File #: 2023-0908, **Version:** 0

Title/Name/Summary
Fleet Management Software - Purchase

History
The Vehicles and Equipment Division (V&E) at Public Works maintains four hundred five (405) vehicles and equipment that require preventative maintenance. Currently, V&E uses Computerized Fleet Analysis (CFA) software to track vehicle and equipment meters to schedule preventative maintenance. Meter readings for equipment that do not fuel at the fuel island and do not have a fuel tag require manual meter entries.

The CFA software is antiquated and does not have the features and capabilities that newer, cloud-based software has. The older software relies on monthly manual meter entries, and requires the users to run a preventative maintenance report after the meters have been updated from the fuel data import, which is also performed manually.

Three (3) fleet maintenance management programs were assessed to replace the current software. The fleet asset management module from Tyler, Dossier Systems, and Fleetio were assessed and demoed. A detailed demonstration was also completed with the Village's Information Technology, Public Works, and Village Manager's Office leadership.

The Village has invested in the Samsara AVL systems, and they have been installed in all of the Public Works vehicles. Fleetio integrates with Samsara and does automatic, real-time meter updates ensuring accurate meter readings. Along with meter updates, Fleetio shows the GPS location of the vehicle and will notify technicians and create a work order if an engine fault occurs. Fleetio will also provide VIN decoding and vehicle recall alerts through the integration with the NHTSA recall notice system.

Fleetio, a GSA contract holder, is cloud-based software with a mobile application and desktop access for an unlimited number of users. With unlimited users, all Village employees that operate a vehicle or equipment, based on defined user roles, will have access to the digital inspection forms and the customizable accident reporting form.

Pre-Trip Vehicle and Equipment inspections are required. Currently, the Village uses different inspection recording methods for vehicles and equipment that do not have Samsara. Fleetio will centralize all of the inspection reporting with the ability to create custom inspection forms for each class of vehicle or equipment. Preventative Maintenance check lists can also be created and set to mandatory completion when opening a repair order. Repair order entry for the technicians can be done on the mobile application or on a computer kiosk in the shop.

Members of the Technology Commission reviewed the software at the December 13, 2023, Technology Commission, and approved moving forward with the proposal from Rarestep, Inc d/b/a

Fleetio.

Staff is requesting approval of the proposal from Rarestep, Inc d/b/a Fleetio for fleet management software. There is a one-time $999.00 set up fee, and an annual subscription fee of $27,987.00.

Financial Impact
Funds for the fleet maintenance management software are available in 1008040-442850.

Recommended Action/Motion
I move to accept the proposal from Rarestep, Inc d/b/a Fleetio for a three (3) year term of Fleetio Enterprise 500 annual fleet management software subscription for an amount not to exceed $28,986.00 for FY2024, $27,987.00 for FY 2025, and $27,987.00 for FY 2026;

AND

Authorize the Village Manager to execute all related contracts, subject to the Village Attorney review.