



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 1/9/2018

ALL

Item Creation Date: 12/15/2017

H26458 - Software License Renewal - MOTION

Agenda Item#: 14.

**Summary:**

**SNAP-ON INDUSTRIAL** for purchase Software License Renewal for the Fleet Management Department - \$103,023.06 - Fleet Management Fund

**Background:**

**S49-H26458 - Approve the sole source purchase from Snap-on Industrial for software license renewal for a 12-month period in the total amount of \$103,023.06 for the Fleet Management Department.**

**Specific Explanation:**

The Director of the Fleet Management Department and the Chief Procurement Officer recommend that City Council approve the sole source purchase of a software license renewal for a 12-month period in the total amount of **\$103,023.06** and that authorization be given to issue a purchase order to **Snap-on Industrial** for the Fleet Management Department (FMD).

The scope of work requires the contractor to provide the software license renewal for a 12-month period for ShopKey Pro 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. It provides the service technician with Technical Service Bulletins(TSBs), which are recommended procedures for repairing vehicles. They 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 the repair information tools for the service technician to develop an accurate diagnosis for an efficient and faster repair.

Snap-on Industrial/Mitchell1 are the proprietary owners, developer, manufacturer, supplier, and distributor of the ShopKey Pro software application and has no authorized third-party providers.

This recommendation is made pursuant to Chapter 252, Section 252.022 (a) (7) (A) "a procurement of items that are available from only one source, including: items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies" of the Texas Local Government Code for exempted procurements.

**M/WBE Participation:**

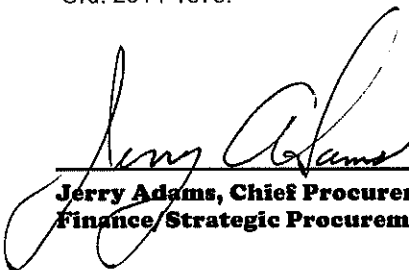
M/WBE Zero Percentage Goal document approved by the Office of Business Opportunity.

**Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing a sole source for this purchase.

**Fiscal Note:**

Funding for this item is included in the FY2018 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy Ord. 2014-1078.

  
\_\_\_\_\_  
**Jerry Adams, Chief Procurement Officer**  
**Finance/Strategic Procurement Division**

\_\_\_\_\_  
**Department Approval Authority**

**Amount of Funding:**

**\$103,023.06 – Fleet Management Fund (1005)**

**Contact Information:**

<u>NAME:</u>	<u>DEPARTMENT/DIVISION</u>	<u>PHONE</u>
Martin King, Division Manager	FIN/SPD	(832) 393-8705
Norbert Aguilar, Procurement Specialist	FIN/SPD	(832) 393-8751
Victor Ayres, Director	FMD	(832) 393-6901
WeiYao Chang, Asst. Director	FMD	(832) 395-6913

**ATTACHMENTS:**

<u>Description</u>	<u>Type</u>
<u>cover sheet</u>	Signed Cover sheet
<u>Affidavit of Ownership</u>	Backup Material
<u>Form A Fair Campaign Ordinance</u>	Backup Material
<u>Form B Fair Campaign Ordinance</u>	Backup Material
<u>OBO Waiver</u>	Backup Material
<u>Clear Tax Report</u>	Backup Material
<u>Sole Source Justification</u>	Backup Material
<u>SnapOn Quote</u>	Backup Material
<u>Funding Information</u>	Financial Information