



## BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 08/05/2025

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

AssetWorks, Inc.

**\*Project Title/Description:**

AssetWorks Fleet, Fuel, and GPS Management System

**\*Purpose:**

Amendment of Award: Supplier Contract No. SC2400002328, Amendment No. 01. This Amendment adds professional services for historical data conversions, adds two new modules for the Motor Pool, is for a one-time increase in the amount of \$20,000.00 for a cumulative not-to-exceed contract amount of \$910,000.00 and, effective 08/31/2026, increases the annual award amount by \$64,000.00 from \$2,640,000.00 to \$2,704,000.00. Administering Department: Fleet Services.

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010, Cooperative procurement authorized, on 12/03/2024 the Board of Supervisors approved an award of contract for an initial term effective 12/03/2024 and terminating 08/31/2026 in the initial award amount of \$890,000.00 with one (1) five-year renewal option with a subsequent award amount of \$2,640,000.00.

RQID: RQ2400003567

Attachment: Contract Amendment No. 01.

**\*Program Goals/Predicted Outcomes:**

The implementation of the AssetWorks Fleet, Fuel and GPS Management system, a fully integrated all-in-one fleet management software suite for compliance solutions, and establish an ongoing contract for technical support, maintenance, and further development of the system.

**\*Public Benefit:**

Provide methods to achieve state and federal record retention compliance, a cloud-based service with automatic software updates, and rapid archival of asset records for efficient asset management to reduce the down time of fleet assets used in service to Pima County.

**\*Metrics Available to Measure Performance:**

Department will measure support responsiveness, product operability, and turnaround time for configuration updates. System availability restored within 24 hours of catastrophic event.

**\*Retroactive:**

No.

TO: COB 07/03/2025

PGS: 7

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount \$ \_\_\_\_\_ \* ☐ Revenue Amount: \$ \_\_\_\_\_

\*Funding Source(s) required: \_\_\_\_\_

Funding from General Fund? ☒ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☒ No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☒ No  
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☒ No  
If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: SC Department Code: PO Contract Number (i.e., 15-123): SC2400002328

Amendment No.: 01

AMS Version No.: N/A

Commencement Date: 08/05/25

New Termination Date: N/A

Prior Contract No. (Synergen/CMS): N/A

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ 20,000.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ N/A

\*Funding Source(s) required: Fleet Service Operations – 60030FD and Fleet Services Capital Projects – 60031FD

Funding from General Fund? ☐ Yes ☒ No If Yes \$ N/A % N/A

**Grant/Amendment Information** (for grants acceptance and awards)

☒ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_

Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

\*All Funding Source(s) required: \_\_\_\_\_

\*Match funding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Match funding from other sources? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Funding Source: \_\_\_\_\_

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Procurement Officer, Troy McMaster

Digitally signed by Troy McMaster  
DN: cn=Troy McMaster, ou=Procurement, email=troy.mcmaster@state.pa.us, c=US  
Date: 2025.06.24 11:51:41 -0700

Division Manager, Ana Wilber

Digitally signed by Ana Wilber  
Date: 2025.06.24 07:42:29 -0700

Department: Procurement Director, Bruce D Collins

Digitally signed by Bruce D Collins  
Date: 2025.06.24 11:51:41 -0700

Telephone: 520.724.8728

Department Director Signature: Leonard Boswell

Digitally signed by Leonard Boswell  
Date: 2025.06.26 15:21:21 -0700

Date: \_\_\_\_\_

Deputy County Administrator Signature: \_\_\_\_\_

Date: 7/1/2025

County Administrator Signature: \_\_\_\_\_

Date: 7/1/2025

**Pima County Procurement Department****Administering Department:** Fleet Services**Project:** AssetWorks Fleet, Fuel, and GPS Management System**Contractor:** AssetWorks, Inc.

1001 Old Cassatt Road, Suite 204

Berwyn, PA 19312

**Contract No:** SC2400002328**Contract Amendment No.:** 01

Original Contract Term	12/3/2024 – 8/31/2026	Original Contract Amount:	\$	890,000.00
Prior Termination Date	N/A	Prior Amendments Amount:	\$	0.00
New Termination Date	N/A	This Amendment Amount:	\$	20,000.00
		Revised Total Amount:	\$	910,000.00

**CONTRACT AMENDMENT****1. Parties, Background and Purpose.****1.1. Background.**

On December 3, 2024, County and Contractor entered into the above referenced agreement to provide a fully integrated fleet management system software solution to replace and consolidate functions previously provided by multiple separate software systems.

**1.2. Purpose.**

County is adding the Motor Pool and the Motor Pool Reservations modules to the system and is adding historical data conversion to the scope of services.

**2. Scope of Services.**

The parties have revised the Scope of Services to include the additional modules and professional services described in **Exhibit D: AssetWorks Order Form Q-14965-2** (3 pages) and **Exhibit E: AssetWorks Order Form Q-15019-1** (2 pages).

**3. Maximum Payment Amount.**

The maximum amount County will spend under this Contract, as set forth in Section 5.2, is increased by \$20,000.00. County's total payments to Contractor under this Contract, including any sales taxes, will not exceed \$910,000.00.

**4. Expenses.**

All contract-related travel plans and arrangements must first be approved by the County's Project Manager. County will pay Contractor reasonable travel and accommodation expenses, as follows. Lodging, per diem and incidental expenses incurred must be reimbursed based on based current U.S. General Services Administration (GSA) domestic per diem rates for Tucson, Arizona. Contractors must access the following internet site to determine rates (no exceptions): [www.gsa.gov](http://www.gsa.gov). Reasonable accommodation will consist of a compact rental car.

***SIGNATURE PAGE TO FOLLOW***

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IN WITNESS WHEREOF, the parties have approved this Amendment and agree to be bound by the terms and conditions of the Contract on the dates written below.

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

This contract template has been approved as to form by the Pima County Attorney's Office.

**Pima County**

**AssetWorks, Inc.**

\_\_\_\_\_  
Chair, Board of Supervisors

  
\_\_\_\_\_  
Authorized Officer Signature

6/17/2025 MDT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

Approved as to Content

**Leonard Boswell** Digitally signed by Leonard Boswell  
Date: 2025.06.30 09:31:48 -07'00'

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

## Exhibit D



# ORDER FORM

### AssetWorks Inc.

1001 Old Cassatt Road Suite 204  
Berwyn, PA 19312

Order #: Q-14965-2

Date: 5/28/2025

Expires On: 8/17/2025

#### Ship To

Leanne Hartin  
County of Pima  
Pima County Fleet Services  
1301 South Mission  
Tucson, Arizona 85713  
United States  
(520)740-2670  
(520)623-7387  
[leanne.hartin@pima.gov](mailto:leanne.hartin@pima.gov)

#### Bill To

County of Pima  
Pima County Fleet Services  
1301 South Mission  
Tucson, Arizona 85713  
United States

Unless Customer has a separate written and signed agreement with AssetWorks, this Order Form is subject to the terms of the AssetWorks Online Master Agreement located at <https://www.assetworks.com/tc-fleet/> which are hereby incorporated into this Order Form. Parties agree to be bound by those terms and conditions.

#### Motor Pool & Reservations - SaaS (annual)

Description	QTY	Unit Cost	Total
Motor Pool Module	1,800	USD 3.69	USD 6,642.00
Motor Pool Reservations Module	1,800	USD 1.85	USD 3,330.00
<b>Motor Pool &amp; Reservations Total:</b>			<b>USD 9,972.00</b>

#### Motor Pool & Reservations - Professional Services (one-time)

Description	Line Total
Motor Pool Module and Reservations Portal Implementation Services	USD 4,400.00
<b>Motor Pool &amp; Reservations Total:</b>	<b>USD 4,400.00</b>

**Grand Total:** USD 14,372.00

#### AssetWorks Professional Services Standard Terms

- AssetWorks will assign a Project Manager (PM) 4-6 weeks after a fully executed and processed order. The PM will engage the customer to kick off the project and begin scheduling services. The delivery schedule of the project will be set during the project planning phase.
- All services will be performed remotely using web teleconferencing, unless otherwise noted.
- Training will be delivered as "train the trainer" for system administrators; end user training is not included unless otherwise noted. The max class size is ten (10) participants.
- Where applicable, standard training materials will be utilized; scope does not include customized training materials unless otherwise noted.
- Current supported version of FleetFocus is required and adheres to the minimum versions as referred to in AssetWorks Product Documentation.
- Customer may be required to upgrade if new features and/or fixes are available and considered necessary for project success; upgrade services are not included, unless otherwise noted.

- Customer will make appropriate technical resources available to AssetWorks' consultants and provide necessary and appropriate personnel at meetings to define project requirements.
- Customer will appoint a single point of contact for project duration that will have project management responsibilities and decision-making authority. This person will be the focal point of contact for the AssetWorks' Professional Services and Customer Care teams.
- Customer will be responsible for working with AssetWorks' Professional Services to move any changes into a production environment.
- If included, travel expenses will be reimbursed as incurred, unless otherwise noted. Expenses include actual costs for lodging, air, ground travel and per diem rates for meal expenses (corporate rate/government agreement).
- In the event the customer schedules onsite services and two calendar weeks prior to the arrival date, and due to circumstances within the customer's control, AssetWorks' scheduled personnel are unable to perform such services, AssetWorks will be entitled to payment for each such scheduled personnel based on an eight-hour minimum day.
- Any features, specifications, tasks, services, or requirements not detailed in this SOW/quote are explicitly excluded. If additional scope is added or required, a change order will be requested of the customer.
- Invoices are due on existing contract terms.
- Any professional services delivered as Time & Materials (if applicable) will be invoiced at the beginning of each month following their delivery. Professional services delivered on a Fixed Fee basis will be invoiced according to the milestone schedule outlined above (if applicable).
- All costs are quoted in USD and do not include applicable taxes.
- All software licenses and first-year maintenance and/or subscription fees will be invoiced upon contract execution.
- Annual maintenance for quoted custom deliverable(s) is billed upon delivery of the item(s) as defined the scope.
- If this order is abandoned, paused, or cancelled by the customer for any reason mid-effort, the customer will be billed for all AssetWorks time incurred at the current contracted labor rate.

#### **Motor Pool and Reservations Module Setup and Training Professional Services Scope and Assumptions**


- AssetWorks will provide remote professional services to setup and train on the motor pool module functionality and the Reservations module/portal for online reservations.
- Setup and training agenda to include:
  - Motor Pool module setup and overview
    - Pool Vehicle Types
    - Operators
    - Calendars
    - Locations
    - Departments
    - Fleet Equipment
    - Creating a Motor Pool Reservation
    - Dispatching a Motor Pool Reservation
    - Returning a Motor Pool Reservation
    - Reservation Status Definitions
    - Printing a Reservation Confirmation
  - Reservations Module setup and overview
    - Creating a Motor Pool Reservation
    - Printing a Reservation Confirmation
- Reservations can also be made available in the SmartApps Reservations app if installed and setup; this Order Form does not include SmartApps implementation services unless specifically noted.
- After training and configuration sessions are complete, the customer will finalize the setup in FleetFocus and is responsible for loading all data (ex: Operators/Employees) required for project success.
- This Order Form does not provide for any interfaces to keep Operators/Employees in sync with a 3rd party system or services to setup SSO (Single Sign On) unless specifically noted.
- Assumes fleet assets are setup and ready for configuration with Motor Pool functionality in FleetFocus.
- Costs are for a fixed fee project and do not include applicable taxes. Milestone(s) are to be billed as noted below in the milestone names, with the amounts noted below:
  - Milestone - Motor Pool Module and Reservations Portal Configuration Complete in Production: \$4,400 USD

In the event Customer's business practices require that Customer issue a purchase order number prior to payment of any AssetWorks invoices issued under this Agreement, then such purchase order number must be entered below. Customer's

execution of the Order Form without designating a purchase order number shall be deemed Customer's acknowledgement that no purchase order number is required for payment of invoices hereunder.

Purchase Order Number: \_\_\_\_\_

**Accepted by Customer:**  
**Signature:** Leonard Boswell  
Digitally signed by Leonard Boswell  
Date: 2025.06.30 12:43:02 -07'00'  
**Name (Print):** Leonard Boswell  
**Title:** Fleet Services Director  
**Date:** 6/30/2025

**Accepted by AssetWorks:**  
**Signature:**   
**Name (Print):** Greg Richards  
**Title:** General Manager  
**Date:** 6/23/25

Please sign and email to Jim Hammond at [jim.hammond@assetworks.com](mailto:jim.hammond@assetworks.com).

THANK YOU FOR YOUR BUSINESS!

## Exhibit E



## ORDER FORM

### AssetWorks Inc.

1001 Old Cassatt Road Suite 204  
Berwyn, PA 19312

Order #: Q-15019-1

Date: 5/28/2025

Expires On: 8/26/2025

#### Ship To

Leanne Hartin  
County of Pima  
Pima County Fleet Services  
1301 South Mission  
Tucson, Arizona 85713  
United States  
(520)740-2670  
(520)623-7387  
[leanne.hartin@pima.gov](mailto:leanne.hartin@pima.gov)

#### Bill To

County of Pima  
Pima County Fleet Services  
1301 South Mission  
Tucson, Arizona 85713  
United States

Unless Customer has a separate written and signed agreement with AssetWorks, this Order Form is subject to the terms of the AssetWorks Online Master Agreement located at <https://www.assetworks.com/tc-fleet/> which are hereby incorporated into this Order Form. Parties agree to be bound by those terms and conditions.

#### 3 years WO History Detail

Description	Line Total
Project Management & Agenda Planning for WO History Data Conversion Services (Fixed Fee)	USD 2,640.00
Historical Work Order Data Conversion Services (Time & Materials; 3 years; 1,800 active units only)	USD 13,200.00
<b>3 years WO History Detail Total:</b>	<b>USD 15,840.00</b>

#### Asset Attachments

Description	Line Total
Project Management & Agenda Planning for Asset Attachment Data Conversion Services (Fixed Fee)	USD 1,320.00
Asset Attachment Data Conversion Services (Time & Materials)	USD 5,280.00
<b>Asset Attachments Total:</b>	<b>USD 6,600.00</b>

**Grand Total:** USD 22,440.00

### AssetWorks Professional Services Standard Terms

- AssetWorks will assign a Project Manager (PM) 4-6 weeks after a fully executed and processed order. The PM will engage the customer to kick off the project and begin scheduling services. The delivery schedule of the project will be set during the project planning phase.
- All services will be performed remotely using web teleconferencing, unless otherwise noted.
- Training will be delivered as "train the trainer" for system administrators; end user training is not included unless otherwise noted. The max class size is ten (10) participants.



- Where applicable, standard training materials will be utilized; scope does not include customized training materials unless otherwise noted.
- Current supported version of FleetFocus/AssetWorks EAM is required and adheres to the minimum versions as referred to in AssetWorks Product Documentation.
- Customer may be required to upgrade if new features and/or fixes are available and considered necessary for project success; upgrade services are not included, unless otherwise noted.
- Customer will make appropriate technical resources available to AssetWorks' consultants and provide necessary and appropriate personnel at meetings to define project requirements.
- Customer will appoint a single point of contact for project duration that will have project management responsibilities and decision-making authority. This person will be the focal point of contact for the AssetWorks' Professional Services and Customer Care teams.
- Customer will be responsible for working with AssetWorks' Professional Services to move any changes into a production environment.
- If included, travel expenses will be reimbursed as incurred, unless otherwise noted. Expenses include actual costs for lodging, air, ground travel and per diem rates for meal expenses (corporate rate/government agreement).
- In the event the customer schedules onsite services and two calendar weeks prior to the arrival date, and due to circumstances within the customer's control, AssetWorks' scheduled personnel are unable to perform such services, AssetWorks will be entitled to payment for each such scheduled personnel based on an eight-hour minimum day.
- Any features, specifications, tasks, services, or requirements not detailed in this SOW/quote are explicitly excluded. If additional scope is added or required, a change order will be requested of the customer.
- Invoices are due on existing contract terms.
- Any professional services delivered as Time & Materials (if applicable) will be invoiced at the beginning of each month following their delivery. Professional services delivered on a Fixed Fee basis will be invoiced according to the milestone schedule outlined above (if applicable).
- All costs are quoted in USD and do not include applicable taxes.
- All software licenses and first-year maintenance and/or subscription fees will be invoiced upon contract execution.
- Annual maintenance for quoted custom deliverable(s) is billed upon delivery of the item(s) as defined the scope.
- If this order is abandoned, paused, or cancelled by the customer for any reason mid-effort, the customer will be billed for all AssetWorks time incurred at the current contracted labor rate.
- Project Management Milestones:
  - USD 2,640.00 - Upon completion of Planning for WO History Data Conversion
  - USD 1,320.00 - Upon completion of Asset Attachment Data Conversion

In the event Customer's business practices require that Customer issue a purchase order number prior to payment of any AssetWorks invoices issued under this Agreement, then such purchase order number must be entered below. Customer's execution of the Order Form without designating a purchase order number shall be deemed Customer's acknowledgement that no purchase order number is required for payment of invoices hereunder.

Purchase Order Number: \_\_\_\_\_

**Accepted by Customer:**


**Signature:** Leonard Boswell Digitally signed by Leonard Boswell  
Date: 2025.06.30 12:43:58 -07'00'

**Name (Print):** Leonard Boswell

**Title:** Fleet Services Director

**Date:** 6/30/2025

**Accepted by AssetWorks:**

**Signature:** 

**Name (Print):** Greg Richards

**Title:** General Manager

**Date:** June 23, 2025

Please sign and email to Jim Hammond at [jim.hammond@assetworks.com](mailto:jim.hammond@assetworks.com).

THANK YOU FOR YOUR BUSINESS!