

June 16, 2016

16-128

AUTHORIZE A CONTRACT INCREASE WITH  
ASSETWORKS, LLC TO CONTINUE PROVIDING  
SYSTEM SOFTWARE MAINTENANCE AND UPGRADES  
TO FACILITIES MAINTENANCE SERVICES (FMS)  
PROJECT MANAGEMENT ONLINE SYSTEM

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration  
Sylvia Kelley, Interim President

REPORT: On July 15, 2010 (BA 11-006), the Board of Directors approved the contract with AssetWorks, LLC for the purchase of AiM System software through the cooperative contract Schedule 70 General Services Administration, for a total of \$440,000. This software will allow to proactively manage the maintenance and operations of the district's facilities in terms of preventative and predictive maintenance as well as to support new initiatives for energy management and sustainability. The contract included hosting, implementation, conversion, upgrade, training and a five-year (2010-2015) maintenance support. Since that time, FMS purchased the Core Modules that includes Accounts Payable, Work Management System/Customer Service, Finance (Budget creation), Contract Administration and Asset Management. These modules were successfully implemented and currently used by FMS staff to manage their daily processes and activities. In early part of 2016, FMS recently purchased additional modules: 1) Capital Planning and Project Management. This module will manage the process of creating capital projects, contract administration, project manager's time, and budget creation; 2) Assessment and Needs Analysis (ANA). This module will assist FMS in conducting analysis and planning. ANA will also help FMS in forecasting facility needs, determine expected costs, prioritize needs and generate reports. FMS Department will be purchasing additional modules that will include to automating the process of issuing building keys, manage

green/sustainability, space planning and other modules to be determined at a later date. With the cost of additional modules and an increase to the annual maintenance costs, the FMS Department requests an increase of \$1,000,000. This includes an estimated \$500,000 for additional modules, software license and professional services costs. And another \$500,000 (estimated annual cost of \$100,000) for systems maintenance and upgrade for the next five years (2016 -2021).

FMS Department is using existing cooperative contract (Schedule 70) with General Services Administration (GSA), reference #GS-35F-4731G, valid through May 19, 2017. The use of an inter-governmental cooperative contract is allowed without a competitive process per College Procurement Rules (CCR 214). And because of the invested time and effort by FMS staff and consultants to implement the system, standardized internal processes and funds used to pay for this project, FMS Department would like to continue working with AssetWorks beyond the GSA contract term. The purchase of software is allowed without competitive process based on Community College Rules (CCR 212).

**RECOMMENDATION:** That the Board of Directors authorize the contract increase with AssetWorks, additional cost of \$1,000,000. This cost includes \$500,000 (estimate) for future purchase of additional modules, software license and professional services costs. And another \$500,000 (estimated annual cost of \$100,000) for systems maintenance and upgrade for the next five years (2016 -2021). Funding is covered by FMS Department's General Fund.