

January 7, 2025

Honorable Mayor and City Council
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt a Resolution authorizing the City Manager, or designee, to execute a contract, and any necessary documents including any necessary subsequent amendments, with AssetWorks Inc., of Wayne, PA, for the purchase of software, hardware, and continued support of the M-5 Fleet Management database, in an annual amount of \$250,000, authorize a 15 percent contingency in the amount of \$37,500, for a total annual amount not to exceed \$287,500, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and,

Increase appropriation in the Fleet Services Fund Group in the Financial Management Department, by \$287,500, offset by funds available generated by revenue collected from user departments through the Fleet Memorandum of Understanding (MOU). (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with AssetWorks Inc. (AssetWorks) for the purchase of software, hardware, and support services of the M-5 Fleet Management database. AssetWorks is the developer of the proprietary M-5 software used by the Fleet Services Bureau (Fleet) in the Financial Management Department to manage City of Long Beach (City) vehicle and equipment assets. There are no local vendors that can provide this sole source service.

AssetWorks will continue to supply the proprietary M-5 software and hardware solutions that provide data regarding the City's vehicle and equipment assets. The sole source vendor has been delivering these services for over 10 years, and the contract is expected to significantly reduce the time and resources associated with managing individual purchase orders for system upgrades from the incumbent vendor. AssetWorks' critical support encompasses software and hardware upgrades, troubleshooting services, advanced applications for predictive analytics, asset management, enhanced user interfaces, telematics integration, and provisions for the effective management of electric vehicle (EV) charging. The software upgrades will facilitate integration with other City systems, including Munis Financial and Geotab telematics software. Furthermore, the telematics-based predictive analytics tool developed by AssetWorks integrates telematics data from City vehicles with maintenance records, enabling the prediction of potential maintenance failures. This capability assists in minimizing vehicle breakdowns and associated costs. Additionally, the contract will allow for an increase in user and asset licenses to accommodate a larger and more expanded fleet, as well as provide training for City staff.

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City Charter Section 1801 requires that contracts for City purchases be awarded to the lowest responsible bidder after a competitive bid process but allows for awards without a competitive bid process if accompanied by a Resolution adopted by the City Council.

This matter was reviewed by Deputy City Attorney Ashleigh Stone and Revenue Management Officer Geraldine Alejo on December 13, 2024, and by Administrative Analyst Tommy Ryan on December 5, 2024.

TIMING CONSIDERATIONS

City Council action to adopt a Resolution and award a contract concurrently is requested on January 7, 2025, to ensure a contract is in place expeditiously.

LEVINE ACT

This item is subject to the Levine Act. The Mayor, Councilmembers, and Commissioners who have received a contribution of more than \$500 within 12 months prior from a party, participant, or their representatives involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; OR (2) return the portion of the contribution that exceeds \$500 within 30 days from the time the elected official knew or should have known about the contribution and participate in the proceeding.

All parties, participants, and their representatives must disclose on the record of this proceeding any contribution of more than \$500 made to the Mayor or any Councilmembers within 12 months prior to the date of the proceeding. The Mayor, Councilmembers, and Commissioners are prohibited from accepting, soliciting, or directing a contribution of more than \$500 from a party, participant, or their representatives, during a proceeding and for 12 months following the date a final decision is rendered.

FISCAL IMPACT

The total annual contract amount will not exceed \$287,500, inclusive of a 15 percent contingency, for software, hardware, and continued support of the M-5 Fleet Management database. An appropriation increase of \$287,500 is requested in the Fleet Services Fund Group in the Financial Management Department, offset by charges to user departments and collected as part of the Fleet Services Memorandum of Understanding (MOU) billing processing. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



Kevin Riper
Financial Management

APPROVED:



THOMAS B. MODICA
CITY MANAGER