City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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www.rochesterhills.org

Legislative File No: 2016-0292

TO: Mayor and City Council Members

FROM: Bob Grace, Director of MIS

DATE: July 18, 2016

SUBJECT: Blanket Purchase Order: Annual Support & Maintenance for Asset Management System

REQUEST:

City Council is requested to authorize a blanket purchase order in the amount not-to-exceed $47,755.00 through September 30, 2017 for Annual Support & Maintenance for the City's Asset Management Software to Lucity, Inc., Overland Park, KS.

REASON FOR PURCHASE:

- 84 Users in 8 Departments (Accounting, Building, DPS-Engineering, DPS–Garage, Facilities, MIS, Parks/Forestry, and Planning)

- In last 12 months created 21,300 work orders

- In last 12 months created 2,610 work request/complaints

- In last 12 months 49,500 tasks have been completed

- In last 12 months 127,300 employee hours have been recorded in work orders

- The request portion is used for internal requests that are used to generate work orders for Facilities or DPS Garage requests. It is also used for external complaints.

- On the work order side, Lucity is used to track any work that is done on a City asset. Examples are water, sanitary sewer, storm sewer, roads, buildings, HVAC, computers, monitors, and software. Departments like DPS, Facilities, and Building are using work orders to track all of their time. This allows these Departments to easily create reports showing man hours for generalized work types down to very detailed task reports for budgeting and performance indicators.

- All of the work order information about an asset along with any inspection information is shown on the asset side of Lucity. This would include any preventive maintenance that is done such as water valve exercising or hydrant flushing. This information can then be used for planning of future repairs or replacement of that asset.

- Lucity has replaced other software including Tree Manager in Forestry and Tokay cross connection software in Building.

- Lucity ties into our GIS mapping. Work request and work order locations can be mapped in GIS along with asset condition information. With the relationship of Lucity and GIS, MIS and DPS can

easily create maps that show our City assets with their condition, last inspection date or work history.

The Annual Support & Maintenance purchase includes the following for the period of 10/1/2016 through 9/30/2017:

- 4 seats - Sewer
- 4 seats - Street & Roads
- 2 seats - Traffic Signs
- 1 seat - Street Lights
- 2 seats - Rights-of-Way
- 1 site license - Water
- 4 seats - Storm

- 2 seats - Parks
- 3 seats - Trees
- 1 site license of Work Administrator
- 1 seat Inventory Control
- 3 seats - Equipment
- 1 seat – Facilities

- 1 site license of GIS Desktop
- 1 Sewer CCTV Interface
- 5 seats – Mobile Tablet for iOS
- 1 seat – FOG (fats, oils, grease)

PROCESS:

Vendor Name and Address:
Lucity, Inc.
10561 Barkley Street, Suite 500
Overland Park, KS 66212

Reason for Selection:
Sole source vendor

Method of Purchase:
Blanket Purchase Order

BUDGET:
Funding is included in the 2016 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS Fund	636.934000	Maintenance: Software	$48,000	$47,755	$245

RECOMMENDATION:
It is respectfully recommended that City Council authorize a blanket purchase order in the amount not-to-exceed $47,755.00 through September 30, 2017 for Annual Support & Maintenance for the City's Asset Management Software to Lucity, Inc., Overland Park, KS.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		