Buckman Direct Diversion Project

A joint regional project of the City of Santa Fe and Santa Fe County to build a reliable and sustainable water supply.

Memo

DATE: October 8, 2013

TO: Buckman Direct Diversion Board

FROM: Shannon Jones, BDD Interim Facility Manager and Maintenance Superintendent

ITEM AND ISSUE:

Request approval of Amendment #2 to PSA # 13-0863 with Maintenance Connection to add three (3) additional mobile device licenses to the Computerized Maintenance Management System and update and support thru fiscal year 13/14 in the amount not to exceed $6,149.40 exclusive of GRT.

BACKGROUND AND SUMMARY:

On August 3, 2012, the Buckman Direct Diversion issued RFP # "13/03/P for Professional services required for the design and implementation of a Computerized Maintenance Management System (CMMS) for the Buckman Direct Diversion Project. On October 25, 2012, the selection committee for RFP "13/03/P unanimously select Maintenance Connection out of three (3) proposers as the most qualified to meet the needs of the RFP and the Buckman Direct Diversion. Maintenance Connection also had the lowest Fee Schedule. On January 3, 2013 this contract was approved by the board in the amount of $72,492.00. Over the last eight (8) months, BDD staff and Maintenance Connection have implemented the new CMMS and August 1, 2013 the system went live and is working well.

Discussion

Currently the system is equipped with seven (7) mobile devices that allow staff to view, create and complete electronic work orders in the field. For a user to access the mobile device, the user has to be assigned a software license. Initially the purchase was for seven (7) devices and seven (7) licenses. As implementation began, it became evident that the Operational Section would be assigned one (1) device and one license. To increase efficiency and accountability with this device, staff needs to assign an additional three (3) licenses to the device so each of the existing four (4) operational shifts can create and be assigned work orders.

The initial seven (7) licenses were placed into service in February 2013 and are supported by an annual update and support agreement. Under this change order, it is requested to include 5 months of update and support allowing the licenses to be renew with the current fiscal year calendar.

Evaluation

The efficiency created is that each shift will only view work orders assigned to that shift. Without individual licenses, operational staff would view all open work orders assigned to the entire section. The accountability is increased by having the ability to assign a group of work orders to a shift of four (4) individuals instead of eighteen (18) individuals. The ability to assign work orders to shift allows for cost accounting to include shift differential, compare work load between shifts and assign work orders between day and night shifts limiting hazards.

ACTION REQUESTED:

Staff recommends approval of Amendment #2 to Professional Services Agreement #13-0863 with Maintenance Connection in the amount not to exceed $6,149.40 exclusive of NMGRT. Funding is currently available in FY 2013/2014 Professional Services 728000.510300.930020

Financial Implications

Initial Cost:	$6,149.40 plus NMGRT
Long Term Cost:	$2,700.00 annually for update and support

Fund Source	Business Unit/Line Item	Amount
FY 2013/2014	Prof. Services/#7280000.510300.930020	$6,149.40

Attachments

Amendment #2 to PSA #13-0863

BUCKMAN DIRECT DIVERSION BOARD
AMENDMENT No. 2 TO
PROFESSIONAL SERVICES AGREEMENT WITH
MAINTENANCE CONNECTION, INC.

This AMENDMENT No. 2 (the "Amendment") to the PROFESSIONAL SERVICES AGREEMENT, dated January 16, 2013 (the "Agreement"), is entered into between the Buckman Direct Diversion Board (the "BDDB") and Maintenance Connection, Inc., a California Corporation (the "Contractor"). The date of this Amendment shall be the date when it is executed by the BDDB.

RECITALS

A. Under the terms of the Agreement, Contractor has agreed to provide Computerized Maintenance Management services for the BDDB.

B. Pursuant to Article 18 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the BDDB and the Contractor agree as follows:

1. <u>SCOPE OF SERVICES</u>

Article 1 of the Agreement is amended so that the Scope of Services includes purchases of licenses and support as described in Exhibit "A" attached hereto.

2. <u>COMPENSATION</u>

Article 3, paragraph B of the Agreement is amended to increase the amount of compensation by a total of Six-thousand one hundred forty-nine and 40/100's ($6,149.40) so that Article 3, paragraph B reads in its entirety as follows:

A. The BDDB shall pay to the Contractor in full payment for services rendered a sum not to exceed seventy eight thousand six hundred forty-one and 40/100's dollars ($78,641.40), plus applicable gross receipts taxes.

3. AGREEMENT IN FULL FORCE

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 2 to the Professional Services Agreement as of the dates set forth below.

BUCKMAN DIRECT DIVERSION BOARD

By: _____
Chris Calvert
Board Vice Chair
Date: _____

CONTRACTOR:
Maintenance Connection, Inc.

By: _____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

Nancy R. Long, BDDB Counsel

APPROVED:

_____
Marcos A. Tapia, City Finance Director

728000
Business Unit/Line Item

ATTEST:

_____
Yolanda Y. Vigil, City Clerk
File Date: _____

EXHIBIT A

Type	Item	SKU	Qty	Price	Total
Licensing	**MC Tablet Hybrid – Offline Client Licenses** Client licenses to install 1 client per offline device. Device must run a Windows 7 Operating System for the client to be installed. Data is stored on device until the device reaches a connected state, and data is then synced automatically back to the server.	HYBRIDC	3	$499.00	$1,497.00†
Annual Support	**Annual Support Contract (18% of Licensing Fees) through June 30, 2014)** Support is renewable annually, and is an optional service contract provided by Maintenance Connection. The "Baseline" support includes the following items: • Unlimited tech support and software version upgrades. • Toll-free phone, email and chat access to Solution Engineers • Online access to self service MC User Connect community • Complete online documentation and tutorials	ASC	1	$4,652.40	$4,652.40

† Non-taxable item

Total Due: $6,149.40 USD

Buckman Direct Diversion Board
Summary of Contracts, Agreements, & Amendments

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT ☐ or CONTRACT AMENDMENT ☑

2 Name of Contractor Maintenance Connection Inc.

3 Complete information requested ☑ Plus GRT ☐ Inclusive of GRT

Original Contract Amount: $72,492.00

Termination Date: June 30, 2013

☑ Approved by BDDB Date: January 16, 2013

☐ or by Project Manager Date:

Contract is for: computer maintenance

Amendment # 2 to the Original Contract# 13-0089

Increase/(Decrease) Amount $ 6149.4

Extend Termination Date to: na

☑ Approved by BDDB Date:

☐ or by Project Manager Date:

Amendment is for: increase comp and scope

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4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) ☑ Plus GRT ☐ Inclusive of GRT

Amount $ 72,492.00 of original Contract# 130089 Termination Date: 06/30/2013

Reason: computer maintenance

Amount $ 6,149.40 amendment # 1 Termination Date:

Reason: comp and scope

Amount $ amendment # Termination Date:

Reason:

Amount $ amendment # Termination Date:

Reason:

Amount $ amendment # Termination Date:

Reason:

Total of Original Contract plus all amendments: $ 78,641

Buckman Direct Diversion Board
Summary of Contracts, Agreements, & Amendments

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ ☐ _____ Date: _____

Sole Source ☐ _____ Date: _____

Other _____

6 **Procurement History:** _____
example: (First year of 4 year contract)

7 **Funding Source:** _____ **BU/Line Item:** 7280000

8 **Any out-of-the ordinary or unusual issues or concerns:**
none
(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Maya Martinez

Phone # 955-4271

10 **Certificate of Insurance attached.** (if original Contract) ☐

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments: