

**Agenda Item:**

2.e

**Meeting Date:**

August 7, 2025

## **MEMORANDUM**

**To:** City Commission

**Through:** Jennifer K. Bramley, City Manager

**From:** Sue Bartlett

**Date:** 2025-07-29

**Subject:** Award of a Maintenance Management System for the Public Works Department via "piggybacking" an agreement with the Town of Davie, FL - "ITN-RM-22-17" for a Planning, Work & Asset Management Software System, to Maintstar, Inc., in the amount of \$110,500.

**Presenter(s):** Suzanne "Sue" Bartlett, Public Works Director

**Staff Recommendation:** Commission approval of the award of a Maintenance Management System with MaintStar, Inc., of Irvine, CA, via "piggybacking" with the same terms and conditions as the Town of Davie, FL - "ITN-RM-22-17 New Enterprise Assessment Management System (EAM) Work Order System" agreement, and approval to issue a Purchase Order (PO), in the amount of \$110,500.

**Strategic Themes:** GOOD GOVERNANCE, CITY SERVICES, INFRASTRUCTURE, PLANNING, AND GROWTH

**Boards & Committees:** N / A

**Budget Impact:**

- ~ No budget adjustment is needed for FY25 - anything paid in FY25 will be considered a pre-paid expense for FY26;
- ~ For the FY26 Budget, we will budget for the \$110,500 initial implementation amount, and the first year as well as the 2nd year payment of \$36,500, for a total of \$147,000;
- ~ Per GASB 96 guidelines, the \$110,500 implementation will be posted to principal accounts in each of the cost centers listed further below;
- ~ The payments for years 2 through 5 will be split between principal and interest, based on GASB 96 spreadsheets from Finance;
- ~ The Requisition / PO for the \$110,500 should be expensed as follows:

- Streets, Acct. #001-6300-517-057101-GG - \$22,100
- Solid Waste, Acct. #440-5401-517-057101-SW - \$22,100
- Stormwater, Acct. #443-5300-517-057101-SU - \$22,100
- Fleet, Acct. #550-6200-517-057101-GG - \$22,100
- Facilities, Acct. #551-6447-517-057101-GG - \$22,100.

The total cost, including implementation and five (5) years of hosting, license, support, and upgrades is \$262,800. Exhibit D, attached hereto, provides further details as to the funding allocations for the first and subsequent years implementation (as detailed in Exhibit B), in the initial amount of \$110,500, divided between all five (5) Public Works accounts, as noted above.

**Past Action:** N / A

**Next Action:** Issuance of Purchase Order (PO) and Notice to Proceed (NTP), subject to Commission approval of award recommendation.

**Attachments:** [A. Purchasing Agent Memo - Piggyback Agreement for COD PW Planning, Work & Asset Management Software.pdf](#)  
[B. MaintStar Software Licensing \(LSA\) Price Proposal for the COD.pdf](#)  
[C. Dunedin - MaintStar Piggyback Agreement.pdf](#)  
[D. MaintStar - Budget Information for PW Improvement of Operations.pdf](#)

**Background:** On August 6, 2024, the Commission awarded a contract to LA Consulting, Inc., (LAC) to perform an evaluation of the Public Works Department, with the purpose of reviewing and assessing current processes, systems, and methods of each Division. LAC subsequently proceeded to identify opportunities for improved efficiency and effectiveness for future operations, resulting in a report with associated improvement recommendations, which was presented to and accepted by the Commission on February 7, 2025.

Included within that report is "Recommendation #2"; Configure the current system to assist Public Works in operating efficiently and effectively. Other system solutions related to public works should be considered if this cannot be achieved. This recommendation is directly related to the ability to use a tool that allows Public Works to utilize the adoption of work processes and technology as an instrument to improve operations through planning and management of work. Specifications were developed from requirements for the software tool, and existing software was evaluated for these required features. Public Works determined essential components necessary to accomplish the goal were not present in our current software.

One of the software systems used by other public works agencies

that does meet the requirements, is MaintStar. A current publicly procured agreement with the Town of Davie, FL, with MaintStar, was found to meet the basic requirements of the Public Works efficiency goals using the newly developed processes, guided by LAC. The Town of Davie agreement was reviewed by the City Attorney's Office, Purchasing, and IT, and was found to be in compliance with City policies. The agreement, which provides for "piggybacking" by other agencies, includes implementation, training, configuration, hosting, and renewal pricing for a total of five (5) years.

This tool will be utilized by staff to monitor progress of the Annual Work Plan with the associated resources and costs to continue to improve efficiencies, while minimizing costs with data driven decisions. Subject to Commission approval, a project implementation schedule will be developed based on the terms of the agreement, and in conjunction with the implementation and configuration of processes with LA Consulting, Inc. (per their Commission approved agreement on May 22, 2025).

As such, staff hereby recommends approval and award of the agreement with MaintStar, Inc., of Irvine, CA, via "piggybacking" with the same terms and conditions as the Town of Davie, FL, INT-RM-22-17 New Enterprise Assessment Management System (EAM) Work Order System, and the issuance of a PO, in the amount of \$110,500 for the first year implementation, as detailed herein.