TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT

REQUEST FOR PROPOSAL

RFP No. 2014-048

Issued: July 2, 2014

Subject: Fleet and Fuel Management Software

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Proposals will be received until 11:00 am July 23, 2014, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Proposals are to be submitted (FOUR COPIES) in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department
Stratford Town Hall — Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

A Bid Surety is not required.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

TOWN OF SRATFORD
RFP 2014-048 SPECIFICATIONS
FLEET AND FUEL MANAGEMENT SOFTWARE

1. INTENT

The intent of these Specifications is to obtain software for the management program for Fleet Services, Inventory and Fuel Management. Software to be **must** able to interface with FuelMaster FMU-2500PLUGSG Fuel Management and Dispensing Systems.

2. DEMONSTRATION:

Proposals should demonstrate their software meets or exceeds the Town's specifications and will interface with FuelMaster FMU-2500PLUGSG software by providing CD's, Webnar, etc. to qualify for acceptance of the proposal. Also the Proposer will provide a list of present and past users of the software including written contacts and references along with the Proposal.

3. GENERAL

The desktop software must run on Windows XP or Windows 7. If not supported on Windows 7 currently a version shall be available within six months of purchase. The proposed server software can operate on Server 2003, 2008, 2010 Networks. The proposed software is portable and can be easily moved from one operating system/hardware platform to another. The proposed software is capable of interfacing seamlessly with any ODBC Compliant Database in a Windows environment. The proposed software must be able to work with an SQL Server database or ODBC complainant database. The system must be a real-time application, thus updating all files as the transaction occurs, not in a batch mode. However, electronic fuel transfers may operate in a batch mode. The system must be fully integrated, thus no data will be entered separately into two different software modules.

The awarded Proposer will provide technical support for installation of software and interface with FuelMaster fuel management equipment however and when ever possible to the Town IT Department as requested by the department.

4. SYSTEM FEATURES

- **On-Line Help.** The software must have context sensitive help that can be easily accessed using a function key. This must include comprehensive documentation that includes reports, data entry and display screens.

- **Print-it Feature.** The software must have the capability of viewing all reports on the screen, then choosing or not choosing to print the report. The user must be able to view the entire report by either condensing the size of the print on the screen or by using designated keystrokes to move up/down, right/left.

- **User Security.** The software must have an optional security system by user ID and password. Each user ID has access to functions in the system they are given rights to.

- **Management Security.** If the optional user security is turned off, there must be management security passwords protecting mechanic wage information, purge functions and system parameter options from general access.

5. SUPPORT PROGRAM

- **Technical Support.** The vendor must provide an 800-number that the user can call on an unlimited basis for questions about the software and about fleet operations. The vendor must use diligence in providing answers to customer concerns. The support staff must be available for at least 12 hours per day.

  The support staff must have experience in fleet management, preferably to have worked with the software as an end-user.

6. SYSTEM PARAMETERS

The software must have a number of system parameters designed to allow the user to define certain features and to determine if a number of these features will be used. The following parameters should be included:

- **Facility.** The user can define up to 999 different facilities/companies with separate parts inventories, mechanics, and cost reports.

- **Customer Billing.** Option allows customers to have their own labor, tires, and parts markups, and tax rates

- **Work Order Reason Codes.** Option allows the user to track the reason a work order is opened; user definable up to 99 codes.

- **Shop Codes on WO's.** Option allowing the user to assign shop numbers on a work order.

- **Part Pick List.** Option compiles a list of parts needed for preventative maintenance and other repairs that will print with the work order repairs that will print with the work order.

7. VEHICLE INVENTORY

The Inventory shall have the following fields:

- o At least an 8 Character Alphanumeric Vehicle Number

- o At least a 4 Character Alphanumeric Department Field

- o Yr., Make, Model Fields

- o Vehicle Size Classifications: L=Light, M=Medium, H=Heavy, T=Trailer, O=Other

- o Location – at least a 20 Digit Alphanumeric Field

- o Registration Number

- o Serial Number

- o Operator

- o Main Odometer Unit Selection of: Miles, Hours, Units, Kilometers, or Gallons

- o Each vehicle can be assigned up to 4 alternate meters

- o Purchase Date

- o In-Service Date

- o Engine Make

- o Engine Model

- o Transmission Make

- o Transmission Model

- o Rear End Cap

- o Tons

- o Front Axle

- o Wheel Size

- o Tire size

- o Tire, ply, etc.

- o Psi

- o State of Inspection

- o Unit GVW

- o Wheel Base

- o Alternator Make, Alternator Amps

- o Brake

- o Steering

- o Spec Body Make, Spec Body Model, Spec Equipment

- o Purchase Price, Current Value, Trade in Value

- o Licensing, Insurance, and Depreciation fixed cost fields

- o License Expiration – Period

- o At least 20 User Definable fields

- o Oil Part Number and Quart Capacity

- o Transmission Fluid Part Number and Quart Capacity

- o Tire Count/Max

- o Service Notes: Minimum of 60 Characters to print on PM Due Report

- o Tank Capacity, Vehicle Average MPG

- o Highway Tax

- o Assigned Driver - 15 digit alphanumeric field

- o PM scheduling for over 100 types of PM's specific to each vehicle

- o PM scheduling by time and/or miles, hours, kilometers, units, gallons and alternate meters

- o PM part kit identification number for each PM

- o The ability to include 1 PM or more within another (nesting).

- o State Inspection Scheduling

- o The ability to assign unlimited pieces of equipment to a vehicle. For example CB Radios, Wheel Chair Lifts, ect.

- o Unlimited notes attached to each vehicle

- o The ability to track fuel taxes on a vehicle

- o The ability to display the vehicle/equipment master record by vehicle number, VIN number, registration number or license plate number.

- o A vehicle's facility, department, number, class, or location can be changed at any time. All history must be transferred with the vehicle.

- o A vehicle's customer number may be changed at any time. All repair history must remain with the customer assigned at the time the repair is done.

- o Any vehicle master record can be copied to another so only information that is different will need to be entered.

- o A vehicle warranty system must be available to track bumper-to-bumper warranties.

- o The vehicle warranty system must also track component warranties by VMRS code, for original equipment warranties, dealer extended warranties, or repairs done by outside vendors. Enter hours/miles and/or months of warranties.

- o The vehicle warranty system must integrate with the system's work order process by immediately flagging warranty repairs.

- o The system must have an odometer change routine that is used when an odometer breaks or rolls over. This routine allows the system to track the life miles of a vehicle even if the odometer reading is different.

o The system must have an odometer change routine that is used when an odometer breaks or rolls over. This routine allows the system to track the life miles of a vehicle even if the odometer reading is different.

o The odometer change routine automatically adjusts and updates the preventative maintenance schedule for a vehicle.

o Preventative maintenance due reports can sort on vehicle number, vehicle location, and vehicle department fields.

o Preventative maintenance reports can be selected to print or view PM's due within a specified date range.

o Preventative maintenance reports can be selected to print all PM levels due or a single PM level.

o Preventative maintenance due reports can be selected on: past due, now due, due with the next "X" days, and/or next X miles, hours, or gallons.

o The system can print and e-mail preventative maintenance notification cards.

o PM completion is automatically posted through the Work Order Module and/or by a special posting routine.

8. VEHICLE COST REPORTS

Repair history reports are available that can be sorted by department or vehicle and by a range of repair codes and dates. It will print major repair categories and list detail repair data that includes the description, parts and labor costs, for each vehicle.

The repair history report will summarize parts and labor cost totals and percentages of expenditure for each major repair category. It will also print the cost per mile of each major repair code for the current period, year-to-date, or life-to-date of the vehicle.

Cost per mile/hour reports are available by dept., vehicle, or make/yr. Prints period, year-to-date, life-to-date figures. Prints cost per mile/hour for tires, maintenance, miles per quart of oil. Prints license, insurance, depreciation expenses and fixed cost per mile, miles/hours per gallon.

The cost per mile/hour reports produce totals for the range of vehicles specified and sub-totals for each department.

Total Cost Reports. Sorts by department, and/or vehicle. Prints period, year-to-date, life-to-date figures. Prints miles driven, gallons of fuel consumed, oil usage, tire cost, labor hours and cost, outside repairs, total repair costs, total maintenance cost, breakdowns, and utilization. Can group costs by repair reason or type.

Fleet Cost Reporting. Calculates burdened hourly shop labor rate using data collected such as direct labor hours plus user-defined data of other costs.

9. FUEL INTERFACE MODULE

Fuel Entry. Input miles/hours, gallons, date, state, days utilized, cost of fuel if outside vendor, quarts of oil. Automatically relieves fuel inventory, updates odometer readings and PM schedules.

Pumps and Tanks. System includes a complete fuel inventory module to record stick readings, pump readings, identify variances in inventory, accept fuel deliveries, and execute pump to tank transfers.

Revenue/Misc Cost Entry. Ability to enter total revenues and miscellaneous costs per vehicle one time per period.

Fuel Tax Reporting. State tax rates are entered. System accumulates and reports on state taxes by vehicle and state.

Electronic Fuel Interface. Software shall accept data from an Electronic Fueling system and use this data to update associated files. Any fueling system is acceptable as long as data is in a

10. PARTS INVENTORY MODULE

The Parts Inventory Module shall have the following fields:

- o Fully integrates with work orders.

- o At least a 25 character alpha-numeric part number.

- o Minimum of 10 vendors for each part with corresponding cross-reference numbers, manufacturer, and last price paid.

- o At least a 6 character alpha-numeric bin location.

- o Average price costing method with the ability to use LIFO or FIFO.

- o Ability to mark up average price by user-defined percentage for an individual part.

- o Ability to lock in part price charged to a vehicle regardless of the average price.

- o Ability to mark up non-inventory parts by a user-defined percentage.

- o Ability to flag a part as either a stocking or non-stocking part.

- o Ability to assign up to eight, four-character fits codes for each part. This allows the user to print a list of parts that fit on a vehicle type.

- o Up to 5 stocking locations per facility.

- o Tracks accumulated parts usage per period and year to date.

- o The option of user-defined reorder points and quantities or system-adjusted reorder points and quantities on a part-by-part basis.

- o The system allows for 8 price/stocking levels to define maximum quantities of inventory parts. These figures are used in the calculation of system-adjusted reorder points.

- o System displays the current on-order quantity

- o Back order quantity.

- o Last invoice number and date.

o   Part types: part, oil, tire, fuel, antifreeze, ntfr

o   Tracks part warranties by miles/hours and/or months.

o   Tracks component failure statistics by miles/hours and/or months.

o   Part renumber utility.

o   Part kits: up to 20 parts with associated quantities.

o   Ability to take inventory using bar coding and a handheld data collection device. Data collected can be downloaded into parts inventory, compared to quantities-on-hand and adjusted simultaneously.

o   Ability to adjust parts inventory or back out a transaction.

o   Ability to print regular or barcode tags for parts or bins.

o   Ability to read vendor barcodes.

11.   PURCHASE ORDERS

Automatic parts requisitioning when inventory falls below reorder point. User has option of min/max method or reorder quantity method of reordering.

Parts on requisition can be edited to change vendor, price and quantity.

Blanket PO's are available, with up to 999 extensions, budget, budget used, running balance, current extension, first extension, PO start and expiration dates, prior blanket PO for vendor.

Part record is automatically updated if price received is different from order price.

On Order/Back Order List is available.

Purchase order summary report is available by purchase order number or by vendor. Report lists purchase order number, create date, received date, ship time, order from facility, order for facility, vendor number and abbreviation, purchase order cost, and status.

12.   PART INVENTORY LISTS

- By Part Number.

- By Fit Code.

- By Cross Reference Part Number.

- By Vendor.

- Non-Stock Parts

- By Bin Location.

- By Part Name.

- Part-Kit List.

- Distribution List: For inventory purposes; Prints by bin location, all parts or just stocking parts, print with quantity-on-hand or with blank quantities, with or without barcodes.

13. PARTS MANAGEMENT REPORTS

Low use report prints parts on file with 1-13 consecutive periods of zero use.

Low use report prints parts on file by last 1-13 consecutive periods of zero use.

General use report by vendor or part number. Report lists quantities used per part per period.

Inventory Balance Report.

Parts adjustment report.

Purchase order transaction report by part number or date. This report prints the part number, purchase date, part description, vendor, quantity purchased, purchase order number, part cost, and extended total.

Parts usage by work order. This report lists for a single parts or all parts, the repair order, vehicle, part number, repair code, transaction date, quantity, price and total charged to a work order.

Part failure analysis. Prints where in the life cycle each trackable/warranty part fails by miles and/or months, for the period, year, and life-to-date.

Warranty reporting by part or vehicle number.

14. VENDOR INFORMATION

Shall have the following fields:

- o Vendor Number (minimum 10 numeric digits).

- o Vendor Abbreviation (minimum 10 alpha).

- o Name, Address, City, State, Zip.

- o Vendor Phone Number, Contact.

- o Vendor Terms

- o Pay Due Dates.

- o Discount Due Dates.

- o Discount Percentage.

- o Ships Via, Total Ship Days.

- o Tax ID#, F.O.B. Point.

- o Legal Status.

- o Disadvantages Business?

- o Certified Disadvantaged Business?

- o Type Disadvantaged Business.

- o Last Purchase Date.

- o Year-to-date purchases.

- o Total PO's.

- o Annual (blanket) PO# and Extension.

- o PO Budget, PO Budget Used, PO Running Balance.

- o Oldest Open Extension.

- o Annual (blanket) PO Expiration Date.

- o Prior Blanket PO Number.

- o Fax Number.

- o Average Ship Days (accumulated by system).

15.   DRIVER REPORTING MODULE

The software must include a Driver Input feature for reporting vehicle deficiencies (VDR).

The software must come pre-loaded with component, condition and location codes which can be customized by the user.

Within an individual component description, the system must allow for numerous subsets for the condition and location, which are used to help describe and locate the problems reported by drivers.

This feature must include drop down lists for each of the following components or area where a problem might be reported:

Type of Inspection: i.e. (Pre Trip, Post Trip)

- ▪ Component Codes

- ▪ Condition

- ▪ Location

Status: i.e. (Operable, Inoperable)

- Notes

Each inspection must represent a single VDR submitted by a driver and allow for several reported items.

The software must include a feature to create auto-generating work orders from the VDRs

The review feature must include the following options:

- Display a list of VDR defect inspections

- Get previous/next inspection

- Edit / view a defect

- Create /assign work orders to defects.

- Display the work order assigned to the defects.

- Close a defect.

The software must display a color on the screen during the review to represent Status. The Status color signifies the severity of the problem:

A **RED** status represents an *Inoperable* status, which is usually related to safety and drivability of the vehicle.

A **YELLOW** status represents an *Operable* status, in which case the vehicle is still considered safe to operate but the driver is bringing attention to a defect.

The software must have the ability to set the following Default Work Order Codes. These defaults will be used when the work order is generated within the Driver Reports module:

Priority Codes: Priority codes determine the importance of a work order - the lower the priority number, the higher the priority.

Reason Code: Reason codes are used to indicate the source of the repair request such as driver reports, PMs, breakdowns, etc.

Repair Type Code: Repair type codes indicate what type of work is to be performed by mechanics (e.g. check, repair, replace).

The software must include the ability to "learn" and remember VMRS codes for particular vehicle problems, so the second time the same problem is reported, whether it's for the same or different vehicle, the system recalls the previously assigned VMRS code and automatically uses it when generating the work order.

The software must include the ability to search open work orders for the vehicle to see if there is an open line for assigned repair code. If a work order is found for this vehicle that addresses

the reported item the duplicate VDR is linked to the existing work order without creating a new work order.

The software must include the ability to view work order details for pending or completed items.

Once the work order is completed, the software must automatically update the VDR status code to closed.

When closing the VDR defect line the software must prompt for a "Reason for Closing" and allow the user to select the reason from a pull down:

- Defect need not be repaired for safe operation

- Invalid or incomplete component/condition information reported

- Driver responsibility

- Defect repaired

- Quick repair

16. WORK ORDERS

The software must use VMRS format to specify labor codes. The software has the capability of defining difficulty factors that allow the user to designate a up to 5 different time estimates for a single labor code depending on how difficult a task is on a specific vehicle or vehicle class.

Capability of processing work orders in both real time or batch mode.

Use of VMRS Repair Codes, 3 digit, 6 digit, or 9 digit level.

Easy access to vehicle master file from work order processing.

Job related repair history displays when building or processing a work order.

Access to all repair history on file when building or processing a work order.

PM's due will display when building a work order.

VMRS, vehicle, customer, vendor, mechanics, parts look-up help screens throughout.

Tracks outside repairs including vendor, purchase order number, outside parts, and outside labor.

Ability to create template work orders to use over and over again with a unlimited checklist.

Optional repair order priority codes – minimum 9 user defined.

Optional work order reason codes – minimum 99 user defined.

Optional work accomplished codes – unlimited.

Optional work order line cause codes – unlimited.

Work description codes – unlimited.

Indirect Labor codes – minimum 10 user defined.

Shop codes.

Ability to edit codes once entered.

Ability to change work order post date.

Up to 99 repair lines per work order.

Up to 5 lines (300 characters) notes per each work order line.

Up to 3 lines (180 characters) master notes when closing work order.

Ability to add part record on-the-fly.

Fully integrated parts module, automatic depletion of inventory when part is posted.

Parts and labor warranty credits can be entered.

User has the option of accepting the current odometer reading of a vehicle when creating a work order or requiring entry of an odometer reading.

User has option of system sequentially numbering work orders or assigning their own.

User has the option to allow the override of the mechanic's labor rate, part cost or tire cost during work order post routine.

Work order post routine updates vehicle history, cost reports, mechanic productivity, and repair order transaction files.
Open work order line report is available by work order priority code or create date. This report prints each open work order line, when it was last updated, the posted parts amount, labor amount and labor hours.

A work order scheduling report is available by shop code, open work orders (yes or no). This report sorts by priority code, and prints the work order number, vehicle, customer, create date, number of jobs scheduled, number or jobs complete, and scheduled hours.

The system can print, sort, and total work order by number, date, or customer, and select open, closed, or both.

17.   PAPERLESS SHOP MODULE

Paperless Shop uses computer workstations in a real-time mode on the shop floor.

Mechanics clock on and off assigned jobs and indirect jobs such as fueling vehicles, or cleaning shop floor, at the mechanic workstation.

An unlimited number of jobs can be assigned to each mechanic.

The system calculates the actual time spent on a job, tracking the mechanic's entire work day.

The mechanic can clock off a job prior to its completion, start another job, then clock back on a previous job. The system will accumulate the total time spent.

Mechanics and/or parts personnel can be given the rights to post parts used on a job, including tires.

Mechanics and/or parts personnel can use a barcode reader to post parts on a work order in paperless shop.

Management personnel can add, delete, and reprioritze jobs assigned to a mechanic throughout the workday.

The system is tracking the actual time spent on the job versus the estimated time. The program is keeping all records up-to-date and accurate in a real-time mode.

18.   **TIRES MODULE**

Software shall supply a tire record file for each tire owned or leased by the user, indicating:

- o   Tire number.
- o   Vehicle mounted on.
- o   Tire position.
- o   Number of caps.
- o   Manufacturer.
- o   Capper number.
- o   Tire size.
- o   Tire type.
- o   Current value.
- o   Casing value.
- o   Total cost.
- o   Mounted odometer.
- o   Date mounted on current vehicle.
- o   Casing miles.
- o   Tire life miles.
- o   Tread depth.
- o   Months in use.

- o Tread type.

- o Ply rating.

- o Current vehicle odometer.

- o Tire location.

- o Tire condition.

- o Lease tire?

19. TIRE REPORTING

Software provides a report to project the number of tires due to fail over a specified number of periods based on the tire's mileage and wear characteristics.

Software provides manufacturer and cappers cost and performance reports.

Software provides tire life transaction reports by all transactions or a particular type of transaction such as send capper.

Software provides inventory lists by tire or vehicle.

20. MOTOR POOL MODULE

The software must include a Motor Pool feature to assist in tracking the usage of vehicles in several different areas.

Status of all Motor Pool Vehicles – available, reserved, checked-out, due back

Vehicle and Customer rental history

Billing reports by customer/department

The Motor Pool must contain various parameters that control how the system will handle certain situations. These features can be turned on or off to meet specific needs:

- ▪ Facility Specific Rates

- ▪ Partial Rates

- ▪ Grace Period Rates

- ▪ Validation of drivers license during checkout procedure

The software must allow for flexible rates that will allow charges for a variety of situations.

These rates must be tied to a Rate Code and a Customer rate level. This allows for charging different rates for different customers and their specific requirement for each individual rental.

The flexibility of rates must allow for:

- Easy 4 digit, alphanumeric field

- One digit pricing group

- Long distance or local travel

- Multiple day rental

- Discounted rates

- Rate Categories – hourly, ½ day, daily, weekly, monthly, yearly rates

- Alternate Rates

- Per Mile Rates

- Rates by vehicle type – van, car, truck

- User-Definable Rates

- Additional Charges:

- Minimum charge

- Miscellaneous charges – pre-trip maintenance, tire chains, car seats, vehicle washes, etc

The Motor Pool feature must use the customer (driver) file from the Fleet Management Software to determine which default rate code will be used when creating a rental reservation. The software must allow for a default rate code in the customer file.

The software must allow for vehicles to be classified so that similar types can be charged similar rental rates, and you can use the type code to reduce the number of available vehicles to view.

The software should allow a sort by vehicle types into a variety of codes

Vans (minivan, 8 passenger, 16 passenger)

Trucks

Cars (compact, mid-size, sedans)

Bus

Equipment (back hoes, tractors)

Motor pool information comes directly from the vehicle file in maintenance program. Vehicle numbers are the same in Motor Pool as they are in the maintenance program. A vehicle must exist in the maintenance program before it can be added as a Motor Pool vehicle.

Vehicles are easily added – easy lookup lists for assistance in choosing vehicles.

Type Codes and Rate Codes are applied when added to the Motor Pool.

Reservations are created to make sure a vehicle of a particular type is available during the requested timeframe. The reservation contains information about the customer/department requesting the vehicle. The rate to be charged for the use of the vehicle is determined at this time. Any additional charges to be billed to the customer can be created at this time. The actual vehicle assigned to the reservation will be determined from the list of available vehicles in the requested type. The reservation will also include:

- Reservation Number

- Pickup/Return Times and Locations, Cancel by date

- Vehicle Number and Type

- Customer Number, Requested by, Phone number, Account Number

- Rental Rate and Travel Area

The software must have the ability to create template reservations for the repetitive rentals. When the templates are used, all the necessary fields must be filled in automatically on the new reservations.

The "check out" procedure must allow the user to verify the information that was entered during the reservation process and make any necessary changes.

The software must prompt to verify:

- Picked up by vs. Reserved by

- Drivers License number and expiration

- Odometer

During the "check in" process the software must allow the user one final step to verify rates, additional and miscellaneous charges, and odometer readings.

The software must allow for Recurring Reservations when vehicles are rented for long periods of time.

The system must allow for creation of recurring reservation groups used to categorize or group rentals that are alike (e.g. weekly, monthly, yearly) using the following options:

- User defined recurring reservation groups

- Simultaneously checks in and then checks out recurring reservations

- Eliminate the need for repetitive data entry

- Creates necessary data for department/customer billing

The software must include the following built in reports for the Motor Pool activity:

- Billing Report

- Detailed by Transaction by Customer

- Checked In/Out dates

- Vehicle number

- Odometers In/Out

- Invoice Totals and Grand Totals

- Individual Invoices
- Detailed Transaction by Vehicle

- Vehicle Status Report

- Unit number, Vehicle Type, Plate

- Available

- Reserved

- Customer # who has it reserved

- Checked out date, due to check in date

21. IMAGE VIEWER

The software must have the ability to attach and view from within the software any text or image file.
The image viewer can be used to attach files to the following areas of the software:

Parts: MSDS sheets, schematics, warranties

Vehicles: Photo, accident damage picture, accident report, original specs

Vendors: Warranties, return policies, location, product lines, pricing structure

Facilities: Photo, map/directions, shop and building layout

Customers: Contracts, payment history, capitalization approvals

Departments: Building layouts and schematics, correspondence, contracts

Purchase Orders: Signed receipts, invoices, credit slips

Work Orders: Damage photos and reports, modification approvals, old part pictures

Estimate Work Orders: Photos, signed agreement, additional notes

Tools: Photo, schematics, warranty

Tires: Warranty, photo

Employees: Application, certificates, drivers license, insurance

Mounted Equipment: Photo installed, schematics, warranty

Fuel Pumps & Tanks: UST information, pressure tests, certifications, schematics

Motor Pool Reservations: Accident damages, photos, signed contracts, drivers license, insurance

22. MESSAGING MODULE

The software must allow the user to send and receive messages to and from other employees within the software. The Messaging module must not require a MAPI mail system—it should be local only to the Fleet Maintenance application so the user does not need to setup each of the employees with internet e-mail capabilities.

Messages sent to an employee will notify the user upon logging into the Fleet Maintenance software system, and/or returning to the main menu.

Once read the message can be replied to and/or deleted.

This option also must allow the user to send a message to an individual or a group of users

23. TOOL MODULE

The software must maintain and track an inventory of tools within system. Features must include:

Track tool records with original purchase information and much more.

Track usage and status with "check-out" and "check-in" to mechanics.

Hot-keys to allow check-out/check-in from anywhere within the software

Tool list report showing available or checked out tools.

Tool inventory report showing "checked out time" and total tool cost.

Report to show which tools a range of mechanics currently have checked out.

Proposals should include :

Complete description of software and capabilities, including any additional information.
All costs including initial purchase price, installation and ongoing maintenance.
Capabilities of software as requested in proposal and any exceptions.
At least five (5) municipal references.

The RFP will not be awarded solely on price. Software that best matches the specifications in the RFP and is the best fit for the needs of the Town will be taken into consideration.

The Town may bring in firms for an interview and demonstration of the software.