



Cover Memorandum/Staff Report

File #: 25-1380

Agenda Date: 11/18/2025

Item #: 6.K.2.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: November 18, 2025

APPROVAL OF RESOLUTION NO. 214-25 TO AWARD AN AGREEMENT TO SAMSARA INC., FOR FLEET MANAGEMENT INFORMATION SYSTEMS AND RELATED SOFTWARE AND HARDWARE SOLUTIONS UTILIZING SOURCEWELL REQUEST FOR PROPOSAL (RFP) #102924 IN THE AMOUNT OF \$500,213.96

Recommended Action:

Motion to approve Resolution No. 214-25 to award an Agreement with Samsara Inc., for Fleet Management Information Systems and Related Software and Hardware Solutions utilizing Sourcewell RFP #102924 in the amount of \$500,213.96; authorizing the City Manager to execute any amendments and/or renewals thereto and take any and all actions necessary to effectuate the intent of this resolution; providing an effective date; and for other purposes.

Background:

The Fleet Maintenance Division (Fleet Maintenance) of Public Works has an on-going need for technology services for the City's fleet of vehicles for diagnostics and tracking purposes. Samsara Inc. (Samsara) has provided Global Positioning System (GPS) tracking and diagnostic hardware and software for the City since 2022. The software utilizes GPS information to provide departmental users access to real time information as to vehicle locations, aiding in effective management of the vehicles. This same software provides Fleet Maintenance with vehicle data, such as mileage, to provide insights into vehicle performance and maintenance needs.

On September 10, 2024, Sourcewell, a State of Minnesota local government agency and service cooperative that offers cooperative procurement solutions to government entities, issued RFP #102924 for Fleet Management Information Systems and Related Software and Hardware Solutions. On June 6, 2025, Agreement #102924-SAM was awarded to Samsara for an initial term of four (4) years with the option to renew for three (3) additional one-year periods.

In the interest of continuity of services, Fleet Maintenance is requesting approval of the agreement with Samsara.

Agreement Value		
Initial Term	Upon execution - April 23, 2029	\$250,223.48 (\$83,563.16 first year, \$83,330.16 second & third years)
Renewal Term #1	April 24, 2029 - April 23, 2030	\$83,330.16

Renewal Term #2	April 24, 2030 - April 23, 2031	\$83,330.16
Final Renewal Term	April 24, 2031 - April 23, 2032	\$83,330.16
TOTAL		\$500,213.96

The City, at its sole discretion, reserves the right to terminate this agreement with or without cause immediately upon providing written notice to the contractor. Upon receipt of such notice, the contractor shall not incur any additional costs under the agreement. The City shall be liable only for reasonable costs incurred by the contractor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

This motion is in accordance with the Code of Ordinances Chapter 36.02, Commission Approval Required; and Purchasing Policies and Procedures, Accessing Contracts from Other Government Agencies and Not-for-Profit Organizations.

Attachments:

1. Resolution No. 214-25
2. Agreement P2026-003
3. Exhibit A - Price Proposal
4. Exhibit B - Insurance Requirements
5. Legal Review Checklist
6. Sourcewell Agreement #102924-SAM
7. Sourcewell RFP #102924

City Attorney Review:

City Attorney recommends approval.

Funding Source/Financial Impact:

Funding is available from account number 501-43-000-549-41-13.

Timing of Request:

Timely approval is requested.