

RESOLUTION NO. 2018-300

A RESOLUTION AUTHORIZING A CONTRACT AWARD TO A STATE CONTRACT VENDOR, SHI INTERNATIONAL CORP., SOMERSET, NJ, FOR THE PURCHASE OF DOSSIER-FLEET & EQUIPMENT MANAGEMENT SYSTEM & SERVICES, IN THE AMOUNT OF \$45,998.00.

WHEREAS, the City of Vineland pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the City of Vineland intends to enter into a contract with a State Contract Vendor for the Purchase of Dossier-Fleet & Equipment Management System & Services, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

WHEREAS, it has been recommended that contract be awarded to SHI International Corp., Somerset, NJ, (A89851) based upon the proposal received, in an amount of \$45,998.00; and

WHEREAS, the availability of funds for said contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the City of Vineland has certified that this meets the statute and regulations governing the award of said contracts;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VINELAND, as follows:

1. THAT this contract for the SHI International Corp., Somerset, NJ, (A89851) is awarded pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), under the State of New Jersey Cooperative Purchasing Program.
2. THAT the Purchasing Agent be and the same is hereby authorized to issue a contract to SHI International Corp., Somerset, NJ, based upon the proposal received, for the Purchase of Dossier-Fleet & Equipment Management System & Services, in an amount of \$45,998.00.

Adopted:

President of Council

ATTEST:

City Clerk

REQUEST FOR RESOLUTION
FOR COOPERATIVE CONTRACT AWARDS
UNDER 40A:11-12, N.J.A.C. 5:34-7.29 & LFN 2012-10
(REQUIRED FOR PURCHASES OVER \$17,500.00)



7/18/2018

(DATE)

1. Goods or Services (detailed description): Purchase: Dossier-Fleet & Equipment Management System & Svc

2. Amount to be Awarded: \$ 45,998.00

- Encumber Total Award
 Encumber by Supplemental Release

3. Budgeted: By Ordinance No. 2014-23
Or Grant: Title & Year _____

4. **Account Number to be Charged: 021-0-00-00-0000-2-5518601

5. Contract Period (if applicable): N/A

6. Date to be Awarded: 7/31/2018

7. Recommended Vendor and Address: SHI International Corp. Suite 101 290 Davidson Ave.

Somerset, NJ 08873-4179

8. Justification for Vendor Recommendation:(attach add'l information for Council review)
SHI International Corp. Quote
Dossier Systems Proposal

Type of Contract: State National Regional County

Vendor's Cooperative Contract # A89851

9. Evaluation Performed by: Vehicle Maintenance Staff & IS Division Staff

10. Approved by: Victor B. Terenik Jr.

11. Attachments:
 Awarding Proposal
 Other: SHI Quote, Dossier Proposal

- Send copies to: **Purchasing Department**
Business Administration

**If more than one account #, provide break down



Pricing Proposal
 Quotation #: 15628942
 Created On: 7/11/2018
 Valid Until: 7/31/2018

NJ CITY OF VINELAND

**Inside Account Manager
 - Public Sector**

Laura Crudele
 P.O. BOX 1508
 ACCOUNTS PAYABLE
 VINELAND, NJ 08362
 United States
 Phone: (856) 794-4000
 Fax:
 Email: lcrudele@vinelandcity.org

Christine Fellin
 290 Davidson Ave
 Somerset, NJ 08873
 Phone: 732-652-0279
 Fax:
 Email: Christine_Fellin@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Dossier – Professional Edition System w/Barcoding Functionality Fuel & Meter Import Module - 5 Full Named Users Dossier Systems Inc. - Part#: Contract Name: Software Reseller Contract #: ITS58 Subcontract #: 89851	1	\$25,832.00	\$25,832.00
2 Dossier – Professional Services Dossier Systems Inc. - Part#: Contract Name: Software Reseller Contract #: ITS58 Subcontract #: 89851 Note: System Set Up, Data Import, Training, Deployment, To & From Trip Charge and all T&L is included.	1	\$15,000.00	\$15,000.00
3 Annual Software Maintenance & Support Services (SM&SS) Dossier Systems Inc. - Part#: Contract Name: Software Reseller Contract #: ITS58 Subcontract #: 89851 Note: System Set Up, Data Import, Training, Deployment, To & From Trip Charge and all T&L is included.	1	\$5,166.00	\$5,166.00
Total			\$45,998.00

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
 TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

City of Vineland

PO Box 1508
Vineland, NJ 08362

Attn: Sharon Lillie



Sharon,

All of us at Dossier Systems truly appreciate and are blessed and honored to have the opportunity to provide you with our Dossier – Fleet & Equipment Maintenance Management solution.

This document summarizes our preliminary scope of supply for your project as the result of our conversation and exchange of information. In this proposal, you will find our Dossier On-Premise solution, which is where you host the system within your internal IT infrastructure.

If you require any modifications, please let me know so that I can make the appropriate changes.

Please let me know if you have any questions or if there is anything I can do to assist you and we look forward to a long and prosperous relationship with you and City of Vineland.

Thank you and Best Regards,

Victor F Escudero

A handwritten signature in black ink, appearing to read "Victor F Escudero", is positioned above the printed name.

Director - Business Development
Dossier Systems

Dossier – Fleet & Equipment Management System & Services

1) **Dossier Professional Edition** – Our most popular and flexible edition, its features include complete units specification, parts/labor cost & cost per mile, PM scheduling, Repair Order generation & histories, fuel and mileage/hours tracking, permit & license scheduling, notes, component warranties monitoring, work pending, images, serial numbers, budgeting, downtime, benchmarking, daily reminder features, personnel management and a superb Reporting capabilities via Standard and/or Custom Reports. The Professional Edition also includes an integrated parts inventory system with barcoding capabilities and a very user friendly reorder process, vendor management, cores management, purchase orders and warranty, auto labor costing and productivity control, driver assignment with CDL and license expirations and physicals, and vendor control. Lastly, your Professional Edition system also includes our very popular **Dossier Mobile Lite** functionality, which allows non-licensed Dossier users to report equipment defects (inclusive of pictures) and meter readings via their smart devices, such as phones, tablets or on-board pc's, as well as **Dossier Active Alerts** which allow you to have Dossier communicate with your equipment users on a variety of informational messages when certain activities are done or come pending in Dossier.

i. 600 Max Active Unit/Equipment – Unlimited inactive units

ii. Meter & Fuel Import Functionality

1. Allows for Import of Electronic Files from major Fuel Management companies, like Fuel Master in order to manage fuel dispensing & update of meter readings. As well, you can import a incremental meter transaction report from your GPS/Telematics solution provider.

2) 5 Full Named Users

- a. Unrestricted utilization of Dossier - utilization rights is configured and restricted by user's rights & privileges - Administrator Level Access
- b. Typical Roles are; Fleet Manager, Shop Foreman, Shop Team Leads, Admins that support maintenance operations with Data Entry and personnel that deal with Buying, Receiving part and do Inventory Management, IT personnel.

Dossier Systems – Professional Services

Our System Set up, Deployment and Training is based on a simple 3 step approach

- i. **Step 1: 3 Day (24 Man Hours)** - On site trip with in which we would discuss Maintenance Management Operations strategy and processes that will determine how the Dossier system would be set up and configured (Units, Parts, Personnel, Vendors (Parts & Service), PM's, Warranties, etc). Definition of security & user privileges, and do an analysis of existing data to define what will be imported into Dossier. The activities previously described will be done with the core Maintenance Operations team. Subsequently, and if time permits, we will continue with some Hands-On training.
- ii. **Step 2: 1 Day (8 Man Hours)** - Based on parameters defined above and existing data reviewed, we will carry out the data import into Dossier
 1. Units, Parts, Personnel and Parts & Service Vendors
 2. This service is carried out at our Dossier Systems facilities
- iii. **Step 3: 2 Day (16 Man Hours)** - On site trip to review existing operations with Dossier, define and do any "fine tuning" to the system and processes. Heavy concentration will also be done on Reports Training with the core management team now that the system has several months of data.

Continuous Improvement Lifecycle (CIL)

At the conclusion of Step 3 (above), we would like to discuss our on-going Dossier system & users maintenance.

As with any other critical information system and operational tool, we will have to discuss and strategize on what will be our joint Continuous Improvement Lifecycle to make sure that your Dossier tool will continue to support the current business processes, rules and operational workflow of your Fleet Maintenance Management Operations.

We would like to be able to establish a systematic Dossier System / Solution maintenance cycle to ensure that the users continue to use the system as intended and clean up any "dead data", which will ultimately result in the integrity of the data and reports being extracted out of your Dossier system.

This CIL initiative, typically represents doing a Dossier system Database review prior to an on-site trip to discuss and address any changes to the company's operational philosophy, any Dossier system changes and any new or additional training needs.

Dossier On-Premise Implementation

The Dossier – On Premise installation deployment option is where your Dossier system is installed within your IT infrastructure.

Dossier – Professional Edition Solution 600 Max (Active) Units			
Dossier – Professional Edition System			
Dossier – Professional Edition System w/Barcoding Functionality Fuel & Meter Import Module 5 – Full Named Users			
Total - Dossier System Licensing Fee			\$25,832
Total – Professional Services			\$15,000
System Set Up, Data Import, Training, Deployment, To & From Trip Charge and all T&L is included.			
Annual Software Maintenance & Support Services (SM&SS)			\$5,166
Grand Total Due at Time of Order			
Includes Licensing Fee, Professional Services & Annual SM&SS			\$45,998

Future – Additional Full Named User License:

- Licensing for with 1 Full Named User: One time licensing fee \$1,295 and Annual SM&SS \$259

Signature: _____

Print Name: _____

Purchase Order Number: _____

Date: _____

Commercial Conditions:

- 1) Please reference City of Vineland_DI - Pro_Project Scope_041218_VFE_R7 on all communications regarding this order form.
- 2) All prices are quoted in US dollars. 3) Proposal valid for 30 days 4) Plus shipping and appropriate taxes
- 5) ~~Travel and living expenses to be added and invoiced separately (such as: airfare, hotel, local transportation, meals, ...)~~ - Included in Professional Services.
- 6) Subject exclusively to the Dossier Systems Terms and Conditions of Sale and Dossier On-Demand Service Subscription agreement which are made a part of this proposal
- 7) Invoice will be issued for the total amount upon order placement and full payment is due within thirty (30) days of invoice date.
- 8) There will be an additional \$20.00 fee for direct deposit payments and an additional 4% fee applied for any credit card payments over \$5,000.00.

When you are ready to place your order, please complete the information above and fax to 609.747.8801