

# | Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: December 17, 2019

## Item Details

Presenter(s): Jose Martinez, Public Work & Transportation Director

Department(s): Public Works & Transportation

### Requested Motion

Motion to purchase the implementation of software in current fiscal year (FY 19/20) and to authorize the Town Manager to execute the contract on behalf of the town.

### Approval Recommended?

Yes

### Item Details

The Town current uses an old software for fleet maintenance (TMT) that does not meet the demands of the Town. The town has spoken with neighboring towns and have investigated the top fleet management software programs that are being used by our peers (Fleetio, Faster, and Chevron). Fleetio was chosen as the software that best meets the Town's needs. The investigation was done in tandem with our IT department

Fleetio's startup will take up to three (3) months to fully implement. Therefore, we need to start implementation in the current fiscal year so that there is no gap in service. Fleetio has also negotiated with the Town and has agreed to give the town three (3) free months of service (April through June) to work out any issues with the implementation and to get adjusted to the new software. Therefore, the Town will have an overlap of three (3) months of two operational systems at no additional cost. Standard service and payment for service will begin on July 1<sup>st</sup>, 2020. The software will be hosted on Fleetio's servers and should require minimal internal IT support.

The one-time implementation cost will be \$3,000 and the annual payment will be \$33,320/year (based on the number of assets the Town owns). The current cost of TMT is \$27,000/year. The Town has the \$3,000 in



operations and thus, will NOT need a budget amendment. The Annual fee will be in next fiscal year's budget as a line item replacing the TMT software line item.

The Fleetio contract includes both the implementation cost for FY 19/20 and the annual fee for FY 20/21. However, the addendum adds terminology where if council does not approve the budgeted line item for FY 20/21, the software contract may be canceled thus not obligating funds for future fiscal years.

### Attachments

- Fleetio Partnership Overview
- Fleetio Contract
- Town of Apex Addendum to Fleetio Contract

