



# Agenda Report

March 22, 2021

**TO:** Honorable Mayor and City Council  
**FROM:** Finance Department  
**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH GPS INSIGHT TO FURNISH, DELIVER, AND MONITOR GLOBAL POSITIONING SATELLITE TRACKING SYSTEM FOR THE CITY OF PASADENA VEHICLES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the recommended action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3) and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required;
2. Authorize the City Manager to enter into a citywide contract for three years, without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with GPS Insight LLC for Global Positioning Satellite ("GPS") devices and monitoring services for the vehicles owned by the City of Pasadena ("City") in an amount not to exceed \$514,232 with approval for two optional, one-year extensions for an amount not to exceed \$171,410 each, for a total contract amount not to exceed \$857,052; and
3. Grant the recommended contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for which the City's best interests are served.

## **BACKGROUND:**

The City has increasingly equipped its fleet of vehicles with GPS as a navigational tool to manage and track the activities of the City's vehicles. Since 2014, the City has availed of the products and services provided by GPS Insight, LLC. The GPS technology facilitates real-time and retroactive viewing of vehicle locations, and is in use by the departments of Water and Power ("PWP"), Public Works, Planning and Community Development, Human Resources, Housing, Parks, Recreation and Community Services and Information Technology.

Products and services provided by GPS Insight include device rental, activation, deactivation, and web portal access for real-time and retroactive viewing, tracking and monitoring of vehicle locations and reporting. Additional vehicle data related to travel speed, distance, odometer, idle time, and start/stop time are also available.

The GPS system has proven effective in reducing costs, improving safety, enhancing productivity, and improving public service through the use of data that confirms times and locations of services provided. Data collected from vehicles has been useful in investigating traffic accidents, speeding incidents and the location of City vehicles. The GPS Insight system also interfaces with PWP's outage management system, which improves the ability to locate and dispatch vehicles and staff closest to a reported incident.

In addition, GPS Insight is an approved vendor to participate in a pilot program with the Bureau of Automotive Repair known as the Continuous Testing Program. This program is designed to allow agencies such as the City, to remotely conduct smog inspections. The City fleet services has been approved to participate in this program with 250 of its eligible vehicles while utilizing services from GPS Insight. This option will help free up fleet staff time to perform other important services and repairs.

GPS Insight has made a proposal to the City to continue the use of its devices and monitoring services, including replacements, under an all-inclusive pricing plan. If approved, the recommended contract will reduce the cost of ownership by approximately 25%.

#### ***Current Plan***

Currently, the City is renting 502 GPS devices on a month-to-month basis to accommodate its fleet of varied models. The number of GPS devices is projected to increase to 716 within the contract term. The vendor owns all of the equipment, which is to be removed and returned when the contract concludes.

The GPS devices installed on many of the City vehicles rely on the AT&T 3G network, which is scheduled to expire on December 31, 2021. After that time, AT&T will not guarantee service, meaning areas may not have network coverage for vehicles to transmit location and vehicle data. In order to avoid a lapse in service, the existing devices would need to be replaced with new equipment that is compatible with AT&T's upgraded network. This would require additional costs for vendor installation.

The estimated five-year total cost for the 716 GPS devices under the current plan, which includes cost of \$49,632 to remove existing devices and install new network compatible devices is \$1,141,078.

#### ***Recommended Plan***

Under the recommended plan, the all-inclusive, five-year fixed monthly rate of \$19.95 per GPS device includes replacements, device monitoring and installation with no additional cost. The new monthly rate includes installing upgraded devices that will be

compatible with AT&T's upgraded network. Compared to the projected cost under the current plan, the recommended plan will result in savings of \$49,632 for device installation. The five-year cost for the recommended plan is \$857,052, which is approximately 25% less than the current plan. Table I shows a five-year summary of costs under the recommended All-Inclusive Plan.

**Table I – Annual Cost of All-Inclusive Plan**

Department	Qty	Rate (\$/mo)	FY2021 (Apr - Jun)	FY2022	FY2023	FY2024	FY2025	FY2026 (Jul - Mar)	Total
Public Works	202	\$19.95	\$12,090	\$48,359	\$48,359	\$48,359	\$48,359	\$36,289	\$241,794
Water & Power	300	\$19.95	\$17,955	\$71,820	\$71,820	\$71,820	\$71,820	\$53,865	\$359,100
Planning	21	\$19.95	\$1,257	\$5,027	\$5,027	\$5,027	\$5,027	\$3,771	\$25,137
Housing	11	\$19.95	\$658	\$2,633	\$2,633	\$2,633	\$2,633	\$1,975	\$13,167
Human Resources	2	\$19.95	\$120	\$479	\$479	\$479	\$479	\$359	\$2,394
Parks, Recreation, Community Services	42	\$19.95	\$2,514	\$10,055	\$10,055	\$10,055	\$10,055	\$7,541	\$50,274
DoIT	8	\$19.95	\$479	\$1,915	\$1,915	\$1,915	\$1,915	\$1,436	\$9,576
Finance-Printshop	2	\$19.95	\$120	\$479	\$479	\$479	\$479	\$359	\$2,394
Library	3	\$19.95	\$180	\$718	\$718	\$718	\$718	\$539	\$3,591
Transportation	16	\$19.95	\$958	\$3,830	\$3,830	\$3,830	\$3,830	\$2,873	\$19,152
Health (New)	6	\$19.95	\$359	\$1,436	\$1,436	\$1,436	\$1,436	\$1,077	\$7,182
City Manager	2	\$19.95	\$120	\$479	\$479	\$479	\$479	\$359	\$2,394
City Clerk	2	\$19.95	\$120	\$479	\$479	\$479	\$479	\$359	\$2,394
Police	66	\$19.95	\$3,950	\$15,800	\$15,800	\$15,800	\$15,800	\$11,850	\$79,002
Fire	33	\$19.95	\$1,975	\$7,900	\$7,900	\$7,900	\$7,900	\$5,925	\$39,501
<b>Total</b>	<b>716</b>		<b>\$42,853</b>	<b>\$171,410</b>	<b>\$171,410</b>	<b>\$171,410</b>	<b>\$171,410</b>	<b>\$128,558</b>	<b>\$857,052</b>

**Best Interest Exemption**

Staff recommends award of the contract with GPS Insight LLC, without competitive bidding, as it is in the City's best interest to avoid operational and service disruptions, eliminate the need to coordinate multiple vendors for removal/replacement, and take advantage of savings available through discounted pricing under a multi-year contract.

If services were transitioned to another vendor, it would require the additional labor and time-intensive process to remove and replace the existing GPS units and this option is not recommended at this time.

The City has awarded various purchase orders collectively valued at \$405,117 to GPS Insight, LLC since 2019.

**COUNCIL POLICY CONSIDERATION:**

The recommended action supports the City Council Strategic Planning Goals to maintain fiscal responsibility and stability, and aligns with PWP's Strategic Initiatives to enhance customer satisfaction and confidence, improve efficiency and business continuity and maintain PWP's fiscal health and stability. The contract also supports the City Council goal to maintain and enhance public facilities' infrastructure and promote

the quality of life in the City, increasing its attractiveness through more efficient management of resources.

**ENVIRONMENTAL ANALYSIS:**

The action recommended herein is not subject to the CEQA in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract for the purchase of computer hardware is a continuing administrative and maintenance activity (i.e., purchasing of supplies). This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the recommended action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

The cost of this action will be \$857,052, including two optional one-year extensions if approved. Funding will be addressed by the use of existing budgeted appropriations from the following departments as indicated in Table I. It is anticipated that \$42,853 will be spent in fiscal year 2021, \$171,410 each in fiscal years 2022 through 2025, and \$128,558 in fiscal year 2026. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,

  
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