



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2023-0044

**TO:** Mayor and City Council Members

**FROM:** Sean Canto, Chief Emergency Services  
Rogers Claussen, Battalion Chief

**DATE:** February 6, 2023

**SUBJECT:** Fire Inventory and Asset Management Software Solution

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**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract for the purchase of a Fire Inventory and Asset Management Software Solution in the amount not-to-exceed \$60,000.00 for a three year term to Station Automation dba PS Trax, Littleton, Colorado and further authorizes the Mayor to execute a contract on behalf of the City.

**REASON FOR PURCHASE:**

The City's Purchasing Division issued a Request for Proposal seeking a fire inventory and asset management software solution utilizing the MITN system, with eleven (11) proposal responses received. A committee consisting of staff from the fire divisions of administration, suppression, EMS, and community risk reduction, along with MIS evaluated the proposal responses received. The committee determined a shortlist of three (3) vendors based on their proposed solution, experience, and fire department implementations and overall cost proposal and requested demonstrations. Based on the demonstrations, the committee unanimously selected PSTrax as the best proposed solution to meet the needs of the department. The software solution proposed is user-friendly, a proven solution that is implemented in many departments locally, as well as nationally, and provides the functionality needed by the department. Based on these factors, it is recommended that award of the fire inventory and asset management software solution be awarded to PSTrax.

The contract for this solution provides costs for a three year term, with an option to renew for an additional two (2) year term with pricing being held firm with no inflation increases for the complete five year contract term. The requested blanket amount includes additional funds for additional training that may be needed, along with additional users, vehicles, or equipment that may need to be added over the term of the agreement.

The software solution will be utilized to improve and manage the tracking of the department's assets, and allow for the implementation of inventory tracking and control measures for EMS and Station Supplies in an effort to reduce manual paperwork, and provide accountability and real-time statuses to command staff and various shifts about inventory levels, asset location, equipment issues and other information.

**PROCESS:**

**Vendor Name and Address:**

Station Automation dba PSTrax  
5837 South Gallup Suite 140  
Littleton, CO 80120

**Reason for Selection:**

Best Value

**Method of Purchase:**

Contract/Blanket Purchase order

**BUDGET:**

Funding is included in the FY 2023 Adopted Budget and the FY 2024 and FY 2025 Projected Budgets.

If approved by City Council, a 1<sup>st</sup> Quarter Budget Amendment will be presented to increase the FY 2023 expense by \$5,500 to cover the first year of the contract. FY 2024 and FY 2025 will be increased during the next budget cycle.

Fund Name	Department Account No	Account No. Description	3-year Budget Amount	3-year Cost	Remaining Budget
Fire	206.801000	Professional Services	\$46,500	\$60,000	(\$13,500)

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order/contract for the purchase of a Fire Inventory and Asset Management Software Solution in the amount not-to-exceed \$60,000.00 for a three year term to Station Automation dba PS Trax, Littleton, Colorado and further authorizes the Mayor to execute a contract on behalf of the City.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney       Yes       N/A