

**INDIAN RIVER COUNTY, FLORIDA  
DEPARTMENT OF UTILITY SERVICES  
BOARD MEMORADNUM**

DATE: October 16, 2017

TO: Jason E. Brown, County Administrator

FROM: Terry Southard, Operations Manager

THRU: Vincent Burke, Director of Utilities  
Jennifer Hyde, Purchasing Manager

SUBJECT: Request for Sole Source for Equipment, Repair and/or Replacement for Fleetboss Annual Fees and Products

**BACKGROUND/ANALYSIS:**

In September 2008, the Indian River County Department of Utilities Services (IRCDUS) started installing the Global Positioning System (GPS) and Diagnostic units into 70 pieces of equipment. This system is helping us to be more efficient and is providing us with useable information on engine performance and fuel efficiency in the equipment.

- ✓ The system assists us with: fuel efficiency thereby reducing fuel cost.
- ✓ Real time access to vehicle locations. This feature is helpful in locating service workers to respond to leaks and other urgent service calls.
- ✓ Protection against False Claims. A GPS system offers irrefutable data about driver speeds and vehicle locations, providing employees with protection against false accident claims, reports of late arrivals, or failure to perform services.
- ✓ Improves accountability of people and assets.

Costs for ongoing operational maintenance and equipment was \$25,517.40 in FY15/16 and \$25,517.40 for FY16/17. Expenditures FY 17/18 are expected to increase an additional \$718.80 to cover two added units, one each in 265-Customer Service and 268-Wastewater Collection. The two additional units are to be installed in vehicles that were added to the departmental fleet during FY16/17.

**FUNDING:**

Funds for the items are available in the Other Professional Services account in the operating fund. Operating fund revenues are derived from water and sewer sales.

Description	Account Number	Amount
Wastewater Treatment	47121836-033190	\$3,594.00
Water Production	47121936-033190	\$2,156.40

<b>Description</b>	<b>Account Number</b>	<b>Amount</b>
Engineering	47123536-033190	\$1,437.60
Customer Service	47126536-033190	\$3,594.00
Wastewater Collections	47126836-033190	\$5,391.00
Water Distribution	47126936-033190	\$10,063.20
	<b>Total</b>	<b>\$26,236.20</b>

**RECOMMENDATION:**

The staff of Indian River County Department of Utility Services recommends that the Board of County Commissioners authorize the Purchasing Department to use the above authorized vendor as the sole source provider for equipment, repairs and replacements for Fleetboss annual fees and products.

**ATTACHMENT:**

Sole Source Letter