

Jefferson County  
Board of Commissioners  
Agenda Request

**To:** Board of Commissioners  
Philip Morley, County Administrator

**From:** Frank Gifford, Central Services Director *FG*

**Agenda Date:** July 7, 2014

**Subject:** Request for Proposals for Fleet Software

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**Statement of Issue:**

Release of request for proposals for fleet-management software to replace aged software.

**Analysis/Strategic Goals/Pros & Cons:**

Fleet Services is proposing an RFP for software for the collection and analysis of all data regarding the county's vehicles and equipment. This software will replace a severely handicapped and outdated application that has been used by the division for many years. New software will eliminate paper tracking of repairs/maintenance on county assets, eliminate manual double entry of repair/maintenance data, synchronize with the county's financial-management software and provide a robust reporting and analysis tool.

**Fiscal Impact/Cost Benefit Analysis:**

The current fleet-data system makes data-driven management ungainly at best and in many cases impossible; it also occupies administrative staff with redundant (yet incomplete and unsuitable for analysis) entry of most relevant data. Asset lifecycle cost needs to be the foundation of the management of vehicles and equipment funded by the Equipment Rental & Revolving Fund; stocks of tires and other parts need to be managed based on historical need for such parts; and rental rates paid by Fleet's customer departments must track the actual costs of operation of their assets. Replacement with a robust fleet-management system will enable these and a variety of other improvements and efficiency gains across Fleet Services.

**Recommendation:**

Approve the attached Request for Proposals setting the proposal due date for 4 PM on August 28th, 2014.

**Department Contact:**

Matt Stewart, Manager of Fleet Services, 344-9713

**Reviewed By:**

  
Philip Morley, County Administrator

7/2/14  
Date

**NOTICE TO RESPONDENTS  
REQUEST FOR PROPOSALS  
TO PROVIDE  
FLEET INFORMATION SOFTWARE SYSTEM**

Notice is hereby given that the Jefferson County Department of Central Services, Fleet Services Division, will receive sealed written proposals up until the hour of 4:00 p.m., on Thursday, August 28th, 2014, at the Office of the County Commissioners, basement level of the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, Washington, 98368, from qualified Respondents to provide an integrated, comprehensive fleet-information software system.

The awarded contract will provide for supply, installation, configuration and long-term maintenance and support of a fleet-information software system to replace an existing fleet-information software system.

**Execute and submit one complete original proposal package.** Proposals shall be submitted in accordance with the provisions on file at the office of the Jefferson County Department of Central Services, Fleet Services Division, located at the Port Hadlock Shop, 371 Chimacum Road in Port Hadlock, Washington, where copies may be obtained.

The Board of County Commissioners reserves the right to reject any and all proposals and to accept the proposals deemed most advantageous to Jefferson County and to waive all informalities in the bidding. No facsimile bid documents or telephone quotations will be accepted.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2014.

BOARD OF JEFFERSON COUNTY COMMISSIONERS

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John Austin, Chair