



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 22-587, **Version:** 1

Item #: C-6.

CC - Approval of a Five-Year Extension to Each of the Existing Agreements with AssetWorks, Inc., a Web-Based, Cloud-Hosted Fleet Management System, in a Total Amount Not-to-Exceed \$279,855 (\$151,505 for Five Years of Annual Database Hosting, \$115,500 for Five Years of Database Maintenance and Support Services, Plus \$12,850 in Contingency Authority)

Meeting Date: January 24, 2022

Contact Person/Dept: Allison Cohen/Transportation

Phone Number: (310) 253-6543

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☐

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/20/2022)

Department Approval: Rolando Cruz, Chief Transportation Officer (01/03/2022)

RECOMMENDATION

Staff recommends the City Council approve five-year extension to each of the existing agreements with AssetWorks, Inc, a web-based, cloud-hosted fleet management system, in an amount not-to-exceed \$279,855 (\$151,505 for five years annual database hosting, \$115,500 for five years annual database maintenance and support services, plus \$12,850 in contingency authority).

BACKGROUND/DISCUSSION

On August 24, 2015, 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. As the operation and maintenance of the FASuite database is only available through AssetWorks, Inc. the formal competitive solicitation procedures do not apply in accordance with Culver City Municipal Code §3.07.055. Specifically, extension of the proposed agreements meets the following two

circumstances:

- §3.07.055.B: When the equipment is a component for equipment or a system of equipment previously acquired by the City, and is necessary to repair, maintain or improve the City's utilization of the equipment; and,
- §3.07.055.E: Where items to be purchased are computer software, hardware maintenance services or software maintenance services.

FISCAL ANALYSIS

The City Council Adopted Budget for Fiscal Year 2021/2022 includes sufficient funding in 30870400.619800 for the current year extension. Annual costs for subsequent years will be incorporated into future budgets.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve a five-year extension to the existing agreement with AssetWorks, Inc. for database hosting services in an amount totaling \$151,505;
2. Approve a five-year extension to the existing agreement with AssetWorks, Inc. for database management and support services in an amount totaling \$115,500;
3. Authorize the Chief Transportation Officer to approve amendment(s) to the AssetWorks Agreements in an additional amount not-to-exceed \$12,850 in total, for unanticipated costs;
4. Authorize the City Attorney to review/prepare the necessary documents; and
5. Authorize the City Manager to execute such documents on behalf of the City.