



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works and Parks



Date: October 31, 2012
Board Meeting Date: December 11, 2012
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works and Parks

Subject: Electronic Vehicle Reservation System

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with Asset Works for the provision and installation of an electronic vehicle reservation system for 170 County motor pool vehicles for the term of December 11, 2012 through December 10, 2017 in an amount not to exceed \$275,000.

BACKGROUND:

In October 2011, your Board authorized General Funds in the amount of \$950,000, through SMC Saves for the installation of a vehicle reservation system on up to 370 County cars and for the installation of a GPS system on all County vehicles.

DISCUSSION:

The Department of Public Works and Parks (Department) has found that very few firms offer a combined reservation and GPS system and therefore prepared a Request for Proposal specific to a vehicle reservation system only as the first phase in the implementation of a complete vehicle management system. Through the Request for Proposal process, we received two offers of service for a vehicle reservation system – one from Asset Works and the other from Agile Fleet. We have reviewed the proposals and interviewed each of the vendors and believe that the proposal from Asset Works more completely meets the County's goals relative to a vehicle reservation system.

Through negotiations with Asset Works, we have determined that improvements and modifications to their system software and hardware are anticipated in the next several months to allow for more efficient and economical tracking of up to 200 of the County's cars that do not report to centralized locations. We believe that the County will be best served by entering into an agreement with Asset Works for its 170 motor pool vehicles, which are housed at two locations. Once the system upgrades are completed in 2013,

we recommend expanding the reservation system capabilities for an additional 200 offsite vehicles.

Entering into an agreement with Asset Works will allow for the implementation of a motor pool electronic vehicle reservation system which will enable County staff to reserve vehicles from their computers, thus eliminating the need for staffing dedicated to managing vehicle checkouts. The system also will allow for accurate tracking of vehicle usage and enable staff to more accurately evaluate its overall vehicle needs. It is anticipated that the County will be able to reduce its fleet size and will realize savings commensurate with the management of a more effective fleet.

The Resolution for the Agreement would also authorize the Director of the Department of Public Works and Parks to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

Approval of this Agreement contributes to the Shared Vision 2025 outcome of an Environmentally Conscious Community by eliminating older and less efficient vehicles through a fleet "right sizing" analysis.

FISCAL IMPACT:

The General Fund has \$950,000 committed towards Fleet Initiative Improvements through the County's SMCSaves program. The base cost associated with implementing a vehicle reservation system specific to the County's motor pool is \$247,000. To account for optional service needs over the course of a five year contract with Asset Works, the contract will be for an amount not-to-exceed \$275,000.