



Request for City Council Committee Action From the Department of Public Works

Date: August 12, 2003
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Subject: **Equipment Information System – Maintenance Agreement**

Recommendation:

1. That proper City officials are authorized to execute an amendment to Contract No. 11070 with Maximus (formerly knows as Control Software Inc., Ltd.) to allow for ongoing annual maintenance and system support services through the life of the software at an estimated annual cost of \$32,000.

Previous Directives:

- Council approved Change Order No. 5 to Contract No. 11070 with Control Software Inc., Ltd., on August 11, 2000.

Prepared by: Steven Kotke, Director, 673-2402

Approved by:

Klara A. Fabry, P.E., City Engineer, Director of Public Works

Presenters: Steven Kotke, Director of Property and Equipment Services

Financial Impact (Check those that apply)

No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee

Coordinator

Background/Supporting Information:

The 1996 Comprehensive Fleet Management Study completed for the Equipment Services Division included numerous recommendations including implementation of an Equipment Information System to improve the management of the City's fleet operation. After a formal Request for Proposal process, and with Council direction Equipment Services purchased the M4 Equipment Information System from Maximus Asset Solutions Division, formally known as

CSI Control Software Inc., Ltd. M4 is used to manage all aspects of the City's fleet operation including the collection of labor information, vehicle rental, maintenance history and fueling.

This amendment allows for ongoing maintenance services from CSI who are the sole source of support for our management information system. The agreement provides unlimited phone and internet support for our system, and periodic upgrades to the system as they are developed and distributed. Typically Equipment Services personnel are in contact with Maximus four to six times per month for system support; in addition normally three upgrades to the system are provided to us by Maximus per year.

Funds for this amendment are within the Equipment Services current budget and no appropriation increase is needed.