

TOWNSHIP OF LOWER MERION
Finance Committee
Issue Briefing

Topic: Automated Fuel Management System Upgrade

Prepared By: Paul McElhaney, Director of Public Works
James Weiman, Chief Technology Officer
Andrea Thompson, PE, Assistant Director of Public Works
Pietro Multari, Fleet Supervisor
Darron Wright, Applications Specialist
Joann Ma, Office of Township Engineer

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I. Action To Be Considered By The Board:

Award contract to replace and upgrade the Automated Fuel Management System at the Robert J. Koegel Public Works Complex and Township Administration Building / Public Safety Building.

II. Why This Issue Requires Board Consideration:

Board action is required to award the contract.

III. Current Policy Or Practice (If Applicable):

The current fuel management system is failing and in need of replacement. The software is outdated and resides on an obsolete server running on Windows 2003 because it cannot be upgraded to meet the changes in technology. The software crashes frequently, which disrupts the daily fueling operation, in many instances, for several days at a time until a software patch is created by the Township Information Technology Department to restore the software. During the software outage, Township fleet personnel is taken away from their normal duties to perform emergency manual overrides to minimize the fueling disruption and all fuel dispensing transactions must be manually written by the user and submitted to the Fleet Department for them to create manual entries into the software once its restored. Furthermore, the replacement parts are becoming more expensive and harder to obtain in a timely manner.

IV. Other Relevant Background Information:

A Request for Proposal was prepared and issued to publicly invite qualified companies to submit proposals for the installation of a turnkey Automated Fuel Management System to replace and upgrade the current system.

We received three proposals, including an on-site demonstration, from the following companies: Center Point Tank Services, Inc; Fleet Data Systems, LLC; and RJ Walsh Associates, Inc.

The Committee, comprised of two representatives from the Public Works Department, one from Information Technology Department, and one from the Office of the Township Engineer, evaluated and scored each company's Technical Proposal, Proposal Pricing, and Demonstration of their proposed fuel management system to identify the best qualified and responsible company.

Fleet Data Systems, LLC ranked the highest based on the Committee's evaluation and scoring.

V. Impact On Township Finances:

The following is the proposal submitted by Fleet Data Systems, LLC.

Base Bid	\$ 36,910.00
Contingency	\$ 247.50
Base Bid + Contingency	\$ 37,157.50
Add Alternate A-1: Extended 12-month Warranty and Service after initial 2 years	\$ 7,990.00
Add Alternate A-2: Extended 24-month Warranty and Service after initial 2 years	\$ 15,980.00
Add Alternate A-3: Extended 36-month Warranty and Service after initial 2 years	\$ 23,970.00
Add Alternate A-4: Extended 48-month Warranty and Service after initial 2 years	\$ 31,960.00

The total price of \$69,117.50 (Base Bid + Contingency + Add Alternate A-4) is \$100,882.50, or 59%, less than the Equipment Fund budget of \$170,000. As part of the development of the RFP, we re-evaluated the requirements and operational procedures for the automated fuel management system. By revising some of the operational procedures, while maintaining compliance with state requirements for reporting and not compromising security measures for authorized fueling, it resulted in significant savings for the new system by eliminating the need to replace and install certain hardware and equipment.

After the initial six-year covered warranty and service period (2 year base + 4 year extended), an estimated \$8,000 annual cost will be budgeted in the Equipment Fund to continue required cloud-based hosting services and maintenance agreement.

VI. Staff Recommendation:

We recommend that the contract in the amount of \$69,117.50 be awarded to Fleet Data Systems, LLC.