

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Annual Computerized Maintenance Management System (CMMS) Software Renewal - Accruent	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: February 5, 2024
PUBLIC HEARING: No	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Attachment A – Sole Source Form Attachment B- Quote	

PURPOSE: To renew the annual contract with Accruent, sole source vendor, for the computerized maintenance management system (CMMS).

BACKGROUND: A computerized maintenance management system (CMMS) is software that centralizes maintenance information and facilitates the processes of maintenance operations. It helps optimize the utilization and availability of physical equipment like vehicles, machinery, communication, plant infrastructure and other assets. The Water and Sewer Plant Maintenance Division utilizes Accruent CMMS software for tracking the operation, maintenance, and replacement of equipment at the water and wastewater facilities. This is a one-year contract renewal which will be in place until we transition to the Cityworks work order management software.

BUDGET IMPACT: Funding is available in the FY 2023-2024 budget.

RECCOMENDATION/ACTION REQUESTED: The Public Services Department is recommending that Accruent be approved as a sole source vendor for the annual renewal of the CMMS software for \$59,919.43.



Financial Services

Purchasing Division



Requisition # 37262

CITY OF HIGH POINT
SOLE SOURCE JUSTIFICATION FORM
(For Items Costing \$10,000.00 or More)
Statutory Reference N.C.G.S. 143-129(e)6

Vendor: Accruent

Item(s): Maintenance Connection annual renewal

Justification:

The Water and Sewer Plant Maintenance Division utilizes Accruent CMMS software for tracking the operation, maintenance, and replacement of equipment at the water and wastewater facilities.

Estimated expenditure for the above item(s): \$59,919.43

Accounting Unit and Account(s):

621757-527101

CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE.
ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

1. ☒ Performance or price competition for a product are not available.
2. ☒ A needed product is available from only one source of supply.
3. ☒ Standardization or compatibility is the overriding consideration.
4. ☐ The parts/equipment are required from this source to permit standardization.
5. ☐ None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel

Robby Stone

Digitally signed by Robby Stone
Date: 2024.01.22 08:26:08 -05'00'

Department/Division

Public Services - W/S Maintenance

Date

1-22-2024

APPROVAL PROCESS

Purchasing Manager

Financial Services Director

City Council (\$30,000 – Up)

Client Information

Client Name:	City of High Point	Client Contact Name:	Rick Riley
Bill To:	Casey Miller PO Box 230 High Point, NC 27261 United States	Client Contact Email:	rick.riley@highpointnc.gov
Ship To:	Kim Hilton 121 N Pendleton St High Point, NC 27260 United States	Client Contact Phone:	+1 03368838588
Billing Email:	casey.miller@highpointnc.gov	Account Number:	A-00130059

Quote Information

Quote #:	Q-273762-1	Quote Expiration:	2/16/2024
Start Date:	2/19/2024	End Date:	2/18/2025
Invoice Frequency:	Annual		

Product Information and Fees

Product	Quantity	Period 2/19/2024 - 2/18/2025	Total Fees
MC Annual Technical Support - Renewal	21 Concurrent License(s)	26,682.19	USD 26,682.19
MC Annual Technical Support - Renewal	19 Concurrent License(s)	7,505.12	USD 7,505.12
MC Secure Datacenter Hosting Cloud Subscription	20 License(s)	25,732.12	USD 25,732.12
Total		USD 59,919.43	USD 59,919.43

Additional Terms

- 1 If the invoice period reflects a term of less than 12 months, the recurring fees are prorated and will renew as permitted under the Agreement at the annualized rate.
- 2 The pricing and offer in this Order Document are provided in return for an executed Order Document received by Accruent by the Quote Expiration date listed above.
- 3 Unless Client has a separate negotiated master services agreement or other binding agreement in place with Accruent, by signing below, Client agrees that this Order Document is subject to the end user license agreement set forth at: https://www.accruent.com/end_user_license_agreement

Acknowledged and Agreed by the Duly Authorized Representatives of the Parties

Client: City of High Point	Accruent, LLC
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Effective Date:
Accruent requires a PO, send PO to your Accruent representative or customerpo@accruent.com. To avoid invoicing issues or a potential disruption in your services, please include the Quote # above in your PO.	
If you are tax exempt, provide exemption certification to your Accruent representative or salestax@accruent.com.	