



**CITY OF PHILADELPHIA**

**REQUEST FOR INFORMATION AND QUALIFICATIONS**

**FLEET ASSET MANAGEMENT / MAINTENANCE SOFTWARE RFIQ**

**Issued by:  
The Office of Fleet Management  
August 13, 2012**

**Submission Date / Time:  
Tuesday, September 04, 2012 / 4 PM (EST)**

# **Fleet Asset Management / Maintenance Software RFIQ**

## **Introduction**

The City of Philadelphia desires to solicit information from prospective contractors and software developers of asset management systems. **This announcement is a request for information (RFIQ), not a solicitation for proposals; no contract will be awarded from this announcement. No reimbursement will be made for any costs associated with providing any information in response to this announcement or follow up requests.** This document outlines the minimum technical and general information requirements for a computerized Fleet Asset Management and Maintenance System for the City of Philadelphia, Office of Fleet Management (OFM).

## **Purpose**

The purpose of this request is to gather information about a computerized asset management and maintenance system with strong fleet, fuel and parts management components. Information gathered in this RFIQ may lead to development of a Request For Proposal (RFP) leading to the selection of a Fleet asset management and maintenance system. The City is not interested in having a custom solution developed to meet its needs in this area.

The City prefers a solution hosted in a cloud / (SaaS, IaaS, PaaS) environment where vendor is responsible for establishing and maintaining the software, infrastructure and/or platform within defined service levels and consumption-based economics. An option that involves on-premise private or hybrid cloud solution in the City's data center would be considered as an alternative.

## **Scope**

The City of Philadelphia maintains 6,000 vehicles of various size and vocations with an additional 3,300 vehicles that belong to quasi agencies. There are 16 maintenance facilities in various locations throughout the City that service a variety of vehicles including public health, public safety, and departments of labor, recreation and administration. The City annually purchases \$10,000,000.00 dollars in automotive, truck and specialty parts with another \$4,000,000.00 in inventory. There are also sixty (60) fuel sites that dispense more than 7,000,000.00 gallons of gasoline and diesel fuel per year to user and quasi agencies. There are presently 345 fleet management employees.

The City maintains and authorizes on street and off street parking permits and maintains a fleet of pool vehicles for loan. OFM supplies information to third party collection agencies for accident reimbursement as well as supplying information to user departments relative to vehicle utilization and availability. Further, a recently enacted Executive Order will require OFM to make certain fleet data available for the public review and consumption.

OFM is required to compile reports on vehicle availability for use by various departments. Reports are normally done by an analyst and sent electronically to various departments and personnel. Additional reports are required by OFM maintenance personnel to schedule, track and record basic maintenance functions including but not limited to routine preventive maintenance, State required safety and emission inspections. It is our intent to automate the collection and dissemination of various reports.

OFM employees are required to possess and maintain various licenses, certifications and credentials necessary for their job. It is OFM's intent to utilize this asset management database to track the essential personnel information.

### **General Requirements**

The System / Software should be capable of interfacing with various existing software programs and equipment currently in use by the City of Philadelphia. The City desires to automate all report generation and dispersal to multiple departments via electronic technology. Software should also be sufficiently advanced to allow integration of new or existing technology that may enhance system capabilities.

The City is looking for a minimum:

- Vehicle specific master file with cradle to grave costs
- Vehicle / asset specific work order generation
- Automated scheduling and notification of maintenance functions
- Automated reports and e-mail notification to departments and users
- Track vehicle expenditures such as fuel and maintenance.
- Track personnel including productivity, licensing, credentials
- Direct and indirect labor tracking
- Track vehicle warranty
- Interface with warranty administrator
- Track accident costs
- Track parts and inventory
- Identify aging , low usage and un-used parts
- Utilize manufacturer bar coding (parts, accessories, vehicles)
- Part core tracking
- Part warranty tracking
- Detailed reporting with ability to trend and forecast
- Ad-hoc reporting capabilities
- Allow various levels of accessibility
- Ability to upgrade and expand
- Portability (Hand held scanners)

- Ability to manage motor pool and lease function
- Link to scanned vehicle files
- Link to vendor invoices to Repair Order
- Interface with tank monitoring systems. (Veeder Root)
- Ability to use VMRS coding
- OBD compatible options
- Off-site user training and 24 / 7 help
- The Application should be able to work on a Cloud Computing System
- Program can run on computer terminals

## **Qualifications**

Firms will be selected to present information to representatives of the City based, in part, on their responses to the following information:

- Name, street address, mailing address if different, email address, telephone numbers and website of the respondent.
- **A record of success:** (1) Number of years and customers specifically engaged in Fleet asset management and maintenance projects; (2) a list of all state and local governments including quasi-governmental agencies, large universities and transportation authorities with a minimum of 2,000 vehicles and parts inventory cost value of \$1,000,000.00; (3) the firm has assisted with Fleet asset management and maintenance projects and the type of service provided, including whether the firm was in a lead or supporting role. In addition, provide references that can attest to the firm's work. Firm shall provide three references that are current customers or were customers within the last 5 years, preferably from owners of projects that are comparable in size, complexity and scope of work that may be contemplated for the City of Philadelphia. Reference information to include: agency; point of contact name; point of contact title; phone number; email address; number of years as a customer.

Based on qualifications, several firms will be invited to present information on the topics to City representatives in Center City Philadelphia. The presentations must be limited only to those topics identified in this RFIQ and the City will not entertain presentations that are focused upon marketing the presenting firm. At this time, the City's sole interest is to collect information which may inform the Fleet asset management implementation process in the future.

Any costs associated with the presentation (including travel) are the sole responsibility of the selected respondents.

Responses may not exceed 5 pages and must be submitted electronically to [john.j.grubb@phila.gov](mailto:john.j.grubb@phila.gov) by 4.00 PM (EST) on Tuesday, September 04<sup>th</sup> 2012. The proposed timeline is below.

Proposed Timeline:

RFQ Posted on <a href="http://www.phila.gov/rfq">www.phila.gov/rfq</a>	08/13/2012
Responses from Firms	09/04/2012
Selection of Firms to Present	09/14/2012
Presentations by Firms	To Be Determined

***Note: Timeline subject to change.***