



## Legislation Text

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File #: 20-330, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Sole Source Procurement 20-040, Cityworks Storeroom Equipment and Software, to Radley Corporation for an amount not to exceed \$171,651.46.

**DEPARTMENT:** Information Technology

**SUBMITTED BY:** Jackie Nguyen, Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

In 2017, the City Council approved Cityworks as the single platform to provide service request, work order, asset management and warehousing functionality for all City departments and awarded Contract 17-056, Cityworks Upgrade and Enhancement Project, to Power Engineers, Inc. to provide services to expand, enhance and standardize the City's use of Cityworks. The project is comprised of four phases; the first three phases were included in the Contract 17-056 award. To date, Phase 0, Discovery and Design Architecture, is nearly complete and Phase 1, Warehousing, is at the early stages of integration.

Phase 1 includes the migration of existing material warehouses from SunGard to Cityworks as well as the creation of new warehouses for departments currently using other software, such as the Water Utility. A key element to the warehousing phase is streamlining workflows enhanced through integrations with the Tyler Munis Financial module and the implementation of a barcoding system.

Barcoding will be used in all managed warehouses to issue materials to work orders, accounts and/or employees. It will also be used to facilitate receipt or transfer of materials and to conduct material audits (inventory counts). The costs associated with the barcoding hardware and software were not included in the Contract 17-056 award because this contract is specific to the professional services needed to implement the Cityworks upgrade. Additionally, the costs associated with the barcoding system could not be determined until the warehousing module was designed.

#### **DISCUSSION:**

A sole source is requested for a one-time purchase of Radley Corporation (Radley) bar coding equipment and associated data collection software for use by the Electric Utility, Water Utilities and Department of Public Works. The award includes the purchase of the data collection hardware and software licenses, implementation services (including initial data collection environment configuration, software loading on servers and devices, mobile client configuration and reconfiguration and label printing, if required), testing, training, project management, pilot support and the move to production.

Information Technology identified the purchase as a sole source because Cityworks recognizes Radley to be the only company which has entered into a development partnership with Cityworks to automate storeroom inventory transactions. Additionally, Radley is the only company authorized by Cityworks to provide a data collection software platform and data collection hardware with Cityworks-owned integration application programming interfaces (API). A sole source letter from Radley and a letter confirming the development partnership from Cityworks are attached.

Radley's integrated barcoding products for Cityworks functions within the Cityworks environment. Based on business logic, Radley consolidates numerous tasks into one simple workflow, streamlining data entry and daily operations, as well as automating material handling transactions. Users follow simple software prompts as Radley technology validates data and processes multiple transactions.

With this award, the barcode scanning equipment and software will automate the data entry of approximately 13,000 transactions per year associated with more than \$4.1 million in assets stored within the Electric Utility, Water Utilities and Department of Public Works warehouses. The award includes:

- \$40,379.29 for hardware including three years of hardware maintenance;
- \$68,272.17 for software including three years of software maintenance; and
- \$63,000 for one-time implementation and training costs.

**FISCAL IMPACT:**

CIP: CE148 - Cityworks Service Request and Work Order Management System Enhancements

The barcoding system project is expensed to the technology accounts listed below, as part of the capital improvement program. A total of \$560,000 is budgeted for CE148 in 2020. The remainder of the award will be budgeted appropriately in 2021.

Account Number	Fund Description	Total Budget Amount
16101300-551504	Electric	\$552,360
16101500-551504	Water and Wastewater	\$296,240
16102300-551504	Bond Fund	\$719,400