



# CITY OF LODI

# COUNCIL COMMUNICATION

AGENDA TITLE: Approve Purchase of Equipment Management Software for Equipment Maintenance Division

MEETING DATE: August 21, 1991

PREPARED BY: Public Works Director

**RECOMMENDED ACTION:** That the City Council adopt **the** attached resolution to approve the purchase of Equipment Management Software for the Public Works Equipment Maintenance Division from Prototype Incorporated in the amount of \$9,545.00.

**BACKGROUND INFORMATION:** In fiscal year 1989-90, computer hardware and software for the City's Equipment Maintenance Division was approved and \$14,210.00 allocated. Due to delays in purchasing and installation, the hardware was not received until spring of 1991.

A computerized Equipment Management Information System will be utilized to maintain preventative maintenance schedules, coordinate work orders, track repairs, improve and reduce inventory, document equipment costs, identify warranties, manage staff, predict major repair needs, and determine life cycles of equipment and vehicles.

Equipment Management Software will provide immediate information on all pieces of equipment, reduce paperwork and downtime, track expense and repair history, schedule motor pool vehicles, keep fuel accounts, and provide better labor and vehicle analysis than available through current record keeping.

Several software systems have been evaluated over the past two years. Equipment Maintenance personnel have attended trade shows, software demonstrations, and received written information on numerous software packages. We have visited and talked with other cities and public agencies for their recommendations and experience. We have experimented with several software packages on our own microcomputer, and conducted conference call demonstrations/training sessions, as well. Four systems were evaluated in detail.

Although formal proposals were not solicited due to the variety of systems and features available, adequate comparisons have been completed in order for us to recommend purchase of a software system that meets all current needs, allows for future growth, and includes standard features that other vendors list as additional cost options.

APPROVED: \_\_\_\_\_

THOMAS A. PETERSON  
City Manager



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The Equipment Management System (EMS) from Prototype Incorporated will cost \$7,000.00, plus tax, for the single-user version. \$1,500.00 for one and one-half (1 1/2) days of on-site training and associated expenses shall be allocated, plus approximately \$500.00 for miscellaneous expenses.

EMS/PC single user	\$7,000.00
7.75% sales tax	545.00
Training	1,500.00
Miscellaneous	500.00
TOTAL	<u>\$9,545.00</u>

It is also requested that the balance of budgeted funds (approximately \$800.00 after software purchase is complete) be transferred to the Equipment Maintenance Administration account to help provide for temporary secretarial salary for initial data input.

FUNDING: Originally Budgeted:	1989-90
Budgeted Fund:	12.0-012.45 (500)
Current Appropriation:	\$10,321.52
Total Project Estimate:	\$ 9,545.00

*DC*  
*Richard C. Ronsko*

✓ Jack L. Ronsko  
Public Works Director

Prepared by Dennis J. Callahan, Building and Equipment Maintenance Superintendent

JLR/DC/lm

Attachment

cc: Purchasing Officer  
Bldg. and Equip. Maint. Supt.  
Equipment Supervisor  
City Attorney

RESOLUTION NO. 91-155

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE PURCHASE OF EQUIPMENT MANAGEMENT  
SOFTWARE FOR EQUIPMENT MAINTENANCE DIVISION

WHEREAS, Lodi Municipal Code, Section 3.20.070, authorizes dispensing with bidding procedures for purchases of supplies or property when the City Council determines that the purchase or method of purchase would be in the best interests of the City; and

WHEREAS, comparisons made indicate that Prototype, Incorporated equipment management software meets all current needs, allows for future growth, and includes standard features that other vendors list as additional cost options;

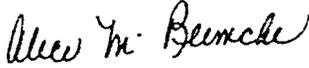
NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council hereby approves the purchase of equipment management software for the Public Works Equipment Maintenance Division from Prototype, Incorporated in the amount of \$9,545.00; and

FURTHER RESOLVED, Council authorizes that the approximate \$800.00 amount remaining from the 1989-90 budgeted \$10,321.52 be transferred to the Equipment Maintenance Administration account to help provide for temporary secretarial salary for initial data input.

Dated: August 21, 1991

I hereby certify that Resolution No. 91-155 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 21, 1991 by the following vote:

- Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider and Hinchman (Mayor)
- Noes: Council Members - None
- Absent: Council Members - None

  
Alice M. Reimche  
City Clerk

91-155