



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 9/24/2024

ALL

Item Creation Date: 8/21/2024

WS1180997929 - ShopKey software license renewals (Snap-On Industrial) - MOTION

Agenda Item#:

Background:

WS1180997929 - Approve spending authority in the amount not to exceed \$692,094.26 for ShopKey software license renewals from Snap-On Industrial, a division of IDSC Holdings, LLC through the cooperative Sourcwell for ShopKey software license renewals for five (5) years for the Fleet Management Department.

Specific Explanation:

The Director of the Fleet Management Department (FMD) and the Chief Procurement Officer recommend that the City Council approve spending authority in an amount not to exceed **\$692,094.26** or **five (5) years** to Snap-On Industrial, a division of IDSC Holdings, LLC through the cooperative Sourcwell for ShopKey software license renewals for FMD.

The scope of work requires the contractor to provide the software license renewals for ShopKey Pro (Mitchell 1) software for FMD. The software provides FMD and the City of Houston's vehicle maintenance repair facilities with shop manuals, wiring diagrams, diagnostic tools, and Original Equipment Manufacturer (OEM) factory-sourced service information. The software also provides FMD's service technicians with Technical Service Bulletins (TSBs) and recommended vehicle repair procedures. TSBs are a form of diagnosis and are not to be confused with recalls; a TSB is issued by a vehicle manufacturer when there are several occurrences of an unanticipated problem. The ShopKey Pro software provides repair information tools for FMD's service technicians to develop an accurate diagnosis for an efficient and faster repair.

Snap-on Industrial/Mitchell 1 is the proprietary owner, developer, manufacturer, supplier, and distributor of the ShopKey Pro software application; there are no authorized third-party providers.

This recommendation is made pursuant to subsection 252.022(a)(7) of the Texas Local Government Code, which provides that "a procurement of items that are available from only one source" is exempt from the competitive requirements for purchases.

M/WBE Participation:

The zero-percentage goal document was approved by the Office of Business Opportunity.

Hire Houston First:

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department utilizes a Cooperative Purchasing Agreement for this purchase.

Fiscal Note:

Funding for this item is included in the FY25 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

9/16/2024

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Jedediah Greenfield, Chief Procurement Officer
Finance/Strategic Procurement Division

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Department Approval Authority Signature

9/17/2024

Estimated Spending Authority			
DEPARTMENT	FY2025	OUT YEARS	TOTAL
Fleet Management Department	\$121,538.63	\$570,555.63	\$692,094.26

Amount and Source of Funding:

\$692,094.26 - Fleet Management Fund (1005)

Contact Information:

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Jedediah Greenfield, Chief Procurement Officer	832-393-9129

ATTACHMENTS:

Description

Quote
Certification of Fund (COF)
Form A
Conflict of Interest Questionnaire
Tax Delinquent Report
Co-Op Request
Co-Op Request Approval
MWBE Goal Waiver
SnapOn Contract

Type

Backup Material
Financial Information
Financial Information
Backup Material
Backup Material
Backup Material
Backup Material
Backup Material
Backup Material