

## Purchasing Summary

<b>EVENT #</b> 8962	<b>TITLE:</b> Asset Management and Work Order Processing System	<b>COST:</b> \$130,000
<b>TYPE OF PROCUREMENT:</b> COOPERATIVE PURCHASE	<b>ANNUAL CONTRACT</b> <input type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input checked="" type="checkbox"/>

**CONTRACT TERM (IF APPLICABLE)**  
N/A

**DBE (IF APPLICABLE)**  
N/A

**MATRIX (IF APPLICABLE)**  
N/A

### NOTES

Recommend approval to procure asset management and work order processing system with Woolpert, Inc. in the amount of \$130,000. This system will provide the Real Estate Services Department (Facility Maintenance and Operations Division) with a streamlined and accurate platform to track the entire life cycle of facility assets, work orders completed, and inventory of parts used via the City Works platform. The City already has a licensing structure in place with City Works. The new Facility Maintenance module will provide a tool for the Real Estate Services Department to track all work orders by trade (i.e., HVAC, plumbing, electrical, carpentry, etc.), facility location, inventory of supplies used, staff time applied, etc. The software will also provide requesting departments a portal through which to check on status updates from the time the order is submitted to the time the work is completed. As the data captured by the software grows, the Facility Maintenance and Operations Division will be able to utilize advanced reporting and analytics to review and manage staff resources, inventory, assets life cycles, maintenance and repair cost trends, etc. to better identify areas of concern and make more informed decisions to drive future efficiencies. Benefits to be derived include:

- Tracking and reporting of time and dollars spent by asset, location, trade, etc.
- Analytics and key performance indicators related to maintenance and operations assets.
- Geo-located asset tracking.
- Inventory, asset, and work order data are available to technicians in the field via mobile devices.
- Better management of contractors and vendors.
- Enhanced methods of managing assets requiring scheduled maintenance.
- Potential for centralization of technology and data for asset and inventory management.
- Decreased time to close work orders.

Woolpert, Inc. will facilitate and implement the asset management program into the existing departmental resources and upgrade current procedures. The vendor will provide the following:

- Asset Management Software Demonstrations
- Facilitate Standard Software Configuration Services and Workshops
- Facilitate System Training
- Facilitate System Testing
- Provide System Go-Live Support

This procurement was made through a cooperative purchasing agreement (GS-35F-0425P) with GSA. Cooperative purchasing is authorized as an appropriate procurement method in Division 10 Section 4-4152 of the City of Savannah's purchasing ordinance.

The contract was competitively bid and awarded to Woolpert, Inc. A master agreement with Woolpert, Inc. was signed for a four year term. The contract expires on April 6, 2024.

Delivery: As requested. Terms: Net 30 days. The vendor is:

C.C. Woolpert, Inc. (Miami, FL)<sup>(D)</sup> \$130,000

A pre-proposal meeting was not conducted as these goods are being procured through the use of a cooperative purchasing agreement. (D) Indicates non-local, non-DBE business. Recommend approval.

Local available: No

Total sent: 1

Total received: 1

Vendor federally debarred/suspended: No