

Date: 2020-10-29

Subject: Request to Begin Procurement – Fleet Management Solution

Secondary Title: Request to Begin Procurement – Assetworks FleetFocus Fleet Management Solution for Transit, Fire & Emergency Services, and Public Works & Engineering Fleet Management

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Report Number: Corporate Support Services-2020-351

Recommendations:

1. That the report titled: **Request to Begin Procurement – Assetworks FleetFocus Fleet Management Solution for Transit, Fire & Emergency Services, and Public Works & Engineering Fleet Management, all wards,** to the Committee Meeting of December 2nd, 2020, be received; and,
2. That the Purchasing Agent be authorized to begin procurement for Assetworks FleetFocus Fleet Management Solution for Transit, Fire & Emergency Services, and Public Works & Engineering Fleet Management; and,
3. That the Purchasing Agent be authorized to directly engage Assetworks LLC for the Assetworks FleetFocus Solution, including maintenance and support, through a limited tendering procurement process.

Overview:

- This report is to obtain Council authority to begin procurement of **Assetworks FleetFocus Fleet Management Solution for Transit, Fire & Emergency Services, and Public Works & Engineering Fleet Management for a Five (5) Year Period, With Two (2) optional Three (3) Year renewal Periods.**

Background:

The City of Brampton owns and operates a portfolio of over 1,700 vehicles (Transit - 458 buses, 23 service vehicles, Fire – 155 Fire Apparatus, Corporate Fleet – 469 licensed vehicles, 600 unlicensed apparatus), at a replacement value of approximately \$442,142,000 (replacement value based on the 2019 State of Local Infrastructure (SOLI) report).

In addition, these divisions manage over 18,570 work orders, managed by over 306 personnel (mechanics and associated roles), 207,000 parts valued at over \$10M in 2019. The City is also one of the first municipalities to manage all of our approximately 2,300 drivers and their license credentials in a fully automated fashion directly integrated with the MTO.

The City has used the Assetworks FleetFocus Fleet Management Solution (Assetworks FleetFocus) to modernize and digitize fleet asset management business processes to align with both industry best practices and leading municipalities. The Assetworks FleetFocus solution was selected via a competitive RFP process.

This solution has been in use since 2007 and is a core enterprise solution that Brampton Transit, Fire & Emergency Services (BFES) and Public Works & Engineering, Road Operations, Maintenance and Fleet (PWE Fleet) are generally satisfied with, have confirmed the system meets their business needs and recommend continuing on with the use of this solution.

Throughout late 2019 and early 2020, Brampton Transit, BFES and PWE Fleet, in collaboration with Digital Innovation & Information Technology (DIIT) developed a phased and prioritized list of initiatives that drive forward business unit goals that align with corporate strategic goals.

Current Situation:

Currently all City owned fleet asset management, operations and maintenance activities are carried out using the Assetworks FleetFocus solution. The current maintenance and support contract is valid until June 30, 2021.

Scope of prioritized initiatives include:

- Tracking of all vehicle incidents (including accidents),
- Having the solution go fully mobile for in-field work,
- Inventory management of all Fire on-vehicle & in-station items,
- Fully automated lifecycle management of all vehicles, from purchasing to depreciation analysis to disposal,

- Fuel management proof of concept to potentially better manage fuel distribution, and consolidate to a single fleet and fuel management system,
- PoolCar / KeyValet services as part of the Sustainable Fleet Strategy,
- If agreed with the City of Ottawa – Parts Management enhancements (working in collaboration with Ottawa, based on similar business requirements and the opportunity to split or reduce costs)
- Other related initiatives and activities.

Based on collaborating amongst Brampton Transit, BFES, PWE Fleet and DIIT the above plan is based on a phased, prioritized approach. This is also a commonly used system by other municipalities and staff will continue to seek out opportunities to cost share projects when our business requirements are similar to others.

The Assetworks FleetFocus model is based on modules for specific functionality built around the core system. For example, the fully automated lifecycle management is delivered via a specific “asset management” module providing industry standard analytics engine that the City can leverage, and then configure to our particular needs.

To maintain maintenance and support for the solution, Assetworks LLC must provide certain services when developing or implementing solutions. This contract will include some of those professional services.

Brampton Transit, Fire & Emergency Services, Public Works & Engineering Road Operations, Maintenance and Fleet Comments:

Brampton Transit, BFES and PWE Fleet all support the ongoing usage of the FleetFocus software from Assetworks LLC for the following reasons:

1. All business units have invested extensive capital on FleetFocus software and associated IT infrastructure since its initial deployment in 2007. It is currently used to manage all aspects of fleet, operations, inventory and maintenance of 1,700 vehicles, over 300 mechanics, 2,300 drivers, and 207,000 parts. The system manages approximately \$450,000,000 of fleet vehicles and parts.
2. Operational staff have become fluent in FleetFocus and switching to a new product would be disruptive and require extensive costs and training.
3. Several FleetFocus modules have been customized to meet the unique business requirements of the City.
4. Support from the vendor (Assetworks) is superior and business needs are addressed in a timely and professional manner.

Corporate Implications:

Financial Implications:

Sufficient funding available for this initiative within Digital Innovation and Information Technology's capital budget. Should the results of the RFP require additional funding either in the operating or capital budget, these will be brought forward

through the 2022 budget process, or, report back to Council.

Purchasing Comments:

An invitation to Bid will be sent to the Bidder to provide a submission in accordance with the bid document. The Bid submission will start a negotiation process. Upon successful conclusion, purchase approval will be obtained in accordance with the Purchasing By-law.

All communication with the Bidder involved in the procurement must occur formally, through the contact person identified in the Bid Document.

Term of Council Priorities:

Assetworks FleetFocus Solution, and the City's Fleet Management practices align with 2018-2022 Term of Council Priority Brampton is a Well-Run City:

“Continuously improving the day-to-day operations of the corporation by streamlining service delivery, effectively managing municipal assets, and leveraging partnerships for collaboration and advocacy.”

Solution(s) specifically supports the following objectives:

- Demonstrate value for money of City programs and services.
- Develop an Asset Management Plan

Conclusion:

In conclusion, this report recommends the Purchasing Agent be authorized to directly engage Assetworks LLC for the Assetworks FleetFocus Solution, including maintenance and support, through a limited tendering procurement process.

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