



# VILLAGE OF KEY BISCAIYNE

Village Council

## MEMORANDUM

Michael W. Davey, Mayor  
Allison McCormick, Vice Mayor

Luis Lauredo  
Edward London  
Brett Moss  
Katie Petros  
Ignacio J. Segurola

DATE: March 19, 2019  
TO: Honorable Mayor and Council Members  
FROM: Andrea Agha, Village Manager *AAA*  
RE: Enterprise Asset Management System

### RECOMMENDATION

It is recommended that the Village Council to authorize the Village Manager to execute an agreement with Azteca Systems, LLC for the purchase and implementation of CityWorks software and enter into a three-year contract, for an Enterprise Asset Management System (AMS) in the amount not to exceed \$33,200.00 for the first year, and 15,000.00 annually each year thereafter. Funding is allocated from the FY19 Adopted Budget, Capital Improvements Plan, Asset Management Software line item.

### BACKGROUND

Implementation of an enterprise AMS was discussed during the FY19 budget process. This project is to implement an enterprise AMS that meets the Village's needs, making use of the asset registry and condition assessment data that the Village has been developing, in order to better maintain the Village's assets.

The staff solicited bids from three (3) reputable vendors and provided them with a description of requirements that the AMS would need to fill. The following companies responded with proposals:

1. PubWorks - \$20,150.00 + \$3,675/year (unlimited license)  
**5-year cost projection: \$38,525**
2. Azteca Systems, LLC w/ CityWorks - \$18,200 + \$15,000/year (unlimited license)  
**5-year cost projection: \$93,200**
3. Redmark Technologies w/ Accela - \$45,000 + \$3,000/year per each license  
**5-year cost projection: \$195,000 (assume 10 licenses)**

The vendors provided product demonstrations in order to show the functionality and capabilities of these systems. Azteca and Remark both provided live demonstrations and PubWorks preformed one over the web. Based on the demonstrations and proposals, the staff discussed the different benefits of the proposed asset management solutions. From those discussions the staff evaluated the products and found both Azteca Systems, LLC and Redmark Technologies responsive and responsible. PubWorks was found not responsive due to its lack of capability of directly interacting with the Village's existing GIS and permitting systems.

Azteca Systems, LLC w/CityWorks met all the requirements and has been deemed the lowest responsive and responsible proposer bidder. The selected firm will provide professional services; including Enterprise AMS best practices guidance, training, project management, implementation, asset accounting, asset lifecycle management, work management, work order billing, ArcGIS integration, and report development in a timely and professional manner. Their Enterprise AMS experts are experienced with successful implementation of the proposed solution for public entities. The initial implementation of the three-year contract is in the amount of \$33,200 to cover for the following services ("Exhibit A" ):

First Year Software License Subscription, Annual Maintenance and Support @ \$15,000/yr.	\$15,000
Implementation	\$18,200
Total	\$33,200

The AMS will enable the village to efficiently manage capital assets, including tracking historical work and repairs, associated costs, establish and streamline workflows, and schedule preventive maintenance. The system will help the Village develop a long-term assets management strategy. The implementation will take approximately 6 months.

Reviewed by Mr. Chad Friedman from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

RESOLUTION NO. 2019-\_\_\_\_\_

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING AZTECA SYSTEMS, LLC FOR THE LICENSING, INSTALLATION, MAINTENANCE AND SUPPORT OF THE CITYWORKS SOFTWARE SYSTEM; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Village of Key Biscayne (the “Village”) desires to utilize a software platform to allow the Village to better manage its assets; and

**WHEREAS**, after reviewing various software systems, Village Staff recommends that the Village purchase Azteca Systems, LLC’s (the “Vendor”) “Cityworks AMS” software platform, which will include best practices guidance, training, project management, implementation, asset accounting, asset lifecycle management, work management, work order billing, ArcGIS integration, and report development (the “Software System”); and

**WHEREAS**, the Village Council desires to enter into an agreement with the Vendor for the licensing, installation, maintenance, and support services for the Software System, and authorize the Village Manager to negotiate an agreement with the Vendor consistent with and substantially in accordance with the Proposals attached hereto as Exhibit “A”; and

**WHEREAS**, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:**

**Section 1.** **Recitals.** That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

**Section 2.** **Approval.** That the Village Council approves the Vendor for licensing, installation, maintenance, and support services for the Software System.

**Section 3.** **Authorization.** That the Village Manager is hereby authorized to negotiate an agreement with Vendor for licensing, installation, maintenance, and support services for the Software System, consistent with and substantially in accordance with the Proposals attached hereto as Exhibit "A," in an amount not to exceed budgeted funds, subject to approval by the Village Attorney as to form, content, and legal sufficiency.

**Section 4.** **Effective Date.** That this Resolution shall be effective immediately upon adoption.

PASSED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:


\_\_\_\_\_  
MICHAEL W. DAVEY, MAYOR

\_\_\_\_\_  
JENNIFER MEDINA, CMC  
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.  
VILLAGE ATTORNEY

# EXHIBIT "A"

	<b>Quote#: 8777</b> <b>By: Horton</b> <b>Date: 2/20/19</b>
<b>Name:</b> <b>Organization: Village of Key Biscayne (FL)</b> <b>Purpose: Implementation of Azteca's Cityworks Server AMS</b>	

Item	Description	Qty	Unit Price	Cost
	<b>Azteca Systems LLC will provide the services for a jumpstart implementation of Cityworks Server AMS for the Village of Key Biscayne (FL) to create and manage service requests and work orders for the organization's infrastructure assets. This effort will be comprised of the following:</b>			
1	<b>Remote installation of Cityworks Server AMS Software and Database:</b> <i>A remote web-conference will be held to install the Cityworks Server software and database in the organization's environment. In advance of this meeting, the organization will have prepared the hardware with the requisite 3rd party software as described on the hardware specifications page on mycityworks.com. The plan for formatting and processing the GIS layers for use in Cityworks will be reviewed, and a configuration guide that outlines the workflow data needed to configure Cityworks will be provided. <b>Note: Requires Esri 10.3, 10.3.1, 10.4, 10.4.1, 10.5, 10.5.1, 10.6, or 10.6.1</b></i>	1.00	1,600.00	1,600.00
2	<b>Remote Workflow Review Meeting (1 day):</b> <i>An on-site kickoff meeting will be held to collect all the information about the organization's workflows that will be input into Cityworks. Configuration to include: up to 30 work order, 30 service request, and 5 custom inspection types for one domain with up to 5 security groups. Configuration also includes employee, material, equipment lists and basic print templates. Cityworks provides an intuitive and robust ad-hoc reporting engine, and preconfigured reports are available on mycityworks.com. Should the organization desire customized reports, a separate quote will be provided. The organization shall configure/provide the map services that will be used in conjunction with Cityworks</i>	1.00	1,600.00	1,600.00
3	<b>Initial Cityworks Database Configuration (Azteca's offices):</b> <i>Azteca will configure the Cityworks database with the work order, service request, and custom inspection types collected in the Workflow meeting. This task will take place at Azteca's offices.</i>	1.00	8,000.00	8,000.00
4	<b>Remote Installation and Review of Configured Database (1 day):</b> <i>Azteca will install and provide the organization with a review of the configured database. If the organization desires changes, they can be made on the spot. If the effort to make additional changes exceeds the time for allocated for this task, hours from task 7 will be used. [NOTE: This task to be combined with Task 5.]</i>	1.00	1,600.00	1,600.00
5	<b>On-site Admin User Training (1 days):</b> <i>Azteca will supply 1 trainer to conduct Designer and Server AMS Admin Training to the organization's Administrators. The organization will need to identify who will be trained. The organization will provide the training facility including computers and a high-resolution computer screen projector. <u>Class size to be no more than 6 students plus the instructor. Additional students not allowed.</u> Task 5 and 6 will be performed on the same trip.</i>	1.00	2,200.00	2,200.00
6	<b>On-site End User Training (1 day):</b> <i>Azteca will supply 1 trainer to conduct "train-the-trainer" style training. The organization will need to identify who will be trained. The organization will provide the training facility including computers and a high-resolution computer screen projector. Coming into training, the users will need to possess basic functional knowledge of Personal Computers. <u>Class size to be no more than 6 students plus the instructor. Additional students not allowed.</u> Task 5 and 6 will be performed on the same trip.</i>	1.00	2,200.00	2,200.00
7	<b>Up to 5 ad-hoc remote hours:</b> <i>Provided during or after the implementation as needed to answer any questions or to supply support on technical implementation matters.</i>	5.00	200.00	1,000.00
<b>TOTAL:</b>				<b>18,200.00</b>

**Notes:**

1. This firm-fixed price-quote is valid for 60 days.
2. Price-quote includes travel expenses where applicable.
3. The Client shall provide and have operational all 3rd party software required for this implementation.
4. The Client shall provide and have operational all hardware needed to support this implementation and shall match the specifications on MyCityworks.com.
5. Installation, configuration, deployment and management of all 3rd party software and hardware associated with this effort is the responsibility of the Client.
6. Tasks are invoiced upon completion. Payment of invoices is expected in full no later than 30 days past the date of the invoice.
7. Remote hours are invoiced at a minimum 1/2 hour and every 15 minutes thereafter. Payment of invoices is in full no later than 30 days past the date of the invoice.



Quote Number Q-06425-1  
 Created Date 12/13/2018  
 Expiration Date 3/13/2019

Contact Information

Contact Name: Jake Ozyman Prepared By Name: Emily Davies  
 Organization: Village of Key Biscayne Prepared By Phone: (801) 617-8356  
 Contact Address: 88 W Mcintyre St Ste 250 Prepared By Email: edavies@cityworks.com  
 Key Biscayne, FL  
 33149-1846

Quote Lines

Product Name	Quantity/ Population	Net Unit Price
ELA - Server AMS STANDARD	1	\$15,000
<b>TOTAL:</b>		<b>\$15,000.00</b>

Notes

Year 1 Dollar Value	\$15,000.00	Year 1 Date Range	02/01/2019 - 01/31/2020
Year 2 Dollar Value	\$15,000.00	Year 2 Date Range	02/01/2020 - 01/31/2021
Year 3 Dollar Value	\$15,000.00	Year 3 Date Range	02/01/2021 - 01/31/2022

Quote Notes:

Server AMS Standard Enterprise License Agreement (ELA), Includes Unlimited Quantities of the Identified Products (excludes Water and Sewer Utilities):

- Office
- Respond
- Mobile Native Apps (for iOS/Android)

--Includes the following Add-ons:

- Storeroom
- Equipment Checkout
- Contracts
- Cityworks for Excel
- Cityworks Analytics for AMS
- eURL (Enterprise URL)
- Workload
- Web Hooks
- CCTV Interface for PACP
- Local Government Templates (LGT)

Use of Cityworks AMS Application Programming Interfaces (APIs) with commercially available Cityworks-centric applications that are licensed and maintained by authorized Cityworks partners

Annual fee herein is based on 10,001 - 25,000 population range

\*Fees reflect 50% discount for Citywide ELA which excludes Water and Sewer Utilities

### **Terms and Conditions**

All quotations are valid for ninety-days (90) from the date above, unless otherwise stated in this quotation form. All prices quoted are in USD, unless specifically provided otherwise, above. These prices and terms are valid only for items purchased for use and delivery within the United States.

Unless otherwise referenced, this quotation is for the Cityworks software products referenced above only. Pricing for implementation services (installation, configuration, training, etc.), or other software applications is provided separately and upon request.

The procurement, installation and administration of the Esri software utilized in conjunction with Cityworks will be the responsibility of the customer.

The procurement, installation and administration of the RDBMS utilized in conjunction with Cityworks will be the responsibility of the customer. Currently, Cityworks supports Oracle and SQL Server. The procurement, installation and administration of the infrastructure (hardware and networking) utilized in conjunction with Cityworks will be the responsibility of the customer.

This quotation information is confidential and proprietary and may not be copied or released other than for the express purpose of the current system selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Azteca Systems, LLC.

#### **Software Licensing**

All Azteca Systems software offered in this quotation are commercial off-the-shelf (COTS) software developed at private expense, and is subject to the terms and conditions of the "Cityworks Software License Agreement" and any and all addendums or amendments thereto. A fully executed copy of the Software License Agreement and any addendum(s) is required before delivery and installation and usage of the software is subject to the terms of the current license agreement.

Delivery method is by way of download through Azteca Systems, LLC. customer support web portal.

#### **Payment Terms**

Net thirty (30) days.

#### **Taxes**

Prices quoted do not include any applicable state, sales, local, or use taxes unless so stated. In preparing your budget and/or Purchase Order, please allow for any applicable taxes, including, sales, state, local or use taxes as necessary. Azteca Systems reserves the right to collect any applicable sales, use or other taxes tax assessed by or as required by law. Azteca Systems reserves the right to add any applicable tax to the invoice, unless proof with the order is shown that your organization or entity is tax exempt or if it pays any applicable tax directly.

#### **International Customers**

These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

**AZTECA SYSTEMS, LLC. COPYRIGHT 1995 - 2018**

Azteca Systems LLC 11075 | South State Street Suite 24, Sandy, UT 84070 | Corporate Main 801-523-2751 | Corporate Fax 801-523-3734

Azteca Systems LLC 11075 | South State Street Suite 24, Sandy, UT 84070 | Corporate Main 801-523-2751 | Corporate Fax 801-523-3734