City staff recommend that the City of Vancouver negotiate and enter into a five-year contract, with the option to extend the contract for five additional one-year terms, with AssetWorks LLC to Supply Fleet Management Information System.

* * * * *