



# City of Columbus

Office of City Clerk  
90 West Broad Street  
Columbus OH 43215-9015  
columbuscitycouncil.org

## Legislation Text

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**File #:** 2766-2013, **Version:** 1

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**BACKGROUND:** This ordinance authorizes the Finance and Management Director to enter into contract with AssetWorks, Inc. to deliver consulting services related to Fleet Management's current FleetFocus enterprise software system. FleetFocus tracks all core functions related to the overall management of city vehicles, i.e. general maintenance, GPS/Telematics and tracking of vehicles and equipment, processing repair and preventive maintenance, preventive maintenance work orders, operating expenses (e.g., fuel, oil, and licensing), and billing and tracking for vehicle equipment usage.

AssetWorks will provide enhancements through process required changes relating to training, data cleansing, business process documentation, and end-user reporting. These enhancements will allow the City to optimize and improve use of the FleetFocus software product. AssetWorks will develop specific recommendations focusing on improvements in the use of the software to increase efficiency and improve productivity. Furthermore AssetWorks will assist the City by making best-efforts to implement all proposed changes. AssetWorks will also assist in developing a "Rule Book" for the City, by better defining standard operating procedures and work flow of how all users are to interact with the system. AssetWorks will also work with Fleet Management and other departmental fleet managers to review recommended best practices and document acceptance and exceptions to the recommendations. AssetWorks will then prepare a document(s) that will define procedures by user roles and include work flow diagrams for expected use of the system in daily operations.

The competitive bidding provisions of the Columbus City Codes (Section 329.07) are to be waived with respect to the procurement of this FleetFocus enhancement. It would be impractical to bid for consulting services associated with this contract, as FleetFocus is a proprietary software application developed and supported by AssetWorks, Inc. It should be noted that Columbus City Codes were followed with respect to the procurement of the FleetFocus software application and the recent addition of the related GPS/Telematics system.

This ordinance is contingent on passage of ordinance 2776-2013.

**FISCAL IMPACT:** This legislation authorizes an expenditure of \$134,800.00 with AssetWorks, Inc. for consulting services related to this contract. Funding for these expenditures is budgeted within the Fleet Management 2013 operating budget. This ordinance is contingent on passage of ordinance 2776-2013.

**Emergency action** is requested as there is an immediate need to support and enhance the use of the FleetFocus enterprise software, thereby increasing efficiencies and improving employee safety.

To authorize the Finance and Management Director, on behalf of the Fleet Management Division, to enter into contract with AssetWorks, Inc., where the competitive bidding process has been waived due proprietary software, for consulting services related to the FleetFocus enterprise software application; to authorize the expenditure of \$134,800.00 from the Fleet Management Operating Fund; and to declare an emergency. (\$134,800.00)

**WHEREAS,** the Fleet Management Division has a need for consulting services related to enhancements and efficiencies pertaining to its enterprise software application, FleetFocus; and

**WHEREAS,** the FleetFocus software application is developed and supported by AssetWorks, Inc.; and

**WHEREAS**, the consulting services provided by AssetWorks, Inc. under this contract will result in improved functionality of the software, streamlined work flow and related processes, and better documentation and reporting, which will result in improved performance and lower operating costs for the Fleet Management Division; and

**WHEREAS**, an emergency exists in the usual daily operations of Fleet Management in that it is immediately necessary to implement this SOW contract, so that related enhancements and efficiencies can be realized as soon as possible, thus maximizing the operational and cost benefits to the City, and thereby preserving the public health, peace, property, safety and welfare; now, therefore:

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1.** That the Finance and Management Director, on behalf of the Fleet Management Division, is hereby authorized and directed to enter into a contract with AssetWorks, Inc. for consulting services related to its FleetFocus enterprise software application.

**SECTION 2.** That the sum of \$134,800.00 or so much thereof as may be necessary in regard to the action authorized in Section 1, be and is hereby authorized to be expended as follows:

Dept/Div: 45-05  
Fund: 513  
Sub-Fund: 001  
OCA code: 451206  
Object Level One: 03  
Object Level Three: 3375  
Amount: \$134,800.00

**SECTION 3.** That the competitive bidding provisions of Columbus City Codes Section 329.07 are hereby waived in regard to the action authorized in Section 1.

**SECTION 4.** That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance

**SECTION 5.** That the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.