



# City of Culver City

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## Staff Report

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**File #:** 24-593, **Version:** 1

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**CC - Consent Item: Approval of an Amendment to Each of the Existing Agreements with AssetWorks, Inc., a Web-Based, Cloud-Hosted Fleet and Facilities Management System, in a Total Amount Not-to-Exceed \$389,433 (\$285,133 for 4 Years of Annual Licensing Fees Plus \$104,300 in One-Time Implementation Costs).**

**Meeting Date:** February 26, 2024

**Contact Person/Dept:** Scott Newton/Transportation Department

**Phone Number:** (310) 253-6533

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☐ No ☒

**Attachments:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (02/20/2024)

**Department Approval:** Diana Chang, Chief Transportation Officer (02/19/2024)

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### **RECOMMENDATION**

Staff recommends the City Council approve an amendment to each of the existing agreements with AssetWorks, Inc, a web-based, cloud-hosted fleet and facilities enterprise asset management system, in a total amount not-to-exceed \$389,433 (\$285,133 for four years of annual licensing fees plus \$104,300 in one-time training and implementation costs).

### **BACKGROUND/DISCUSSION**

On July 24, 2022, the City Council approved a five-year agreement with AssetWorks, Inc. for cloud hosting services for the City's automated fleet management system, FleetFocus. The FleetFocus FASuite is a complex and comprehensive system used to reconcile and analyze all functions related to the maintenance of vehicles and equipment, including repair and preventative maintenance activity, parts inventory, vehicle usage, and replacement forecasting, and is only available through AssetWorks, Inc. This procurement is exempt from the formal competitive procurement procedures in accordance with Culver City Municipal Code Sections 3.07.055.B (component for equipment or a system of equipment previously acquired by the City needed to repair, maintain or improve utilization of the equipment) and 3.07.055.E (computer software, hardware maintenance services or software maintenance services).

In Fiscal Year 2022-2023, Transportation staff reviewed the AssetWorks EAM solution, a new cloud-based software-as-a-service (SaaS) offering. AssetWorks EAM will allow staff to expand the service to an unlimited number of users and assets and includes a host of new functionalities including an enterprise suite designed specifically for facilities maintenance management with GIS Integration. By expanding the use of AssetWorks to include facility assets and other assets utilized by the Department, Transportation can more effectively monitor maintenance functions department-wide and streamline capital planning and reporting. This integration will reduce the number of standalone systems used by staff and allow for knowledge and cost sharing between multiple divisions within the Department. This improved facility asset management system will allow for a more efficient and detailed Transportation Asset Management Master Plan which is an important Transportation initiative. As there are constant changes of assets with new acquisitions and replacement items, this system will allow the Department to manage them efficiently and effectively.

Staff recommends that the existing contract with AssetWorks be amended to allow the Department to fully deploy the AssetWorks EAM solution as well as the cost of the implementation support necessary to make this transition.

### **FISCAL ANALYSIS**

The Adopted Budget for Fiscal Year 2023-2024 includes sufficient funding in 30870400.619800 (Equipment Maintenance - Other Contractual Service) for the first-year licensing fee of \$71,284 for the EAM solution module to AssetWorks. Annual costs for subsequent years will be incorporated into future fiscal year budgets.

The Adopted Budget for Fiscal Year 2023-2024 includes sufficient funding in 20370200.619800 (Transportation Operations - Other Contractual Services) and 20370210.619800 (Transportation Operations Facilities - Other Contractual Services) for the one-time implementation and training costs of \$104,300.

### **ATTACHMENTS**

None.

### **MOTION**

That the City Council:

1. Approve an amendment to the existing agreement with AssetWorks, Inc. for database hosting services in a total amount not-to-exceed \$389,433 (\$285,133 for four (4) years of annual licensing fees plus \$104,300 in one-time training and implementation costs);
2. Authorize the City Attorney to review/prepare the necessary documents; and

3. Authorize the City Manager to execute such documents on behalf of the City.