

REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



To: Mayor and Council

Agenda Item #: IV.L

From: Brian E. Olson, Director of Public Works *BEO*

The Recommended Bid is

Within Budget

Not Within Budget

Date: 12/18/2012

Subject: Request For Purchase – Upgrade to Our Fleet Management Software

Date Bid Opened or Quote Received:
11/26/12

Bid or Expiration Date:
2/25/2013

Company:
CFA Software, Inc

Amount of Quote or Bid:
\$ 20,375

Recommended Quote or Bid:
CFA Software, Inc.

General Information:

Our fleet management software was purchased in 2002 and we have been very pleased with the results of this software. It allows us to track our expenses on each vehicle and provides information for all of our vehicles. Since we are upgrading operating systems, it is imperative that we upgrade this fleet management software to ensure its operation. There was \$25,000 in the CIP in 2012 to upgrade this software.

The IT Staff as well as a Public Works team that was comprised of the Public Works Director, Mechanics Supervisor and the Administrative Support Specialist II interviewed three different vendors to determine what the market offered and how the price compared. We received 3 quotes for upgrading our fleet management software and they are as follows:

CFA Software, Inc.	\$20,375
Collective Data	\$45,985
Cityworks	\$49,565

It is the collective recommendation to upgrade our fleet management software with CFA Software, Inc.