



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 9

**Agenda Date:** January 30, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Ratification of payment for Computerized Maintenance Management System (CMMS) Software Contract and award of a new contract

**SUMMARY:**

This ordinance ratifies the contract and payment of \$71,937.60 to Asset Management Technologies LLC for the maintenance and service of NetFacilities Computerized Maintenance Management System (CMMS) Software for the Aviation Department for a term beginning December 1, 2023, through November 30, 2025, funded through the Airport Operations and Maintenance Fund.

Additionally, this ordinance authorizes a contract with Aerosimple, LLC to provide, implement and maintain a Web-Based Enterprise Asset Management System (EAMS)/Computerized Maintenance Management System (CMMS) for the Aviation Department. This contract will begin upon the effective date of the ordinance awarding the contract and the initial term of the agreement is five years commencing on the go-live date with two optional one-year renewals. The estimated cost for the seven-year term of the contract is \$1,879,000. The first year of the contract in the amount of \$335,000 will be funded from Interim Airport Financing and the Airport Operations and Maintenance Fund. Funding for subsequent years is contingent upon City Council approval of the annual budget.

## **BACKGROUND INFORMATION:**

The CMMS serves as an tool to efficiently managing the maintenance program within the airport facilities. CMMS allows for centralized control and organization of maintenance activities, ranging from routine inspections to emergency repairs, across various divisions and assets within the complex infrastructure of the airport.

A contract between the City and Asset Management Technologies LLC for an interim CMMS program began December 14, 2018, and ended November 30, 2023. The Aviation Department began an RFCSP process to secure a new CMMS system in July 2023. Aviation was seeking a more robust CMMS that provided the technical support required to maintain the medium to large hub airport maintenance program with the ability to integrate with another existing airport platform unique to aviation operations.

The Department was not able to secure a new contract for EAMS/CMMS, therefore, the current contract with NetFacilities CMMS has been extended from December 1, 2023, to November 30, 2025, for a total amount of \$71,937.60. Due to the implementation of the new EAMS/CMMS, the extended use of the NetFacilities CMMS is necessary to properly transition historical and current data required to maintain Aviation assets to ensure accurate accountability of equipment, maintenance, cost, inventory and asset life-cycle status in migrating to the new system which will be put into place upon award of the new contract to Aerosimple, LLC. This ordinance ratifies the contract with and the payment to NetFacilities CMMS.

### **New Contract:**

Furthermore, submitted for City Council consideration and action is the proposal submitted by Aerosimple, LLC to provide, implement and maintain a Web-Based Enterprise Asset Management System (EAMS)/Computerized Maintenance Management System (CMMS) for the Aviation Department. This contract includes software licenses, implementation services, training and ongoing technical support to manage assets and locations, service requests work orders, preventative maintenance, equipment and tools, inventory, personnel and labor service provider assets, revenue and chargebacks, reporting and dashboards, documentation and mobile applications.

The City issued an Request For Competitive Sealed Proposal for “Enterprise Asset Management System (EAMS)/Computerized Maintenance Management System (CMMS) Solution” on October 30, 2023, with a submission deadline of January 8, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAePS) and an email notification was released to potential Respondents. A total of twelve firms responded to the RFCSP. Two firms were deemed non-responsive for failure to submit required proposal documents and one firm was deemed non-responsive for submitting a response containing exceptions to required terms and condition and the remaining nine responses were deemed eligible for review.

The evaluation committee consisted of representatives from the Aviation Department, the

Information and Technology Services Department, Bexar County, TD Industries and the City Manager's Office.

The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points: 35 points allotted for experience, background, and qualifications; 45 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met for initial evaluation to discuss the nine responsive proposals on March 22, 2024, and after initial scoring, the committee's recommendation was to conduct interviews with the top four highest-ranked firms. The evaluation committee reconvened for interviews, demonstrations, and discussion on May 31, 2024, and June 4, 2024. After interviews, the evaluation committee discussed and scored the shortlisted firms based on the aforementioned criteria. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the price scores were revealed. Aerosimple, LLC, the highest-ranking firm, was recommended for award by the evaluation committee.

The initial term of the agreement shall begin upon the effective date of the ordinance awarding the contract and continue in full force and effect for a five-year period after implementation/set up and City's final acceptance of the system. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

#### **ISSUE:**

Ordinance ratifying a contract and payment to Asset Management Technologies LLC for the NetFacilities Computerized Maintenance Management System (CMMS) Software for the Aviation Department for services effective December 1, 2023, through November 30, 2025.

Additionally, this action awards a new contract to Aerosimple, LLC to provide, implement and maintain a web-based enterprise Asset Management System (EAMS)/Computerized Maintenance Management System (CMMS). This contract will begin upon the effective date of the ordinance awarding the contract and upon the go-live date will continue for five years with two optional one-year renewal periods.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should the contract and payment to Asset Management Technologies LLC for the Aviation Department for service to NetFacilities CMMS not be ratified, the Aviation Department will not have access to the software to support proactive maintenance planning and scheduling, minimizing downtime and disruptions to airport operations. If services are disrupted, Aviation staff will lose historical data for asset management and maintenance work orders. Aviation will also be forced to move to manually track work orders, resulting in a delay in maintenance repairs being completed.

Additionally, should the contract with Aerosimple, LLC not be approved, the Aviation Department may be required to use multiple methods to manage assets and locations, service requests work orders, preventative maintenance, equipment and tools, inventory, personnel and labor service provider assets, revenue and chargebacks, reporting and dashboards, documentation and mobile applications which may result in overtime and/or reduced staff capacity for other duties.

### **FISCAL IMPACT:**

This ordinance ratifies a contract and payment to Asset Management Technologies LLC in the amount of \$71,937.60 for the service of NetFacilities Computerized Maintenance Management System (CMMS) Software for the Aviation Department for services effective December 1, 2023, through November 30, 2025. The first year, in the amount of \$34,256, was expensed and paid for in FY24 Aviation Operations and Maintenance budget and second year, in the amount of \$37,681.60, was expensed and paid for in FY25 Aviation Operations and Maintenance budget.

Additionally, this ordinance awards a new contract to Aerosimple, LLC to provide, implement and maintain a web-based Enterprise Asset Management System (EAMS)/Computerized Maintenance Management System (CMMS) to the Aviation Department, upon the effective date of the ordinance awarding the contract and upon the go-live date will continue for five years with two optional one-year renewal periods. The estimated cost for the complete seven-year term of the contract is \$1.879 million. Funding for the first year cost of \$335,000 is available in the amount of \$290,000 from the Aviation Capital Project budget and \$45,000 from the Aviation Operations and Maintenance budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

### **RECOMMENDATION:**

Staff recommends approval of this ordinance.

This contract is procured by means of Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.