

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, November 15, 2022

D. BUSINESS BEFORE THE BOARD

I. CONSENT CALENDAR

- L. Authorization to Purchase FleetWave Fleet Management Software at a Total Cost of \$68,339 from Chevin Fleet Solutions for Districtwide Fleet Management (Kennedy/Castile)

RECOMMENDATION

The General Manager recommends that the Board of Directors authorize the purchase of FleetWave fleet management software from Chevin Fleet Solutions of Fitchburg, Massachusetts at a total cost of \$68,339 for Districtwide fleet management.

REVENUE/COST

For the purpose of purchasing fleet management software, funds have been allocated in the East Bay Regional Park District's (Park District) 2022 Budget: Fleet Management Project Account 101-5930-000-6585-531900.

PROPOSED ENCUMBRANCE:

Annual Cost	\$ 52,719.60
Project Management	5,950.00
Business Consultant	743.75
Implementation	<u>8,925.00</u>
Total Encumbrance	\$ 68,338.35

The cost of this software is \$52,719.60 annually with a one-time cost of \$15,618.75 for Project Management, Business Consultation, and Implementation. The initial agreement is for three years with the option to extend annually at the same rate based on the current fleet size of approximately 1,000 vehicles and pieces of equipment.

<u>Product</u>	<u>Quantity</u>	<u>Sales Price</u>	<u>Total Price</u>
Advanced VPB 0-500	500.00	\$ 5.95	\$ 2,975.00
Advanced VPB 501-2000	315.00	\$ 4.25	\$ 1,338.75
Ancillary Equipment/Assets	185.00	\$ 0.43	\$ 79.55

BACKGROUND

The current fleet management software has proven to be insufficient to the Park District's growing needs and limits the agency's ability to operate efficiently. After a thorough vetting and receipt of bids of multiple products, staff recommends the use of FleetWave by Chevin Fleet Solutions and is the best suited software to meet the needs of the Fleet Department.

Data

As with all professional sectors, fleet management has also increasingly grown to be data driven. The current fleet management software's reporting functionality has proven to be inadequate, necessitating data storage and analysis in outside software, such as Access and Excel. Maintaining multiple data sources is not only time consuming but can limit the integrity of the information. By upgrading to software with more robust reporting and data storage capabilities, staff will be able to limit extraneous data and significantly increase their ability to better synthesize information. The goal is to improve all forms of departmental decision making. Currently, the existing fleet management software and fuel management systems (Wex and FuelMaster) do not communicate. FleetWave would allow the integration of all systems, analyzing all vehicle expenses in a single ecosystem, and be able to generate more comprehensive reports. Currently, all vehicle and equipment acquisition documents are stored separately on the Park District's network. FleetWave would allow fleet staff to store said paperwork with each vehicle's individual entry, allowing for ease of access and centralized cloud storage.

Time

The current fleet management software's user interface has failed to keep pace with the industry, leading to an experience that is frustrating to seasoned employees and increasingly alien to new hires. The time required for routine data entry is impractical. Further, FleetWave is tablet compatible, allowing mechanics to easily interface with the software while conducting vehicle maintenance at their work bay. This saves valuable time otherwise spent trekking back and forth from work bays to desktop computers in adjacent office space.

Access

The current fleet management software does not provide any accessibility to information for employees outside of Fleet Management and the Equipment Shops. FleetWave will allow for individual dashboards to be created for all Park District Managers and Supervisors, granting them access to an overview of their respective fleet of vehicles and equipment. They will have the ability to view routine maintenance schedules, repair status, estimated replacement dates, as well as generate maintenance and repair work requests from their worksite. Staff in the field will also be able to submit work requests through Park District provided smart phones. Current practice is for staff to bring vehicles and equipment to the shop, often unannounced, just to complete a paperwork request and return to their work location. Having staff create digital work requests prior to traveling to their respective equipment shop provides Equipment Shop Service Managers the ability to coordinate requested work with staff based on the current workload in the shop and to provide a loaner vehicle, reducing the need for additional staff and vehicle usage. FleetWave also provides the ability to automate notifications, such as notifying a supervisor or any employee of upcoming routine maintenance, required SMOG testing, or the completion of a repair. These capabilities would diminish time spent on phone calls and emails and consolidate

valuable communication/information into a single system. Nuanced permissions and user groups will allow Fleet Management to grant granular access to all Park District employees without putting any of our other systems or data at risk.

Customization

The current fleet management has limited customization with little, if any, leeway for tailored use. FleetWave provides customizable fields that can be added to record/track/report on movable stock. Not only will this give staff more detailed records of fleet and equipment but will also allow better tracking of asset lifecycle events outside of routine maintenance and repairs, such as vehicle acquisition, setup, registration, and auctioning. While FleetWave offers an impressive array of out-of-the-box reports, it also comes stock with a built-in query builder and KPI (Key Performance Indicators) wizard, letting staff generate reports on the fly as needed.

Conclusion

Upgrading the fleet management software to FleetWave will benefit our department and the Park District as a whole in the following ways:

- Consolidating and integrating numerous sources of data, eliminating redundant systems, and creating a single, centralized source for clean, reliable data.
- Providing powerful analytics and a robust suite of standard reports to best leverage this data, and better inform spending decisions.
- Granting valuable information to management and supervisors via simple, custom dashboards, decreasing the amount of time spent on phone calls and emails.
- Easing the daily burden on shop staff by providing efficient intuitive software that can be accessed anywhere via tablet, freeing them to commit more time and energy to their vital work.
- In-house customization that will further centralize our processes and offer deeper insight into our assets.

This FleetWave fleet management software is available for purchase directly from Chevin Fleet Solutions of Fitchburg, Massachusetts by means of contract pricing established by the North Carolina Sheriffs' Association, Technology Procurement Program, Contract # 23-02-0222. The pricing is the result of a competitive bid process and open to all governmental entities and educational institutions. Public agencies electing to use this method of software acquisition avoid the administrative costs of seeking formal bids.

ALTERNATIVES

For this purchase, staff has determined that there is no significant advantage in formally seeking other bids; therefore, none are recommended.

EAST BAY REGIONAL PARK DISTRICT

RESOLUTION NO.: 2022 - 11 -

November 15, 2022

AUTHORIZATION TO PURCHASE FLEETWAVE FLEET MANAGEMENT SOFTWARE AT A
TOTAL COST OF \$68,339 FROM CHEVIN FLEET SOLUTIONS FOR DISTRICT-WIDE
FLEET MANAGEMENT

WHEREAS, the East Bay Regional Park District (Park District) has included funding in its proposed 2022 Budget for the purchase of new software; and

WHEREAS, the East Bay Regional Park District (Park District) has approximately 1,000 fleet vehicles and pieces of equipment located throughout Alameda and Contra Costa counties; and

WHEREAS, the Park District has the need to replace existing software designed for fleet management; and

WHEREAS, Chevin Fleet Solutions of Fitchburg, Massachusetts is a recognized vendor offering suitable software based on the results of competitive pricing through the North Carolina Sheriffs' Association, Technology Procurement Program, Contract # 23-02-0222;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the East Bay Regional Park District hereby authorizes the purchase of FleetWave Software for a total cost of \$68,339, with said sum to be encumbered from the 2022 Budget; Fleet Management Project Account 101-5930-000-6585-531900; and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, seconded by Director _____, and adopted this 15th day of November 2022, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: