COUNTY AGENDA REQUEST

Department:	Fleet Maintenance	Presenter(s):	Bill Lackey
Meeting Date:	Thursday, February 9, 2012	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request for authorization to purchase upgrades to the Dossier Software used by the Fleet Maintenance Department for creating, maintaining, and tracking preventive maintenance and repair records for county owned vehicles and equipment, in an amount not to exceed $11,564.

Background/History/Details:

Funds were included in the FY2012 CIP to upgrade the software used by Fleet Maintenance for tracking preventive maintenance and repairs to county owned vehicles and equipment. This software program has been in use by Fleet Maintenance since August 2002 and the most recent updates were purchased in August of 2007. The requested updates are needed to increase unit capacity, add a license for third user so that shop personnel can access vehicle/equipment records more efficiently, and most importantly, to provide the ability to import meter readings from the automated fuel system. This import function will enable personnel to track unit mileage more effectively which will in turn reduce the risk of vehicles and/or equipment running past recommended preventive maintenance intervals.

Prior to making this recommendation, staff explored the use of other software programs available, including the work order system module for Munis which is used by Finance, Human Resources and Purchasing. Based on functions & features offered on the software packages reviewed, the initial purchase cost, the fees for annual software maintenance, and costs associated with converting and exporting the database in our existing software, it is recommended that we continue using our current software. Our current software (Dossier) will be less expensive to upgrade compared to purchasing a new program, and it is better tailored to the Department's needs.

What action are you seeking from the Board of Commissioners?

Approval of staff's request for authorization to purchase upgrades to the Dossier Software used by the Fleet Maintenance Department for creating, maintaining, and tracking preventive maintenance and repair records for county owned vehicles and equipment, in an amount not to exceed $11,564.

If this item requires funding, please describe:

$12,000 budgeted in CIP

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

Bill Lackey
Fayette County P.W.
Fleet Maintenance Division
115 McDonough Road
Fayetteville, GA 30215

January 6, 2012

ARSENAULT Associates
Developers of
Dossier
Fleet Maintenance Management Software

Dossier Order Form

Quantity	Description	Price	Total
1	Dossier System Updates through the 6.2 edition - 20% Holiday discount	$4,673 less 20% =	$3,738
1	Year Dossier Software Maintenance and Support Service Program	$2,336	$2,336
1	Platinum Dossier upgrade from 500 to 750 Unit capacity	$2,180	$2,180
1	Read Only / Reporting Named User License (no data entry)	$745	$745
1	Fuel & Meter Import Option	$2,565	$2,565
1	System Security is now included as part of all Dossier systems.	Included	Included
1	3 day Training Seminar at our Burlington NJ facility (for one person)	$1,295 value	Included
		Tax	
		Balance Due	**$11,564**

Pricing valid until February 29th 2012

Free Training Seminar must be used by 31 July 2012

Commercial Terms:

1. Arsenault Associates Standard Terms & Conditions of Sale and Software License Agreement apply.
2. All invoices are due with full payment net 30 days from date of invoice.
3. Please issue your purchase order referencing this proposal number including the project value.

Please sign and fax to (609) 747-8801: Date: _____

_____ _____

Signature **Print Name**

Purchase Order Number: _____ Billing Address: (If different)

Or

Use the Credit Card Number authorization form (file) attached _____

If you choose to use a credit card, please return the CC form via fax or e-mail: _____

If you use the e-mail send to: Andrea Harper at andrea.harper@arsenault.com _____

6 Terri Lane, Suite 700
Burlington, NJ 08016
Tom.Taylor@arsenault.com

Phone: (609) 747-8800
Fax: (609) 747-8801
www.arsenault.com