



Memorandum

Date: 9/17/2024
Meeting of: City Council

File No. AM No. 24-133
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Technology and Information Services	Michael Marchand	425-556-2173
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DEPARTMENT STAFF:

Technology and Information Services	Maria O’Neill	Technology Project Manager
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TITLE:

Approval of a Contract with Assetworks, Inc. for the Migration of FleetFocus and FuelFocus to a SaaS Environment and Addition of Telematics Hardware in the Amount of \$94,327

OVERVIEW STATEMENT:

In the 2023-2024 BTIP, Public Works requested to deploy data collection technology in vehicles that will collect manufacture type and vehicle data and upload to Assetworks cloud environment. This will allow for proactive data collection and improve vehicle maintenance process.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Budget for this project is in the 2023-2024 BTIP
- **Required:**
Council approval is required to award a contract that exceeds \$50,000
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Proactive analytics collection and improve vehicle maintenance process. Also reduce maintenance cost by replacing on-premise environments and associated support services to cloud based environments.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
Estimated timeline for assignment of vendor resources and implementation is 7 months from contract execution
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The cost for Implementation (\$24,640) and the first year of licensing and support (\$69,687) totals \$94,327. Implementation fees include professional services for configuration, data migration, and integrations and will be invoiced according to the billing milestones identified in the statement of work. The first year of licensing and support fees will be invoiced beginning when the contract is fully executed and annually on the anniversary of that date.

Approved in current biennial budget: **Yes** **No** **N/A**

Budget Offer Number:

BTIP

Budget Priority:

Vibrant and Connected

Other budget impacts or additional costs: **Yes** **No** **N/A**

If yes, explain:

Annual licensing and support fees of \$69,687 plus approved yearly increase

Funding source(s):

BTIP funds

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
9/10/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

Public Works staff will continue to use on premise versions of the application and will not collect vehicle data.

ATTACHMENTS:

Attachment A: Assetworks MSA and Order Form