TO: Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Fuel Focus System Upgrade – AssetWorks

ACTION REQUESTED
Approve a Budget Revision in the amount of $49,397 within the appropriate accounts of the Department of Public Works and Facilities Fleet Services' FY 2016-17 Final Budget.

Add the Fuel Focus System to the County's FY 2016-17 Master Fixed Asset List.

Approve the award of a negotiated purchase order to AssetWorks of Wayne, PA for the purchase of a Fuel Focus System software and hardware upgrade for the County's Auburn fueling station in the total amount of $74,915. Funding is included in the Department of Public Works and Facilities' FY 2016-17 Final Budget.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND
In 2001, the Department of Public Works and Facilities Fleet Services Division (DPWF) purchased and installed the existing fuel system at the County's Auburn fueling station. In 2009, DPWF upgraded the fuel system to extend the life of the system for approximately four (4) to five (5) years. DPWF has determined that replacing the existing fuel system would be more cost effective than purchasing another software upgrade because the existing fuel management system is unreliable and does not meet the current needs of DPWF. One of the biggest issues that DPWF is dealing with is that the current system does not integrate effectively with the AssetWorks Fleet Management System software that DPWF currently utilizes. AssetWorks offers a fuel management system that can seamlessly integrate with their Fleet Management System software and would enhance the functionality and reporting capabilities. The AssetWorks Fuel Focus System would provide real time transaction data, shorten fueling times, streamline transaction processing and enhance safety through the monitoring of fuel storage tanks and fuel pumps.

As the result, DPWF submitted a request to purchase the hardware, software and professional services required to successfully upgrade the County's Auburn fueling station with the fuel management system available from AssetWorks. The Fuel Focus System software is proprietary to AssetWorks and is not available to purchase from any other source. Purchasing Policy Manual (PPM) Section 1.3(l) allows for an exception to the competitive bidding process for goods and services that can only be purchased from one supplier due to its specialized and unique character. PPM Section 1.3(n) also allows for the purchase of goods or services without competitive bidding if it is reasonably necessary for the conduct of County business.

Therefore, your Board's approval is required to approve the budget revision, add the software upgrade to the FY 2016-17 Master Fixed Asset List, increase the fixed asset line in the budget and authorize the award of a purchase order to AssetWorks for the purchase of the Fuel Focus System upgrade in the maximum amount of $74,915.

FISCAL IMPACT
This acquisition requires a budget revision to transfer funds to DPWF's fixed asset account. The purchase order in the total amount of $74,915 will be funded by Fleet assigned contingencies and is included in the budget revision. There is no additional impact to the general fund.
Attachment(s): Additions to the Master Fixed Asset List
Budget Revision

cc: Ken Grehm, Director of Public Works and Facilities
    Cynthia Taylor, Senior Administrative Services Officer
    Chuck Gordon, Fleet Services Manager
<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fuel Focus System</td>
<td>$49,397.00</td>
<td>$49,397.00</td>
</tr>
</tbody>
</table>

Total Addition to Master Fixed Assets $49,397.00
### BUDGET REVISION

**POST DATE:**

<table>
<thead>
<tr>
<th>DEPT NO.</th>
<th>DOC TYPE</th>
<th>Total $ Amount</th>
<th>TOTAL LINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>BR</td>
<td>$98,793.90</td>
<td>4</td>
</tr>
</tbody>
</table>

#### ESTIMATED REVENUE ADJUSTMENT

<table>
<thead>
<tr>
<th>DEPT NO.</th>
<th>1/C</th>
<th>Rev</th>
<th>Fund</th>
<th>Sub Fund</th>
<th>OCA</th>
<th>PCA</th>
<th>OBJ 3</th>
<th>PROJ</th>
<th>PROJ. DTL</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

#### APPROPRIATION ADJUSTMENT

<table>
<thead>
<tr>
<th>DEPT NO.</th>
<th>1/C</th>
<th>Rev</th>
<th>Fund</th>
<th>Sub Fund</th>
<th>OCA</th>
<th>PCA</th>
<th>OBJ 3</th>
<th>PROJ</th>
<th>PROJ. DTL</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td>250</td>
<td>200</td>
<td>008500</td>
<td>4451</td>
<td></td>
<td>49,396.95</td>
</tr>
<tr>
<td>19</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td>250</td>
<td>200</td>
<td>008500</td>
<td>2555</td>
<td></td>
<td>49,396.95</td>
</tr>
</tbody>
</table>

**TOTAL** $0.00

**TOTAL** $98,793.90

**REASON FOR REVISION:**

BUDGET REVISION to increase object level #3 4451 budget appropriation by $49,396.95 Fixed Assets and decrease object level #3 2555 Professional Services budget appropriation by $49,396.95. This technical budget revision is necessary to move funds out of Professional Services budgeted line item and into the Fixed Asset line item to purchase the Fuel Focus System hardware components for the new fueling system.

**Department Head:** Ken Grehm/Cynthia Taylor

**Auditor:** LYNN YOSHIDA, 11/9/2016

**County Executive Office:** Andy Heath 11-10-2016

**Approved by Board of Supervisors:** Clerk of the Board of Supervisors Office

**Board Date:** 11/09/16

**Page:** 1 of 2

**Technical Revision:**

Rev 11/16/2004