



**Elizabeth Kosa**  
Public Works Director

**Garrett Reynolds, Superintendent**

## MEMORANDUM

**To:** The Honorable Satpal Singh Sidhu, County Executive  
Honorable Members of the Whatcom County Council

**Through:** Elizabeth Kosa, Public Works Director *ek*

**From:** Brett Piepel, Assistant Superintendent – Equipment Services

**Date:** November 5, 2024

**Re:** Purchase of AssetWorks M5 Fleet Management Software (GSA Contract #: GS-35F-317GA)

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- **Requested Action**

This contract was originally approved on October 8, 2024, but due to material changes to the County Terms & Conditions that were needed in order to comply with the terms of GSA Contract #: GS-35F-317GA it now requires re-approval. All other existing language and pricing remain unchanged.

Staff is recommending Council and Executive approval to enter into a contract with AssetWorks Inc. for the purchase and implementation of the FleetFocus M5 asset management system to be acquired through the US General Services Administration (GSA) cooperative schedules Contract # GS-35F-317GA. This would be phase I of the overall Public Works Enterprise Asset Management capital improvement project, which initially focuses on the needs of the Equipment Rental & Revolving Fund (ER&R).

- **Background and Purpose**

Currently, Public Works is utilizing a wide variety of different isolated and disparate systems to manage its assets. ER&R uses the RTA fleet management software and various spreadsheets in conjunction with the current JDE finance software to manage its fleet. These systems operate independently and are not designed to integrate with one another requiring staff to work around the limitations of the various software applications in order to gather and analyze data. This process is inefficient, results in human error, fails to accurately reconcile, requires significant manual data entry, and takes time away from tackling the challenges that come with providing service to an ever-growing County. Further, the current RTA system is limited in its reporting capabilities and is absent of many features that are needed to effectively manage the operation. ER&R needs a competent asset management system that will increase efficiencies, and aid us in providing the essential services the County needs. There is a critical need to generate accurate and timely data in order to comply with expanding requirements and reporting to CRAB, facilitate emissions reductions and compliance, fleet analytics and life cycling, fleet right sizing, a shared motorpool rental system, and other cost saving business practices.

It is anticipated that through the implementation of this system, it will allow the operation to properly analyze deltas that determine when vehicles and equipment are approaching the end of their useful life as measured by life to date costs, usage trends, parts availability, procurement costs, end of life remarketing and sales, and other forms of data to ensure the greatest return on capital investments. This system will also allow for the evaluation and “right sizing” of the fleet by implementing other strategies such as the motorpool rental and reservation system by establishing a vehicle pool that end users can utilize, rather than outfitting every department with new and potentially underutilized vehicles. Evaluating usage trends for vehicle or equipment utilization and possible reassignment rather than replacement where feasible. It will also afford the ability to regularly self-evaluate the efficiency of the operation as to productivity, inventory turns, warehousing needs, and reduce obsolescence. The system also provides real-time KPI's (Key Performance Indicators), that allows management and user departments to evaluate equipment downtime, accident trends, equipment availability, financial

status, and other metrics that are fully customizable to the needs of the operation and other County system users. There are a number of best management practices that are difficult or impossible to evaluate utilizing the current systems that are in place.

Once implemented, ER&R will have the capacity and operational capabilities to properly manage a number of fleet functions to include but not limited to: Fuel system integration, a comprehensive work order system, motorpool / rental and reservation portal, parts and material management for warehouse functions, cyclical and end of year inventory management, timekeeping, technician productivity tracking and evaluation, various reporting tools for proper budgeting analysis and providing data to end-users. In addition to over 300 standardized reports *included* with the system (*a 1,400% increase in the number of available reports*), the application has fully customizable, unlimited end-user generated reports, telematics integration, the ability to be integrated with 3rd party financial systems such as JD Edwards for error free financial importation of data. This new system also offers vehicle and equipment life cycling and analysis, automated end of month processing, an exhaustive preventative maintenance program, automated electronic service requests, warranty tracking, vendor/sublet work, capitol planning, dashboard driven key performance indicators, citizen engagement, permissions based interdepartmental access to records, and vehicle data, accident tracking and mitigation, and more. It is anticipated once the system goes live, there will be immediate deliverables as to core functions and business practices. It will take a further 12-months to capture new data when combined with existing legacy data to facilitate proper equipment usage rate evaluation and life cycling.

This contract was originally approved on October 8, 2024 but due to material changes in the Terms & Conditions that were needed in order to comply with the GSA Contract #: GS-35F-317GA it now requires reapproval.

- **Funding Amount and Source**

The budget was allocated and transferred to 501100.7420. ER&R is able to reallocate and utilize funds that were already budgeted for 2024. No additional funding is needed for this expenditure.

- **Recommended Action**

Staff recommends Council approve this purchase and forward to the Executive as this is within the Executive signing authority for capital equipment per WCC 3.08.100 (3). Please contact Brett Piepel at extension 6405 should you have any questions or concerns.