



Memorandum

TO: Fox Cities Transit Commission
FROM: Ron McDonald, General Manager
DATE: August 25, 2020
RE: Award Recommendation for Fuel Management System

BACKGROUND

Valley Transit's indoor diesel fueling island site is located within its Administration & Maintenance Building at 801 S. Whitman Avenue. The site consists of a small concrete island and one diesel fuel dispenser. The dispenser is used to fuel twenty-nine heavy-duty buses; a service truck; a small tractor; a pay loader; and containers. The current dispenser is not integrated with a fuel management system (FMS). Valley Transit relies on manual data entry (fueler, vehicle ID, mileage and odometer reading) via paper forms that are completed by fueling personnel. Data is then manually entered in Valley Transit's existing fleet maintenance software. Fuel usage oversight consists of manual review of data compiled from daily fueling sheets and tank level monitoring.

A fuel management system is needed to control, authorize and record the dispensing of fuel. The new system design would autonomously capture data from both the fuel dispenser and vehicle receiving fuel. Data would then be transferred to Valley Transit's fleet maintenance software. System advantages include control and improved monitoring of fuel dispensed, elimination of data entry error and more robust data. The system would also capture and provide vehicle fault codes from each vehicle, which would significantly benefit the fleet maintenance program.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to solicit proposals from FMS vendors. As part of this process, staff reviewed RFP documents that were used by other entities to purchase a fuel management system. City of Appleton IT and FMD staff reviewed the project in the planning stages and provided input.

The RFP document was sent directly to vendors who were known suppliers; posted on the State of Wisconsin's Vendornet system; and advertised in print and online with the *Post-Crescent*, *Green Bay Press Gazette* and the *Oshkosh Northwestern*. Proposals were due on July 8, 2020. Five proposals were received: Oil Equipment Company (Madison, WI); S&A Systems, Inc. (Rockwall, TX); Fleet Data Systems, LLC (San Carlos, CA); U.S. Petroleum Equipment (Kimberly, WI); and E.J. Ward, Inc. (San Antonio, TX); .

ANALYSIS

Each proposal was evaluated based on the vendor's understanding of the project, proposed solution/approach, experience, capabilities, qualifications & price. The evaluation team unanimously concluded that only one vendor, S&A Systems, had proposed the best solution for Valley Transit.

S&A System's proposal clearly described the system layout, individual components, fueling process, software, data transfer, implementation and training. They were the only vendor with significant experience working with transit systems and management of fueling heavy-duty buses. S&A Systems also has experience integrating data from their system to the same fleet maintenance software used by Valley Transit. This vendor's solution met all the data requirements of Valley Transit with no data entry required by fueling personnel and minimal interaction during the fueling process. Their proposed FMS will allow for use of existing employee HID proximity cards to authorize the fuel

dispenser. S&A Systems optional future capabilities included the monitoring of other fluids (e.g., DEF, anti-freeze, engine oil) at the current fueling site or in maintenance bays should Valley Transit decide to pursue this feature.

A summary of the proposed system design includes equipment (remote island head unit, fixed data transfer receiver) to be installed near the existing fuel dispenser and a data logger installed onboard each bus. Data is transferred to the vendor's software, which would be hosted locally.

FISCAL IMPACT

Valley Transit's 2020 budget includes \$60,000 for the purchase of a Fuel Management System. The base project with S&A Systems, Inc. costs \$39,651. Valley Transit requests an additional 10% contingency (\$3,965) for unknown costs related to this project. This brings the total year-one fiscal impact to \$43,616.00 for supply and installation of the Fuel Management System, which is 27.3% under budget.

After project year-one, there is an annual support fee of \$2,007 in 2021; \$2,058 in 2022; \$2,110 in 2023; & \$2,216 in 2024.

RECOMMENDATION

Staff recommends authorization for Valley Transit to enter into a contract with S&A Systems, Inc. to provide a Fuel Management System.