

SECTION 00110
FL12-12-101
REQUEST FOR INFORMATION

The City of Greeley, Colorado is requesting **sealed** request for information for the City of Greeley Fleet Management Information Software & Services **before January 8, 2020 before 2:00 p.m.** at the Public Works Building, 1001 9th Avenue, Greeley, Colorado 80631.

The City of Greeley disseminates all bids and requests for proposals through the Rocky Mountain E-Purchasing System site. Go to <http://www.RockyMountainBidSystem.com>, then "Bid Opportunities" and then select "The City of Greeley".

No RFI shall be withdrawn after the opening on the bids without the consent of the City of Greeley, Colorado, for a period of sixty (60) days after the scheduled time of the receiving the bids.

The City of Greeley retains the right to reject any and all bids and to waive any informality as deemed in the best interest of the city.

Questions pertaining to the project may be directed to Linda Ingram at linda.ingram@greeleygov.com.

Linda Ingram, Contract Specialist II
Greeley Website December 5, 2019

**REQUEST FOR INFORMATION (RFI)
RFP #FL19-12-101**

Procurement Contact: Linda Ingram
Email Address: Linda.ingram@greeleygov.com
Telephone Number: 970-350-9325

RFIs must be received no later than:

January 8, 2020 by 2:00 pm local time

Proposals received after this date and time will not be considered for award.

The City only accepts proposals in hard copy format and does NOT accept proposals submitted via fax or email. Proposals are to be submitted in a sealed package with the following on the outside of the envelope:

Company Name

RFP Title: **Fleet Management Information Software & Services (FMIS)**

RFP Number: FL19-12-101

Due Date and Time: January 8, 2020 by 2:00 pm

Package must include:

- 2 Hard Copies and One (1) complete copy of Proposal on a flash drive

Deliver proposals to:

City of Greeley
Attention Linda Ingram
1001 9th Avenue
Greeley, CO 80631



Department of Public Works
Equipment Maintenance Division

Fleet Management Information Software & Services (FMIS)

Request for Information (RFI)

FL19-12-101

I. **PURPOSE**

The City of Greeley is seeking information from qualified firms for a Fleet Management Information Software and Services (herein referred to as “FMIS”) for vehicles in the City’s fleet. The FMIS will need to provide the organization with the tools to assist management and personnel staff in maintaining and managing assets as efficiently and cost effectively as possible. Our goal is to improve the overall customer service that we provide through the efficient collection, reporting, and analysis of data derived from; acquisition, maintenance and repair services and costs, vehicle usage, accident cost, warranties, fuel costs and economy, salvage price, etc. to effectively increase lifecycle cost, and staff efficiency and productivity. Complete, real time, easily accessible and reportable data will enhance the ability to maximize availability, usage, and cost effectiveness of resources.

The FMIS must be designed as a Fleet Management Software for a municipal fleet capable of providing information for varying types of vehicles and equipment.

- Trucking fleet or interstate fleet software will not considered. Truck dispatching programs will not be considered.
- Primary AVL/GPS/ Telematics software with fleet modules will not be considered.
- Pre-trip inspection and DOT tracking programs will not be considered.
- Scheduling, Routing and Shipping programs will not be considered.
- Motor pool and vehicle sharing programs will not be considered.
- Finance systems with fleet modules will not be considered.

II. **BACKGROUND**

The City of Greeley has a diverse population of over 100,000, located in Northern Colorado, near the front range of the Rocky Mountains. The climate conditions range from beautiful summer days to winter snowfall.

As an Internal Services Fund structure, the Equipment Maintenance Division is responsible for the acquisition, maintenance, and disposal (“Cradle to Grave”) operations of a diverse fleet of 685 plus vehicles and pieces of equipment that support the delivery of services to all citizens and employees of the City of Greeley. The Equipment Maintenance Division provides maintenance, repair, and fuel management to all city owned units including, Fire apparatus, Transit buses, Streets plow trucks/dumps, construction equipment, Parks equipment, Water and Sewer Vac trucks, along with pickups, sedans and smaller vehicles. A Motor pool and loaner unit service is provided. Equipment Maintenance also provides services for five aboveground and one underground fuel dispensing stations. The City has three shops, Transit bus, Fire apparatus, and Central fleet, with a total technician staff of nine. The administration staff includes Fleet manager, two shop Foreman, two Service Writers/Analytic, and an Administrative Assistant. All three shops house storerooms providing parts and oils for repair of vehicles. Parts ordering is performed by Technicians and Service Writers with hopes of a future parts department. The City of Greeley is looking into the possibility of hiring a parts supplier in the future, but currently manages in house.

III. **SCOPE OF SERVICES**

Responders should furnish information about their software and the features and functionality that will benefit the City of Greeley not only today, but in the future. The reviewers will focus on standard FMIS functions as well as specialized items exclusive to your software. Some of the items that will be reviewed and analyzed are; **System requirements, Asset management, Parts management, Data tracking, Performance measures. Reports, Replacement schedules, Work orders, Billing, Customer Communication, and Integration with other software, Future needs.**

SYSTEMS REQUIREMENTS:

- A. Responders should furnish information, including potential costs and timelines, about all labor, materials, equipment (hardware), software, documentation, training, and technical support necessary for the FMIS installation process.
- B. System requirements for the City of Greeley will need to be addressed and be compatible with the responder's platform.
- C. Web-based options.
- D. If self-hosted by City, our database management system is Microsoft SQL Server
- E. If vendor-hosted (cloud), vendor and system must abide by City Information Security Policies.
- F. ODBC/Ad-Hoc Reporting;
- G. Any data exchange capabilities with Oracle Cloud Financial System or others?
- H. Cost estimate

ASSET MANAGEMENT;

Please show your software features and how they can manage assets. Show how your software addresses the following;

- A. Differentiate active assets from inactive assets (not in service, auction preparation, new car preparation)
- B. Show how your FMIS tracks recalls, toll charges, motor pool, reassigned units, and department fuel cards.
- C. Non-licensed units with no maintenance. (Such as boats, gators, small parks equipment, chain saws, weed eaters)?
- D. Car wash access (remote sites)
- E. Ability to upload & store pictures, documents, etc. for each asset
- F. What type of Standardized Vehicle Class Codes (NAFA, APWA or other comparable) are able to be used. Can more than one type of class code be used? Class 1-8.
- G. Do customers have access? Can the access be tailored to each customer? What functions are available for them to view? Can permission levels be set?

- H. How does the FMIS track and report asset parent-child relationship?
- I. Does the FMIS have barcode scanning capability for new vehicle entries – (is a VIN decoder needed)? Does the information automatically populate the asset field?
- J. Can the FMIS incorporate labor guide repair times from Mitchell (or other source) How does it auto populate on the repair/work order when created?
- K. Tracking shop equipment (grinders, lifts, tire changers, etc.) maintenance schedules.
- L. Explain the benefits of individual mobile technician workstations (tablets) vs standalone shared workstations.
- M. Can tablets camera be used to scan the VIN to populate the fields with vehicle info.
- N. Ability to access service bulletins, troubleshooting charts, maintenance software, etc. directly
- O. Ability for technicians to add notes directly to work orders
- P. Spell-Check

PARTS MANAGEMENT;

- A. Ability to check inventory, order parts, and view parts order status thru integration with parts vendor system or city storerooms.
- B. Ability to track four or more parts storerooms.
- C. Ability to apply bar code information to parts.

DATA TRACKING;

- A. Explain how your software compiles data.
- B. Does your software perform any real time analyzation or predictions?
- C. Explain the processes used to provide Customizable Dashboards. What items are standard and what items need custom programing? Are there additional costs?

PERFORMANCE MEASURES;

- A. Provide a sample of all industry Key Performance Indicators (KPI) available as both “canned reports and “custom” reports.
- B. Explain how KPI’s can be incorporated into the dashboard.
- C. What method or additional software is needed to provide dashboard in electronic and printable formats?

REPORTING;

- A. Ability to secure system functionality by user and role – (user permissions).

- B. Track & report accidents.

REPLACEMENT SCHEDULE;

- A. Explain how your FMIS can create and maintain a fifteen year (min) replacement schedule.
- B. Estimator/forecaster with historical & future price increase estimates
- C. Life-cycle costs: Acquisition; Operating (fuel, oil, tires, maintenance); Repair; Warranty; Accident; Resale; etc.
- D. Inflation rates applied to replacement costs.
- E. Ability to track and report future events by applying predictive maintenance and repairs.

WORK ORDERS;

- A. Explain the process of the work order system from start to finish.
- B. Explain Vendor sublets / off-site repair work orders
- C. How are Warranty work orders different from regular work orders?
- D. How are recalls tracked?
- E. Ability to establish & track Accident work orders independently?
- F. Are drop down menus used?
- G. Easy to read full sized screen?

BILLING;

- A. Explain how your FMIS bills both internal and external customers.
- B. How are “mark up’s” and direct costs handled?

INTEGRATION;

- A. Integration to Outlook, Microsoft products, BMI, ORACAL.
- B. Integrate with parts, fuel, (WEX), departments, and outside agencies, etc.
- C. Integration with City’s Finance system and budget.
- D. Provide a typical schedule and timeline for implementation.

FUTURE CONCERNS;

- A. How does your system interface to Automated Vehicle Locator (AVL) systems (i.e. Compass com, others)?
- B. Other future/forward thinking options (i.e. telematics)?
- C. Is there accommodations for Alternative fuels?

- D. Is Motor pool Management, organization, tracking, monitoring, and scheduling/billing rentals a standard feature or is a separate module needed?

REVIEW PROCESS;

- A. A committee of stakeholders will be review the presentations. If the responder plans to perform an “onsite” presentation, it will be limited to one hour. Notice of an onsite presentation needs to be coordinated with Tom Russell, Fleet Manager, tom.russell@greeleygov.com 970-350-9375
- B. The committee will grade presentations and use information gained through this process for a future Request For Proposal (RFP). The City of Greeley reserves the right to select vendors for the RFP process.

**EXHIBIT 1
PROPOSAL ACKNOWLEDGEMENT**

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFP, except where expressly described in your cover letter.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Proposal Valid Until (at least for 90 days)

E-Mail Address

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Email Address