To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Phillip L. Harrington, Director, Department of Public Works
Subject: Contract: Syntech Systems, Inc. for Fueling System and Software

RECOMMENDATION
Adopt a Resolution authorizing the City Manager to execute a contract with Syntech Systems, Inc. to provide the infrastructure and software for the City’s Fleet Fueling Program in an amount not to exceed $186,472 for the period of time May 1, 2018 through June 30, 2021.

FISCAL IMPACTS OF RECOMMENDATION
One time initial funding of $157,620 for this project will be made available as part of the Second Amendment to the FY 2018 Annual Appropriation Ordinance, allocated from the FY 2018 Equipment Maintenance Fund 865 with annual recurring allocations of $5950 for Software Licensing and Support Fees planned for each subsequent fiscal year FY 2019 and FY 2020, subject to appropriation approval, as defined below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Description</th>
<th>Year 1 FY 2018</th>
<th>Year 2 FY 2019</th>
<th>Year 3 FY 2020</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software</td>
<td>Initial Purchase; License and User Fees</td>
<td>$4,725</td>
<td>0</td>
<td>0</td>
<td>$4,725</td>
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<tr>
<td>Software</td>
<td>Initial Software Implementation</td>
<td>$2,980</td>
<td>0</td>
<td>0</td>
<td>$2,980</td>
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<tr>
<td>Equipment</td>
<td>Initial Purchase of FuelMaster Dispensing Units (FMU), Automotive Information Modules (AIM), Installation Training, Support, Shipping, Sales Tax</td>
<td>$149,915</td>
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<td>0</td>
<td>$149,915</td>
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<tr>
<td>Software</td>
<td>FY 2019 Annual FMU and AIM Unit Support, Software License and User Fees</td>
<td>0</td>
<td>$5,950</td>
<td>0</td>
<td>$5,950</td>
</tr>
<tr>
<td>Software</td>
<td>FY 2020 Annual FMU and AIM Unit Support, Software License and User Fees</td>
<td>0</td>
<td>0</td>
<td>$5,950</td>
<td>$5,950</td>
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<tr>
<td>Contingency</td>
<td>10% Contingency</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$16,952</td>
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<tr>
<td>TOTAL</td>
<td>Initial Purchase and Implementation of Software and Equipment, Subsequent Annual Software License and User Fees, 10% Contingency</td>
<td>$157,620</td>
<td>$5,950</td>
<td>$5,950</td>
<td>$186,472</td>
</tr>
</tbody>
</table>

The contract has been assigned CMS No. Q2DUZ.
CURRENT SITUATION AND ITS EFFECTS
The City fleet consists of approximately 711 vehicles and pieces of equipment. Currently, the City uses the Gasboy Fleet Key 1000 Fuel Dispensing system for controlling the dispensing of Fuel to City vehicles from the fuel islands at two Public Works Facilities locations: The Corporation Yard at 1326 Allston Way and the Transfer Station at 1201 Second Street. Fuel transactions are collected and exported via Report Pro software.

This system has exceeded its useful life. Components of the dispensing system are no longer supported by its manufacturer thereby rendering it obsolete, and the reporting software is no longer compatible with the version of Windows currently in use by the City of Berkeley. Additionally, Gasboy requires the use of a fleet key plus manually entered mileage to dispense fuel; it does not provide safeguards against human error which results in lost inventory, inaccurate reporting, and poor fuel use accountability. The City is unable to collect reliable data to address system malfunctions, to track fuel consumption, or to collect fleet metrics for management purposes.

The City fleet needs a passive automated fuel system for the most accurate fuel use accountability and reporting.

BACKGROUND
In response to a 2011 Fuel Audit, the City’s Fleet Maintenance Division began to look at updating the City’s current fuel dispensing system Gas Boy by replacing portions of the fuel dispensing pedestals and the reporting software which would eventually allow an upgrade to a more accurate automated, passive system. Management intended to gradually integrate updated components after the initial upgrade, resulting in a fully automated passive dispensing and reporting system.

In mid-2016 Fleet Maintenance staff initiated the Request for Proposal (RFP) process, securing Specification Number 16-11039, at an estimated cost of $60,000. Issuance of the RFP was delayed due to staffing constraints. An RFP for a Fueling System and Software Upgrade solution was ultimately issued; three responses were received in July 2017. The responsive bids were substantially higher than estimated as the RFP issued was for a system upgrade which is no longer a feasible option; complete replacement of the entire system is required.

The City’s Fleet Superintendent and support staff, evaluated the three responses for Cost, Experience, Qualifications, Responsiveness, and References. Responsive vendors were asked to provide onsite demonstrations of their products along with detailed information about software capabilities and any additional associated costs.

Syntech Systems, Inc. was selected as the most responsive and best qualified vendor to meet the City’s Fleet fueling and reporting needs.
ENVIRONMENTAL SUSTAINABILITY
A new fuel dispensing system will provide accurate fuel usage data at the Corporation Yard and the Transfer Station which will assist in Climate Action Plan reporting and in the evaluation of Fleet fuel efficiency, facilitating the decision process when replacing vehicles.

RATIONALE FOR RECOMMENDATION
Syntech Systems, Inc. delivers the most viable solution. It is an automated passive system which authenticates fuel transactions via radio frequency and is wired to each City vehicle’s electrical system thereby eliminating the negative impact of wireless component battery failure. The system captures vehicle odometer data and a record of all transactions automatically with no manual interaction, thus reducing human error, improving asset management and driver accountability, and preventing theft. It provides vehicle error codes and extended reporting data including tank level and fuel utilization tracking information for accurate tax reporting.

ALTERNATIVE ACTIONS CONSIDERED
No reasonable alternative exists as the City’s current fuel dispensing islands are deteriorating and the software is no longer supported.

CONTACT PERSON
Gregory Ellington, Fleet Superintendent, Department of Public Works (510) 981-6469

Attachments:
1: Resolution
RESOLUTION NO. ##.###-N.S.

CONTRACT: SYNTech SYSTEMS, INC. FOR FUELING SYSTEM AND SOFTWARE

WHEREAS, the City of Berkeley owns and operates a fleet of approximately 711 vehicles and pieces of equipment which must be re-fueled at one of the City’s two fueling islands; and

WHEREAS, components of the City’s current fuel dispensing system are no longer supported by the manufacturer thereby rendering the system obsolete; and

WHEREAS, the City is unable to collect reliable data to address system malfunctions, to track fuel consumption, or to collect fleet metrics for management purposes; and

WHEREAS, the City issued a request for written proposals from qualified firms to provide a viable fuel dispensing system and fuel reporting software (Specification No. 16-11039); and received three qualifying vendor responses; and

WHEREAS, the City’s Fleet Superintendent and support staff, evaluated each of the three proposals for cost, experience, qualifications, responsiveness, and references and determined that Syntech Systems, Inc. was the most responsive and best qualified vendor to meet current and future Fleet fueling and reporting needs; and

WHEREAS, funds have been allocated in FY 2018’s Equipment Maintenance Fund 865 for hardware, software license fees, and implementation, and funding for on-going license fees and system support in future fiscal years is subject to council approval of the proposed city-wide budget and Annual Appropriation Ordinances, and the contract has been entered into the City’s contract management system as CMS No. Q2DUZ.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments, extensions, or change orders with Syntech Systems, Inc. to provide replacement infrastructure and software to the City’s Fleet Fueling Program, for a total not to exceed $186,472 from May 1, 2018 through June 30, 2021.