



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: JANUARY 5, 2021

DEPARTMENT: PUBLIC WORKS, FLEET DIVISION

FROM: DAVID JACOBS, PUBLIC WORKS DIRECTOR

BY: RONALD PATTERSON, FLEET MAINTENANCE SUPERVISOR

TITLE: FLEET MANAGEMENT SOFTWARE

RECOMMENDED MOTION:

A motion to approve a Resolution awarding a service agreement to Rarestep, INC, dba Fleetio for the City's fleet management software for a 3-year term with total costs not to exceed \$77,373.

RECOMMENDATION:

It is recommended that City Council approve a Resolution awarding a service agreement to Rarestep, INC, dba Fleetio for the City's fleet management software for a 3-year term with total costs not to exceed \$77,373.

EXECUTIVE SUMMARY:

Staff requires a reliable fleet management software to automate essential operations in order to keep vehicles and equipment running efficiently and support data-based decisions. A reliable software is crucial in order to support the safe operation of City vehicles and minimize the risk of liability. Staff is requesting the approval to enter into a three-year agreement with Rarestep, INC, dba Fleetio for the City's fleet management software for a 3-year term with total costs not to exceed \$77,373.

BACKGROUND:

In order to support the safe operation of City vehicles and minimize the risk of liability, Staff requires an efficient and reliable fleet management software to track maintenance and inspections and allow reporting on fleet preventative maintenance, repairs, and inspections. This system will automate essential operations in order to keep vehicles and equipment running efficiently and support data-based decisions. Public Works Fleet, in conjunction with the Police and Fire Departments chose Fleetio after reviewing three separate fleet maintenance information systems. The City of Salinas started with a system called Asset Works. While this system could help with tracking maintenance it was cumbersome to use. It was not intuitive, did not allow easy-to-use inspections, did not incorporate mobile-based photos, and was based on an older style platform. We had demonstrations with RTA Fleet which operated much like Asset Works. We then

tried Fleetio and found it was intuitive and the workflows were such that anyone could use it with little training. Fleetio allows users to perform various inspections at any location using any smart device. Fleetio permits an unlimited number of users, thereby allowing unlimited inspections and simultaneous access. This will allow us to see real-time issues while helping us capture mileage on each of the City of Salinas' assets. This will help us create timely inspections based on usage, preventing the under or over servicing of vehicles and equipment. We will be able to properly maintain records for Federal Motor Carrier, California Bureau of Automotive repair, California Air Resources Board and the Monterey Bay Air Resources Board. All these agencies require records of compliance.

Fleetio can also be used with the facilities maintenance department. This will allow the department to put buildings on a schedule for filters, fire, elevator and any other inspections that are required regularly. There currently is no system in place to track their maintenance. Including buildings and equipment in this project will ensure appropriate preventative maintenance. Public Works Fleet, Fire, Police and Information Systems have all evaluated Fleetio and support this as our software moving forward. The information storage is unlimited, and data is cloud-based. The City's Information Systems Manager has evaluated and approved Fleetio as a viable software from the Information Systems perspective.

The cooperative purchases with other government agencies are exempt from the competitive bid process per Salinas Municipal Code Section 12-25 – Exceptions “cooperative purchasing with other governmental agencies.” General Services Administration (GSA) is a local government unit, public corporation and public agency under GSA schedules. Rarestep (DBA Fleetio) GSA contract number is GS-35F-47QTCA20D0044.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The requested Council action directly relates to Council's Strategic Plans or Goals of providing “Operational Efficiencies” and “Investment Strategies/Risk Management”. The FMIS will increase our operational efficiency by better tracking maintenance and repairs and will help make better investment decisions when purchasing new vehicles and equipment.

DEPARTMENTAL COORDINATION:

Fleet Maintenance has coordinated with the Police, Fire and Information Technology Departments on the selection of this software and will continue to coordinate during implementation. We have and will continue to coordinate with the Finance and Legal Departments during the purchasing process.

FISCAL AND SUSTAINABILITY IMPACT:

There will be no impact to the City's General Fund as money for the purchase is available in the Fleet Consolidation Replacement Fund CIP, 5800.50.9226-66.5800. Total costs not to exceed \$77,373 for a 3-year term.

ATTACHMENTS:

Council Resolution
Software Agreement