

Staff Report

TO: Board of Directors
FROM: Steve L. Prosser, Jr., Director of Maintenance
DATE: May 13, 2026
SUBJECT: FuelMaster System Upgrade (Consent)

MAINTENANCE

RECOMMENDATION:

Approve the purchase of the FuelMaster System FMLive upgrade package from Shields, Harper & Co. in West Sacramento, California, and authorize the General Manager to execute the appropriate documents.

BACKGROUND:

The District operates its own permitted fueling stations at various locations, including the Grass Valley and Placer maintenance yards, the Hydroelectric Department main yard and several Recreation Department sites.

FuelMaster is the system used for the Grass Valley and Placer locations to dispense fuel (gasoline and diesel) and track usage. The system uses hardware (fueling terminals/pedestals and Automotive Information Module (AIM) rings) and software to track data, prevent theft and improve efficiency.

FuelMaster acts as a "gatekeeper" for fuel dispensing, requiring authentication and capturing data before allowing fuel to be dispensed, thus reducing fuel fraud and providing accurate metrics for fleet management. The data collected each time fuel is dispensed includes driver (via employee badge), date/time/location, asset number/department assignment, odometer/hour reading, gallons dispensed, etc.

The current FuelMaster system is now outdated and will no longer be supported. If approved, this upgrade would replace the existing system and provide product support.

The proposed cloud-based FMLive system (by Syntech Systems, Inc.) is the latest FuelMaster version and will keep the District's in-house fueling and asset data tracking system operational. The upgrade package includes equipment/hardware, installation (by N.S. Yoder Enterprises, a FuelMaster certified company), FMLive services (one-time setup and activation, plus first year of annual support) and estimated shipping.

BUDGETARY IMPACT:

The District’s Procurement Policy allows for “cooperative agreement contracts,” as defined below:

- **3080 Procurement**

3080.7 Piggyback and Cooperative Procurements

The District may enter purchase contracts based on a piggyback contract or a cooperative agreement contract without bidding if the conditions of this subsection are met. A piggyback contract is . . . A cooperative agreement is a contract between a vendor and several entities (private and/or public) that requires membership in the association.

To participate in either one of these types of procurements, the following requirements need to be met: the contract is the result of competitive bidding, the contract is not expired, the purchase meets the District’s specifications for the good or service, and the purchase is of equal or better value.

The District is a member of Sourcewell (Account No. 26382). Instead of the Purchasing Department soliciting a Request for Quotation (RFQ) for this purchase, the Maintenance Department contacted Shields, Harper & Co. for a direct quotation for this specific equipment and system upgrade under its Contract with Sourcewell (No. 092920-SYS), the results of which follow:

| Sourcewell Supplier | Equipment Type | Purchase Price | Meets Delivery Deadline |
|-----------------------|--|----------------|-------------------------|
| Shields, Harper & Co. | FuelMaster System FMLive Upgrade Package | \$49,095.37 | Yes |

Using a Sourcewell cooperative purchasing contract allows the District to bypass the lengthy traditional bidding process, as Sourcewell has already conducted a competitive, legally compliant solicitation on behalf of its members, which streamlines the procurement process, saving the District months of time and effort. As a member, the District can then use the Sourcewell contract number to directly purchase goods or services and adopt the competitively awarded Sourcewell contract.

- **Sourcewell**

Sourcewell is a service cooperative created by the Minnesota legislature as a local unit of government that offers legally vetted cooperative purchasing contracts to over 50,000 government, education and nonprofit entities across the U.S. and Canada. Sourcewell streamlines

procurement by handling the competitive solicitation process, allowing members to save time and money on vehicles, equipment and services.

Sourcewell acts as a lead agency to facilitate competitive solicitations (RFPs/IFBs) on behalf of its members, awarding contracts to reputable vendors, which allows members to skip the traditional bidding process. Contracts cover diverse industries, including construction, equipment, technology and facility maintenance.

Sourcewell memberships and participation are free; there are no fees or obligations to purchase through Sourcewell contracts. Private businesses cannot be "members," but can compete to become awarded suppliers through a rigorous, competitive solicitation process.

Under its Contract with Sourcewell, Shields, Harper & Co.'s quotation is in compliance with the District's Procurement Policy.

FISCAL IMPACT:

The 2026 Capital Budget for the Maintenance Department's Shop Operations includes \$60,000.00 for this equipment and system upgrade.

The total purchase price of the FMLive system upgrade package is \$49,095.37 (≈\$49,100.00), including an estimated \$600.00 for shipping. As final shipping costs may be higher, approval of a total purchase price of \$49,500.00 is being requested. This results in an overall cost savings of \$10,500.00.

SLP/jjv

Attachments: (1)

- 2026 CIP Budget Justification

FuelMaster System (Upgrade)

Overview

| | |
|----------------|--|
| Request Owner | Jennifer Vendley, Administrative Analyst |
| Department | Shop Operations |
| Form Type | Capital Equipment |
| Request Type | Vehicles and Equipment |
| Project Number | N/A |

Description

Purpose - The current FuelMaster System is now outdated and will not be supported. This upgrade would replace the existing system and provide product support.

Solution - Purchase and install/replace outdated fuel tracking system in both the Grass Valley and Placer Maintenance yards.

Basis for Priority - The current FuelMaster System is now outdated and will not be supported. The proposed FMLive System (through SynTech) is the latest FuelMaster version and will keep our in-house fueling and equipment data tracking system operational.

Notes - Adding 6% inflation plus 10% to attached SynTech quote total of \$49,939.25.

Images



Details

| | |
|-----------------------------|-------------|
| New Purchase or Replacement | Replacement |
| New or Used Vehicle | New Vehicle |
| Useful Life | 9 |
