Procuring a Vehicle Reservation System

for

State of Colorado Organizations

Contract Number CMS 107276
Contract Agreement #20180000000000000077

https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementRead.xsp?databaseName=CN=GSSBIDS3/O=CO_STATE!!co%5CPriceAwd.nsf&documentId=8B8897BC486BCE048725824200682853&action=openDocument

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State of Colorado

Vehicle Reservation System Procurement
Fact Sheet

- Contract Agreement #: 20180000000000000077

- Contract Number CMS 107276

- Who can use this contract?

  Any State agencies; Institutions of Higher Education; Political Subdivisions, or official members of any federal, local, city, or county agency; or approved non-profit organizations will be allowed to use the resulting Price Agreement(s). As used in this solicitation, "state agency" means every board, bureau, commission, department, institution, division, or section of state government, including institutions of higher education. Issues of interpretation and eligibility for participating are solely within the authority of the State Chief Procurement Official. All awarded contractors may provide service to any of the referenced entities upon request.

- Link to State Purchasing Office Price Agreement & Ordering and Contact Information: https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementRead.xsp?databaseName=CN=GSSBIDS3/O=CO_STATE!!co%5CPriceAwd.nsf&documentId=8B8897BC486BCE048725824200682853&action=openDocument

- Vendor contact information:
  Agile Access Control, Inc.
  14101 Willard Road, Ste. A
  Chantilly, VA 20151
  Contact: Ed Smith, esmith@agilefleet.com
  408-213-9555 x 501

- Vendor website: http://www.agilefleet.com/fleet-and-motor-pool-management-solutions

- Product offering summary:

  The Agile Access Control fleet reservation system, FleetCommander, is recognized worldwide as the leading solution in motor pool management. The Fleet Reservation System (Motor Pool) system is a robust, 100% web-based vehicle sharing solution that is already in use at the State of Colorado. Capabilities include online vehicle reservations, automated key dispatching, automatic data collection, automated billing and reporting, and much more. The following pages contain a brief overview of how the product works.

For more information or to schedule an online demo: contact Ed Smith at esmith@agilefleet.com.

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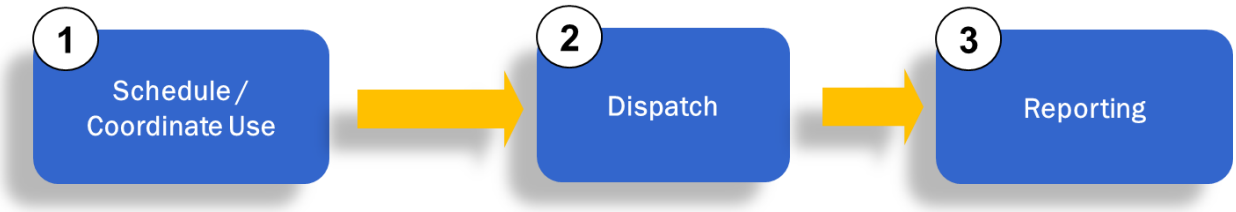
Vehicle Reservation System

Product Overview

How Does the FleetCommander Vehicle Reservation System Work?

FleetCommander has been proven time and time again to save time and money. It works because of the flexibility the system has with respect to 1) how vehicles reservations are made and approved, 2) how vehicles are dispatched, and also 3) the quantity and richness of the reports that are available. It really is as simple as 1, 2, 3:



Sharing vehicles has 3 main components

On the following pages is an overview of the different methods used to reserve a vehicle, dispatch it, and to report on vehicle usage. Need a vehicle? It's simple. This is how it works:

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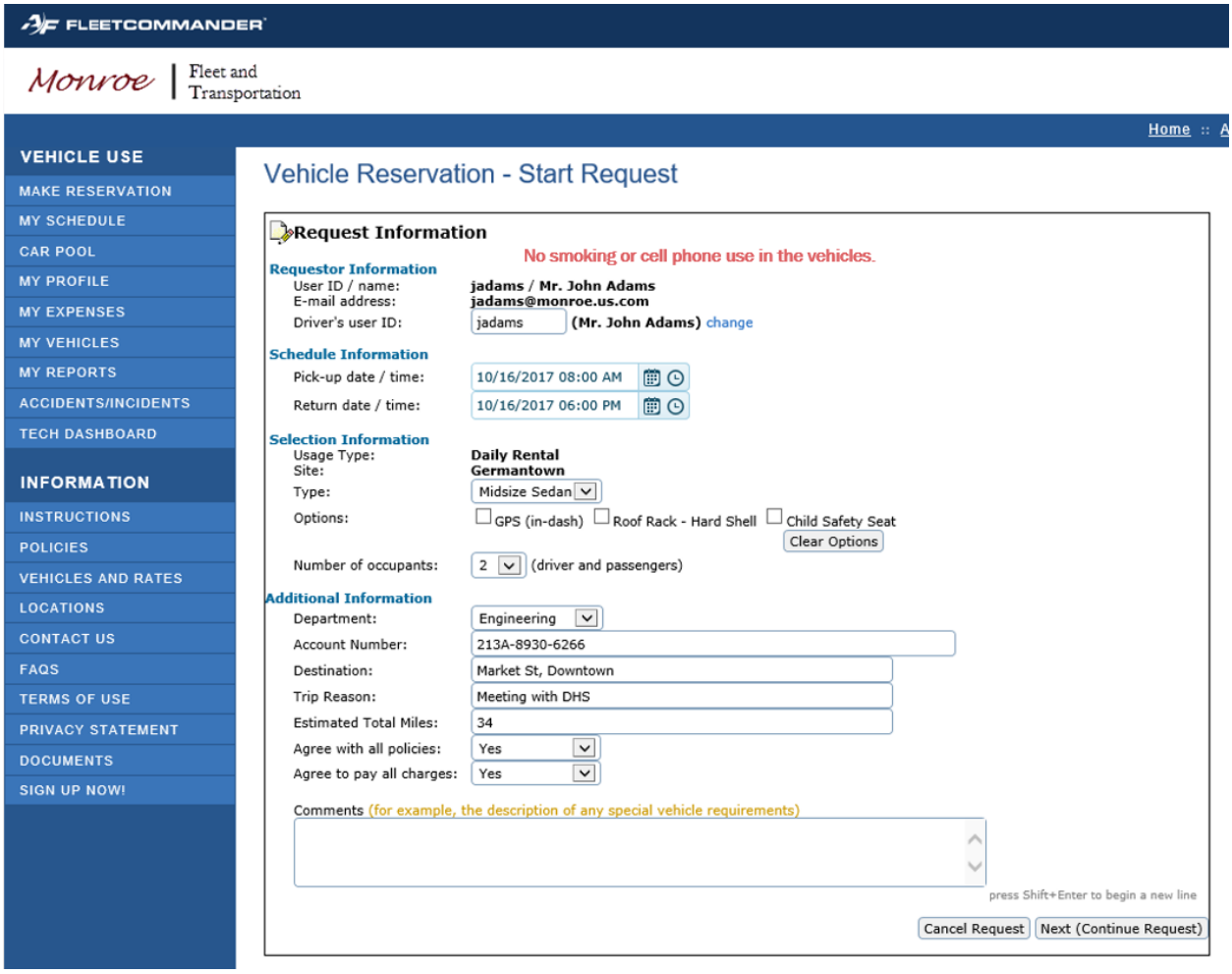
STEP 1 – RESERVE A VEHICLE ON-LINE (Schedule / Coordinate Use)

The reservation form is the most common method of reserving a vehicle. The reservation form is available to drivers and administrators alike. Initiate a request by clicking on the "Make Reservation" link in the left-hand menu/navigation under the "Vehicle Use" section.



The reservation form can be configured by authorized fleet staff to collect the information you need. The form can even be different depending upon which type of user is accessing it.

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STEP 2 – DISPATCH (Check keys out and back in)

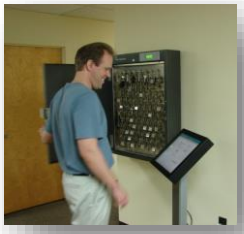
Drivers need to get access to the vehicle keys to start the trip. At the end of a trip, the reservation needs to be completed, keys returned, and certain data may need to be collected. FleetCommander has three (3) different methods for dispatching vehicles:

Staffed Dispatching

Self-Service Kiosk Dispatching

Secure, Self-Service Key Box Dispatching

So, how does the secure, self-service key box process work? Our self-service key box solution is so straightforward that end-user training is generally not required. Users interact with the touch-screen kiosk. Keys are dispensed from the automated key box. It's simple.



Our kiosks and key boxes come in many shapes and sizes

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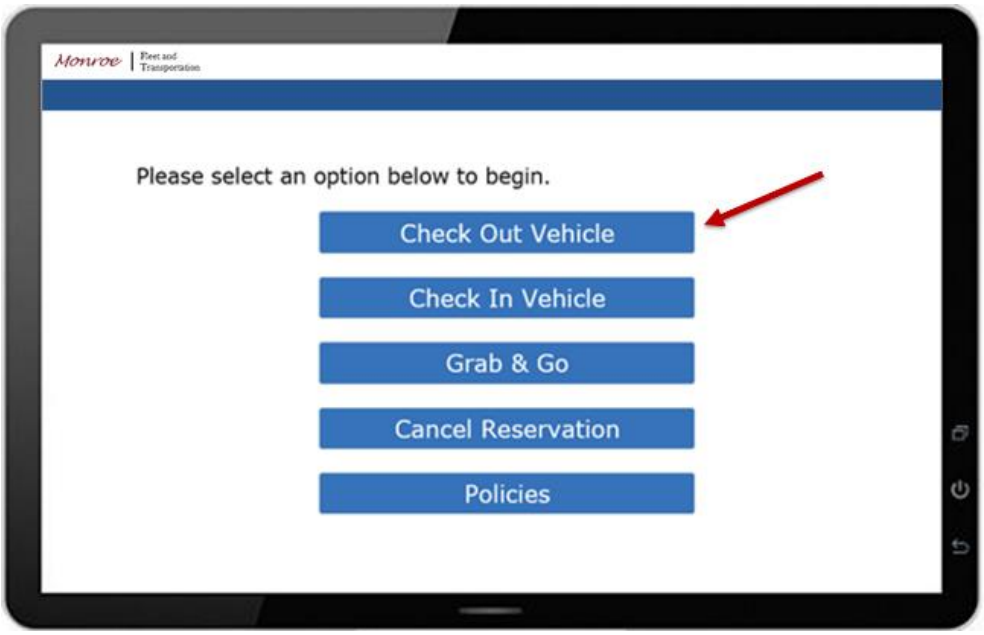
Drivers login in to the kiosk by typing their login credentials on the touch-screen display, on the keyboard (optional), or by scanning their ID.

Next, touch “Check Out Vehicle” or whatever action you desire to perform.



Our design goal was to require no end-user training by providing an “airport kiosk-like experience”

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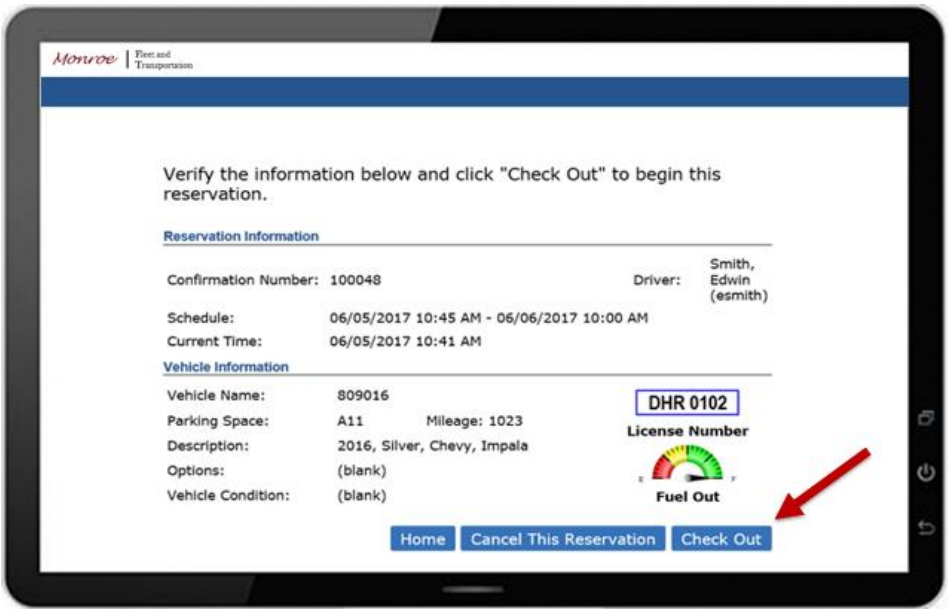
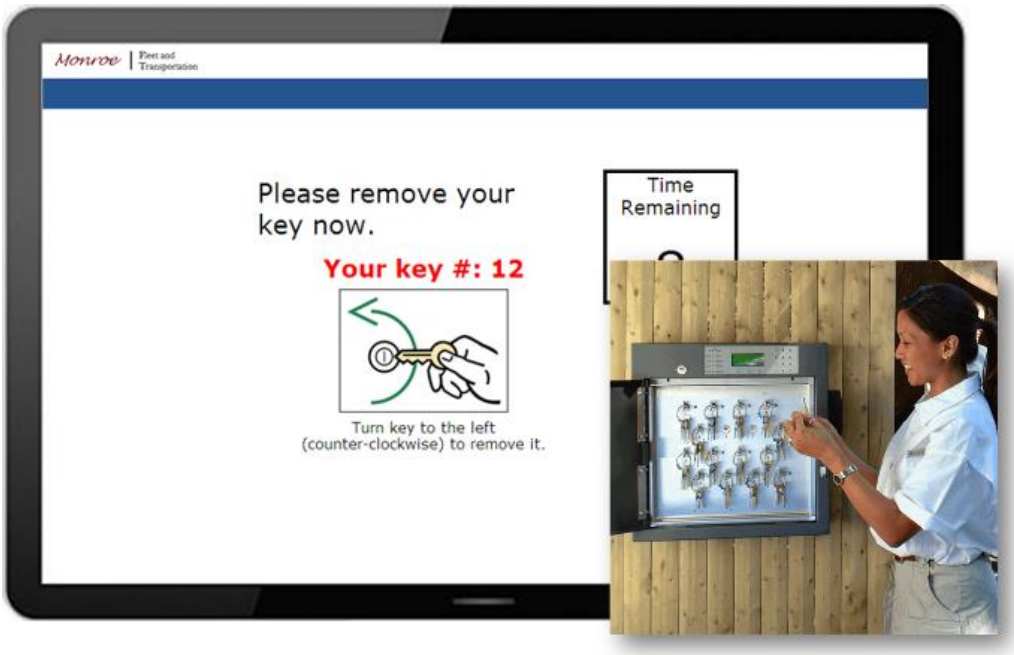
Confirm the details about your reservation and click “Check Out”.



The kiosk interface is a great way to communicate policy and reservation information

Then, take your key and go!



Only your key is release. All transactions are logged.

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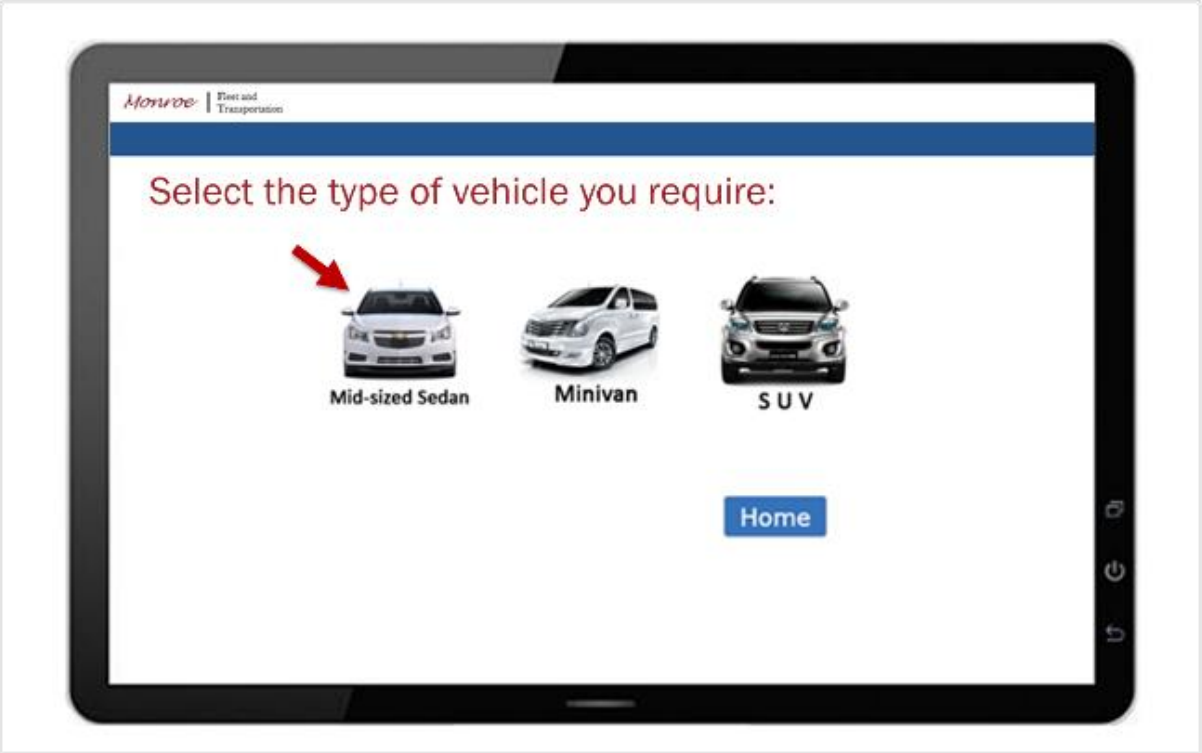
Everything about your transaction is logged. The solution is secure and is available 24 x 7. Utilization metrics (pickup and return times, login IDs, etc.) are all captured automatically.

We even have a method for authorized drivers to make a request right at the kiosk for a vehicle using our “Grab & Go” function. Look at the screenshot below. Need a Mid-Sized Sedan? Just click on the picture. The system will do the rest!



Talking about easy-to-use!

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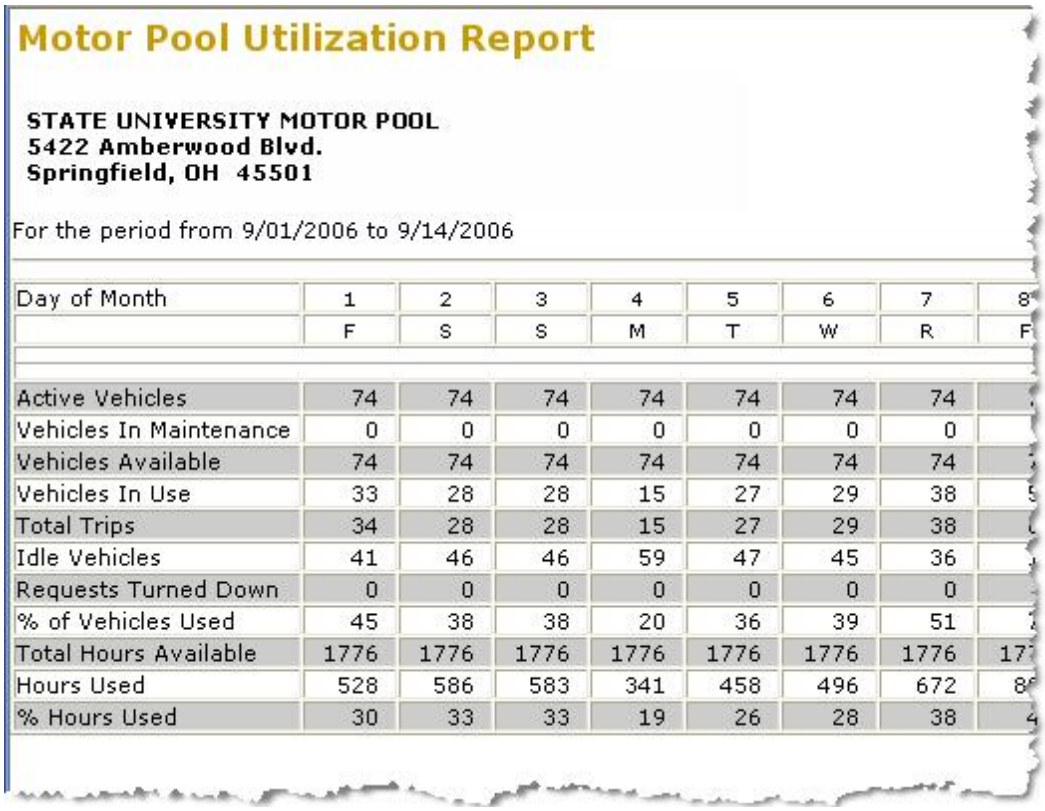
STEP 3 – REPORTING AND BILLING

A reservation system is great, but it must generate the results you are looking for. You need metrics! Metrics are captured automatically when you check out and check back in. Your drivers or fleet staff won't need to perform redundant data entry anywhere.

At the end of the day, vehicle reservation systems are all about right-sizing the fleet. Utilization reports are the fleet manager's tool to analyze fleet utilization and to make fleet inventory changes. Whether fleet managers are reducing the fleet, shuffling vehicles around, or even increasing the fleet, utilization reports are the key. No single type of utilization report can fulfill every need. FleetCommander has a variety of utilization reports that can report on vehicle utilization for both individual vehicles and groups of vehicles. This is done in the following reports.

The Motor Pool Utilization (MPU) report is a valuable tool in helping to determine the utilization of a motor pool. It is the first step towards right-sizing a fleet and optimizing the composition of the vehicles in a fleet. This report may be output in HTML or exported to Excel. The output below shows very important fleet metrics such as utilization rates and the number of requests turned-down on a day-by-day basis. Note that almost every cell in this report is a hyperlink to more data.



Motor Pool Utilization Report

STATE UNIVERSITY MOTOR POOL
5422 Amberwood Blvd.
Springfield, OH 45501

For the period from 9/01/2006 to 9/14/2006

Day of Month	1	2	3	4	5	6	7	8
	F	S	S	M	T	W	R	F
Active Vehicles	74	74	74	74	74	74	74	
Vehicles In Maintenance	0	0	0	0	0	0	0	
Vehicles Available	74	74	74	74	74	74	74	
Vehicles In Use	33	28	28	15	27	29	38	
Total Trips	34	28	28	15	27	29	38	
Idle Vehicles	41	46	46	59	47	45	36	
Requests Turned Down	0	0	0	0	0	0	0	
% of Vehicles Used	45	38	38	20	36	39	51	
Total Hours Available	1776	1776	1776	1776	1776	1776	1776	17
Hours Used	528	586	583	341	458	496	672	8
% Hours Used	30	33	33	19	26	28	38	

The Motor Pool Utilization Report shows day-to-day utilization to help right-size your fleet

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A companion report to the Motor Pool Utilization report is the *Motor Pool Utilization – by Asset Type* report. It allows the administrator to see the daily utilization for each class of vehicle. This helps not in only in getting to the right number of vehicles, but also getting the right number of each type of vehicle. It optimizes the composition of the fleet.

Motor Pool Utilization Report - By Asset Type (% of vehicles used)

Primary Phone: [redacted]
Secondary Phone [redacted]
Fax: [redacted]

[redacted]

For the period from 11/30/2010 to 12/13/2010

Day of Month	30	1	2	3	4	5	6	7	8	9	10	11	12	13	Average
	T	W	R	F	S	S	M	T	W	R	F	S	S	M	
Car	63	83	50	67	100	17	50	67	50	80	60	20	40	40	56.13
Car/Hybrid	38	63	88	50	38	38	50	50	25	13	63	63	63	63	50.00
SUV - 5 passenger	14	0	0	0	0	14	57	43	14	0	29	29	29	43	19.39
Van - 7 passenger	50	67	0	50	50	0	50	50	0	0	0	0	0	0	22.62
Van - 8 passenger	29	29	8	46	23	0	0	0	0	15	23	23	31	46	19.47
Van (ADA compliant)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Van (Equipment)	0	100	100	100	0	0	100	100	100	100	0	0	100	0	57.14
Average	32	42	29	39	32	12	32	32	17	20	33	28	35	40	30.08

The report above helps show utilization for each class of vehicle.
It's quite common to have the right quantity of vehicles yet not have the right type of vehicles available.

The Vehicle Usage report shows utilization on a vehicle-by-vehicle basis. This report shows the following: the elapsed days, the total days used, percentage of days used, total hours used, total number of trips, average trips per day, total miles, and average miles per trip.

Vehicle Usage Report

Primary Phone: (555) 812-5059
Secondary Phone:
Fax:

State University
101 Campus Dr.
Chambersburg PA 19012

* Report filters listed at end of this report.

Vehicle	Elapsed Days	Total Days Used	% Days Used	Total Hours Used	Total # of Trips	Avg Trip Per Day	Total Miles	Average Miles Per Trip
E07058	31	16	51.61%	177	13	0.42	703	54
E07059	31	10	32.26%	106	8	0.26	284	36
E07060	31	16	51.61%	115	14	0.45	593	42
E07062	31	14	45.16%	165	9	0.29	411	46
E07065	31	18	58.06%	83	14	0.45	496	35
E07067	31	22	70.97%	331	11	0.35	430	39
E08080	31	24	77.42%	375	11	0.35	870	79
E08089	31	14	45.16%	195	9	0.29	449	50
E08090	31	21	67.74%	325	11	0.35	751	68
E08093	31	0	0.00%	0	0	0.00	0	0
	310	155.00	50.00%	1,872	100	0.32	4,987	49.87

The number of cars on this report is 10.

The Vehicle Usage Report shows utilization rates for each specific vehicle.
This is often helpful when trying to get to the bottom of utilization challenges.

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The *Vehicle Demand Report* shows day-by-day capacity versus demand. It also shows the number of vehicles both leaving and returning each day.

Vehicle Demand Report

Date	Vehicles Leaving	Vehicles Returning	Total Vehicles in Use	Max Vehicles at One Time	Capacity
02/13/2008	7	11	13	13	56
02/14/2008	13	1	15	15	56
02/15/2008	13	11	27	26	56
02/16/2008	0	9	16	16	56
02/17/2008	0	2	7	7	56
02/18/2008	13	5	18	16	56
02/19/2008	13	9	26	25	56
02/20/2008	5	9	22	19	56
02/21/2008	15	11	28	24	56
02/22/2008	15	10	32	32	56
02/23/2008	0	7	22	22	56
02/24/2008	0	4	15	15	56
02/25/2008	6	4	17	14	56
02/26/2008	3	6	16	16	56
02/27/2008	7	9	17	16	56
02/28/2008	11	5	19	19	56
02/29/2008	18	10	32	29	56
03/01/2008	0	7	22	22	56
03/02/2008	0	4	15	15	56
03/03/2008	8	4	19	18	56
03/04/2008	15	13	30	28	56
03/05/2008	4	6	22	20	56
03/06/2008	6	4	22	22	56
03/07/2008	8	6	26	25	56
03/08/2008	0	5	20	20	56
03/09/2008	0	2	15	15	56
03/10/2008	5	13	17	17	56
03/11/2008	11	5	16	15	56
03/12/2008	2	4	13	12	56
03/13/2008	15	5	24	23	56

Prepared by: Agile FleetCommander 3/13/2008 8:40:43 PM

The report above reveals yet another method for analyzing utilization

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