

## STAFF REPORT

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**Date:** October 9, 2024

**To:** Mayor and City Council

**Through:** Jackie Bryant, Interim City Manager

**Subject:** Staff Report (For Possible Action): Award of Contract to AssetWorks for the FuelFocus fuel management system for the hardware, software license, maintenance, installation, and related fees in an amount not to exceed \$111,262.36. (Fleet Management Fund)

**From:** Zac Haffner, Maintenance & Operations Manager

**Department:** Maintenance and Operations

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**Summary:**

AssetWorks's FuelFocus is a comprehensive fuel management system consisting of hardware and software that Fleet Management would utilize on a daily basis within Fleet Management. The Maintenance & Operations department, Fleet Management division maintains and provides fueling sites for the nearly 800 pieces of equipment in the fleet. Unleaded and bio-diesel fuel is provided from three different fuel sites located at the Reno Police Department, Idlewild, and the Corporation Yard. This software and system will include, but is not limited to, providing fuel inventory control, dispensing via automation, data tracking of use of fuel, reporting, complete integration with our asset management system, etc.

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?		X
2. Is this item an agreement required based on an item previously approved by Council?		X
3. Is this item included in the current budget approved and adopted by Council?	X	
Other Considerations		
What percent of the total City budget does this item represent?	.01133%	

**Alignment with Strategic Plan:**

Infrastructure, Climate Change, and Environmental Sustainability

**Previous Council Action:**

Council is considering a 5-year agreement for the AssetWorks FleetFocus FA software for asset management and related upgrades as well as decommissioning and installing a new fuel site and making improvements to existing fuel sites from Public Works at today's meeting.

**Background:**

Fleet Management has been using EJ Ward for fuel management hardware and software for over 15 years. The existing hardware and software are no longer being utilized to its fullest potential due to the lack of integration between the fuel management system and the asset management system. Additionally, the program is several versions behind and would require upgrading hardware and software to get to the latest version. As a new fuel site was scheduled to be brought onboard, staff began researching and contacting vendors about systems for features and pricing. The Maintenance & Operations department, Fleet Management division is recommending the AssetWorks FuelFocus hardware and software.

**Discussion:**

FuelFocus is necessary to provide fuel management for the City's fleet. The data gathered from this system helps Fleet Management identify the need for service, ensuring communication with user departments to provide timely preventative maintenance. Furthermore, the complete system acts as the control of fuel inventory, safeguarding the use to only city operated equipment. Lastly, data gathered from this system assists and guides decisions, such as disposal, service life durations, use, etc. and having a fuel management system is an industry best practice.

The FuelFocus fuel management system would replace the current EJ Ward fuel management system and have the City's fleet asset management system and fuel management system provided by one provider, AssetWorks. This contract includes the installation of the terminals necessary to operate the system that are spec'd out in the Public Safety Fuel Tank project. The contract further includes the software, support, and training to get the site operational in a phased approach that supports the upgrades and modifications of the existing sites as well as the new fuel site. The existing hardware installed on the city's equipment would not need to be changed, rather phased out upon replacement, saving the city substantial funding from having to convert current fleet assets to the new fuel management system hardware.

**Financial Implications:**

\$111,262.36 of funding for this purchase has been allocated and approved in the FY25 Fleet Management Fund budget.

**Legal Implications:**

Legal review completed for compliance with City policy and Nevada law. Contracts of this nature (i.e., sole source and software contracts) are not subject to the requirements of NRS Chapter 332 for an award by competitive bidding. (NRS 332.115).

**Recommendation:**

Staff recommends Council approve the AssetWorks contract for hardware, software license and maintenance, installation, and related fees for FuelFocus and authorize the Director of Maintenance and Operations or designee to execute the contracts or any other required documents in an amount not to exceed \$111,262.36.

**Proposed Motion:**

I move to approve staff recommendation.

**Attachments:**