

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/25/08		Item Number: <u>C-6</u>	
AGENDA ITEM: (1) Waiver of the Competitive Bidding Procedures as Authorized by Section 3.07.065 of the Culver City Municipal Code, and (2) Approve the Quotation for the Purchase of Maximus InfoCenter Upgrade Software and Associated Services.			
Contact Person/Dept: Paul Condran/Transportation Department		Phone Number: 310-253-6520	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Public Notification: Master Notification List via email on 2/20/2008			
Department Approval: Steve Cunningham 2/14/08		City Attorney Approval: Carol Schwab (by H. Baker) (02/19/08)	
Fiscal Impact Review: Jeff Muir (by N. Kimball) (02/20/08)		City Manager Approval: Jerry B. Fulwood (02/20/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize the purchase of Maximus InfoCenter upgrade software and its associated services for operational implementation in the Equipment Maintenance & Fleet Services Division with concurrent use by the Purchasing Division, for a cost not to exceed \$59,730. <u>BACKGROUND:</u> The City's Equipment Maintenance & Fleet Services operation has utilized the Maximus Fleet Management system since 1998. FA Suite, as it is currently known, integrates labor, parts and fuel management to capture all costs associated with equipment maintenance functions, as well as all purchasing inventory and warehouse operations for vehicle parts and general City supplies and materials. Maximus Fleet Management is our fleet management information system. Over the past ten years, equipment maintenance and fleet management best practices have become greatly enhanced and very complex. Simple, static maintenance systems (batch systems) which provide basic information and data are not effective in maintaining operational efficiencies and productivity in this dynamic environment. The technical knowledge of maintenance technicians has also changed and developed, requiring hands-on management of labor time capture and parts applications for repair and maintenance of the City's vehicles and equipment for all Departments. This current method of manual entries for the aforementioned workflow consumes approximately 25% of staff time. This automated system upgrade will save an estimated 15% in productivity, or 4,475 labor hours annually.			

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DISCUSSION:

Internal scrutiny and analysis of fleet management operations reveals the desirability to continually improve efficiency and streamlining of how required work is identified, how maintenance data is captured and tracked, and the means by which this information is viewed by supervisory staff, communicated to user departments, and reported on for internal and external auditing. Technicians will have the capacity to enter labor data specific to pre-set work order parameters, and submit associated parts requests to the Purchasing Warehouse through automated touch-screen monitors, thus negating the need for the current use of separate, inefficient manual labor and parts data entry through the use of various documents. The InfoCenter Notification System will accelerate the flow of information regarding vehicle preventative maintenance and repair requirements and directly disseminate that information to users increasing staff efficiencies and enhancing operational workflow.

The Maximus InfoCenter program addresses these needs in a comprehensive package of software upgrades and maintenance, professional services (project management, software installation, testing and training modules), and web portal applications.

Staff believes this upgrade is an important part of maintaining our high level of professional equipment maintenance and fleet services in a complex and dynamic environment. This system will also assist us in our “continuous improvement” fleet certification efforts.

Exception to Bidding Requirements

Section 3.07.065(D) of the City’s Municipal Code provides that the City Council may waive the formal competitive bidding process for purchase of equipment which “is a component for equipment or a subsystem of equipment previously acquired by the City, and is necessary to repair, maintain or improve the City’s utilization of the equipment.” This exception is applicable to this proposed purchase as this software is a component of the City’s existing fleet management system and will improve the utilization thereof. Maximus is the publisher, holder of all copyrights, and holder of the sole source Maximus software package. No other company offers this upgrade which enables the total integration of our Maximus Fleet Management System.

FISCAL ANALYSIS:

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Funds for this software upgrade and application package have been identified in the FY07-08 Transportation Department budget for Department Special Equipment, 20368300.732120, which is a capital projects expense fund.

As mentioned earlier in this report, this automated system upgrade will save an estimated 15% in productivity, or 4,475 labor hours annually.

ATTACHMENTS:

None.

MOTIONS:

That the City Council:

1. Waive the formal competitive bidding procedures as authorized by Section 3.07.065 of the Municipal Code; and
2. Accept the quotation for the purchase of Maximus InfoCenter Upgrade Software and Associated Services for Equipment Maintenance & Fleet Services Operations in an amount not to exceed \$59,730; and,
3. Authorize the City Attorney to review/approve necessary documents and authorize the City Manager to execute such documents on behalf of the City