

Purchasing Division
Procurement **Routing Slip**

Directions:

- 1. Review the attached item.
- 2. Make any necessary changes.
- 3. Initial and date the designated boxes that apply.
- 4. Forward to the next office on the routing slip.
- 5. **Please return this routing slip and attachments to Purchasing after all parties have reviewed.**

ORIGINATOR	Jeffery Reynolds
DEPARTMENT	Public Works
ITB/RFP/RFQ # (include timeline)	
Document Name: SOLE SOURCE (\$185,000) Routeware, Inc.	

08/08/23					
<input checked="" type="checkbox"/> Department Head initials verified	Date Received	Reviewed No Changes	Reviewed See Changes	Date Forwarded	Other
Procurement Office	08/08/23	Lorianne Luciano <small>Digitally signed by Lorianne Luciano Date: 2023.08.09 10:48:27 -05'00'</small>		08/09/23	
Finance Office	08/09/23	Miranda B. Drake <small>Digitally signed by Miranda Drake Date: 2023.08.16 21:26:50 -05'00'</small>		08/19/2023	
City Attorney Office		Holli Clements <small>Digitally signed by Holli Clements Date: 2023.08.17 08:40:14 -05'00'</small>			
Signature Authority:					
<input checked="" type="checkbox"/> City Manager		Kent Cagle <small>Digitally signed by Kent Cagle Date: 2023.08.17 11:09:32 -05'00'</small>			
<input type="checkbox"/> Assistant City Manager					
<input type="checkbox"/> Finance Director					
<input type="checkbox"/> Department: _____		Willie Resto <small>Digitally signed by Willie Resto Date: 2023.08.09 15:11:27 -05'00'</small>			
Purchasing Office <small>(Return routing slip and a copy of all documents.)</small>					

NOTES:

- All parties sign the routing slip
- All parties initial/sign the memo
- EDIF sign department line of routing slip
- EDF approve/disapparove the sole source and sign page 4
- CA approve/disapparove the sole source and sign page 4
- CM approve/disapparove the sole source and sign page 4

DISPOSITION STATEMENT:



INTEROFFICE MEMORANDUM

TO: Kent Cagle, City Manager

VIA: Holli Clements, City Attorney ^{hcc}
Judith Tangalin, Executive Director of Finance
Lorianne Luciano, Director of Procurement & Contract Management ^{LL}
Andrew Wallander, Assistant City Attorney (PW) ^{AJW}

FROM: Jeffery Reynolds, Executive Director of Public Works

DATE: **AUGUST 8, 2023**

SUBJECT: **SOLE SOURCE ROUTEWARE, INC.**

INITIAL HERE

Public Works is requesting a Sole Source be approved for Routeware, Inc. to keep standardization of services. Routeware, Inc. has been utilized in Solid Waste collection vehicles since 2015, aiding in a reduction in the number of customer services calls. The system allows supervisory staff to track vehicle location, speed, and driver events. Currently, there are tablets in the vehicles that run on a windows operating system and Routeware is moving to an android system as it interacts on a higher level with the cloud-based system. An upgrade to the vehicle equipment is necessary to ensure we continue providing quality of service to our customers and continue with accountability of our drivers. Information Technology is also working with Routeware to create a charging system that will tie into our system for various charges (i.e. overloaded container, bulk, etc.). Remaining with Routeware will allow for integration and continued support with the service agreement that is currently in place. The equipment upgrade was approved during the budget process to be handled in the FY23 budget instead of FY24. Currently, there is \$125,000 available in account 388-8934-493.61-40; with an additional \$60,000 through a budget amendment set to be discussed at the September 5th Council Workshop. The total amount of funds will be in an amount not to exceed \$185,000.

The City Manager's signature is requested on page 4 of this document packet, upon approval of City Council. This item is currently routing through Legistar as item no. TMP-23-438, Routeware Hardware Upgrade for Solid Waste Collection Vehicles.

Jeffery L.
Reynolds

Digitally signed by Jeffery L. Reynolds
DN: cn=Jeffery L. Reynolds, o=City of
Killeen, ou,
email=jreynolds@killeentexas.gov,
c=US
Date: 2023.08.08 14:51:32 -05'00'

Jeffery Reynolds
Executive Director of Public Works

SIGN HERE



Sole/Single Source Form

Complete one form for each sole/single source expenditure as it applies and attach a sole source letter from the vendor. All forms are valid for one (1) year from approval date unless specified by Purchasing below. Request \$50,000 and greater will be routed to all signature parties and requires City Council approval prior to the purchase.

Return completed forms to Purchasing at Purchasing@killeentexas.gov.

Department/Division: Public Works/Solid Waste Requestor Name: Micheal Lollar
 Vendor Name: Routeware, Inc. Cost: \$ 185,000.00 Date: 08/08/2023

Check each box that applies to your sole/single source purchase:

- ☐ Items available from only one source because of patents, copyrights, secret processes, or natural monopolies. Films, manuscripts, or books.
- ☐ Gas, water, or other utility services (Letter from vendor not required)
- ☒ Captive replacement parts or components for equipment.
- ☐ Books, papers, and other library materials for a public library available only from the persons holding exclusive distribution rights to the materials.
- ☐ Management services provided by a non-profit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.
- ☐ Annual maintenance for software and equipment the City already owns.
- ☒ Single source because of standardization, warranty, or other factors.
- ☐ Other _____

Describe in detail the product and/or service to be procured and how they meet your needs.

Public Works is requesting a Sole Source be approved for Routeware, Inc. Routeware, Inc. has been utilized in Solid Waste collection vehicles since 2015; aiding in a reduction in the number of customer services calls. The system allows supervisory staff to track vehicle location, speed, and driver events. Currently, there are tablets in the vehicles that run on a windows operating system and Routeware is moving to an android system as it interacts on a higher level with the cloud based system. An upgrade to the vehicle equipment is necessary to ensure quality of service to our customers. Information Technology is also working with Routeware to create a charging system that will tie into our system for various charges (i.e. overloaded container, bulk, etc.). Remaining with Routeware will allow for integration and continued support with the service agreement that is currently in place. The equipment upgrade was approved during the budget process to be handled in the FY23 budget in an amount not to exceed \$185,000.

Department/Division Head Signature: Jeffery L. Reynolds

Digitally signed by Jeffery L. Reynolds
 DN: cn=Jeffery L. Reynolds, o=City of Killeen, ou, email=jreynolds@killeentexas.gov, c=US
 Date: 2023.08.08 14:51:51 -0500

Purchasing division justification:

This purchase is to upgrade the operating system on the tablets currently used to operate City owned software. The tablets currently run off a windows operating system and need to be upgraded to an android system in order for the Department to continue to utilize the Routeware software to its full capability.


Director of Procurement Signature: Lorianne Luciano


Digitally signed by Lorianne Luciano
 Date: 2023.08.09 10:39:20 -05'00'


☒ Approved ☐ Disapproved

Expiration Date: 08/16/2024

The approvals on the following page are required for expenditures \$50,000 and greater:

Executive Director of Finance Signature:  Digitally signed by Miranda Drake
Date: 2023.08.16 09:35:12 -05'00' ☒ Approved ☐ Disapproved
Comments:

City Attorney Signature: **Holli Clements**  Digitally signed by Holli Clements
Date: 2023.08.17 08:39:37 -05'00' ☒ Approved ☐ Disapproved
Comments:

City Manager Signature: **Kent Cagle**  Digitally signed by Kent Cagle
Date: 2023.08.17 11:10:10 -05'00' ☒ Approved ☐ Disapproved
Comments:



Order Form

Routeware Global

16525 SW 72nd Ave
Portland, Oregon 97224
United States

Phone: (503) 906-8500
Fax: (503) 906-8544
Email: info@routeware.com

Order #: Q-05305-1
Term: 36 Months
Date: 6/22/2023
Expires On: 9/22/2023

Ship To

Rebecca Bright
City of Killeen - TX
Solid Waste Dept
2003 Little Nolan Rd
Killeen, Texas 76542
United States
(254) 501-6376
rbright@killeentexas.gov

Bill To

City of Killeen - TX
2003 Little Nolan Rd
Killeen, Texas 76542
United States

SALESPERSON	PHONE	EMAIL	PAYMENT TERMS
Cable Hogue	(479) 659-1635	chogue@routeware.com	Net 10

Statement of Confidentiality & Non-Disclosure

This document contains proprietary and confidential information. All information and data submitted to City of Killeen - TX is provided in reliance upon its consent not to use or disclose any information contained herein except in the context of its business dealings with Routeware Global. The recipient of this document agrees to inform present and future employees of City of Killeen - TX who view or have access to its content of its confidential nature. The recipient agrees to instruct each employee that they must not disclose any information concerning this document to others except to the extent that such information is generally known to, and is available for use by, the public. The recipient also agrees not to duplicate or distribute or permit others to duplicate or distribute any material contained herein without Routeware Global's express written consent.

Routeware Global retains all title, ownership and intellectual property rights to the material and trademarks contained herein, including all supporting documentation, files, marketing materials, and multi-media.

BY ACCEPTANCE OF THIS DOCUMENT THE RECIPIENT AGREES TO BE BOUND BY THE AFOREMENTIONED STATEMENT

Software

PRODUCT	UNIT	QTY	UNIT PRICE	EXTENDED
Perpetual License Transfer from Windows to Android	Each	42.00	USD 0.00	USD 0.00
Perpetual OBC Software License	Each	13.00	USD 1,500.00	USD 19,500.00
Software TOTAL:				USD 19,500.00

Hardware

PRODUCT	UNIT	QTY	UNIT PRICE	EXTENDED
Heavy Duty Tablet 10" Pro Tablet with Full Install Kit (Android)	Each	57.00	USD 825.00	USD 47,025.00
Camera Controller (Camera Not Included)	Each	45.00	USD 475.00	USD 21,375.00
Standard HD Camera for Camera Controller with Cable	Each	45.00	USD 90.00	USD 4,050.00
Monitor for Camera Controller	Each	3.00	USD 40.00	USD 120.00
Camera Power Kit	Each	45.00	USD 38.00	USD 1,710.00
XtremPro USB-F Jitter-bug Improved USB Digital Noise Filter Audio Playback	Each	42.00	USD 22.00	USD 924.00
Adjustable Flexible USB 2.0 Male to Female Extension Plug/Socket Adapter Cable	Each	42.00	USD 1.90	USD 79.80
Hardware TOTAL:				USD 75,283.80

Services

PRODUCT	UNIT	QTY	UNIT PRICE	EXTENDED
Vehicle Installation	Each	55.00	USD 380.00	USD 20,900.00
Camera System Installation	Each	45.00	USD 380.00	USD 17,100.00
Vehicle Uninstall	Each	42.00	USD 300.00	USD 12,600.00
Services TOTAL:				USD 50,600.00

Support Fees

PRODUCT	UNIT	QTY	UNIT PRICE	EXTENDED
OBC Support Fee	Per Month	13.00	USD 77.50	USD 1,007.50
Cellular Data Charge (RD)	Per Month	13.00	USD 15.00	USD 195.00

PRODUCT	UNIT	QTY	UNIT PRICE	EXTENDED
OBC Support Fee - Spare	Per Month	2.00	USD 77.50	USD 155.00
Support Fees TOTAL:				USD 1,357.50

Payment Terms -

Hardware and Software: 100% due upon execution and prior to shipment
Support Fees: Due quarterly in advance per Support Plan terms and conditions

Additional Terms -

Travel and Expenses Estimate = \$30,000

Freight Expenses Estimate = \$1,500
100% of the upfront order total is due upon execution and prior to delivery

Additional Terms:

IMEI numbers of the Forty-Two (42) units being replaced:

353021100318087	353021101738879	353021101870904
353021100070399	353021101878519	353021101872116
353021100317535	353021101875671	353021101874914
001102000459837	353021101874922	353021101873288
353021100316701	353021101878923	353021101878337
353021100422947	353021101878493	353021101879038
353021100110443	353021101878915	353021101876166
353021100316891	353021101878675	353021101874070
353021100433498	353021101875648	353021101875754
353021100317626	353021101872629	353021101876893
353021100423762	353021101873296	353021101878063
353021101513918	353021101879293	353021101870607
353021100846277	353021101875770	353021101871332
353021101746930	353021101875721	353021101872066

Additional Terms:

Two (2) units on this order will be used as spare units and Customer must contact Routeware to have the units activated once needed. At that time, activation for the units being replaced will be suspended. Applicable Software and/or Support Fees at then-current rates will apply immediately if/when spare units are deployed as new units, as opposed to replacements for existing units.

Terms & Conditions Information

This Order and all products and services herein are subject to and limited to the terms and conditions located at <https://www.routeware.com/Clients>. Any purchase orders issued in response to this Order, will be deemed acceptance of such terms.

<https://www.routeware.com/Clients>

Password: RWClient1!

Prices are exclusive of any federal, state, or local taxes. The customer is responsible for all federal, state, and local taxes.

This system requires a specific server to operate Routeware software, which may need to be purchased separately.
This system requires cellular connectivity for each vehicle which may need to be purchased separately.
If route sequencing by Routeware is a requirement, additional professional services fees may apply.

On-Board Computer software is sold as a perpetual license, allowing the license to be activated on replacement hardware.
Any lapse in support voids perpetual license.

Pricing does not include freight cost or travel expenses, which will be invoiced as they are incurred.

City of Killeen - TX

Signature: _____

Date: _____

Name (Print): _____

Title: _____

Routeware Global

Signature: _____

Date: _____

Name (Print): _____

Title: _____

Please sign and email to Cable Hogue at chogue@routeware.com or fax to (503) 906-8544

Reviewed By: