Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name and Title:** Jessie Robinson, Director
2. **Department:** Fleet
3. **Meeting Date:** Tuesday, November 17, 2026
4. **Requested Action:**
   Approve a noncompetitive procurement pursuant to Section 2-204(b) of the Levy County Code of Ordinances for the annual renewal of Fleetio fleet management software in the amount of $31,378.50 for each Fiscal Year 2027 and Fiscal Year 2028, based on operational continuity, existing system integration, and the additional costs and administrative burden associated with transitioning to another provider, and authorize payment of the annual subscription invoice from existing budgeted funds.
5. **Cost & Funding Source:**
   The annual renewal cost is $31,378.50. Funding is available within the existing departmental budget under the general ledger account ending in 52020. No additional budget appropriation is anticipated.
6. **Justification of Request:**
   Levy County currently utilizes Fleetio fleet management software to track and manage County vehicles, equipment, maintenance activities, repairs, and associated operational costs.

   The County's original procurement of Fleetio was completed in accordance with the County's Procurement Ordinance. Three competitive quotes were obtained in 2025, and the initial purchase was $23,602.50 per year, which is less than the $25,000 threshold for a competitive sealed bid.

   Following implementation, staff identified the need to expand the software subscription to accommodate additional County assets and improve fleet management capabilities. The original subscription included 250 vehicles and 100 tools.

   The subscription was subsequently expanded to 350 vehicles and 150 tools which brings the cost for Fiscal Year 2027 and Fiscal Year 2028 to $31,378.50 This expansion was necessary to accommodate additional equipment, trailers, and hand tools, as well as to properly classify certain assets within the software. Specifically, fuel tanks previously categorized as equipment were moved into the vehicle category to allow for more appropriate tracking of fuel usage, maintenance, and repair expenses, as the software does not provide those tracking capabilities for assets classified as tools.

   Staff recommends approval of a noncompetitive procurement for the annual renewal of Fleetio based on the County's existing investment in the software, operational continuity, and the administrative and financial impacts associated with transitioning to another system.

Fleetio is an established component of the County's fleet management operations. Transitioning to a different software provider would require staff to evaluate and implement a replacement system, migrate existing fleet and maintenance records, reconfigure asset classifications, and train employees on a new platform.

These activities would create additional administrative costs, require substantial staff time, and potentially disrupt the County's ability to consistently track fleet maintenance, fuel usage, and repair expenditures.

The requested renewal represents the continuation of an existing software service that was initially acquired through a competitive procurement process, rather than the acquisition of a new system without prior competition.