

B.8 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)

STAFF REPORT

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

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:



ORDER FORM

AssetWorks Inc.

1001 Old Cassatt Road Suite 204
Berwyn, PA 19312

Order #: Q-09749-5**Date:** 9/13/2024**Expires On:**
11/30/2024**Ship To**

Zac Haffner
City of Reno
1640 E. Commercial Row
Reno, Nevada 89512
United States
(775)399-8692
haffnerz@reno.gov

Bill To

City of Reno
P.O. Box 1900
Reno, Nevada 89512
United States

This Order Schedule is issued pursuant to GSA Contract #: GS-35F-317GA between AssetWorks and the above named Customer. Parties agree to be bound by those terms and conditions.

Group5

| Description | QTY | UNIT PRICE | Line Total |
|-----------------------|-----|--------------|--------------|
| FuelFocus ICU License | 3 | USD 1,985.94 | USD 5,957.82 |
| Group5 Total: | | | USD 5,957.82 |

Group5

| Description | Line Total |
|----------------------|--------------|
| Software Maintenance | USD 1,743.89 |
| Group5 Total: | USD 1,743.89 |

Retro

2 hose

| Part # | Description | QTY | UNIT PRICE | Line Total |
|---------------------|--|-----|--------------|--------------|
| 2500-AE10-2R00-1GAJ | FuelFocus Controller - RFID Ready - SS - 2 Hose RFC1500 (includes pedestal) | 1 | USD 8,596.73 | USD 8,596.73 |
| SOLA120 | SOLA HD Active Tracking Filter and Surge Suppression | 1 | USD 292.55 | USD 292.55 |
| G1043506 | Enclosed Power Relay, 6-Pin, 120VAC, DPST-NO | 2 | USD 33.95 | USD 67.90 |
| 2500-602-KIT-A | Front Panel Option - HID | 1 | USD 361.51 | USD 361.51 |
| 170716-000 | Cradlepoint Cellular Modem - Verizon | 1 | USD 1,337.64 | USD 1,337.64 |
| MASTPLATE | Mast Adapter Plate for Cradlepoint Installation (Mast not included, metal plate designed to attach to mast for easier installation of Cradlepoint hardware. Can also be used with mast adapter if WAF is also being used.) includes Mast | 1 | USD 529.31 | USD 529.31 |
| 2500-TS-ADA-PDSTL | ADA Compliant SS Wide Base Pedestal with EJ Ward Adapter | 1 | USD 2,038.93 | USD 2,038.93 |

Retro Total: USD 13,224.57

Idle Wild

2 hose

| Part # | Description | QTY | UNIT PRICE | Line Total |
|-------------------------|---|-----|--------------|----------------------|
| 2500-AE10-2R00-1GAJ | FuelFocus Controller - RFID Ready - SS - 2 Hose RFC1500 (includes pedestal) | 1 | USD 8,596.73 | USD 8,596.73 |
| G1043506 | Enclosed Power Relay, 6-Pin, 120VAC, DPST-NO | 2 | USD 33.95 | USD 67.90 |
| SOLA120 | SOLA HD Active Tracking Filter and Surge Suppression | 1 | USD 292.55 | USD 292.55 |
| 2500-602-KIT-A | Front Panel Option - HID | 1 | USD 361.51 | USD 361.51 |
| 170716-000 | Cradlepoint Cellular Modem - Verizon | 1 | USD 1,491.70 | USD 1,491.70 |
| MASTPLATE | Mast Adapter Plate for Cradlepoint Installation (Mast not included, metal plate designed to attach to mast for easier installation of Cradlepoint hardware. Can also be used with mast adapter if WAF is also being used.) Mast Also included | 1 | USD 529.31 | USD 529.31 |
| 2500-TS-ADA-PDSTL | ADA Compliant SS Wide Base Pedestal with EJ Ward Adapter | 1 | USD 2,038.90 | USD 2,038.90 |
| Idle Wild Total: | | | | USD 13,378.60 |

Corp Yard

6 hose

| Part # | Description | QTY | UNIT PRICE | Line Total |
|-------------------------|--|-----|---------------|----------------------|
| 2500-AE10-8J10-11AB | FuelFocus Controller - RFID Ready - SS - 8 Hose RFC2500 (includes pedestal) | 1 | USD 11,192.64 | USD 11,192.64 |
| 2500-602-KIT-A | Front Panel Option - HID | 1 | USD 361.51 | USD 361.51 |
| SOLA120 | SOLA HD Active Tracking Filter and Surge Suppression | 1 | USD 292.55 | USD 292.55 |
| G1043506 | Enclosed Power Relay, 6-Pin, 120VAC, DPST-NO | 6 | USD 33.95 | USD 203.70 |
| 170716-000 | Cradlepoint Cellular Modem - Verizon | 1 | USD 1,491.70 | USD 1,491.70 |
| MASTPLATE | Mast Adapter Plate for Cradlepoint Installation (Mast not included, metal plate designed to attach to mast for easier installation of Cradlepoint hardware. Can also be used with mast adapter if WAF is also being used.) includes Mast | 1 | USD 529.31 | USD 529.31 |
| 2500-TS-ADA-PDSTL | ADA Compliant SS Wide Base Pedestal with EJ Ward Adapter | 1 | USD 2,038.93 | USD 2,038.93 |
| Corp Yard Total: | | | | USD 16,110.34 |

Group5

| Part # | Description | QTY | UNIT PRICE | Line Total |
|----------------------|-----------------------|-----|------------|-------------------|
| Hardware Shipping | Hardware Shipping Fee | 1 | USD 900.00 | USD 900.00 |
| Group5 Total: | | | | USD 900.00 |

Optional Items - to read current ring system If we are reading Cancievers these items are required.

| Part # | Description | QTY | UNIT PRICE | Line Total |
|--|---|-----|------------|---------------------|
| RID-DMR-09-B-SET | Dual Read (FJ3 & EJ Ward) Nozzle Tags | 10 | USD 425.36 | USD 4,253.60 |
| Hardware Shipping | Hardware Shipping Fee | 1 | USD 125.00 | USD 125.00 |
| MA/AW1000K | Mast Adapter for dual WAF or modem | 3 | USD 363.80 | USD 1,091.40 |
| RPC-RF-50-BX-SET | RFID Antenna - High Power w/out mast 2.4GHz FJ3 | 3 | USD 854.93 | USD 2,564.79 |
| Optional Items - to read current ring system Total: | | | | USD 8,034.79 |

Baseline Professional Services New FuelFocus customer. Current FA customer. Up to three (3) ICUs. Without WAF.

| Description | Line Total |
|---|----------------------|
| Remote Fuel Project Management Services | USD 9,430.80 |
| Remote Project Kickoff & Orientation | USD 648.36 |
| Remote FuelFocus Software Installation Services (FA Webservice) | USD 432.24 |
| Remote FuelFocus Prompt Configuration Services | USD 1,296.72 |
| Remote FuelFocus FA System Setup Services | USD 2,593.44 |
| Onsite Hardware Installation Services (2 Trips) | USD 8,644.80 |
| Remote FuelFocus ICU Site Startup Services | USD 5,186.88 |
| Remote FuelFocus ICU Training Services | USD 1,728.96 |
| Remote Go Live Support Services | USD 1,728.96 |
| Remote Post Go Live Services | USD 1,728.96 |
| Estimated Travel Costs (2 Trips) | USD 5,000.00 |
| Baseline Professional Services Total: | USD 38,420.12 |

Grand Total: USD 97,770.13

Group7

| Description | QTY | UNIT PRICE | Line Total |
|---|-----|--------------|---------------------|
| Veeder Root Integration License | 1 | USD 3,751.20 | USD 3,751.20 |
| Additional Veeder Root Integration License(s) | 2 | USD 1,982.94 | USD 3,965.88 |
| Group7 Total: | | | USD 7,717.08 |

Optional Professional Services

| Description | QTY | UNIT PRICE | Line Total |
|---|-----|------------|--------------|
| Remote Fuel Project Management Services | 4 | USD 235.77 | USD 943.08 |
| Remote FJ3 Installation Training Services | 16 | USD 216.12 | USD 3,457.92 |

Optional Professional Services Total:

USD 4,401.00

Group9

| Description | QTY | UNIT PRICE | Line Total |
|---|-----|------------|--------------|
| FJ3 Vehicle Kit - Light Duty (includes FJ3 RFID Box, Hard Wire Option, Fuel Inlet Antenna & OBDII Easy Connect "Y" Cable) | 5 | USD 274.83 | USD 1,374.15 |
| Group9 Total: | | | USD 1,374.15 |

Optional Items Total: 13,492.23

Please see attached to the end of this document the FuelFocus Site Readiness, which is incorporated herein.

AssetWorks Professional Services Standard Terms – New FuelFocus Customer

- This is a high-level Professional Services estimate. A detailed statement of work (SOW) and project plan can be provided upon request and is required before contract signing. The final signed SOW which specifies scope and pricing terms takes precedence over the “AssetWorks Professional Services Standard Terms – New FuelFocus Customer”.
- All costs are quoted in USD and do not include applicable taxes. Costs are for a fixed fee project.
- Invoices are due on existing contract terms.
- All software licenses and first-year maintenance fees and/or subscription fees will be invoiced upon contract execution. All first-year SaaS fees will be invoiced upon contract execution.
- AssetWorks will provide the following professional services :
 - Project Management
 - Project Kick-off and hardware order review
 - FuelFocus™ application and FleetFocus webservice installation
 - FleetFocus software configuration and data entry consulting
 - Standard ICU prompt development
 - Fuel Island Controller Unit (“ICU”) hardware installation and configuration for up to three (3) ICUs
 - Fuel island deployment testing
 - (Optional) WAF device training
 - Basic FuelFocus user training services
 - Go live and post go live support
- The customer will be responsible for:
 - Purchase, installation, and construction of communications infrastructure such as servicers, other hardware, or database software
 - FuelFocus hardware procurement
 - Installing TightVNC for remote access to the ICU(s)
 - Fuel site preparation (removal of existing system and replacement of such unit with the FuelFocus system) to ensure the site will be ICU-ready. AssetWorks assumes all existing pumps have functioning and compatible pulsers and no pump or dispenser replacements. Customer will be responsible for all conduit runs and wire pulls as needed based on ICU Readiness document.
 - FuelFocus software configuration and data entry related to fuel island locations, tanks, and hoses
 - (Optional) WAF device installation
 - Validating fuel transactions were captured correctly during fuel island deployment testing
 - VeederRoot testing (if applicable)
- All training and consulting services are provided remotely via web conferencing, unless otherwise noted in the quote.
- All hardware installation utilizes onsite services, unless otherwise noted in the quote.
- Assumes customer is live (or will be live) on FleetFocus in production and all assets are setup and ready to utilize FuelFocus before this project begins.
- Crystal Reports Enterprise is required for FleetFocus Standard Reports. Crystal report training for modification or creation of reports is not included.
- All functional and operational groups who will be using and/or impacted by the new system should participate in all sessions, which will be conducted once. Repeating previously conducted sessions (i.e., system setup, system training, etc.) will require a change order for additional project budget.
- Training assumes train-the-trainer approach and one location for training for all groups. The max class size is ten (10) participants. If the size of the organization is smaller and meets this class size for sessions such as technical, supervisor and storekeeper, direct end user training will be utilized over a train the trainer approach.
- Where applicable, standard training materials will be utilized. Quote does not include customized training materials, unless otherwise noted.
- Actual costs might be greater or lesser than those presented in this quote.
- Professional Services engagements have an 8-12 week lead time from execution of contract/order.
- AssetWorks will assign a Project Manager 4-6 weeks after a fully executed and processed order. The Project Manager will engage with the customer to kick-off the project and begin scheduling services. The delivery schedule of the project requirements will be set during the project planning phase. All implementers, consultants and/or trainers for professional services will be secured by the Project Manager within a 4-8 week lead time once the project is kicked off.

- Current supported version of FleetFocus and FuelFocus is required and adheres to the minimum versions as noted in AssetWorks Product documentation located on the Customer Care site.
- Customer will make appropriate technical resources available to AssetWorks' consultants and provide necessary and appropriate personnel at meetings to define project requirements.
- Customer will appoint a single point of contact for project duration that will have project management responsibilities and decision-making authority. This person will be the focal point of contact for AssetWorks' Professional Services and Customer Care teams.
- If additional scope is added or required, a change order will be requested of the customer.
- Travel: If travel is required and quoted, expenses will be reimbursed as incurred, unless otherwise noted. Expenses include actual costs for lodging, air, and ground travel and per diem rates for meal expenses (corporate rate/government agreement).
- In the event the customer schedules on-site services and two calendar weeks prior to the arrival date, and due to circumstances within the customer's control, AssetWorks' scheduled personnel are unable to perform such services, AssetWorks will be entitled to payment for each such scheduled personnel based on an eight-hour day. AssetWorks provides on-site services based on an eight-hour minimum per day per person.
- If this order is abandoned, paused, or cancelled by the customer for any reason mid-effort, the customer will be billed for all AssetWorks time incurred at the current contracted labor rate.

AssetWorks FuelFocus™ FMS Site Preparation Requirements

The following represents a checklist of items that need to be performed to comply with "FMS Ready" (FMS – Fuel Management System).

Have an electrical contractor mount the FMS System pedestals and fasten to concrete. They should then run a conduit from the master dispensers to the pedestal, as needed. Arrange the conduits under pedestal to fit within the 10.5" x 11.5" inside pedestal dimensions. If using the wide base pedestal adapter, the base internal dimensions are 12" X 27" and taper upward to meet the same dimensions as above. Our electrical requirements to each FMS Controller are as follows:

Electrical Requirements:

1. AssetWorks Requires dedicated power from a circuit breaker panel to each FMS Controller. The power for each can be pulled off one circuit breaker.

Have electrician pull the following cables within the indicated conduit, leaving at least three extra feet above the top of the pedestal and as much as possible to fit in the electrical junction box within the dispensers.

Conduit and Wire Requirements:

Conduit: AssetWorks Requires one conduit from the pedestal to be terminated in the dispenser's electrical junction box.

Wire: Three 14AWG minimum THHN gas/oil resistant wires for power, neutral, and ground to each FMS Controller from breaker panel. Terminate at panel, wire nut FMS System ends and mark breaker. Lock breaker in off position.

Conduit: AssetWorks Requires a dedicated conduit back to the building from each FMS Controller for communication wiring, unless Wi-Fi connectivity will be used.

Wire: Pull whatever cable is appropriate based on client demands and location parameters to ensure a reliable TCP/IP ethernet connectivity to each Island Control Unit. This may be a CAT5 cable, fiber optics, or Wi-Fi connectivity.

If the TLS Interface option is chosen, there are two methods of connecting the Veeder Root console to Fuel Focus.

- The first is via a RS232. A card must be installed in the Veeder Root (client responsibility). While this is a less expensive option – The effective communication distance of RS232 cannot exceed 50 feet between the Veeder Root and FuelFocus controller. **If RS232 is used, four conductor shielded cable must be installed between the two.**
- The second is via TCP/IP. An ethernet card must be installed in the Veeder Root (client responsibility) and a CAT5 network connection ran to the client's network for the Veeder Root.

NOTE: Procurement, installation, configuration, and programming of either method is the client's responsibility.

Conduit: AssetWorks Requires one conduit from the pedestal to be terminated in the dispenser electrical junction box.

Wire: Pull four 14AWG minimum THHN gas/oil resistant wires to each pump/dispenser (eight if it is a two-hose pump/dispenser) electrical junction box for control wiring. One of these wires should be white for neutral. Dispenser must be able to have handle always wired hot when using WAF technology and solenoid will be used for system control.

Conduit: We either need:

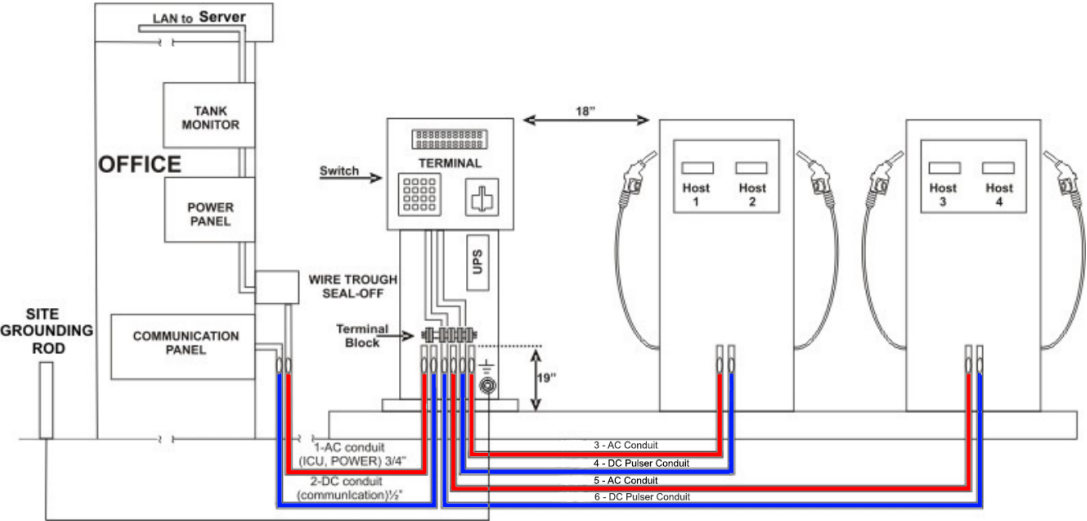
- A second conduit from the pedestal to the pulser junction box in the dispenser, or
- The pulser junction box in the dispenser piped over to the electrical junction box in the dispenser.

Wire: Pull a four conductor 22AWG minimum shielded cable to the dispenser for pulser communication. Please consult with an AssetWorks technician if these distances exceed three hundred (300) feet.

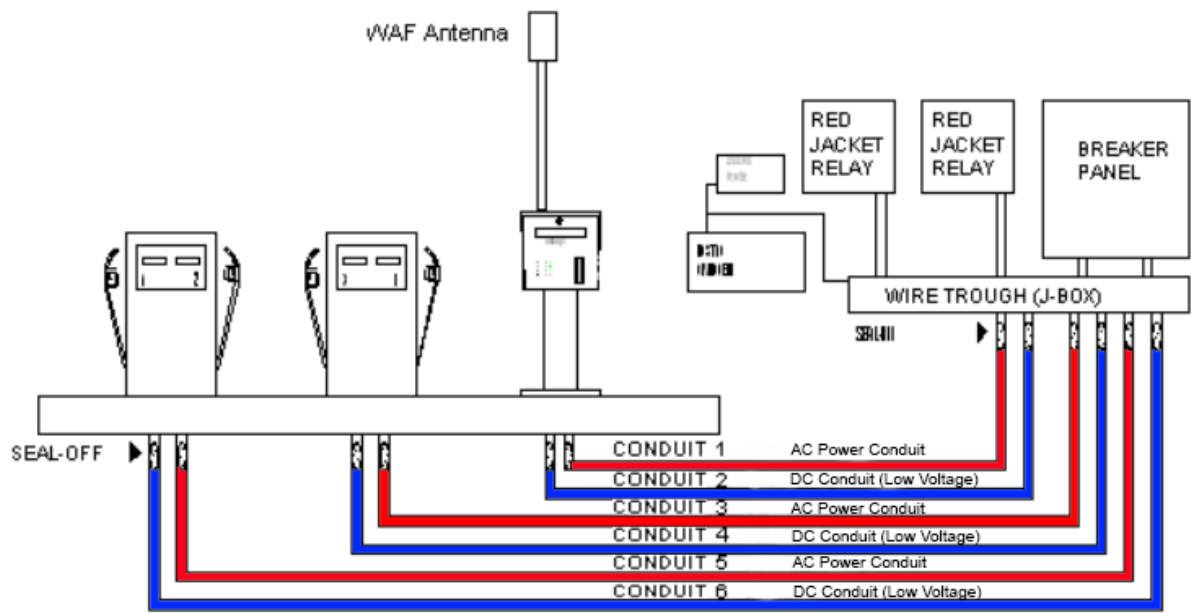
Call AssetWorks to schedule a date for final terminations when all the above is done.

NOTE: All conduits and wiring described above are what is needed for FMS System control only. This document assumes the station and dispensers are already wired.

CONDUIT LAYOUT - Island Based, Mechanical Dispenser, NON-RF



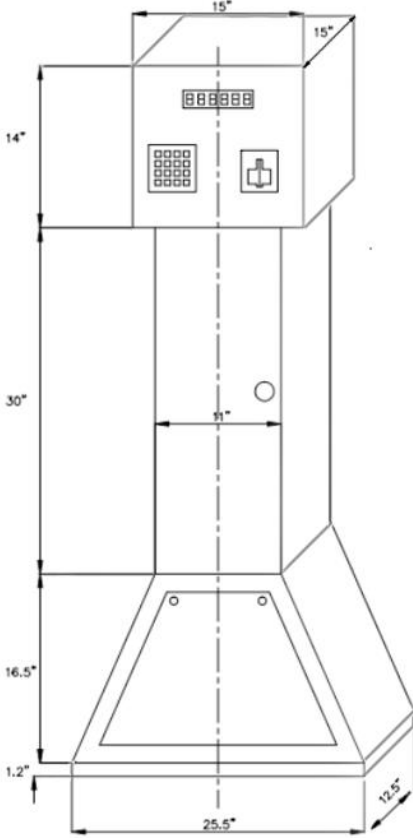
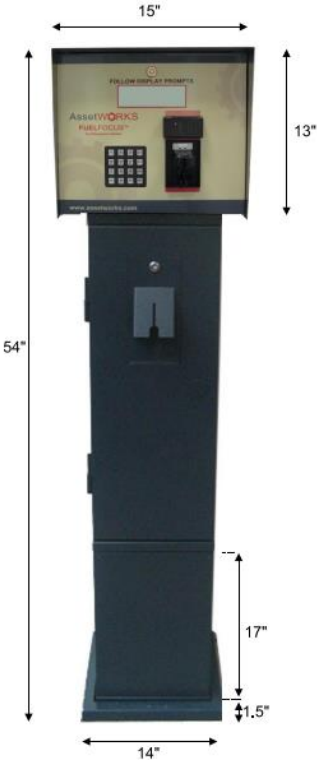
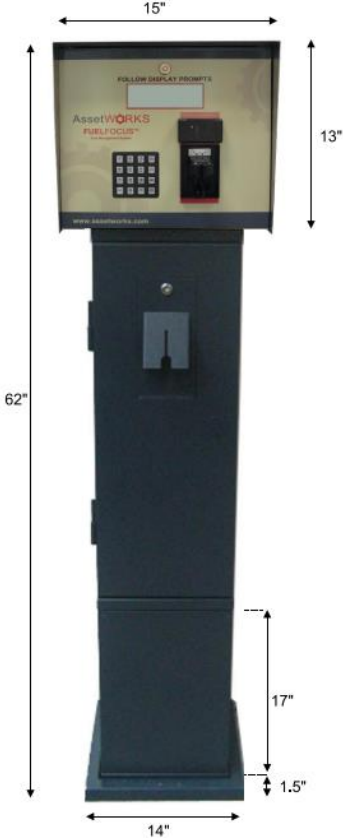
CONDUIT LAYOUT #2 – Building Based, Mechanical Dispensers



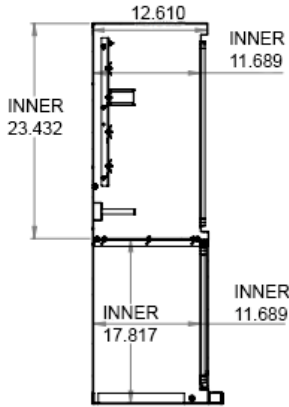
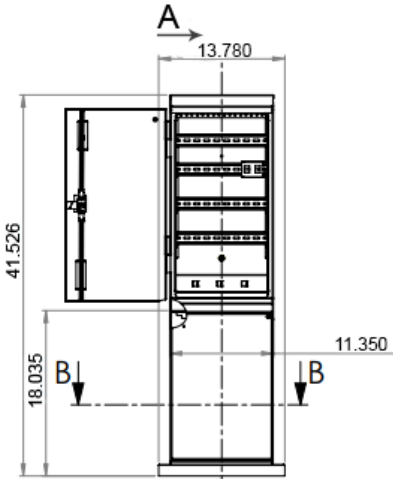
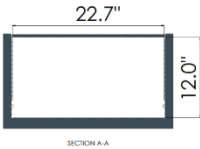
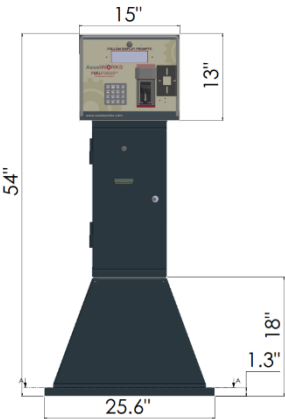
RFC 2500 Dimensions

ADA Compliant

Wide Base Pedestal



Internal Dimensions



In the event Customer's business practices require that Customer issue a purchase order number prior to payment of any AssetWorks invoices issued under this Agreement, then such purchase order number must be entered below. Customer's execution of the Order Form without designating a purchase order number shall be deemed Customer's acknowledgement that no purchase order number is required for payment of invoices hereunder.

Purchase Order Number: _____

Accepted by Customer:

Signature: _____

Name (Print): _____

Title: _____

Date: _____

Accepted by AssetWorks:

Signature: _____

Name (Print): _____

Title: _____

Date: _____

Please sign and email to Jessica Butler at jessica.butler@assetworks.com.

THANK YOU FOR YOUR BUSINESS!