



Staff Report

TO: City Council
FROM: Doug Story, Assistant Director of Community Services
DATE: February 15, 2022
SUBJECT: **Subscription Renewal Amendment for Dossier Systems Vehicle Repair Order Program**

Background and Analysis:

On March 5, 2019, City Council approved the purchase and 36-month subscription to Dossier On-Demand and is set to expire March 5, 2022. For the last three years the Dossier vehicle maintenance software has been integrated into the preventative maintenance and emergency maintenance tracking for all vehicles, in all City departments. This software system has proven to be efficient and effective and has allowed City staff to accurately track time and materials when working on specific vehicles for individual departments. Dossier gives the vehicle maintenance department the ability to create, edit, and submit repair orders and internal invoices on all vehicles within the fleet. The system tracks parts inventory, total cost of repairs, maintenance costs, repair order history, maintenance reminders, and cost per mile for each vehicle. Additionally, City staff is automatically notified when safety alerts or potential warranty issues are released for fleet vehicles. Dossier is internet based and technicians can access the system and have data available wherever there is internet access. This allows the review of vehicle service history on the scene of incidents or wherever a vehicle may need a technicians' assistance.

The amended 36-month subscription renewal includes the ability to integrate with Zonar Systems, a software currently used by the City's Transit Department. Zonar is a pre/post-trip system used by Transit drivers to inspect their vehicle before and after the vehicle leaves the yard for service. The new subscription will also increase the subscription portfolio from 150 to 200 assets/vehicles. The increased number of assets are necessary for the City's growing fleet as well as the additional operational equipment vehicle maintenance staff will be working on. Additional equipment includes lawnmowers, weed eaters, stump grinders, chippers, and other landscape tools. The renewal order, with the additional assets and Zonar integration, will bring the total amount of the 36-month term to \$34,787.06. This amount includes an initial activation

fee of \$1,782.50 for the additional new assets and quarterly fees of \$2,750.38 for the 36-month term.

Fiscal Impact:

The total cost of \$34,787.06 will be paid from the Transit Services Fund from 750-7300-7071-0000. This amount is allocated in the FY21/22 approved budget and all future budgets will include this quarterly amount for the term of the agreement.

Recommended Action:

Approve the renewal and additional enhancements of Dossier in an amount not to exceed \$34,787.06,
Authorize the City Manager to execute the Dossier On-Demand Order Form, and
Authorize City staff to execute a purchase order in an amount not to exceed \$34,787.06.

Attachments:

- A. Dossier Original Agreement
- B. Dossier on-Demand Order Form